

Mount Olive College

Student Handbook

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USING THIS BOOK

The Student Handbook is designed to answer students' questions and to make students aware of important information and policies at all College locations. Since no one publication can adequately do this for all students, you are encouraged to seek and use other resources also available to you, specifically the College Catalog and the College faculty and staff at each location. Questions pertaining to this publication should be directed to the Office of the Vice President for Student Development. Mount Olive College reserves the right to change policies and procedures. Students are usually notified of changes by campus e-mail.

MOUNT OLIVE COLLEGE:

A Commitment to Education

Section 1

1.1

MOUNT OLIVE COLLEGE MISSION STATEMENT

- To operate and maintain a private church-affiliated college for the education of men and women that offers programs, including professional studies, that are rooted in the liberal arts tradition and provided in an environment nurtured by Christian values;
- To maintain and support academic excellence through higher learning and higher values in a community made up of persons dedicated to the practice and advancement of Biblically based Christian ideals and Christ centered living in all aspects of life;
- To seek and require higher standards in providing relevant educational programs reflecting an emphasis on the personal growth of each student at places and times that enhance the possible.

Expanded Statement of Institutional Purpose

In keeping with its mission, Mount Olive College, a private liberal arts institution with multiple locations, is affiliated with the Convention of Original Free Will Baptists. The College exists to provide an integrated academic experience consisting of quality educational programs, a supportive learning environment, and individual growth opportunities that promote the total development of its students intellectually, socially and spiritually.

The preparation of learners

The College prepares students to:

- Exhibit intellectual competence and career skills for successful employment
- Cultivate a healthy intellectual curiosity and a healthy body
- Demonstrate social and fiscal responsibility as world citizens
- Understand and explore religious values and beliefs

Mount Olive College encourages academic, physical, social, and spiritual growth to equip men and women for a thinking, caring life. To accomplish its academic and social goals, the College provides an atmosphere in which positive relationships can flourish. The College emphasizes the availability of its faculty and staff for advisement, counsel, and guidance, encouraging students to engage in conversation and discussion with their professors. The College strives to open students' minds and create in them a passion for lifelong learning, plus a tolerance for and discernment of diverse opinions. The College stresses personal ethics such as integrity, honesty, and industriousness as attributes of the educated person.

The Nurturing of Learners

A major goal of higher education at Mount Olive College is the facilitation of student growth. The College actively:

- Designs academic programs and experiences to prepare students for meaningful careers and advancement of professional skills
- Prepares students for graduate school and professional studies, and transition from college to a life of fulfilling work
- Creates educational opportunities that utilize research skills and foster critical thinking, decision making, problem solving, and creative expression
- Develops students' ability to embrace technological changes
- Provides appropriate educational support services to assist students in achieving academic success and opportunities to develop individual interests, talents, and abilities
- Provides students with a broad range of educational enrichment experiences that develop a respect and appreciation for cultural, religious, and individual differences
- Encourages students to be advocates of human rights around the globe, never taking democracy and freedom for granted, and promotes the acquisition of leadership and responsible citizenship
- Provides extracurricular opportunities for students to participate in physical, social, intellectual, spiritual, leisure, and service activities that develop skills for adapting to various environments
- Encourages students to explore and adopt the concepts of Christian values, which grow out of faith, in order to develop a commitment to personal ethics and morality, a keen sense of wonder and spirituality, and a love for humankind

The Realization of Learners

The purpose of Mount Olive College is realized in the lives of its students. This includes creating a community of scholars and scholarship. It is expected that Mount Olive College students will possess a sound conscience based on well-reasoned ethical principles that serve as a moral compass for life. It is further expected that decisions students will face on life's journey will be rooted in knowledge gained from their higher education experience. Mount Olive College stresses maturity, recognizing the importance of balancing emotions with reason.

College Covenant

Mount Olive College strives for higher learning, higher standards and higher values for its Board of Trustees, administration, faculty, staff and students through its commitment to integrating a chosen set of virtues into all aspects of the College. These virtues illustrate what the College considers appropriate and necessary for fostering the development of a healthy, safe, and caring college community. The College community includes the Board, administration, faculty, staff and students. Established by the Original Free Will Baptist Church, Mount Olive College calls for each person in this community to demonstrate the virtues modeled by Jesus Christ who taught that the demands of the gospel could be summarized in one word: love. “. . .love the Lord thy God with all thy heart. . .soul. . .mind and . . . strength and love thy neighbor as thyself. There is none other commandment greater than these.” (Mark 12:30-31) The New Testament word for love is agape, which has been defined as sacrificial love and the desire for the highest well being of other persons. This kind of love provides the conceptual framework for the discussion of the virtues that persons in this community are called to manifest. The virtues are described below:

Honesty & Trustworthiness: People who are honest tell the whole truth to people who have the right to know the truth, which includes telling the truth about issues that people may be unaware exist but which directly affect them. They do not shade the truth, withhold parts of the truth, or remain silent when others are misrepresenting the truth. People who are trustworthy keep promises, commitments, and confidences, and are steadfast in their honesty, support, and loyalty.

Justice & Courage: People who are just are fair in their interaction with others, treating them in ways that they themselves expect to be treated and are advocates for those who are not being treated justly. They do not place others at a disadvantage by harassing, intimidating, cheating, stealing, damaging their reputations or property, or in any other way deprive others of their rights to free speech, privacy, equal opportunity, and due process. Courageous people have a moral compass which they carry with them in all situations and follow it even when it costs them dearly. They do not rationalize their lack of courage by assuring themselves they cannot correct the situation or it is not their responsibility to do so.

Responsibility & Gratitude: People who are responsible accept full accountability for all of their behavior, including mistakes and wrongdoing, and do all in their power to undo any harm their behaviors have caused. They do not shirk opportunities to admit their mistakes by making excuses, blaming others, or diminishing the gravity of their mistakes. People who have gratitude acknowledge the help and support they receive from others and demonstrate their thankfulness in clear and meaningful ways. They do not ignore the help they receive from others, forget to acknowledge it or feel that they somehow deserve the help, and hence experience no need to express gratitude.

Caring & Respect: Caring people are sensitive to the material, psychological, and spiritual needs of others and are willing to make sacrifices to help others meet those needs, whether these individuals are friends or disenfranchised people. They do not assume a self-centered or permissive attitude, which frees them to concentrate on their own welfare and ignore that of everyone else. People who are respectful behave in a way that is appropriate for their environment including physical location, people and situation, and they are good stewards of our community. Respectable behavior mandates decent etiquette and quality of character.

In summary, the Board of Trustees, administration, faculty, staff, and students at Mount Olive College recognize the importance of Christian values and high standards of education. While people come to this College from many backgrounds, each person who chooses to be a part of this community is expected to strive for these high standards.

THE MOUNT OLIVE COLLEGE CREED

**The community of scholars at Mount Olive College
is dedicated to personal and academic excellence.**

**Choosing to join the community obligates each member
to a code of civilized behavior.**

As a Mount Olive Collegian...



I will practice personal and academic integrity



I will respect the dignity of all persons,
realizing that all persons are created in the image of God



I will respect the rights and property of others



I will discourage bigotry, while striving to learn from
differences in people, ideas and opinions



I will demonstrate concern for others, their feelings,
and their need for conditions which support their work and development



Allegiance to these ideals requires each Collegian
to refrain from and discourage behaviors which threaten
the freedom and respect every individual deserves

Considering the Collegian's Creed

The community of scholars at Mount Olive College is dedicated to personal and academic excellence. Choosing to join the community obligates each member to a code of civilized behavior. It is assumed that joining is evidence of a subscription to certain ideals and an agreement to strive for the level of achievement and virtue suggested by distinctive principles. As a Mount Olive College Collegian...

I will practice personal and academic integrity.

...a commitment to this ideal is inconsistent with cheating in classes, in games, or in sports. It should eliminate the practice of plagiarism or borrowing another person's homework, lying, deceit, excuse making and infidelity or disloyalty in personal relationships.

I will respect the dignity of all persons.

...a commitment to this ideal is inconsistent with behaviors which compromise or demean the dignity of individuals or groups, including hazing, forms of intimidation, taunting, teasing, baiting, ridiculing, insulting, harassing and discriminating.

I will respect the rights and property of others.

...a commitment to this ideal is inconsistent with all forms of theft, vandalism, arson, misappropriation, malicious damage to and desecration of property. Respect for another's personal rights is inconsistent with any behavior which violates a person's right to move about freely, express him or herself appropriately, and enjoy privacy.

I will discourage bigotry and strive to learn from differences in people, ideas and opinions.

...a commitment to this ideal pledges affirmative support for equal rights and opportunities for all students regardless of their age, sex, race, religion, disability, ethnic heritage, socioeconomic status, political, social or other affiliation or disaffiliation.

I will demonstrate concern for others, their feelings and their need for conditions which support their work and development.

...a commitment to this ideal is a pledge to be compassionate and considerate, to avoid behaviors which are insensitive, inhospitable or which unjustly or arbitrarily inhibit another's ability to feel safe or welcome in his or her pursuit of appropriate academic goals.

