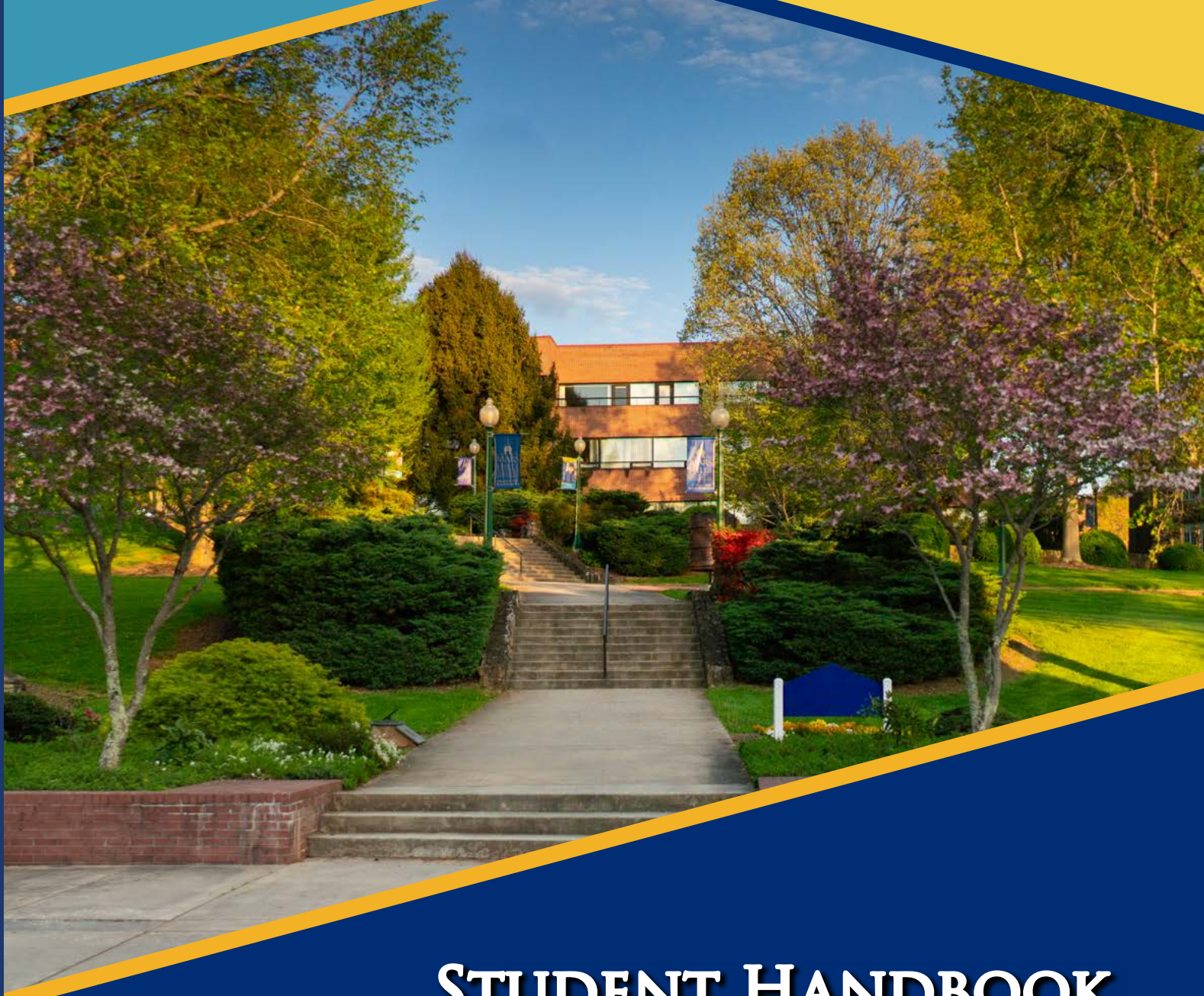


MARS  HILL  
UNIVERSITY 1856

Education That Moves Mountains



**STUDENT HANDBOOK**  
**2019-20**

**Notes:**

1. *The online version of the student handbook is under the “Current Students” section of the website, and is the most up-to-date version. It may contain changes from the printed version. ~ Last update: March 18, 2020.*
2. *The MHU Student Handbook uses the pronoun “they” rather than “he” or “she” in many instances to refer to a single person. This usage is deliberate. While traditionally considered a plural pronoun, “they” is gaining acceptance as a singular, gender-inclusive pronoun.*

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# **2019-2020 Student Handbook**

## **Use of the Student Handbook**

The Student Handbook is provided to articulate the standards, policies, and other aspects of being a member of the University community. This handbook covers policy and services affecting all those who are students taking classes MHU including undergraduate, graduate, on-line, and dual credit. In addition to our students, these policies are our expectations for all those who visit and work at MHU. The expectations in this handbook not only guide policy for our campus and extension buildings and classrooms, but are also expectations of how students will conduct themselves as representatives of MHU when off campus or on class field trips.

While every effort is made to ensure the accuracy of the information in this handbook, in no sense is it to be considered a binding contract, and it may be updated and changed at any time. The university strives to communicate effectively through a variety of media. Students are expected to frequently check their campus e-mail as the primary source of university communication. Emails will contain important information and deadlines for students. It is each student's responsibility to regularly access and follow through with pertinent information in these different forms of communication.

By submitting acceptance to MHU, students are agreeing to abide by all the terms and conditions of this handbook and the MHU catalog. It is the student's responsibility to be familiar with our expectations and live up to these policies and standards.

## **Official Communications From The University**

Mars Hill University uses your MHU email address as the primary means for official communication with students. The institution will send important notifications to your university email such as requests for meetings, notices of policy changes, and communication regarding your status as a student. The emergency contact system will text and/or call your mobile number to communicate critical and time-sensitive safety information, including campus safety notifications and weather-related information, and emergency preparedness tests.

## **Notice of Non-Discrimination**

Mars Hill University is dedicated to maintaining an environment where academic freedom flourishes and in which the rights of each member of the University community are respected. The University recognizes and upholds the inherent dignity and value of every person, and each individual's inalienable right to personal sovereignty.

## **USDA Notice of Non-Discrimination**

This institution is an equal opportunity provider and employer. As a recipient of federal funds, through the United States Department of Agriculture, and in accordance with federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.

To file a complaint of discrimination, write to:

Jennie Matthews  
Assistant Director of Human Resources & Title IX Coordinator  
209 Nash Hall, 100 Athletic Street, Mars Hill University  
Mars Hill, N.C. 28754  
828 689-1197  
jmatthews@mhu.edu

USDA, Assistant Secretary for Civil Rights  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, S.W., Stop 9410  
Washington, D.C. 20250-9410

## Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students at universities like Mars Hill University (“MHU” or “University”) certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day MHU receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.  
A student who requests the University to amend a record should write the Registrar, clearly identify the part of the record to be changed, and specify why it should be changed.  
If MHU decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing re-garding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before MHU discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.  
MHU discloses education records without a student’s prior written consent under FERPA when the disclosure is to school officials with legitimate educational interests. A school official typically includes a person employed by MHU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for MHU.  
Upon request, MHU also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. MHU hereby notifies students that it intends to forward such records on request or if the disclosure is initiated by the student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by MHU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202

FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to



inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)) MHU has designated the following as "directory information:" your name; local, home, and e-mail addresses; local and home telephone number; major field of study; enrollment status/rank (e.g., undergraduate or graduate; full time; freshman, sophomore, junior, or senior; first-year, second-year, or third-year); dates of attendance; anticipated degree and degree date; degrees, honors, and awards received; participation in officially recognized activities; student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems; most recent educational agency or institution attended; and photograph, to anyone within the MHU community and to the general public.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

## **Title IX Notice of Non-Discrimination**

As a recipient of federal funds, Mars Hill University is also required to comply with Title IX of the Higher Education Amendments of 1972 (20 U.S.C. § 1681) (“Title IX”) that prohibits discrimination on the basis of gender (sex) in all educational activities or programs. In accordance with Title IX, Mars Hill University does not discriminate on the basis of sex in the administration of its educational programs, admissions policies, scholarship and loan programs, athletic and other school-administered programs or activities (both on and off campus) or in employment. The University further prohibits harassment, sexual violence, and other forms of violence against its students and employees. Inquiries concerning the application of Title IX and its implementing regulations may be referred to the U.S. Department of Education, Office for Civil Rights, or to the University’s Title IX Coordinator:

Jennie Matthews  
209 Nash Hall, Mars Hill University Mars Hill, N.C. 28754  
828 689-1197  
jmatthews@mhu.edu

## Message from the Dean of Students:

Welcome Lions!!!

On behalf of the administration, faculty and staff, we would like to extend a warm welcome to you. We are so happy to have you on campus!

If you are new to the Mars Hill community, I know you may feel a little uneasy, and that's okay. There's something to say about letting yourself be exposed to new and challenging experiences. They don't just "build character," like your parents may tell you; they also allow you to get more comfortable with being in the unknown and determining your own values. Being a lion will grow you in more ways than you can even imagine right now.



As the Dean of Students, it is my role to advocate for you and to ensure that you have access to the resources that you need to be successful on campus. My role also involves holding students accountable for choices that negatively impact our community. There are some times when you will feel overwhelmed, but always keep a level head. Those are the moments that will challenge you and cause you to step out of your comfort zone. I have had those moments. The trick is to not let those moments dictate how the rest of your career as a student will go. In your "not-so-good" moments, hold on to your hopes and dreams.

Next, I want to encourage you to stay on top of your academics. Build relationships with your professors and go visit them during their office hours. Nothing should come before your studies; however, your engagement outside the classroom can greatly enhance your learning. Your experiences inside and outside of the classroom will allow you to gain transferable skills and build your resume'.

Finally, take advantage of all that the Mars Hill campus has to offer you. Check out the bucket list in the very back of the handbook and see the variety of opportunities for engagement. I urge you to be a leader on campus by connecting with your peers and forming quality relationships. Don't let such opportunities go to waste. There is always something to do on campus, trust me. Create your lion experience, don't let it create you!

With lion pride,

**Dr. DeAndre Howard**

**Associate Vice President of Student Life and  
Dean of Students**



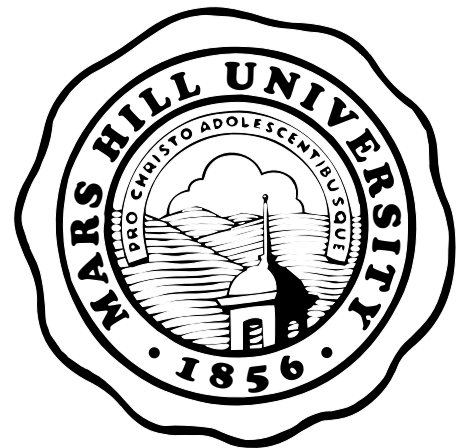
## Mission Statement

Mars Hill University, an academic community rooted in the Christian faith, challenges and equips students to pursue intellectual, spiritual, and personal growth that is:

- Grounded in a rigorous study of the Liberal Arts,
- Connected with the world of work, and
- Committed to character development, to service, and to responsible citizenship in the community, the region, and the world.

## Vision Statement

Mars Hill will be a preeminent private university, nationally recognized for transforming engaged learners into ethical citizens and successful leaders in an ever-changing world.



## Seal and Motto

The Mars Hill University seal is primary used for official documents from the president's office and the registrar's office. It features the Marshbanks Hall cupola against the majestic Bailey Mountain . The seal also displays the year 1856, when the university was founded as French Broad Baptist Institute, and the university motto: *Pro Christo Adolescentibusque*, which means:

***For Christ and Youth.***

## Mascot

The Mars Hill University mascot is Cosmo, the mountain lion. He can often be found whipping up the crowd at ballgames, or leaping out of the MHU athletic logo



## Website and Social Media

The best place to keep up with MHU and happenings on campus is the university website, “MyMHU” and the university social media accounts.

*Website: [www.mhu.edu](http://www.mhu.edu)*

*MyMHU: [my.mhu.edu](http://my.mhu.edu)*

*Facebook: [Mars Hill University](#)*

*Twitter, Instagram and Snapchat: [@MarsHillU](#)*



# Mars Hill University Bucket List

- Raft down the French Broad River
- Walk a mile on the Appalachian Trail
- Visit Hot Springs and sit in a hot tub
- Play four square in front of Owen Theatre
- Slip and Slide down Men's Hill
- Climb Bailey Mountain in the fall
- Ski the Wolf
- Walk the "Loop" with someone special
- Play Disc Golf around campus
- See the Biltmore House at Christmas
- Visit Joe Anderson's grave
- Sled down every hill on campus
- Visit all the "haunted" buildings on campus
- Visit Cherokee
- Take a clogging class
- Take a ride on the Blue Ridge Parkway
- Go to Zuma's in Marshall
- Go snipe hunting on the mountain
- Walk the "Loop" at midnight
- Play Frisbee on the Quad
- Go see a play at Owen Theatre
- Play Uno on the Quad
- Watch the BMC spring concert
- Go to Waffle House between 2 am-6 am
- Take part in a snowball fight on the Quad
- Go caroling at the Mars Hill Retirement Center
- Make a snowman
- Go to the drum circle in downtown Asheville
- Attend an MHU choir concert
- Go to the Asheville Pizza Co.
- Attend Spring Fling
- Get to know a Professor you respect
- Play or watch Intramurals
- Go to at least one game of each sport
- Attend homecoming events
- Eat at Mellow Mushroom in Asheville
- Do community service for local people
- Enjoy a bonfire
- Attend an Empty Bowls dinner
- Get to know an international student
- Get up early to watch a sunrise
- Go for a donut run during exam week
- Get to know the friendly people of Mars Hill
- Take a class outside your major that is not required
- Run for a position in SGA
- Consider taking part in Greek Life
- Go to El Chapala's in Weaverville
- Paint the spirit rock
- Spend at least one summer on campus
- Have your picture made in front of the chapel doors
- Make your neon night t-shirt
- Chase lightning bugs
- Have a water balloon fight on the Quad
- Lie out at night and look at the stars
- Eat some ramps/Attend a ramp festival
- Play on the playground at Rec Park
- Go to the local Farmer's Market
- Go to Sliding Rock in Brevard
- Hike at Craggy Gardens
- Visit Linville Caverns
- Asheville Farmer's Market/eat breakfast at the Moose Cafe
- Go to Mt. Mitchell and Grandfather Mountain
- Go to Blue Mountain Pizza
- Eat garlic knots from Papa Nick's
- Join at least one student organization
- Go to late night breakfast at the end of semester
- Go on one outdoor center activity
- Go to the Bascom Lamar Lunsford Festival
- Visit the Ramsey Center on campus
- Go to the corn maze at Eliada in Asheville
- Go ziplining at Navitat in Barnardsville
- Go to a show at the Orange Peel
- Present at SLAM
- Catch a salamander in the river or creek
- Attend the Christmas Concert
- Go to the Grove Park Inn when decorated for Christmas
- Read in a hammock on campus
- Visit the Triple Falls at Dupont in Brevard
- Picnic at Max Patch in Hot Springs
- Hike the Lover's Leap Trail in Hot Springs
- Visit the N.C. Arboretum
- Decorate your room with thrift store finds
- Get a Buffalo Chicken Wrap at the caf
- Donate blood at one of the campus blood drives
- Watch the sunset from the Heritage Cabin porch
- Hike to Douglas Falls in Barnardsville
- Go to a Tourist game
- Look at old Mars Hill yearbooks and laugh at the pictures
- Go on an alternative spring or fall break mission trip
- Check out Downtown after Five (Asheville)
- Visit the Riverside Drive arts district in Asheville
- Have your picture taken in the gazebo on Main Street
- Go Contra Dancing on Monday night at the Grey Eagle
- Participate in the Lions Against Hunger Food Drive
- Go bouldering on the side of Wren
- Participate in a skit for the Lion's Growl
- Go people watching in downtown Asheville
- Attend a movie on campus
- Climb one of the big trees on the Quad
- Be part of creating a new Mars Hill tradition
- Go swimming at the MHU pool
- Take a LaZoom Comedy Tour in Asheville
- Go to the Madison County Arts Council

# Religious Identity Statement

Mars Hill’s religious identity will never be fully answered through a simple written statement, but will continually emerge through an ongoing dialogue among members of the Mars Hill family. Based on our mission statement (pg. 7), this document (below) was developed by the Religious Life Committee in consultation with the Church Relations Council. In addition, faculty, staff, students, and the Board of Advisors offered feedback at various stages of its drafting. On November 7, 2003, the Board of Trustees of Mars Hill University voted to approve the use of this document to publicly communicate the religious identity of the university. It represents our best understanding of who we are relative to our Christian roots, and it is an invitation to all members of the Mars Hill community—alumni, trustees, faculty, staff, students, and prospective students—to join us in this rich conversation as we seek to fulfill our mission.

*Mars Hill University, an academic community rooted in the Christian faith. . .*

Paul stood up in the midst of Mars Hill and said: “People of Athens, I see that you are very religious.”—Acts 17:22

Mars Hill University is a place where faith and reason meet, where students, faculty, and staff explore questions of faith reasonably in the spirit of Christ-like compassion and respect. While Mars Hill is not a church, our roots are Christian and our heritage is Baptist. We encourage students, faculty, staff, administrators, trustees and alumni in their practice and expression of faith. We honor the variety of denominations, faith traditions, worship practices, theological persuasions and spiritual disciplines represented among our constituencies. By experiencing this diversity in community, we learn from each other and find our own spiritual journeys enriched.

*. . . challenges and equips students to pursue intellectual, spiritual, and personal growth. . .*

“The most important [commandment],” answered Jesus, “is this: . . . Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.” —Mark 12:28-30

At Mars Hill, we see that developing knowledge, values, and skills are integral ways of loving God and following what Jesus called the greatest commandment. Pursuing intellectual growth—developing knowledge—is critical to loving God with all your mind. Pursuing spiritual growth—deepening values—is critical to loving God with all your heart and soul. And pursuing personal growth—strengthening skills for life and work—is critical to loving God with all your strength.

*. . . through an education that is grounded in a rigorous study of the liberal arts. . .*

You shall know the truth, and the truth shall make you free. —John 8:32

“Liberal arts” comes from a Latin phrase meaning “the arts suitable and necessary for free people to govern themselves.” The liberal arts at Mars Hill are rooted in freedom—freedom to explore critical questions of life from different perspectives in the pursuit of truth. Our Baptist heritage strongly emphasizes religious liberty, expressed as the freedom and autonomy of persons and churches in a free state. This heritage nurtures our practice of academic freedom. We recognize that any form of coercive dogmatism claiming to have the only correct version of truth, imposing that view on others, and restricting freedom of inquiry is incompatible with the way we experience the liberal arts and Christian higher education at Mars Hill.

*. . . connected to the world of work. . .*

I urge you to live a life worthy of the calling you have received. —Ephesians 4:1

The idea of vocation, or calling, is central to Mars Hill’s mission. God gifts people with a wide variety of abilities and interests and calls them to employ their gifts across the spectrum of professions: ministry, law, medicine, education, business, social work, et al. We want our graduates to find worthwhile work and distinguish themselves in every field by doing good [ethical work—making a life] and doing well [successful work—making a living].

*. . . and committed to character development, to service, and to responsible citizenship in the community, the region, and the world. There are different kinds of service. . . [and] varieties of working, but it is the same God who inspires them all in every one.*

To each is given the manifestation of the Spirit for the common good. —I Corinthians 12:5-6

At Mars Hill, we balance the freedom inherent in a liberal arts education with responsibility. We challenge our students to become “response-able,” prepared to respond to the difficult challenges of the 21st century with core commitments and activities that serve the common good. We want our graduates to value civic engagement, to be the kind of people who live out their faith commitments in every arena and spend their lives making a positive difference in their homes, in their workplaces, in their communities, and in their world.

## Academic Calendar

### Summer 2019

Summer Term I Begins.....	Tuesday, May 28, 2019
Last day to Add a Term I class .....	Thursday, May 30, 2019
Last day to Drop a Term 1 class.....	Friday, May 31, 2019
Term I Ends.....	Saturday, June 29, 2019
Summer Term II Begins .....	Monday, July 1, 2019
Last day to Add a Term II class .....	Wednesday, July 3, 2019
Independence Day Holiday .....	Thursday, July 4, 2019
Last day to Drop a Term II class .....	Friday, July 5, 2019
Term II Ends.....	Saturday, August 03, 2019

### Fall 2019

First Short Term Begins .....	Monday, August 12, 2019
Faculty Workshop Begins- Fall .....	Monday, August 19, 2019
Residence Halls open for First Year & Transfers/Orientation Begins.....	Friday, August 23, 2019
Residence Halls open for Registered Continuing Students.....	Sunday, August 25, 2019
Schedule Adjustments & Clearance of Stops .....	Monday, August 26, 2019
Traditional Classes begin at 8 a.m. ....	Tuesday, August 27, 2019
Opening Convocation.....	Tuesday, August 27, 2019
Last day for faculty to drop a student from class for non-attendance .....	Friday, August 30, 2019
Last day for registration, schedule adjustment, Internship Applications.....	Monday, September 2, 2019
Schedule Drop Period.....	Sept. 3 - Sept. 23, 2019
Last day for dropping a class without transcript entry; removing “I” Grades.....	Monday, September 23, 2019
Last day to apply for graduation in December .....	Tuesday, October 1, 2019
Bascom Lamar Lunsford & Madison County Heritage Festivals-Fall.....	Saturday, October 5, 2019
Mid-Semester Evaluation Week .....	October 7-11, 2019
Fall Break Begins at end of classes .....	Friday, October 11, 2019
Second Short-term begins .....	Monday, October 14, 2019
Fall Break Ends and classes resume, 8 a.m. ....	Wednesday, October 16, 2019
Mid-Semester Grades due .....	Friday, October 18, 2019
Homecoming, Alumni Day - Fall.....	Saturday, October 19, 2019
Last day to withdraw from a class with grade of “W” .....	Friday, October 25, 2019
Fall & Summer Registration Opens .....	Monday, Nov. 4, 2019
Deadline for Juniors/Seniors to indicate S/U grade option .....	Friday, November 8, 2019



Thanksgiving holidays begin at close of classes (Fall)..... Tuesday, November 26, 2019  
 Administrative Offices close at noon for holiday. ....Wednesday, November 27, 2019  
 Classes Resume/Offices reopen at 8:00 a.m. .... Monday, December 2, 2019  
 Last day of regular classes ..... Tuesday, December 10, 2019  
 Regular day & evening exams begin ..... Wednesday, December 11, 2019  
 Examinations end; Christmas Holidays begin..... Tuesday, December 17, 2019  
 Final Grades posted by faculty.....Thursday, December 19, 2019  
 Graduation Exercises..... Friday, December 20, 2019  
 University Offices Close for Christmas holidays..... Friday, December 20, 2019

## Spring 2020

Administrative Offices open for spring semester ..... Monday, January 6, 2020  
 First Short Term Begins ..... Monday, January 6, 2020  
 Residence Halls open for First Year & Transfers/Orientation Begins.....Saturday, January 11, 2020  
 Residence Halls open for Registered Continuing Students..... Sunday, January 12, 2020  
 Schedule Adjustments & Clearance of Stops ..... Monday, January 13, 2020  
 Traditional Classes begin at 8 a.m. .... Tuesday, January 14, 2020  
 Last day for faculty to drop a student from class for non-attendance ..... Friday, January 17, 2020  
 Martin Luther King, Jr. Day..... Monday, January 20, 2020  
 Last day for registration, schedule adjustment, Internship ApplicationsTuesday, January 21, 2020  
 Schedule Drop Period..... Jan. 22–Feb. 10, 2020  
 Choral Festival-Spring ..... February 7–8, 2020  
 Last day for dropping a class without transcript entry; removing “I” GradesMonday, February 10, 2020  
 Mid-Semester Evaluation Week ..... Feb. 24–28, 2020  
 Last day to apply for graduation in May or August ..... Friday, February 28, 2020  
 Mid-Semester Evaluations due .....Wednesday, March 4, 2020  
 Spring Break Begins at end of classes .....Friday, March 6, 2020  
 Second Short-term begins .....Monday, March 9, 2020  
 Administrative Offices reopen after spring break .....Wednesday, March 11, 2020  
 Spring Break Ends and Classes resume, 8 a.m.....Monday, March 16, 2020  
 Spring Registration Opens .....Monday, March 23, 2020  
 Last day to withdraw from a class with grade of “W” ..... Tuesday, March 24, 2020  
 Deadline for Juniors/Seniors to indicate S/U grade option ..... Friday, April 3, 2020  
 Good Friday Holiday - Spring ..... Friday, April 10, 2020  
 SLAM - Student Liberal Arts Mosaic .....Tuesday, April 14, 2020  
 Last day of regular classes ..... Thursday, April 30, 2020  
 Regular day & evening exams begin ..... Friday, May 1, 2020  
 Examinations end; Residence Halls close ..... Wednesday, May 6, 2020  
 Final Grades posted by faculty..... Thursday, May 7, 2020  
 Graduation Exercises..... Saturday, May 9, 2020

## Important Campus Phone Numbers and Office Locations

<b>Department.....</b>	<b>Phone Number (828.689.xxxx) .....</b>	<b>Campus Location</b>
Alumni Office.....	1102.....	Blackwell, Second Floor
Admissions Office.....	1201.....	Blackwell, First Floor
Athletics.....	1219.....	Chambers Gym
Bookstore.....	1248.....	Main Street
Business Office.....	1100.....	Blackwell, Second Floor
Campus Ministry.....	1128.....	Bentley Fellowship Hall
Campus Security.....	1230.....	Wren Student Union 317
Career Development.....	1735.....	Day 208
Center for Community Engagement.....	1162.....	Marshbanks 201
Center for Student Success.....	1480.....	Marshbanks 303
Chaplain.....	1299 or 1664.....	Bentley Fellowship Hall
Counseling.....	1196.....	Wellness Center 305
Dining Services.....	1221.....	Pittman Dining Hall
Disability Services.....	1410.....	Wellness Center, Third Floor
Facilities.....	1246.....	Facilities Management Building
Financial Aid.....	1123.....	Blackwell, First Floor
First-Year Experience.....	1481.....	Marshbanks 303
Fitness Center.....	1446.....	Wren Student Union, First Floor
Recreation Center.....	1301.....	Wren Student Union, First Floor
Greek Life.....	1481.....	Wren Student Union
Health Services.....	1243.....	Wellness Center, Robinson Infirmary
Hilltop Cafe'.....	1321.....	Day Hall
Intramural Sports.....	1481.....	Wren Student Union 104A
Library.....	1244.....	Renfro Library
Lion's Den.....	1258.....	Wren Student Union, Second Floor
Mail Room.....	1411.....	Wren Student Union, First Floor
Multicultural Services.....	1366.....	Cornwell Hall 316
Nursing Department.....	1606.....	Ferguson Health Science Center
Office of Communications.....	1298.....	Spilman 204, 206
Paw Prints Copy Center.....	1515.....	Cornwell, First Floor
President.....	1141.....	Blackwell, Third Floor
Provost.....	1156.....	Blackwell 304
Registrar.....	1151.....	Blackwell 200
Residence Life.....	1409.....	Wren Student Union 311
Student Activities.....	1253.....	Wren Student Union
Student Life.....	1253.....	Wren Student Union, Third Floor
Student Work.....	1736.....	Day 207
Student Government Association.....	1254.....	Wren Student Union, First Floor
Student Support Services (SSS).....	1380.....	Marshbanks 202
Technology Helpdesk.....	1444.....	Wall 119
Title IX Office.....	1197.....	Nash 209

## Student Learning Outcomes

Mars Hill University has established learning outcomes to be demonstrated by students upon graduation. These “institutional student learning outcomes” incorporate current views of assessment in liberal education and reflects the university’s mission to provide curricular, co-curricular, and extra-curricular opportunities for students to grow intellectually, spiritually, and personally. This growth is fostered by the inherent interconnections among all the outcomes and its departments, programs, and offices across the university.

In preparing for a meaningful life and meaningful work, graduates of Mars Hill University demonstrate:

- Knowledge – Graduates apply knowledge acquired in their academic studies and co-curricular activities.
- Effective communication – Graduates communicate effectively using a variety of methods and appropriate technologies.
- Informed, critical, and creative thinking – Graduates identify and solve problems using appropriate methods of inquiry, analysis, critical thinking, and creativity.
- Aesthetic awareness – Graduates comprehend the nature and value of aesthetic experience and expression.
- Personal growth and social responsibility – Graduates cultivate intellectual discipline, physical and spiritual well-being, ethical engagement, and respect for others within diverse communities.

These learning outcomes are consistent with those embraced by the Association of American Colleges and Universities in its “Liberal Education for America’s Promise” campaign. Mars Hill University’s outcomes, though, reflect our distinctive emphasis on liberal arts education that integrates general and subject area knowledge in preparation for lifelong learning and achievement. These outcomes are the product of campus-wide collaborative efforts to establish a framework that curricular, co-curricular, and extra curricular programs use to define program-level outcomes.

# UNIVERSITY SERVICES

## **Academic Program**

The academic program of the University includes all persons and activities related directly to registration, the program of instruction, and the recording and reporting of grades. Details concerning academic requirements and procedures are contained in the Academic Catalog. Information in this part of the handbook is designed to be explanatory in nature and should not be used as a substitute for your Academic Catalog.

## **First Year Seminar**

All first-year students take FYS 111: First Year Seminar, a theme-based course designed to provide an orientation to the liberal arts, ways of learning, and campus resources. FYS 111 aims also to help students develop the knowledge, skills, and dispositions it will take to succeed at the university. It is the first of a two-semester “FYS” sequence, which is central to the “Foundations” component of the university’s general education curriculum.

FYS 111 classes typically have no more than 18 students, plus a student mentor to support student transition and learning. The FYS 111 instructor serves as the first-year student’s academic advisor during the first year. As the student’s first academic advisor, the FYS 111 instructor orients the student to the concept of academic advising in the university setting, helps students learn the skills necessary to be a participant in the process of registration and scheduling, and works with the student on major exploration with a view towards career and life goals.

## **International Education**

Mars Hill University recognizes the importance of global awareness and supports academic programs that emphasize international/intercultural education. Through the General Education sequence of courses, global learning and understanding will be central to the student’s academic experience.

International students are valued highly at the university and international student orientation and advising are important responsibilities of the Director of International Education. Information about admission is available at the Admissions tab of the university website.

The university also offers an International Studies major. Through an interdisciplinary approach, students take courses in a wide range of fields. Moreover, the university offers over 60 courses of an international nature in many different disciplines.

## **Music**

The following ensembles, sponsored by the Department of Music, are open to Mars Hill University students regardless of major. Students interested in participating in the music department ensembles can find additional information at [www.mhu.edu/music](http://www.mhu.edu/music).

**The University Choir** is the primary choral group on the campus of the university. The Choir rehearses daily in preparation for its schedule of performances throughout the academic year. The singers perform regularly with the instrumental ensembles in concerts held on campus and tour regularly in the region, performing for church, university, public school, and community functions. The Choir has performed major works with both the Asheville Symphony Orchestra and the South Carolina Philharmonic and has appeared regularly for conventions of the American Choral Directors Association and the Music Educators National Conference. The Choir has several thousand alumni who return to campus regularly to participate in the Homecoming choral events.

**The Marching Mountain Lion Band** is open to all students by director approval. The marching band appears at all home football games and select community events throughout the season.

**The Wind Symphony** is the primary instrumental ensemble at the university. Admission is by audition. The wind symphony performs campus concerts throughout the year and has appeared at state and regional conferences such as North Carolina Music Educators Association and the College Band Directors National Association. In the spring semester this ensemble travels on a one-week recruiting tour.

**The Jazz Ensemble** includes trumpet, trombone, saxophone and rhythm section players. Admission is by audition. The ensemble meets weekly and performs each semester for campus and community events.

**Chamber Ensembles** for woodwinds, brass and percussion are organized each semester. Admission is by audition. Ensembles vary depending on class size, but commonly include woodwind quintet, clarinet quartet, brass quintet, low brass choir and percussion ensemble.

## Registration and Schedule Changes

**Registration:** Courses are offered on a semester basis with schedules published in Colleague Self-Service in October and March for the following semesters. Registration with advisors is held for continuing students during the fall and spring semesters. Continuing students not registered during registration, may register at the beginning of the semester with new students. Continuing students are encouraged to register as early as possible in the registration cycle. No student may attend class unless cleared by the Business Office and officially registered.

**Class Add:** During the first 5 days (2 days in summer terms) of class a student may make schedule changes with advisor authorization. Normally, no course may be added after these 5 days (2 in summer); however, exceptions may be made with the approval of the instructor and the registrar. Any instructor may refuse to accept a student after the initial registration period if too much subject matter has already been covered. If a student fails to attend a class during the first four days of regular classes, the faculty member may request that the student be dropped from the class roll.

**Class Drop:** A student is allowed to drop a course, with advisor authorization, during the first 20 days of classes (two weeks for short-term classes; five days for summer session classes). All courses on the student's schedule after that deadline are considered courses attempted and will appear on the student's transcript.

**Class Withdrawal:** After the last drop date and before the stated deadline in the academic calendar (day following fall or spring breaks in regular terms; after 4-weeks in the Adult Studies 9-week terms), a student is allowed to withdraw from a class with a grade of "W" as long as the student remains full-time (12 semester hours) after the withdrawal. After this stated deadline, a student may not withdraw from class/classes, but must withdraw from the university (see section below). Courses for which a grade of "W" is posted will remain on the transcript but the grade will not be calculated in the grade point average.

## Theatre

The Theatre Arts Department offers two degree programs:

- B.A. in Theatre Arts
- B.F.A. in Musical Theatre

Both degrees are accredited by the National Association of Schools of Theatre.

Four mainstage productions are presented each year including musicals, full-length plays and in alternate years, and evening of one-act plays. The department also sponsors Showstoppers, a musical theatre ensemble. The Department of Theatre participates in South Eastern Theatre Conference (SETC) and the Kennedy Center/American College Theatre Festival (KC/ACTF). Theatre is a well-established art form on campus, and auditions are open to all students. Any student interested in participation backstage is encouraged to contact the Chair, Joel P. Rogers, at 689-1203. Almost all of the

theatrical activities are produced in the university's intimate and versatile Owen Theatre. The Theatre Arts Offices are located on the fourth floor of Spilman Hall and the Owen Theatre Box Office number is 689-1239.

The Southern Appalachian Repertory Theatre (SART) is a professional theatre operating on campus primarily during the summer months, and produces several plays in Owen Theatre each season. There is a strong commitment to presenting original work dramas by or about people from the Appalachian region, and a balanced selection of other musicals, comedies and drama. The SART business phone number is 689-1384.

