MARS HILL UNIVERSITY 1856

STUDENT HANDBOOK 2026-2027

Handbook 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. This document was last updated August 2026.***
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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Mars Hill University Mission Statement

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

GENERAL INFORMATION

Use of the Student Handbook

The Mars Hill University (MHU) Student Handbook is provided to articulate the standards, policies, and expectations of being a student member of the MHU community. This handbook covers policies affecting all students enrolled at MHU (see Handbook Definitions). The standards in this handbook not only guide procedures for the campus and extension buildings and classrooms, but are also expectations of how students will conduct themselves as representatives of MHU when off campus for University-sponsored activities.

By submitting acceptance to MHU, students agree to abide by all the terms and conditions of this handbook and the MHU Academic Catalog (accessible online at www.mhu.edu/academics/academic-resources/course-catalog/). It is every student's responsibility to be familiar with and live up to these policies and standards.

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. Notification from the Division of Student Life will be made via MHU email if an update is made to the Handbook. The University strives to communicate effectively through a variety of media. Students are expected to frequently check their MHU email as the primary source of University communication. Emails will contain vital information and deadlines for students. It is each student's responsibility to regularly access and follow through on pertinent information in these communications.

Notices 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.

MHU is an equal opportunity provider and employer. As a recipient of federal funds, through the United States Department of Agriculture (USDA), and in accordance with federal law and USDA 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 the Director of Human Resources (see below for contact information) or to the 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).

The 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 or sex in all educational activities or programs. In accordance with Title IX, MHU 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:

Dr. Jennie Matthews, Director of Human Resources & Title IX Coordinator
Mars Hill University
Nash Education Building Room 209
Phone: (828) 689-1197
Email: jmatthews@mhu.edu

Buffy Fowler, Human Resources Generalist/Title IX Assistant
Mars Hill University
Nash Education Building Room 202
Phone: (828) 689-1238
Email: buffy_fowler@mhu.edu

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

Mars Hill University defines a "school official" as a person employed by the University in an administrative, supervisory, academic, or support staff position; 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 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, and 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.

To file a complaint against Mars Hill University, write to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202.

Accreditation

Mars Hill University (MHU) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award bachelor's and master's degrees. Questions about the accreditation of MHU may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org).

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 (above), this Religious Identity Statement 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. For more information, please visit the Mars Hill University website at www.mhu.edu/religious-identity.

Diversity Statement

Mars Hill University (MHU) is committed to a diverse, equitable, and inclusive environment. Dimensions of diversity can include race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, cognitive style, and communication style. The intersection of these experiences and characteristics in an individual makes them valued members of the MHU community.

MHU shows this commitment by respecting and valuing these differences. All students enrolled at MHU are expected to do the same by being considerate of others and striving to form a collaborative and supportive educational environment that treats every person with dignity and respect. MHU is working to create an environment that fosters inclusion, where students have the opportunity to allow their various identities to inform their conversations. At the same time, they are not expected to represent or speak for an entire group of people who share aspects of an identity.

The Center for Student Success

The Center for Student Success (CSS) is an office specifically designed to assist 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 Director of Student Success is located in Campus Center 233.

The Center for Student Success supports students by:

- connecting them to a wide range of resources and services.
- creating action plans with student to enhance success in their academic endeavors.
- sharing effective study skills and techniques
- being a guide on the path to navigating college.
- providing regular feedback through faculty feedback surveys as well as Referrals through LionTrax.
- organizing tutoring support for a range of courses.
- offering workshops related to success in college and beyond.
- supporting students who are working to get back into good academic standing.

LionTrax Referrals

In addition to programming, CSS uses a tool called LionTrax to communicate with students and instructors about issues that may be affecting student success.

When an instructor submits a LionTrax Referral, CSS will work with academic advisors, other instructors, coaches, and Student Life staff to connect with the student. This allows students to take some action to increase their chances of success. Students are urged to speak with their instructor, academic advisor, and CSS staff (among others) who can offer assistance. Of course, students are always welcome to visit the CSS Office if they have questions or concerns about a LionTrax referral.

Whether you are a first-year student still making the transition to college and finding your way around campus or a senior who is suddenly struggling with an issue affecting your academic success, the Center for Student Success is here for you.

Student Care Team

MHU will maintain a Student Care Team (SCT or Care Team) to provide thoughtful, caring and preventive early interventions with students whose health and well-being, behavior, and/or life circumstances are concerning and/or

interfering with their academic success. Specifically, the Care Team will work to promote student academic success, personal success, and well-being through appropriate and timely interactions.

Handbook Definitions

Throughout the Handbook, the following terms are used:

1. "University" and "MHU" refer to Mars Hill University.
2. "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. "Faculty" 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. "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.
5. "Policy" means the written regulations of the University as found in, but not limited to, the Student Handbook, the University website (www.mhu.edu), the Academic Catalog, or any other official University publication.
6. "Student organization" means any number of persons who have complied with the formal requirements for University recognition.
7. "University housing," "on-campus housing," "residential areas," and "residence halls" refer to all buildings managed by MHU to house students, whether on-campus halls or temporarily managed spaces that University officials are designated to oversee.
8. "University official" includes any student, faculty, or staff member employed by the University to perform assigned administrative or professional responsibilities.
9. "University premises" and "campus" refer to all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
10. "VPSL" refers to the Vice President for Student Life, who is the University official designated by the President to oversee all matters relating to the Division of Student Life.

UNIVERSITY POLICIES

Academic Policies

University Policies related to Academics can be found in the Academic Catalog, accessible at www.mhu.edu/course-catalog and on The Hub. These policies include (but are not limited to): Academic Integrity, Academic Appeals Procedure, Academic Load & Overload, Academic Probation & Suspension, Academic Success & Learning Materials, Confidentiality of Student Records, Registration & Schedule Changes, Refunds for Withdrawing, Repeat Course, and Withdrawal policies. For more information regarding these policies speak to your academic advisor or you can contact the Registrar's office at registrar@mhu.edu.

General Complaint Policy

Student complaints should follow the complaint process related to the nature of the complaint.

POLICY	LOCATION/CONTACT
Admission or Readmission	Academic Catalog, p. 15
Academic Policies	Academic Catalog, p. 32
Grade Appeal	Academic Catalog, p. 48
Academic Integrity	Academic Catalog, p. 46
Academic Records	Registrar registrar@mhu.edu Academic Catalog, p. 45
Student Conduct Policies	Student Handbook, p. 49 my.MHU.edu, Student Resources
Discrimination or Sexual Harassment	Title IX Policy and Resources

If the complaint does not fall in any of the above categories, the student should first address the issue with the person with whom they have the complaint or with that person's direct supervisor.

If, after discussing the issue at the department level, the student feels that the complaint has not been fully addressed, he or she may contact Dr. Dave Rozeboom, Vice President for Student Life. dave_rozeboom@mhu.edu, (828) 689-1230.

Safe Academic & Work Environment Policies

Mars Hill University is committed to providing all administration, faculty, staff, and students with 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 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. These 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.

Policies Definitions

For purposes of these policies, the following terms are used:

- **Bullying**: 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. 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 N.C. 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.
- **Hazing**: any action that is in violation of N.C. G.S. § 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. 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,or 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;
    - participating in tattooing, piercing, shaving or branding of any kind;
    - drinking alcohol or using drugs;
    - consuming any inappropriate or harmful substance or concoctions; and
    - subjecting an individual to the servitude or ridicule of other members, or to any other form of public embarrassment.
- **Violence**: conduct that is intimidating, injury-producing, threatening, abusive or hostile against another member of the University community (see Handbook Definitions). 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; and

    - Any unlawful conduct as defined in the Workplace Violence Prevention Act (N.C. G.S. § 95-260).
- **Harassment**: 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, 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.
- **Social Media/Networking**: communication and interaction through the internet and web-based technology via personal web pages, accounts, or profiles created on a social media outlet (e.g., BeReal, Facebook, Instagram, Twitter, LinkedIn, Snapchat, Tinder, YouTube).

Violations of the Safe Academic & Work Environment Policies

All students are asked to immediately report any known or believed instance of violence, threatening behavior, harassment, hazing, bullying, or violation of the Doors & Windows or Professional Boundaries policies, whether known through personal observation or otherwise, to the Student Conduct Administrator (see Student Code of Conduct) for investigation. 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 will be promptly and thoroughly investigated under the MHU Student Code of Conduct procedure (see Section VII: Procedure of Student Code of Conduct).

If the alleged violation involves a member of the faculty or an administrator, the matter will also be referred to the Provost for further investigation. If the alleged violation involves a member of the staff, the matter will also be referred to the Director of Human Resources for further investigation. In the event the alleged violation of these policies involves the Assistant Dean of Students / Student Conduct Administrator, the report should be made to the Vice President of Student Life for further investigation. In addition, any alleged violation report that a student believes is not being adequately addressed may be reported to the Provost or the University President.

Reports of incidents involving sexual misconduct or gender-/sex-based bullying or hazing are to be reported and will be investigated in accordance with the MHU Sex & Gender Harassment, Discrimination, & Misconduct (Title IX) Policy. 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. Moreover, any alleged violation of these policies that is also a crime or violation of North Carolina law will be reported to proper authorities. MHU will cooperate with authorities in the enforcement of all applicable laws.

Anti-Bullying

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.

In addition, North Carolina law prohibits cyber-bullying of either fellow students or of school employees (N.C. G.S. § 14-458.1 and 14-458.2).

Anti-Hazing

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 basic human dignities of other students or members of the administration, faculty, or staff is in violation of this policy and/or in violation of North Carolina law, shall be subject to disciplinary action, up to and including, student expulsion or termination of employment.

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. G.S. §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." A violation of N.C. Gen. Statute § 14-35 is a class 2 misdemeanor.

Reporting Hazing Incidents

Mars Hill University encourages prompt reporting of any hazing activity. Reports may be made as follows:

- **Online Reporting Form**: Confidential submissions via confidential link HERE
- **Campus Security**: Contact Campus Security at 828-689-1230
- **Student Life**: Visit the Student Life Suite to report in-person, located on the 2nd floor of the Student Campus Center.

All reports will be handled with discretion to protect the privacy of individuals involved.

Investigation Process

Upon receiving a hazing report, Mars Hill University will:

- **Initiate a Preliminary Assessment**: The purpose of the assessment is to determine the credibility and severity of the allegation.
- **Conduct a Formal Investigation**: If warranted, a thorough investigation will be led by the Student Life Office in collaboration with Campus Security.
- **Implement Interim Measures**: Interim measures such as no contact orders, adjustment of class schedules, or temporary suspension may be implemented to ensure the safety and well-being of students during the investigation.
- **Conclude with Findings and Actions**: Based on the investigation, appropriate disciplinary actions will be taken, which may include suspension or expulsion of individuals or organizations found responsible.
- **Reporting to Law Enforcement**: In cases involving potential criminal conduct, Mars Hill University may refer the matter to local law enforcement while continuing the internal investigation.

Hazing Prevention and Awareness Programs

Mars Hill University is dedicated to proactive hazing prevention through:

- **Mandatory SafeColleges Workshops**: All student athletes and members of student organizations must complete the hazing awareness and prevention training, and complete the required assessment.
- **Awareness Campaign**: All students will receive hazing prevention information via email and will be invited to attend hazing awareness sessions.
- **Primary Prevention Strategies**: Emphasizing the development of positive organizational cultures, peer leadership, and bystander intervention training to prevent hazing before it occurs.

Transparency and Accountability

In compliance with the Stop Campus Hazing Act (SCHA), Mars Hill University will:

- **Publish an Annual Hazing Report**: Detailing reported hazing incidents and outcomes, made publicly available on the Mars Hill University website.
- **Maintain a Campus Hazing Transparency Report**: Regularly updated to include information on hazing incidents and prevention policies, ensuring community awareness and institutional accountability.

Anti-Violence & Anti-Harassment

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. Allegations of sex- or gender-based violence or harassment are not covered by this policy but are instead governed by the MHU Title IX Policy (see Sex & Gender Harassment, Discrimination, & Misconduct).

Doors & Windows

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. To reduce risk, it is the policy of MHU that faculty and staff will keep all windows to their offices, classrooms, or other workspaces unobstructed such that a third party can look into the office, classroom, or workspace at any time. In addition, it is the policy of MHU that, if a member of the faculty or staff is meeting one-on-one with a student in an office, classroom, or workspace that does not have a window, the door shall always remain open.

Mandatory Withdraw Policy

Mars Hill University fosters an environment of care, concern, and support for all our students. At times, a student's physical health and/or mental health condition may exceed the capacity of on-campus resources. In this event, a team of university personnel will work collaboratively with the student, the student's family, and/or other stakeholders chosen by the student to determine an appropriate course of action. If a student displays a pattern or constellation of behaviors that rises to the level of concern for the Student Care Team, then the Dean of Students, or designee, will meet with the student to discuss this and determine next steps.