Allegiance to these ideals obligates each student to refrain from and to discourage behaviors which threaten the freedom and respect all Mount Olive community members deserve.

...this last clause reminds community members that they are not only obliged to avoid these behaviors but also to have an affirmative obligation to confront and challenge, and to respond to, or to report the behaviors whenever or wherever they are encountered.

Hours of Campus Services

Barnes & Noble (Bookstore)

8:00 a.m. - 6:00 p.m. Monday-Thursday
8:00 a.m. - 5:00 p.m. Friday

Computer Labs

As posted

Dining Hall

Breakfast-hot meal

7:30 a.m. - 9:00 a.m. (Monday-Friday)

Breakfast-continental

9:00 a.m.-9:30 a.m. (Monday-Friday)

8:30 a.m.-9:30 a.m. (Sunday)

Brunch

11:00 a.m.-1:00 p.m. (Saturday)

Lunch

11:00 a.m.-1:15 p.m. (Monday-Friday)

11:30 a.m.-2:00 p.m. (Sunday)

Dinner

5:00 p.m.- 7:00 p.m. (Monday-Friday)

5:00 p.m.- 6:00 p.m. (Saturday-Sunday)

Moye Library

8:00 a.m. – 10:00 p.m. Monday-Thursday

8:00 a.m. – 4:30 p.m. Friday

10:00 a.m. – 2:00 p.m. Saturday

6:00 p.m. – 10:00 p.m. Sunday

(Schedule varies during holiday and summer periods)

Student Health Services

Nurse: 7:00 a.m. - 4:00 p.m. Monday-Friday

Counselor: 7:00 a.m. - 4:00 p.m. Monday-Friday

*All hours subject to change due to holiday schedules and inclement weather.

College Personnel

Mount Olive College, Mount Olive, NC (919) 658-2502

Academic Affairs	Ext. 1002
Admissions	Ext. 1204
Alumni Relations	Ext. 1230
Athletics	Ext. 1241
Bookstore	Ext. 1300
Business Office	Ext. 1288
Campus Safety	658-7520
Career Center	Ext. 1135
Church Support	Ext. 1390
Financial Aid	Ext. 1314
Dining Hall	Ext. 1330
Health Services	658-7888
Counselor	Ext. 1491
Information Technology	Ext. 1340
Institutional Advancement	Ext. 1362
Institutional Research and Planning	Ext. 1400
Moye Library	Ext. 1412
Maintenance	658-7171
Lois K. Murphy Regional Center	Ext. 1480
Music Suite	Ext. 1075
Registrar	Ext. 1464
Student Development	Ext. 1483
Student Success Center	Ext. 1488
Switchboard	Ext. 1000
Teaching and Learning Center (TLC)	Ext. 1185
Public Affairs	Ext. 1375

Mount Olive College Locations

Mount Olive	919-658-2502
New Bern	252-633-4464
Research Triangle Park	919-941-2970
Goldsboro (SJAFB)	919-734-8586
Wilmington	910-256-0255
Washington	252-940-0146
Jacksonville	910-455-1677

COLLEGE OFFICES AND SERVICES

Section 2

The following is a listing of services and programs sponsored by Mount Olive College. For further information, students are encouraged to review the College Catalog, see the specific office, or inquire at the Student Development Office.

Academic Advising

2.1

Academic advising is coordinated through the Registrar's Office and Student Success Center. This includes assignment of students to an academic adviser, assistance with building a schedule and registration procedures, and coordination of declaring a major or changing majors. New student and transfer student orientation is also coordinated through this office in conjunction with the Office of Student Development.

Academic Support

2.2

The Student Success Center, located at 549 Michael Martin Drive in the Waylin Center, provides the following programs and services: Career Center, Teaching and Learning Center, Disability Services, and Teacher Education. Students are invited to visit these offices for information about these programs and services. See also the College Catalog and these listings in the Student Handbook: Career Center, Teaching and Learning Center, and Disability Services.

Bookstore

2.3

The College Bookstore, located in the Poole Administration Building at Mount Olive, is an auxiliary enterprise of the College. It is owned and operated by Barnes and Noble for the purpose of supplying students with books and supplies required in their classes. Customers will find Mount Olive College souvenirs, clothing, and devotional, general and reference books.

Campus Ministry

2.4

The Campus Minister, located in the Student Development Office, is available to provide counseling services for personal, academic, religious, marital, or other concerns. Help is also available with personal or family crises, life decisions, values clarifications, and other areas. When there is a sickness or death in a student's family, the Campus Minister should be notified.

The Campus Ministry Office also provides liaison with churches in the Convention of Original Free Will Baptists and offers and fosters student spiritual growth through a number of religious student organizations: Free Will Baptist Fellowship, Fellowship of Christian Students, Fellowship of Christian Athletes and Students Theological Fellowship.

Campus Safety

2.5

Every effort is made to make each location a safe place for students to study, work, and live. Questions and concerns should be referred to the Campus Safety Office or Office of Student Development. A Campus Safety Officer is on duty 24 hours a day to ensure the safety of the Campus Community. Special services include Lost and Found, Operation I.D., Campus Escort Service, "Ripped Off" program and Bike and Laptop registration and Anonymous Tip Site: www.moc.edu/safety/. Any condition that could endanger the welfare of students should be reported immediately to the appropriate authority (a Campus Safety Officer or other Student Development staff member). The Campus Safety Office is located in the Lois K. Murphy Regional Center.

The local police, fire and rescue departments are available to service the campus or students when needed. All students, personnel and visitors are subject to College policies, city ordinances, and state and federal laws.

In compliance with the Campus Security Act of 1990, Mount Olive College annually publishes and distributes statistics about the range of crimes and other violations of law at each location, as well as specific policies outlined in the Act. This information is included in the Student Handbook.

Student Responsibility for Safety and Security

Reasonable measures are taken to maintain a safe and secure environment at every College location, but the College does not intend to guarantee that the campus is safe and secure at all times in all areas for all purposes. Therefore, students and College personnel should always exercise prudent judgment and common sense with regard to safety and security.

Career Center

2.6

Located in the Waylin Center (549 Michael Martin Drive) at Mount Olive, the Career Center provides the following services:

Career Planning

- *Personal Career Advising* by a career services professional
- *Online Career Guidance* with interactive self assessment
- *Self Assessments and Interest Inventories*- important first step in choosing an appropriate career
- *Majors/Career Fair* which assist in gathering realistic data concerning careers
- *Graduate School information*- materials which assist in organizing and conducting graduate school search
- *Career Panels* which provide occupational information and networking opportunities with guest speakers

Job Search

- *MOC Job Network*- provides an on-line job board for students to search for jobs, internships, and co-ops.
- *Writing Resumes* workshops assist in preparing professional resumes
- *Mock Interviews* allow interview practice and feedback
- *Job Search Counseling* Guidance for your personal job search
- *Career and Job Fairs* allow networking and interview opportunities with employers
- *Interviewing Workshops* provide successful interviewing techniques and job-search protocols
- *Senior Guide* a job search booklet customized for Seniors
- *Mentoring Network* MOC alumni offer advice about careers, employers, internship and employment opportunities

Technology

MOC Job Network

Students can register with the Career Center, search job listings, post resumes, and apply for internships, part-time or full-time jobs. Register at www.collegecentral.com/moc or www.moc.edu/careercenter and click on Register Now with the MOC Job Network.

Discover

This interactive, easy-to-use career guidance software helps students understand their work-related values, skills, and interests. Students use DISCOVER to find current, in-depth information on occupations and career paths.

What can I do with a major in.... guides provide valuable information to help students research what they can do with specific majors. At www.moc.edu/careercenter, students may click on “Students” and click on “Choosing a Major” and then “What can I do with a major in...” and have immediate access to valuable career development information and additional links.

Cell Phones

2.7

Cell phones should be turned off when entering the Chapel, classrooms and any presentations. Please remember cell phone etiquette when you need to use your phone.

Computer Services

2.8

Mount Olive College views the development of computing skills as a major learning goal. Students are encouraged to use computers for completing work in all classes, especially writing assignments. The College has networked all locations for computer use. Details about computer access, computer lab availability, and all associated regulations should be referred to the Director of Information Technology (Ext. 1340). Students are required to abide by all posted and/or published regulations regarding computer and network use.

Counseling Services

2.9

Counseling Services provides assessments, evaluations and referrals for any students with any emotional and/or personal problems that interfere with their educational success while attending Mount Olive College. Counseling services also promotes wellness, which is communicated through educational programming and activities. Counseling Services is a support service provided for current Mount Olive College students only. Each student is allowed three free sessions.

Please note: Counseling Services is not a substitute for any current professional service or resources already established for a student. Therefore, Counseling Services is not designed for treatment purposes. Anyone with any chronic needs will be referred to a local agency and/or professional, unless otherwise specified. Students with chronic needs that lack compliance with treatment recommendations, causing Counseling Services to extend its involvement beyond the three free sessions, can be charged by Mount Olive College for those extra sessions. Since Counseling Services is not a treatment agency, insurance information is not accepted or applied to any Extension of Use charges.