## **Study Abroad**

Mars Hill University values study abroad as an important element of a student's international education. Through a variety of programs, students can find ample options to study, work or participate in service learning/volunteering projects in virtually all areas of the world. Faculty led trips to Chiapas, Mexico highlight the university's ongoing efforts to provide global travel opportunities for its students. There are opportunities to study in virtually every part of the world! Recent MHU students have studied in Japan, Mexico, England, the Netherlands, Tanzania, Australia, Hungary, Chile, and Costa Rica. For information about studying abroad, please contact Gordon Hinnners. (Contact info below.)

The university has affiliations with several organizations that provide both short and long term study abroad opportunities. Students are eligible to study at more than 100 universities on five continents through the ISEP program ([www.isep.org](http://www.isep.org)). The university also has affiliations with other credit granting schools and programs, including Regents College in London ([www.regents.ac.uk](http://www.regents.ac.uk)). It is also possible to register directly with other American or foreign programs and transfer both elective and required credits back to the university.

For more information about study abroad opportunities, please contact:

Gordon Hinnners  
313 Cornwell Hall  
828-689-1208  
[ghinnners@mhu.edu](mailto:ghinnners@mhu.edu)

## **Adult and Graduate Studies**

### **Undergraduate Adult Studies**

Mars Hill University offers accelerated degree and licensure programs for adult students in the evenings and on weekends through the Adult Studies program. Non-traditional times and multiple locations are features of the Adult Studies program which make the university experience possible for working adults, many of whom may have full-time jobs and family responsibilities. Students may begin or continue their education toward a bachelor's degree, licensure in education, or master's degree.

Adult Studies classes are offered on campus, on line, and in Asheville and Burnsville. Enrollment may be for one course or for several each semester. Some classes may be offered in a short term format, while others meet the full university semester. Majors offered in Adult Studies include Education (Elementary & Middle Grades,) Special Education, Integrated Education, Business Management, Criminal Justice, Social Work, and RN to BSN (registered nurse to bachelor of science in nursing). Licensure programs are offered in Education, English as a Second Language, Reading Specialist, AIG (Academically Intellectually Gifted), and Special Education. A limited amount of credit may be earned through credit by examinations and internships. These options are the same as for traditional day students.

Adult Studies students should be at least 23 years of age or working during the day. Students should submit an Adult Studies application and all high school and college official transcripts to the Admissions office and pay the \$25 application fee. SAT and ACT scores are not required for Adult Studies undergraduate applicants.

Admissions decisions are made on a rolling basis, usually within two weeks of receipt of the completed application.

# Graduate Studies

## Master of Education

The mission of the Mars Hill University Master of Education (M.Ed.) program is to improve the education of students and their teachers. We carry out this mission by applying to the educational process all available knowledge about teaching, learning, and leadership in the context of an increasingly diverse society and a rapidly changing global economy. We believe that teachers who have a learner-centered and creative pedagogy, deep knowledge of the disciplines, and a commitment to critical agency have the opportunity to strengthen the community as a whole. In education we see the opportunity to build a better society.

Classes for the Master of Education (elementary education focus) are offered in the evening currently at the MHU Asheville Center. Students should submit a Graduate Studies application and official college transcripts to the Admissions office. Each applicant is evaluated by an admissions committee on the basis of baccalaureate-level preparation, undergraduate grade point average, standardized test scores (GRE, PRAXIS II, or MAT), work experience, professional recommendations, and other criteria established by the Teacher Education Department. Applicants must have successfully completed a bachelor's degree program from a regionally accredited four-year institution. Applicants must be licensed teachers. Refer to the University's Graduate Catalog for additional information.

## Master of Management

The Master of Management (MM) program is designed for students who are just completing their undergraduate experience and desire a focused exposure to knowledge, skills, and habits of mind that will support a successful launching of their career. A highlight of the program is a full-time internship experience related to the student's career goals. While the focus of the program is on knowledge and skills related to working in the business arena, the program will also be beneficial to students interested in working for non-profit or governmental organizations. Application to the program is open to students from any major as long as the program prerequisites are met. Classes for the M.M. are offered on the Mars Hill campus. Refer to the University Graduate Catalog for additional information.

## Master of Arts in Criminal Justice

The Master of Arts in Criminal Justice Program (MACJ) provides individuals who have a four-year degree from an accredited institution of higher education with an opportunity to obtain a graduate degree in criminal justice. For those individuals with an undergraduate degree in criminal justice, the MACJ will add to the foundation of their knowledge obtained at the undergraduate level. For those students with an undergraduate degree in some field other than criminal justice, the M.A.C.J. core, required courses will provide a sufficient foundation that will greatly enhance the ability to matriculate to graduation. Criminal justice field personnel with an undergraduate degree in any field of study will be particularly well served by the M.A.C.J. degree. Field experience should assist with more easily grasping the many concepts associated with the M.A.C.J. courses. The curriculum provides a theoretical foundation of the discipline, combined with a thorough understanding of the scientific method and the importance of ethics associated with the use of human subjects in the scholarly research enterprise. Students who graduate from the M.A.C.J. Program should be well prepared to advance in their chosen careers, or to continue graduate education in a doctoral program.

The degree may be earned by full-time or part-time study. Courses are offered in the evenings and online.

# **Auxiliary Services**

## **Bookstore**

The Bookstore, owned and operated by Mars Hill University, welcomes you to the “Hill.” The bookstore is located on the corner of Main and College Streets in Day Hall. Fall/Spring business hours are Monday through Friday, 9:00am-5:00pm. The store is open on Saturdays, 11:00am-2:00pm and is closed on Sundays and official school holidays. Shopping is available online at [www.mhubookstore.com](http://www.mhubookstore.com).

## **Return Policies**

Cash register receipts must accompany all returns.

General Merchandise: General merchandise may be returned within a 24 hour period. Defective merchandise may be returned within five working days and will be replaced at no charge.

Clothing and Insignia Items: There are no refunds on clothing or insignia purchases. Clothing may be exchanged, size for size within a 48-hour period. Defective merchandise due to manufacturer errors will be replaced at no charge.

## **Textbook Information**

Textbooks are provided to students as part of tuition and fees through the textbook rental program. Students may pick up their textbooks during the specific dates and times set aside for textbook distribution. Students are responsible for returning textbooks to the bookstore at the end of each semester according to published deadlines.

## **Transportation Service**

Transportation to the campus by plane or bus is best routed through Asheville. Commercial airline service is available at Asheville Airport, and Greyhound/Trailways bus services operate into Asheville. The University does not transport students from the airport or the bus terminal. Arrangements for transportation to or from the airport and bus station should be made by way of taxi or other means. If a student has a medical appointment, arrangements can be made through the Madison County Transportation Authority (MCTA) for a minimal fee to transport the student to these appointments. This MCTA requires advance notice. MCTA phone number is 828-649-2219 and their website is [www.madisoncountync.gov/transportation-authority.html](http://www.madisoncountync.gov/transportation-authority.html).

## **Vending**

Vending services are provided on campus by the Auxiliary Services Department and machines are located in many of the campus buildings. Any problems, including request for refunds, should be reported to the Office of Auxiliary Services at 828-689-1167 during business hours. Students who are charged with vandalizing vending machines will be subject to the Student Code of Conduct process.

## **Business Office**

The Business Office offers services to students and is the location where students conduct any financial transactions, such as picking up work study checks or paying parking fines. The Business Office is located on the second floor of Blackwell Hall.

**Student insurance**—All persons (including students) are required to carry health insurance coverage under the Affordable Care Act. With changes in healthcare law, there are a number of new options for students to obtain insurance including through their parents’ providers, through a private company, or via the Marketplace at [www.healthcare.gov](http://www.healthcare.gov). Mars Hill



University does not offer student insurance through the institution. Please explore your options and obtain insurance prior to your arrival on campus.

## **Campus Security**

Campus Security is located on the third floor of Wren Student Union. It maintains a full staff of highly trained security officers who are charged with the responsibility and the authority to enforce the Mars Hill University Traffic Code, the University Student Code of Conduct (where applicable), to report and in conjunction with the Mars Hill Police Department investigate crimes that occur on university property, and to assist all law enforcement agencies with the enforcement of local, state and federal laws.

The mission of the Department of Safety and Security is to enrich the quality of life at the university by providing a safe and secure environment for students, faculty, staff and visitors, consistent with the values and educational goals of the university. That quality should enhance the pursuit of learning and personal growth and build community partnerships based on mutual respect, cooperation and trust. The Department of Safety and Security takes an all-hazards approach to manage threats and proactively reduce risk to the students, faculty, staff and visitors. The Department of Safety and Security has adopted the guiding principles of respect, integrity, service and excellence.

### **Clery Report**

In accordance with the Crime Awareness and Campus Security Act, more commonly known as the Clery Act, contained in section 485 of the Higher Education Act, codified at 20 U.S.C. § 1092, Mars Hill University annually publishes information about crimes, including hate crimes, that occur on campus. The university's annual report can be found at the following web page: <http://www.mhu.edu/campus-life/campus-security>.

### **Reporting Criminal Activity, Accidents, Safety and Security Incidents**

**In any life threatening event, the student should first call 911.**

It is the responsibility of the student to immediately notify Safety and Security of any known suspected criminal activity, accidents, or safety and security related incidents. In nonlife threatening events, Safety and Security will determine what level of response is required and will coordinate the response by area police, fire, or EMS as needed. Most calls for service can be handled by the department without assistance from an outside agency. All calls for service will be handled promptly and with the highest level of professionalism.

Federal law mandates the University and Department of Safety and Security maintain accurate and detailed record of crime that occurs on campus. If you are a victim of crime or witness a crime, you should report it to the Department of Safety and Security immediately. Any accident that occurs on campus or campus property should be reported promptly.

## **Center for Community Engagement (CCE)**

The Center for Community Engagement develops deep and meaningful student learning opportunities that incorporate mutually beneficial partnerships to meet needs in the community, region and world. The Center is committed to establishing and sustaining relationships with non-profits and governmental agencies to promote student learning that builds responsible citizenship, character development and connection to the world of work.

Students who are interesting in volunteer experiences should contact the office to receive weekly email updates of service opportunities in our area.

## **Center for Student Success (CSS)**

The Center for Student Success is an office specifically designed to assist our students in making the most of their academic experience at Mars Hill University. Comprised of multiple functioning areas, CSS integrates the mission of the

university through curricular and co-curricular experiences. As students navigate their college experience, the CSS staff works to ensure students are connected to campus resources while establishing life-long relationships in their home away from home. The Center for Student Success is located in Marshbanks 303.

As such, the Center for Student Success supports students by:

- connecting them to a wide range of campus resources and services.
- creating action plans with students to enhance success in their academic endeavors.
- providing quiet study space and free coffee.
- sharing effective study skills and techniques.
- providing regular feedback through faculty feedback surveys as well as Early Alerts via LionTrax
- organizing peer assisted study sessions for selected courses.
- offering workshops related to success in college and beyond.
- supporting students who are working to get back into good academic standing.

To best support the social and academic transition to Mars Hill University, all incoming students (new and transfer) are served through first-year programming under the umbrella of the First Year Experience, led by the Senior Director for Student Success and the Director of First Year Academic Support and Advising.

### **First Year Experience programs include:**

- First Year Pre Orientation (FYPO) and First Year Orientation (FYO) to assist in transition to Mars Hill University.
- First Year Mentor and First Year Academic Mentor programs in conjunction with First Year Seminar 111
- The First Year Connections program (FYC), a full year program and course component intended to deepen the students' connection to MHU. All first-year students will create a plan to best utilize campus resources, to attend community involvement events, to engage in the surrounding community, and more.

### **Early Alerts**

In addition to programming, LionTrax is a tool that the Center for Student Success uses to communicate with students and instructors about issues that may be affecting student success.

When an instructor submits a LionTrax Alert, the Center for Student Success will work with advisors, other instructors, coaches, and Student Life staff to reach out to the student. This gives students the opportunity to take some action to increase their chances of success. Students are urged to speak with their instructor, academic advisor and/or seek other assistance. Of course, students are always welcome to visit the CSS office if they have questions or concerns about the LionTrax Alerts they receive.

Whether you are a first-year student still making the transition to college and finding your way around campus or a junior who is suddenly struggling with classes, The Center for Student Success is here for you.

### **Math Center**

The Math Center provides individual assistance with assignments in Math 101, 103, 107, 210, 113, and 115. This service is free to all students and is provided by upper class students who are proficient in the courses. The Math Center is located in the outer lobby of the Library and is open on Sunday through Thursday nights from 7pm to 9pm during the fall and spring semesters. Please direct any questions about the Math Center to Math Center Coordinator Kerri Jamerson at 689-1424 or [kjamerson@mhu.edu](mailto:kjamerson@mhu.edu).

### **Writing Center**

The MHU Writing Center supports writing at all levels (beginner, intermediate, advanced), in all disciplines, and at all stages of the writing process, from generating ideas to revision. The Writing Center's goal is to help students become better writers. While tutors do NOT write papers for students, they DO provide individualized tutoring in a relaxed and

supportive atmosphere. For more information, see the web page at [www.mhu.edu/academics/writing-center](http://www.mhu.edu/academics/writing-center). Questions? Contact Virginia Bower, Writing Center Director, at 689-1379 or [vbower@mhu.edu](mailto:vbower@mhu.edu) or Felice Lopez-Bell, Assistant Director, at [flopez@mhu.edu](mailto:flopez@mhu.edu).

## Community Involvement Requirements

Students will have a chance to attend campus activities and events that have been approved by college administrators. These events will allow students to connect with other students as well as the surrounding community while also helping to reduce their balance.

- Only students who are awarded work study or institutional tuition assistance work program will be eligible for the community involvement activities program.
- The community involvement activities will not generate a refund for the student.
- Each student will receive advance notification of approved events that qualify for the community involvement activities.
- Participation for the allotted amount awarded per semester for community involvement activities must be completed by semester's end. There will be no carry over for activities not earned in a semester.

## Commuter Students

Students who are eligible to commute based on the criteria listed in Off Campus Residence Requirements, must provide the following documentation to the Office of Housing and Residence Life before the first class day of the fall semester in August.

1. A notarized letter stating that they are commuting from the legal permanent address of their parents from the following counties: Buncombe, Burke, Haywood, Henderson, Madison, Mitchell, McDowell, Transylvania, Yancey, and Unicoi in Tennessee;
2. A completed commuter application and contract on <https://mhu-residence.symplicity.com> . If the contract is not displayed on their home page or on their applications page, then email [residence-life@mhu.edu](mailto:residence-life@mhu.edu) with their ID number, full name and a request for a commuter application.

Commuter students are expected to be good citizens. Commuter students are encouraged to review the MHU Student Handbook Policies. It is strongly encouraged that commuter students review city, county, state and federal regulations.

The Office of Housing and Residence Life is responsible for all aspects of on-campus living including staffing, operations, programming, training, and policy development. Residents are encouraged to come by the Student Life Office and talk with the professional staff if they have a concern or comment about the residence halls.

### Commuter Parking

All commuters are required to register any vehicle that will ever be on campus.

### Commuter Resources

Commuter students are an important part of the MHU community. These students have a wonderful "home" on the second floor of Wren Student Union in the Blue Lounge. Lockers are provided on the first floor of the Wren Student Union behind the campus mail room. Locks are not provided by MHU and the institution is not responsible for lost or stolen property.

## Cothran Center for Career Readiness

The Cothran Center for Career Readiness at Mars Hill University assists students in the career decision-making process, as well as with career development opportunities during and after graduation. The Center aims to provide students with the resources to help make informed choices, develop experience and skills in their fields of interest, and to apply

their personal values, preferences, and strengths towards a rewarding career path. We also try to increase students' understanding of the value and marketability of a liberal arts education in the world of work. Building meaningful networks related to job opportunities, internships and a wide variety of for-profit, non-profit, and public organizations is part of this program. Mars Hill University alumni, community partners, and parents can play an important role in the network.

Handshake is a new online platform that the university is making available to all students for Fall 2019. More than just another jobs board, Handshake can serve as each student's personal career preparation and job search hub. By completing personal profiles and other tasks, recruiters from across the globe will be able to find our students through one centralized network.

## **Student Work**

The Student Work program at Mars Hill University exists to provide qualified students part-time job opportunities with the wages being used to help reduce student tuition fees. Student work with the university gives students the opportunity to work in preparation for entering the job market while meeting critical needs of the university. The Student Work office is located on the second floor of Day Hall in room 207. For more information or qualifications, visit the Financial Aid web site: [www.mhu.edu/financial-aid/work-study](http://www.mhu.edu/financial-aid/work-study).

Other services provided by the Center are mock interviews, resume guidance, career fairs, internship ideas, resource libraries for job seekers, and even a "career closet" where students can borrow and use professional looking attire for important interviews and other events, if needed. The Center is located on the second floor of Day Hall, and you are encouraged to stop by and talk with our staff about your career concerns.

## **Counseling Services**

College is a time of growth and change. Students are making major life decisions. It is common for difficulties and questions to arise during this period of transition. Students seek counseling for lots of reasons: feeling overwhelmed, feeling homesick, dealing with anxiety, depression, substance abuse, and eating disorders just to name a few. Sometimes students just want to have a sounding board to understand themselves better. The Counseling Center can be a safe environment to explore values, coping styles, strengths, and how to deal best with life experiences and issues.

Mars Hill University provides services through the Counseling Center with the purpose of providing students with the support they need to have a rewarding college experience. The Counseling Center provides individual counseling, group counseling, as well as healthy lifestyle education, consultation, case management, and assessment and referral services.

You will meet with a licensed counselor who is caring and who respects your privacy. During your first visit, the counselor will ask you about your concerns and you and the counselor will discuss how best to meet your needs and goals. You and the counselor will work together to help you feel better and learn to cope more effectively with stressors in your life.

The Counseling Center is open Monday through Thursday, 9:00 AM-5:00 PM and Friday 9:00 AM-12:00 Noon or by appointment and is located on the second floor of the Robinson Infirmary (Wellness Center). Students may schedule appointments by calling the Counseling Center at 828-689-1196; sending an email to [cpavone@mhu.edu](mailto:cpavone@mhu.edu); or visiting the Counseling Center during regular business hours. For mental health emergencies after hours, call Campus Security 828.689.1230 and they will contact the counselor on call or the on-call counseling service.

For more information please visit our webpage at [www.mhu.edu/campus-life/counseling-center](http://www.mhu.edu/campus-life/counseling-center).

Additional online resources on mental health issues, stress, emotional issues, and substance abuse issues are also available at: [www.ulifeline.org](http://www.ulifeline.org)

## Dining Services

All campus dining is operated by Chartwells. Items can be purchased with meal plans, equivalencies, cash, debit, or credit, depending on the outlet. Hours, menus, special events, and information for all of the venues are posted on [dineoncampus.com/marshall](http://dineoncampus.com/marshall).

- Pittman Dining Hall is an all-you-care-to-eat dining outlet in which guests pay in advance for their meal with either a meal plan, cash, credit, or debit. Salads, sandwiches, hot line items, and a variety of snacks are all available for breakfast, lunch and dinner as dine-in items.
- The Lion's Den provides a variety of food and drink items for dine-in and/or take-out. Items at The Lion's Den are available for purchase by Bonus Bucks, cash, credit, debit, or meal plan equivalency.
- The Hilltop Café is located in Day Hall and provides On-the-Go items like sandwiches and salads along with a We Proudly Brew Starbucks counter. Items at the Café are available for purchase by Bonus Bucks, cash, credit, debit, or meal plan equivalency.

## Diversity and Multicultural Affairs

The mission of the Diversity and Multicultural Affairs Department is to create and encourage a culturally enhanced campus environment through inclusive education, advocacy, social justice, diversity, and leadership opportunities. It is our goal to provide and promote diverse events such as; lectures, concerts, cultural awareness programs, films, and workshops that will assist our students in an understanding of world views that influence their work and relationships. Students interested in learning more about cultural differences and/or programming are encouraged to contact the Director of Diversity and Multicultural Affairs.

## Financial Aid

The financial balance due from a student who withdraws will be computed on total charges for tuition, room and campus dining, but not on other charges and fines. Please consult with the Office of Financial Aid as well as with the Business Office when considering withdrawal from the university.

- Withdrawals during weeks one through nine will be pro-rated based on the Department of Education's calculation of a student's attendance based on number of days enrolled. Financial obligation includes all general program fees that are charged 100%. Tuition, room and board are pro-rated based on the Department of Ed calculations.
- Withdrawals during week 10 or above will result in financial obligation of 100%. A student suspended for disciplinary purposes does not receive reductions and is liable for the cost of the entire semester. If a student withdraws, university scholarships will be prorated according to the appropriate schedule. Federal aid is determined by the Return of Title IV Funds guidelines. (See Academic Section for the academic record consequences of withdrawal and the process for official withdrawal from the university.) If the financial aid package exceeds direct costs (tuition, room, board, and course-related fees), a student may receive a refund from the Business Office. Financial aid packages generally can exceed direct costs only if the student secures a loan. Refunds resulting from excess financial aid will not be issued until all financial aid funding has been received by the university. A student officially withdrawing from school should follow a specific withdrawal procedure initiated in the Registrar's Office.

## Mailroom

The campus mailroom is located on the first floor of the union and provides a mailbox for all faculty, staff and students. The mailroom offers basic postage and mail services. Please note that Mars Hill University is not liable for any mail lost or damaged in transit through the United States Post Office (USPS).

The campus mailroom is open Monday through Friday from 9:00AM to 3:00PM (except school closings and federal holidays). Students are encouraged to check their boxes on a daily basis.

Keys for the mailboxes are issued at the beginning of fall semester to new students. The key is the property of the university; a fee of \$25.00 is assessed to replace a lost key. All keys must be returned to the Mail Room upon graduation or withdrawal from the university.

United States Post Office mail should be sent to your PO Box number. Packages sent via FedEx, DHL, UPS, etc. should be sent to you addressed to 100 Athletic Street, Mars Hill, N.C. 28754.

Individuals must present their MHU ID to pick up any package(s). Package(s) not picked up before closing on the day of notification may not be obtained until the next business day. Security will not allow entry into the mailroom. Any package not picked up within seven business days of notification may be returned to sender.

## **Ministries/The Chaplains' Office**

Mars Hill University, an academic community rooted in the Christian faith, seeks to promote intellectual, spiritual, social, and personal growth. The Chaplains' Office provides times of worship and fellowship; opportunities for service, ministry, and leadership; efforts in outreach, evangelism and global awareness; nurture and discipleship training; and assistance in developing relationship with the greater faith community. The Chaplains' Office organizes weekly Crossroads programs, advises the Christian Student Movement, provides oversight for all campus ministry groups, updates the college community about celebrations and concerns, encourages and leads mission trips, and does a host of other day-to-day extraordinary and ordinary activities!

### **Staff**

University Chaplain: Rev. Stephanie McLeskey, 828.689.1299, [smcleskey@mhu.edu](mailto:smcleskey@mhu.edu)

Assistant Chaplain: Rev. Andrew Hoots, 828.689.1664, [ahoots@mhu.edu](mailto:ahoots@mhu.edu)

### **Crossroads Services**

Crossroads services are weekly community worship services, on Tuesday mornings at 11:00 in Broyhill Chapel. These services highlight the intersection of faith and reason, through music, prayer, sermons, readings, and other contributions from the community. Students regularly provide worship leadership as speakers, readers, and musicians.

### **Campus Ministry Organizations**

Campus ministries and student religious/spiritual organizations are overseen by the Chaplains' Office. These groups provide student-led worship services, discussion groups, Bible study, service opportunities, and fellowship events for the university community.

### **Mission Opportunities**

The Chaplains' Office works to provide service and mission opportunities in Madison County and further afield. Longer trips typically take place during spring break and in May. These trips are open to any student who would like to travel and participate in service projects. In recent years, students have served internationally in Guatemala, Haiti, Honduras, as well as in Charleston, Miami, and Anchorage.

## **Ramsey Center for Regional Studies**

The Liston B. Ramsey Center for Regional Studies supports the regional studies focus of the Mars Hill University curriculum; houses resources for teaching and scholarship; and offers a venue in which students, faculty, staff, and community members come together for a range of programs and events. The Ramsey Center grew out of the Southern Appalachian Center, established in 1972 to support people of the region as they developed programs of social and

cultural preservation, renewal, and celebration utilizing the resources of Mars Hill College. In December 2002, the college renamed the Southern Appalachian Center to honor Liston B. Ramsey, the former Speaker of the House of North Carolina. Prior to his death in 2001, Mr. Ramsey named Mars Hill College, his alma mater, as the repository for his papers and the memorabilia from his long and distinguished legislative career. In keeping with Liston Ramsey's lifelong commitment to western North Carolina and to education, the center named in his honor encourages the study of this region through the extensive archival holdings in the Southern Appalachian Archives and through public programs, including the Bascom Lamar Lunsford "Minstrel of Appalachia" Festival which takes place the first Saturday in October each year. The Ramsey Center is housed in Renfro Library. Dr. Karen Paar is the Director (689-1262). Leila Weinstein is the Program Coordinator and Director of the Lunsford Festival (689-1571).

## **Southern Appalachian Archives**

The Southern Appalachian Archives holds a rich collection of photographs, documents, recordings, and artifacts related to the region's history and culture. Notable collections include the Bascom Lamar Lunsford Collection of handwritten ballads, instruments, and a scrapbook that captures music and dance traditions of Southern Appalachia; the James G.K. McClure Collection of photographs, correspondence, publications, and scrapbooks that documents the work of the Farmers Federation cooperative organization in western North Carolina; and the Gertrude M. Ruskin Collection of Cherokee artifacts. The Southern Appalachian Archives is also home to photographs, publications, and other materials that pertain to the Baptist Church in western North Carolina and to the history of Mars Hill University. The Southern Appalachian Archives reading room is located in the Ramsey Center on the first floor of Renfro Library. Dr. Karen Paar (689-1262) is the Archivist, and Patrick Cash (689-1581) is the Archives Associate.

## **Recreation Facilities**

### **Recreation Center**

The Recreation Center provides programs and activities to help students develop skills in new situations and develop interpersonal skills such as teamwork and leadership. Those involved with the outdoor component of the Recreation Center host trips that take advantage of the spectacular local venues for rafting, hiking, and climbing.

The Recreation Center includes ping-pong, pool tables, foosball, and a video game system. Tournaments and other events to help connect students with similar interests are hosted here.

### **Taylor Fitness Center**

The Taylor Fitness Center is located on the first floor of the Wren University Union and offers students, faculty, and staff a convenient opportunity to maintain a fit and healthy lifestyle through access to cardio and strength building equipment. Employees, spouses, and dependent children 18 years and older may use Taylor Fitness Center, after obtaining an ID card in the Student Life Office. The facility is open daily, except during holidays and when the institution is closed during breaks. The responsibility for safe use of the equipment, cleaning after using equipment, and putting away equipment after use is the sole responsibility of the user. Memberships to the Taylor Fitness Center are available for community members at a nominal fee.

## **Renfro Library**

Renfro Library strives to provide all users with a welcoming, comfortable, and safe environment promoting intellectual exploration and learning; access to well-managed and diverse library collections; and helpful, knowledgeable staff. For detailed information on collections, resources, services, and policies, visit the Renfro website [www.library.mhu.edu](http://www.library.mhu.edu). Library users are expected to maintain behavior that respects the rights of others to study, conduct research, and work in the library. Library users are to act responsibly, appropriately, and respectfully in order to preserve the library's environment, facilities, and collections.

Library users assume responsibility for any materials borrowed for use (including books, reserves, interlibrary loan items, equipment, and study carrels). Misuse of library materials or equipment (including keeping materials beyond their due date) may incur fines and/or restrictions on future library privileges.

## **Residence Life**

Mars Hill University is primarily a residential university. We offer a variety of housing options from traditional residence halls to apartment style housing. Our newest residential facilities, completed in the fall of 2013, are Laurel Residence Hall and Dogwood Residence Hall. Dickson Palmer Unit A underwent an extensive renovation during the 2014 academic year and Huffman reopened in 2016 following renovation.

### **Mission Statement**

The Office of Housing and Residence Life (HRL) at Mars Hill University (MHU) provides a comfortable, safe, well-maintained and equipped housing facility that fosters an atmosphere conducive to each resident's personal growth and academic success. A student's education is enhanced by providing leadership opportunities, social activities and quality educational and cultural programs while encouraging responsible citizenship.

### **Vision Statement**

The vision of the Office of Housing and Residence Life is to champion knowledge and experiences that promote and encourage ethical citizenship and successful leadership in an ever-changing world.

### **Community Living Values**

- **Accountability:** Support a community where individuals take responsibility for their own actions.
- **Communication:** Engage in a community where open dialogue is encouraged and appreciated. Students are expected to be respectful to others when sharing or receiving information and opinions.
- **Empathy:** Strengthen a community that demonstrates compassion and caring for all things.
- **Inclusion:** Embrace a community where individual differences are acknowledged and accepted.
- **Integrity:** Contribute to a community where ethical decisions are at the root of all actions.
- **Respect:** Interact in a community where courtesy is shown to self, others, and environment.

The environment of a Residence Hall is largely dependent upon the cooperation, interest, and participation of each student. Individual responsibility and initiative are essential characteristics for the residents to create a positive living environment.

### **Consolidation**

Students may not live alone unless they are living in a designated single room and/or paying for a private room. Any student who is living alone and paying the double room rate must make the room available for any other student to move in at any time during the semester. Students who refuse to accept a roommate will automatically be assessed a private room rate from the date they first had the room to themselves. Students cannot create a consolidation situation by moving to an empty room and choosing it as a double. Students with private rooms may be required to accept new roommates at some later date by the Office of Housing and Residence Life if space is needed.

Consolidation begins after the first 10 business days of the semester and lasts for two weeks. During consolidation, you will be contacted via e-mail from the Office of Housing and Residence Life. In the e-mail you will receive instruction on what options are available for you. The Office of Housing and Residence Life will assist students in finding a roommate by providing a list of other students who are in similar situations. However, it is up to the student to actively work to find a new roommate through contacting individuals on the list provided. If a student refuses to select a roommate or refuses to pay for a private room, a roommate will be automatically assigned. If you do not receive an e-mail with information



about consolidation, then it is the responsibility of the resident to contact the Office of Housing of Residence Life immediately.

## Damages and Fines

Students will be assessed for any damage in their assigned room unless another individual takes responsibility for the damage in writing. An incident of damage in the common area of the building/apartment caused by unknown person(s) may result in collective assessment against students residing in the area in which the damage occurred.

## Housing Agreement

All students living on campus must sign a housing and food service agreement during the room preference process or admission to MHU. All housing agreements are for the regular academic year beginning the first day of the traditional fall term and ending on the last exam of spring term, not including extended breaks (Thanksgiving, Christmas, Spring & Summer). By signing the housing agreement, the student agrees to abide by the student handbook. Students who participate in the room preference process who break their housing agreement after May 27th will be charged a cancellation fee of \$325. All students must complete a medical form, immunizations records, and have a copy of health insurance cards on file with the Director of Wellness Services PRIOR to moving into the halls.

The university may terminate a student's housing assignment for any of the following reasons;

1. if the student is not registered as a full-time student carrying twelve (12) credits;
2. the student ceases to attend classes;
3. the student fails to meet all terms and conditions stated in the student housing agreement;
4. the student violates university policies and/or if the student's presence will pose danger to other member of the university community or a normal operation of university housing; or
5. by mutual agreement between the student and the Office of Housing and Residence Life.

The University reserves all rights in connection with assignment or re assignment of rooms.

Students may break their agreements if they meet the following criteria:

1. official withdrawal from the university
2. ineligibility to continue enrollment due to failure to meet academic standards or other requirements of the university;
3. completion of graduation requirements,
4. failure to register for classes, or other circumstances deemed by the university to be beyond their complete control.

Students who participate in the Room Preference Process in the Spring semester and cancel their housing after May 27 will incur a \$325 cancellation fee.

## Housing and Residence Life Staff

**Director of Housing and Residence Life** is responsible for the overall planning, organization, implementation, and supervision of all campus housing services and personnel.

**Assistant Director of Housing Operations** is instrumental in planning, operation and implementation of student housing to ensure a positive, healthy and safe living and learning environment for the students.

**Area Coordinators** are live-on staff members assisting in the development of students in the first year communities and managing the safety and security of the residents. The Area Coordinator is responsible for the general development, administration, and supervision of the student staff in the community.

**Resident Assistants (RA)** work to establish a safe and accepting environment for his or her residential community by offering support, information, and opportunities for education and entertainment throughout the year.

## Meal Plan Requirement

***Please see also the Dining Services Section, above.***

All students living in campus housing are required to have a meal plan. The meals/bonus bucks do not carry over from one semester/session to the next. Balances on meal plans are non-refundable and non-transferable between semesters or to any other person. Students living on campus have the choice between three different meal plan options. All meal plans are the same in cost, but differ in their features:

- Unlimited –Unlimited access to Pittman + \$175 + 5 meal equivalencies to reset weekly
- Gold 14 – 14 meals weekly at Pittman + \$325 + 3 meal equivalencies
- Blue 10 – 10 meals weekly at Pittman + \$400 + 3 meal equivalencies

## Property Insurance

Mars Hill University does not provide insurance to cover personal belongings in the residence hall and cannot accept responsibility for student property that is stolen or damaged. Residents are strongly encouraged to check with their parents' or guardians' homeowners' policies to ascertain the amount and degree of coverage or to purchase rental insurance. Individual policies may be available through a private insurer, but it is the residents' responsibility to acquire their own insurance coverage. It is necessary for all residents to take reasonable precautions in securing and identifying their property.

## Residence Housing Software

Students will manage their commuter and on-campus housing information on <https://mhu-residence.symplicity.com> . Students are able to access this website by typing <https://mhu-residence.symplicity.com> into their internet browser or through the MyMHU page. Directions on how to access mhu-residence are as follows:

- go to the MHU Website, at [www.mhu.edu](http://www.mhu.edu), and click on “MyMHU”.
- Once on MyMHU enter your MHU user name and password.
- Click on the student page and scroll down to the Residence life Heading.
- Click on “Link to Residence Website.”
- When the page loads click on <https://mhu-residence.symplicity.com> . This will take you to the log in page for MHU Residence.
- Once you are logged onto the MHU residence site your home page will load. There you will be able to see your housing assignment and roommate information.