During this meeting, the student will be able to review the process for a voluntary health withdrawal as outlined in the Student Handbook. A formal screening or assessment will be provided by an appropriate, trained professional. The student will be advised of resources available on and off campus that may provide additional support if navigating academic life while in treatment or recovering. The Coordinator of Accessibility Services, with the student, will evaluate the appropriateness of any reasonable accommodations. If the behavior allegedly violates the Student Code of Conduct, the student may be referred to the Dean of Students and a safety/behavioral contract will be created in consultation with the Counseling Center or Student Health Center as appropriate. If, during this process, staff determine that the student's condition exceeds the capacity of university resources OR if the student does not abide by the safety/behavioral contract, a mandatory withdrawal/separation from campus may be executed. A campus team that would include the Director of Counseling, the Director of Medical Services, and Dean of Students, or appropriate other designees would be responsible for making this determination.

Upon withdrawal, the student will be provided with the necessary information and documentation regarding the process for readmission to the university. The Center for Student Success will assist the student through the academic withdrawal process.

After the student leaves campus, they may initiate the appeals process if they wish to return to campus.

In any emergency, the University reserves the right to reach out to the designated Emergency Contact on file. In addition, the University reserves the right to communicate with hospital staff regarding the student's progress (Medical Services, Counseling Services, Assistant Dean of Students, University Chaplain).

In a psychiatric crisis, the University reserves the right to refer the student to a psychologist or psychiatrist for evaluation; the student will not be allowed to return to campus or participate in university activities until that evaluation is completed and the student has been cleared by the provider to return to and engage with campus. The Assistant Dean of Students (with the help of the Director of Counseling) will review the evaluation and any recommendations and will make the final decision as to whether the student may resume classes/activities at the university.

Professional Boundaries

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

Social Media Use

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 Title IX Policy), 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.

To help students, administration, faculty and staff properly portray, promote, and protect themselves and the University, Mars Hill University implements the following guidelines for using social media:

- Exercise respect, discretion and thoughtfulness when posting, especially when posting about Mars Hill University or an individual member of the University community;
- 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;
- Carefully consider the appropriateness of accepting any "friend" or "follow" request received; and
- Refrain from using copyrighted or proprietary information or materials without permission.

Choices regarding postings on social media and personal webpages can impact one's professional and personal life, both now and in the future. Faculty, staff, administrators, and students are reminded to avoid posting any information on social media that could jeopardize current or future job prospects or would otherwise reflect poorly on themselves or on the University.

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 MHU Student Code of Conduct, or pose a threat to the safety of the campus community.

Respect MHU

Mars Hill University is committed to fostering a safe and welcoming experience for all members of and visitors to the MHU campus community. The work of creating and maintaining an inclusive environment requires the efforts of the entire University, and we recognize that each member of the community holds some responsibility to foster an environment in which its members can thrive without fear of hate or bias. The creation of Respect MHU allows for the community to work together to report and address incidents of bias and hate on campus, thereby enhancing and contributing to the authentic pursuit of knowledge and truth that lies at the heart of our institutional identity and purpose.

Respect MHU is a structure that allows campus community members who have been the targets or witnesses of a hate or bias incident to bring these incidents to the attention of University administration in an easily accessible and understandable manner. Respect MHU is a systematic approach to promoting a safe and welcoming campus community for all students, employees, and visitors at Mars Hill University. Respect MHU builds community by:

- Creating a process whereby members of the campus community can report acts of bias and hate,
- Establishing a Bias Incident Report Team (BIRT) of MHU employees to respond to incidents of bias and hate and recommend potential next steps, and
- Working collaboratively across campus to reduce bias incidents and promote a healthier multicultural learning and living environment.

Threatening Symbols

The display of any symbols representative of organizations and ideologies associated with white supremacy groups or any other hate group or organization that seeks to promote fear and violence (as identified by the MHU Committee on Diversity, Equity, and Inclusion) is prohibited on campus, including residence hall rooms, on vehicles registered to park on campus, or anywhere else on University property. This includes, but is not limited to, the confederate flag, any variation of the flag originally employed as the battle flag of the Confederate Army of the Potomac, and swastikas and other Nazi symbols. Exceptions will be made for educational purposes only.

Drug-Alcohol Free Campus & Workplace

Mars Hill University is committed to providing an appropriate environment for the intellectual, personal, and spiritual 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. These policies are outlined for the University population in both the Student and Employee Handbooks.

Standards of Conduct & 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, regardless of legal age. The selling, transfer, possession, use or collection of alcoholic beverages or containers on campus, or at off-campus parties sponsored by campus organizations, is also prohibited. Furthermore, the University has a policy against the manufacture, sale, transfer, possession, or use of illegal and/or controlled substances.

Any member found in violation of this policy will be subject to sanctions as stated in the MHU Student Code of Conduct and the MHU Faculty & Staff Handbooks, as appropriate. Such violations by employees are grounds for immediate disciplinary action, which could include reprimand, suspension without pay, or discharge. 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. Cases involving controlled substances will be reported to the Mars Hill Police Department.

For more information on local, state, and federal laws regarding alcohol and illegal drugs, see:

- NC G.S. 18B (North Carolina Alcoholic Beverage Control Laws)
- NC G.S. 90, Article 5 (North Carolina Controlled Substances Act)
    - G.S. § 90-89 deals with the use and trafficking in illegal drugs by schedule from I to VI
    - G.S. § 90-95 deals with the penalties for violations of this Act

Firearms & Weapons

State law and Mars Hill University prohibit the possession of weapons of any kind on campus or in any vehicle on campus property. Weapons include, but are not limited to: guns, pellet guns, BB guns, stun guns, razor blades (except those used solely for personal shaving), paint ball guns, blow dart guns, air soft guns/pistols, bows and arrows, machetes, dirks, slingshots, leaded canes, blackjack, metallic knuckles, ninja stars, knives with blades over four inches (including bowie, dagger, switchblade, and hunting knives), and explosives (as defined in NC G.S. 14-269.2). The only exceptions are sharp-pointed or -edged instruments used as instructional supplies, unaltered nail files and clips, and tools used solely for preparation of food, instruction, and maintenance, on educational property. In addition, a faculty or staff member may possess a weapon only with prior written approval from the Director of Campus Safety & Security if the weapon is held in compliance with North Carolina law and/or used by a law enforcement officer as part of their job duties or as part of any training in connection with their job duties.

Possession of a firearm on educational property is a felony under NC law; moreover, it is a Class 1 misdemeanor for any person to possess or carry, whether openly or concealed, any weapon on educational property. Any weapon found in a student's possession will be confiscated and turned over to the appropriate authorities. The student possessing the weapon(s) will be subject to the MHU Student Code of Conduct and/or sanctioning under state law (see Section V: Prohibited Conduct of Student Code of Conduct for more information).

Motorized Scooter/Vehicle Policy

Purpose:

To ensure the safety of all campus community members/students and compliance with local and state laws regarding the operation of motorized scooters and similar wheeled devices.

Policy:

1. Prohibited Use on Sidewalks:
   In accordance with Mars Hill Community Ordinance 135, the operation of any motorized scooter or wheeled device—excluding wheelchairs—is strictly prohibited on sidewalks anywhere within the town limits, with the exception of those that go through campus, i.e. those in the lower quad.
2. Classification and Operation of Scooters:
   Per North Carolina state law, motorized scooters that can exceed 20 miles per hour, lack pedals, or are equipped with a seat and gas or electric motor are classified as motor vehicles. These scooters:
    - Must be registered and insured.
    - Must be operated only by individuals possessing a valid driver's license.
    - Are required to be ridden on public roads or designated bike lanes.
    - Must adhere to all applicable traffic laws and regulations.
    - Must be left outside of campus buildings including administrative, classrooms and residence halls at all times.
3. Helmet Requirements:
    - Riders under the age of 16 are legally required to wear helmets at all times while operating any motorized scooter.

- It is suggested that all riders operating scooters classified as motor vehicles (e.g., mopeds) should wear a helmet regardless of age.

4. Enforcement and Penalties:

   Violations of this policy may result in disciplinary action by the Mars Hill Police Department including but not limited to fines, impoundment of the scooter, and other sanctions as deemed necessary.

Responsibility:

All members of the university community are expected to comply with this policy to promote safety and respect for pedestrians. Questions regarding this policy should be directed to Campus Safety and Security.

Sex & Gender Harassment, Discrimination & Misconduct (Title IX) Policy

MHU is committed to sustaining a safe and healthy learning, living, and employment environment. Members of the MHU community, guests, and visitors have the right to be free from all forms of sex and gender-based harassment, discrimination, and related misconduct. The University prohibits all forms of sex and gender-based misconduct, including but not limited to sex and gender-based harassment, discrimination, sexual harassment, sexual violence, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Additionally, students and employees are expected to familiarize themselves with MHU's Sex and Gender-Based Harassment, Violence, Discrimination, and Misconduct Policy (also known as Title IX Policy).

Title IX is a federal civil rights law in the United States of America enacted as part of the Education Amendments of 1972. The U.S. Department of Education's Office for Civil Rights enforces the Title IX statutes (see Notices of Non-Discrimination). Title IX applies to schools, local, and state educational agencies, and other institutions that receive federal financial assistance from the Department. Title IX states:

"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

The Title IX Coordinator oversees the University's compliance with Title IX and with all aspects of MHUs Title IX Policy. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by contacting:

Jennie Matthews, Title IX Coordinator
Mars Hill University
Nash Education Building Room 209
Phone: (828) 689-1197
Email: jmatthews@mhu.edu

Buffy Fowler, Human Resources Generalist/Title IX Assistant
Mars Hill University
Nash Education Building Room 202
Phone: (828) 689-1238
Email: buffy_fowler@mhu.edu

To learn more, scan this QR code or visit the MHU Title IX website.

Mars Hill University is dedicated to promoting a culture that endeavors to prevent sex and gender-based harassment, discrimination, and misconduct. The University provides prompt reporting, fair and timely resolutions, and support for all individuals involved. We welcome your participation in nurturing a community that is free from sex and gender-based harassment, discrimination, and misconduct in all their forms. For additional information and to view the complete Title IX Policy please visit www.mhu.edu/titleix.

Traffic Code

This policy supersedes all previous publications dealing with traffic rules and regulations. Any suggestions or comments concerning this policy should be sent by email to wally_welch@mhu.edu.

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 & Security. Parking decals or hang tags will designate the authorized parking area for that particular vehicle. The Department of Safety & Security and/or Office of Student Life will determine due cause, suspension, and revocation.

The Department of Safety and Security Officers are charged with protecting 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 and use the utmost courtesy when interacting with members of the University community. It is expected that Security Officers will be treated with civility and respect in return. 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 to park a vehicle legally rests with the vehicle operator.

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

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 visitor includes any person, other than faculty, staff, and students, driving or parking a non-registered vehicle on campus.
3. 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)
4. Town of Mars Hill Ordinance #135; Sidewalks Only to be Used by Pedestrian Traffic- "specifically forbids bicycling, roller skating, skateboarding, horseback riding or the riding of any other animal, or the use of any other mechanical device to assist in transportation on the sidewalks of the Town of Mars Hill". This prohibition will apply to common conveyances that may be in the past used by students such as Onewheel GT, hoverboards, electric scooter or skateboards, electric unicycles, Segway (or other brand) self-balancing scooter, mopeds, or any other mechanical movement assisting device.

Temporary Parking Permits for Visitors & Handicapped Persons

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 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.

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 a fine between $150.00 and $250.00 and the potential for immediate towing. No vehicle will be booted in a handicap space. 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 and not another person. Handicap placard or Temporary Medical Condition Permits are never authorized to park in a Fire Lane or No Parking Zone.

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. Director of Medical Services will communicate to the Department of Safety and Security the approval for and duration of the MHU handicap parking permit. Temporary Medical Condition Permits will be issued by the Department of Safety and Security, office located in the Ferguson Math and Science Atrium.

Handicap and Temporary Medical Condition Permits parking locations and order:

- First—utilize any blue painted parking space or space designated with a standing handicap parking sign.
- Second—utilize any green painted parking space designated for faculty/staff parking.
- Third— utilize any white painted parking space.
- Fourth— utilize any visitor designated area.

Motor Vehicle Registration Requirements

- 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.
- 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 are not a valid reason for granting of appeal.
- 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.
- 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.

Motor Vehicle Registration Procedure

Registration is completed through an online process with Rydin Permit Express. The link https://www.Permitsales.net/MHU and can also be found on the My MHU Resources for Students page.

All tickets/fines must be paid within 10 days to prevent a $10.00 late fee from being assessed. All traffic fines are paid online at www.permitsales.net/MHU/violations. There is no option for charging it to your student account or paying by any other method. Obtain a prepaid card if you do not have access to a credit card. All unpaid traffic fines will be transferred to student accounts at the end of each month.

All students must pick up the MHU Parking Permit during check in. After that time a newly registered or changed 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.

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

Permits must be displayed outside on the back window glass, left lower corner, and firmly affixed to the vehicle. 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 of Safety and Security or designee. Pictures with directions will be available during registration.

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 Director of Safety and Security.