Please call (919) 658-7758 during posted office hours to make an appointment during the academic calendar year. Walk-in appointments are also welcome. All sessions are considered confidential, unless otherwise specified. The Counseling Services fax number is (919) 635-3778.

Dining Services

2.10

All students are welcome to use the Dining Services at Mount Olive, located in the Lois K. Murphy Regional Center. Commuters, College personnel, and members of the community may eat in the Alumni Dining Hall at stated prices per meal or may purchase meal plans or meal tickets. Anyone with dietary concerns or nutritional questions is encouraged to consult with the Director of Food Services.

The following regulations pertain to Dining Services:

1. Food may not be carried into the classrooms, the gym, or library except when served in these locations.
2. To secure meals for a resident student who is ill, the Residence Life Coordinator, Director of Health Services, or the Office of Student Development must send a written request to the Director of Food Services. This is the only availability of take-out meals for students on a meal plan.
3. Smoking or any use of tobacco products is NOT permitted in the Dining Hall.
4. Proper attire, including but not limited to shirts and shoes, must be worn in the Dining Hall.
5. Irresponsible behavior, including but not limited to excessive noise and improper use of food, will not be tolerated. Such behavior will be referred to the Director of Food Services and to the Vice President for Student Development for possible disciplinary action. A student may also have Dining Hall privileges suspended or terminated for such behavior.
6. Food, beverages, dishes, glasses, etc. should NOT be taken from the Dining Hall.

7. Providing food to someone not participating in a meal plan is a violation of College policy.

All resident students are required to participate in a meal plan as part of their residency. Students in the Whitfield or Herring Apartments may choose between a 5-Meal, 10-Meal, 20-Meal, 130-Block, or 200-Block. Students in the Apartments may choose between a 10-Meal, 20-Meal, 130-Block, or 200-Block Meal plan. Students in the Residence Halls **MUST** have the 20-Meal Plan or the 200-Block Meal Plan. Commuter students may purchase a 5-Meal Plan or any of the other meal plans listed.

The 5-Meal, 10-Meal and 20-Meal Plans are on a weekly basis. The 130-Block and the 200-Block Plans entitle you to a fixed number of meals per semester. Additionally, with the 130- and 200-Block Plans, you may invite family and friends to dine with you (up to 5 meals may be applied to your account per meal period).

To be sure that students get the most use of their meal plans, they are encouraged to meet directly with the Director of Food Services to express their nutritional needs, dietary concerns, and suggestions for menu items.

Disability Services

2.11

The Teaching and Learning Center, located at 549 Michael Martin Drive in the Waylin Center, coordinates Mount Olive College's commitment to provide inclusive academic programs and reasonable accommodations for students with documented disabilities. Specifically, the office (1) offers pre-admissions information concerning services and accommodations available to students, (2) facilitates program accommodations in accordance with provided documentation, (3) refers students to appropriate services, (4) offers opportunities for faculty/staff awareness, and (5) acts as a liaison between faculty and students with disabilities.

A student with a disability who is requesting classroom, course, or campus accommodations must provide proper documentation of the disability and meet with the Director of the TLC at the beginning of each semester to complete all paperwork. Please contact the Director of the TLC at 1-800-653-0854, ext. 1185, for further requirements and more information.

Health Services

2.12

Health Services is located in the Pope Wellness Center. Health Services is staffed by a health professional who serves as Director of Health Services. He/She works with local physicians and/or the student's insurance company's designated physicians to provide general health care and consultation. College health services include triage and limited treatment, administration of selected immunizations, consultation and referral services. Health/wellness education is provided as well.

1. Hospitalization

2.12.1

Hospitalization or other medical services received off campus by resident students should be reported to the Director of Health Services.

2. Class Absences for Health Reasons

2.12.2

A visit to Health Services is NOT considered an excused absence from class. It is the student's responsibility to inform the professor of any absences due to illness and to adhere to the attendance policy of each class.

3. Required Medical Form

2.12.3

Mount Olive College requires that all students in the traditional program have a physical examination prior to attending the College. A medical history and physical examination form provided by the College must be completed by a health care provider of the student's choice and be filed in the Health Services Office prior to enrollment. Failure to do so will result in a student not being permitted to utilize Health Services. Students who are absent from the College for more than one academic semester are required to submit a new medical history and physical examination form.

4. Immunization Requirements

2.12.4

Students in the traditional program must have an immunization form completed and SIGNED by a physician and returned to the College before the student registers for class. The form is provided by the College.

The student must provide evidence of immunization against specific diseases as required by North Carolina Immunization Law G.S. 130 A-155.1(a). All resident students and those students taking more than 4 hours (internet courses are excluded from this count) must submit compliant immunization records to the Registrar's Office before registration for classes. Students found to be non-compliant will be removed from classes. Students registering for night or weekend classes or for classes at locations other than Mount Olive are exempt.

The following immunizations are required:

1. 3 DPT (Diphtheria/Pertussis/Tetanus) childhood series doses and 1 tDap (Tetanus/Diphtheria/Pertussis) or 1 TD (Tetanus/Diphtheria) doses with a booster within the last 10 years.
2. 3 OPV (Polio) childhood series
3. 2 Measles, on or after the first birthday (not required if born prior to 1957).
4. 1 Rubella on or after the first birthday, or serologic proof of immunity (not required if 50 years of age or older).
5. 2 Mumps on or after the first birthday, or serologic proof of immunity (not required if 50 years of age or older).

The following immunizations are strongly recommended:

1. Hib
2. Hepatitis B- especially if residential student
3. Menomune (Meningococcal)
4. Flu-annually

Health/Counseling Center Hours

2.13

Health Services and Counseling Services are located in the Pope Wellness Building and are open Monday through Friday from 7:00 a.m.- 4:00 p.m. during the traditional academic calendar year. We do take an hour for lunch, but it may vary daily due to the demand for services during that time. Therefore, in the event that Health Services and/or Counseling Services offices are not open or available, please contact Campus Safety or the Residence Life Coordinator that is on call for assistance. In the case of an emergency, please contact 911 or a local emergency professional.

Transportation: In case of medical emergency, local EMS (911) will be called. In non-emergency situations, students are encouraged to arrange transportation with a roommate or friend.

Identification Card

2.14

All full-time students in the traditional program at Mount Olive will be issued one picture College Identification Card for admission to the cafeteria (for those on the meal plan), library and most College events. ID cards should be carried at all times and must be presented to a College official upon request. Lost IDs can be replaced for \$10.00 at the Student Development Office.

Library Services

2.15

The basic mission of Moye Library at Mount Olive College is to provide materials, equipment, and services of an instructional and instructional-support nature, which will help achieve the purposes of the College as a whole. To achieve this goal, the library provides:

1. A working collection of approximately 73,000 bound volumes, 23,000 electronic volumes, 40,000 micro-text and audio/visual materials, and access to over 6,000 current serial titles in a variety of formats, all in support of the various curricula and courses.
2. Historical materials relating to the supporting denomination and its endeavors in Christian higher education.

3. Resources/services facilitated by an automated library system which is part of the local campus network and is available remotely via the Internet. The system includes an integrated, computerized library system with links to other libraries worldwide; access to NCLIVE (electronic databases – indexes/abstracts/full-text), and access to a variety of resources on the World Wide Web.
4. Bibliographic instruction for individuals and classes.
5. A qualified professional and support staff.
6. Cooperative agreements with other libraries to augment resources for various campuses and programs.
7. Services, materials, and facilities for the surrounding community for enrichment and continuing education.
8. Full interlibrary loan and document delivery service available to all students, faculty and staff.
9. Library information brochures providing detailed information on library resources/services/policies (available at Circulation Desk or upon request).
10. Materials for leisure and personal interest enrichment.
11. Special services for reference/circulation assistance, including email and 800 number and courier/mail/fax delivery.

Circulation Information – Barcodes are attached to Student Identification Cards for circulation purposes. The student ID card or another form of identification is required when checking out materials.

Circulating materials can be checked out for one month and may be renewed in person or via telephone unless someone else needs the material. Overdue fines on regular materials are 5 cents per day and 10 cents per hour on reserve materials (weekends and holidays included). All materials are due by the end of the term/semester unless special permission has been secured.

Special Notice: The College reserves the right to withhold grade reports and transcripts of students who have not returned library materials and/or cleared financial obligations (payment of fines, damage fees, or costs of replacement for lost materials) by the date required at the end of each semester. Further, the College reserves the right to deny registration for the term/semester following unless obligations have been cleared or arrangements made to settle the account.

Mail Services

2.16

All resident students **are required** to obtain a campus mailbox. A \$5.00 refundable deposit is required for the key. A lost key is replaced for a \$5.00 charge. Mailboxes are available to commuting students upon request and as available. Mail is not delivered on weekends or during vacation periods.

Students may purchase first-class stamps and envelopes at the Student Development Office. First-class mail may be sent from the campus at the student mailboxes.