**\*IMPORTANT!** New Students, please use your assigned password until you have been notified of your first class schedule. If you change your password before your first schedule has been created, your account will be frozen. You will not be able to access information in MHU Email, MHU-Residence or Self-Service. Your schedule will not be created until staff have unfrozen your account, changed the password so that advisors are able to create and submit your schedule. The delay in creating your schedule may limit the classes that are open for you to be enrolled in. It also may delay you receiving important information.

## Residence Requirements and Restrictions Policy

The Residence Hall community is designed programmatically for traditional-age students and the university restricts housing to traditional age students. Traditional age students are defined as students between the ages of 17 and 24. Mars Hill University does not offer housing in the residence halls for married couples.

## Residence Requirements for On-Campus Status

- Traditional age students are defined as students between the ages of 17 and 24. The university does not offer housing in the residence halls for families or spouses of students or for students enrolled in the Adult Studies program. Priority will be given to students who are 17 years old upon entry and under 21 who fall under the residency requirement.
- Any student outside of the specified age range or with Adult Studies status may appeal this policy and request special approval from the Housing and Residence Life office and, if approved, be housed based on availability.
- Military personnel who exceed this age range due to service may also apply for housing and, if approved, be housed based on availability.
- Students 21 and over will be given priority for apartments whenever possible.
- Continuing students who fall outside of this range who are currently housed on-campus may continue to apply for housing.
- All full-time traditional-aged students, currently enrolled with at least 12 credit hours, are required to live in university housing and participate in a university meal plan, unless they meet one of the previously-stated criteria or are have earned more than 60 credit hours.

## Residence Requirements for Off Campus Status

Any student meeting the one of the following criteria may be excluded from the On Campus residency requirement.

- Student must reside with a parent or legal guardian at their legal permanent address in one of the following counties: Buncombe, Burke, Haywood, Henderson, Madison, Mitchell, McDowell, Transylvania, Yancey, and Unicoi in Tennessee;
- Student must be legally married and be able to produce a valid marriage certificate; Student must be a single parent or legal guardian with custody of a child under the age of 18 and be able to produce documentation demonstrating this responsibility (through a court order, power of attorney, etc.);
- Student must be a veteran of more than 180 consecutive days on active military duty;
- Student must be 21 years of age or older by the first day of Fall semester classes;
- Student must be of Junior status or higher with 60 earned credit hours; or
- Student must be enrolled in less than 12 credit hours for a semester and considered a part-time student.

Students are required to pay a \$250 advanced tuition payment in their first year before they will be placed into a housing assignment. Living in a residence hall offers a significant contribution to the development of residents as they learn from individuals of varied backgrounds, experiences, and personal philosophies. Harmonious living, broadened horizons, and increased human understanding are desirable results of the residential experience. Students must have a completed MHU physical form on file with the Wellness Center before they will be allowed to live in campus housing.

### Appeal Process for the Off-Campus Residence Requirement

The majority of students attending MHU will live on campus, and those who do not wish to do so must either meet one of the criteria as outlined in Off Campus Residence Requirement or submit a written appeal to move off campus. Please note that any appeal submitted is merely a request, and students should not make plans to live off campus until the approval of the appeal is granted. All students who are approved to live off campus may have their financial aid readjusted. In general, this may mean that the student may see a decrease in financial aid (conditions will vary by student and all students are encouraged to talk to their Financial Aid Counselor in the Financial Aid Office before submitting an appeal).

Student wishing to submit an appeal will need to contact the Office of Housing and Residence Life for instructions for the appeals process. The submitted appeal will then be reviewed by the Residential Contract Appeal Committee (RCAC). The committee will have 10 business days to review the appeal. At that time the committee:

1. will grant the appeal
2. deny the appeal
3. request for more information.

A written notification will be sent to the student's MHU e-mail account with the committee's decision.

## **Restrictions Due to Student Conduct**

Students conduct and housing violations may be considered when permitting a student to live in Premium housing. Students living in the areas found responsible for significant conduct violations may be relocated to an available space in another residence hall.

## **Room Assignments for Current Students**

Room preference process occurs each Spring for currently enrolled students. The process rewards students for their involvement in Residence Life. Requests for a special building, room and/or roommate will be honored whenever possible, but cannot be guaranteed for all housing preferences. Prior to preferencing a room students must:

1. be registered with at least 12 credit hours for the Fall semester,
2. have their FAFSA completed, submitted and received in the MHU Financial Aid Office

Housing assignments are made without regards to race, creed, color, religion, military veteran status, political affiliation, sexual orientation or national origin. Continuing students will be able to make changes in their housing assignment until May 27th. Individuals involved in amorous relationships cannot share the same room and/or apartment in university housing.

Students who participate in the room preference process and then would like to cancel their housing have until May 27th to do so without any penalty. Any housing canceled after May 27th will incur a \$325 cancellation fee that will be placed on their account. This includes students who are transferring, not returning, or would like to commute once approved.

## **Room Assignments for New Students**

New students begin the room preference process by paying the advanced tuition payment with the Admissions Office and completing the New Student Housing Application on mhu-residence. Students cannot be placed in a housing assignment until the advanced tuition payment has been paid and a housing application has been submitted. Room assignments and roommate matching for new students will begin in late May and assignments will be ready for viewing on mhu-residence near the beginning of July. It is strongly recommended that the housing application and advanced tuition payment be received before May 1 for priority within the assignment process.

Assignments are based on the available spaces and the information submitted by the student on the roommate matching profile. Housing assignments are made without regards to race, creed, color, religion, military veteran status, political affiliation, sexual orientation or national origin. Assignments will be made on a first come, first served basis according to the date the advanced tuition deposit was received. When the assignment process begins, we do not guarantee assignments to particular spaces/ buildings.

New students desiring to be roommates with each other must request each other on their housing application, and pay the advance tuition fee before the room assignment can be made. Roommate requests must be mutual and will not be made solely on the request of one individual. Every effort will be made to honor roommate requests and housing preferences; however, the University does not guarantee a particular residence hall, room, or roommate.

## **Roommates**

Living with others is an important part of the Mars Hill University experience that requires flexibility and respect in order to be successful. As members of the university community, residents have a unique opportunity to meet and interact

daily with a wide variety of both old and new friends and acquaintances. For most residents, the relationship with a roommate is an important aspect of their university experience. Roommates are encouraged to sit down and speak with each other when an issue arises. This is a healthy way to address issues and avoid future conflicts. Roommates do not have to be best buddies. A good roommate is someone that you can live with in a respectful environment. Here are some hints for becoming a good roommate:

1. Communicate-Roommates should talk about habits, preferences, moods, and values at the beginning of the semester. Verbally express your thoughts and concerns in a positive and proactive way. It is not wise to let frustrations build up if conflict arises or to use texting/e-mail/social networking (including Facebook, Twitter, SnapChat , etc.) as a main form of communication. Furthermore, if you have not been in contact with your roommate in a 48 time period and this is not consistent behavior, contact the Office of Safety and Security or the Office of Housing and Residence Life to report.
2. Establish Room/Apartment/Suite or Bathroom Guidelines- Establish Guidelines regarding the use of each other's belongings, room cleaning, visitation, bed times, noise, etc. Ask first and then discuss both sides before going ahead with an action; then live with this for a few weeks. Sit back down and review the rules you all have set up and see if they are working or need some tweaking. First years students are required to complete a roommate agreement during the Orientation Weekend.
3. Listen- Sharing is great, but in order to share effectively both parties need to stop and listen to what each other is saying. It is difficult to communicate when you are not allowed to share your side. Stop and listen.

Each student has the right to the following:

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

Continuing students are encouraged to complete a roommate contract for their room/apartment to assist with issues when they move in. New and transfer students are required to complete a roommate agreement during the Orientation Weekend. Students are encouraged to work out their differences and come up with a solution that is amenable to all. Students can find assistance with roommate issues and mediation through the resident assistants, other Residence Life staff and Counseling Center staff. Other resources are available upon request.

## Room Changes

Room changes are handled by the Office of Housing and Residence Life in the Wren Student Union on the third floor during the designated room change period. The room change period begins after the first 10 business days of the semester and continues for two weeks. This allows Housing and Residence Life staff members to identify empty spaces and give students the opportunity to adjust to campus living. A student interested in making a room change will need to come to the Office of Housing and Residence Life and speak with a staff member. A student must be approved by the Office of Housing and Residence Life with a signed room change form before moving. If a student wishes to change pricing tiers, the staff member will review the options and costs with the student. The student will then take a "Housing Advising Sheet" to the Financial Aid Office to meet with a counselor to discuss the costs and how it will affect the student's budget. The student's Financial Aid Counselor must approve any pricing increases before the student will be approved to move to a higher pricing tier. The student will then bring back the signed "Housing Advising Sheet" to the Office of Housing and Residence Life, who will then be able to review any openings with the student and help them to determine a new assignment.

The fine for unauthorized room change is \$100.00. Residents may only move to an empty room if they are moving with a roommate or are able to pay the private room rate. A room change is not complete until the students have checked out of their old room assignment, signed the RCI, returned the old key to their old residence hall staff member, checked into the new room, signed the new RCI and received the new key. Students have 48 hours to check out of their old assignment and move to the new assignment once approved. Housing charges may be pro-rated after the room change is complete.

## Room Types

1. **Double Rooms:** A double room is a room that will house two students. The room will be furnished with two sets of furniture and two students will live in the room.
2. **Private Rooms:** A private room is a double room that only one student occupies. The room will be furnished with two sets of furniture. Private rooms will be offered on a first come, first served basis, wherever there is space available. Students without roommates can change their room assignment to a private room for the semester by coming to the Office of Housing and Residence Life and making the request in writing, if space allows. Private rooms are charged at a rate of 1.5 times the double room rate and must be approved by Financial Aid.
3. **Single Rooms:** A single room is a room that houses only one student. The room will be furnished with one set of furniture and these rooms are usually smaller than most double rooms.

## Roommate No-show

Residents must check into their assigned rooms by 5:00 p.m. of the first day of classes at the beginning of each semester or they will be considered “no shows.” The room reservation will be canceled and the student will be charged a cancellation fee of \$325 unless the Office of Housing of Residence Life has been notified, in writing, and approved of the late arrival in advance. If a student occupies a room alone due to a roommate not returning to school or moving to another room, the student still in the room will be responsible for finding a roommate or paying the additional private room charge. See Consolidation.

## Work Requests

Residents who are aware of maintenance problems in the residence halls are encouraged to fill out on-line maintenance request forms which can be obtained by logging on to the student section of MyMHU. This is the best way to submit a maintenance request. Please make sure you specify the problem in a detailed description and give the correct location. Students should submit their requests before 1:00 p.m., if possible. This allows the request to be processed and given to the maintenance department to address quickly. The maintenance department will do their best to address all work requests in a timely manner.

Students requesting repairs or maintenance in their room using the online system are giving written consent for staff to enter their room during the school day to complete the repair/ maintenance. If your submitted request has not been repaired in a reasonable amount of time (24 hours Monday – Friday; 48 hours Saturday-Sunday), please contact the Office of Residence Life to follow up on your request at 828-689-1253.

## Rural Heritage Museum

The Rural Heritage Museum has been housed in Montague Hall since 1975. The building was dedicated in 1918 as the University’s first library. It collects, preserves, exhibits, and interprets artifacts relevant to the history and culture of western North Carolina and the Southern Appalachian region. After being closed for a period of fundraising and renovations, the Museum held a grand Re-Opening in September, 2013. Open daily (except Mondays) from 1-5 p.m. and by appointment. Free Admission. Mr. Les Reker (689- 1400) is the Museum Director.

# **Student Activities**

## **Outdoors**

One of the best things about Mars Hill University is the natural beauty that surrounds the campus. In order to preserve the natural beauty of our campus, please leave our natural resources outside for all to enjoy. In the winter, all snow is to remain outside of all buildings. Snowball fights are fun but should be conducted between willing participants outside of buildings and away from roadways. Contact the Recreation Center in Wren for outdoor equipment for camping, sledding, rock-climbing, etc.

Wildlife is part of our rural setting. Wildlife can be seen on campus at various times of the day and night. Please respect the wildlife and allow it space and room to do “its natural thing”. If you encounter wildlife, give it the space to continue on its way. Do not try to befriend wildlife or bring any wild animal into a campus building. Animals that can be seen in our area are: deer, fox, raccoons, opossums, ground hogs, snakes, frogs, toads, turkeys, bears, skunks, birds, squirrels, owls, and more. If you come across a wild animal that seems dangerous, is not acting right, or appears to be injured, call Campus Security at 828-206-1230 to report the animal, the behavior and location.

## **Spirit Rock**

Students and student organizations are encouraged to paint and/or decorate the spirit rock outside of Wren Student Union on Athletic Street. Painting and decorations should be in good taste. Members of the MHU community can request that the rock be changed if they feel content is not in good taste. Requests should be directed to the Office of Student Life.

## **Student Organizations**

The Office of Student Involvement provides students with diverse opportunities to expand their understanding of leadership through various programs and experiences. The office is a central location for a student’s campus engagement at Mars Hill University. The office serves as a conduit for student programs, student organizations, student recreation and Wren Student Union services.

Involvement in student organizations is a great way to get connected to the campus, build leadership skills, enhance or broaden skills, meet people and have fun. For information on student organizations visit the Student Life Office on the third floor of Wren Student Union or visit the University’s website. Additionally, if interested in starting a new club or organization, please contact Student Activities.

Policies outlined in the student handbook apply to all approved or petitioning organizations whether they are:

- Departmentally Affiliated - Organizations that promote the attainment of academic and professional excellence and establish a liaison between a particular department and the University community.
- Fraternities and Sororities - Green letter organizations whose purpose or goal is to facilitate a brotherhood or sisterhood through a common purpose that supports university values.
- Honor Societies - Organizations for students who demonstrate a high level of academic achievement.
- Interest - Organizations whose stated purpose supports a common interest.
- Religious - Organizations which provide a means for students with a religious affiliation to interact with others.
- Professional - Organizations who help develop a student’s academic and/or career interest.
- Service - Organizations that exist to serve other non-profit or charitable organizations.
- Recognized student organizations are provided with multiple advantages such as:
- Voting representation in Student Government Association (SGA) and/or Inter Greek Council (IGC)

- Permission to post signs, posters and banners on campus with approval from the Student Life Office
- Use of the MHU name in association with the organization's name
- Use of the MHU facilities for programs and meetings
- Inclusion in the MHU calendars and listings

## **Campus Activities Board (CAB)**

During their time at MHU, students are provided with an array of opportunities for education and entertainment. Under the advisement of the Senior Director for Campus Engagement, CAB students plan, implement, execute, and evaluate diverse programs to broaden horizons. Events include, but are not limited to concerts, trips, lectures, films and culture. CAB also supports and cosponsors events with other offices, clubs and organizations, and varsity athletics. The organization strives to unify the campus, instill a sense of school pride, and inspire students to become an active part of their community and make the most of their university experience! For more information contact CAB (cab@mhu.edu) or visit the University's website.

CAB membership is open to all students. The Board has multiple appointed positions and room for any student willing to volunteer. The student staff is excited to be your premier campus programmers and invite you to attend sponsored events and get involved! You can contact Student Involvement for more information or attend any of the weekly meetings.

## **Fraternities and Sororities**

Greek-letter organizations are part of the vibrant student life program at the University. These organizations are actively involved in a wide variety of service projects and social activities. Organizations have a selection process for membership.

## **Student Government Association (SGA)**

SGA promotes student self-governance and student unity and is the primary organization that advocates for all students' needs, concerns and general welfare. All SGA meetings are open to the MHU community and held each Thursday during the fall and spring semesters at 11AM in Belk Auditorium. SGA does not meet on the third Thursday of the month. For more information contact SGA (SGA@mhu.edu).

## **Honor Societies**

Honor Societies exist to recognize students who have made academic or social achievements throughout their time at the University. Honor Societies are not exempt from the annual renewal or new student organization processes, although these organizations are exempt from the minimum requirement for membership. The University will not recognize an Honor Society that has failed to appropriately renew or apply for recognition.

## **Hill Raisers**

The Hill Raisers is the spirit organization of Mars Hill University. The group seeks to promote Lion pride and spirit around the campus and throughout the community. This rambunctious group will be found at many of the athletic games showcasing school spirit and love for the university.

## **Inter-Greek Council**

The Inter-Greek Council (IGC) is the general governing body for Greek organizations and focuses on Greek unity, recruitment and standards. For more information contact IGC (IGC@mhu.edu).



## **Greek Grade-Point Average (GPA) Requirement and University Requirements**

1. First-year students may be part of the recruitment/in-take process as long as they have a 2.75 high school cumulative GPA.
2. Transfer, continuing and returning students may be part of the recruitment/in-take process as long as they have a 2.5 college cumulative GPA with 12 earned credit hours. Otherwise the student is considered a first-year student.
3. Any member initiated spring 2012 and before must maintain a 2.3 cumulative GPA and any member initiated fall 2012 forward must maintain a 2.5 cumulative GPA. Students who do not maintain the appropriate minimum GPA will be placed on probations for one academic semester. At the end of the probationary period, the student's GPA will be verified and the student will either be cleared from probation or suspended from IGC (including individual chapters) until the minimum GPA is achieved.

Each Greek-letter organization's membership must maintain the established GPA guidelines to remain in good standing. It is the responsibility of the organizations to forward a membership roster of new and continuing members to the advisor of IGC to verify GPAs each semester.

## **Membership into a Fraternity or Sorority, Recruitment Guidelines and In-Take Period**

1. The formal recruiting period, recruitment, will begin no sooner than the week following mid-term evaluations. The new member process or in-take period shall not be less than 4 weeks, but no longer than 6 weeks.
2. All IGC represented organizations must provide the advisor of IGC an "Academic Success Plan" for the recruitment/in-take process before the process begins. The plan must outline steps taken by the organization to ensure academic success for potential new members. The plan must be approved by IGC and the IGC Advisor.
3. Greek-letter organizations must turn-in materials related to the recruitment/in-take process as outlined in the IGC Constitution.
4. Any potential new member must be free of a major violation of the Student Code of Conduct.
5. Recruitment/In-Take and the new member process are drug and alcohol free periods of education.
6. Specific rules and regulations set forth by IGC in regard to recruitment/in-take should be followed by all active members of Greek-letter organizations, as well as, potential new members. For a detailed list of rules for potential new members please contact IGC (IGC@mhu.edu) or the advisor of IGC (Wren Student Union - Student Life Suite)

## **Responsibilities of Approved and Petitioning Student Organizations**

### **Advisors**

Student organizations should select advisors that have sincere interest in their respective organization. Only full-time faculty/staff are eligible to be advisors unless otherwise determined by the University. Faculty/staff can only be advisors to a maximum of three student organizations.

### **Banners**

Banners are an excellent opportunity to showcase organizations. Banners are property of the organization. If a banner is removed from the display area without probable cause or authority, the Senior Director for Campus Engagement reserves the right to discontinue the banner display opportunity for the current semester.

### **Campus Reservations**

Student organizations are required to reserve campus space (e.g., classrooms, etc.) for all meetings and events. All space reservations should be submitted via e-mail to the Senior Director for Campus Engagement two weeks in advance of the event. No student organization is guaranteed a space, but a good faith effort will be made to find/approve a space. Spaces are generally first come, first serve.

## **Cause for Review**

The Senior Director for Campus Engagement, Associate VPSL, Provost or President may initiate a call for review of the status of an organization following complaints or violations of laws or university policies. In addition, a review will be initiated upon receipt of documentation presented to the Senior Director for Campus Engagement with signatures of fifteen students or a faculty or staff member alleging violations. The review will be conducted in accordance with the Student Conduct process and make recommendations to the Senior Director for Campus Engagement.

## **Constitutions and Bylaws**

From time-to-time student organizations will update their constitutions and bylaws. Any changes must be approved by the Senior Director for Campus Engagement and the Student Life Committee.

## **Events open to the Campus Community or General Public**

A student organization that sponsors social events held on-campus must be registered through the Office of Campus Engagement. A faculty or staff member must be present for all student organization sponsored events for the entire event if the event is open to the general public or classified as a “dance” or “party.”

## **Fundraising or Solicitation**

Campus fund-raising activities sponsored by organizations must be requested in writing, signed by the organization advisor and approved by the Senior Director for Campus Engagement two weeks before the event. Fundraising raffles or any form of gambling is prohibited.

## **Hazing**

Under no circumstances will hazing be permitted at MHU. Any suspected violation must be reported to the University administration and will be investigated. Hazing is broadly defined as any activity expected of someone joining a group or to maintain status within a group that humiliates, degrades or risks emotional or physical harm regardless of willingness of the individuals to participate. Refer to the University’s Safe Academic & Work Environment Policies (adopted February 27, 2012) for more information.

## **Membership**

In order to maintain healthy organizations, recognized and petitioning student groups are required to maintain a minimum of five active members. Any organizations with difficulty maintaining membership will meet with their advisor or a member of the Student Life staff to create a plan of sustainability addressing, but not limited to, organizational recruitment, retention, leadership and purpose. Organizations who did not maintain membership will be placed on probation for one semester. If membership requirements are not met during the period of probation the organization will be suspended and will not be recognized by the University.

## **Minimum Grade Point Average (GPA)**

Students affiliated with a student organization must maintain a 2.00 cumulative GPA, unless otherwise noted (e.g., Greek-letter organizations). Organizational officers should maintain a 2.5 GPA. Organizations are responsible for enforcing the GPA requirements by verifying members’ GPA each academic semester.

Each member of the organization will be required to sign a waiver to release GPA to the President and the advisor of record of the organization and the Senior Director for Campus Engagement can assist in verifying member GPA’s. Any member that fails to maintain their required GPA will be placed on probation for one semester; failure to maintain minimum GPA at the end of the probationary period can result the loss of rights and privileges associated with organizational membership.

## Off-Campus Financial Accounts

Student organizations are allowed to have off-campus financial accounts under the following guidelines: two students and the organization advisor of record must be the account owners; two signatures are required for check purchases and no debit card(s). Finally, bank statements are to be submitted to the Senior Director for Campus Engagement each year for the time period of June 1 to May 31.

Organizations can work with the Senior Director for Campus Engagement to obtain an on-campus account with the business office. Established business office procedures are expected to be followed at all times. Failure to abide by this policy can lead to organizational probation and removal of approved organization status.

## Organization Meetings

All student organizations must attend the annual opening meeting held in late August or early September. All meeting should be open to the MHU community unless the organization is a closed society (i.e., Greek organizations).

## Organizational Handbooks

Student organization leadership is expected to be knowledgeable of the policies and procedures established in the student handbook, information published in organizational handbook(s) and by University offices.

## Procedure for Approval

1. A group of students who wish to establish an approved organization must submit an application for official recognition to the Senior Director for Campus Engagement according to the following guidelines:
  - a. Minimum of five students in good academic standing with the University;
  - b. Full-time faculty/staff member who agree to advise the organization unless otherwise stated in the employee's job description. ;
2. The application must stipulate:
  - a. Name of the proposed organization;
  - b. Rational for requesting approved status;
  - c. Primary purpose/function of the group;
  - d. Relationship of the proposed organization to the mission of the university, including evidence of consistency with the guiding principles of the mission;
  - e. External affiliations (to national organizations or other groups);
  - f. Interested students with MHU ID number and faculty/staff member;
  - g. Membership requirements (open or selected student membership, GPA, etc);
  - h. A description of the Initiation or induction ceremonies.
3. The Senior Director for Campus Engagement will respond to the application by:
  - a. Giving permission for the group to proceed with development of a formal request for approval, such permission being valid only for one academic year;
  - b. Requesting additional information, with a deadline for resubmission of the request, or
  - c. Denying the application of the group. (In the event that a request is denied, the group may appeal the decision, in writing, within ten calendar days to the Associate VPSL.)
4. A group with permission to develop a formal request shall append a copy of the proposed constitution and bylaws of the organization to the preliminary request and submit the documents to the Senior Director for Campus Engagement for transmission to SGA or IGC for recommendation. SGA or IGC will discuss the request for recognition of an organization at a regular meeting and delay a vote until the next regular meeting. A two-thirds vote is required by either SGA and/or IGC for recommendation for organization approval.
5. After SGA and/or IGC recommendation is received by the Senior Director for Campus Engagement it is then submitted to the VPSL or designee.
6. The VPSL or designee will forward the committee's recommendation to the University President and Provost.

7. The University President and the Provost of the university grant approval for establishment of an organization. An organization that has been granted approval will be immediately recognized by the University.
8. Any proposed group that does not receive approval cannot reapply for a full calendar year.
9. Once the constitution has been approved by the SGA/IGC, Associate VPSL, Provost and the President, an organization is an official member of the MHU community. The organizational president and advisor will be notified via e-mail by the Senior Director for Campus Engagement.

### **Public Speech/Assembly**

MHU reserves the right to regulate the time, place, and manner of assembly and speech to ensure that the educational mission of the university is not disrupted.

### **Roster**

Maintain an up-to-date roster form. This information will be kept confidential. This roster must be updated after any changes are made. The Senior Director for Campus Engagement will contact student organizations with the roster template each semester.

### **Registration**

An approved student organization is required to register/renew on a yearly basis to assure that the organization remains active and to update University records. An organization that neglects to submit documents for registration by week three of the fall semester will be considered inactive until registration is complete and will not be permitted to function as a student organization.

Organizations/students will be notified at the beginning of the academic year via e-mail by the Office of Campus Engagement. Organizational leadership will be required to submit the following information:

1. Membership rosters for the current academic semester year;
2. A copy of the organization's constitution and bylaws;
3. Name of the full-time faculty or staff advisor(s);
4. Signed agreement; and,
5. Other materials deemed necessary by the Office of Campus Engagement.

### **Process for Annual Registration**

Students are encouraged to create an organization if they have an interest. Groups will only be approved if they meet the following criteria.

1. The group is consistent with the mission and values of the University both in ideals and practice;
2. The group will provide added value to the educational experience;
3. The group is not redundant;
4. The group meets significant need of the campus population;
5. The group can be sustained should the advisor or organization founders no longer be involved; and
6. The group will provide an opportunity to bring the University community together.

## **Student Health**

The Mars Hill University Wellness Center (also known as the Infirmary), located in Robinson Hall, is the health facility for the campus community. The Wellness Center staff provides primary care for full-time students. The Wellness Center is part of the Student Life Division and works closely with this office in order to assist in each student's physical and emotional development during his/her college experience.

A physician, physician's assistant, or nurse practitioner employed by the Hot Springs Health Program assesses sick and injured students at the Center each week. Please consult posted hours for appointment availability. Students are encouraged to schedule these visits as a limited number of students can be seen at this time. It is recommended that

walk-ins arrive no later than 30 minutes prior to appointment time, as late arrivals may not have the opportunity to see the provider. Physician services at the Wellness Center are at no additional cost to the student. This service is only offered to full-time, traditional students.

Students who need medical assistance outside these posted hours are strongly encouraged to seek the nurses' care at the Wellness Center and may be treated according to physician standing orders. The nurse may opt to schedule an appointment at the Mars Hill Medical Center (closest office to campus that is part of the Hot Spring Health Program) for physician assessment. The student or his/her parent will be billed for any unpaid balance.

## **Student ID Cards**

Students are issued a Mars Hill University ID at the start of his/her academic career. Students are required to have his/her card at all times. Lost, stolen or damaged cards are the student's responsibility. A \$15.00 fee will be assessed to the student's MHU account to replace a lost card. Students are required to have their IDs on their person at all times and be able to produce it at the request of any member of the university community.

## **Student Support Services**

The Student Support Services Program can provide tutoring for a difficult course, help reduce test anxiety, suggest wise time management strategies, offer academic advising, and provide career and personal counseling, among other services. This program provides trained staff members and carefully selected peer tutors to work with students who qualify for services. Interested students who are not certain of their eligibility for the program or who wish to learn more about the services and activities should call 689-1380, or come by Student Support Services in Marshbanks. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. Services are tailored to individual needs and are free to eligible students. The program is 100% funded through a grant from the US Department of Education.

## **Students with Disabilities**

The mission of the Mars Hill University Office of Disability Services is to ensure fair access to university programs and facilities for qualified students with any mental or physical impairment that substantially limits one or more major life activities in accordance with federal regulations. Services for students with disabilities are intended to remove barriers by providing reasonable accommodations such as academic modifications or accessible housing. Reasonable accommodations that do not fundamentally alter program requirements are provided when deemed necessary and are determined on a case-by-case basis through an interactive process between the student and the Disability Services Coordinator.

Students requesting housing accommodations on the basis of a declared disability are required, under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, to be registered with the Disabilities Services in writing before an accommodation can be approved. Students must renew their disability request each year to the Director of Disability Services before room preference time in order for the accommodation to be honored. The Disability Services Office is located on the second floor of Robinson Infirmary (Wellness Center). Links to information can be found at <http://www.mhu.edu/campus-life/disability-services> or individuals may email Disability Services at [disabilityinfo@mhu.edu](mailto:disabilityinfo@mhu.edu) for assistance.

The Office of Disability Services is located on the second floor of Robinson Infirmary (306 Wellness Center) and is open August through May, Monday-Wednesday from 9:00 AM-5:00 PM or by appointment. Limited office hours are kept during June and July; however, email and phone messages are checked regularly. Appointments may be arranged by contacting Judith Harris, Disability Services Coordinator, at (828) 689-1410 or [judith\\_harris@mhu.edu](mailto:judith_harris@mhu.edu) (If mobility is a concern, please contact the coordinator ahead of time to arrange an alternate meeting place since this office is located on the second floor.)

For current information regarding information, policies, and procedures regarding requesting accommodations and services through the MHU Office of Disability Services, please refer to the The university website at <http://www.mhu.edu/campus-life/disability-services>.

## Summer School

Summer School is divided into two five-week terms and includes both short and full term courses. In addition to online offerings, seated classes meet two days per week from 6:00 - 9:55 p.m. on the main campus or at the Asheville Center. Limited day classes are offered.

Summer School courses are open to all Mars Hill University students, as well as visiting students from other institutions. Courses are geared for both traditional and adult populations, allowing students to continue their education through the summer months. Once registration opens, currently enrolled students can self-register for summer courses via the university's self-service portal. New students must register through the Admissions office. Students from other institutions (both new and returning) must complete the visiting student application before registering with the Admissions office. Visiting students should work with their home institution, as well as the university registrar's office, to ensure that all credits will transfer.

For questions about summer school logistics, please contact the Admissions office at (828) 689-1201. The summer schedule is typically published in late March.

### Summer School Housing

Summer school housing is open to MHU students working toward the completion of their academic program during the second summer session. This includes taking classes and/or completing internships. Housing is not available to students who are simply working in the area and need a place to live for summer. Please remember that summer term housing rooms are limited and will be given on a first come, first served basis. Summer housing applications are available for summer school beginning in mid-April. Students will email [residence-life@mhu.edu](mailto:residence-life@mhu.edu) to request a summer school housing application.

Students who complete a housing application prior to summer school will be able to specify roommate preference. Students waiting to complete the application upon arrival for summer terms will be placed at the discretion of the Housing and Residence Life Staff.

All students living on campus for summer are required to have a meal plan and the meals/bonus bucks do not carry over from one term to the next. Students are expected to abide by the same rules and regulations during the summer as the traditional academic year and will be held to the same level of accountability.

## Technology/Internet Access

The Office of Information Technology / Information Technology Services (ITS) is committed to providing the necessary resources and support to carry out the education, research, and public service missions of the university.

### What the ITS Department Provides

- Official mhu.edu network account and e-mail address given during the registration process. The e-mail address assigned to you by the University is the only e-mail address we will use when contacting you by email.
- Wired and wireless network connectivity in residence hall rooms.
- Wireless access in most buildings on campus – residence halls, Library, Pittman Dining, all classroom buildings
- Network access to campus information, email, the Library Catalog, research databases, and the Internet

- Free printing for up to 300 pages per semester on University owned printers. Additional charges may be applied for excessive printing.
- Limited personal network file storage – J:\ (example S0001234567 Tommy Smith)
- Audio visual equipment for check out to students for class assignments and events. Video/audio editing and transfers are available as well as large format printing, laminating, and scanning. Students should expect to pay for the cost of any materials used in production.

## What You Must Do

- Abide by established procedures in using the Network.
- Keep disk space reserved for student use clear by deleting unwanted files and programs, removing your MHU email address from list serves and other automatic mailing services.
- Obey United States and international copyright laws and agreements when using the Network. Students will not use the Network to copy or transfer any software from any source without the legal right or license to do so.
- Purchase and install anti-virus software with full license (not trial version) before connecting a computer system to the Network. Be responsible for updating virus definitions regularly.

## Technology Information for Residential Students

Residence hall students may not install any devices that disrupt network connectivity. Devices such as a hub, switch, router, cellular “hot-spot” or wireless access points that allows multiple computers on the same network port can cause connectivity problems across the entire MHU network and are not permitted. You must disable wireless on printers and directly connect to a computer via cable. Any unauthorized access points/routers/printers found that are not property of MHU will be confiscated by Campus Security and a fine up to \$100 may be assessed.

The Information Technology Services staff respects individual privacy and will not enter or inspect user files without cause; however, complaints or abuse of computer and network resources are taken seriously. The ITS Department has the right to monitor network traffic, inspect email accounts, and access any file stored on MHU owned equipment. The ITS Department will also grant access to law enforcement officials as necessary. Complaints about possible abuse may be sent to the ITS Help Desk at 828-689-1444.

Students who do not adhere to these rules and regulations may have their accounts suspended or terminated and their network privileges revoked. Serious acts of abuse may result in further disciplinary action by the University including reimbursement to the University for computing and personnel charges incurred. Violations that are an infraction of any local, state, and/or federal law(s) will be turned over to the appropriate authorities.

ITS Department is committed to providing the necessary bandwidth to carry out the education, research, and public service missions of the university. While entertainment devices, such as gaming consoles, smart TVs, video streaming systems are allowed on the MHU network, the ITS Department does not guarantee these will function and will not provide support for their use. Also, it is not feasible to permit the indefinite and disproportionate use of the entire network bandwidth by a relatively small percentage of the campus community. This may require ITS to implement bandwidth limitations or take further steps. ITS reserves the right to temporarily terminate a network connection in cases where someone is seriously degrading network performance. Repeated offences may result in permanent termination of network access.

ITS Help Desk, 828-689-1444. helpdesk@mhu.edu Monday-Friday 8 a.m. - 5 p.m. If you have any questions about the MHU Computer Network or the rules and regulations regarding its use, please contact us.

## Weizenblatt Art Gallery

The gallery is located in Moore Fine Arts Building, with exhibitions of art by MHU students and professional artists. The gallery hosts a new exhibition every month along with an artist’s lecture/reception.