Student permits are a one-use safety configuration. Permit decals may not be shared from car to car. Registration is not complete until the decal is properly displayed on the vehicle and all expired parking stickers have been removed. Vehicles violating parking protocols are subject to being fined according to Section F of this traffic code. 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.

Decals, Hang Tags & Corresponding Colors

Students will receive a parking permit and must park in either the commuter lots or residential lots, depending on the student's status. Decals will be issued according to the student's status as a resident or a commuter student. In-residence students will be issued decals listing the academic year and designated "Resident". Commuter and Adult Studies students will be issued decals listing the academic year and designated "Commuter".

All vehicles on campus will be subject to the same rules. Not registering a vehicle will result in the same citations, booting and towing procedures. Parking lots are designated by parking status and marked with signs clearly visible at the entrance of the lots.

Violations, Fines & Payments

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.

Fees for Violations

1st violation- $20.00; 2nd violation $40.00; 3rd violation $80.00; all subsequent violations $80.00. These fines are per school year and do not reset per semester."

a. Handicap and Fire Lane Zones - 1st violation- $150.00; 2nd violation- $200.00; 3rd violation- $250.00; all subsequent violations $250.00. These fines are per school year and do not reset per semester.
b. Non-Registration: 1st violation 20.00; 2nd violation $40.00; 3rd violation $80.00 ticket, boot, and $50 removal fee.
c. Boot removal -$50.00 plus the cost of the violation.
d. Payment must be made within 10 calendar days or each citation is subject to a one-time $10.00 late fee. 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.

Any attempt by a student to subvert the registration requirement for a vehicle is a violation of student conduct rules and is subject to university disciplinary procedures. Fire Lane and Handicap violations are subject to immediate towing.

MHU will first boot and then potentially tow vehicles that have excessive fines of $1200.00 or more outstanding or unpaid. If accrued fines on a booted vehicle are not cleared by the owner within 48 hours, the vehicle will be towed. 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.

Towed vehicles will be removed to Decola's Towing. To recover a towed vehicle, an additional towing fee must be paid

directly to Decola's Towing. There will be an additional charge 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.

Suspension or revocation of driving privileges on campus may result from the following:

- Operating a vehicle under the influence of alcohol or any other controlled substance.
- Driving a motor vehicle on campus during the period when the individual's driving privilege has been suspended or revoked. The violator's vehicle will be towed at the owner's expense. The case will be turned over to the appropriate University judicial body.
- Accumulating more than $700.00, of unpaid MHU parking violations will be deemed a misconduct violation (Section V: Prohibited Conduct, A. University Misconduct, #19).
- Accumulating more than $1000.00, of unpaid MHU parking violations will be deemed a repeat misconduct violation (Section V: Prohibited Conduct, A. University Misconduct, #19).
- Accumulating more than $1300.00, of unpaid MHU parking violations will be deemed a repeat misconduct violation (Section V: Prohibited Conduct, A. University Misconduct, #19).

Appeals

5. 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.
6. All appeals must be made within 10 calendar days of receipt of the citation. Any appeal past that point will not be considered.
7. Appeals may be made directly from the website listed in the email.
8. Any appeal will be reviewed by the Safety and Security Director.
9. Notice will be made back to the registered email address within 72 hours of the decision.
10. In any unusual circumstance, the Director of Safety and Security will confer with the VP of Student Life and decide within 72 hours of acknowledgement of the appeal. This appeal will serve as the final step in the process, and any appeal past that decision will not be considered.
11. 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. This appeal will serve as the final step in the process, and any appeal past that decision will not be heard.

General Guidelines & 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. Students must park in the lots designated for their corresponding Residence Hall or commuter parking with no exceptions. There are no open parking areas on the Mars Hill University Campus.
3. 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.
4. 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 N.C.
5. 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 the vehicle being towed away. The owner and/or registrant will be liable for any fines, towing, and/or storage charges.

6. Any operator of a motor vehicle on campus must be able to show, upon request of any representative of the Department of Safety and Security, their University ID card, valid driver's license, and proper vehicle registration.
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 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 twenty-four (24) hours.
12. Restricted zone parking is in effect from 6:00 a.m. through 3:00 p.m. Monday through Friday. During weekends and holidays faculty and staff parking is available until 6:00 a.m. on Monday or the following regular business 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 Joe Anderson Drive, accessible by driving up the hill above Myers Residence Hall. This overflow 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 6:00 a.m. to 3:00 p.m. After 3:00 p.m. and until 6:00 a.m. students may use F/S marked spaces. After 6:00 a.m. 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 is to report to the Infirmary for documentation by the school nursing staff, who will provide a form stating the duration of the condition. Contact will be made with 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. Only fire trucks and emergency vehicles may 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 Moore/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.
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 three (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.
26. Students are not allowed to park on Athletic Street except in handicapped spaces if they have a proper placard while using the student services or fitness center facilities.
27. Students are not allowed to park on College St. while attending classes or be subject to Town of Mars Hill Police parking enforcement.

STUDENT LIFE POLICIES

Alcohol & Drugs

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. “Possession” for the purposes of this policy also includes being on campus in a state of intoxication. The possession of empty alcohol containers and shot glasses are also prohibited. Offenders will be subjected to the MHU Student Code of Conduct, legal prosecution, or both. The University adheres to and enforces all federal and state legislation governing alcohol/drugs.

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. In addition, the use, possession, cultivation, and sale of marijuana is illegal in the state of North Carolina, whether for recreational or medical use, and is therefore also prohibited on the Mars Hill University campus. All products containing THC (including Delta 8), regardless of legal status, are also prohibited on the Mars Hill University campus. 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 the MHU Student Code of Conduct (see Student Code of Conduct). In addition, if a staff member can pinpoint a smell of marijuana to a student’s room, they are subject to being fined even without activity occurring in any said moment.

Party Games

The use, possession, manufacturing, or distribution of alcoholic beverages or containers on 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. These include water pong, flip cups and quarters, and other variants. Possession of drinking game paraphernalia, including (but not limited to) pong tables, funnels, etc., is also prohibited.

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.

MHU 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 dogs on campus, pet owners or keepers should carry a bag or some other means to remove and properly dispose of the waste. While on campus, pet owners or keepers are responsible for any damage, accidents, and bites caused by their pets.

Animals, except for Service Animals, are not permitted in any University building (including academic buildings and administration buildings) or at athletic practice or competition venues. Only Service Animals and pre-approved Emotional Support Animals (ESAs) are allowed in on-campus housing. Animals may not be unattended, even if tied up. The owner or keeper of any animal that is not a Service Animal (see Service Animals) must adhere to the above guidelines regarding animals on campus.

Students who require the use of a service animal or emotional support animal must receive approval from the Office of Accessibility Services, which must communicate approval to the Office of Residence Life prior to the animal being brought to on-campus housing. If you have questions regarding Service Animals or ESAs, please contact the Office of Accessibility Services.

Dog sitting or animal sitting on-campus is prohibited. This remains true for both on-campus residence halls and academic buildings. All approved ESA/service animals should be with their owner or designated off-campus care giver at all times. Hosting animals that are not approved through the university for the purpose of watching them is prohibited and students who partake in this are subject to conduct violation.

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

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 Accessibility 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.

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 Office of Accessibility Services and employees requesting accommodations should contact Human Resources.

Emotional Support Animals

Emotional support animals (ESAs) will be permitted in University housing when the ESA is necessary for the resident (with a documented disability) to have equal access to housing and is approved in advance by the Office of Accessibility Services. All ESAs must be approved and reapproved yearly by MHU's office of accessibility services. Unauthorized animals will result in a fine of $100 a day for the duration of time they are on campus. All approved ESA owners should expect a monthly check from Residence Life to ensure living conditions are adequate

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 that student is and has been under the regular care of a licensed mental health professional (LMHP), credentials of their LMHP to be included.
b. A properly formatted prescription letter that states the link between the presence of the ESA and a documented disability of the student for which the ESA's presence supports the student.
c. Proof that the emotional support animal is properly licensed, up to date with all applicable vaccinations, and spayed/neutered. The animal must be at least six months of age by the time of the request.

A request may be denied if the ESA 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.

Approved ESAs are not permitted on any other part of campus outside their owner's room and immediate residential area. ESAs may not be left in the care of any other resident on campus. Approved emotional support animals must be removed by the student when a student is away from the residence hall for 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. The owner of an ESA approved as a housing accommodation must:

- Ensure the ESA does not unduly interfere with the routine activities of the residence hall or cause difficulties for other residents.
- Assume full financial responsibility for any:
    1. Damage or injury caused by the ESA, including (but not limited to) replacement of furniture, carpet, windows, and wall material, to be assessed at the time of the student's move out of their current housing assignment.
    2. Expenses incurred for cleaning above and beyond a standard cleaning, and for any costs related to pest control or pest mitigation, because of the ESA's presence.
    3. Cost of care, arrangements and responsibility for the well-being of the ESA.
- Assume full responsibility for cleaning up after the ESA, including disposal of all animal waste in accordance with guidelines established by the Office of Residence Life.
- Assume responsibility for maintaining up-to-date immunizations common to the ESA.
- Assume responsibility for containment of the ESA within the privately assigned residential area (room, suite, apartment) 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.

Removal of Service & Emotional Support Animals

Service animals and ESAs may be removed by the Director of Safety & Security 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 animal on University premises. Service and emotional support animals may be removed for the following reasons:

1. Uncontrollable: 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 on-campus housing areas until the owner/handler can demonstrate that she or he has taken significant steps to mitigate the behavior.
2. Non-Housebroken: An owner/handler may be directed to remove an animal that is not house-broken.
3. Direct Threat: An owner/handler may be directed to remove an animal that is determined 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 Assistant 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 Conduct 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 their housing obligations for the remainder of the housing contract.

Campus Safety & Security

Building Security

All students receive pre-programmed access to certain campus buildings on their MHU Identification (ID) card. To prevent unauthorized access to buildings 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 MHU ID to gain access to their assigned building. In addition, MHU ID cards will not be issued to campus guests; any student found loaning an MHU-issued key or ID card will be subject to the Student Conduct process (see Student Code of Conduct).

Because of the inherent security risk, tampering with or propping doors is strictly prohibited. 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. Please report unusual people or other circumstances at once to Campus Safety & Security by calling (828) 689-1230.

Any student issued a University key is responsible for its security and will be assessed for any applicable fees if the key is lost or damaged. The University is not responsible for lost or stolen personal property. All students residing on campus are issued a room key (or two keys, in some areas) during move-in. Residents assume full responsibility for the use of the key(s) until returned to Residence Life staff at the time of their checkout. Residence hall room re-cores, which are required when a room key is lost or permanently damaged, are $100.

Telephones

The phones at the entrance of residence halls are programmed to call Campus Safety & Security. They should not be used to call other numbers or users. They are programmed this way for students to obtain help when needed.

Abandoned Property

This serves as legal notice regarding personal property left in the residence halls after a student has departed campus or their housing contact has ended. Residents who leave personal belongings behind after vacating their on-campus housing assignment for any reason will have 48 hours to claim their property. The 48-hour period begins with the date the room is vacated or the agreement has ended. Any property left after that point will be collected and discarded. The student will be assessed any fees associated with storing of the property during the 48 hours and/or the removal of personal belongings from the assigned area(s). Mars Hill University is not responsible for any items that are damaged or stolen during this process.

Conveyances

Rollerblades, roller-skates, scooters, golf carts, hoverboards, or like conveyances (whether with or without motors) are prohibited in the residence halls or other on-campus buildings. Exceptions are vehicles used by Facilities Management, Athletics, Admissions, Campus Safety & Security, or any conveyance specifically approved by the Director of Safety & Security. Any medical device used for transport may be used on campus as long as the student using the device can provide documentation of authorization for use from a medical doctor.

Bicycles may be used for transportation but may not impede building/area entrances or exits. Bicycles may be stored outside at designated bicycle racks on campus; they should not be left in the common areas, hallways, or stairwells.

Students are strongly encouraged to secure their bicycle with a lock when not in use. Only non-motorized bicycles may be stored in residence hall rooms; storing e-bikes and any other motorized conveyances indoors is strictly prohibited due to safety concerns. Bicycles should not be parked so as to block or prohibit the use of walkways, hall entrances, or fire exits. Bicycles can be registered with Campus Safety & Security.

Searches & Seizures

Residence halls and residence hall rooms may be entered for inspection by pre-approved Student Life University officials at any reasonable time for:

- Safety and maintenance checks.
- Maintenance on University property within a residence hall room.
- Reports of or reasonable belief by staff that University policies or are being violated or that illegal activities are taking place inside (e.g., odor of marijuana or animal noises).
- 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 & Security, the Assistant Dean of Students, and/or the VPSL. An attempt will be made to notify students whose room is being searched. Students will have approximately 10 minutes to return to the room. Otherwise, the room search will take place in the student's absence. All searches will have at least two University officials present during the search process. Residents are expected to open the doors to their rooms for a Security Officer, Student Life professional staff member, Resident Advisor, or Facilities personnel. If the resident does not open the door for a properly identified individual, that staff member may unlock the door and enter.