Parking Services

2.17

These traffic and parking regulations, authorized by the Executive Council, are intended to facilitate the safe and orderly conduct of College business, to provide parking services in support of these functions within the limits of available space, and to maintain the flow of traffic on our campus. These regulations are also designed to enhance the safety of our campus, by identifying visiting vehicles. Enforcement of these regulations is necessary to achieve these goals and to comply with fire codes.

Registration

All vehicles parking at the Mount Olive location must display a current registration permit or pass **displayed in the bottom left corner of the automobile's rear window or on the left side of the rear bumper.**

Parking permits are free. Faculty/Staff may obtain permits at the Human Resource Office and students may obtain permits at the Campus Safety or Student Development Office, for up to two vehicles. The fine for failing to register a vehicle is \$30.00. Parking permits are valid from August 1 to July 30. A permit does not guarantee a parking space.

Vehicle Safety

Parked vehicles should be kept locked at all times. The College is not responsible for the theft of or damage to the vehicle or any personal property left in the vehicle. It is the responsibility of the owner to ensure that adequate liability coverage is in effect on the vehicle and its contents at all times.

Designated Parking Areas

Please refer to the following chart for the lot in which you are authorized to park. Parking outside your authorized area in other than the designated short term spaces will result in a parking fine:

	Resident	Commuter	Faculty	Staff
Residence Halls and Apartments	X			
MRC/ Kornegay Arena Lot	X	X	X	X
Poole Administration Lot			X	X
Henderson/ Academic Offices Lot		X	X	X
Communications/ Chapel Lot		X	X	X
W. Burkatte & Rose M. Raper Hall Lot		X	X	X
Laughinghouse Lot		X	X	X

Resident students must park their vehicles at their residence hall or at the Lois K. Murphy Regional Center/Kornegay Arena parking lot **ONLY**. Resident students parking at the Poole Administration Building, Henderson, Communications/Rodgers Chapel, Raper or Laughinghouse parking lots will be issued a citation for doing so. These areas are reserved for faculty/staff, commuters, and our visitors. Anyone may park in the Poole Administration Building parking lot and the Communications/Rodgers Chapel parking lot in the designated short term spaces while conducting business in those buildings.

Resident students may park only in areas designated for resident students. Commuter students may park only in areas designated for commuters. Faculty and Staff may park only in areas designated for Faculty and Staff. The Lois K. Murphy Regional Center/Kornegay Arena lot is available to anyone.

Temporary Permits

Any student who brings an unregistered car on campus for a short period of time (less than two weeks) must secure a Temporary Parking Permit from the Campus Safety Office or the Student Development Office. If a temporary permit is needed for a longer period of time, it may be obtained as stated above. A guest staying overnight in a residence hall must also obtain a Temporary Parking Permit.

No Parking Areas

The yellow curbing indicates a NO PARKING ZONE mandated by the local Fire Marshall. Parking in these areas is a violation as well as unsafe for both your vehicle and for emergency vehicles. Although maintenance employees and contractors are allowed to park on the grass or sidewalks while conducting repairs to College facilities, no other vehicles may be so parked.

Towing

Vehicle owners will be held accountable for violations or damages resulting from misuse of a vehicle registered in his/her name. Vehicles may be towed at the owner's expense for the following reasons: unregistered or improperly parked vehicles, vehicles which impede the safe and efficient flow of traffic, vehicles receiving three or more citations.

Disabled vehicles should be repaired or removed from campus as soon as possible. Towing of disabled vehicles may occur two weeks after notification to owner. Notification to the owner may be by letter, e-mail, phone call, or notice placed on vehicle.

Fines

Ticket fines vary according to offense:

Parking in No Parking Zone	\$15.00
Parking in an Unauthorized area	\$15.00
Unauthorized Parking-Handicapped Space	\$250.00
Failure to Register a Vehicle	\$30.00

Note: Late payment of fines may result in revocation of parking privileges and restriction of future registration.
Ticket fines must be paid in the Business Office.

Anyone who feels he/she was issued a parking ticket unfairly may appeal the ticket in writing to the Campus Safety Supervisor.

Academic transcripts will be withheld from any student owing parking fines.

Violations

Campus Safety will ticket when:

1. Parked in unauthorized areas
2. Driving in a reckless and careless manner
3. The driver fails to obey signage
4. The driver misuses parking decal
5. The vehicle does not display a valid permit
6. Blocking fire zones /emergency exits
7. Parked in handicap parking without authorization
8. Parking on or blocking sidewalks and passageways
9. Parking on grass or open areas not assigned for parking
10. Blocking trash receptacles
11. Speeding in parking lots
12. Parking in front of a hydrant
13. Parking so as to obstruct the normal flow of traffic
14. Parking in a space not designated for parking
15. Music or other noise from vehicle disrupts the function of the College
16. Other offenses which impede the safe and efficient flow of traffic

Student Success Center

2.18

The Student Success Center is a division of Student Development and is located at 549 Michael Martin Drive in the Waylin Center. The goal of this department is to equip students with the tools needed to succeed at Mount Olive

College and beyond. The Student Success Center provides support services for students from enrollment to graduation. This department includes the Career Center, the Teaching and Learning Center, and Disability Services. Students who have not declared a major are assigned to an academic advisor in the Student Success Center. Other programs coordinated by the Student Success Center include Orientation, Welcome Week, Freshman Seminar, and Early Alert.

Teaching and Learning Center

2.19

The Teaching and Learning Center (TLC), located in the Waylin Center at 549 Michael Martin Drive, provides a variety of opportunities for academic support for Mount Olive students, faculty, and staff. The goal of these free services is to enable, engage, and encourage students in their academic endeavors and to help students become more independent and successful learners. Services provided by the TLC include small group and individual tutoring, study skills tutoring, periodic workshops, and an extensive website with a variety of self-assessment and self-tutorials. The TLC also houses a multi-media library with computers, workbooks, textbooks, videos, handouts, and numerous resources. Students are encouraged to visit or contact the TLC 1-800-653-0854, ext. 1185 or (919) 658-7792 to request academic assistance or to volunteer as tutors or mentors. The TLC also works closely with faculty and administration to address the needs of students with disabilities. See Disability Services (2.10) for more information.

Telephones

2.20

Every College location is serviced with an office telephone system for official College business. Students or their guests, except in case of an emergency, may not use office phones. Resident students have automatic local service in their rooms but must provide their own telephone and long distance service. There is a telephone in Hunt Lounge for local calls.

STUDENT ACTIVITIES, ORGANIZATIONS, AND OTHER RESOURCES

Section 3

Athletics

3.1

Mount Olive College is a member of NCAA Division II and the Conference Carolinas. The College has teams in the women's sports of track and field, volleyball, cross country, soccer, basketball, tennis, golf and softball, as well as in the men's sports of track and field, soccer, cross country, basketball, baseball, tennis, volleyball and golf. Cheerleading is offered as a co-ed sport. The athletics offices are located in Kornegay Arena.

Awards Day

3.2

Awards Day is held each spring for the purpose of recognizing outstanding academic achievement and service to the College. Other awards are presented at the Athletic Banquet and at Commencement. For criteria of awards and distinctions, please refer to the College Catalog.

Clubs and Organizations

3.3

The College recognizes a wide variety of clubs and organizations and encourages student participation. The purposes of these organizations are: (1) to broaden education, (2) to encourage fellowship, (3) to provide leadership opportunities, (4) to provide opportunities for fulfillment of special interests. Campus organizations must contribute to the academic, recreational, religious, or cultural climate of the College in order to warrant existence and recognition. For this reason, the College reserves the right to register and evaluate all student organizations and require them to function in accordance with their approved constitutions. The College further reserves the right to dissolve any student organization that it feels is detrimental to the welfare of the students or the College in general.

Procedures for Recognizing New Organizations

3.3.1

Any group or individual wishing to form a new organization should consult with the Student Development Office for advice and assistance. An application for recognition must be presented to the Student Government Association. The application must consist of a proposed constitution giving a full statement of purpose, governing regulations, and the intended adviser (who must be an employee of Mount Olive College). The Student Government Association will recommend approval to the Vice President for Student Development for approval. Granting of official recognition to student groups is at the discretion of the College, the Executive Council and the President, on behalf of the Board of Trustees.

Active student organizations must have an updated constitution and current list of officers and adviser on file in the Student Activities Office no later than October 15 of each new academic year.

Clubs and organizations must submit a monthly report to SGA that highlights the names of active members, service projects and fund raisers. Failure to submit reports may result in the loss of official recognition.

Advisers for Clubs and Organizations

3.3.2

For approval and for continued recognition, each club or organization must have a faculty or staff member to give guidance and counsel as an adviser.

Fund Raising

3.3.3

Any recognized student organization wishing to conduct a fundraiser must gain approval in advance from the Office of Student Development.