## **Wren Student Union Services**

Wren Student Union is the community center for the University, and is an important contribution to education. The Union is the campus living room where students, faculty, and staff engage with each other to build community and deepen learning. The Union provides services and conveniences that members of the university community enjoy in their daily lives on campus. It creates an environment for getting to know and understand others through formal and informal associations. Wren Student Union houses the Office of Student Life, the Office of Safety and Security, the Lion's Den snack bar, Belk Auditorium, Taylor Fitness Center, the Recreation Center, the campus mailroom, offices for a number of student organizations, and several meeting rooms and lounges.



# Students' Rights and Responsibilities

## Student Code of Responsibility

As a student at Mars Hill University you are expected to conduct yourself in a manner that is consistent with the values of the university and brings credit to you, your family, community, and the university. The actions of one can affect many within a community, positively or negatively. Whether in or out of class, on or off campus, as an individual or as a member of a group, you should consider honor, integrity, and respect for self and others as guiding principles in your words and actions as you go about your daily life. This is your responsibility as a member of the university.

Being a responsible member of this community compels you to consider not only your actions but also the actions of others and the results of those actions on the community. Being part of MHU means that you are called to be more than a passive bystander, but active and engaged in community life. Intervene if you see someone mistreated. Ask for assistance for yourself or others in solving concerns. Report issues that have an impact on you or other community members. Keeping MHU safe and enjoyable is the responsibility of every member of the community.

The Code of Conduct below addresses categories of behaviors, the process, and the procedures for those occasions when individuals intentionally or unintentionally do not uphold these responsibilities.

## Student Code of Conduct

### Application of the Mars Hill University Student Code of Conduct

The Mars Hill University Student Code of Conduct shall apply to conduct that occurs on university premises, at university-sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The Student Code of Conduct shall also apply to the conduct of student groups and student organizations. The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Vice President for Student Life or designee shall decide whether the Student Code of Conduct shall be applied to conduct occurring off campus, in his/her sole discretion.

Student conduct records are considered educational records and are protected by the Family Educational Right to Privacy Act of 1974. Academic advisors, coaches, or organization advisors may be alerted to the fact that a student has been found responsible for a violation.

### Purpose

The purpose of the Student Code of Conduct at Mars Hill University is to support the institutional mission with a discipline process that upholds established standards of honor in a community of learners. This is done by holding each other accountable through a restorative and redemptive process rather than a merely punitive approach to accountability. This is an administrative procedure and is separate from any outside process, such as any legal action.

### ARTICLE I: Definitions

1. The term "University" means Mars Hill University (MHU).
2. The term "student" includes
  - a. Persons taking courses at the University, either full-time or part-time, pursuing undergraduate, graduate, or professional studies.
  - b. Persons who withdraw after allegedly violating the Student Code of Conduct who are not officially enrolled for a particular term, but who have a continuing relationship with the University or

- c. Persons who have been notified of their acceptance for admission with a deposit on file (paid or waived).
3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any student, faculty, or staff member employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the University community” includes any person who is a student, faculty member, University official, or any other person employed by the University. A person’s status in a particular situation shall be determined by the President of the University.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “student organization” means any number of persons who have complied with the formal requirements for University recognition.
8. The Associate Vice President for Student Life (hereafter “Associate VPSL”) is that person designated by the University President to be responsible for the administration of the Student Code of Conduct.
9. The term “Student Conduct Administrator” means the Associate VPSL, or another University official designated by the Associate VPSL, authorized to informally resolve matters involving allegations of violation(s) of the Student Code of Conduct and is authorized to determine and impose sanctions upon any student when a violation of the Student Code of Conduct has occurred.
10. The term “shall” is used in the imperative sense.
11. The term “may” is used in the permissive sense.
12. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Handbook, the University web page, and the Academic Catalog or any other official University publication.
13. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty, staff, or student (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion (5) providing unauthorized assistance.
14. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
15. The term “Grievant” means any person who submits a charge alleging that a student violated this Student Code of Conduct or other university policies. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Student Code of Conduct as are provided to the Respondent, even if another member of the University community submitted the charge itself.
16. The term “Respondent” means any student accused of violating this Student Code of Conduct or other university policy.
17. The term “Charge” means a complaint, report or allegation of a violation of the Student Code of Conduct.
18. The term “Consent” means knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon activity, such as sexual contact or intercourse. Each party must make certain that the other has consented before engaging in sexual activity, since individuals may experience the same interaction in different ways. Either party can withdraw consent at any time by expressing in words or actions that they no longer want the act to continue. If either party withdraws consent, the other person must stop the activity immediately.
19. The term “Advisor” means a person who may assist a grievant or respondent during a conduct proceeding. An advisor must be a member of the Mars Hill University full time faculty, staff, or student body. In cases involving stalking, sexual violence, domestic violence, dating violence or any other gender-based misconduct, both respondent and grievant may use an advisor of choice. An advisor of choice may be a student, an employee of the university, or an outsider. The advisor’s role is to advise the Grievant or the Respondent, not to represent

him or her. Advisors may not speak on behalf of the individuals they advise nor may they answer any questions put to the individuals. An advisor who interferes with an interview or hearing may be dismissed by the Title IX Coordinator or person in charge and barred from participating in future interviews or hearings.

## ARTICLE II: Prohibited Conduct

- A. **Conduct – University Rules and Regulations.** Students are required to engage in responsible social conduct that reflects creditably upon the University community and to model good citizenship in any community. Any student found to have committed or to have attempted to commit any of the following is subject to the disciplinary sanctions outlined in Article IV:
1. Acts of dishonesty, including but not limited to the following:
    - a. Cheating, plagiarism, or other forms of academic dishonesty.
    - b. Furnishing false information to any University official, faculty member, or office.
    - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
    - d. Loaning or using another person's student Identification (ID) card and/or electronic log-in credentials.
    - e. Bribery, or procuring another person by incentive, coercion, or intimidation to violate University policy.
  2. Interference of the normal operations of the University including but not limited to:
    - a. Disruption or obstruction of teaching and learning, research, administration, disciplinary proceedings,
    - b. Other University activities, including its public service functions on or off campus, or of
    - c. Other authorized non-University activities when the conduct occurs on University premises.
    - d. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University.
    - e. Obstruction of the free flow of pedestrian or vehicular traffic.
  3. Damage to, or destruction, or other misuse of University property or personal property of another person. This includes but is not limited to the damage or destruction of plants or shrubs, university cable, internet, and phone services, and computers.
  4. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. Alleged violations of sexual misconduct will be referred to the Title IX Coordinator.
  5. Theft:
    - a. Attempted or actual theft of property of the University.
    - b. Attempted or actual theft of property of a member of the University community.
    - c. Attempted or actual theft of other personal or public property, on or off campus.
  6. Hazing, as defined in the University's Safe Academic and Work Environment Policies.
  7. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself properly/produce University identification card when requested to do so.
  8. Unauthorized access to University buildings:
    - a. Propping of door(s) and window(s) by any method to allow unauthorized entry.
    - b. Tampering with locking mechanisms.
    - c. Unauthorized possession, duplication, and/or use of keys or access cards.
    - d. Any other unauthorized entry to any university room, building, or space.
  9. Violation of any other University policy, rule, or regulation published in hard copy or available electronically on the University website, including residence hall policies.
  10. Violation of any federal, state or local law; students who have been charged with any felony and/or committed a violent offense, may be removed from campus until the charges have been adjudicated

both criminally and through the University conduct process. Violation of law can include, but is not limited to, subsequent criminal charges.

11. Use, possession, manufacturing, sale, or distribution of controlled substances or misuse of prescription medication, including sharing prescriptions, or other controlled substances except as expressly permitted by law. Possession of paraphernalia is also prohibited based on NC Statute 90-113.22(e).
12. Use, possession, manufacturing, acknowledgement of, or distribution of alcoholic beverages or containers on the University campus or at university-sponsored events is prohibited. This includes off campus parties sponsored by campus or student organizations. Possession of alcohol paraphernalia is also prohibited by University policy. Drinking games, simulated drinking games, or games created to facilitate mass consumption of alcohol are also prohibited outside of university sponsored and supervised programs, which will never involve alcohol. These include water pong, flip cups and quarters and other variants. Possession of drinking game paraphernalia, including; pong tables, funnels, etc., is also prohibited.
13. Assisting, condoning, or failing to report in the course of a violation(s), including being present and/or neglecting to take preventative or corrective action.
14. Possession of firearms, explosives, other weapons, or dangerous chemicals on University premises. Use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others. (Refer to "Weapons on Campus" under the Safety and Security Section in this handbook.)
15. Gambling, including but not limited, to playing of cards or any other game of skill or chance for money or items of value is prohibited.
16. Conduct that is disorderly, lewd, or indecent. Breach of peace; or procuring another person to breach the peace on University premises or at University functions.
17. Computer theft or other abuse of electronic facilities and resources, as described in the "Technology and Media Policy."
18. Abuse of the Student Conduct System, including but not limited to attempting to influence impartiality, discouraging participation and retaliation.
19. Tampering with, misuse of, or destruction of fire safety or safety equipment and devices including but not limited to detector instruments, emergency security phones, and fire extinguishers. Failure to evacuate a building when fire alarm is sounding or when instructed to do so by authorized personnel.
20. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom.

**B. Conduct - Violation of Law and Criminal Actions.**

1. If a violation of law which also would be a violation of this Student Code of Conduct is alleged, proceedings under this Student Code of Conduct may go forward against a Respondent who has been subjected to criminal prosecution.
2. When a student is charged by federal, state, or local authorities with a violation of law,
  - a. the University will not request or agree to special consideration for that individual because of their status as a student.
  - b. If the alleged offense is also being processed under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the University community.
  - c. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions).
  - d. Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## ARTICLE III: Charge Procedures

### A. Bill of Student Rights

The guiding principle of university regulation is that of student responsibility. It is a firm belief of Mars Hill University that its students should be guaranteed certain rights. Those rights are as follows:

1. Rights of a student charged with a violation of the Student Code of Conduct.
  - a. Right to be informed of the student conduct process and to be treated fairly according to published processes.
  - b. Right to a fair and timely hearing.
  - c. Right to be present or not to be present for a hearing and not have absence construed as responsibility.
  - d. Right to be silent and not have silence construed as responsibility.
  - e. Right to be presumed innocent until proven otherwise.
  - f. Right to know, upon request, the evidence to be presented in any hearing,
  - g. Right to know, upon request, the identity of witnesses testifying at a hearing.
  - h. Right to have witnesses testify and to present evidence at a hearing.
  - i. Right to ask reasonable questions of any witness appearing at a hearing. (See Procedures, section 5, part e)
  - j. Right to an Advisor or Advisor of Choice.(i.e. a current student, faculty, or staff member of the university who was not involved in the incident in question.)
  - k. Right to be present during the period in which evidence is submitted.
  - l. Right to be given notice in writing of any complaint or charge(s) of violation of the Student Code of Conduct.
  - m. Right to appeal a decision by the Student Conduct Board within the limits of the time specified in this Student Code of Conduct.
2. Rights of a person bringing allegations under the Student Code of Conduct.
  - a. Right to file criminal charges or seek civil action in a court, in addition to any action taken under the Student Code of Conduct.
  - b. Right to be informed of the final results of a disciplinary proceeding and Right to appeal any disciplinary decision in cases of sexual discrimination, sexual misconduct, sexual harassment, or sexual violence. See the Sexual Misconduct and Interpersonal Violence Policy and Procedure.
  - c. Right to have witnesses testify and to present evidence at a hearing.
  - d. Right to ask reasonable questions of any witness appearing at a hearing.
  - e. Right, in cases involving stalking, sexual violence, domestic violence, dating violence or any other gender-based misconduct, to use an advisor of choice. An advisor of choice may be a student, an employee of the university, or an outsider. The advisor's role is to advise the Grievant or the Respondent, not to represent him or her. Advisors may not speak on behalf of the individuals they advise nor may they answer any questions put to the individuals. An advisor who interferes with an interview or hearing may be dismissed by the Title IX Coordinator or person in charge and barred from participating in future interviews or hearings.
  - f. Right to be present during the period in which evidence is submitted.
  - g. Right to appeal a decision when the case involves an allegation of sexual misconduct.

### 3. Reporting Misconduct

- a. Anyone may report a violation of the Code of Conduct by contacting the Dean of Students at 828-689-1253. Normally, the person reporting the violation will be asked to submit a written report. The report should be a brief written statement citing the section of the code allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place. The university reserves the right to take action against an individual for violating the Code of Conduct regardless of how much time has passed since the incident.
- b. Anonymous reports may be made by calling Campus Security at 828-689-1230.

#### **4. Immunity for Good Samaritans**

MHU encourages students to offer assistance to other students in need, both on and off campus. The welfare of students in our community is of paramount importance. Sometimes students are hesitant to offer assistance to other students for fear that they themselves may be charged with policy violations (for example, a student who has been drinking underage might hesitate to contact an RA or campus police in getting help for someone who may be suffering from alcohol poisoning, or a student might be hesitant to provide important information about a sexual assault incident). Students who seek assistance for another student in need will receive immunity from policy violations related to the incident. This immunity from disciplinary action applies to both the “Good Samaritan” and the student needing assistance.

Five students have been drinking alcohol in a residence hall room and one student gets so sick that they can’t stop vomiting and are having a hard time breathing. It is more important to get help for that student, so we ask that 911 be called immediately and that help be sought from an RA and Campus Security. It is more important to get help immediately rather than hide the alcohol and get the room cleaned up. All students in that room would NOT get in trouble for calling for help. Students may need to tell their story and talk about the situation with authorities along the way to get help for a friend, but they would not receive any judicial sanctions for calling for help.

#### **5. Sources of Information**

Information about a student’s misconduct may come from a variety of sources including, but not limited to, reports from faculty, staff, students, departments (e.g., Residence Life or campus police), law enforcement agencies, or community members. Other sources of information may include, but are not limited to electronic communications, photographs, social media, and audio or video recordings.

#### **6. Social Media Privacy**

The university complies with all local, state, and federal laws governing social media privacy. Although the law prohibits the university from asking students, prospective students, or student groups to disclose a user name or password for accessing personal social media, requesting access to personal social media, or divulging any personal social media to or in the presence of a university employee or representative, the university may lawfully require disclosure, access or view personal social media if necessary to investigate and take disciplinary action against any student, prospective student, or student group utilizing social media in ways that are unlawful, violate the Code of Conduct, or pose a threat to the safety of the campus community.

#### **7. Jurisdiction of the Code of Conduct**

The Code of Conduct applies to conduct that occurs on university premises, at university sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The code applies to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students will decide whether the code will be applied to conduct occurring off campus, on a case by case basis, in his or her sole discretion.

### **B. Procedures**

1. **Filing of Charge.** Any member of the University community may file charges against a student for violations of the Student Code of Conduct. A charge shall be prepared in writing and directed to the Student Conduct Administrator. Any charge should be submitted as soon as possible after the event takes place, preferably within five business days.
2. **Notice of Charge.** All charges shall be presented by the Student Conduct Administrator to the Respondent. This will be in written form within five business days of receipt by the Student Conduct Administrator
3. **Title IX Grievances.** Any charge presented to the Student Conduct Administrator that involves or appears to involve allegations of a Title IX grievance (i.e. sex discrimination, sexual harassment, sexual misconduct, stalking, domestic violence, dating violence, sexual violence, etc.) shall be immediately reported by the Student Conduct Administrator to the University’s Title IX Coordinator and shall be investigated in accordance with the University’s Title IX Grievance Procedures. Charges involving allegations of Title IX grievance shall not be informally resolved by the Student Conduct Administrator.

4. **Informal Investigation and Resolution.**

- a. After providing notice of a charge to the Respondent, the Student Conduct Administrator will conduct an informal investigation to determine if the charges filed have merit and/or if they can be resolved administratively or by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. This informal investigation could include, but would not be limited to, a conference with the Respondent, the Grievant, and any other witnesses involved. The Student Conduct Administrator will attempt to complete the informal investigation within ten business days of providing notice of the charge to the Respondent.
- b. If informal resolution with the Student Conduct Administrator is possible, such disposition shall be final and there shall be no subsequent proceedings.

5. **Formal Hearing Procedures.**

If a charge cannot be resolved through informal measures with the Student Conduct Administrator, a Student Conduct Board hearing shall be set for not less than three nor more than fifteen business days after the student has received notice of the charge from the Student Conduct Administrator. Student Conduct Board hearings shall be conducted by the Student Conduct Board in accordance with the following:

- a. Student Conduct Board Hearings normally shall be conducted in private.
- b. The Grievant, the Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the Student Conduct Board Hearing excluding deliberations. Admission of any other person to the Student Conduct Board Hearing shall be at the discretion of the Student Conduct Administrator.
- c. In Student Conduct Board Hearings involving more than one Respondent, the Student Conduct Administrator, in his or her discretion, may permit the Student Conduct Board Hearings concerning each student to be conducted either separately or jointly.
- d. The Grievant and the Respondent have the right to be assisted by an advisor they choose. The advisor must be a member of the University community and may not act as their legal counsel. The Grievant and/or the Respondent is responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Conduct Board Hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Conduct Board Hearing. Delays will not be allowed due to the scheduling conflicts of an advisor.
- e. The Grievant, the Respondent and the Student Conduct Board may arrange for witnesses to present pertinent information to the Student Conduct Board.
  - i. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Grievant and/or Respondent at least two business days prior to the Student Conduct Board Hearing.
  - ii. Witnesses will provide information to and answer questions from the Student Conduct Board.
  - iii. Questions may be suggested by the Respondent and/or Grievant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment.
  - iv. Questions of whether potential information will be received shall be resolved in the discretion of the chairperson of the Student Conduct Board.
- f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Student Conduct Board at the discretion of the Student Conduct Administrator.
- g. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board and Student Conduct Administrator.
- h. After the portion of the Student Conduct Board Hearing concludes in which all pertinent information has been received, the Student Conduct Board shall determine whether the Respondent has violated each section of the Student Code of Conduct which the student is charged with violating. This is done by a majority vote.

- i. The Student Conduct Board’s determination shall be made on the basis of whether it is more likely than not that the Respondent violated the Student Code of Conduct.
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Student Code of Conduct proceedings.
6. **Notice of Decision.** Within 10 business days of the completion of the hearing, the Student Conduct Administrator will notify the Respondent in writing of its decision and any sanctions if applicable.
  7. **Record of Hearing.** There shall be a single verbatim record, such as a tape recording, of all Student Conduct Board Hearings. Deliberations shall not be recorded. The record shall be the property of the University, and retained in keeping with records retention policies.
  8. **Failure to Attend Hearing.** If a Respondent receives a notice and fails to appear before a Student Conduct Board at a scheduled hearing, the hearing shall proceed and the information in support of the charges against the Respondent shall be presented in the absence of the Respondent.
  9. **Procedure Modifications for Safety and Security.** The Student Conduct Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Grievant, Respondent, and/or other witness during the hearing by providing separate facilities, using a visual screen, by permitting participation by telephone, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole discretion of Student Conduct Administrator to be appropriate.
  10. **Timing.** The maximum time limits for completion of an informal investigation, scheduling of Student Conduct Board Hearings, for notification of decisions of the Student Conduct Board, and for any other matter described in these procedures may be extended by the Student Conduct Administrator at their discretion.
  11. **Summer and University Breaks.** If a student violated the MHU Code of Conduct during the summer or during a time when classes are not in session, the Associate VPSL or designee will serve as the hearing officer.

### C. Sanctions

Violation of university policies for personal conduct may result in the imposition of one or more of the sanctions listed below. Sanctions that may be imposed are not limited to those listed. In certain limited situations, university officials may impose a sanction but suspend or postpone its actual implementation. Failure to comply with the sanction(s) imposed by a judicial body may result in further disciplinary action, including but not limited to, a registration hold, placement on or extension of university probation, or suspension.

Sanctions affecting the conduct of students are based on general principles of fair treatment. While attempting to be consistent in its disciplinary decisions, the university also seeks to be fair and sensitive to the facts and circumstances of each individual case. Disciplinary sanctions include:

- A. **Warning:** Oral or written notice to the student that the student is violating or has violated the Code of Conduct and that continuation or repetition of misconduct may result in a more severe sanction
- B. **University Probation:** A status which indicates that a student’s relationship with MHU is tenuous. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any university regulations. Probation may also result in the loss of privileges, depending on the policies of various university departments and organizations. For example, a student becomes ineligible to hold some leadership positions when placed on probation (see “Expectations for Student Leaders” below for more information).
- C. **Loss of Privileges:** Such loss may include, but is not limited to, financial assistance, eligibility to represent the university officially on athletic teams or performing groups, participation in the housing lottery, or use of specific university facilities, computer systems, equipment, or services.
- D. **Fines:** Payment of charges for violation of regulations which will be added to a student’s account
- E. **Restitution:** Compensation for loss, damage or injury - failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).
- F. **Educational Sanctions:** Mandatory work hours, reading/writing assignment, drug or alcohol assessment/treatment, seminar attendance, or other discretionary sanctions as deemed appropriate



- G. Dismissal from University Housing: Loss of privilege to live in university housing - Students in a contract or required to live on campus who are dismissed from university housing will be responsible for any remaining monetary charges for the term of their contract.
- H. Suspension: Temporary separation of the student from MHU for a definite period of time, after which the student is eligible to return without re-applying
- I. Expulsion: Temporary separation of the student from MHU for a definite period of time, but not less than two years, after which the student must re-apply for admission
- J. Dismissal: Permanent separation of the student from MHU - The student is dismissed from the university and is permanently ineligible to re-enroll at the university at any time in the future.

When students are dismissed, expelled, or suspended for disciplinary reasons, there will be no refund of tuition or room and board charges for the semester and all financial assistance for subsequent semesters will be reviewed and is subject to cancellation.

When students are dismissed, expelled, or suspended for disciplinary reasons, they are not allowed to continue any academic work and will receive all F's for the term. The student's academic transcript will also be noted that they have been temporarily or permanently dismissed and it is up to the student to notify any other institutions to the nature of their dismissal.

1. **Student Sanctions.** The following sanctions may be imposed by the Student Conduct Administrator, Student Conduct Board, and/or Appellate Board, upon finding a student responsible for a violation of the Student Code of Conduct. Any sanction may be held in abeyance until a certain point in time or pending completion of other specified requirements.
  - a. Warning—A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. Probation—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
  - c. Loss of Privileges—Denial of specified privilege(s) for a designated period of time.
  - d. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - e. Discretionary Sanctions—Work assignments, essays, service to the University, or other related discretionary assignments.
  - f. Residence Hall Suspension—Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Violation of Residence Hall Suspension will be treated as a criminal trespass.
  - g. Residence Hall Expulsion—Permanent separation of the student from the residence halls. Violation of Residence Hall Expulsion will be treated as a criminal trespass.
  - h. University Suspension—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. University Expulsion—Permanent separation of the student from the University.
  - j. Revocation of Admission and/or Degree—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
  - k. Withholding Degree—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code of Conduct, including the completion of all sanctions imposed, if any.

2. **Consequences for Violations of Mars Hill University Drug and Alcohol Policies**

Because alcohol and other drug violations affect significantly both the individual and the community, a structured sanctioning program has been instituted.

**Alcohol**

- a. Underage students
  - i. First Offense:

1. Parental notification letter in cases in which:
    - a. A student fails to complete their sanctions
    - b. The violation(s) demonstrated actual harm or danger of harm to self or others, regardless of other sanctions.
  2. Online alcohol education course.
  3. Written warning.
  4. Other sanctions as appropriate to include alcohol assessment in extreme circumstances
  5. Reminder about counseling on campus.
- ii. Second Offense:
1. Parental notification letter.
  2. Probation with statement that another offense may result in suspension.
  3. Required Alcohol Assessment with MHU Counseling Center or with an external vendor, with the results sent to the MHU Counseling Center.
  4. Other sanctions as appropriate for the situation.
  5. Reminder about counseling on campus
- iii. Third Offense:
1. Parental notification letter.
  2. Suspension, to be held in abeyance for the current academic semester.
  3. Suspension for at least one full academic semester concurrent.
  4. Other sanctions as appropriate for the situation
  5. Reminder about counseling on campus
- b. Students of legal drinking age
- i. First Offense:
1. Written warning
  2. Online education course
  3. Other sanctions as appropriate for situation
  4. Reminder about counseling on campus
- ii. Second offense:
1. Probation with statement that another offense may result in suspension from residence halls.
  2. Required Alcohol Assessment with MHU Counseling Center or with an external vendor, with the results sent to the MHU Counseling Center.
  3. Other sanctions as appropriate for the situation.
  4. Reminder about counseling on campus
- iii. Third Offense:
1. Immediate suspension from the residence halls for the current academic semester, and
  2. Full suspension from the residence halls for at least one full academic semester held consequently, and
  3. Other sanctions as appropriate for the situation, and
  3. Emphasize the importance of seeking counseling.

## **Drugs**

- a. First Offense:
- i. Level I -includes, but is not limited to, finding drug paraphernalia, odor of marijuana as identified by a trained professional, controlled substance residue in a container/baggie, and citation by law enforcement for paraphernalia.
    1. Attendance at a Drug/Alcohol Awareness seminar on-campus. Student is responsible for all cost associated with this program. Certification of completion of seminar must be received

- by the end of the semester during which offense occurred. This is not in lieu of any legal responsibilities.
2. Random drug testing at student's expense
  3. Probation with statement that another offense will result in severe consequences
  4. Parental notification for students under 21.
  5. Other sanctions as appropriate for situation, possibly including forced relocation
  6. Bi-weekly meeting with a mentor
  7. Reminder about counseling on campus
- ii. Level II -includes but is not limited to, citation/arrest by law enforcement for controlled substance, possession of controlled substance, prescription drugs without proper prescription documentation
    1. Residence hall suspension with no visiting privileges for 2 full academic semesters
    2. Possible adjustment of financial aid package, to reflect change in cost
    3. Counseling on campus or at the student's expense
    4. Attendance at a Drug/Alcohol Awareness seminar on-campus. Student is responsible for all cost associated with this program. Certification of completion of seminar must be received by the end of the semester during which offense occurred. This is not in lieu of any legal responsibilities.
    5. Suspension, held in abeyance with conditions specified
    6. Parental notification for students under 21
    7. Random drug testing at student's expense
    8. Reminder about counseling on campus
    9. Other sanctions as appropriate for situation
  - iii. Level III -includes but is not limited to : evidence of sales or distribution scale(s), baggies, large sums of cash, felony amounts of illegal controlled substance including prescription drugs without proper prescription documentation
    1. Interim suspension until the conclusion of the Student Conduct process
    2. Expulsion or immediate suspension from institution for at least two academic semesters, if student is found responsible at the Student Conduct hearing level
    3. Parental notification for students under 21
    4. Emphasis on the importance of seeking counseling
- b. Second Offense:
- i. Level I - includes, but not limited to, finding drug paraphernalia, odor of marijuana as identified by a trained professional, controlled substance residue in a container/baggie, citation by law enforcement for paraphernalia, citation/arrest by law enforcement for controlled substance, possession of controlled substance, prescription drugs without proper prescription documentation. A second incident will be treated the same as a Level II, First Offense.
    1. Residence hall suspension with no visiting privileges for 2 full Academic semesters
    2. Possible adjustment of financial aid package, to reflect change in cost
    3. Counseling on campus or at the student's expense
    4. Attendance at a Drug/Alcohol Awareness seminar on-campus. Student is responsible for all cost associated with this program. Certification of completion of seminar must be received by the end of the semester during which offense occurred. This is not in lieu of any legal responsibilities.
    5. Suspension, to be held in abeyance with conditions specified
    6. Parental notification for students under 21
    7. Random drug testing at student's expense
    8. Reminder about counseling on campus
    9. Other sanctions as appropriate for situation

- ii. Level II - includes but is not limited to evidence of sales or distribution scale(s), baggies, large sums of cash, felony amounts of illegal controlled substance including prescription drugs without proper prescription.
  1. Interim Suspension until the conclusion of the Student Conduct process
  2. Expulsion or immediate suspension for at least two full academic semesters from the institution if student is found responsible at the Student Conduct hearing level
  3. Parental notification for students under 21
  4. Emphasis on the importance of seeking counselingAll student conduct violations will have a cumulative effect and are not considered as isolated incidents.

### **3. Expectations for Student Organizations**

Student groups and organizations may be charged with violations of the Code of Conduct. A student group or organization may be held collectively responsible when violations of this code occur either during an event sponsored by the organization or when four or more members are in attendance at the event in question. Sanctions that may be imposed upon groups or organizations include but are not limited to deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including university recognition, for a specified period of time.

### **4. Expectations for Student Leaders**

As role models to other students and ambassadors for MHU, student leaders are expected to embody the institution's highest ideals, values, and aspirations, and to uphold its community standards. Therefore, students placed on university probation will lose privileges, including their ability to apply, campaign, or hold leadership positions for the time they are on probation.

### **5. Student Group and Student Organization Sanctions.**

The following sanctions may be imposed upon student groups or student organizations:

- a. Any sanctions listed above.
- b. Loss of selected rights and privileges for a specified period of time.
- c. Deactivation or revocation of charter.
- d. Loss of all privileges, including University recognition, for a specified period of time.
- e. Communication with the group's national organization, If applicable, by an administrator, to inform them of the disciplinary sanctions.

### **6. Cumulative Sanctions.**

More than one of the sanctions listed above may be imposed for any single violation by a student, student group or student organization.

### **7. Disciplinary and Academic Record.**

Other than University suspension, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record will be held for four years. The student's academic record is permanent. In situations involving both a Respondent(s) (or student group or student organization) and a student Grievant, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent(s) and the Grievant.

### **8. Forfeiture of Financial Assistance**

Every student who has accepted a scholarship, loan, fellowship, grant-in-aid, or any other financial assistance by the university or the state is deemed to have agreed to observe the rules and regulations of the university. The university shall review the record of each recipient of financial assistance who has been placed on university disciplinary probation, is suspended, expelled, or dismissed from the university, or arrested and convicted as a result of a violation of university policy. In such cases students who have accordingly violated the student Code of Conduct as outlined in the Student Handbook may forfeit their financial assistance.

#### D. Interim Measures

In certain circumstances, the Associate VPSL, or a designee, may impose a University or residence hall suspension or take other measures prior to an informal investigation by the Student Conduct Administrator and/or prior to a hearing before a Student Conduct Board.

1. Interim measures may be imposed as needed:
  - a. to ensure the safety and well-being of members of the University community or preservation of University property.
  - b. to ensure the student's own physical or emotional safety and well-being.
  - c. to prevent any ongoing threat of disruption of, or interference with, the normal operations of the University by the student, if necessary.
2. During the period of time of interim measures, the Associate VPSL or designee may determine that a student may be denied access to the campus (including classes), access to the residence halls, and or access for all other University activities or privileges for which the student might otherwise be eligible.
3. The interim measures (including interim suspension) do not replace the regular process. The student will be notified in written form of interim measures and the reasons for the action. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the University campus does not constitute a threat. This meeting to show cause may be separate from the student conduct hearing.

#### E. Appeals

1. **Filing of Appeal.** A decision and or a sanction reached may be appealed by the Respondent or Grievant within three (3) school days of the notice of the decision. Such appeals shall be in writing and shall be delivered to the Associate VPSL or designee.

2. **Grounds for Appeal**

Mars Hill University has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the disciplinary process can submit a written appeal to the Vice President of Student Life. The appeal letter must be submitted within seven calendar days of the issuance of the sanction. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:

- A. Insufficient information to support the decision
- B. New information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing
- C. Procedural irregularity that undermined the student's ability to present a defense
- D. Inappropriateness of the sanction for the violation of the Code of Conduct - Generally the appellate process does not require a hearing, nor does it require the vice president or designee to make personal contact with the student or the Disciplinary Committee.

The Vice President of Student Life may, but is not required to, convene an ad hoc appeal committee to assist in making a recommendation regarding the appeal. The vice president shall not be bound by the committee's recommendation, and may affirm, reverse, or modify the sanction. The Vice President of Student Life may also return the case to the Resident Director, Dean of Students or Disciplinary Committee for further consideration. The vice president's decision shall be final and effective immediately.

3. **Scope of Appellate Board Review.** Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice resulted.
  - b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found responsible.

- c. To consider new information deemed sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original hearing.
4. **Timing.** The appeal shall be considered within 15 business days of the filing of the appeal with the Associate VPSL or designee.
5. **Notice of Decision.** Within 15 business days of the completion of the review, the Associate VPSL will notify the Respondent in written form of the decision.
6. **Final Decision.** The decision of the VPSL shall be final and binding. The Associate VPSL will make formal notification in written form in 15 business days of the final outcome of the appeal.

#### **ARTICLE V: Interpretation and Revision**

- A. Any question of interpretation or application of the Student Code of Conduct shall be referred to the Associate VPSL or designee for final determination.
- B. The Student Code of Conduct shall be reviewed at least every three (3) years under the direction of the Associate VPSL.

# UNIVERSITY POLICIES

## Academic Policies

### Academic Integrity

Mars Hill University is committed to the fundamental values of honesty, trust, fairness, respect, responsibility, and courage<sup>1</sup>. Our Honor Code calls us to uphold these core values in the work that we do and the lives that we lead. As a community, we honor and expect honest work, fair and respectful treatment of all members of the community, and trust, which is the touchstone of our work with one another. When members of our community break this code, it is our duty as an academic institution to repair what has been damaged and to follow clear guidelines that support and promote the fundamental values of academic integrity.

#### University Honor Code

We, the students of Mars Hill University, pledge ourselves to uphold integrity, honesty, and academic responsibility in and out of the classroom.

#### University Honor Pledge

On my honor, I have neither given nor received any academic aid or information that would violate the Honor Code of Mars Hill University.

### Responsibilities for Students and Faculty

#### Academic Responsibilities of Students in and out of the Classroom

1. Know that all coursework you submit is a representation of your knowledge and understanding of the material. Your work represents you.

Violations of this responsibility include:

- use of unauthorized materials in any classroom assignment, including quizzes, tests, or examinations.
- unauthorized collaboration in any classroom assignment, including quizzes, tests, or examinations.
- plagiarism, which includes, but is not limited to, the use by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- the acquisition, without permission, of tests or other academic material belonging to university faculty, staff, or another student.
- the reuse of any portion of work you submitted for credit in a different class without the express permission of the instructor.