A 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, 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);
- As necessary to prevent loss of or destruction of an item to be seized; or
- While searching for missing University property.

In any room inspection/search, any items which violate University policy or criminal 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. Further action may include seizing any illegal items or substances; if the item(s) violate local, state, or federal law, the appropriate law enforcement agency will be contacted to retrieve the item(s).

Any confiscated items that are not turned over to law enforcement will be securely held by Campus Safety & Security until the student to whom the item(s) belong can pick up the item(s) and immediately remove it from campus. Items will be held until the end of the academic year; any item not retrieved by Commencement will be discarded.

Vehicle Searches

Upon reasonable suspicion of violation of University policy or local, state, or federal law, MHU Safety & Security reserves the right to search vehicles parked on campus property. The University also reserves the right to inspect vehicles located on University property, regardless of whether the vehicle is registered with Campus Safety & Security. Vehicles may be searched only by University personnel given authorization by the Vice President for Student Life or the Director of Safety & Security.

Peaceful Assembly

Students at Mars Hill University are both citizens and members of their campus community. As members of the Mars Hill community, students enjoy freedom of speech, peaceful assembly, and peaceful expression. As members of the

academic community, they are responsible for obligations that come to them by virtue of this membership. The University is committed to free and open inquiry into matters of social, political, and economic concern and encourages meaningful discussion of all views on such issues. The following regulations are intended to enumerate the essential provisions necessary to reconcile freedom of assembly with responsibility in any campus meeting conducted for the purpose of expressing opinions of the participants.

Examples of a peaceful assembly include (but are not limited to) the following:

- **Demonstration** - A large group of people, usually gathering for a political cause. It usually includes a group march, ending with a rally or a speaker. A demonstration is similar to a protest in that they both can use the same or similar methods to achieve goals. However, demonstrations tend to be more spontaneous, whereas protests tend to be more organized.
- **March** - A walk by a group of people to a place in order to express support or an objection to any event, situation, or policy.
- **Protest** - A way to express objections with any event, situation, or policy. These objections can be manifested either by actions or by words.
- **Sit-In** - Any organized protest in which a group of people peacefully occupy and refuse to leave University premises.
- **Vigil** - An observance of a commemorative activity or event meant to demonstrate unity around a particular issue or concern, and/or to promote peace and prevent violence.

Guidelines for Peaceful Assemblies

Only Mars Hill University students or student organizations can organize peaceful assemblies on campus. Those who are interested in planning a peaceful assembly on campus must first submit a written request to the Vice President of Student Life (VPSL) (see Procedure for Planning a Peaceful Assembly). It is important to note that when a student or student organization plans an activity in response to a current event, they must still follow this policy. The University will make its best effort to accelerate its review; however, such accelerated reviews will occur on a case-by-case basis in a manner that is consistent with this policy.

Student gatherings may be conducted in areas which are generally available to the public (such as the Lower Quad), provided such gatherings:

a. Are conducted in an orderly and peaceful manner.
b. In no way obstruct vehicular or pedestrian traffic.
c. Do not interfere with classes, scheduled meetings, events, and ceremonies or with other essential processes of the University.
d. If inside a building, are held in an assigned meeting room.

Only meetings which have been approved in advance may be held within University buildings, athletic areas, and/or areas adjacent to residential or academic facilities on campus. Meetings which would impose an unusual demand upon staff or facilities must have approval regardless of where they are held on campus.

Procedure for Planning a Peaceful Assembly

Prior to sponsoring a peaceful assembly, a student or organization must submit a written request to the Vice President of Student Life (VPSL) at least 48 hours in advance of the activity or assembly; the VPSL may require additional notice based on the scale of an assembly/activity. The request should include the location on campus where the activity/assembly will be held as well as the proposed date and time, purpose, and estimated number of participants of the activity/assembly.

If the proposed event is a march, the student or organization will be required to submit a proposed route. If this route leaves campus property, the Town of Mars Hill must be notified and agree to the terms of the event.

The VPSL will meet with the Director of Campus Safety & Security and/or Assistant Dean of Students to review an application for approval within one working day of its submission. The VPSL will also meet with the student or organization requesting the permit, prior to its approval, to cover logistics, safety and security issues, use of amplified sound, and the potential for disruption to the University. Based on the scope of the assembly, other security requirements may be necessary as determined by the Director of Campus Safety & Security in conjunction with the VPSL. This plan will include assessment of the need for further resources from outside the University, such as Mars Hill Police or Madison County Sheriff's Department. Such assistance is not to be considered to suppress peaceful freedom of expression. When appropriate, the Campus Safety & Security will designate clearly marked areas for protest or demonstrations. The VPSL will then communicate the request and all corresponding details in writing (with a clear description of the event) to the Senior Leadership Team. Final approval is made by the University president or his designee.

Failure to file the appropriate request for approval may result in sanctions according to the Student Code of Conduct. Sponsoring organizations and their representatives are responsible for ensuring that there will be no disruption of University activities, conduct of business or events, programs, or services as a result of the activity/assembly. This includes (but is not limited to):

- Allowing free passage of pedestrian and vehicular traffic around campus at all points, including the ingress and egress to any campus building.
- Ensuring any use of amplified sound will not disrupt the conduct of University business.
- Discouraging and preventing any activity that might disrupt the campus environment, such as the disruption of the living environment in residence halls or campus events.
- Respecting and adhering to all policies and procedures regulating on-campus events.
- Obtaining all permits and notifying the Town of Mars Hill in the event of the assembly/activity moving outside of the confines of campus property.
- Obtaining approval from the MHU Office of Marketing & Communications prior to any use of the name of the University through/with media.

Compliance with the Peaceful Assembly Policy

Everyone is expected to comply with the directions of University officials who are acting in accordance with the performance of their duties. Failure to do so is a violation of the Student Code of Conduct. If a demonstration or activity interferes with normal University activities and/or functions, participants will be asked to disperse. Any student who fails to comply will be subject to the Student Code of Conduct. Actions that may be considered in violation of this policy include:

- Any violation of local, state, or federal law
- Any violation of standing executive orders from the office of the NC Governor, Madison County, Town of Mars Hill, or other government agency with jurisdiction on or around campus;
- Excessive noise that interferes with classes, University offices, residence halls, community neighbors, or other campus and community activities;
- Unauthorized entry into or occupation of a private work area;
- Conduct that restricts or prevents faculty or staff members or student employees from performing their duties, including interruption of meetings, classes, or events;
- Failure to maintain clear passage into or out of any University building or passageway, and/or workspace;
- Failure to disperse when a building, office, or campus space is closed;
- Other conduct that disrupts the normal operations of the University;
- Any other activity not listed that is out of bounds of peaceful assembly; and
- Vandalism, including graffiti or destruction of University property.

Student Identification

Student Identification cards, also known as MHU IDs, are official University-issued forms of identification and must be securely maintained by a student during their time of enrollment. Punching a hole(s) into an MHU ID can damage the card, causing it not to work with the entry door system in the residence halls; therefore, students should refrain from punching any hole into their ID. Students who lose their ID may go to the Student Life Office to have the ID replaced. A replacement ID cost of $15 will be charged to the student's account.

Smoke-Free Environment

All University-owned buildings are smoke-free. Smoking includes (but is not limited to) cigarettes, cigars, cigarillos, hookahs, e-cigarettes, Delta-8, vaporizer "vape" pens, etc. Smoking is not permitted within 50 feet of any entrance, window or air handling unit of any University building. Please dispose of butts/ashes/trash in the appropriate receptacles placed outside of buildings. Possession of or burning incense or candles are not permitted in any residential area.

If there is evidence of smoking inside any assigned housing space, the student(s) assigned to the space will be responsible for the cost of painting the entire room/apartment and replacing all affected soft furnishings. In addition, any student alleged to smoke inside any campus building will be subject to the Student Code of Conduct.

Vandalism

Damaging, defacing, or destroying University or private property is unacceptable behavior. Students who accidentally damage property will be expected to make restitution for the damage, but malicious acts will also be considered Student Code of Conduct violations and sanctions will be applied (see Student Code of Conduct). If vandalism occurs in a residence hall or building and Residence Life staff cannot determine the person(s) responsible for the damage(s), the entire hall/building community will be responsible for restitution for the damage(s).

Student Organizations

The following policies apply to all approved or petitioning organizations whether they are:

- **Department-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** - Greek 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-focused - 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-based** - 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

Responsibilities of Student Organizations

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

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

Any changes to a student organization's constitution and/or bylaws must be approved by the Director of Student Activities and the organization's advisor.

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 for more information.

Cause for Review

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. The Director of Student Activities, Assistant Dean of Students, or member of the President's Leadership Team 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 Director of Student Activities with signatures of fifteen students or a faculty or staff member alleging violations. The Student Conduct Administrator will conduct a review and make recommendations to the Director of Student Activities. See Expectations for Student Leaders & Student Organizations in the Student Code of Conduct for more information.

Membership & Member Requirements

To maintain healthy organizations, recognized and petitioning student groups are required to maintain a minimum of five active members. Any organization that cannot maintain membership will meet with their advisor or a member of the Student Life staff to create a plan of sustainability that addresses organizational recruitment, retention, leadership, and purpose. Organizations who do 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 no longer be recognized by the University.

Approved campus organizations must maintain an up-to-date roster of all active members. The Director of Student Activities will contact student organizations with the roster template each semester and will keep any roster confidential upon request.

Minimum Grade Point Average (GPA)

Students affiliated with a student organization must maintain a 2.0 cumulative GPA, unless otherwise noted. Organizational officers/leaders 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 Director of Student Activities can assist in verifying member GPAs. 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 may result in the loss of rights and privileges associated with organizational membership.

Greek Organization Member Requirements

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. First-year students must have a 2.75 cumulative GPA from their high school to participate in recruitment and intake processes. Transfer and continuing students must have a 2.5 cumulative GPA and have earned at least 12 credit hours to participate in recruitment and intake processes. If a transfer or continuing student does not meet these requirements, they will be considered a first-year student.

Any initiated member must maintain a 2.5 cumulative GPA. Students who do not maintain the appropriate minimum GPA will be placed on probation for one academic semester. At the end of the probationary period, the student's GPA will be verified and the student with either be cleared from probation or suspended from IGC (including individual chapters) until the minimum GPA is achieved.

Events & Advertising

Student organizations are required to reserve campus space (e.g., classrooms, etc.) for all meetings and events. All space reservations should be submitted via email to the Director of Student Activities 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-served.

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 public or classified as a "dance" or "party."

Campus fund-raising activities sponsored by organizations must be requested in writing, signed by the organization advisor and approved by the Director of Student Activities two weeks before the event.

Fundraising raffles or any form of gambling is prohibited.

Posters & Banners

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

Fliers, banners, and other printed materials must be approved by the Office of Student Life prior to being posted on campus. Commercial materials and/or promotional items for non-profit groups will not be approved unless sponsored by an approved student organization. Any student organization requesting to post materials on campus must do so by providing sample material to the Office of Student Life at least 3 business days prior to the requested posting date. University staff may remove any sign, poster, or banner deemed to be inappropriate or offensive or found to violate the posting policy.

No printed material may be attached to or written on any structure or natural feature of University property (e.g., building walls, doors, or windows; light posts, sculptures, signs, statues, or waste receptacles; trees or rocks), nor on vehicles on University property. Improperly posted items will be removed and any responsible student may be subject to the MHU Student Code of Conduct.

See Posters, Sales, & Solicitations in Residence Life for information on posting in residential areas.

Greek Organization Recruitment & Intake Guidelines

Specific rules and regulations set forth by IGC regarding recruitment/intake 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 the Dean of Students.

1. The formal recruiting period, recruitment, will begin no sooner than the week following mid-term evaluations. The new member process or intake 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/intake 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/intake 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/Intake and the new member process must be substance-free periods.

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;
- No debit card(s) are authorized to students; and
- Bank statements are provided to the Director of Student Activities each year for the time period of June 1 to May 31.

Organizations can work with the Director of Student Activities to obtain an on-campus account with the MHU 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.

New Organization Approval Process

Any group of students who wish to establish an organization must apply for official recognition to the Director of Student Activities after determining: 1) at least 5 founding members who are in good academic and judicial standing with the University; and 2) at least 1 faculty or staff member who agrees to advise the organization. The application must stipulate the following:

a. Name of the proposed organization;
b. Rational for requesting approved status;
c. Primary purpose/function of the group;
d. External affiliations (to national organizations or other groups);
e. Names and MHU ID numbers of student members and faculty/staff advisor;
f. Membership requirements (open or selected student membership, GPA, etc.); and
g. Process/ceremony for initiation or induction.

The Director of Student Activities will respond to the application by:

1. Giving permission for the group to proceed with development of a formal request for approval, such permission being valid only for one academic year;
2. Requesting additional information with a deadline for resubmission of the request; or
3. Denying the application of the group. If a request is denied, the group may appeal the decision, in writing, within ten calendar days to the Dean of Students.