Student Organization Conduct

3.3.4

Student organizations are expected to conform to the College's rules and regulations, and a commitment to such should be included in the group's constitution. Student organizations which are found to be in violation of College rules and regulations and/or city, state, or federal law shall be subject to sanctions imposed by the Vice President for Student Development (or his/her designee), up to and including termination of recognition by the College. Separate and/or additional disciplinary action may be taken with an individual(s) within the organization.

Active Clubs and Organizations

3.3.5

Alpha Chi – The Upsilon Chapter of Alpha Chi is a national interdisciplinary honor society for the purpose of encouraging scholarship. Membership is selected from the top ten percent of juniors and seniors who have been enrolled full-time for the academic year prior to election and who have completed at least one half of the hours required for graduation.

Alpha Phi Sigma – The Delta Kappa Chapter of Alpha Phi Sigma is the National Criminal Justice Honor Society. Its purpose is to recognize and promote high scholarship among students actively engaged in collegiate preparation

for professional services, to keep abreast of the advances in scientific research, to evaluate the ethical standards of the Criminal Justice professions and to establish in the public mind the benefit and necessity of education and professional training.

The Ambassador Association- The purpose is to provide leadership and service opportunities to promote the College's Covenant through partnership with churches, businesses and the Mount Olive community.

Art Club – The purpose of the Art Club is (1) to encourage and promote membership among all students, (2) to strengthen the relationships between students within the Art Department, (3) to expand student knowledge through enrichment experiences and planned activities and (4) to have fun.

Beta, Beta, Beta- This is a National Science Honor Society. Its purpose is to recognize and promote high scholarship amount students actively engaged in scientific research and study.

Campus Activity Board – The Campus Activity Board (CAB) is the primary programming body for the College. Most major events and activities are coordinated by CAB in conjunction with the Student Government Association.

Commuter's Club – The purpose of the Commuter's Club is to build closer relations between commuting students and the College as a whole. Membership is open to all non-resident students. Delegates of this organization serve in the Student Government Association.

Computers Club- The purpose is to provide members with the environments and opportunities to stay abreast of Computing and Information Technology while growing personally and professionally.

Criminal Justice Club – The purpose of the Criminal Justice Club is (1) to provide an academic and social forum for traditional students and nontraditional professional students through internal and external networking, (2) to expand the learning experience through contacts with criminal justice professions, (3) to increase familiarity between students and the criminal justice professions, and (4) to aid the community through public service.

Delta Pi Delta- The purpose is to seek a deeper and more profound sense of brotherhood on campus, to form a mutual support and defense of one another and our fellow man, to perform service projects that will help grow and develop members of this organization as well as members of the community.

Early Childhood Education- The purpose is to (1) promote the importance of early childhood education (ECE) (2) to prove a means of communication for ECE educators (3) to establish good relationships between faculty and aspiring educators (4) develop a professional attitude toward ECE (5) provide opportunities for educational service.

English Society- The purpose of the English Society is to share an interest in reading, writing and performance. The Society publishes an annual literary magazine and sponsors poetry and comedy coffeehouses. It is open to all students.

Fellowship with African-American Students- The purpose is (1) to promote the education of African- American culture (2) create unity and strength among students of African-American descent (3) promote diversity on campus (4) collaborate with the retention of students, particularly African- American students. This club is open to all students.

Fellowship of Christian Athletes – The Fellowship of Christian Athletes is open to all athletes, coaches, or persons who have been involved in athletics in the past. The group's purpose is to bring together Christian athletes and challenge them to turn to God and trust in Him in every situation they face, whether it is stressful or wonderful.

Fellowship of Christian Students – The purpose of the Fellowship of Christian Students is (1) to provide opportunities for Christian fellowship, service, and worship through which students of any faith or denomination may strengthen their personal faith and character, (2) to provide programs of interest on matters concerning Christian commitment, and (3) to provide opportunities to develop leadership ability.

Free Will Baptist Fellowship – The purpose is to promote fellowship among Free Will Baptist students, to provide an opportunity for Christian fellowship, service, and worship through which students may strengthen their personal faith and character, to provide programs of interest on matters concerning one’s Christian commitment and the problems he/she faces, and to develop leadership skills.

Henderson Science Club – The Henderson Science Club, named in memory of Dr. C. C. Henderson of Mount Olive who was a benefactor of the Science Department during his lifetime, was organized to stimulate an interest in natural science through research and study of current scientific events. The club is affiliated with the Collegiate Academy of the North Carolina Academy of Science.

International Club – The purpose of the International Club is to increase interaction between students from different cultures and to promote information about various cultures from around the world.

International Show Festival – Each year the College celebrates the diversity of its international student population by welcoming students and the community to see, smell, taste, and hear the cultures of our students.

Institute of Management Accountants Student Chapter- The purpose of SMASC (1) is to promote the Institute of Management Accountants, (2) facilitate cooperation and communication between its members and regular members of the institute, (3) to provide opportunities for students to develop leadership skills.

Mad Hatters Club- The purpose is to ride the wave of creative juices flowing from the minds of students and to promote creativity in the minds of everyone through a variety of activities and events that may involve drawing, painting, reading, writing, singing, etc.

Math Club- The purpose of the Math Club is to engage students in applying mathematical and statistical problems to life and to develop and encourage an appreciation of mathematical thinking. This club is open to all students.

MOC Collegiate FFA - The motto, “Learning to Do, Doing to Learn, Earning to Live and Living to Serve” sums up the purpose of this club that focuses on agriculture education. This organization is open to all students who want the opportunity to reap the harvest that this organization can provide and have the fertilization they need to spray on their own lives to help them succeed.

MOC History Club- The purpose of the History Club is to promote and study history and to provide a means of communication for prospective history and social studies majors and information about local and national issues. This club is open to all students.

MOC Music Club - The purpose of this club is to share musical interest with the Mount Olive College and Town of Mount Olive community, to assist with music department events and to encourage the appreciation of music. This club is open to all students.

Collegiate Music Educators National Chapter- The club is open to all students interested in music education. The chapter furnishes both educational and social activities for its members, provides members with up-to-date professional information, and serves as hosts and hostesses for campus visitors.

Mount Olive College Undergraduate Alumni Association(UAA) - The purpose of the UAA is to encourage and promote membership among present students in Mount Olive College UAA, to strengthen relationships among past, present and future students at MOC, and to foster the total development of the Mount Olive College Alumni Association.

Omega Upsilon Sorority – Omega Upsilon is open to women at Mount Olive College who seek a deeper and more profound sense of sisterhood. Membership is open to any female student who has completed at least one semester of college level work, has at least a 2.25 GPA, and demonstrates an enthusiasm for, commitment to and support of the College and the surrounding community.

Phi Beta Lambda – The Zeta Epsilon Chapter of Phi Beta Lambda is the national organization for college students enrolled in programs designed to develop professional competencies. Goals of the organization include: (1)

Developing competent, aggressive business leadership, (2) Strengthening the confidence of students in themselves and their work, (3) Creating more interest in and understanding of American business enterprise, (4) Encouraging members in the development of individual projects that contribute to the improvement of home, business, and community, and (5) Developing character, preparing for useful citizenship, and fostering patriotism.

Prospective Teachers' Association – The purpose of the PTA is to (1) promote the importance of education, (2) provide a means of communication for prospective teachers and information about local and national educational issues, (3) establish good relationships between faculty and aspiring educators, (4) develop a professional attitude in prospective educators, and (5) provide opportunities for educational service.

Psi Chi – The Mount Olive College Chapter of Psi Chi is chartered by the National Honor Society in Psychology. Open to all qualified students majoring or minoring in Psychology, Psi Chi recognizes high academic excellence and rewards exceptional student leadership. Membership is based on nomination and election by the Mount Olive College chapter of Psi Chi and student overall grade point average of 3.0.

Praise Ensemble- The purpose of this club is to promote and share a love for Christian music, entertainment, and fellowship. This club is open to all students.

Psychology Club- The Mount Olive Psychology Club, established in 1989, exists to encourage, stimulate, and foster personal growth through fellowship and discussion of topics related to psychology. The Psychology Club invites membership from other disciplines as well as from psychology majors.

Recreation Majors Club- The purpose of the Mount Olive College Recreation Majors Club is twofold: (1) to promote an understanding of the need for positive leisure in one's own life, and (2) to enhance the development of professionalism among future practitioners in the field of recreation/leisure/park services. The Recreation Majors Club focuses on personal and professional growth.

Sigma Tau Delta- International English Honor Society – The purpose of Sigma Tau Delta shall be literary, educational, and charitable. The Society shall strive: (1) to confer distinction for high achievement in English language and literature in undergraduate studies, (2) to provide cultural stimulation at the College, (3) to foster the discipline of English in all aspects, including creative and critical writing, (4) to promote good fellowship among its members, and (5) to exhibit high standards of academic excellence.

Society of Human Resource Management- This club advances the human resource profession to ensure the HR is recognized as an essential partner in developing and executing organizational strategy.

Students Against Destructive Decisions (SADD)- SADD's purpose is to promote a healthy lifestyle through positive decision making. The purpose of this club is (1) to develop a network of students dedicated to healthy lifestyles, choices and social activities, (2) to increase awareness of alcohol and other substance abuse related issues, (3) to assist students in making educated decisions regarding these issues, (4) to encourage students to examine their personal value system and behavior, and (5) to encourage a forum to discuss these issues with others.