*The Fundamental Values of Academic Integrity. The Center for Academic Integrity, October 2014. 2nd Edition. Site address [http://www.academicintegrity.org/icai/assets/Revised\\_FV\\_2014.pdf](http://www.academicintegrity.org/icai/assets/Revised_FV_2014.pdf)*

2. Know that collaborating and assisting other students is encouraged unless it keeps another student from learning.

Violations of this responsibility include:

- Providing unauthorized collaboration or assistance on any classroom assignment, including quizzes, tests, or examinations.
  - Allowing another student to copy your work.
3. Know that your actions in the classroom can influence the ability of other students to learn.

Violations of this responsibility include:

- Engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

### **Academic Integrity Responsibilities for Faculty and Teaching Staff**

1. Uphold the MHU Honor Code and affirm our policies and procedures of academic integrity as a core institutional value.
2. Teach students how to properly use all source materials effectively and honestly.
3. Develop students' roles and responsibility for academic integrity.
4. Clarify all expectations for students by:
  - designing educational experiences that teach academic honesty,
  - clarifying expectations for student collaboration and individual assignments, and
  - providing continual guidance throughout the course.
5. Develop fair assessments that promote significant learning opportunities.
6. Reduce opportunities to engage in academic dishonesty by having clear standards, adequate classroom management, and strong testing security.
7. Respond to academic dishonesty when it occurs.

For questions regarding the process and procedures for academic integrity violations, please consult the University Academic Catalog

## **Academic Success and Learning Materials Policy**

To support every student's academic success, Mars Hill University includes the cost of all textbooks, workbooks, and software licenses required by the instructor for each course within tuition and fees. (Other materials not distributed by textbook publishers, such as art supplies, music scores, and nursing equipment, are not included in the program.) Materials will be available for pick-up at the beginning of each term, and reusable materials, such as textbooks, must be returned at the end of each term. Students who wish to keep their textbooks may choose to purchase them at that time at a reduced cost.

Students should visit the bookstore in Day Hall for other educational supplies. Questions about the textbook program or the Mars Hill University bookstore may be directed to Karla Chandler at [kchandler@mhu.edu](mailto:kchandler@mhu.edu) or by calling 828-689-1412.

## **Confidentiality of Student Records**

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the "Buckley Amendment," establishes requirements for how institutions of higher education (IHEs) maintain and disclose students' education records. In primary and secondary schools, FERPA rights belong to the parents or guardians of a minor student, but when students reach the age of 18 or enroll in college, they become "eligible students" under the law, and all rights transfer to them. Therefore, all Mars Hill students are eligible students, and all FERPA rights belong to them, regardless of age.

FERPA lays out four basic rights for college students: the right to access their education records, the right to request amendment of their records, the right to control disclosure of their records, and the right to file a complaint against an institution that does not comply with FERPA. Each student has the right to disclose his or her education records, but, with limited exceptions, the institution cannot disclose those records to others without the student's written consent. Mars Hill's Consent to Disclose Education Records form, available in the Registrar's Office, must be completed, signed, and dated by the student before education records can be released to other parties. The form specifies the education record or records to be released and who is to be granted access. (Note: While students participating in financial aid programs



often sign a release to allow parents or guardians access to their financial information, this release does not include other education records, including grades or disciplinary violations.)

To access an education record, the student must contact the office responsible for maintaining that record (or, when the responsible office is unclear to the student, the Registrar's Office). The responsible office will provide access to the record or provide a copy of the record within 45 days and may impose a fee to defray the cost of making a copy and/or sending it to the student. If the student finds a record to contain information that is inaccurate, misleading, or in violation of his or her rights to privacy, the student may write to the office responsible for maintaining that record (or the Registrar's Office) to request that the record should be amended. If the university does not amend the record as requested, the student may request a hearing before the Provost (or designee) to review the request. If the record is not amended following a hearing, the student may place a statement in the record commenting on the contested information.

Under FERPA, an IHE may release education records without the consent of students in the following circumstances:

- School officials with legitimate educational interests (see below)
- Directory information (see below)
- Another IHE at which the student intends to enroll
- Health and safety emergencies
- Parents of dependent children per Internal Revenue Service filings
- Specific legal situations
- Other authorities

Details regarding these exceptions are codified in 20 USC § 1232g and 34 CFR Part 99.

Mars Hill University defines a "school official" as a person employed by the university in an administrative, supervisory, academic, or support staff positions; a person employed by a consultant, contractor, or other outside party with whom the university has contracted for institutional services (e.g., an attorney, an auditor, an employee of the National Student Clearinghouse); a member of the Board of Trustees; or a student serving on an appeals committee or employed to support an institutional official. Further, Mars Hill University defines a "legitimate educational interest" as the need to review an education record in order to fulfill a professional responsibility.

Mars Hill University defines "directory information" as information not generally considered harmful or an invasion of privacy if disclosed. It includes a student's name, home town, ID number, institutional email address, institutional mailbox number, institutional telephone extension, photograph, date of birth, place of birth, field(s) of study, participation in institution-sponsored activities including intercollegiate athletics, weight, height, job title, recognitions such as Dean's List, dates of attendance, degrees awarded or licensure programs completed, year classification, credit hours earned, enrollment status. A student may refuse to allow the release of directory information by contacting the Registrar's Office in writing. Requests to restrict directory information may take up to two weeks to process and stay in effect indefinitely unless the student requests otherwise.

## **Dropping Classes**

### **Dropping Courses**

A student is allowed to drop a course, with advisor authorization, during the first 20 days of classes (two weeks for Adult Studies short-term classes; five days for summer session classes) with no grade entry on the transcript. All courses on the student's schedule after the 20th day of class are considered courses attempted and will appear on the student's transcript. After the 20th day of class and before the stated deadline in the academic calendar (typically the day following fall or spring break), a student is allowed to withdraw from a class with a grade of "W" as long as the student maintains full-time status (12 semester hours) after the withdrawal. After this stated deadline, a student may not withdraw from class/classes, but must withdraw from the university (see section below). Courses for which a grade of "W" is posted will remain on the transcript, but the grade will not be calculated in the grade point average.

## **Withdrawal from the University**

To withdraw from the university, a student must obtain the appropriate withdrawal form from the Registrar's Office and follow the specific withdrawal procedures. Withdrawal from the university after the stated deadline (typically the day following fall or spring break) will result in grades of "F" for all classes, unless the withdrawal is for medical or psychiatric reasons or for extraordinary extenuating circumstances which are approved by the chief academic officer for grades of "W". No withdrawals, including medical or psychiatric, are allowed in the last two weeks of regular classes.

### **Administrative Withdrawals**

A student who fails to attend classes for two consecutive weeks may be administratively withdrawn from all classes. Grades will be entered on the student's transcript according to withdrawal guidelines.

### **Health Withdrawals**

The demands of university life require that a student be able to function at his or her very best. A Health Withdrawal, a special type of withdrawal, provides an opportunity for a student with a serious physical or mental health condition(s) to withdraw from the institution without academic penalty in order to make his/her health a priority. In addition to the regular withdrawal form, a student seeking a Health Withdrawal must submit the university's Health Withdrawal Documentation Form documenting the student's condition by a physician, physician's assistant, nurse practitioner, or a licensed mental health professional who has treated the student within the last 30 days. The Health Withdrawal Form is available in the University Wellness Center.

The university must receive the documentation on the Health Withdrawal Form within 15 business days of the initiation of the withdrawal. The Director of Medical Services and/or the Director of Counseling will review the information provided on the form to determine if the request meets the criteria for a Health Withdrawal. As with other types of withdrawals, a student is not permitted to withdraw from the institution in the last two weeks of a semester preceding exams and is responsible for financial obligations according to the published refund schedule and financial obligation policy.

In addition to the regular reapplication process, students returning after Health Withdrawals must provide documentation via the Readmission after a Health Withdrawal Form (available on website) that the health condition(s) causing them to withdraw have been/are being treated and that they are able to return to the rigors of university life. This process is intended to assist students as they transition back into the institution and to connect them to resources that will support success.

### **Other Withdrawals**

Withdrawals for extenuating circumstances must be approved by the chief academic officer. Adult students' withdrawals must also be approved by the dean of their respective program.

### **Refund Policy for Withdrawing from University**

The financial balance due from a student who withdraws will be computed on total charges for tuition, room and campus dining, but not on other charges and fines. Please consult with the Office of Financial Aid as well as with the Business Office when considering withdrawal from the university.

- Withdrawals during weeks one through nine will be pro-rated based on the Department of Education's calculation of a student's attendance based on number of days enrolled. Financial obligation includes all general program fees that are charged 100%. Tuition, room and board are pro-rated based on the Department of Ed calculations.
- Withdrawals during week 10 or above will result in financial obligation of 100%. A student suspended for disciplinary purposes does not receive reductions and is liable for the cost of the entire semester. If a student withdraws, university scholarships will be prorated according to the appropriate schedule. Federal aid is determined by the Return of Title IV Funds guidelines. (See Academic Section for the academic record consequences of withdrawal and the process for official withdrawal from the university.) If the financial aid package exceeds direct costs (tuition, room, board, and course-related

fees), a student may receive a refund from the Business Office. Financial aid packages generally can exceed direct costs only if the student secures a loan. Refunds resulting from excess financial aid will not be issued until all financial aid funding has been received by the university. A student officially withdrawing from school should follow a specific withdrawal procedure initiated in the Registrar's Office.

## Probation and Suspension

Mars Hill University students must demonstrate their ability to perform satisfactorily both by grade point average and by hours earned. To remain enrolled in good academic standing, a student must have maintained the following cumulative grade point average and earned the minimum hours listed at the end of any semester:

### Qualitative Standards

Freshmen .....	(0-27 hours earned)	1.50
Sophomores .....	(28-59 hours earned)	1.80
Juniors and above .....	(60+ hours earned)	2.00

### Quantitative Standards

Semester Attempted Hours .....	Min. Hours Earned
Full-time.....	12 hours
$\frac{3}{4}$ -time.....	9 hours
$\frac{1}{2}$ -time.....	6 hours

A student earning a term grade point average of 0.0 in his or her first semester at Mars Hill University will be placed on immediate academic suspension. Other students who do not meet the minimum requirement will be placed on academic probation for the following semester. A student who fails to meet the requirements during the probationary semester will be placed on academic suspension.

Students placed on academic suspension at the end of the spring semester may use the summer session to meet the minimum grade point average to be reinstated for the fall semester; those placed on academic probation may use the summer session to improve their grade point average and remove probation before the fall semester begins.

Any student placed on suspension will be notified using official University communication (email and physical mail to the home address on file). A suspended student may appeal their suspension by completing a suspension appeal application and submitting it for review by the Admissions, Academic Standards, and Financial Aid committee. Instructions for how to submit a suspension appeal are included in the notification of suspension from the University. Applications that are received after the deadline will not be considered. Students who have been academically suspended may apply for readmission through the Admissions Office after one semester, during which the student must have attended another institution to raise his or her grade point average to the required standard.

Any student placed on suspension will be notified using official University communication (email and physical mail to the home address on file). A suspended student may appeal their suspension by completing a suspension appeal application and submitting it for review by the Admissions, Academic Standards, and Financial Aid committee. Instructions for how to submit a suspension appeal are included in the notification of suspension from the University. Applications that are received after the deadline will not be considered.

### Academic Suspension Check-Out

Students who are placed on academic suspension must appeal their suspension within 10 weekdays or vacate their residential housing assignment, to include a proper check out with a residence life staff member. This appeal must be in writing or via email to the chair of the Admissions and Academic Affairs Committee. Any student who does not appeal by the date specified by the Academic Affairs Committee, or whose appeal is denied, must vacate their housing assignment by noon on the date specified by the Council. For each day that the housing assignment is not vacated, a \$50.00 fee is

assessed. After 5 work days, the housing assignment will be emptied out at an additional expense of \$200.00. All items removed from the housing assignment will be donated to a local charity.

## Academic Appeals Procedure

Only academic matters come under these guidelines. Personnel matters are handled by the appropriate administrators, and student conduct issues are covered by Student Code of Conduct procedures. The following section clarifies rights and responsibilities of the faculty and students in the academic areas of campus life. Statements of grievance and appeals of decisions should adhere to standards of fairness, civility, and responsible citizenship and must not infringe upon the rights of either students or instructors.

### Basis for Appeals

When a student believes that a decision of an academic nature has been made unfairly or improperly, they may appeal that decision. An appeal should be initiated only when the student considers the case serious and when the student has, or has access to, substantial supporting evidence. The following are categories of decisions that may be appealed:

1. **Grading:** To appeal a grade, a student must have verifiable evidence that the grade is inconsistent with the work done in the course or that an instructor failed to take into account valid and verifiable extenuating circumstances that interfered with the student's opportunity to complete and submit required course assignments in a timely manner.
2. **Breaches of Academic Integrity:** A student who has been accused of plagiarizing, cheating, or otherwise engaging in academic dishonesty by an instructor and whose work in the instructor's course had been graded accordingly may appeal the instructor's decision.
3. **Transfer Credit:** A student who believes credits transferred from another institution have not been properly evaluated may request that they be reevaluated. To do so, the student must provide copies of the other institution's appropriate academic catalog(s) and course syllabi.

### Procedure for Appeal

To appeal a decision of an academic nature, a student must proceed through the following steps:

1. The student must make an appointment to meet with the instructor (or Registrar, in the case of transfer credit appeals) to discuss the decision being appealed. Whenever possible, this meeting must take place in person.
2. If the student is not satisfied after having met with the instructor, the student may appeal the instructor's decision to the instructor's supervisor, typically either the department chair or the division dean. The supervisor will convene a meeting of the student, the instructor, and him- or herself, will hear the reason for the appeal and examine the evidence, and will issue a ruling in writing to both parties.
3. If the supervisor's ruling is considered unacceptable, either party may lodge a formal appeal of the ruling in writing to the chief academic officer, who will refer the matter either to the Committee on Admissions, Academic Standards, and Financial Aid or to a special Board of Academic Appeal, at his or her discretion. A meeting of the committee or board will take place within two weeks of submission of the formal appeal, during which both the student and the instructor will provide relevant evidence. Within one week of this meeting, the chair of the committee or board will issue a decision about the appeal, which is final and binding.

## Repeat Course Policy

Even though grades of D, D+, D- are considered passing grades and may be used to meet requirements, students may repeat courses for which they have earned that grade. The grade and hours for each attempt will be recorded but the grade and hours for the last attempt will be used to calculate earned hours and the grade point average (gpa). Students may not repeat courses for which they have received a grade of C- or higher.

# **Animal Policies**

## **Conflicting Disabilities**

Individuals on the university campus may have allergic reactions to animals that are substantial enough to qualify as a disability. In such cases, the university will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the MHU Office for Students with Disabilities and employees requesting accommodations should contact Human Resources.

## **Emotional Support Animals**

Emotional support animals will be permitted in university housing when the emotional support animal is necessary for the resident (with a documented disability) to have equal access to housing and is approved in advance by the Office of Disability Services. Approved emotional support animals are not permitted on any other part of campus outside their housing unit or room. For consideration of an emotional support animal, the student must have a documented emotional disability registered with the MHU Office of Disability Services in advance of the request. The request for accommodation must be made no later than 30 days before their requested arrival on campus to process their request. The request must include the following:

- a. Documentation stating that student is under the regular care of a licensed mental health professional (LMHP), where they can evidence, they have been seeing the same LMHP regularly for a minimum of one year.
- b. Credentials of their LMHP
- c. A properly formatted prescription letter that states the student is under the care of a LMHP which must state the link between the presence of the emotional support animal and a documented disability
- d. Proof that the emotional support animal is properly licensed.
- e. Evidence of current vaccinations for the emotional support pet as applicable. The animal must be at least six months of age and spayed/neutered.
- f. If already living on campus, all roommates or suitemates of the owner must sign an agreement allowing the requested animal to be in residence with them. If one or more roommates or suitemates do not approve, or that potential allergies may cause issues for other residents, the owner and animal may be reassigned to a different location.

A request may be denied if the emotional support animal presents an undue financial or administrative burden on the university, poses a substantial and direct threat to personal or public safety or constitutes a fundamental alteration of the nature of the service or program of the university.

The owner of an emotional support animal approved as an accommodation in university housing must:

- g. Assure that the emotional support animal does not unduly interfere with the routine activities of the residence hall or cause difficulties with other residents.
- h. Assume full financial responsibility for damage or injury caused by the emotional support animal, including but not limited to replacement of furniture, carpet, windows and wall covering. Expenses related to property damage will be charged at the time of repair or move-out.
- i. Assume full financial responsibility for any expense incurred for cleaning above and beyond a standard cleaning, and for any costs related to pest control or pest mitigation.
- j. Assume full financial responsibility for the cost of care, arrangements and responsibility for the well-being of the emotional support animal. Emotional support animals may not be left in the care of another resident. Approved emotional support animals must be removed by the student when a student will be away from the residence hall for more than an extended time. Due to feeding and care, MHU will assume that an extended time is a maximum of 8 hours unless the student demonstrates how their pet can be without care for longer periods of time.
- k. Assume full responsibility for cleaning up after an emotional support animal, including disposal of all animal waste in accordance with guidelines established by the Office of Residence Life.

- l. Emotional support animals must be immunized against diseases common to the type of animal.
- m. Emotional support animals must be contained within the privately assigned residential area (room, suite, apartment, or house) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. Animals other than dogs on a leash are not allowed on campus grounds.

## Pets

A “pet” is an animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal.

Residential students may keep fish in aquariums of 10 gallons or less in campus housing. No other aquatic animals other than fish are allowed (such as turtles, frogs, crabs, snakes, or other aquarium bound animals). Owners are responsible for the proper care and cleaning of the aquarium and are responsible for any damage caused by the aquarium. Students will lose the ability to keep fish if there are complaints of odors or issues arising from their pets. Students are not allowed to have other pets in campus housing, in any campus buildings, or on any campus property. The first time fine for having a pet in campus housing or a campus building is \$500. Failure to remove pets immediately will result in further disciplinary action and additional damage costs.

## Policy Regarding Animals on Campus

This policy is intended to protect the public from potentially hazardous health conditions and to prevent environmental pollution caused by animal waste.

Mars Hill University students, faculty, and staff as well as members of the Mars Hill community are welcome to walk their dogs on campus provided that the pet is leashed and that, for health reasons, owners or keepers pick up and remove

all waste from university property. This guideline covers waste left anywhere on campus, including sidewalks, streets, pathways, lawns, and athletic fields. When walking your animal(s) on campus, please carry a bag or some other means to remove and properly dispose of the waste. While on campus, dog owners or keepers are responsible for any damage, accidents, and bites caused by their pets.

Animals, except for Trained Service Animals, are not permitted at athletic practice or competition venues or in any university building, academic buildings, and administration buildings. Animals may not be tied up unattended. Only Trained Service Animals and approved Emotional Support Animals are allowed in campus housing.

The owner or keeper of any animal that is not a Trained Service Animal (defined as trained to do work or to perform tasks for the benefit of an individual with a disability) must adhere to the above guidelines regarding animals on campus.

The provision of emotional support, well-being, comfort, or companionship does not constitute work or tasks for the purposes of this definition.

If you have questions regarding Trained Service Animals or Emotional Support Animals, please contact the Office of Disability Services.

## Service Animals

Service animals are defined as animals that have been individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or task that the animal performs must be directly related to the individual’s disability. Service animals are working animals, not pets. Examples of service animal tasks include, but are not limited to, guiding a person with blindness, alerting people who are deaf, or pulling a wheelchair. Owners/handlers of a service animal must never be questioned about the nature or extent of their disability.

Service animals are allowed anywhere on campus when accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability.

In general, individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal, MHU faculty and staff will not inquire about the qualifications of a service animal when it is readily apparent that the animal is trained to do work or to perform a task for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability.) MHU faculty and staff will not require documentation of a service animal's certification, training or license as a service animal.

If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, please do not approach the individual or the animal. Refer the matter to the Dean of Students who will work with the individual and the Office of Disability Services to determine whether an animal qualifies as a service animal.

Service animal owners/handlers are responsible for any damage or injury caused by their animals and must take appropriate precautions to prevent property damage and/or injury to others while on campus. Service animals must always be under the control of the owner/ handler and, to the extent possible, the service animal should be unobtrusive to other individuals and the learning, living, and working environment.

Cost of care, arrangements, and responsibility for the well-being of a service animal are the sole responsibility of the owner/handler including keeping the animal free from fleas and ticks or other pests that may cause infestation. Cleaning up after a service animal is the sole responsibility of the owner/handler. If the owner/handler is not physically able to clean up after a service animal, the owner/handler must hire another individual who can meet this requirement.

## **Removal of Service and Emotional Support Animals**

Service and emotional support animals may be removed by the MHU

Security/Police or the Dean of Students. They will work with the owner/handler to determine reasonable alternative opportunities to participate in the university service, program or activity without having the service or emotional support animal on university premises. Service and emotional support animals may be removed for the following reasons:

- a. **Out of control service animal:** An owner/handler may be directed to remove a service or emotional support animal that is out of control when the owner/handler does not or cannot take effective action to control the animal. If the improper animal behavior occurs repeatedly, the owner/handler may be prohibited from bringing the service animal into any university facility or emotional support animals may be excluded from university living areas until the owner/handler can demonstrate that she or he has taken significant steps to mitigate the behavior.
- b. **Non-Housebroken Service Animal:** An owner/handler may be directed to remove an animal that is not housebroken.
- c. **Direct Threat:** An owner/handler may be directed to remove an animal that the Dean of Students determines to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health of the animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area such as certain laboratories or mechanical or industrial areas. Instances of abuse of a service/emotional support animal will be referred to the Dean of Students.

Any violation of the rules may result in immediate removal of the animal from the university and may be reviewed through the student judicial process. The owner will be afforded all rights of due process and appeal as outlined in that process. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

# **Campus Security**

## **Abandoned Property**

This serves as legal notice regarding personal property left in the residence halls after a student has departed or their housing contact has ended. Residents who vacate rooms/apartments for any reason and leave personal belongings behind have 48 hours to claim their property. Then any left property will be collected and disposed of. The 48-hour period begins with the date the room is vacated or the agreement has ended. The student will be assessed charges associated with storing of the property during the 48 hours, as well as costs for the removal of personal belongings, damage and cleaning charges for their assigned areas. Mars Hill University is not responsible for any items that are damaged or stolen.

## **Bicycles and Conveyances**

Bicycles may be stored either in student rooms or outside the buildings at designated bicycle racks; they should not be left in the common areas, hallways or stairwells. Bicycles should not be parked so as to block or prohibit the use of walkways, hall entrances or fire exits. Please make sure that your bicycle is secured when not in use. We recommend using a U-Lock for securing your bicycle. Bicycles can be registered with the Security Office.

## **Unauthorized Conveyances**

No skateboards, rollerblades, roller-skates, scooters, golf carts, or like conveyances with or without motors are permitted to be used by students on Mars Hill University property. Exceptions are those vehicles used by Facilities Management, Athletic Department, Post Office, Admissions, Administrative personnel, Campus Security, or any conveyance specifically approved by the Director of Safety and Security. Any conveyance used by the physically impaired (with a doctor's consent) may be used inside or outside any buildings on campus. Bicycles may be used for transportation but are not allowed impede entrances or exits. The Ordinance/Violations contained herein do not supersede those of the State of North Carolina as noted in the North Carolina General Statutes.

## **Building Security**

To prevent unauthorized access to residence halls by people who are uninvited or unwelcome, all residence hall entrance doors are locked 24 hours a day. All students are required to use their Student ID to gain access to their assigned building. Tampering with or propping doors is strictly prohibited because of the security risk that it poses. Please report unusual people or other circumstances at once to the building staff or Campus Security. Due to the extra security concern that ID cards entail, special rules apply: guests will not be issued University ID cards, anyone found loaning a key/ID card will face sanctions for breaching university security policy, and tampering with or propping of any outside entrance door is strictly prohibited and violators will be written up and face sanctions according to the Student Code of Conduct.

## **Search Policy**

Residence Halls and Residence Hall rooms may be entered for inspection by approved Mars Hill University officials at any reasonable time for:

- Safety and Maintenance checks.
- Maintenance on University property within a Residence Hall room.
- Reasonable belief by staff that University policies are being violated or reasonable suspicion that illegal and criminal activities are taking place inside.
- K9 sweeps for controlled substances may be conducted on the outside of residence halls, and inside the hallways and common areas. Hallways of residence halls are not considered private for purposes of this policy. MHU and law enforcement will not conduct a K9 search inside a student room without consent, exigent circumstances, probable cause, or a valid search warrant.



- Emergency conditions such as fire or threatening weather.
- Closing or locking doors or windows prior to the closing of the building.

A resident's room may be searched under normal circumstances, with reasonable suspicion, by a University official who has received authorization from the occupying student, the Director of Safety and Security, the Chief of Safety and Security, the Associate VPSLDean of Students, and/or the VPSLD. The search may include, but is not limited to, opening

drawers and refrigerators, examining furnishings and personal effects, and searching an adjoining bath/suite. In a crisis/emergency situation, other University officials may enter student rooms with no search warrant or notice given for emergencies such as:

- Incident to and following a lawful arrest;
- For and in the pursuit of a fleeing dangerous criminal suspect;
- Under urgent necessity (i.e. persistent loud screaming);
- Necessary to prevent loss of or destruction of an item to be seized;
- Searching for missing University property.

In any room inspection/search, illegal drugs, alcohol or other items which violate University policy or civil law may be confiscated by those conducting the search and disciplinary action may result. If there is reasonable suspicion to believe a violation of local, state or federal law has occurred, the matter will be referred to the appropriate law enforcement agency for further action.

An attempt will be made to notify the student whose room is being searched. All searches will have a minimum of two University officials present during the search process.

## **Access to Rooms, Apartments, or Houses**

When university staff reasonably fear harm to life, safety, health, property, or have a reasonable suspicion related to a policy violation, resident rooms, apartments, or houses may be entered by an official university representative without prior notice. Residents are expected to open the doors to their rooms for an administrator, Residence Director, Resident Assistant, or facilities personnel. If a resident does not open the door after the personnel identifies themselves, the personnel may unlock the door.

Rooms in university residence halls or university-owned residences occupied by a student will not be searched by university personnel without the consent of the occupying student except upon authorization of the Dean of Students or designated agent. Personal surveillance cameras or recording devices are not permitted in any MHU living area.

During break periods, university staff has the right, without advance notice, to enter resident rooms, apartments, or houses for routine maintenance and inspection. When they have entered resident rooms and find items that violate state laws, federal laws, local laws, or campus policies the items (including but not limited to firearms, fireworks, weapons, drugs, etc.) will be confiscated. Residents may be referred to the Student Conduct Process. When there are sufficient grounds to believe that a theft of personal, university, or organizational property has occurred, official university representatives, in lieu of civil authorities, may access the student's room.

## **Access by MHU**

While MHU will make efforts to inform residents of need to access residential spaces, in order to maintain facilities and to ensure the community environment, MHU staff, students, and contractors are permitted to enter residential spaces without notice for the following purposes:

1. Inspect the residential space(s) for condition.
2. Make repairs.
3. Student Conduct related visits and/or searches as sanctioned by the Dean of Students and/or the Vice President of Student Life or their designee.

4. Show the premises to prospective student residents, prospective purchasers, inspectors, fire marshals, lenders, appraisers, or insurance agents.
5. Leave written notice.

## **Vehicle Searches**

Upon reasonable suspicion of violation of University policy or local, state or federal law, the Department of Safety and Security reserves the right to search vehicles parked on campus property.

The university also reserves the right to inspect vehicles located on university property. Vehicles may be searched only by university personnel given authorization by the Vice President for Student Life or the Director of Security.

## **Drug-Alcohol Free Campus and Workplace Policies**

Mars Hill University is committed to providing an appropriate environment for the intellectual, spiritual, and personal growth of its students. The administration believes that illegal drugs – among any segment of the University population – conflict seriously with this institutional goal; therefore, the University strives to maintain a drug-free campus and workplace environment as mandated by the provisions of the Drug-Free Workplace Act of 1988.

These policies were not created with a spirit of judgment as all students should be in a safe environment where they can learn about the personal and social consequences associated with the effects of alcohol, tobacco, and drugs.

## **Standards of Conduct and Disciplinary Sanctions**

Mars Hill University strictly prohibits the use or possession of alcohol and/or illegal drugs on the University campus for both students and employees.

Mars Hill University provides the following sanctions for the use of drug-alcohol on the University campus. These sanctions are stated in the Mars Hill University Student Handbook and the Mars Hill University Faculty & Staff Handbooks, as appropriate.

The selling, transfer, possession, use or collection of alcoholic beverages or containers on the campus is prohibited. This includes off-campus parties sponsored by campus organizations. Students found responsible through the Student Conduct process will be subject to a range of sanctions, up to and including suspension. The severity of the offense and the student's prior conduct will be considered in the outcome. For employees, drinking on the job or reporting to work under the influence of alcohol or illegal drugs is grounds for reprimand or discharge.

Furthermore, the University has a policy against the manufacture, sale, transfer, possession, or use of illegal and/or controlled substances. Students found responsible for drug violations through the Student Conduct process will be subject to a range of sanctions, up to and including suspension or expulsion. The severity of the offense and the student's prior conduct will be considered in the outcome. Such violations by employees are grounds for immediate disciplinary action, which could include reprimand, suspension without pay, or discharge.

These policies are outlined for the University population in the Student Handbook, and the Employee Handbook. Violations of these policies will result in prompt disciplinary action.

A Mars Hill University employee must notify the Human Resources Office in writing of their conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Failure to do so will result in immediate discharge.

# Drug/Alcohol Treatment

Mars Hill University has a multi-faceted approach to substance abuse. For students, the university initially focuses on counseling, changing behavior, substance abuse education, and emphasizes responsibility to the community and community standards. The Mars Hill University Counseling Center will provide referral resources for drug and alcohol treatment facilities for both students and employees upon request. For employees, the University's health insurance plan covers Substance Abuse Services.

The University also provides alcohol and other drug education through an online education program for all new students. Additional substance abuse education may be provided for the campus population through health fairs sponsored by the University, or via presentations by Student Life staff, or by Faculty.

## Health Risks

The abuse of alcohol causes symptoms ranging from decreased inhibitions, muscle incoordination and slowing of reaction time to chronic disorders, such as cirrhosis, anorexia, mental deterioration with memory loss, tremors, uncontrollable fears progressing to hallucination, convulsions, and sometimes death.

Marijuana inhibits short-term memory, slows reaction time, and irritates the throat and lungs. It has twice the amount of "tar" as cigarette smoke. Frequent use has been linked to lung cancer, bronchitis, and emphysema. It has also been linked to low sperm count and irregular menses. Heavy use can also depress the immune system.

Cocaine can cause depression, intense anxiety, confusion, uncontrolled tremors, weight loss, and seizures. It also can cause destruction of the membranes and cartilages in the nasal cavity. It can lead to cardiac irregularities, heart attacks and cardiac arrest. Other secondary problems associated with the use of cocaine are hepatitis, meningitis, and AIDS. These are usually caused by using contaminated needles to inject cocaine.

LSD and PCP are hallucinogens that can cause hyper excitability, hypertension, emotional instability, prolonged psychotic states, personality disorders, increased homicidal and suicidal risks and death.

Narcotics (i.e. Morphine, Demerol, and Methadone) cause addiction in a very short time. These drugs depress the central nervous system. They can cause coma, convulsions, and death. Barbiturates and tranquilizers are also depressants and can cause similar problems. The combination of these drugs with alcohol can potentiate their effect and can often cause death.

Stimulants (i.e. amphetamines) can cause addiction, nervousness, exhaustion, depression, confusion, personality changes, convulsions, coma, and death.

Inhalants (i.e. glue, aerosols, and gasoline) can result in sudden death by doing damage to the brain and central nervous system. Prior to this, there may be nausea, vomiting, asphyxiation, and comatose state. Revised August 2018.

## Local, State, and Federal Law

1. The North Carolina Alcoholic Beverage Control Laws make it unlawful for any person under twenty-one (21) years of age to purchase, possess, or consume; or for anyone to aid or abet such a person in purchasing, possessing, and consuming any alcoholic beverage. (General Statute 18B- 302)
2. Any person who is over the lawful age to purchase and who aids or abets another person who is underage in purchase or possession shall be guilty of a misdemeanor punishable by a fine of up to \$2000 or imprisonment for not more than two years, or both.
3. It shall be unlawful for any person to obtain alcoholic beverages when under the lawful age by using or attempting to use a fraudulent or altered driver's license or any other type of false identification.
4. It shall be unlawful for any person to permit the use of their license or any other identification document by any person who purchases or attempts to purchase alcoholic beverages while under the lawful age.
5. A driver may not consume any alcoholic beverage while driving. No person may transport in the passenger area any alcoholic beverage in any container other than the manufacturer's unopened original container.

## Use and Trafficking in Illegal Drugs

North Carolina Controlled Substances Act 90-89 deals with the use and trafficking in illegal drugs by schedule from I to VI.

1. It is illegal to possess or manufacture an illicit drug or controlled substance with the intent to sell or deliver it to another.
2. It is illegal to sell or buy any item which is represented to be an illicit drug or controlled substance.

Punishment is based on the type (schedule) of substance and the quantity. The prescribed sentences are, class H felon, minimum 5 years, maximum 10 years and class I felon, maximum 5 years and/or fine.

### 90-95 Violations, penalties:

- (a) Except as authorized by this Article, it is unlawful for any person:
  - (1) To manufacture, sell or deliver, or possess with intent to manufacture, sell or deliver a controlled substance;
  - (2) To create, sell or deliver, or possess with intent to sell or deliver, a counterfeit controlled substance;
  - (3) To possess a controlled substance.
- (b) With certain exceptions, any person who violates G. S. 90-95 with respect to:
  - (1) A controlled substance classified in Schedule I or II shall be punished as a Class H felon.
  - (2) A controlled substance classified in Schedule III, IV, V, or VI shall be punished as a Class I felon, but the transfer of less than 5 grams of marijuana for no remuneration shall not constitute a delivery in violation of G. S. 90-96 (a) (1).

Cases involving controlled substances will be reported to the Mars Hill Police Department.