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 Director of Student Activities 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. After SGA and/or IGC recommendation is received by the Director of Student Activities, the request is then submitted to the Dean of Students ("DOS") or designee; the DOS will forward the committee's recommendation to the President for approval. The President and Provost grant approval for establishment of an organization. An organization that has been granted approval will be immediately recognized by the University.

Any proposed group that does not receive approval cannot reapply for a full calendar year. Once the constitution has been approved by the SGA/IGC, DOS, and Provost or President, an organization is an official member of the MHU community. The organizational president and advisor will be notified via email by the Director of Student Activities about this approval.

Annual 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 contacted at the beginning of the academic year via email by the Office of Campus Engagement and Leadership. Organizational leadership will be required to submit the following information:

1. Membership rosters for the current academic 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.

Student Technology Use

In today's digital, technology-driven environment, students are expected to abide by all established procedures for using University-owned or -maintained technology to upholda safe, secure experience for the MHU community. The University uses a Single-Sign On (SSO) platform for accessing most campus software and systems; University password policy requires that students do not share their passwords or access to any software systems with anyone at any time. Passwords must be updated when notified by the Information Technology Services (ITS) Department's password management system. Students must also maintain multi-factor authentication (MFA) to protect themselves and the University from malicious attacks.

Students are required to maintain licensed anti-virus software (trial versions do not count) before connecting a computer system to the network; they are responsible for updating virus definitions regularly. Students are asked to be vigilant for phishing, scams, and other forms of cyberattacks that can compromise one's account and the University systems. If a student believes they have been a victim of a cyberattack, they should immediately contact the ITS Helpdesk for further support.

Students may keep disk space reserved for valid University uses by deleting unwanted files and programs,

and removing their MHU email addresses from listservs and other automatic mailing services. All students and campus community members must obey United States and international copyright laws and agreements when using the network. Users may not use the network to copy or transfer any software from any source without the legal right or license to do so.

Regroup is MHU's emergency contact and notification system; students are required to keep their emergency contact information up to date with the University to ensure this system can best notify individuals in cases of emergencies.

Regroup will send periodic test notifications, usually once a semester.

Students are prohibited from:

- Using the Network in any way that violates the standards of conduct established in the Student Handbook, the University Catalog, or any other official publication.
- Attempting 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.
- Attempting to damage the Network or degrade its performance through the introduction of a computer virus or any other action or attempt to interfere with or impede the use of the Network by others.
- Installing any Peer-2-Peer (P2P) or other file sharing applications. Students may not attempt to bypass firewall access lists that block these applications or the ports used by P2P file sharing applications.
- Sending threatening, harassing, or obscene messages to any person on or off campus, sending or forwarding chain letters, nor use the Network to engage in libelous or slanderous accusations.
- Using the Network to view or store obscene materials.
- Using the Network to engage in any illegal or criminal activities. Students must obey the laws of the United States, the state of North Carolina, and Madison County in all transactions.
- Engaging in any commercial pursuit, such as online advertising or sales, beyond the scope of University activities.
- Holding the University liable for any loss or connectivity outage relating to the Network, whether due to system failure or other causes.
- Configuring computer systems to share data/resources with other users unless written permission is granted from the ITS Department. Students 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.

Residence Life

Like any living community, residents of MHU residence halls are held to standards of behavior designed to create a positive living environment. In addition to abiding by the Student Code of Conduct, policies and guidelines have been established specifically for residents in on-campus housing. These policies are designed to ensure that each resident is respectful of their responsibility to communal living.

Three principles guide the residential policies that are established:

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** - respecting the needs and rights of others living in the community and avoiding behavior that does not contribute to the educational purpose of Mars Hill University or the Residence Life program.
3. **Property Loss and Damage** - care and protection of community and personal property.

The following policies are not intended to be a comprehensive description of MHU on-campus housing regulations. Instead, it is written to explain the most common situations under each of the three compelling community interests. Any action, whether or not listed below, that contradicts any of these three principles is not acceptable behavior for MHU residents; as such, each resident is responsible for regulating their behavior accordingly. See Student Code of Conduct, particularly part B of Section V: Prohibited Conduct, for more information about violations of Residence Life policy.

Residency Requirements & Restrictions

All full-time traditional-aged students who are 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 criteria listed in the Commuter Student Requirements (see Residency Requirements for Commuter Status).

Living in a residence hall offers significant opportunities for a student's development as they learn from individuals

of varied backgrounds, experiences, and personal philosophies. Responsible citizenship, broadened horizons, and increased interpersonal understanding are desirable results of the residential experience. The on-campus residential experience is designed for traditional-age students (between the ages of 17 and 24). As such, priority will be given to students who are ages 17 to 21 upon enrollment and who fall under the residency requirement. However, limited housing options are available for students over the age of 25 and Adult and Graduate Studies (AGS) students. Students 21 years and older will be given priority for apartment-style rooms whenever possible. Mars Hill University does not offer on-campus housing for married couples or families at this time.

Any student outside of the specified age range may appeal this policy and request special approval from the Office of Residence Life; if approved, housing will be assigned 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 room availability. Continuing students who fall outside of this age range but are currently housed on campus may continue to apply for housing, based on room availability.

Residency Requirements for Commuter Status

Any student meeting one of the following criteria may be excluded from the on-campus residency requirement. To receive approval for commuter status, a student must:

- Reside with a parent or legal guardian at their legal permanent address in one of the following NC counties: Buncombe, Burke, Haywood, Henderson, Madison, Mitchell, McDowell, Transylvania, or Yancey;
- Reside with a parent or legal guardian at their legal permanent address in Unicoi County, Tennessee;
- Be legally married and able to produce a valid marriage certificate;
- Be a single parent or legal guardian with custody of a child under the age of 18 and able to produce documentation demonstrating this responsibility (e.g., a court order, power of attorney, etc.);
- Be a veteran of more than 180 consecutive days on active military duty;
- Be 22 years of age or older by the first day of Fall semester classes;
- Have lived on campus for six consecutive semesters; or
- Be enrolled in less than 12 credit hours per semester and considered a part-time student.

The application for Commuter Status is available via the Res Life Portal and must be submitted at least 90 days prior to the upcoming semester in which the student is requesting to live off campus. While most students attending MHU will live on campus, those who do not wish to do so must either meet one of the criteria as outlined above 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).

Students wishing to submit an appeal must contact the Office of Residence Life for instructions on the appeals process. The submitted appeal will then be reviewed by the Director of Residence Life within 10 business days and provide a written decision within a reasonable time frame to the student via their MHU email. Additional information may be requested prior to a decision being made.

Housing Agreement

All students living on campus must sign a housing and food service agreement during the room selection process. 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). Students who break their housing agreement after July 1 will be charged 10% of their housing cost. Students who break it after July 1, even if approved to be a commuter will be charged 25% of their housing cost. All students must complete a medical form and immunization records, have a copy of health insurance cards on file with the Director of Medical Services, and have completed all of their stops prior to moving into their housing assignment.

The University may terminate a student's housing assignment if the student:

1. Is not registered as a full-time student carrying twelve (12) credits;
2. Ceases to attend classes;
3. Fails to meet all terms and conditions stated in the student housing agreement;
4. Violates University policies and/or the student's presence poses danger to other member of the University community or disrupts a normal operation of University housing; or
5. Obtains mutual agreement from the Office of Residence Life.
6. Has a critical stop or no schedule after June 15 (unless they have communicated with the Office of Residence Life about this matter.)

A resident may break their housing agreement 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
5. Other circumstances deemed by the University to be beyond their complete control.

Meal Plan Requirement

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 and may not be changed after the first day of classes in any semester. 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; up-to-date information on these options can be found in the Res Life Portal or at dineoncampus.com/marshill/for-residents.

Room Assignments & Changes

Each spring semester (for continuing students) and summer (for new and transfer students) the Office of Residence Life hosts room selection processes for the upcoming academic year. Students should be registered with at least 12 credit hours for the upcoming semester and have submitted their FAFSA to the MHU Financial Aid office prior to selecting housing. To secure a room assignment, students must complete the following steps:

1. **Apply** for housing by completing the appropriate Housing Application through the Res Life Portal, which includes the opportunity to input room type and hall preferences (to be used if the student does not participate in room selection).
2. **Connect** with a roommate through the Res Life Portal. The roommate selection process will be visible only after the housing application is completed and is not required to select a room. Students must confirm any roommate request through the Res Life Portal when another student requests them as a roommate or they will not be matched.
3. **Select** a room at an assigned selection time through the Res Life Portal. Specific room selection times and dates will be emailed to students. Room selection times for continuing students are assigned based on Earned Credit Hours; times for new and transfer students are based on Advanced Tuition Deposit dates. If a student does not self-select a room during their assigned selection time, one will be automatically assigned to them prior to their move-in based on their application preferences and room availability.

Housing assignments are made without regard to race, creed, color, religion, military veteran status, political affiliation, sexual orientation or national origin. Individuals involved in amorous relationships cannot share the same room and/or apartment in on-campus housing. Incoming students are required to pay an Advanced Tuition Payment before applying for on-campus housing for the first time. While every effort will be made to honor a student's requests, the Office of Residence Life cannot guarantee a particular residence hall, room, or roommate to any student. The University reserves all rights in connection with assignment or re-assignment of rooms.

Room Changes

Room changes are handled by the Office of Residence Life during designated room change periods. Two room change periods are offered each semester: one prior to the beginning of the semester and one after the first 10 business days of the semester. Information on and instructions for participating in these processes will be emailed to residents' MHU emails at least one week prior to the start of the process. 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 student(s) check out of their old room assignment, complete the Room Condition Report (RCR) on the Res Life Portal, returned the old key to a Residence Life staff member, checked into the new room, and received the new key. A student will have 48 hours to check out of their old assignment and move to the new assignment once a room change is approved. Housing charges may be pro-rated after the room change is complete. The fine for an unauthorized room change is $100.00.

Cancellation & No-Show

Students who cancel their housing after May 31 will incur a cancellation fee of 10% of the housing cost. A student must submit in writing their cancellation to residence-life@mhu.edu or in person to the Student Life Office on the second floor of the Campus Center.

Residents must check into their assigned rooms by 5:00 p.m. of the first day of classes at the beginning of each semester. Students who fail to check in by this time, without prior notice, will be considered a "no show"; their room reservation will be cancelled, and the student will incur a cancellation fee of $360.

Consolidation & Buyouts

Residents may not live alone unless they are living in a designated single-occupancy room or paying to privately reside in a double-occupancy room (referred to as a "Buyout" or "Private Double"). Any resident in a double-occupancy room who has a vacant bed space, if they have not bought out the space for the semester, must make the vacant bed space and accompanying furniture 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 buyout room rate from the date they first occupied the room.

After the beginning of each semester, any resident assigned to a double-occupancy room who does not have a roommate will be emailed and given the opportunity to buy out their room and make it a private double. The resident will receive instruction via their MHU email on what options are available to them. Private doubles are approved for one semester. Any approved Buyouts will revert to double-occupancy rooms for the following semester and will be reconsidered for Buyouts once all incoming new residents have been assigned housing.

Cleanliness

Residents are expected to take reasonable care in maintaining the cleanliness of their rooms, apartments, and suite bathrooms. Maintaining a clean room includes keeping the floor clear for walking, addressing any negative odors as they occur, cleaning up spills (especially spilled food or drink), and washing linens at least once a month. Maintaining a clean bathroom includes wiping down the sink(s) and shower, mopping the floor regularly, cleaning the toilet and any other surface when stains occur, and addressing any negative odors as they occur. While community bathrooms are regularly cleaned by housekeeping staff, residents should be considerate of others by cleaning up after themselves after using the community bathroom. And although every building has housekeeping staff, residents should not expect these staff to do more than regular maintenance of the common areas.

Health and Safety inspections will be conducted at least twice per semester to ensure each resident's room and bathroom (if applicable) is being maintained. These inspections will be announced 48 hours prior to the first inspection; inspecting a room may occur with or without the resident being present. Residence Life staff members will enter spaces to check for any cleanliness issues and potential Residence Life policy violations. If any issues are found, the resident(s) will receive written notice of the concern and will have 24 hours to address the issue. If the issue is not addressed after the room is re-inspected, the resident(s) will be subject to the MHU Student Code of Conduct. See Searches & Seizures for more information about room inspections.

Residents of apartments and suite style residence halls are required to clean their own bathrooms. Residents of communal style residence halls are not required to clean the bathrooms, but they are expected to clean up any messes for which they are personally responsble.

The housekeeping staff will deep clean bathrooms in suites and kitchens in apartments when it is deemed an emergency by the Director of Residence Life. The cost of this extra cleaning will be billed to all residents assigned to the apartment or suite and the residents may be subject to the MHU Code of Conduct.

Trash & Recycling

All trash and recycling should be placed in the University-provided receptacles that are located in the designated trash area of each building; trash must be placed in a contained bag before discarding. All cardboard boxes must be broken down and placed in designated trash areas or taken to the green recycling trailer, located behind Moore Auditorium. Residents are expected to remove their trash from their room at least once a week. In addition, residents are expected not to litter in public areas (inside or out) of the buildings or parking areas.