Student Athlete Advisory Committee- The student-athlete advisory committee (SAAC) is a committee made up of student-athletes assembled to provide insight on the student-athletes' lives on NCAA member institution campuses.

Student Government Association- The Student Government Association includes all students in its membership. The SGA Student Council is the executive and legislative board of the Association. The Council has considerable responsibility for the quality and content of student life at Mount Olive College and serves as an advisory group to the College's administration and faculty.

Students' Theological Fellowship- The Students' Theological Fellowship is an organization of students preparing for the Christian ministry and church-related vocations. The main objective of the group is to provide opportunities for personal and religious development, fellowship, and practical experience for members as they pursue academic preparation for their work.

Tennis Club- The purpose of this club is to encourage students to learn and practice basic tennis skills and compete against each other.

Trojan Times- This organization writes and creates an online newspaper that is updated on a weekly basis.

Trojan Voices- The members of this organization solicit poetry, short stories and illustrations that will be published in a bounded book and available for sale to the community.

PERFORMANCE GROUPS

Sponsored by Department of Music, Membership by audition

College Concert Choir- is a 40+ voice concert choir which performs a varied repertoire from classical to modern spiritual music in concert and church settings.

Free Spirit- is a 10-12-member Christian ensemble that presents the Gospel through contemporary music. The group ministers regularly in church services, at youth meetings, and at club and community functions throughout the region.

Mount Olive College Singers- is a jazz choir of about 12-13 students. This ensemble performs popular, patriotic, and Broadway musical numbers at conventions, shopping malls, festivals, banquets, and schools. The Singers have performed from New York to Florida, as far west as Nashville, TN, and on the Carnival Cruise ship Sensation.

MOC Sinfonia- is a touring chamber ensemble that performs sacred, classical and contemporary music in concert and church settings. Membership is open to all students who play wind and percussion instruments.

MOC Symphonic Band- performs a variety of band literature from standard marches and concert band repertoire to musicals and popular movie themes. Membership is by audition and open to all students who play wind and percussion instruments.

MOC Jazz Band- is a 2 to 16 member touring ensemble that performs blues, Dixieland, dance band, be-bop and contemporary jazz standards at college and community events throughout the region. Membership is open to all students who play wind and rhythm section instruments.

Trojan Pep Band- performs a variety of pep and popular favorites for all MOC home basketball events. Membership is open to all students who play wind and rhythm section instruments.

The Student Government Association & Constitution

3.3.6

The Student Government Association includes all students in its membership. The SGA Student Council is the executive and legislative board of the Association. The Council has considerable responsibility for quality and content of student life at Mount Olive College and serves as an advisory group to the College's administration and faculty.

The constitution of the Student Government Association of Mount Olive College follows.

Article I: Name

Section I: This Organization shall be known as the Student Government Association (SGA) of Mount Olive College.

Article II: Purpose

Section I: It shall be the purpose of SGA:

- A. To work cooperatively with the faculty and the College administration in dealing with all matters of student interest.

- B. To promote a close relationship among students, faculty, and staff.
- C. To promote campus life, personal responsibility, and loyalty to the College.
- D. To maintain in the students a perpetual awareness of the highest ideals of Christian faith and practice.

Article III: Membership

- Section I: Each full-time student enrolled in the traditional program shall be a member of SGA. All part-time students, students enrolled in non-traditional programs, and members of the faculty and staff shall be associate members (without vote).
- Section II: Academic classes – Each class shall be vested with the authority to organize a class level. Each class may elect a minimum of 2 and a maximum of 6 people to serve as senators. The senators shall be elected under the rules set by the Executive Council of the SGA.
- Section III: Student Council – The Student Council is the legislative body of the Student Government Association. See Article VI.
- Section IV: Clubs and Organizations – All clubs, organizations, and classes are subdivisions of SGA.
- Section V: Recognition - In order to be recognized as a student organization of Mount Olive College, all clubs and organizations shall have a valid constitution approved by the SGA and must have a college faculty or staff member as adviser. Further, to maintain recognition, all clubs and organizations must meet the criteria and standards set forth by the Student Council.

Article IV: Meeting

- Section I: Regular meetings of the SGA shall be weekly unless the Student Council deems a meeting unnecessary. Special meetings of the SGA may be called by the President of SGA at his/her discretion or upon the request of sixty percent (60%) of the SGA. At least one adviser should be present at this meeting.
 - A. Executive Officers shall meet once a week in addition to the Student council meetings. At least one advisor shall be present at this meeting.
- Section II: At all meetings of SGA, any member of the College community may raise discussion or comment within the meeting procedures of the SGA, but only Council members may vote upon any issue.
- Section III: All Council members are expected to attend all meetings. SGA members can miss 6 meetings (excused or unexcused) throughout the year. After the sixth absence, SGA Executive Cabinet will meet me with the member to discuss the attendance policy and on a case by case basis, decide if this member should be removed from office for neglect of duty. Members who need to be absent from a scheduled meeting, should notify the adviser or member of the Executive Council at least twenty-four (24) hours prior to the meeting.

Article V: Executive Officers & Student Council Officers

- Section I: Qualifications
 - A. Executive Officers
 - a. Executive Officers are defined as President, Vice President, Secretary, and Treasurer.
 - b. To be a candidate for and to retain office, executive officers must have a minimum cumulative grade point average of 2.5 and must be in good judicial standing (not on Probation or more severe sanction).
 - c. All full-time students meeting the qualifications are eligible for offices of Vice President, Secretary, and Treasurer.
 - d. Candidates for President must have earned at least 26 semester hours prior to assuming office and must have previously been a member of the Student Council.
 - B. Student Council
 - a. The Student Council is defined as all voting members of the Student Council other than the Executive Officers (senators, specified representatives) for this section only.
 - b. To be a candidate for and to retain office, Student Council members must have a minimum cumulative grade point average of 2.3 and must be in good social standing.
 - c. Senators must meet the College definition of classification of students (semester hours earned) by the date they assume office.
- Section II: Duties
 - A. President
 - a. To call meetings and to serve as ex-officio member of the Executive Council.

- b. To serve as chairperson of the Student Council and the SGA.
 - c. To appoint any temporary committees as deemed necessary,
 - d. To serve as student representative to the College Board of Trustees.
- B. Vice President
- a. To perform all of the duties of the President in his/her absence.
 - b. To serve as Parliamentarian of the SGA.
 - c. To serve as ex-officio member of the Mount Olive Area Chamber of Commerce.
 - d. To serve as liaison between the SGA and the non-traditional programs.
- C. Secretary
- a. To record the minutes of all meetings of the SGA and to have such minutes ready for distribution to all members of the Student Council by the next meeting.
 - b. To maintain all minutes approved by SGA.
 - c. To prepare all correspondence of SGA.
 - d. To maintain and record in the minutes accurate attendance of all voting members.
- D. Treasurer
- a. To maintain accurate financial records for SGA.
 - b. To assure compliance by clubs and organizations with SGA guidelines and requirements before recommending funding allocation to any club or organization.

Section III: Removal from Office

- A. Any Executive Officer or Student Council Senator may be removed from office by a two-thirds vote of the Student Council for reasons of neglect of duty and/or violation of the principles and/or provisions of the Constitution.

Section IV: Office Vacancies

- A. A vacancy in the Office of the President shall be filled by the Vice President.
- B. A vacancy in any Executive Office other than President of Student Council office shall be filled by appointment of the Student Council confirmed by a two-thirds vote.
- C. A vacancy in any Student Council Office may be filled by appointment of the Student Council confirmed by a two-thirds vote.

Section V: Advisers

- A. Standing Adviser – The Vice President of Student Development shall appoint a member of his/her area as Standing Adviser to SGA.
- B. Additional Adviser – By a two-thirds vote of SGA, additional advisers may be appointed; such advisers must be a faculty or staff member of the College.
- C. Advisers shall have no vote in SGA.
- D. The Standing Adviser should be present at all meetings of SGA, including meetings of the Executive Council.

Article VI: Student Council Composition and Responsibility

Section I: Executive Council

- A. The Executive Council shall consist of the President, Vice President, Secretary, and Treasurer.
- B. The responsibilities of the Executive Council are outlined in Article V, Section II.

Section II: Student Council

- A. The Student Council shall consist of the Executive Council, senators from each class, representatives of the Residence Halls and Apartments, representatives of the Commuters' Organization, and the chairperson of CAB. The exact number of representatives of the residence areas and of the Commuters' Organization shall be in proportion to the number of residents and commuters enrolled in the traditional program (normally 2:1). Representatives will be appointed by majority vote of the Student Council.
- B. Each member of the Student Council shall have one vote, except the President who shall vote only in case of a tie.

- C. A quorum shall exist when a majority of the voting members of the Student Council are present. A quorum is required for any official business, including binding votes, to be conducted.