## Violations and Consequences of Drug and Alcohol Policies

### Alcohol

- a. Underage students
  - i. First Offense:
    1. Parental notification letter in cases in which:
      - a. A student fails to complete his/her sanctions
      - b. The violation(s) demonstrated actual harm or danger of harm to self or others, regardless of other sanctions.
    2. Online alcohol education course
    3. Written warning
    4. Other sanctions as appropriate for situation
    5. Reminder about counseling on campus
  - ii. Second Offense:
    1. Parental notification letter
    2. Probation with statement that another offense may result in suspension
    3. Other sanctions as appropriate for situation
    4. Reminder about counseling on campus
  - iii. Third Offense:
    1. Parental notification letter
    2. Suspension for at least one semester
    3. Other sanctions as appropriate for situation
    4. Reminder about counseling on campus
- b. Students of legal drinking age
  - i. First Offense:

1. Written warning
  2. Online education course
  3. Other sanctions as appropriate for situation
  4. Reminder about counseling on campus
- ii. Second offense:
1. Probation with statement that another offense may result in suspension
  2. Residence hall suspension with no visiting privileges
  3. Financial Aid package may be adjusted to reflect change in cost
  4. Reminder about counseling on campus
- iii. Third Offense:
1. Suspension for at least one semester
  2. Other sanctions as appropriate for situation
  3. Emphasize the importance of seeking counseling

## Drugs

- a. First Offense:
- i. Level I -includes, but not limited to, finding drug paraphernalia, odor of marijuana as identified by a trained professional, controlled substance residue in a container/baggie, and citation by law enforcement for paraphernalia.
    1. Attend a Drug/Alcohol Awareness seminar on-campus. Student is responsible for all cost associated with this program. Certification of completion of seminar must be received by the end of the semester during which offense occurred. This is not in lieu of any legal responsibilities.
    2. Random drug testing at student's expense
    3. Probation with statement that another offense will result in severe consequences
    4. Parental notification for students under 21.
    5. Other sanctions as appropriate for situation, possibly including forced relocation
    6. Bi-weekly meeting with a mentor
    7. Reminder about counseling on campus
  - ii. Level II -includes but is not limited to, citation/arrest by law enforcement for controlled substance, possession of controlled substance, prescription drugs without proper prescription documentation
    1. Residence hall suspension with no visiting privileges for 2 full academic semesters
    2. Financial Aid package may be adjusted to reflect change in cost
    3. Counseling on campus or at the student's expense
    4. Attend a Drug/Alcohol Awareness seminar on-campus. Student is responsible for all cost associated with this program. Certification of completion of seminar must be received by the end of the semester during which offense occurred. This is not in lieu of any legal responsibilities.
    5. Suspension, held in abeyance with conditions specified
    6. Parental notification for students under 21
    7. Random drug testing at student's expense
    8. Reminder about counseling on campus
    9. Other sanctions as appropriate for situation
  - iii. Level III -includes but is not limited to : evidence of sales or distribution scale(s), baggies, large sums of cash, felony amounts of illegal controlled substance including prescription drugs without proper prescription documentation
    1. Interim suspension until the conclusion of the Student Conduct process

2. Expulsion or immediate suspension from institution for at least two academic semesters if student found responsible at the Student Conduct hearing level
  3. Parental notification for students under 21
  4. Emphasize the importance of seeking counseling
- b. Second Offense:
- i. Level I - includes, but not limited to, finding drug paraphernalia, odor of marijuana as identified by a trained professional, controlled substance residue in a container/baggie, citation by law enforcement for paraphernalia, citation/arrest by law enforcement for controlled substance, possession of controlled substance, prescription drugs without proper prescription documentation. A second incident will be treated the same as a Level II, First Offense.
    1. Residence hall suspension with no visiting privileges for 2 full Academic semesters
    2. Financial Aid package may be adjusted to reflect change in cost.
    3. Counseling on campus or at the student's expense
    4. Attend a Drug/Alcohol Awareness seminar on-campus. Student is responsible for all cost associated with this program. Certification of completion of seminar must be received by the end of the semester during which offense occurred. This is not in lieu of any legal responsibilities.
    5. Suspension, held in abeyance with conditions specified
    6. Parental notification for students under 21
    7. Random drug testing at student's expense
    8. Reminder about counseling on campus
    9. Other sanctions as appropriate for situation
  - ii. Level II - includes but is not limited to evidence of sales or distribution scale(s), baggies, large sums of cash, felony amounts of illegal controlled substance including prescription drugs without proper prescription.
    1. Interim Suspension until the conclusion of the Student Conduct process
    2. Expulsion or immediate suspension for at least two full academic semesters from the institution if student is found responsible at the Student Conduct hearing level
    3. Parental notification for students under 21
    4. Emphasize the importance of seeking counseling

All student conduct violations will have a cumulative effect and are not considered as isolated incidents.

## Appeals

1. Filing of Appeal. A decision and or a sanction reached by the Student Conduct Board may be appealed by the Respondent or Grievant to an Appellate Board within three (3) school days of the notice of the decision. Such appeals shall be in writing and shall be delivered to the Associate VPSL or designee.
2. Scope of Appellate Board Review. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the Student Conduct Board Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Conduct Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice resulted.
  - b. To determine whether the sanction(s) imposed were appropriate for the violation of the Student Code of Conduct which the student was found responsible.
  - c. To consider new information deemed sufficient to alter a decision or other relevant facts not brought out in the original hearing because such information and/or facts were not known to the person appealing at the time of the original hearing.
3. Timing. The Appellate Board shall consider the appeal within 15 business days of the filing of the appeal with the Associate VPSL or designee.

Mars Hill University has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the disciplinary process can submit a written appeal to the Vice President of Student Life. The appeal letter must be submitted within seven calendar days of the issuance of the sanction. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:

- A. Insufficient information to support the decision
- B. New information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing
- C. Procedural irregularity that undermined the student's ability to present a defense
- D. Inappropriateness of the sanction for the violation of the Code of Conduct - Generally the appellate process does not require a hearing, nor does it require the vice president or designee to make personal contact with the student or the Disciplinary Committee.

The Associate Vice President of Student Life may, but is not required to, convene an ad hoc appeal committee to assist in making a recommendation regarding the appeal. The vice president shall not be bound by the committee's recommendation, and may affirm, reverse, or modify the sanction. The Vice President of Student Life may also return the case to the Resident Director, Dean of Students or Disciplinary Committee for further consideration. The associate vice president's decision shall be final and effective immediately.

## Cumulative Sanctions

More than one of the sanctions listed above may be imposed for any single violation by a student, student group, or student organization. In each case in which the Student Conduct Board determines that a student and/or student group or student organization has violated the Student Code of Conduct, the sanction(s) shall be determined by the Student Conduct Board and imposed by the Conduct Administrator.

## Disciplinary and Academic Record.

Other than University suspension, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's disciplinary record. Upon graduation, the student's disciplinary record will be held for 7 years.

The student's academic record is permanent. In situations involving both a Respondent(s) (or student group or student organization) and a student Grievant, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent(s) and the Grievant.

## Interim Measures

In certain circumstances, the Associate VPSL, or a designee, may impose a University or residence hall suspension or take other measures prior to an informal investigation by the Student Conduct Administrator and/or prior to a hearing before a Student Conduct Board.

1. Interim measures may be imposed as needed:
  - a. to ensure the safety and well-being of members of the University community or preservation of University property
  - b. to ensure the student's own physical or emotional safety and well-being
  - c. if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University
2. During the period of time of interim measures, the Associate VPSL or designee may determine that a student may be denied access to the campus (including classes), access to the Residence Halls, and or access for all other University activities or privileges for which the student might otherwise be eligible.
3. The interim measures (including interim suspension) do not replace the regular process. The normal schedule, up to and through a Student Conduct Board Hearing is still required. The student will be notified in written form of interim measures and the reasons for the action. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why their continued presence on the University campus does not constitute a threat. This meeting to show cause may be separate from the student conduct hearing.

## Forfeiture of Financial Assistance

Every student who has accepted a scholarship, loan, fellowship, grant-in-aid, or any other financial assistance by the university or the state is deemed to have agreed to observe the rules and regulations of the university. The university shall review the record of each recipient of financial assistance who has been placed on university disciplinary probation, is suspended, expelled, or dismissed from the university, or arrested and convicted as a result of a violation of university policy. In such cases students who have accordingly violated the student Code of Conduct as outlined in the Student Handbook may forfeit their financial assistance.

## Student Group and Student Organization Sanctions

The following sanctions may be imposed upon student groups or student organizations:

- a. Any sanctions listed above.
- b. Loss of selected rights and privileges for a specified period of time.
- c. Deactivation or revocation of charter.
- d. Loss of all privileges, including University recognition, for a specified period of time.
- e. If applicable, an administrator will contact the National Organization to inform them of the disciplinary sanctions.

## Expectations for Student Organizations

Student groups and organizations may be charged with violations of the Code of Conduct. A student group or organization may be held collectively responsible when violations of this code occur either during an event sponsored by the organization or when four or more members are in attendance at the event in question. Sanctions that may be imposed upon groups or organizations include but are not limited to deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including university recognition, for a specified period of time.

## Expectations for Student Leaders

As role models to other students and ambassadors for MHU, student leaders are expected to embody the institution's highest ideals, values, and aspirations, and to uphold its community standards. Therefore, students placed on university probation will lose privileges, including their ability to apply, campaign, or hold leadership positions for the time they are on probation.

# **Residential Life Policies and Guidelines**

Like any living community, the residence halls have standards of behavior designed to create a positive living environment. Mars Hill's Student Code of Conduct as well as state and federal laws apply to all students who live in university owned and operated housing. Additional policies and guidelines have also been established specifically for Mars Hill University housing. These policies are designed to ensure that each resident is respectful of their obligation to a communal living situation.

There are three guiding principles or community interests that residential policies and guidelines are designed to support.

1. Health and Safety - maintaining the physical, mental, and emotional health or safety of either the group or individual.
2. Healthy Living and Learning Environment - respect of the needs and rights of others living in the community and avoid behavior that does not contribute to the educational purpose of Mars Hill University or the Housing and Residence Life program.
3. Property Loss and Damage - care and protection of community and personal property.



The guidelines listed below are not intended to be a comprehensive description of Mars Hill's housing regulations. Instead, it is written to explain the most common situations under each of the three compelling community interests. Any action, whether listed below or not, that goes against any of these three principles is not acceptable behavior in university housing. Each resident is responsible for asking himself or herself if a behavior falls under one of these principles and then regulating their behavior accordingly. Residence Life staff may confront residents about any action if the staff member believes this action may go against any of the above mentioned principles.

## **Alcohol** [See Drug-Alcohol Free Campus and Workplace Policies]

MHU is committed to maintaining an academic and social environment conducive to the intellectual and personal development, safety, and welfare of all members of the university community. The paraphernalia, possession, consumption, and selling of alcohol on campus is strictly prohibited. This includes being in possession by consumption as the body is a container for the alcohol. The possession of empty alcohol containers and shot glasses are also prohibited. Offenders will be subjected to the campus Student Code of Conduct, legal prosecution or both. The University adheres to and enforces all federal and state legislation governing alcohol/drugs.

## **Building Security**

To prevent unauthorized access to residence halls by people who are uninvited or unwelcome, all residence hall entrance doors are locked 24 hours a day. All students are required to use their Student ID to gain access to their assigned building. Tampering with or propping doors is strictly prohibited because of the security risk that it poses. Please report unusual people or other circumstances at once to the building staff or Campus Security. Due to the extra security concern that ID cards entail, special rules apply: guests will not be issued University ID cards, anyone found loaning a key/ID card will face sanctions for breaching university security policy, and tampering with or propping of any outside entrance door is strictly prohibited and violators will be written up and face sanctions according to the Student Code of Conduct.

## **Check-In/Check-out and Hall Closing**

Residents must check in with a staff member prior to moving into their rooms. At this time the student will receive their room key and sign the Room Condition Inventory (RCI) form on mhu-Residence. If there are any discrepancies between the actual conditions of your room and the Room Condition Inventory form, see your staff member and have them document the discrepancies.

Students will be required to check out of their rooms at the end of the academic year, 24 hours after their last exam or by the published closing date and time and/or at anytime they vacate the room (i.e., room change or withdrawal). Each student is responsible for following the proper check-out procedures before leaving campus. See the check-out procedures listed below. Locks are rekeyed immediately when a key is lost or not turned in; therefore, a key that is turned in late is of no value.

Failure to follow this checkout procedure will result in a minimum fine of \$75.00. Additional damages to room(s), a lock change for missing key and cleaning fees will be billed to the resident(s). Students are expected to arrange for transportation ahead of time. Upon completion of final exams in the Fall, Spring, or Summer, students are required to vacate their residence halls within 24 hours after their last exams or by the published closing time and date. Students failing to vacate on time will be charged \$60 per day until they depart. Students are not to return until the halls officially reopen. Closing and reopening times will be announced in advance of each closing. Personal property may not be left in rooms over the summer. Any personal items left will be disposed of within 48 hours of the student vacating the room. All appeals for early arrival or leaving late from breaks must be made via MyMHU, Student Page, Residence Life Heading, "Break Appeal Form." This is only an appeal; once the appeal is received it will be sent before the Break Appeal committee for consideration. The Break Appeal Committee will then send a reply with their decision. This process can take up to a week to complete. Please watch the daily announcements for appeal deadlines.

## **Check-Out with Academic Suspension or Probation**

If you are currently on academic probation, please pay very close attention to this mandate. It is your responsibility to check your “Self Service” account at the end of each semester to make sure that you are not academically suspended. Suspensions are generally posted by December 15 and May 15 respectively.

Students who are placed on academic suspension in the Fall Semester must appeal their suspension within 10 business days and are encourage to vacate the room to include a proper check out with a Housing and Residence Life staff person. This will eliminate the need to other arrangements should your appeal be denied. If you have submitted an appeal the room will be held for you even if you have check out. You must communicate this appeal in writing using the Academic Suspension Appeal form found on MyMHU. Deadlines for appeals will be included with the communication regarding the student’s academic suspension. Any student that did not appeal by January 2 or whose appeal is denied must vacate the room by noon on January 3. For each day that the room is not vacated a \$60.00 fee is assessed. After 5 business days, the room will be emptied of personal belongings for an additional expense of \$200.00 and all items from the room will be disposed of. See Abandoned Property for more details.

## **Fall and Easter Break Check-In/Check-Out**

Campus housing closes for fall break on Friday at 5:00pm and reopens the following Tuesday at 12:00pm.

Campus housing closes for Easter break on the Thursday before Easter at 5:00pm and reopens on Easter Sunday at 2:00pm

### **Check-Out Requirements**

Students must:

1. Unplug all of their personal electrical items in the room except personal refrigerators.
2. Sign out with RA on the floor.

### **Check-In Requirements**

Students must:

1. Sign in with RA on the floor upon returning to your building.

## **Thanksgiving and Spring Break Check-In/ Check-Out**

Campus housing closes for Thanksgiving Break on the Tuesday before Thanksgiving at 5:00pm and reopens the Sunday after Thanksgiving at 12:00pm.

Campus housing closes for Spring Break on Friday at 5:00pm and reopens nine days later, on Sunday at 12:00pm.

### **Check-Out Requirements**

Students must:

1. Set up check out times with their RAs at least 24 hours before the time they are scheduled to leave.
2. Unplug all of their personal electrical items in the room except personal refrigerators.
3. Check out with the RA at the scheduled time.

### **Check-In Requirements**

Students must:

1. Sign in with RA on the floor upon returning to their buildings.

## Christmas Break Check-In/Check-Out

Campus housing closes for Christmas Break on the Wednesday that exams end at 12:00 pm, and reopens on the Sunday before classes begin, at 12:00 pm. Students who are not graduating must leave within 24 hours of their last exam, or by Tuesday (the day before exams end) at 6 pm, whichever comes first.

### Check-Out Requirements

Students must:

1. Set up a check out time with the RA that is within 24 hours after their last exam.
2. Unplug all personal electrical items in the room including personal refrigerator. Place a folded bath towel at the bottom of the unit with the door propped open to defrost the refrigerator. Remove all food items from refrigerator.
3. Check out with the RA at their appointed time and turn in their room/apartment keys. Failure to check out with staff before leaving for Christmas break will result in a \$100.00 fine.

### Check-In Requirements

Students must:

1. Sign in with RA staff members in their buildings to receive keys that they turned in at the beginning of break during the posted check-in times.

## Not Returning or End of Spring Semester Check-In/Check-Out

For non-graduating students, campus housing closes for Spring semester on the Wednesday before graduation at 12:00 pm.

Graduating students may stay until the end of graduation ceremonies.

### Check-Out Requirements

Students must:

1. Set up check out time with the RA that is within 24 hours after their last exam, unless graduating or participating in graduation or a Mars Hill University activity.
2. Remove all personal items from their assigned room(s).
3. Clean their assigned room(s).
4. Check out with the RA at the appointed times signed up for, sign their Room Condition Inventory (RCI) and turn their room keys into the RA at that time. Failure to set up an appointment and check out in person will result in a \$75.00 fee for non-compliance as well as charges for any damages/missing item(s), a lock change for a missing key and/or cleaning fees. Students who are not returning to Mars Hill University will need to turn in their student IDs to the staff member checking them out.
5. Students may use the "Express check out envelopes" to check out of their room. Students must complete the front of the envelope before turning it in. Once turned in, staff will complete the RCI check out of your rooms and assess any damages. Students cannot appeal any charges if they use the express check out process. We strongly encourage students to check out with the RA.

## Summer School Check-In/Check-Out

There is no on-campus housing for Summer Term 1. Summer Term 2 (subject to change) housing opens TBA

### Check-In Requirements

Students must:

1. Report to check in point as directed by staff and complete RCI with staff member.
2. Receive key, sign RCI, and begin to move in.

## Check-Out Requirements

Students must:

1. Set up check out time with the Summer Residence Life staff that is within 24 hours after their last exam, or before the closing date, whichever is first.
2. Remove all of their personal items from their room(s).
3. Clean their room(s).
4. Check out with a staff member at their appointed time, sign their RCIs, and turn their room keys in to them before they leave. Failure to set up an appointment and check out in person will result in a \$75.00 fee for non-compliance as well as charges for any damages/missing item(s), a lock change for a missing key and/or cleaning fees.

## Christmas Tree requirements

Students may have an artificial pre-lit Christmas tree that is UL listed and 2 to 4 feet tall, fire retardant and non allergenic. No live trees will be permitted in any residential facility.

## Cleaning

Residents are expected to take reasonable care in maintaining the cleanliness of their rooms, apartments, and suite bathrooms. In addition, students are expected to not litter in public areas (inside or out) of the buildings or parking areas. Room Health and Safety inspections will be conducted each month to ensure student rooms are being maintained. These inspections will be unannounced. Students are expected to take their trash out at least once a week, keep the floor free of items so that an individual can walk around safely in the room without tripping over items on the floor, wash clothes/towels/sheets at least every 2 weeks, wash dishes daily, sweep/dust/mop weekly, clean toilets/showers/sinks weekly. Although every building has housekeeping staff, residents should not expect these staff to do more than regular maintenance of the common areas. Failure to meet these guidelines may result in residential life disciplinary action and/or relocation. The housekeeping staff will deep clean bathrooms in suites and kitchens in apartments when it is deemed an emergency by the housing staff. This extra cleaning charge will be billed to all suite members assigned to the unit.

## Closed Areas

Roofs, balconies, attics and outside ledges of residence halls are closed to all students; fire escapes may only be used for egress in the event of a fire or similar emergency. Students are strictly prohibited from hanging or throwing items from windows and/or balconies, including trash.

## Common Area Furniture

The University provided furniture is not to be removed from its assigned room. Lounge furniture is for the use of all students assigned to that area and is not to be removed from the lounge areas. All furniture must be kept inside of its assigned room at all times. A fine will be assessed if such furniture is found in a student's room or placed outside of a building, balcony or porch area for any reason. Any subsequent personal misuse of lounge furniture may result in sanctions.

## Drugs [See Drug-Alcohol Free Campus and Workplace Policies]

The use and/or possession and/or distribution for the use of illegal/controlled drugs are governed by local, state and federal laws and are strictly prohibited. All cases or evidence of paraphernalia, use, possession, cultivation, distribution, or sale of drugs will be referred to the appropriate law enforcement agencies as well as be subjected to university and housing disciplinary action.

## Electrical Appliances

Many of the residential buildings were built before or during the 1960's and are not equipped to handle the electrical requirements of many modern appliances. Air conditioning units, ceiling fans, dishwashers, cube freezers, full size refrigerators or microwaves that use more than 700 watts are therefore not allowed. Small microwaves (max 700 watts) and mini-refrigerators no larger than 1.2 to 2.0 amps or 4.0 cubic feet are permitted. Extension cords of any size are not allowed and will be confiscated if found. Students can use one Multiple Outlet Power Strip which is U/L Listed for 15 amps/120 volts per outlet. The power strip must have an on/off button with a heavy-duty cord and built-in circuit breaker in the unit. Decorative light bulbs cannot be used to replace university provided light bulbs in lighting units. Holiday lights, string lights, decorative string lights, etc. are not to be used in/on any residential facility.

An increase in the number of fires in residence halls across the country requires us to be restrictive on cooking appliances allowed in or around our residential facilities. The following list includes but is not limited to items that are not allowed in any residential facility: cooking appliances with open heating elements/surfaces such as toasters, toaster ovens, George Foreman grills, electric frying pans/woks, hot plates, live Christmas trees, space heaters, halogen lamps, hot tubs, extension cords, sun lamps, cooking appliances with contained heating elements such as percolators and hot pots are permitted. We will allow coffee pots with open heating elements if they are equipped with working automatic shut off timer.

## Fire Safety

Fire safety equipment should only be used in cases of emergency. Misuse of fire and/or safety equipment is strictly prohibited. This includes fire escapes, doors and signs, firefighting equipment and alarms. Tampering or altering smoke detectors in any way, including removing the batteries or covering the alarm/detector at all, is also strictly prohibited. Violations will result in disciplinary action, restitution for any damages caused by the act and/or removal of the resident from the residence halls.

Violations may also be referred to city or state agencies for action.

## Fire and Building Evacuation

Fire is a serious threat to life, health and property. Because of this, all students and their guests are expected to follow the building evacuation guidelines whenever an alarm is sounded. Evacuation plans are posted on all floors. Fire drills are conducted twice a semester in each building. The first drill will be announced and the second drill will be unannounced. The drill will be a complete exercise of the fire evacuation plan. It is mandatory to evacuate a university building when a fire alarm sounds.

Building Evacuation Guidelines:

1. Wear shoes and coat
2. Leave your room, shut and lock the door behind you
3. Proceed outside to your designated meeting area (See Meeting points listed below)
4. Check in with your Residence Life staff members at the meeting point
5. Remain at the meeting point until further instructions are given by Residence Life staff members. Students will not be allowed to reenter the building until it has been cleared by the Fire Department.

In case of Fire:

1. Sound an alarm for the building by activating a pull station
2. Leave the building
3. Call 911 OR
4. Advise Campus Security, an RA or the AC that a fire condition exists. Be specific, if possible.

Meeting Points for Residence Hall Fire/Building Evacuation

1. Bailey Mountain, Brown, Gibson, Jarvis House, Laurel, Myers, and Turner Residence Halls: meet in the parking lot behind Moore Auditorium.
2. Edna Moore, Huffman and Stroup Residence Halls: meet at the picnic area in front of Spilman Hall.
3. Fox Residence Hall and Carter Humphrey House: meet on the steps in front of Chambers Gym.
4. Azalea, Dogwood, Dickson-Palmer Apartment Units A, B, and C: meet at the Pavilion on the Intramural Sports Field behind Broyhill Chapel.

## **Explosives/Flammable Materials**

Explosives, including firecrackers or any other fireworks, lighter fluid, charcoal, incense, candles, and other highly flammable material are not allowed in the residence halls or on campus. This includes storing of motorized vehicles such as motorcycles, or motor scooters inside residential buildings.

## **Firearms and Weapons**

State law and Mars Hill University prohibit the possession of weapons of any kind on campus or in a vehicle. Any weapon found in a student's possession will be confiscated and turned over to the appropriate authorities. The student who was in possession of the weapon(s) will be subject to disciplinary action and/or sanction under state law. Weapons include, but are not limited to: guns, pellet guns, paint ball guns, blow dart guns, air soft guns, bows and arrows, machetes, ninja stars, knives with blades over three inches, and explosives (as defined in N.C.G.S. 14-269.2).

## **Flying Objects**

To prevent personal injury or property damage, throwing anything from building windows or inside of a residential building is strictly prohibited. Throwing, causing to fall, or allowing any object or substance to fall out of a window of any university housing facility is prohibited and is subject to sanctions and possible disciplinary action. Box fans must not be put in residence hall room windows without the window screen first being securely in place. Repeated violations of this requirement will result in a fine of \$25 per room/per day. Violations of this policy may also be referred to the Student Conduct Board for action.

## **Furniture**

Students share in the responsibility of maintaining all residence hall facilities. Room furnishings are required to remain inside the assigned room at all times. All residents are required to return the room furniture to its designated position as placed at the beginning of the year. Check with housing staff for diagram of original room set up. Lounge/common area furniture is intended for the use of all students and cannot be moved to individual rooms/apartments or away from its assigned location. Students may bring other furniture at their discretion but must fit it in around existing room furniture.

All students are required to remove personal furniture upon check-out. Failure to comply will result in a removal fee. Water furnishings such as waterbeds or hot tubs are not permitted in or around any housing unit. In addition to disciplinary action, students may be billed for any missing or damaged furniture at the replacement cost of the item, including shipping. Balconies in Dickson Palmer area are considered to be an outdoor location and students living in these areas should supply their own outdoor furniture for these areas.

## **Gambling**

Gambling for money or for stakes representing money is prohibited on the Mars Hill University campus and in all residential facilities. Students engaging in gambling behaviors will be subject to disciplinary action(s).

## **Guests (Including Overnight)** See VISITATION

## **Heating/Cooling Units**

In order for your heating and/or cooling unit to work properly, it is essential not to block the vents or place anything on the unit. This could cause your room to heat and/or cool improperly and could damage the unit. Do not hang or attach anything from or to heating and/or cooling ductwork, units, or vents as this could damage the system. Heating and/or cooling units are not seats and should not be used as such. Using a unit as seat/benches can cause damage to the unit.

## **Horseplay**

To prevent property damage and the potential for personal injury, playing ball, throwing objects, water guns/balloons, skateboarding, bike riding, wrestling, “horseplay,” etc. are not permitted inside of campus housing.

## **Keys**

All residents are strongly urged to keep their rooms locked whenever they are not present or sleeping. The university is not responsible for lost or stolen personal property. You are responsible for the key(s) issued to you. If you lose your room key(s), contact the Office of Housing and Residence Life immediately and we will have the room re-keyed at a charge of \$50. This is required to keep rooms secure. All students living on campus are issued room keys and a Student ID programmed to open the exterior door of their assigned building. Due to the extra security concern that these keys/ID entail, special rules apply. Guests will not be issued keys or university ID cards. Residents assume full responsibility for the use of the key until it is returned to Residence Life staff at the time of their checkout of the room. Anyone found loaning a key/ID card will face sanctions for breaching university security. Tampering with or propping of any outside entrance door is strictly prohibited and violators will be fined.

## **Laundry**

High efficiency washing and drying machines are provided in each residential community. These machines are owned, operated and maintained by a private company on behalf of the university. Each machine is operated coin-free for unlimited usage. The university is not responsible for damaged items due to the misuse of machines. Only students who are assigned to a building may use the laundry services of that building. We ask that students using the machine wash a full load at a time. This allows the machine to clean your clothes properly. If you have an issue with a machine not working properly, please submit an on-line maintenance request immediately. Include the number on the machine and describe the issue. If a washer stops and does not release the lock, contact Campus Security immediately for assistance. Students breaking the door to retrieve clothes will be responsible for the repair costs of the machine. High efficiency washing machines use only two tablespoons of regular laundry detergent. Many companies are now making pods and detergent infused laundry sheets. These are recommended for use as they contain the correct amount of detergent per use. If using pods or infused laundry sheets, students should place them into the washer drum first, with clothes added on top for proper cleaning.

## **Lockouts**

A student who locks himself out of his room, should first check to see if the RA is in the building and can assist him in unlocking your door. If the RA is not present and it is during regular business hours of 8:00am – 5:00pm Monday to Friday, the student should come to the Student Life Office on the third floor of the Wren Student Union to check out a spare room key for the room. The student will have 48 hours to return the spare key to the Student Life Office. If the spare key is not returned to the Student Life Office by this time a lock change will be requested and the student will be charged for the cost of the lock change.

After regular business hours, a student who is locked out should check to see if the RA is in the building and can assist in unlocking the door. If the RA is not present then the student should contact Campus Security at 828-206-1230. The student's university ID must be presented to the security officer either upon arrival or entrance into the room. Each student may contact security up to three (3) times per semester before a charge of \$5.00 will be assessed to the student's account for each time afterward.

## Lofts

Beds are provided in all student rooms but, while not needed or required, personal lofts are not permitted. Lofts will only be allowed in buildings where the university provides them. Dogwood and Laurel Residence Halls have lofts for all of their beds.

## Noise

Noise is any sound, human or otherwise, that is disturbing to a resident. This includes loud voices, stereos, video games and musical instruments. Generally speaking, the sound level should be confined to an individual's room only and not be heard by others who are trying to study or sleep. Additionally, specific quiet hours from 11:00 p.m. to 9:00 a.m. exist for all residents throughout the week. 24 hour quiet hours are in effect beginning the last weeknight before the first day of exams. Students are expected to be courteous, and upon request or complaint, lower the noise level of their activity. The need for quiet supersedes noise at all times.

## Open Flames

Fire is a serious threat to life, health, and property. Because this is such a serious issue, total compliance to the open flame policy is expected. Due to the risk of starting a fire, the burning of any candle(s), incense, use of open flames, or use of open element cooking equipment is strictly prohibited. Candles and incenses are not allowed at all in any residential building. Outside grills are not permitted inside the building or within ten feet of any structure including decks and porches.

## Painting

Students may not paint their residence hall rooms or apartments for any reason. Students who wish to paint banners must do so in the common areas. When painting a banner or sign, a plastic barrier must be placed between the floor/table and the item being painted. An old shower curtain works well as a barrier. Any paint that is not cleaned up after will result in a sanction against the individual or group. No aerosol paints may be used inside university housing.

## Party Games

Use, possession, manufacturing, or distribution of alcoholic beverages or containers on the University campus or at university-sponsored events is prohibited. This includes off campus parties sponsored by campus or student organizations. Possession of alcohol paraphernalia is also prohibited by University policy. Drinking games, simulated drinking games, or games created to facilitate mass consumption of alcohol are also prohibited outside of university sponsored and supervised programs, which will never involve alcohol. These include water pong, flip cups and quarters and other variants. Possession of drinking game paraphernalia, including; pong tables, funnels, etc., is also prohibited."

## Pets

Because of health reasons, such as sanitation, allergy concerns, and consideration for others, pets are not allowed in the residence halls at any time, including a pet that is with friends or family members. Pets are not allowed in any building on campus. Fish in a tank no larger than 10 gallons are the single exception to this policy (just remember to



make arrangements when you leave for all breaks). Service and emotional assistance animals are not considered pets, but an accommodation for a specific need. If you require the use of a service animal or emotional support animal, you must receive approval from the Office of Disability Services, which must communicate approval to the Department of Residence Life prior to the animal being brought on campus.

The possession of an unapproved animal in campus housing will be considered a violation of the student code of conduct. Any student found in possession of an unapproved animal in campus housing will be immediately charged a \$100 fine. This fine will be charged to the student account. If multiple students are responsible for housing one unapproved animal, each student will be fined \$100. The responsible student/s will be notified of the violation and the fine and will be given 24 hours to remove the animal from campus property. A staff member will follow up the next day to ensure that the animal has been removed. If the student/s fail to remove the animal within 24 hours, the responsible student/s will be charged an additional \$100 fine to their account. Students will be charged \$100 each day that an unapproved animal is held in campus housing. If an unapproved animal, which has been removed from campus, is later found in the possession of other students in campus housing, the student/s in current possession and all students found in prior possession of the unapproved animal will be charged the \$100 per day fine.

## **Physical Violence**

Residents have the right to live in a secure and safe environment, free from the threat of physical harm, malicious aggravation, or personal affront. Physical violence will be considered an act against the entire residence hall community. Intimidation and coercion of any type will not be tolerated. Contact Campus Security or the Office of Housing and Residence Life immediately if you feel that have been threatened with physical violence.

## **Postings**

Approved flyers, banners, handout, posters, etc. may be placed in appropriate places throughout the campus to inform the campus community of upcoming events or services. All flyers and/or posters must be approved by Student Life and have the approval stamp.

No printed material may be on, attached to, or written on any structure or natural feature of the university facilities such as the sides, doors, windows of buildings, the surface of light posts, sculptures, waster receptacles, trees, rocks, benches, free standing signs or statues. No printed materials may be placed on vehicles except by members of the Campus Safety and Security staff for official notices. Improperly posted items will be removed with the possibility of charges from the Office of Student Conduct.

Fliers and banners may be posted up to two weeks (14 days) before the event. Persons posting notices are responsible for removing them once the message is outdated. Notices should be removed no later than 48 hours after the notice becomes outdated.

No commercial or non-profit material may be posted unless it is affiliated with a University organization or department. Any department or organization that endorses a commercial or non-profit posting must have the notice approved, prior to posting, by the Office of Student Life.

University staff may remove any sign, poster, or banner deemed to be inappropriate or offensive or found to violate the posting policy.

## **Posting Information in the Residence Halls**

To have flyers posted in the residence hall please bring them to the Office of Student Life, Wren 309 for approval and distribution to Resident Assistants for posting.

## Room Entry

[Please see the Search Policy, below.]

Mars Hill University respects the privacy of students' living accommodations. However, we do reserve the right to enter student rooms and/or apartments for reasons of health, safety, maintenance, or to assure compliance with Residence Life or university regulations, except in emergencies. An attempt will be made to notify students about Health & Safety Inspections in the mandatory hall meetings at the beginning of each semester (please review the SEARCH POLICY that is listed in the POLICY and PROCEDURES section of this handbook). The University also reserves the right to search a room (if reasonable cause is determined by the Director of Residence Life, the Director of Campus Security and/or the Associate VPSA,) for substances that are illegal or considered a violation of the Student Code of Conduct. The Office of Housing and Residence Life reserves the right to conduct a Health and Safety Inspection of each room and/or apartment at least once a month. During Health and Safety Inspections, all refrigerators, including personal refrigerators, will be opened during the inspection to ensure compliance with MHU regulations.

## Room Decorations

We feel that it is important that you personalize your space. Posters, curtains, plants, bedspreads and a throw rug can help make your room seem more like home. All materials need to be treated with a fire-retardant. However, we do ask that you avoid doing things that will damage the walls or woodwork. For example, transparent tape and two sided foam tape is almost impossible to clean off.

Masking tape can be used with care but may pull paint off walls.