Toilets, Toilet Paper, and Shower Curtains

Toilet paper and shower curtains are provided in residence halls with community bathrooms. Residents with suite- and apartment-style bathrooms are required to provide their own toilet paper and shower curtains. Toilets are built to handle human waste and toilet paper only; all other items (e.g., flushable wipes, personal hygeine products) must be discarded in trash receptacles.

Damages & Fines

Every resident is responsible for following the proper check-out procedures before leaving campus, which includes (but is not limited to) cleaning the room, removing all personal belongings and trash, closing all window blinds, setting air conditioning units to the standard temperature, and returning all University-issued keys. Failure to properly check out may result in an improper checkout fine of $200. Additionally, any resident who does not vacate their housing assignment on time will be charged a late checkout fee of $60 per day until they vacate the room. Locks are immediately re-keyed when a key is not turned in; therefore, any resident who turns a key in more than 48 hours past their checkout time will incur a lost key fee of $100. Additional fees may be assessed to a resident(s) after checking out due to room or furniture damage, missing keys or University-owned property, and/or additional cleaning needed. Residents 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 a collective fine for all students residing in the area in which the damage occurred.

Electrical Appliances

Many of the residential buildings on campus were built before or during the 1960s 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 or 2.0 amps are therefore not allowed. Mini refrigerators that are no larger than 4.0 cubic feet are permitted, but only one per room is allowed. Extension cords of any size are not allowed and will be confiscated if found. Residents may use one multi-outlet power strip if it is U/L Listed* and has an on/off switch, heavy-duty cord, and built-in circuit breaker; a maximum of 15 amps/120 volts per outlet is allowed.

Because of increased risk of fire in residence halls, the following items are not allowed in any residence hall or area:

- Cooking appliances with open heating elements, including (but not limited to):
    - Toasters or toaster ovens
    - Personal grills or panini presses
    - Electric frying pans/woks

    - Hot plates, induction stoves, or camp burners
    - Coffee pots without an automatic shut-off feature
- Space heaters or personal air-conditioners
- Plug-in or electricity-based air fresheners
- String lights, holiday lights, or adhesive LED strip lights
- Halogen lamps, oil lamps, or sun lamps

Residents are welcome to bring any small appliances that include an automatic shut-off feature. If any resident is unsure of an item's approval, they should contact the Office of Residence Life for further instruction.

Heating/Cooling Units

For heating and/or cooling units to work properly, residents must not place any items on the unit or in front of the vents to block them; sitting on a heating and/or cooling unit is also prohibited. Doing so may cause the unit to heat/cool improperly and be damaged. Residents are not allowed to hang or attach anything from or to heating and/or cooling ductwork, units, or vents.

Underwriters Laboratory - UL Listing is a safety certification program. See www.ul.com for more information.

Fire Safety & Building Evacuations

Fire is a serious threat to life, health, and property. Because of this, all residents and their guests are expected to follow the building evacuation guidelines whenever an alarm is sounded. Evacuation plans are posted on all floors and on the back of every room/apartment door. 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. Any resident found in violation of these requirements will be subject to the MHU Student Code of Conduct.

Discovery of smoke detectors in residence hall living spaces that have been tampered with and/or covered, will result in a room search by Campus Security and Residence Life professional staff members.

Fire drills, which are full exercises of fire evacuation plans, are conducted twice a semester in each building. The first drill will be announced while the second drill will be unannounced. It is mandatory to evacuate any University building when a fire alarm sounds. Residents should refer to the emergency signage on the back of their room door for more information on evacuation procedures and emergency contacts.

Explosives, Flammable Materials, & Open Flames

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 motorized vehicles (e.g., e-bikes, motorized scooters, hoverboards) inside residential buildings (see Conveyances for more information).

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 incense 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.

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.

Furniture in Residence Halls

Residents share in the responsibility of maintaining all residence hall facilities; as such, room furnishings must remain in their assigned room at all times. While a resident may carefully adjust furniture in their individual room, they must return the room furniture to its designated position (as placed at the beginning of the year) prior to moving out. Residents may add small accent furniture to their room if it does not pose a safety risk (e.g., blocking the door) or risk of damage to University property. Waterbeds, hot tubs, and any other water-based furnishings are prohibited from on-campus housing. Outdoor balconies that are attached to apartment-style rooms are considered an extension of the residents in that space; residents must supply their own outdoor furniture for their balcony, if desired. Any personal furniture must be removed upon the resident's move-out; any left personal belongings will result in the resident being assessed a furniture removal fee of at least $50 per item.

University-owned furniture may not be removed from its assigned room/location. All furniture in common areas is for the use of the residents assigned to that area and is not to be removed from its set area. Any resident who removes or replaces University-owned furniture, whether removing items from or bringing unapproved University property into their individual room, will be assessed all applicable damages (see Damages & Fines). This includes any indoor University-owned furniture being placed outdoors. Any resident who misuses University-owned furniture may be subject to the MHU Student Code of Conduct.

Beds are provided in all student rooms; personal lofts are not permitted. Lofted beds using University-provided loft kits will only be allowed in buildings where the University provides them. Dogwood and Laurel Residence Halls have lofts for all beds. Any resident who lofts their bed is expected to return the bed to an unlofted position prior to moving out.

Guests/Visitation

Guests within on-campus housing are defined as any individual who does not reside in the same building as the resident whom they are visiting; a resident from another building on campus is still considered a guest. The resident whom the guest is visiting is considered the "host" and is responsible for their guest's behavior for the duration of the visit. The resident host is also responsible for any violations of the Student Code of Conduct of their guest(s) and must escort their guest(s) at all times.

Guests may visit on Sundays through Thursdays between the hours of 11:00 a.m. - 11:00 p.m. and Fridays and Saturdays between the hours of 11:00 a.m. - 2:00 a.m. (the following day). Any resident requesting to host a guest overnight must email a Residence Life staff member at least 3 business days prior to the intended visit date with the guest's name, age, sex, relation to the resident, and reason for visit. If approved, the resident will receive a written approval to be used as verification during the guest's visit and the resident's RA will be copied on the notice. If an overnight guest has a vehicle, the hosting resident must request a visitor parking pass from Campus Safety & Security and show the written approval to receive the pass. Overnight guests must be the same sex as the resident and may not stay more than two (2) consecutive nights at a time. If a guest is the opposite sex of the resident, they must leave the residence hall at the end of visitation hours. Residents may host overnight guests in their room up to six (6) nights per semester; this privilege may be revoked if a resident does not take their roommate/suitemate(s) into consideration when hosting overnight guests.

The Office of Residence Life may provide temporary restrictions on visitation to any residence hall when guests may negatively affect the community, such as during a communicable disease outbreak or repeated guest misconduct.

Laundry in Residence Halls

High efficiency washing and drying machines are provided in each residential community and can be used by residents at no charge for unlimited use. These machines are owned, operated and maintained by a private company on behalf of the University. The University is not responsible for damaged items due to the misuse of machines. If a washer stops

and does not release the lock, Campus Safety & Security may be contacted for assistance. Any resident who breaks a laundry machine door to retrieve their belongings will be responsible for the repair costs of the machine. Residents are responsible for securing their laundry before and after using a machine; the University is not responsible for lost or stolen items as a result of unattended laundry.

Lockouts

When a resident is locked out of their room, they should first seek assistance from a nearby Resident Advisor (RA) or the RA on Call (if available). When an RA is not available, the resident should contact Campus Safety & Security for assistance. Any resident receiving access to their room must present their MHU ID to the RA or Security Officer upon accessing the room. Each resident will receive two (2) courtesy lockout assists per semester; for each subsequent lockout during that semester, a $15 lockout fee will be assessed to the resident's student account.

See Building Security for more information about lost or damaged room keys.

Move-ins, Move-outs, & Building Closures

Residents must check in with a Residence Life staff member prior to moving into their rooms. During the move-in process each resident will receive their room key and instructions on reviewing their Room Condition Report (RCR) form. If there are any discrepancies between the actual condition of a resident's room and the RCR, the resident should immediately notify a Residence Life staff member to document the discrepancies.

Residents must move out of their rooms at the end of the academic year, 24 hours after their last exam or by 12pm on the published closing date, and/or anytime they vacate the room (i.e., a room change or withdrawal). It is the resident's responsibility to arrange transportation from campus ahead of time. Checkout procedures will be emailed to all residents at least one week prior to any closing date; failure to follow these procedures will result in assessed fees (see Damages & Fines).

Any resident requesting to move in early or move out late must do so in writing to the Assistant Director of Housing at least 3 business days prior to the move-in/move-out date; all requests must include a faculty or staff recommendation. If a request is denied, the resident is still required to abide by the standard move-in/move-out date. If a resident is approved to graduate at the end of the semester, they will be automatically approved to remain in their on-campus housing assignment until 5pm on the day of Commencement (unless otherwise specified by the Office of Residence Life).

Residence halls/areas close for mid-semester University breaks (Fall, Thanksgiving, and Spring) and for Winter Break; residents are not required to move their belongings out of their rooms unless they have been suspended or have an approved room change upon their return to campus. All residence hall/area closures will be communicated by the Office of Residence Life at the start of the semester. On-campus housing is not provided for Summer Terms; exceptions will be considered when a student is remaining on campus during the summer in service to the University.

Academic Suspension & Probation

Any resident on academic probation is responsible for checking their Self-Service account at the end of the semester to determine whether they have been academically suspended. Any resident placed on academic suspension must move out of their room by the end of the academic semester or submit an appeal by the posted deadline (see the MHU Academic Catalog for more information). If appealing a fall semester suspension, the resident is still encouraged to vacate the room and complete all proper checkout procedures; their room assignment will remain during Winter Break until a decision on the appeal has been communicated to the Office of Residence Life. If the appeal is denied, the resident will have 48 hours to vacate their room. Any late or incomplete moveout will result in damage fine(s) (see Damages & Fines).

Noise & Quiet Hours Policy

Noise is defined as any sound, human or otherwise, that is disturbs the residential living environment. This includes loud voices, stereos, video games and musical instruments. Generally speaking, the noise level of a resident should be confined to their individual room only and not be heard by others who are trying to study or sleep. Specific quiet hours from 10:00 p.m. to 8:00 a.m. exist for all residents throughout the week; 24-hour quiet hours take effect from the last weeknight before the first day of exams until the last day of exams. Residents are expected to be considerate of others in their community and lower the noise level of their activity upon request or complaint. Any resident's failure to comply with a University official's request to lower their noise level may result in their subjection to the MHU Student Code of Conduct. The need for quiet supersedes noise at all times.

Pets in Residence Halls

A "pet" is an animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal. See Animals on Campus for requirements regarding service and emotional support animals.

Because of health reasons such as sanitation, allergy concerns, and consideration for others, pets are not allowed in any building on campus, including on-campus housing areas, at any time. This includes any pet that is with a guest. Fish in a tank no larger than 10 gallons are the single exception to this policy (fish may not be kept in a resident's room when the building is closed, e.g., for a University break); no other aquatic or reptilian animals are allowed. 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 the fish.

The possession of an unapproved animal in campus housing will be considered a violation of the Student Code of Conduct. Any student found responsible for possessing an unapproved animal in on-campus housing will be immediately charged a $100 fine per animal and required to remove the animal(s) within 24 hours. Failure to remove pets immediately will result in further disciplinary action and additional damage costs.

Posters, Sales, & Solicitation

Fliers, banners, and other printed materials must be approved by the Office of Residence Life prior to being posted in or around any residential area. Commercial materials will not be approved and any off-campus organization requesting to post material must provide reasoning why residents would benefit from such material when requesting approval. Any individual requesting to post materials in or around residential areas must do so by providing sample material to the Office of Residence Life at least 3 business days prior to the requested posting date. University staff may remove any sign, poster, or banner deemed to be inappropriate or offensive or found to violate the posting policy.

No printed material may be attached to or written on any structure or natural feature of University property (e.g., building walls, doors, or windows; light posts, sculptures, signs, statues, or waste receptacles; trees or rocks), nor on vehicles on University property. Improperly posted items will be removed and any responsible student may be subject to the MHU Student Code of Conduct.

Unless pre-approved by the Director of Residence Life, door-to-door solicitation or sales is not permitted in any on-campus housing area, including any exterior areas adjacent to residence halls.

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.

Room Decoration

Room decor can help a student personalize their space and make their room seem more like home; it is important, though, that these items are as safe as possible for the entire residential community. All materials need to be treated with a fire-retardant. Students are asked to avoid hanging any décor that may damage walls or woodwork. Masking or painter's tape can be used with care but may pull paint off walls. Duct tape, double-sided tape, and invisible tape is not allowed on any wall, door, or room fixture. Residents may not cover more than 20% of their room doors with paper or other materials. In addition, flags may not be seen covering residence hall windows from the exterior of the buildings.