Section III: Associate Members of the Student Council

- A. Each class or cohort shall be invited to appoint a representative to the Student Council. Such representatives will be Associate Members to the Student Council with no voting rights.
- B. The Associate Members serve as a liaison for information between the Student Council and the represented class.

Section IV: Committees

- A. Campus Activity Board – Members of the Campus Activity Board serve as volunteer appointments of the Student Council. The Campus Activity Board (CAB) is responsible for planning and organizing activities for the student body and is funded by the Student Activity Fee as administered by SGA.
- B. College Committees – The Student Council shall appoint student representatives to College committees as requested by the appropriate committee chairperson or College administrator.
- C. Ad Hoc Committees – The Student Council shall appoint ad hoc committees to serve as needed.

Article VII: Nominations and Elections

Section I: Executive Council

- A. A petition bearing fifty (50) signatures of SGA members will be necessary to place a person in nomination. This petition shall be submitted to the Director of Student Activities who will verify that the person meets the qualifications stated by this Constitution.
- B. The Student Council shall set a date, no later than four (4) weeks prior to the end of the spring semester, for election of the Executive Cabinet Officers.
- C. All candidates shall abide by election guidelines established by the current Student Council. The elections shall be overseen by the appointed representatives of the Student Council, none of who may be a candidate in the election.
- D. A majority of the votes that are cast shall be necessary to ensure the election.

Section II: Student Council

- A. A petition bearing fifty (50) signatures of SGA members will be necessary to place a person in nomination. This petition shall be submitted to the Vice President for Student Development who will verify that the person meets the qualifications stated by this constitution.
- B. The Executive Council shall set a date no later than the end of September for the election of class officers.
- C. All candidates shall abide by election guidelines established by the current Executive Council.
- D. A majority of the votes that are cast shall be necessary to ensure election.
- E. Student Council Members representing the Residence Halls and Commuters' organization shall be appointed by two-thirds vote of the Student Council. CAB chairperson is selected based upon interview process coordinated by the Director of Student Activities. This section shall also be made by two-thirds vote of the Student Council.

Section III: Voting Procedures

- A. Voting shall be by secret ballot.
- B. Only SGA members may vote, and they must sign a registered roster.
- C. Voting shall follow guidelines set by Student Council.
- D. Votes will be counted by the Vice President for Student Development or his/her designee and the appointed representatives of the Student Council.
- E. Those elected will be announced within twenty-four (24) hours of the election.

Article VIII: Installation

Section I: The Executive Council Officers shall be installed at Awards Day in the spring semester.

- Section II: The installation of senators and other representatives shall be at a called meeting of the Student Council.
- Section III: The candidates for installation shall take the following oath of office from the Vice President for Student Development or his/her designee:

“I (name) as (officer) of the Mount Olive College Student Government Association do solemnly promise to execute with the help of God the duties of my office to the best of my ability.”

Article IX: Relationship of the Student Government Association to the College Administration, Faculty, and Campus Organizations

- Section I: The SGA shall understand that the President and Board of Trustees of the College have the ultimate authority in all matters governing Mount Olive College.
- Section II: Any plans of the SGA or other student groups must be conducted in accordance with established College policies and procedures, and those that require an exception to the established regulations of the College shall be submitted in writing to the Vice President for Student Development for approval at least one (1) week in advance.
- Section III: No campus club, organization, or academic class may enact a constitution which lessens the requirements of this constitution as stated in Article III. Further, no campus club, organization, or academic class may use the College name or be eligible for funds from SGA if it does not meet the constitutional requirements, established guidelines, and/or bylaws of the SGA.

Article X: Bylaws

- Section I: The Student Council shall adopt such bylaws as are necessary for the fulfillment of the Constitutional requirements and the efficient operation of the SGA in accordance with the purpose of Mount Olive College.
- Section II: A two-thirds majority vote shall be required for the approval of all bylaws.

Article XI: Amendments

- Section 1: This constitution shall be amended as follows:
- A. Amendments shall originate in the Student Council or by the petition of one-third of the Student Government Association (full-time traditional students).
 - B. Amendments shall be submitted first to the Student Council for approval, then to the Vice President for Student Development, and finally to the Executive Council of the College for consideration and comment.
 - C. Amendments shall be presented to the Student Government Association at least one (1) week prior to the holding of a referendum.
 - D. Amendments shall be ratified by a two-thirds majority vote of the Student Council

E-3 Program

3.4

The College considers the development of sound Christian philosophy and character to be the foundation of a well-rounded life and seeks to accomplish this through the Educational Enrichment Experience Program (E-3). The E-3 Program demonstrates that the creative spirit can be present in individuals, in groups, and in a multitude of worshipful and joyful forms.

The E-3 Program consists of a series of chapel programs and special events. Chapel programs, at 11:00 a.m. each Tuesday, present a variety of worship experiences designed for spiritual enrichment and enlargement of the concept of worship and its relationship to the world. The College believes that the nature of humankind and the purpose of human life can best be understood in terms of humankind’s relationship with God. It is the foremost desire of the College that each student develop a living faith that is based upon personal experience with God through Christ.

All freshmen and sophomores in the traditional program are automatically registered for enrollment in E-3. While it is optional for juniors and seniors, they may choose to take it for college credit and are encouraged to do so.

Students enrolled in non-traditional programs are welcome to attend all E-3 events. Appropriate dress is required. Please see the College Catalog for the E-3 Grading Policy.

Intramural/Recreational Sports

3.5

The campus recreation program provides students with recreational sports opportunities throughout the year. Sports for men and women, and co-educational play include 3 on 3 Basketball Leagues, 5 and 5 Basketball Leagues, Disc Golf Tournaments, Racquetball Tournaments, Bench Press Competitions, Flag Football Leagues, Indoor Soccer Leagues, Golf Tournaments, Tennis Tournaments, and Volleyball Tournaments.

Lois K. Murphy Regional Center

3.6

The Lois K. Murphy Regional Center houses the Offices of Student Development, including the Vice President for Student Development, Housing Coordinator, Campus Minister, Director of Student Activities, Student Development Administrative Assistant, and the Office of Campus Safety. The Center also includes student mailboxes, the James B. Hunt Student Lounge for checking email, relaxation and study, and the Tinker Best Game Room furnished with billiards, table tennis, air hockey, juke box, video games, and vending machines.

Recreational Facilities

3.7

George and Annie Dail Kornegay Arena, a multi-purpose facility used by many different groups that make up the Mount Olive College community, serves as:

1. A convention center
2. An academic building
3. An intercollegiate athletics and intramural facility
4. A recreation structure

Areas in Kornegay Arena that are for student use include the racquetball courts, track and seminar rooms.

Pope Wellness Center is open to all MOC students. Faculty, staff and community members may join the Wellness Center as well. Some of the services provided are:

1. A Fitness Room
2. An Activity and Program Room
3. Basketball, Volleyball and Badminton Courts
4. Lockers
5. Shower Facilities
6. Fitness Assessments

Student Activities

3.8

Social activities are scheduled through efforts of the Student Government Association, Campus Activity Board (CAB), clubs and organizations, Coordinator of Intramurals, and the Student Development Office. These activities include parties, movies, dances, carnivals, festivals, concerts, lectures, and talent shows. Under the guidance of the Student Development Office, CAB plans and coordinates a schedule of major activities and events for students.

GENERAL INFORMATION

Section 4

Appropriate Dress

4.1

Appropriate attire on the Mount Olive College campus is determined by locale, purpose and nature of an event or occasion. Students are encouraged to exhibit good judgment and common sense while demonstrating respect for the occasion and consideration of the mission of Mount Olive College. The following guidelines should be considered:

1. Shoes are to be worn at all times in campus buildings.
2. As a gesture of respect, hats should be removed in classrooms, the dining hall and in Rodgers Chapel.
3. Appropriate attire is particularly important for chapel services, musical concerts/performances, lectures, convocations and other special campus events. Appropriate attire for the above events includes dress pants, dress jeans, dress shorts, a dress, dress shirt or blouse, sport/polo shirt or other appropriate athletic wear. The College maintains the right to ask students who are inappropriately dressed to leave an event.

Bicycles

4.2

Students must register their bikes with the Campus Safety office. This is a free service which gives students a means of identification. Bicycles should be parked in racks in designated areas and should never be parked or stored in any College building. Students are encouraged to secure bicycles to the rack with a lock and chain. Bicycles remaining on campus during the summer will become the property of the College. **The College is not responsible for theft or loss of, or damage to an individual's personal property while on campus.**

Building Evacuation Procedures

4.3

Fire in a building occupied by a large number of persons can be disastrous. Mount Olive College takes precautions against fire and conducts fire drills and inspections at intervals to safeguard the lives of its students. Evacuation routes are posted and students are urged to familiarize themselves with them.