Students may not post anything on the outside of room doors and cannot cover room doors with paper or other materials. Carefully review the manufacturer's suggestions for removing these products. Painters Blue tape, Plastic-tak or hold-it putty is highly recommended because of their easy removal properties. No duck tape, two sided tape or scotch tape may be used in any of the facilities on the wall, doors, and/ or furniture. Decorative Light bulbs cannot be used to replace university provided light bulbs in lighting fixtures.

No permanent fixtures may be attached to the walls or furniture; this includes but is not limited to nails, hooks and screws. Personal decorations may not cover or interfere with any fire safety device. No decorations may be attached/ hung from the ceiling or overhead pipes.

Students may not post anything on the outside of room doors and cannot cover room doors with paper or other materials."

## Sales and Solicitation

In addition to the various university regulations, unless cleared with the Director of Housing and Residence Life, door-to-door solicitation or sales is not permitted in any of the campus housing areas.

## Search Policy

While MHU will make efforts to inform residents of need to access residential spaces, in order to maintain facilities and to ensure the community environment, MHU staff, students, and contractors are permitted to enter residential spaces without notice for the following purposes:

1. Inspect the residential space(s) for condition.
2. Make repairs.
3. Student Conduct related visits and/or searches as sanctioned by the Dean of Students and/or the Vice President of Student Life or their designee.

4. Show the premises to prospective student residents, prospective purchasers, inspectors, fire marshals, lenders, appraisers, or insurance agents.
5. Leave written notice.

## Security Tips for Residential Living

The MHU community is scenic, friendly, and traditionally noted as being a “safe” community in which to learn and live. Unfortunately, crime occurs everywhere and MHU is not exempt. Living away from home places the responsibility for protecting belongings and attending to safety measures in the hands of each student.

1. Lock your room/apartment! An unlocked door is an invitation to theft. Do not compromise you or your roommate/apartment mates safety.
2. Carry and use your ID card.
3. Do not let people “piggy back” into the building. Holding the doors for others allows unescorted visitors to undermine residents’ safety.
4. Report lost keys or key cards immediately to Office of Housing and Residence Life at residence-life@mhu.edu and Campus Security at 828-206-1230.
5. Plan for safety. Plan to travel in pairs and determine how you will get home before you go out.
6. Let others know your plans.
7. Identify and record valuables. Purchase renter’s insurance, engrave valuables with the engraver from Campus Security. Record serial numbers for your valuable items; store the numbers in a safe place and with Campus Security on the “Registration of Valuables” form.
8. Park in a well-lit area and do not leave valuables in your car.
9. Do not walk alone after sundown. If you find yourself alone, call Campus Police at 828-206-1230 for an escort. Carry a small flashlight to assist in walking after dark.
10. Trust your instincts; report suspicious activity to Campus Police at 828-206-1230.
11. Call 911 if there is an emergency or use an Emergency Blue Box located on campus for a direct connection to Campus Security.
12. Report security hazards to Campus Security at 828-206-1230 or at <http://www.mhu.edu/campus-life/campus-security> for online reporting. Broken locks, windows, and lighting are an invitation to theft.

## Smoke Free Environment

All university owned buildings are smoke free. Smoking includes but is not limited to cigarettes, cigars, cigarillos, hookahs, e-cigarettes, vaporizer pens, black and milds, Bibis, etc. Smoking is not permitted within 50 feet of any entrance, window or air handling unit of a university residential building. Please dispose of butts /ashes/trash in the appropriate receptacles placed outside of the buildings and residences. Possession of or burning incense or candles are not permitted within any living unit on campus.

If there is evidence of smoking taking place inside any assigned room/apartment, the student(s) assigned to the area will be responsible for the cost of painting the entire room/apartment and the replacement costs of all the soft furnishings. Evidence of smoking taking place inside the room/apartment of any student living in Azalea, Bailey Mountain, Brown, Dickson Palmer (any unit), Dogwood, Laurel or Turner will be required to move immediately or may be removed from housing.

## Student ID Card

Please do not punch a hole(s) into a Student ID. Punching a hole(s) into the Student ID can damage the card causing it not to work with the entry door system in the residence halls. If you lose your Student ID, please go to the Student Life Office and replace the ID immediately. A replacement ID cost will be charged to your student account. If you would like to have a hole punched in your ID card you can come by the Student Life Office in the Wren Student Union during regular business hours and a professional staff member will be able to punch a hole in your student ID card in an appropriate area.

## Telephones

Telephone connections are not provided in residence hall rooms. Telephones can be found at the entrances of the residence halls. These phones can only dial local phone numbers. If you would like a more information about our phone services, please contact IT department at 828-689-1444.

## Trash Removal

All trash should be placed in the university provided trashcans in the designated trash area for your building. All cardboard boxes must be broken down and placed by designated trash areas or taken to the parking lot behind Moore Auditorium and placed in the green recycling trailer. Students are expected to take their trash out once a week or more often if they have food items in them. Trash and open food items left in rooms/apartments are calling cards for rodents and insects to come in. Trash areas are in the following areas:

1. Azalea, Bailey Unit A, Unit B, Unit C, Myers: Green trash bins are by the sidewalk near the building
2. Brown, Gibson, and Turner: Green trash bin is between Brown and Gibson by the parking lot
3. Edna Moore and Stroup: Trash cans are on the first floor of Stroup between the lower lounge and Edna Moore
4. Fox: Trash room is at the end of Fox nearest the Belk practice field on the outside of the building
5. Huffman: Trash room is on the second floor next to the Laundry room
6. Dogwood: Trash room is on second floor next to the lounge
7. Jarvis: Trash cans are on the front porch
8. Laurel: Trash room is on first and third floors next to the lounge

## Toilets and Toilet Paper

Toilet paper is provided in all on campus housing facilities. In buildings that have community bathrooms, housekeeping staff will check and fill the toilet paper dispensers. In buildings that have suite or apartment bathrooms, students will need to contact the RA on duty to obtain toilet paper. RA staff are on duty each evening from 8:00pm until 12:00am Sunday – Thursday and 8:00pm – 2:00am Friday and Saturday.

Toilets are set up to handle human waste and toilet paper. All other items need to be disposed of in trash receptacles. Flushable wipes pose a particular hazard. Flushable wipes do not break down efficiently and will clog pipes. This is the case whether you are living in a new building or an older building.

## Vandalism

Damaging, defacing or destroying school or private property is unacceptable behavior. Students who accidentally damage property will be expected to make restitution for the damage, but malicious acts will be also be considered Student Code of Conduct infractions and will incur additional fines. If MHU staff members cannot determine the person(s) responsible for the damage(s), the entire building community will be responsible for the restitution for the damage(s).

## Visitation

Visitors from another building and/or non MHU students are able to visit during the following hours:

Sunday – Thursday: 12:00 pm- 12:00 am

Friday – Saturday: 12:00 pm- 2:00 a.m.

All visitors (female and male) must sign in on the sign-in sheet located near the entrance to the building if they do not live in that building. All visitors must be escorted by the resident they are visiting the entire time they are in the building

and may not be left in the student's room/apartment/common area unescorted at anytime. Students who violate the visitation policy will be subject to disciplinary action and/or lose visitation privileges.

All overnight guests must be registered in the Student Life Office at least 24 hours before their arrival. To register guests, students must come to the Student Life Office during regular business hours of Monday-Friday 8am to 5pm. Students will need to provide the following information about each guest: full name, home address, contact phone number, and the dates the guest plans to stay. Host students will need to contact Campus Security to obtain guest parking passes for their visitors if those visitors will have cars on campus. This includes all friends and family members.

Approved overnight guests of the host may stay in the host's room (with roommate's/suite/apartment mates permission and there is no conflict and/or displacement of the roommate) for a maximum of two consecutive nights provided the guest is of the same sex as the host student. If the visitor is of the opposite sex of the host then the host will need to find an alternative place for them to stay. The alternative host will need to come in with the host before permission will be granted, to complete paperwork.

Alternative hosts will be responsible for escorting their guests while they are on campus. This policy is designed to accommodate the occasional visitor, and not to provide temporary housing for students or non-students. Guests must be at least 13 years of age. Unapproved guests will be asked to leave the building. The Office of Residence Life reserves the right to determine whether a resident is abusing this privilege. Overnight visitation is only allowed during the regular academic year while classes are in session.

Hosts are responsible for their guests' behavior, the items guests bring into campus housing with them, compliance with guidelines, damage, vandalism and clean-up of residence hall areas. Any host's failure to their responsibilities will result in sanctions for any damage, and possible disciplinary action. MHU students are responsible for the behavior and conduct of their guests and must escort them at all times on campus.

## **Technology**

### **What Is Not Allowed**

Use of the Network in any way which violates the standards of conduct established in the Student Handbook, the University Catalog, or any other official publication.

Attempt to bypass security measures, to access files without permission, to discover the password of another person, or to enter the Network under any identity other than your own.

Attempt to damage the Network or degrade its performance through the introduction of a computer virus or any other action, nor attempt to interfere with nor impede the use of the Network by others.

Install any Peer-2-Peer (P2P) or other file sharing applications. May not attempt to bypass Firewall access lists that block these applications or the ports used by P2P file sharing applications.

Send threatening, harassing, or obscene messages to any person on or off campus, send or forward chain letters, nor use the Network to engage in libelous or slanderous accusations. May not use the Network to view or store obscene materials.

Use the Network to engage in any illegal or criminal activities, and will obey the laws of the United States, the state of North Carolina, and Madison County in all transactions.

Engage in any commercial pursuit, such as online advertising or sales, beyond the scope of University activities.

Hold the University liable for any loss or connectivity outage relating to the Network, whether due to system failure or other causes.

Configure computer systems to share data/resources with other users unless written permission is granted from the ITS Department. May not install any server class software or services including, but not limited to, print and file sharing, DNS, SMTP, DHCP, Web and FTP server services.

## **Weapons on University Property**

Mars Hill University prohibits firearms on campus. Additionally, other weapons as identified by North Carolina statute (N.C. Statute 14-269.2) are also prohibited. Possession of a firearm on education property is a felony. It is a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except solely for personal shaving), fireworks, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for preparation of food, instruction, and maintenance, on educational property. Any weapons violation will be prosecuted.

## **Safe Academic & Work Environment Policies**

### **Purpose of Policies**

Mars Hill University is committed to providing all administration, faculty, staff and students a safe work and academic environment that is conducive to intellectual and personal development. Mars Hill University expects all administration, faculty, staff and students to behave and to conduct themselves in such a way that promotes a safe, respectful and productive campus that is free from violence, harassment, hazing, or bullying in any form. The University will not condone or tolerate actions by any member of the administration, faculty, staff, or student, that disrespects the basic human dignities of other individuals at the University.

### **Scope of Policies**

The following policies apply to the actions and behavior of all students, (including, but not limited to part-time, full-time, temporary, etc.) that occurs on or off campus, regardless of whether they have disabilities, are international or undocumented, and regardless of their sexual orientation and gender identity. Similar policies exist and apply to the actions and behavior of faculty, staff and administrators. The policies are extended to the conduct of all vendors, contractors and third parties on campus. Regardless of whether an allegation involves another student or student organization, a member of the faculty, staff or administration, or a third party vendor or contractor on campus, students should report an alleged violation of these policies in accordance with the reporting provisions below.

## **Anti-Bullying Policy**

### **North Carolina Law**

North Carolina law prohibits Cyber-bullying of either fellow students or of school employees (N.C. Gen. Stat. § 14-458.1 and 14-458.2).

### **General Policy**

Mars Hill University has a zero tolerance policy for bullying on its campus. No student, student organization or athletic team, shall permit, plan, direct, encourage, participate, assist, engage, aid, condone or tolerate bullying. Any student, student organization or athletic team that engages in bullying in violation of this policy shall be subject to disciplinary action.

## Policy Definitions

For purposes of this policy, bullying is defined as: unwelcome or unreasonable behavior that is intended to demean, intimidate or humiliate another individual or group of individuals. Bullying is typically persistent action that is part of an ongoing pattern of behavior, but can also be a single isolated incident. However, isolated instances of teasing or arguments between two individuals are not necessarily bullying.

The term bullying includes, but is not limited to:

- Cyber-bullying: Use of any electronic communication (emails, blogs, internet chat rooms, Facebook or other social media sites, text messages) or device (computers, cell phones, digital cameras or video cameras) to harass, intimidate, or bully another individual.
- Mobbing: Bullying by a group rather than by an individual.
- Physical Abuse: Pushing, kicking, hitting, punching, slapping, or any other form of violence. Such behavior is also a violation of NC Law.
- Verbal Abuse: Name-calling, teasing, threatening, use of offensive or abusive language, or other verbal insult or assault.
- Indirect Abuse: Spreading rumors or innuendo, unreasonably harsh and offensive criticism, belittling, tormenting, or social isolation.

## Anti-Hazing Policy

### North Carolina Law

It is against the law for any student in attendance at any university, college, or school in the State of North Carolina to engage or participate in hazing, or to assist or aid another student in hazing (N.C. General Statutes § 14-35). Hazing is defined in N.C. Gen. Statute § 14-35 as “... to subject another student to physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group.” (2014) A violation of N.C. Gen. Stat. § 14-35 is a Class 2 misdemeanor.

### General Policy

Mars Hill University has a zero tolerance policy for hazing on its campus. In accordance with North Carolina law, no student, student organization, or athletic team, shall permit, plan, direct, encourage, participate, assist, engage, aid, condone or tolerate hazing. Any student, student organization, or athletic team that engages in hazing, or in an act that is disrespectful of the basic human dignities of other students or members of the administration, faculty, or staff in violation of this policy or in violation of North Carolina law, shall be subject to disciplinary action.

### Policy Definitions

For purposes of this policy, hazing is defined as: any action that is in violation of N.C. Gen. Statute § 14-35, or any action that otherwise, either indirectly or directly, jeopardizes another individual’s psychological, emotional, or physical wellbeing; any acts which inflict physical or mental harm or anxiety upon an individual as a condition of acceptance into or affiliation with a student organization, athletic team, any other organization, or for any other manipulative purpose.

The term hazing includes, but is not limited to: activities designed to emphasize the power imbalance between new members and other members of a group or team, activities designed to harass or create emotional or physical discomfort or harm to an individual.

Examples of hazing include, but are not limited to:

- physical abuse, paddling, whipping, beating,;
- yelling, cursing or swearing at an individual;
- sexual assault;

- sleep deprivation;
- extreme calisthenics;
- forcing or expecting an individual to: wear embarrassing clothing or to refrain from basic personal hygiene;
- participate in tattooing, piercing, shaving or branding of any kind;
- drink alcohol or use drugs;
- consume any inappropriate or harmful substance or concoctions;
- subject themselves to the servitude or ridicule of other members, or to any other form of public embarrassment.

### **Consent to Hazing Irrelevant**

The actual or apparent permission or consent of the individual or individuals subjected to hazing does not change or lessen Mars Hill University's zero tolerance policy, and is irrelevant when determining disciplinary action.

## **Anti-Violence & Anti-Harassment Policy**

### **General Policy**

Mars Hill University has a zero tolerance policy for violence or harassment. All students are prohibited from engaging in threatening behaviors, violence or harassment against another person at the University. Any student that engages in violence, threatening behavior or harassment in violation of this policy shall be subject to disciplinary action.

### **Policy Definitions**

- For purposes of this policy, violence or threatening behavior, generally means conduct that is intimidating, injury producing, abusive or hostile against another person at the University. This includes but is not limited to all students, administration, faculty and staff) or against their property. This does not include acts of self-defense or acts in the defense of others. Such conduct would include, but would not be limited to:
  - Intimidation or unwarranted behavior that is intended to scare or coerce;
  - Stalking or harassing in person, in writing, by phone or in any electronic format, or following and spying that causes reasonable fear of physical violence;
  - Threatening or expressing the intent to cause physical or mental harm to persons or to property;
  - Physically attacking or otherwise causing unwanted or harmful physical conduct to any individual, including hitting, shoving, throwing objects, spitting, or fighting;
  - Intentional damage to, or destruction of, the property of the University or the property of a member of the administration, faculty, staff, or student;
  - Possession, use or threat of use, of any weapon (firearms, other weapons or any dangerous devices are prohibited on campus, unless the faculty or staff member has prior written approval from the Director of Campus Safety & Security or the weapon is held in compliance with North Carolina law, and used by law enforcement officers as part of their job duties or as part of any training in connection with their job duties); and
- Any unlawful conduct as defined in the Workplace Violence Prevention Act (N.C. Gen. Stat. § 95-260).

For purposes of this policy, harassment generally means conduct or speech that is unwelcome or unsolicited and is based upon race, color, creed, religion, national origin, age, disability, sex, familial status, sexual orientation or reprisal, creating a hostile work and/or academic environment. A hostile work and/or academic environment is one that both the person who is the object of the harassment finds to be, and a reasonable person in similar circumstances would find to be, hostile or abusive. Harassment is typically persistent action that is part of an ongoing pattern of behavior, but can also be a single isolated incident. Isolated instances of joking, teasing or arguments between two individuals are not necessarily



harassment. The context and circumstances surrounding any instance of alleged harassment will be considered when investigating claims of harassment.

Allegations of sexual violence or sexual harassment are not covered by this policy, but are instead governed by the Sexual Misconduct Policy and Title IX Grievance Procedures below.

## **Doors and Windows Policy**

Mars Hill University encourages cooperation, socialization and collegial interaction amongst the administration, faculty and staff. The University also encourages appropriate academic, advisory, and mentoring relationships between administration, faculty, staff and students. In an effort to reduce risk, it is the policy of Mars Hill University that faculty and staff will keep all windows to their offices, classrooms, or other work spaces unobstructed such that a third party can look into the office, classroom or workspace at any time. In addition, it is the policy of Mars Hill University that if a member of the faculty or staff is meeting one-on-one with a student in an office, classroom or work space that does not have a window, the door shall remain open at all times.

## **Professional Boundaries Policy**

### **General Policy**

While the administration, faculty, and staff are encouraged to foster wholesome and appropriate relationships with students, amorous relationships between members of the administration, faculty or staff, and students, even of a consensual nature, are strictly prohibited. Such relationships are inherently problematic given the unequal status of the administration, faculty, or staff member even if there is no immediate position of authority with respect to the student.

### **Policy Definition**

For purposes of this policy, an amorous relationship is any romantic or physically intimate relationship.

## **Social Media Policy**

### **General Policy**

All students, student organizations and athletic teams are specifically prohibited from using the University's network, computers, email accounts, or any other form of technology owned or provided by the University for the purpose of, or in connection with, any form of violence, threatening behavior, harassment, sexual misconduct (as defined in the Sexual Misconduct Policy below), hazing, bullying or pursuing or promoting a relationship that is in violation of the Professional Boundaries Policy.

The use of social media and social networking sites is prominent on the campus of Mars Hill University. While social media can be an important and useful means of communication, it can also:

- Blur the lines of relationships between administration, faculty, staff and students;
- Create confusion regarding the opinions and voice of Mars Hill University and the opinions and voice of individuals affiliated with the University; and
- Impact the organizational, professional and personal reputations of those utilizing social media.

In order to help students, administration, faculty and staff properly portray, promote and protect themselves and the University, Mars Hill University is implementing the following guidelines and best practices when using social media:

- Exercise respect, discretion and thoughtfulness when posting, especially when posting about Mars Hill University or an individual member of the administration, faculty or staff, or about a student;
- Refrain from speculating or gossiping about the University's policies or procedures;

- Refrain from using social media to “vent” about the University, students, administration, faculty or staff;
- Identify personal views as your own, not as the views of the University;
- Refrain from disclosing confidential information about the University or about any individual;
- Give careful consideration to all “friend” requests received and consider the appropriateness of acceptance; and
- Refrain from using copyrighted or proprietary information or materials without permission.

All students, administrators, faculty and staff are reminded that what you choose to post on Facebook, on personal webpages, and through other social media accounts, can impact your professional life, both now and in the future. Avoid posting any information on social media that could jeopardize your job, your future job prospects, or would otherwise reflect poorly on you or on the University.

### **Policy Definitions**

For purposes of this policy, social media and social networking means communication and interaction through the internet and web-based technology, and includes, personal web pages, and accounts or profiles created on a social media outlets including, but not limited to: Facebook, Twitter, Flickr, LinkedIn, Instagram, Snapchat, Tinder, and YouTube.

## **Violations of the Safe Academic & Work Environment Policies- Reporting and Investigating**

### **When & Where to Report**

All students are asked to immediately report any known or believed instance of violence, threatening behavior, harassment, violation of the Professional Boundaries Policy, hazing, bullying, or violation of the Doors & Windows Policy, whether known through personal observation or otherwise, to the Associate VPSL for investigation and, if warranted, disciplinary action. If the alleged violation involves a member of the faculty or an administrator, the matter will be referred to the Provost. If the alleged violation involves a member of the staff, the matter will be referred to the Assistant Vice President for Human Resources and Strategic Initiatives.

In the event the alleged violation of these policies involves the Associate VPSL, reports should be made to the Provost or to the University President. In addition, threatening behavior, harassment, violation of the Professional Boundaries Policy, hazing, bullying, and/or violation of the Doors & Windows Policy that a student believes is not being adequately addressed may be reported to the Provost or the University President.

Reports of a violation of these policies can be made in person or in written form, but should be made as soon as possible and within 60 calendar days of the incident or violation.

Reports of incidents involving sexual misconduct are to be reported and will be investigated in accordance with the stated Sexual Misconduct Policy and the Title IX Grievance Procedures. Likewise, reports of incidents involving gender-based bullying or hazing are to be reported and will be investigated in accordance with the Title IX Grievance Procedures. If a sexual misconduct report is erroneously made in accordance with the Safe Academic & Work Environment Policies, the report shall thereafter be referred to the University’s Title IX Coordinator for investigation in accordance with the Title IX Grievance Procedures.

## **Reporting Crimes and Violations of North Carolina Law**

The Associate VPSL or designee shall immediately notify the proper authorities of any alleged violation of these policies that is also a crime or violation of North Carolina law. Mars Hill University will cooperate with authorities in the enforcement of all applicable laws.

# Investigations

All reports of violations of the Safe Academic & Work Environment Policies will be promptly and thoroughly investigated. Upon receiving a complaint or report, the Associate VPSL or designee shall refer such reports for investigation as follows:

- Students - Reports alleging the violation of a Safe Academic & Work Environment Policy by a student shall be considered by the Student Conduct Board, as described in the Student Code of Conduct.
- Faculty & Administrators - Reports alleging the violation of a Safe Academic & Work Environment Policy by a member of the faculty or an administrator shall be investigated by a Faculty Review Board. The Faculty Review Board will consist of 6 members of the faculty, appointed by the Provost in consultation with the President and the Chair of the Faculty, for rotating three-year terms. The Faculty Review Board will receive investigation training from the Director of Human Resources. However, other than the Department Chair, no faculty member from the same department as either the accuser or the accused may be involved with any investigation.
- Staff - Reports alleging the violation of a Safe Academic & Work Environment Policy by a member of the staff shall be investigated by a Staff Review Board. The Staff Review Board will consist of six members of the staff of the University, appointed by the President in consultation with the Chair of the Staff Personnel Committee and the Director of Human Resources, for rotating -year terms. The Staff Review Board will receive investigation training from the Director of Human Resources. However, no staff member from the same department as either the accuser or the accused may be involved with any investigation.

All investigations will be completed in a confidential manner (to the extent reasonably possible) and Mars Hill University will attempt to preserve the reputation and integrity of the involved individuals. Students are required to fully cooperate with any inquiry or investigation at the request of Mars Hill University. This includes complying with all requests at the time of any alleged incident and all requests throughout an investigation. A Grievant is entitled to withdraw his or her complaint at any time. However, the University reserves the right to complete any investigation it deems necessary.

## Disciplinary Action

- If the investigating Board decides that a violation of any of these policies has occurred such that disciplinary action is necessary, the investigating Board will recommend appropriate disciplinary action to the Associate VPSL. The Provost, in consultation with the University President, will make the final decisions regarding disciplinary action to be administered.
- Disciplinary action for violation of these policies may include, but would not be limited to, the following:
- Students – warning, community service, counseling, suspension, prohibition from participation in athletics or in other student organizations, expulsion, and/or any and all other sanctions as specified in the Student Code of Conduct;
- Student organizations or athletic teams - warning, community service, suspension or prohibition from participation in University events; and suspension or prohibition of the University’s recognition of the student organization or athletic team; and
- Faculty, staff and administrators - warning, change in assignment, counseling, suspension, termination or discharge

# **Sexual Misconduct and Interpersonal Violence Policy and Procedures**

## **Policy Statement**

Mars Hill University is committed to creating and maintaining a safe and secure environment in which all members of the community, including students, employees, contract workers, visitors, and guests, are treated with respect and dignity, free from gender- and sex-based discrimination. All forms of gender- and sex-based discrimination are prohibited, including but not limited to sexual harassment, sexual exploitation, non-consensual sexual contact, non-consensual sexual intercourse, domestic violence, dating violence, and stalking. (Certain underlined key term are defined below.)

Any student or employee found to have violated this policy is subject to disciplinary action. Any other member of the community found to have violated this policy may be banned from campus and barred from access to other university facilities.

## **Procedures**

Mars Hill University provides a prompt and equitable process for resolving complaints of sexual misconduct or interpersonal violence. Victims may simultaneously file a Grievance under these procedures and also report violations to local law enforcement for prosecution by filing a criminal complaint. However, investigations by the university under these procedures are separate and distinct from investigations by the Mars Hill Police Department, the Madison County Sheriff's Department or any other local government or state agency.

Mars Hill University uses a “preponderance of the evidence” standard in all investigations of alleged violations of this policy. An individual is deemed to have violated this policy if investigators determine it is more likely than not that the violation occurred.

## **Reporting a Grievance**

The university encourages victims of sexual misconduct or interpersonal violence to talk to someone about what happened to them. The university also encourages victims to report incidents of sexual misconduct or interpersonal violence to the Title IX Coordinator or another responsible employee so that the institution can respond appropriately. A victim may not know whom to trust or turn to for help, and may also not realize that there are different individuals on campus who have different abilities to maintain confidentiality. The following information is intended to provide guidance to victims regarding their reporting options.

## **Confidential Reporting**

Mars Hill University employs trained professionals who can provide confidential support. Students who are victims of sexual misconduct or interpersonal violence and who desire to report an incident confidentially are encouraged to speak directly with medical professionals, with counselors in the university's Counseling Center, with pastoral counselors on or off campus, or counselors at an off-campus victim support center. These individuals are not required by the university to report any information to the Title IX Coordinator without the students' permission, though they may have certain reporting requirements pursuant to their own professional licensure requirements or code of ethics. Generally, these confidential reporting employees can assist victims of sexual misconduct or interpersonal violence with support, physical or mental health services, or other accommodations. The university's confidential reporting sources are:

University Wellness Center  
Stephanie Shelton..... 828-689-1243  
Counseling Center

Cassie Pavone.....	828-689-1196
Pastoral Counseling	
Stephanie McLeskey.....	828-689-1299
Andrew Hoots.....	828-689-1664
My Sister’s Place, Madison County’s sexual assault services agency .....	828-649-2582
24 hour hotline .....	828-649-2446

Note that, if you desire to maintain confidentiality, the university may be unable to conduct a formal investigation into the alleged misconduct or to take disciplinary action against the alleged perpetrator. Even if you initially request confidentiality, you have the right to change your mind at any time and report the alleged misconduct to the university’s Title IX Coordinator for investigation.

## Non-Confidential Reporting

If you are the victim of sexual misconduct or interpersonal violence, you are encouraged to report such incidents to the university’s Title IX Coordinator or to any of the university’s responsible employees. Mars Hill University identifies all administrators, faculty members (including adjuncts), professional staff members, coaches, and student resident assistants (RAs) as responsible employees. These responsible employees must report allegations of sexual misconduct or interpersonal violence within 48 hours to the university’s Title IX Coordinator:

Jennie Matthews  
 209 Nash Hall, Mars Hill University  
 Mars Hill, N.C. 28754  
 828 689-1197  
 jmatthews@mhu.edu

The university understands that victims of sexual misconduct or interpersonal violence may experience trauma recalling details of their experiences. Responsible employees are therefore encouraged to listen carefully to reports and note all details but to avoid asking follow-up questions that could unintentionally cause additional distress. Alleged victims should be referred to individuals trained in trauma-informed interview techniques, including the Title IX Coordinator and the confidential reporting sources noted above.

## Formal Grievance

An individual may submit a formal Grievance to a responsible employee in writing, over the phone, or in person. A Grievance should be as specific as possible, providing the name of the injured party; the name of the alleged perpetrator; a chronology of the relevant events, detailing dates, places, and times; a description of the offending behavior; the names of any witnesses to the behavior or persons with knowledge of the behavior; and a requested remedy, if applicable. In the absence of a written Grievance, the responsible employee receiving an individual’s testimony shall thoroughly document all relevant facts and circumstances and pass this document on with notice of the claim to the Title IX Coordinator.

It is well documented that some victims of sexual misconduct or interpersonal violence have difficulty recalling details of their experiences. Accordingly, individuals should report as much information as they can initially but know that they may add to or otherwise modify a Grievance at any time.

Grievances should be reported as soon as reasonably possible, typically within 60 calendar days of the incident. However, the university reserves the right to investigate and act on any Grievance reported involving incidents that occurred outside of this time limit.

# Institutional Obligations

Victims should be aware that the university is required to report certain sexual assault, domestic violence, dating violence, and stalking incidents for federal statistical reporting purposes, as required by the Clery Act and the Campus SaVe Act. Accordingly, there are certain individuals at the university designated as Campus Security Authorities (CSA) that must report any incidents to Campus Safety & Security for compilation and statistical reporting. The information reported includes the general nature of an incident, the date, and the location; no personally identifiable information is disclosed. Victims should also be aware that, in other instances, when a reported incident is confirmed to pose a substantial threat of bodily harm or damage to members of the university community, the university must issue timely warnings to the university community as a whole. In such instances, the university will make every effort to maintain confidentiality while at the same time disclosing enough information to warn of the dangers threatened.

## Preliminary Inquiry

All parties involved in any aspect of these procedures are expected to maintain confidentiality throughout the process. Any party who does not maintain confidentiality may be subject to disciplinary action.

1. **Receipt of Initial Grievance.** If a Grievance is reported to a responsible employee other than the university's Title IX Coordinator, the person receiving the initial report shall notify the university's Title IX Coordinator of the Grievance within 48 hours of receipt of the report. If the Title IX Coordinator is alleged to have been involved in a violation, the Grievance shall be reported to the Assistant Vice President for Human Resources and Strategic Initiatives, who will fulfill the responsibilities of the Title IX Coordinator with regards to the Grievance. Should a Grievant request that a Grievance be kept confidential, the Title IX Coordinator will respect the Grievant's request and do everything practicable to maintain confidentiality, though doing so may limit the university's ability to respond to the Grievance. However, the Title IX Coordinator must balance this request with the university's responsibility to provide a safe and nondiscriminatory environment for all members of the university community.
2. **Notice of Grievance to Respondent & Opportunity for Response.** Within 5 days of receipt of a report of a Grievance, the Title IX Coordinator, with the assistance of other university officials, shall make a preliminary inquiry and initial determination as to whether or not the Grievance falls within the scope of these procedures and whether further investigation is necessary. If the Title IX Coordinator determines that further investigation regarding the Grievance is necessary under these procedures, the Title IX Coordinator shall provide written notice of the reported Grievance to the Respondent, either by providing the Respondent with a copy of the written initial report of the Grievant or by providing the Respondent with a summary of the allegations and requests made by the Grievant. In this notice, the Respondent shall be advised that a written Response to the Grievance may be filed with the Title IX Coordinator within 5 days of notice of the Grievance. The Response, if any, should confirm or deny the factual allegations, indicate the extent to which the Grievance has merit, and indicate whether the Respondent accepts or rejects the desired outcome requested by the Grievant or outline an appropriate alternative outcome. If the Respondent files a Response, the Title IX Coordinator shall provide a copy of the Response to the Grievant upon receipt.
3. **Interim Measures.** It is the goal of the university to investigate all Grievances in a prompt and equitable manner. Accordingly, the university strives to complete and resolve a filed Grievance within 60 business days or less (exclusive of any appeal). During the Grievance process, the Title IX Coordinator, in consultation with senior administrators, may implement Interim Measures to ensure the safety of all members of the university community. By way of example, Interim Measures could include no-contact orders, changes in housing assignments, changes to course schedules, changes to work schedules or duties, counseling, health services, other support services, or temporary suspension. If Interim Measures are implemented, the Title IX Coordinator or a senior administrator shall notify the Grievant, the Respondent, and any other individual or entity affected by the Interim Measures, in writing. The following factors are considered when determining the appropriateness of Interim Measures: the seriousness of the allegations, scheduled interactions between the Grievant and the Respondent (e.g., courses, housing assignments, extracurricular activities), restraining orders or other civil protections, and the specific needs and requests of the Grievant. When implementing Interim Measures, the Title IX Coordinator will balance the need to ensure the safety of the Grievant and the university community with the need to minimize the impact on the Respondent.

4. **Informal Resolution.** Prior to any investigation, and at any time during the Grievance process, the Title IX Coordinator may inquire of the parties if they wish to participate in informal resolution of the Grievance. If, and only if, both the Grievant and the Respondent voluntarily agree to do so, the Title IX Coordinator or designee will meet with the parties and informally attempt to resolve the Grievance. If the parties can reach an agreement, it shall be recorded in writing and signed by both the Grievant and Respondent, and no further action will be taken in connection with these Grievance Procedures. However, Grievances alleging sexual assault or other sexual violence may not be resolved through this informal process, even with the parties' consent. Further, all parties shall have the absolute right to end the informal resolution process at any time and return to, or begin, the formal stage of the Grievance process under these Grievance Procedures.