No permanent fixtures may be attached to the walls, ceiling, or furniture; this includes (but is not limited to) nails, hooks and screws. Residents are prohibited from replacing any University-issued hardware or fixture in their room with any personal hardware or fixture; decorative bulbs may not be used to replace University-issued bulbs in lighting fixtures. Personal decorations may not cover or interfere with any fire safety device. No decorations may be attached to or hung from the ceiling or overhead pipes. Holiday lights, string lights, and adhesive LED strip lights may not to be hung in/on any residential area; auto-shut-off lights are allowed in individual rooms only.

Painting

Students may not paint their residence hall rooms or apartments for any reason. Students who wish to paint banners or personal items must do so in the common areas. When painting an item, a plastic barrier (e.g., a plastic shower curtain liner or paint tarp) must be placed between the surface and the item. Any paint residue left on the surface may result in fines for the individual or group. No aerosol paints may be used inside residence halls.

Plants & Christmas Trees

Students may have an artificial pre-lit Christmas tree that is UL* listed, less than 4 feet tall, fire retardant, and hypoallergenic. No live trees or plants larger than a 12" diameter will be permitted in any residential facility.

Underwriters Laboratory - UL Listing is a safety certification program. See www.ul.com for more information.

STUDENT CODE OF CONDUCT

Section I: Purpose & Authority

The purpose of the MHU Student Code of Conduct (hereinto referred as "the Code") 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, rather than punitive, process. This is an administrative procedure and is separate from any outside process, such as any legal action. The Code addresses categories of behaviors, the process, and the procedures for those occasions when individuals intentionally or unintentionally do not uphold these responsibilities.

The Code applies to conduct that occurs on University premises or at University-sponsored activities, as well as 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 Code shall also apply to the conduct of student groups and student organizations. The Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

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 Code as outlined in the Student Handbook may forfeit their financial assistance.

Disciplinary 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 electronically 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 Complainant, the records of the process and of the sanctions imposed, if any, shall be considered to be the educational records of both parties. Student conduct records are considered educational records and are protected by FERPA (see Notice of Rights under FERPA).

Conduct Administration

The Assistant Dean of Students is the University official designated by the University President to be responsible for the administration of the Code, hereinto referred as the Student Conduct Administrator. When allegations of misconduct occurring off campus are made, the Student Conduct Administrator shall decide, at their discretion, whether the Code shall be applied. Academic advisors, coaches, student leader supervisors, or organization advisors may be alerted when a student has been found responsible for a violation. Any question of interpretation or application of the Code shall be referred to the Student Conduct Administrator for final determination. The Code shall be reviewed at least every summer by the Student Conduct Administrator under the guidance of the Vice President of Student Life.

The Academic Integrity Coordinator (AIC) is the University faculty member appointed by the Provost to administer the Academic Integrity process, including gathering and disseminating all information related to violations, sanctions, and

appeals; and maintaining records of academic integrity violations for tracking purposes. These records are housed in the Office of the Provost. When an allegation of academic dishonesty is made, the Student Conduct Administrator will forward that report to the AIC for investigation. See the MHU Academic Integrity Guidebook, which can be found on myMHU, for information on these processes.

Section II: Responsibility of Students

Students at Mars Hill University are expected to conduct themselves in a manner that is consistent with the values of the University and brings credit to themselves, individually, and as members of a family, a 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, students should consider honor, integrity, and respect for self and others as guiding principles in their words and actions throughout their daily lives.

Being a responsible member of this community should compel students to consider not only their actions but also the actions of others and the results of those actions on the community. Being part of MHU means that each individual on campus is called to be more than a passive bystander, but an active and engaged member of the community life. As members of this community, students are asked to intervene if they see someone being mistreated; to ask for assistance for themselves and others in solving concerns; and to report issues that have an impact on themselves or other community members. Keeping MHU safe and enjoyable is the responsibility of every member of the community.

Section III: Definitions

In addition to the definitions outlined in the Student Handbook (see Handbook Definitions), the following terms are used within the Code:

1. "Advisor" means a person who may assist a Respondent during a Conduct Hearing. Any Advisor must be a member of the University community; their role is to advise, but not represent, the Respondent. Advisors may not speak on behalf of, nor answer questions asked to, the Respondent. In cases where the MHU Title IX Coordinator is involved, both the Respondent and Complainant may use an Advisor of choice, meaning the Advisor is not required to be a member of the University community. Any Advisor who interferes with a Hearing may be dismissed by the Hearing Officer and barred from participating in future hearings.
2. "Charge" means a complaint, report or allegation of a violation of the Student Code of Conduct.
3. "Complainant" means any person who submits an allegation that a student violated the Code or other University policy(ies). When a student believes that they have been a victim of another student's misconduct, the alleged victim will have the same rights under the Code as the Respondent, even if another member of the University community submitted the charge.
4. "Conduct Hearing" or "Hearing" refers to the informal meeting when a Respondent will discuss their conduct case with the designated Hearing Officer to pursue resolution for the case.
5. "Consent" means knowing, voluntary, and clear permission by word or action to engage in mutually-agreed activity, such as sexual contact or intercourse. Each party must make certain that the other has consented before engaging in the 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.
6. "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; and (5) providing unauthorized assistance.
7. "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.

8. “Respondent” means any student accused of violating the Code or other University policy(ies).
9. “Sanction” means an action, requirement, or mandate that is imposed on a student who has been found in violation of the Code.
10. “Student Conduct Administrator” means the Assistant Dean of Students (or designee) who is authorized to resolve matters involving allegations of violation(s) of the Code and impose sanctions upon any student when a violation is determined.
11. “Student Conduct Hearing Officer” or “Hearing Officer” means a nonstudent University official, designated by the Student Conduct Administrator, who is authorized to informally resolve cases of alleged conduct violations of the Code and impose sanctions upon any involved student when a violation is determined.

Section IV: 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. Any student charged with a violation of the Student Code of Conduct, a Respondent, has the right to:

1. Be informed of the student conduct process and to be treated fairly according to published processes.
2. A fair and timely Conduct Hearing, which must be scheduled within 14 days of the received report.
3. Be present or not to be present for a hearing and not have absence construed as responsibility.
4. Be silent and not have silence construed as responsibility.
5. Be presumed innocent until proven otherwise.
6. Know, upon request, the evidence to be presented in any hearing,
7. Have witnesses* present evidence at a hearing.
8. Ask reasonable questions of any witness appearing at a hearing.
9. An Advisor (see Section III: Definitions).
10. Be present during the period in which evidence is submitted.
11. Receive written notice of any complaint or charge(s) of violation of the Code.
12. Appeal a decision within 48 hours of receiving a Notice of Outcome.

A student bringing allegations under the Student Code of Conduct, a Complainant, has the right to:

1. File criminal charges or seek civil action in a court, in addition to any action taken under the Code.
2. Be informed of the outcome of a conduct case.
3. Appeal any disciplinary decision in cases related to sexual misconduct or interpersonal violence (see Sex & Gender Harassment, Discrimination & Misconduct (Title IX) Policy).
4. Have witnesses* testify and present evidence at a Hearing.
5. Ask reasonable questions of any witness appearing at a Hearing.
6. An Advisor of choice in cases where the MHU Title IX Coordinator is involved (see Section III: Definitions).
7. Be present during the period in which evidence is submitted.

*Anyone not directly related to the alleged violation, e.g., a family member, may not be present at a Hearing.

Section V: Prohibited Conduct

A. University Misconduct

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 action listed below is subject to the Student Conduct process (see Section VII: Procedure).

1. Acts of dishonesty, including (but not limited to) the following:
    a. Cheating, plagiarism, or other forms of academic dishonesty*

    b. Providing false information to any University official
    c. Forgery, alteration, or misuse of any University document, record, or instrument of identification
    d. 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) the following:
    a. Disruption or obstruction of teaching and learning, research, administration, disciplinary proceedings
    b. Disruption of other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises
    c. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operations of the University
    d. Obstruction of the free flow of pedestrian or vehicular traffic
3. Damage to, destruction of, or other misuse of University property or another person's property, including (but not limited to) landscaping, utility lines or services, and digital technology (e.g., computers)
4. Various forms of abuse or harassment, including (but not limited to) the following:
    a. Physical abuse
    b. Verbal abuse
    c. Threats, intimidation, harassment, or coercion
    d. Conduct that threatens or endangers the health or safety of any person or being
5. Attempted or actual theft of:
    a. University property (e.g., technology, facility materials, academic textbooks, machinery)
    b. Property of a member of the University community
    c. Other personal or public property, on or off campus
6. Hazing, as defined by the MHU Anti-Hazing Policy
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 or produce University identification when requested to do so
8. Unauthorized access to University buildings, including (but not limited to) the following:
    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
    e. Loaning one's, or using another student's, MHU Identification (ID) card or electronic login credentials
9. Possession, use, manufacturing, or distribution of controlled substances, including (but not limited to) the following:
    a. Sharing prescription medications or other controlled substances except as expressly permitted by law
    b. Possession or distribution of illicit drug paraphernalia
    c. Smoking or allowing the use of marijuana in a residence hall, as evidenced by a clear smell in the room.
10. Possession, consumption, or distribution of alcohol, including (but not limited to) the following:
    a. Providing alcohol to any person under the legal drinking age of 21
    b. Legal possession, consumption, or distribution of alcohol on campus
    c. Public display of alcohol intoxication
    d. Participation in "drinking games" that encourage binge drinking (e.g., beer pong, flip cup), regardless of alcohol consumption during participation
    e. Possession of drinking paraphernalia, regardless of alcohol content (e.g., empty alcohol containers, beer pong tables, funnels)

11. Possession of firearms, explosives, dangerous chemicals, other weapons on campus; or use of such item in a manner that harms or threatens/elicits fear from others, regardless of legal possession
12. Gambling, including (but not limited to) playing cards or any game of skill or chance to receive money or other items of value (unless the game is a University sanctioned event approved by the Dean of Students Office).
13. Disorderly, lewd, or indecent conduct
14. Breaching the peace or procuring another person to breach the peace on University premises or at a University-sponsored event
15. Computer theft or other abuse of electronic facilities and resources, as defined by the MHU Student Technology Use Policy
16. Failing to abide by fire safety procedures, including, but not limited to:
    a. Failing to evacuate for a fire alarm or at the request of an authorized emergency personnel
    b. Tampering with, or disabling of fire safety equipment (e.g., smoke detectors, fire extinguishers, emergency security phones)
17. Any unauthorized audio or video recording of any person while on University premises without their prior knowledge or effective consent when such a recording is intended or likely to cause injury or distress, including (but not limited to) surreptitiously taking pictures of another person in a gym, locker room, or restroom
18. Assisting with, condoning, or failing to report a violation in the Student Code of Conduct, including witnessing a violation and neglecting to take preventative or corrective action
19. Violation of any other University policy, rule, or published regulation
20. Abuse of the Student Conduct System, including but not limited to attempting to influence impartiality, discouraging participation and retaliation

*Any alleged violation that coincides with the standards outlined in the MHU Academic Integrity Guidebook will be processed by the Academic Integrity Coordinator in collaboration with the Student Conduct Administrator.

B. Resident Misconduct

All students residing in University-managed residential buildings are responsible for adhering to all policies outlined by the Office of Residence Life (see Residence Life Policies). Any resident found in violation of one of these policies or found to have committed or to have attempted to commit any action listed below, is subject to the Student Conduct process (see Section VI: Procedure). Actions include (but not limited to) the following:

1. Failing to maintain a space that meets health and safety expectations
2. Guest or visitation violation
3. Possession of candles, incense, or any other open-flame source
4. Possession of restricted electrical appliances
5. Smoking or vaping inside, or within 50 feet of, any residential area
6. Throwing objects, playing competitive sports, or other “horseplay” inside any residence hall
7. Unauthorized access to spaces, including, but not limited to: roofs, balconies, outside ledges, etc.
8. Unauthorized pet or animal
9. Violation of quiet hours or 24-hour courtesy hours

C. Legal Misconduct

Any student found in violation of any federal, state, or local law is subject to the Student Conduct process (see Section VII: Procedure). Students who have been charged with any felony and/or violent offense may be removed from campus until the charges have been adjudicated both criminally and through the MHU Student Conduct process.

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. Proceedings under the Code may occur concurrently with local, state, or federal prosecution.
c. The University may advise off-campus authorities of the existence of the Code, including its standard procedure.
d. 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 court for the rehabilitation of student violators (provided that the conditions do not conflict with University rules or sanctions).
e. 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.

Section VI: Reporting Misconduct

Information about a student's misconduct may come from a variety of reporting sources, including faculty, staff, students, departments, law enforcement agencies, or community members. Other sources of information may include (but are not limited to) electronic communications, photographs, news reports, social media (see Social Media Policy), and audio or video recordings.

Anyone may report a violation of the Code of Conduct by contacting the Student Conduct Administrator at (828) 689-1744. Normally, the person reporting the violation will be asked to submit a written report. The report should be a brief written statement that includes the section of the Code that was allegedly violated and 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 act on any reported allegation regardless of how much time has passed since the incident.

Anonymous reports may be made by calling Campus Security at (828) 689-1230 or through utilizing the anonymous tip form at www.mhu.edu/campus-life/campus-security.