## Investigation

1. **Appointment of Investigators.** Unless an informal resolution is pursued, the Title IX Coordinator will appoint an Investigator and an Assistant Investigator, both of whom have had training in civil rights investigations, within 5 business days of receipt of the Grievance and Response, if any. The Title IX Coordinator will inform the Grievant and Respondent of these assignments in writing, to ensure that there are no conflicts of interest. Investigators are expected to complete all interviews, review all evidence, and complete an Investigation Report within 10 business days, unless, in the judgment of the Title IX Coordinator, additional time is required. If additional time is needed, the Title IX Coordinator will notify the Grievant and Respondent in writing of the date by which the investigation is expected to be completed.
2. **Interviews and Evidence.** During the investigation, the Investigator and Assistant Investigator will work as a team, reviewing the Grievance and the Response (if submitted), conducting interviews of both parties and relevant witnesses and collecting evidence. During interviews, both the Grievant and the Respondent have the right to have an advisor of their choice accompany them. All participants in interviews, including the Grievant, the Respondent, other witnesses, and any advisors, are required to maintain strict confidentiality about the interviews, sharing neither the Investigators' questions nor their responses with others, unless they are given written consent to do so by the Title IX Coordinator. Evidence collected by the Investigators may include student or personnel files, photographs, videos, reports, law enforcement investigatory records, medical records (if provided by a patient), or other documents. Investigators have no legal power to compel individuals to participate in interviews or to subpoena records, but refusing to participate in an interview or share relevant evidence may be grounds for disciplinary actions.
3. **Investigation Report.** Upon concluding their investigation, the Investigator and Assistant Investigator will prepare a written Investigation Report that documents the violation alleged, the interviews conducted, and the evidence reviewed. The Investigation Report concludes with the Investigators' assessment of whether it is more likely than not that the Respondent is responsible for having violated this policy. If it is determined that the Respondent is responsible for the alleged violation, the Investigators will recommend appropriate disciplinary actions and/or remedial steps to ensure that the sexual misconduct or interpersonal violence has ended, to prevent its recurrence, and to address its effects. The Title IX Coordinator will distribute copies of the Investigation Report to the Grievant and to the Respondent. Should neither the Grievant nor the Respondent file a timely appeal based on appropriate grounds (see below), the determination of the Investigators will become final. If the Investigation Report includes recommended disciplinary actions and/or remediation, the Title IX Coordinator will refer the matter to the appropriate senior administrator(s) (e.g., chief academic officer, chief student affairs officer, senior human resources officer) to determine the university's response, which will be communicated with both the Grievant and the Respondent.

## Appeal

1. **Right of Appeal.** Both the Grievant and the Respondent have the right to appeal the result of the Investigation Report in writing within 5 business days. Appeals are limited to 1500 words and must be based on one or more of the following grounds:
  - a) The appealing party has new information that was not reasonably available before the investigation and could have significantly affected the Investigators' determination that the Respondent was or was not responsible ("new information").
  - b) The appealing party has evidence of a procedural error in the investigation that could have significantly affected the Investigators' determination that the Respondent was or was not responsible ("procedural error").

- c) The appealing party asserts that the severity of the recommended disciplinary actions and/or remedial steps is substantially disproportionate to the severity of the violation (“disproportionate recommendation”). Disagreement with the Investigators’ determination or with the recommended disciplinary actions and/or remedial steps is not grounds for an appeal. Any appeal filed after 5 business days or without citing appropriate grounds will be dismissed.
2. **Appointment of Review Board.** Should an Appeal be filed in a timely manner and based on appropriate grounds, the Title IX Coordinator will appoint a three-person Review Board to hear the Appeal within 5 business days. The Review Board will consist of a Review Board Chair, who must be an individual who has experience serving as an Investigator or Assistant Investigator and has civil rights investigator training, and two additional Review Board Members. Neither the Investigator nor the Assistant Investigator assigned to review the recommendations of the Investigation Report being appealed may serve on the Review Board. The Title IX Coordinator will communicate with the Grievant and the Respondent to ensure that no prospective members have a conflict of interest before finalizing the Review Board’s membership.
  3. **Review Board Procedures.** The members of the Review Board will review the Grievance, the Response (if provided), the Investigation Report, and the Appeal. The purpose of the Review Board is to determine whether the Appeal has merit, not to reinvestigate the Grievance. If the Appeal is based on new information, the Review Board may review additional material evidence or interview witnesses to determine whether the new information could have significantly affected the Investigators’ determination. A Grievant or Respondent interviewed by the Review Board may be accompanied by an advisor of their choice. All participants in interviews are required to maintain strict confidentiality about the interviews, sharing neither the Review Board members’ questions nor their responses with others, unless they are given written consent to do so by the Title IX Coordinator. If the Appeal is based on an alleged procedural error, the Review Board may interview the Investigators or other individuals as necessary to determine whether the alleged procedural error could have significantly affected the Investigators’ determination.
  4. **Review Board Report.** Within 10 business days of being appointed, the Review Board will produce its Review Board Report, which presents the opinion of a majority of the Review Board members as to whether the Appeal has merit. The Title IX Coordinator will share this report with the Grievant and the Respondent. If the Review Board finds that an appeal based on new information has merit, the Title IX Coordinator will instruct the Investigator and Assistant Investigator to review the new information, examining material evidence or conducting new interviews as appropriate, and produce a Revised Investigation Report. If the Review Board finds that an appeal based on a procedural error has merit, the Title IX Coordinator will appoint a new Investigator and Assistant Investigator to conduct a new investigation. If the Review Board finds that an appeal based on a disproportionate recommendation has merit, the Review Board will make a new recommendation.

## Disciplinary Actions and Remediation

If the Respondent is found to have been responsible for violating this policy, the Investigation Report, Revised Investigation Report, or Review Board Report will include recommended disciplinary actions and/or remediation. If the Respondent is a student (or student organization), the Title IX Coordinator will forward the report and recommendations to the Associate VPSL, who will determine appropriate sanctions. If the Respondent is an employee, the Title IX Coordinator will forward the report and recommendations to the Senior Director of University Services, who, in coordination with the employee’s senior administrator, will determine appropriate sanctions. Possible sanctions include the following:

- For students — formal warning, community service, counseling, suspension, prohibition from participation in university activities, expulsion, or any other sanction specified in the Student Code of Conduct
- For student organizations — formal warning, community service, suspension, prohibition from participation in university activities, revocation of university recognition/disbandment
- For employees — formal warning, community service, counseling, suspension with pay, suspension without pay, prohibition for participation in university activities, demotion, change of title, change of duties, reduction of pay, termination



The Title IX Coordinator will forward remediation recommendations to the appropriate senior administrators for consideration and implementation.

## **Additional Information**

### **Retaliation**

Retaliation against any individual who files a Grievance or who participates in these procedures is prohibited. For purposes of this policy, retaliation could include, but would not be limited to harassment, intimidation, bullying of any form, including physical, verbal or indirect abuse, social isolation, or exclusion, and unfavorable treatment. Retaliation can take place in person, in writing, on social media, or via any other means. Individuals who believe they have been retaliated against should notify the Title IX Coordinator. Retaliation may result in disciplinary action or other appropriate sanctions by the university in accordance with this policy.

### **Prior Relationship History**

A Grievant's prior relationship history with anyone other than the Respondent will not be considered during the investigation or adjudication of a Grievance under these procedures.

### **Limited Immunity**

The university does not condone underage drinking or violations of the law or violations of the university's prohibition of alcohol on campus. However, the Title IX Coordinator may extend limited immunity from sanctions for violations of the Student Code of Conduct or conditions of employment to victims of sexual misconduct and/or to individuals who have assisted victims of sexual misconduct. Individuals afforded limited immunity may be required to participate in relevant education or counseling, as appropriate, but will not face additional sanctions.

### **Involvement of the Title IX Coordinator**

The university strives to provide a prompt, thorough, and impartial resolution to all Grievances, and the Title IX Coordinator may therefore be involved with the investigation and/or other aspects of these procedures as is necessary. The Title IX Coordinator shall not serve as an Investigator, an Assistant Investigator, or a member of the Review Board, but shall be present at the Review Board hearing and shall act as a moderator and recorder of the hearing.

### **Records Retention**

The Title IX Coordinator shall maintain confidential records of any Grievance filed for a period of at least 3 years from the conclusion of a Grievance. The records shall include at a minimum the name of the Grievant, the Grievance form or written notice of the Grievance, the name of the Respondent, the Response (if submitted), and the Investigation Report. If an Investigation Report is appealed, the records shall also include the Review Board Report and any other reports generated.

### **Modification**

The university reserves the right to modify, alter, or substitute, in whole or in part, this policy and associated procedures to comply with federal regulations and in response to guidance published by the U.S. Department of Education's Office for Civil Rights.

## **Key Terms**

**Advisor of Choice** — A Grievant or Respondent may select any individual to accompany him or her to an interview with Investigators of hearing of the Review Board. This advisor may be a student, an employee of the university, or an outsider. The advisor's role is to advise the Grievant or the Respondent, not to represent him or her. Advisors may not speak on behalf of the individuals they advise nor may they answer any questions put to the individuals. An advisor who interferes with an interview or hearing may be dismissed by the Title IX Coordinator and barred from participating in future interviews or hearings.

**Consent**— Consent is knowing, voluntary, and clear permission by word or action to engage in mutually agreed upon activity, such as sexual contact or intercourse. Each party must make certain that the other has consented before engaging in sexual activity, since individuals may experience the same interaction in different ways.

Either party can withdraw consent at any time by expressing in words or actions that they no longer want the act to continue. If either party withdraws consent, the other person must stop the activity immediately.

Individuals cannot be coerced, pressured, threatened, or emotionally intimidated into giving consent.

Individuals cannot be forced into giving consent. This includes instances in which an individual has been given intoxicating or incapacitating agents against his or her will.

Individuals cannot give consent when they are incapacitated (see incapacitation).

Individuals who are not at least 16 years of age cannot give consent to engage in sexual contact or intercourse.

Silence or the absence of resistance alone cannot be construed as consent to any activity.

Consent to a particular activity (e.g., kissing) cannot be presumed to be consent for other activity (e.g., intercourse).

A current or previous dating relationship is not sufficient to constitute consent.

**Dating Violence**— Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship is determined based on the Grievant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. To comply with federal law, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Domestic Violence**— Domestic violence includes a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. To comply with federal law, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

**Grievant**— The Grievant is the alleged victim of sexual misconduct or interpersonal violence, whether or not that individual reports the Grievance on his or her own or a report is made on his or her behalf.

**Incapacitation**— Incapacitation is a state in which one cannot make rational, informed decisions. Incapacitation can result from drunkenness, intoxication, unconsciousness, intellectual disability, developmental delay, or other forms of impairment. Individuals are not necessarily incapacitated simply because they have consumed alcohol or another drug. Rather, individuals are incapacitated when a reasonable person could infer that they are no longer capable of safely taking care of themselves. Common signs that an individual has become incapacitated as a result of ingesting alcohol or other drugs include slurred speech, uneven speech volume or speed, swaying or staggering, unfocused or droopy eyes, emotional outbursts, irrational statements, and general disorientation. Individuals are clearly incapacitated if they are asleep, otherwise unconscious, unable to control their motor skills or bodily functions, unable to respond accurately to simple questions (e.g., "Do you know who I am?" "Do you know where we are?"), or vomiting. An individual who is incapacitated is not capable of giving consent to any sexual activity.

**Non-consensual Sexual Contact**— Non-consensual sexual contact is any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent, including but not limited to any bodily contact with breasts, groin, genitals, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

**Non-consensual Sexual Intercourse**— Non-consensual sexual intercourse is any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent, including but not limited to vaginal or anal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

**Respondent**— The Respondent is any person or entity against whom the Grievance is made.

**Responsible Employee** — Mars Hill University identifies all administrators, faculty members (including adjuncts), professional staff members, coaches, and student resident assistants (RAs) as responsible employees. Responsible employees who are not identified as confidential reporting sources (health care, counseling, and pastoral professionals) are obligated to report incidents of alleged sexual misconduct or interpersonal violence.

**Sexual Exploitation** — Sexual exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and situations in which the conduct does not fall within the definitions of sexual harassment, non-consensual sexual contact, and non-consensual sexual intercourse. Examples of sexual exploitation include, but are not limited to, engaging in the following activities without the other person(s) consent: sexual voyeurism (such as watching a person undressing, using the bathroom, or engaging in sexual acts without the consent of the person observed); taking pictures or recording another in a sexual act, or in any other private activity (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent); exposing one's genitals or breasts in non-consensual circumstances or inducing another to expose his or her genitals or breasts; prostitution; engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted infection and without informing the other person of the infection; administering alcohol or drugs (such as "date rape" drugs) to another person; intentionally aiding another in perpetrating sexual misconduct or interpersonal violence.

**Sexual Harassment** — Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including when submission to such conduct is made either explicitly or implicitly a term or condition of instruction, employment, or participation in other university activities; when submission to or rejection of such conduct by an individual is used as a basis for evaluation in making academic or personnel decisions affecting the individual; or when such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive university environment.

## **Traffic Code**

This publication supersedes all previous publications dealing with traffic rules and regulations. Any suggestions or comments concerning this publication should be sent by email to [kwest@mhu.edu](mailto:kwest@mhu.edu) or [dgriffin@mhu.edu](mailto:dgriffin@mhu.edu).

### **A. General Statement of Policy**

The operation of a motor vehicle on the Mars Hill University campus is a privilege granted by the University. Due to limited parking, automobiles are generally NOT to be used as a means of intra-campus transportation. Parking privileges will be determined by the display of decals or hang tags issued by the Department of Safety and Security. Parking decals or hang tags will designate the authorized parking area for that particular vehicle. The Department of Safety and Security and/or the traffic committee will determine due cause, suspension, and revocation.

1. The Department of Safety and Security Officers are charged to protect the safety and welfare of the entire campus. They are responsible for enforcing the traffic regulations and ordinances impartially, whether the violator is a faculty, staff, or student. Safety and Security Officers will observe use the utmost courtesy when interacting with members of the university community. It is expected Security Officers will be treated with civility and respect in return.
2. The fact that a person parks in violation of any regulation or law and does not receive a citation does not mean that the regulation or law is no longer in effect. The responsibility of parking a vehicle legally rests with the vehicle operator.
3. All persons in the University community, faculty, staff and students are expected not only to observe the traffic regulations but also to pay fines for violations. Failure to do so may result in the vehicle being impounded and towed at the owner's expense, revocation of campus driving privileges, or immobilization by use of the Denver boot.

4. All traffic rules and regulations contained herein may be strictly enforced at all times for all members of the University community.

## **B. Definitions:**

1. For the purpose of these regulations, a motor vehicle includes automobile, truck, motorcycle, motor scooter, motor bike, golf cart, and any other motor-powered vehicle.
2. The term student includes all persons taking full- or part-time undergraduate, graduate, or post-graduate work (including those taking night courses), adult studies students, or auditors.
3. The term visitor includes any person, other than faculty, staff, and students, parking or driving a non-registered vehicle on campus.
4. The term faculty and staff includes any person hired as a MHU employee either full-time, part-time or of temporary status.
5. The term “public vehicular area” includes any drive, driveway, road, roadway, street, or alley upon the grounds and premises of any public or private hospital, college, university, school, orphanage, church, or any of the institutions maintained and supported by the state of North Carolina, or any of its subdivisions or upon the grounds and premises of any service station, drive-in theater, supermarket, store, restaurant or office building or any other business, residential, or municipal establishment providing parking space for customers, patrons, or the public or any drive, driveway, road, roadway, street, alley or parking lot .... (N.C.G.S. 20-4.01) (32)

## **C. Temporary Parking Permits for Visitors and Handicapped Persons**

1. Temporary Parking Permits will be issued at the request of the individual or a member of faculty or staff. During posted office hours, temporary parking permits will be available from the Office of Safety and Security, the security officer on duty, the parking enforcement officer on duty, Student Development Life, Admissions, or other identified offices on campus. After hours visitors should call the Security Officer on duty at (828) 689-1230. Visitors of students are the responsibility of that student, therefore any traffic violations are the host student’s responsibility to appropriately dispose of the citation by either payment for or successful appeal of the violation.
2. Handicap parking spaces are reserved for any MHU issued Temporary Medical Condition Permit or state issued handicap placard marked vehicles. Improper parking in a Handicap space will result in \$150.00 fine and potential immediate towing. No vehicle will be booted in a handicap space.
3. State handicap placards must be registered in the Student’s name and also with the Department of Safety and Security. It must be verified the placard was issued to the student not a parent or guardian.
4. Qualifications for MHU issued Temporary Medical Condition Permit:
  - a. Temporary Medical Condition Permits are issued at the direction of the Director of Medical Services in the Wellness Center with proper documentation from a medical doctor, or medical professional.
  - b. Director of Medical Services will communicate to the Department of Safety and Security of final approval for the MHU handicap parking permit.
  - c. Temporary Medical Condition Permits will be issued by the Department of Safety and Security located on the 3rd floor of Wren Student Union.
5. Handicap and Temporary Medical Condition Permits parking locations and order:
  - a. First—utilize any blue painted parking space or space designated with a standing handicap parking sign.
  - b. Second—utilize any green painted parking space designated for faculty/staff parking.
  - c. Third— utilize any white painted parking space.
  - d. Fourth— utilize any visitor designated area.
6. Handicap placard or Temporary Medical Condition Permits are never authorized to park in a Fire Lane or No Parking Zone.

#### **D. Motor Vehicle Registration Requirements**

1. All faculty, staff, or student motor vehicles operated on campus will be registered regardless of the length of time they are operated on campus. See later section for time limit for registration.
2. If due to an emergency a student is unable to drive their registered vehicle and must use an unregistered vehicle, the Department of Safety and Security office must be notified immediately to issue a temporary parking permit. Any citations received due to a delay in this notification are the responsibility of the student and is not a valid reason for granting of appeal.
3. If for any reason a decal must be replaced, the Department of Safety and Security must be notified and a new decal obtained as soon as possible. The decal being replaced must be removed from the vehicle and turned in to Safety and Security, or the removal must be documented and proven by inspection or other method. Replacement cost of the parking permit is \$10.00.
4. Under no circumstances are students to utilize faculty/staff hang tags. Individuals found in violation of this will be processed through the Student Code of Conduct for fraud.

#### **E. Motor Vehicle Registration Procedure:**

1. Registration is completed through an online process with Rydin Permit Express. The link location can be found on My MHU Resources for Students page.
2. All traffic fines are paid online at [www.permitsales.net/MHU/violations](http://www.permitsales.net/MHU/violations). There is no option for charging it to your account or paying by any other method. Obtain a prepaid card if you do not have access to a credit card. Before the end of each semester unpaid traffic fines will be transferred to student accounts. All tickets/fines must be paid within 10 days to prevent a \$10 late fee from being assessed.
3. All students must pick up the MHU Parking Permit during check in. After that time a newly registered vehicle will need to pick up the permit at the Office of Safety and Security during business hours; 9-5, M-F. If the vehicle is on campus outside those hours, the Security Officer on duty must be notified to issue a temporary parking permit.
4. All commuters are required to register any vehicle that will ever be on campus.
5. Permits must be displayed outside on the back window glass, left lower corner. Permit must be firmly affixed to the vehicle. Any other location is a violation and the permit must be replaced at the cost of \$10.00.
6. If the vehicle registered is a soft top convertible, has a small collapsible window, or is a Jeep type with a removable top, the decal must be attached to the outside front driver side lower window. Any unique vehicle situations should be presented to the Director or Chief of Security. Pictures with directions will be available during registration.
7. Motorcycles and scooters are also vehicles and must be registered. The sticker must be affixed to the front fork or front frame or guard portion of the scooter. Any questions should be referred to the Security Chief or Director.
8. Student permits are a one use safety configuration. Permit decals may not be shared from car to car.
9. Registration is not complete until the decal is properly displayed on the vehicle and all expired parking stickers have been removed.
10. Vehicles violating parking protocols are subject to being fined according to Section F of this traffic code.
11. Students are only allowed to register one vehicle at a time while at Mars Hill University. A new permit may be issued if a student changes cars during the semester, but an additional vehicle registration is not allowed. The Director of Safety and Security, or designee, may authorize a waiver of this rule based on individual need for Adult Studies or commuter students. Any additional permits issued during the academic year, the cost will be \$10.00, paid thru the Rydin website.

#### **F. Decals, Hang Tags and Corresponding Colors**

1. Decals will be issued according to you're the students status as an in- residence or a commuter student. In-residence students will be issued decals of differing colors based on residence hall assignment. Commuter and Adult Studies students will be issued decals designated with the letters "C", and sequential numbers. Faculty and staff will be issued blue hanging tags.

2. Each parking decal will have a letter and corresponding color designating the parking lot allowed. (i.e. F=Fox, L=Laurel, Lu= Lunsford, etc.).
3. All vehicles on campus will be subject to the same rules. Not registering a vehicle will result in the same citations, booting and towing procedure.
4. Parking lots are designated by color, and marked with signs clearly visible at the entrance of the lots. Corresponding color codes are:
 

Lunsford/Jarvis .....	Blue
Myers .....	Green
Dixon Palmer/Azalea/Dogwood.....	Black
Gibson/Laurel/Turner/Brown .....	Yellow
Edna Moore-Stroup/Huffman/Fox.....	Orange
Commuter and Adult Studies Students .....	Gold
Visitors.....	Print paper on dashboard
Faculty/Staff.....	Blue hanging tag

## G. Violations, Fines and Payments

### Violations, Fines, Booting, and Towing

1. As a courtesy, a notice will be sent to each registered email address when a citation is issued notifying them of the violation, location, procedure to pay for the citation online, and informal appeal procedure. Failure to receive the email notification does not constitute grounds for successful appeal. A list of common parking violations includes but is not limited to:
  - a. Fire Lane
  - b. Handicap
  - c. Non-Registration
  - d. Improper Zone Faculty/staff
  - e. Improper Zone
  - f. No Parking Zone
  - g. 10 Minute Excess
  - h. 15 Minute Excess
  - i. Parking against the flow or left of center
  - j. Wrong Way/One Way Violation
  - k. Blocking other vehicle or roadway
  - l. Breaching barricades
  - m. Failure to display decal, or decal is affixed improperly
  - n. Other
2. Fees for Violations:
 

1st violation-\$10.00; 2nd violation-\$25.00; 3rd violation-\$50.00; all subsequent violations \$50.00. These fines are per school year and do not reset per semester.

  - a. Handicap and Fire Lane Zones-\$150.00
  - b. Non-Registration: 1st Violation - \$10; 2nd Violation - \$50, 3rd violation, \$50 ticket, boot, and \$50 boot removal fee.
  - c. Boot removal -\$50.00 plus the cost of the violation.
  - d. All other violations:
 

1st violation-\$10.00; 2nd violation-\$25.00; 3rd violation-\$50.00; all subsequent violations:\$50.00
  - e. Payment must be made within 10 calendar days or each citation is subject to a one-time \$10.00 late fee.
  - f. Violation for failure to register which results in a vehicle being booted subjects the vehicle to being towed off-campus. All recorded violation fees must be paid in full prior to student's parking privileges

being reinstated. Until properly registered, such vehicle will be subject to immediate towing if returned to campus.

- g. When discovered that a student has attempted to subvert the registration requirement for a vehicle, this is a violation of student conduct rules and subject to university disciplinary procedures.
- h. Fire Lane and Handicap violations are subject to immediate towing.
- i. MHU will be first booting and potentially towing vehicles that have excessive fines of \$135.00 or more outstanding or unpaid.
- j. If a booted vehicle accrued fines are not cleared by the owner within 48 hours it will be towed.
- k. If a vehicle immobilization device or boot is improperly removed, damaged, or stolen, the vehicle owner will be held responsible. This will be investigated as criminal vandalism or larceny and prosecuted as such.
- m. Towed vehicles will be removed to Auto Mart Towing. To recover a towed vehicle, an additional towing fee of \$125.00 must be paid directly to Auto Mart Towing. There will be an additional \$35.00 per day for daily storage fees due to that business, NOT the University. If a vehicle is towed a second time, the student loses the privilege of a vehicle on campus for the remainder of that semester without refund.

## **H. Suspension or Revocation Of Driving Privileges May Result From The Following:**

1. Operating a vehicle under the influence of alcohol or any other controlled substance;
2. Accumulating more than \$135.00 unpaid MHU traffic or parking violations, during any semester or summer school;
3. If an individual whose driving privilege has been suspended or revoked is found driving a motor vehicle on campus during the period of their suspension or revocation, the violator's vehicle will be towed at the owner's expense. The case will be turned over to the appropriate University judicial body.

## **I. Appeals**

1. A notice will be sent to each registered Email address when a citation is issued notifying them of the violation, location, procedure to pay for the citation online, and informal appeals procedure. Failure to receive the email notification does not constitute grounds for successful appeal.
2. All appeals must be made within 10 calendar days of receipt of the citation. Any appeal past that point will not be heard.
3. Informal appeals may be made directly from the website listed in the email.
4. Informal appeal will be reviewed by Safety and Security supervisory staff.
5. Notice will be made back to the registered email address within 72 hours of the informal decision.
6. If the appeal is not granted, within 5 calendar days of notice students may file a formal written appeal by coming to the Office of Safety and Security and filling out the appeals form and delivering it to the Chief of Safety and Security. Any appeal past that point will not be heard.
7. The Traffic Appeal board will meet once monthly or as needed.
8. During the last two weeks of each semester, and during summer sessions, the Director of Safety and Security will adjudicate all traffic tickets appealed properly.

## **J. Zone Parking**

Students must park in the lots designated for their corresponding Residence Hall with no exceptions. There are no open parking areas on the Mars Hill University Campus.

The following lots are totally restricted parking:

1. Huffman 24 hr. Staff spaces: marked by sign.
2. Wellness Center (Infirmary Lot): Medical emergencies only.
3. The Department of Safety and Security spaces: Security vehicles only.
4. Handicap spaces: properly marked vehicles only (state issued or MHU temporary parking permit).
5. Residence Life Spaces: Residence Life professional or designated staff only.

6. Athletic Street is reserved for two-hour maximum parking for utilization of the gyms in Wren or Chambers, or as marked by appropriate signage. Athletic St. Parking is not to be used by commuters or students parking to go to class or be subject to citation.
7. Service Vehicle spaces: emergency and MHU official vehicles only
8. Blackwell Plaza
9. Commuter students and authorized visitors are allowed to park in the following locations:
  - a. Lot located at Park Drive and Cascade St (N.C. 213)
  - b. Broyhill Chapel adjacent to Park Drive.
  - c. Upper Nash off Dormitory Drive (No overnight parking allowed)
  - d. Gravel lot located on Bailey Street beside Spilman (No overnight parking allowed)
  - e. Designated parking spaces at Ponder field.
  - f. First six parallel parking spaces on Townhouse Drive.
  - g. 1st 10 spots beginning at Townhouse Dr. and Dorm Dr. going up Dorm Dr towards Myers dorm residence hall.
  - h. Last 10 spots, on the left, upper level of Lunsford

## **K. General Guidelines and Rules**

In addition to the motor vehicle laws of the State of North Carolina, the following rules and regulations are applicable:

1. Mars Hill University assumes NO responsibility for any damage or loss to motor vehicles driven or parked on campus. However, it is required that all thefts or damages are reported to the Department of Safety and Security immediately.
2. The registrant of the motor vehicle is held responsible for the safe, prudent operation, and proper parking of their vehicle regardless of who may be the operator.
3. All motor vehicle accidents occurring on campus are to be reported to the Department of Safety and Security immediately. Security will notify law enforcement if necessary for investigation or reporting forwarded to the State of NC.
4. Flagrant violation of any rule or regulation concerning the operation and parking of a vehicle on campus may result in the owner being fined, the vehicle being booted, or vehicle being towed away. The owner and/or registrant will be liable for any fines, towing, and/or storage charges.
5. Any operator of a motor vehicle on campus must be able to show, upon request of the department of safety and security, their university id card, valid driver's license, and proper vehicle registration.
6. It is a violation to disregard the one wayone-way street signs, and drivers will be cited for this dangerous act. The following streets on campus are classified as one- way: drivers will be cited for violation;
  - a. The upper drive at Fox Residence Hall
  - b. The driveway around Huffman, Stroup, and Edna Moore Residence Halls
  - c. Townhouse Drive in its entirety from Dormitory Drive to Park Drive
  - d. Dormitory Drive from Townhouse Drive up the hill to the far end of Gibson Residence Hall parking lot. Joe Anderson Drive to South Main Street is two waytwo-way traffic.
7. Stopping in "No Parking" zones located near the residence halls for unloading purposes and to pick-up passengers is acceptable only if a licensed driver with the keys to the vehicle remains with the vehicle at all times. Otherwise, vehicles will be ticketed or towed (to permit passage of other vehicles). Towing will be at the owner's expense. The use of hazard lights does not make allowance for parking in a no parking zone nor in a fire lane. If a car is left unattended, it is in violation.
8. If a vehicle becomes inoperable on campus, the operator must notify The Department of Safety and Security of the vehicle location. Operator must make reasonable effort to get the vehicle moved as soon as possible. Multiple of citations because an operator did not notify security will not be excused on appeal.
9. Any area within the boundaries of Mars Hill University, which is not marked with a specific parking space, will be considered a "No Parking" zone.



10. Parking lots are for parking only and are not to be used by motorized vehicles for racing or other noisy or disturbing activities.
11. Vehicles improperly parked are subject to additional enforcement action and fines every twelve (12) hours.
12. Restricted zone parking is in effect from 6:00 a.m. through 6:00 p.m. Monday through Friday. During weekends, faculty and staff parking is available until 6:00am Monday morning.
13. All posted traffic and regulating signs not covered in these regulations will be observed.
14. Wellness Center parking is restricted at all times.
15. Certain vehicles designated by the Director of Safety and Security as emergency and/or utility vehicles will be allowed to park anywhere necessary to conduct emergency maintenance operation or business.
16. All commuter and visitor lots will be monitored for unauthorized vehicles and cited accordingly.
17. Overflow parking is located on Dormitory Drive and Joe Anderson Drive, accessible by driving up the hill above Myers Residence Hall. This over flow parallel parking will be marked with a sign and does not include the parking lots of Turner, Brown, Gibson and Laurel.
18. No student vehicles are allowed in Faculty/Staff marked spaces or lots between the hours of 6 a.m. to 6 p.m. After 6pm and until 6am students may use F/S marked spaces. After 6am all student vehicles must be removed from F/S reserved parking or the vehicle is subject to a violation. Faculty staff lots and spaces are marked by signs or by green paint on the parking area.
19. Handicap parking spaces are reserved for state issued handicap placard marked vehicles or MHU issued temporary medical condition permit. Any student needing such temporary accommodation are to report to the Infirmary for documentation by the school nursing staff, who will provide a form stating the duration of the condition. That form is to be brought to the office of Safety and Security where a medical parking permit will be issued. Improper parking in a Handicapped space will result in \$150.00 fine and potential immediate towing. No vehicle will be booted in a handicapped space.
20. Fire lanes are marked by a sign or red paint on the curb or asphalt. Unless you are a fire truck or emergency vehicle you may NOT park in fire lanes. Parking in a fire lane will result in a \$150.00 citation and the vehicle towed. No vehicle will be booted in a fire lane.
21. Parking spaces are designated on Edna/Stroup/ Huffman Hill that are reserved for handicap, unloading parking, and service vehicles. All reserved spaces are marked and improper parking in such spaces are subject to citation, booting and potential towing.
22. 10 or 15 minute parking spaces are located at various locations throughout campus. Any vehicle remaining overnight in a 10 or 15 minute spot is subject to all sanctions up to and including towing. Overnight in this context is defined as two hours or more. These spaces are reserved for very short term use for loading and unloading.

213 Lot-designated commuter and visitor parking

Ammons Field house-Faculty/Staff parking only

Athletic Street-designated community parking, restricted to two-hour limit. Not to be used for athletic training or student classes.

Auditorium Drive-Handicapped spaces and designated as faculty/staff only

Azalea Lot-designated in-residence student parking for letter designations DP/A/D

Bailey Street (gravel lot beside the Baptist Church) in residence for designations EM/S/H/F.

Belk Field or Lower Fox Lot-designated for in-residence student parking for letter designations EM/S/H/F

Blackwell Plaza- designated 2 visitor, 1 Service and 1 Handicap

Brown Lot-designated in-residence student parking with letter designations T/B/G /L

Chapel Lot (lower lot)-designated commuter and visitor parking

Chambers Lot-designated faculty/staff and handicap parking only

Dixon Palmer Lot B-designated in-residence student parking for letter designations DP/A/D

Dixon Palmer Lot C-designated in-residence student parking for letter designation DP/A/D

Dogwood Lot-designated in-residence student parking for letter designations DP/A/D

Dormitory Drive- designated faculty/staff parking only

Ferguson Health Science (nursing) Lot-faculty/ staff  
 Ferguson Math and Science Lot-designated faculty/staff only  
 Fox Drive- designated in-residence parking for letter designations EM/S/H/F. Two spaces on Fox Drive are designated F/S.  
 Front of Chapel-designated handicap parking  
 Gibson Lot-designated in-residence student parking with letter designations T/B/G/L  
 Huffman Gravel Lot-designated in-residence student parking for letter designations EM/S/H/F  
 Joe Anderson Drive- designated overflow parking (any sticker)  
 Lunsford Faculty-designated faculty/staff parking only  
 Lunsford Lower-designated in-residence student parking for letter designations LU (and Jarvis)  
 Lunsford Upper-designated in-residence student parking for letter designations LU (and Jarvis)  
 McConnell Lot-designated faculty/staff only  
 Moore (behind the building)-faculty/staff and service vehicles only  
 Myers Lot-designated in-residence student parking with letter designation M  
 Nash Lot (lower lot) -designated faculty/staff only  
 Nash Lot (upper lot) -designated commuter and visitor  
 Pittman Lot-designated Visitor (4), Handicap (3) and 21 faculty/staff  
 Ponder Lot-designated faculty/staff and visitors, and commuter parking  
 Renfro Lot-designated faculty/staff, Chartwell's and security parking  
 Renfro (beside the building)-designated in-residence student parking for letter designations EM/S/H/F and AGS as signage dictates.  
 Spilman Lot-designated commuter student parking NO OVERNIGHT PARKING  
 Turner Lot- designated in-residence student parking with letter designations T/B/G/L

23. Students may not park in designated visitor, handicap or service vehicle spaces or in designated fire lanes. Student parking spaces are marked with white paint: faculty/staff spaces are marked with green paint and fire lanes are marked with red paint. Handicap spaces are marked with blue paint. Service vehicle spaces are marked in yellow paint.
24. Visitors need to register their vehicles if they plan to stay overnight or if they will be making frequent visits to campus. It is the responsibility of the student to have their visitors registered. If a vehicle is registered as a visitor, and is on campus for more than 3 consecutive days, it will be considered a non-registered student vehicle and will be subject to student fines or sanctions. If a non- registered vehicle accumulates multiple tickets, it will be booted. It is also the responsibility of the student to take responsibility for any violations that a visitor acquires.
25. The spaces along Athletic Street, College Street, and Bailey Street are shared town streets and subject to Mars Hill Town regulations. Students are not allowed to park on Athletic Street except for two hours while using the gym facilities. Students are not allowed to park on College St. while attending classes or be subject to Town of Mars Hill Police parking enforcement. These spaces are shared with community members using our facilities. A complete list of parking and instructions with a map will be provided at check in and registration, and is available online.

## **Notes**