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

Immunity for Good Samaritans

MHU encourages students to help 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 help other students for fear that they themselves may be charged with policy violations (for example, a student who has been drinking underage who witnesses another student who may be suffering from alcohol poisoning, or a student who witnessed a sexual assault incident). Students who seek assistance for another student, considered the "Good Samaritan", as well as the student needing assistance, will receive immunity from any Code violations related to the incident.

Reporting Academic Misconduct

Any member of the MHU community may report allegations of academic dishonesty to either the Academic Integrity Coordinator or Student Conduct Administrator for investigation. Most reports are made by the instructor of the course in which the alleged violation occurs; when this happens, standard processes will be followed by the instructor involved (see Procedural Steps for Academic Misconduct Cases).

Section VII: Procedure

The philosophy of MHU Student Conduct is rooted in restorative justice practices. Unlike a punitive, punishment- focused approach, restorative justice encourages self-reflection and places strong emphasis on repairing the harm that was committed. Therefore, a Respondent student should be prepared to engage in a dialogue with their Student Conduct

Hearing Officer. Respondents will have the opportunity to share about their perspective of the incident that led to the charges. Together, the Respondent(s) and Hearing Officer will engage in thoughtful and directed conversation about the incident and charges, as well as ways the Respondent(s) can attempt to repair any harm created as a result of their actions. Students will then have a chance to participate in the sanctioning process as they begin to reflect on ways to reach some sort of restoration. Ultimately, it is the decision of the Hearing Officer to provide sanctions to the student(s) based on the founded violation(s).

The sanctions are meant to be restorative and meaningful for the students(s) involved. Multiple sanctions may be issued for each violation, and sanctions are applied holistically when multiple violations are founded.

Conduct Procedure Guiding Principles

- Each student shall be treated with respect and dignity throughout all conduct cases.
- Every student has the ability to learn and grow.
- Restoring relationship and repairing harm are best routes to justice.
- Sanctions should be equitable and consistent with violations.

Procedural Steps for Non-Academic Conduct Cases

Step 1: Sharing of Alleged Violations

Any member of the University community may inform the Student Conduct Administrator of alleged violations of University policy or the Code, which will be then be informally investigated by a designated Hearing Officer. Incident reports written by University officials will be reviewed weekly. See Section VI: Reporting for more information.

Any charge reported to the Student Conduct Administrator or Hearing Officer that involves, or appears to involve, allegations related to Title IX Policy (see Sex & Gender Harassment, Discrimination & Misconduct (Title IX) Policy) will also be reported to the MHU Title IX Coordinator and will be investigated in accordance with the University's Title IX Policy. Any alleged violation under investigation by the MHU Title IX Coordinator will not be informally resolved by the Hearing Officer.

Step 2: Notice of Alleged Violation(s)

All notices of alleged violations will be presented in writing by the Hearing Officer to the Respondent within five business days of receipt by the Student Conduct Administrator. A Conduct Hearing request will also be sent to the Respondent's MHU email to schedule a meeting time. Only academic conflicts will be considered when scheduling a Conduct Hearing. Should the Respondent not respond in a timely manner, the Hearing Officer will provide a reminder request to schedule the Hearing. If a Respondent fails to participate in scheduling, the Hearing Officer will schedule the Hearing without the Respondent's input and provide the meeting information to the Respondent at least 24 hours prior to the Hearing.

Step 3: Informal Investigation & Conduct Hearings

During the Conduct Hearing, the Respondent will be given an opportunity to learn about the report that was written and provide their perspective about the matter. Should Respondents not appear for their Student Conduct Hearing, the case will be heard in absentia. The Hearing Officer will then determine responsibility utilizing the preponderance of evidence standard to determine accountability for each alleged violation.

Restorative Accountability Circles

Restorative Accountability Circles (RAC) are designed to help students who enter the student conduct process reflect on and learn from the choices they made. Through utilizing an equitable and holistic approach to accountability, RACs seek to hold students accountable by providing the student space to recognize, reflect, and restore. Some, but not all,

violations of student conduct may be heard through a Restorative Accountability Circle rather than a Conduct Hearing. RACs are composed of MHU community members who have been trained on restorative justice concepts and the Code.

Step 4: Notice of Outcome & Sanctioning

Within five business days following the Conduct Hearing (or RAC), the Respondent will receive a written Notice of Outcome that outlines the policy(ies) for which they were found responsible, as well as any sanctions assessed. See Conduct Outcome Appeals for information related to appealing outcomes.

Any founded violation of the Code may result in the imposition of one or more of sanctions (see Section III: Definitions). While every effort is made by Hearing Officers to be consistent and in disciplinary decisions and sanction assessment, the facts and circumstances of each individual case will be considered to promote equity. Additionally, more than one sanction may be imposed for any single violation. Sanctions must be completed by the deadline(s) provided in the Notice of Outcome; in certain situations, Hearing Officers may postpone a sanction deadline (e.g., a sanction that is applied at the end of the spring semester but cannot be reasonably completed until the start of the fall semester). Failure to comply with the sanction(s) imposed by a Hearing Officer may result in further disciplinary action, including (but not limited to) conduct fines, a registration hold, placement on or extension of University probation, or suspension.

Sanctions that may be imposed include, but are not limited to, the following:

- **Behavioral Agreement**: Written, mutually agreed standards of behavior that the student must abide by for a designated period of time. The agreement must include details on why the student's prior behavior was/is inappropriate as well as the consequences to be assessed if the outlined behaviors are not followed.
- **Coach or Supervisor Notification**: Written notice to the head coach or on-campus supervisor of the student athlete or student leader that the student has violated the Code. If a severe sanction that may interfere with the student's participation in the applicable athletic team and/or leadership position has been assessed, it will also be communicated in this notification. If a head coach is notified, the Assistant Athletic Director for Compliance will also receive a copy of that notification.
- **Loss of Privileges**: Denial of specified privilege(s) for a designated period of time. Such loss may include, but is not limited to: financial assistance, eligibility to represent the University on athletic teams on performing groups, participation in a student activity or process, or access to specific University property (e.g., technology, buildings, student resources).
- **Educational Sanctions**: Mandatory work service hours, a reading/writing assignment, drug or alcohol assessment/treatment, seminar attendance, or other discretionary sanctions as deemed appropriate.
- **Fines**: Payment for violating the Code, which will be added to a student's account and must be paid by the end of the current semester.
- **Restitution**: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement. If monetary, the amount assessed will be added to a student's account and must be paid by the end of the current semester.
- **Warning**: Written notice that the student has violated the Code and that continuation or repetition of misconduct may result in more severe sanctions. Warnings may be placed in effect for 30 days, until the end of the current semester, or until the end of the current academic year.

Sanctions that may only be imposed by the Student Conduct Administrator (or designee) include, but are not limited to, the following:

- **No-Contact Order**: Required suspension of contact with one or more students as defined in the order.
- Residence Hall Expulsion: Permanent separation of the student from the residence halls. Violation of Residence Hall Expulsion will be treated as a criminal trespass.
- **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.
- **University 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.

- **University Expulsion**: Separation of the student from the University for a definite period of time, after which the student must re-apply for admission.
- **University Probation**: A status which indicates 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 responsible for any additional violations. Probation may also result in the loss of privileges, depending on the policies of various University departments and organizations.
- **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.
- **Revocation of Degree**: Revoking a student's degree awarded from the University. This may occur due to fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Withheld Degree**: Withholding or delaying receipt of a student's degree until the completion of the student conduct process, including any assessed sanctions.

When a student is dismissed, expelled, or suspended for disciplinary reasons:

1. 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.
2. They are not allowed to continue any academic work and will receive all Fs for the current semester or term.
3. The student's academic transcript will note that they have been temporarily or permanently dismissed and it will be the student's responsibility to notify any other institutions on the nature of their dismissal.

Expectations for Student Leaders & Student Organizations

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, when students are placed on University probation, they may lose privileges to apply, campaign, or hold leadership positions for the time they are on probation.

Student groups and organizations may be charged with and held collectively responsible for violations of the Code when they occur either during an event sponsored by the organization or when four or more members attend the event in question. The following sanctions may be imposed upon student groups/organizations:

a. Educational sanctions
b. Fines or Restitution
c. Conduct warnings for each involved student member
d. Loss of selected rights and privileges for a specified period of time
e. Deactivation or revocation of charter
   (Deactivation includes loss of all privileges, including University recognition, for a specified period of time.)
f. Communication with the group's national organization, if applicable, by the Student Conduct Administrator to inform them of the disciplinary sanctions

If an academic integrity violation involves a student organization, the Academic Integrity Coordinator will notify the appropriate director, coach, or advisor of the organization involved, along with the Student Conduct Administrator. Information, including access to the documentation of the incident, will be shared with these individuals as necessary (MHU Academic Integrity Guidebook).

Procedural Steps for Academic Misconduct Cases

Per the MHU Academic Integrity Guidebook, the following steps will take place when any allegation of academic dishonesty is made (for more information, see the MHU Academic Integrity Guidebook on my.MHU.edu).

Step One: Notice of Violation

The instructor determines sufficient evidence exists to warrant a violation of academic integrity. The instructor communicates verbally or in writing to the student the violation and schedules a meeting. If multiple students are involved in the violation, the instructor may choose to meet with students individually or together. The instructor tells the student(s) that the meeting must be completed within seven business days of that notice. Then the instructor completes the Academic Integrity (AI) Form for each student involved in the alleged incident.

At this point, a student may not drop or withdraw from the course until the matter is resolved. If the student drops the course, the Registrar will be notified and the student will be placed back into the course. If the incident happens at the end of the term, a grade of Incomplete (I) will be issued until the matter is resolved within two weeks of the subsequent semester (Fall or Spring).

Step Two: Meeting & Sanctioning

At the meeting the instructor outlines the violation, provides evidence, and informs the student of the sanction. The instructor also outlines the appeal process and informs the student that confidentiality will be maintained throughout the process and information will only be shared as required by the Academic Integrity (AI) policy. If the student chooses to discuss the matter with other faculty, staff, or administrators, then relevant information may be disclosed to these individuals. Possible outcomes that may occur from this meeting include:

1. It is agreed that no violation occurred and no further action is required. The instructor destroys the AI Form.
2. It is agreed that the student committed academic dishonesty, the student admits responsibility, and the student accepts the sanctions. The AI Form is completed, sanctions are noted, and the form is signed by the instructor and student. The student is given a copy of the signed form.
3. The student denies that the violation occurred OR disagrees with the sanction. The AI Form is completed and signed by the instructor and student, indicating their objection. The instructor will inform the student that they may appeal; the student indicates on the form that they intend to appeal the violation. Once informed of the student's desire to appeal, the Academic Integrity Coordinator will email the student and explain the appeal process.
4. The student fails or refuses to meet with the instructor within the seven-day period. In this case, the sanction will be applied and the AI Form is signed by the instructor.

Step Three: Documentation for Record-keeping

It is the instructor's responsibility to submit appropriate paperwork to the Academic Integrity Coordinator along with the evidence of the violation. The Academic Integrity Coordinator will securely maintain all files.

Conduct Outcome Appeals

MHU has implemented procedures for student appeals with the intent of assuring fundamental fairness. Respondents have the right to appeal a decision and/or sanction from their case within 48 hours of their Notice of Outcome. All appeals must be written and delivered to the Student Conduct Administrator (or Vice President of Student Life, if applicable) via email or paper letter. 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 that was not known to the Respondent at the time of the original Hearing, additional relevant facts not noted in the original Hearing, that is sufficient to alter a decision;
C. Procedural irregularity that undermined the student's ability to present a defense; or
D. Inappropriateness of the sanction for the violation of the Code of Conduct.

The Student Conduct Administrator may, but is not required to, convene an ad hoc appeal committee to assist in making a recommendation regarding the appeal; however, they will not be bound by the committee's recommendation. The Student Conduct Administrator may affirm, reverse, or modify any sanction or finding; they may also return the case to the original Hearing Officer for further consideration. A response to the appeal will be provided in a timely manner to both the Respondent and the original Hearing Officer. This appeal decision shall be final and effective immediately, serving as the final outcome for the conduct case.

The process for appealing an academic integrity violation outcome may be found in the MHU Academic Integrity Guidebook; all appeals will be reviewed by the Academic Integrity Coordinator.

Interim Measures

In certain circumstances, the Student Conduct Administrator (or designee) may impose a campus suspension, no-contact orders, or other interim measures prior to an informal investigation by a Hearing Officer. During the time period of an interim measure, the Student Conduct Administrator (or designee) may determine that a Respondent is denied access to the campus (including classes), residence halls, and/or University activities or privileges for which a student might otherwise be eligible. Interim measures may be imposed, as needed, to:

1. Ensure the safety and well-being of members of the University community or preservation of University property.

2. Ensure the student's own physical or emotional safety and well-being.

3. Prevent any ongoing threat of disruption of, or interference with, the normal operations of the University.

Interim measures do not replace the regular conduct process. The Respondent 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 Respondent may demonstrate why their continued presence on campus does not constitute a threat. This meeting will be separate from the Respondent's Conduct Hearing.

Notes

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