When a building is evacuated, the following actions are necessary:

1. Close all windows. Close doors when leaving. Leave residence halls and classrooms in an orderly manner in accordance with directions posted. Walk. Do not run.
2. Wear shoes or slippers when leaving residence halls.
3. Maintain quiet.
4. The first person out should hold the door open until everyone has cleared the building or until notified by a College official to leave the post.
5. Do not remain inside on the assumption that the alarm signals only a drill. There might indeed be a fire. Anyone doing so is subject to disciplinary action.
6. In cases of residence hall evacuation, all residents should go directly to the light pole, with yellow markings, across from Hart as a designated gathering place. Apartment residents will report to the designated flay pole in between all apartments. Stay clear of the building until authorized to reenter.
7. Remain in the assigned evacuation area for the duration of the drill unless otherwise directed.
8. Students with special needs should make arrangements with their RA's and the Coordinator of Disability Services for any changes that may need to be implemented for their safety and ease of evacuation in advance.

College Publications Policy

4.4

Mount Olive College provides a variety of publications to give information, promote programs, and serve as forums. Some publications have a specific purpose and are directed to a special constituency, and others are general in purpose and directed at wider audiences. The following guidelines pertain to all College publications:

1. It is the general policy of Mount Olive College to be open, responsive, fair, balanced and accurate in all of its communications.
2. All publications bearing the Mount Olive College name and/or logo reflect on the reputation and image of the College. Therefore, high standards of writing, design and printing are necessary. Prior to printing and distribution, any and all publications issued by the College and bearing the name and/or logo of the College will have the written approval of the department chair, director, dean, or vice president in whose area of responsibility the publication rests and the approval of the Director of Public Affairs as the representative of the President. This includes approval of content.
3. Mount Olive College has a Presentation Standards Manual. All printed materials, advertisements, signs, posters and other materials issued by the College will comply with the Presentation Standards Manual. The manual provides standards for use of the College logo, seal, the Trojan logo, MOC logotype, official colors, typefaces, and correspondence materials. For instance, the official colors of Mount Olive College are green and white. For reproduction purposes, Pantone 567 should be used for the green color.
4. The Director of Public Affairs is the designated and official spokesperson for Mount Olive College. Only the Director of Public Affairs is authorized to speak to the media for the College and to issue news releases. Requests from the media should be directed to the Office of Public Affairs. On occasion, other members of the College community will be authorized and designated to speak to the media. For example, the Director of Sports Information is designated to coordinate with the media on matters concerning the College's athletics teams and programs. Generally, it is the policy of the College to have the person most knowledgeable, qualified and expert to talk about specific programs or issues. This person will be identified and authorized in advance by the Director of Public Affairs and approved by the President.
5. Whenever it is appropriate or necessary to mention the accreditation status of Mount Olive College, the following statement will be included and will not be altered in any way: "Mount Olive College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-697-4501) to award associate and baccalaureate degrees."
6. When it is appropriate to mention the Mission Statement and/or the Expanded Statement of Institutional Purpose of Mount Olive College, the official phrasing will be used to ensure clearness and continuity.

College Publications

4.5

College Catalog – presents the College's purpose, philosophy, and policies as well as necessary information concerning admissions, financial aid, academic affairs, student life, and general information about Mount Olive College.

Dateline – is a calendar of planned campus activities, to include special committee meetings, lectures, guest speakers, displays, religious services, athletic games, cultural events, and social opportunities. It is published weekly for students, faculty and staff. Students are responsible for knowing the information in *Dateline*, as it is an important vehicle for official announcements. If you would like to have information included in *Dateline*, please submit your request to the Student Development Office by noon on Wednesdays. *Dateline* is available on the MOC website.

Media Guides – are produced by the Director of Sports Information in the fall, winter and spring to provide the media with information about athletic teams, schedules, statistics, records, and biographical information about student-athletes and coaches.

The Insider – is a quarterly e-newsletter for faculty and staff produced by the Office of Public Affairs. It provides information about events and people of professional and personal interest.

The Mount Olive Review – is a literary journal published annually in the spring by the Mount Olive College Press. The Press also publishes a variety of books on special subjects and interests. An editorial board reviews submitted manuscripts and materials.

MOC TODAY – is printed three times annually. It publishes general news about the College, its programs, events, and people associated with the College. The Office of Public Affairs produces the magazine.

Other publications are produced for and by the College on an as-needed basis to satisfy special informational requirements and to promote programs. Compliance with the College's publications policy in both letter and spirit is requested to ensure a professional presentation and a consistency in the message and design. For further guidance concerning publications, contact the Office of Public Affairs.

Fire Alarm Boxes

4.6

Major buildings on the Mount Olive campus have their own internal fire alarm system, including a smoke alarm system.

WARNING: A student sounding a fire alarm, except in event of emergency, or tampering with any fire emergency apparatus (i.e. malicious use of fire extinguisher) is subject to serious disciplinary action including referral to Mount Olive Police Department for prosecution.

Grievances

4.7

Anyone who has a reasonable and justified concern with any person or office should address the concern directly with that person or office. Afterwards, if you feel your concern was not fairly addressed, you may address your concern with the next level up on the chain of command. This grievance procedure ends at the President's office where the decision is final.

The above procedure does not apply to grade appeals or judicial matters. These appeals are addressed separately in the Catalog and Student Handbook respectively.

Personal Liability

4.8

Visitors, employees and students are responsible for their own personal property, including clothing, books, laptops, bikes, IPODS, and motor vehicles. **The College is not responsible for theft, loss of, or damage to an individual's personal property while on campus.**

Posting & Distribution of Literature, Flyers, etc.

4.9

Any recognized student club or organization may post flyers, distribute literature, etc., at approved and appropriate locations. The senior administrator for each building will determine those locations that are acceptable. Any flyers, literature, etc., deemed to be in conflict with the Mission of Mount Olive College are not permitted. Any individual or group who posts or distributes inappropriate material(s) will be subject to disciplinary sanction.

Recognition in Media

4.10

The Director of Public Affairs is the designated and official liaison between Mount Olive College and the media (newspapers, radio, TV). All contact with the media pertaining to staff, faculty, students and activities of Mount Olive College will be coordinated through the Office of Public Affairs.

When recognition for individual or group accomplishments or events is appropriate and desired, the student or person in charge of the group or event should contact the Office of Public Affairs and provide details. As a minimum, the details should include who, what, when, where, why, and how. Academic, athletic, and student honors or awards, such as dean's or president's list, officer in a club or organization, award of a scholarship, induction into an honor society, attendance at a special conference, and performances at recitals and concerts are representative of the types of activities that warrant news releases. A News Release Information Form will be used to collect essential information for drafting a news release. The forms are available in the Office of Public Affairs, or complete an event publicity form online at <http://www.moc.edu/BizCards&stationary/EventRequest.php>.

Restrictions on Smoking

4.11

Smoking is prohibited in all campus buildings including the residence halls. Students are expected to use common courtesy and not smoke in an area or at a time that is bothersome to others.

Sales/Solicitation

4.12

Sales or solicitation are prohibited anywhere on College property, unless approved in advance by the Vice President for Student Development. Operating a business for personal gain is strictly prohibited on campus premises.

Snow and Inclement Weather

4.13

Announcements of College or class suspension must be authorized by the President and will be broadcast on the local radio and television stations listed below. You may also visit the College's website at www.moc.edu to view the most current weather notifications. Finally, you may call Mount Olive College at the Mount Olive location at 1-800-653-0854 or (919) 658-2502 to hear the latest announcements concerning cancellations or delays.

Mount Olive & Goldsboro

Radio Stations

WDJS (AM) 1430 – Mount Olive
WEQR (FM) 102.3 – Goldsboro
WGBR (AM) 1150 – Goldsboro
WKIX (FM) 96.9 – Goldsboro
WSSG (AM) 1300 – Goldsboro

Television Stations

WRAL-TV Channel 5 – Raleigh
WITN-TV Channel 7 – Washington
WNCT-TV Channel 9 – Greenville
WTVD-TV Channel 11 - Durham

NOTE: Closings and/or class suspensions at Mount Olive College at Goldsboro must be authorized by the Seymour Johnson Air Force Base Education Office. Official announcements are made by the Base Public Affairs Office and are broadcast on the Base Commander's Cable Channel 37 and on local radio and television stations.

RESIDENCE LIFE POLICIES

Section 5

The Student Development Office oversees all aspects of student housing and residence life. Directly responsible for each residence hall area is a Residence Life Coordinator and a staff of Resident Advisers. The apartments are also supervised by four student Resident Directors. These individuals are officials of the College, responsible for development, management, and administration of the residence halls and apartments.

Community living in College residence halls provides students a significant living/learning experience that can facilitate personal growth and development. It is important that as maturing persons, students demonstrate mature and responsible behavior, not only in their own actions but also for those of their peers and colleagues. The College presumes that students have sufficient maturity to conduct themselves in a responsible manner consistent with the mission and values of the College. Further, the College is committed to providing and encouraging an atmosphere, in and out of the classroom, that is conducive to the Christian education of men and women. Students are strongly encouraged to take advantage of the opportunities to get involved in residence hall activities and work.

The following guidelines have been established by the College in furtherance of its Mission and to promote a sound group living and learning experience for resident students. Students who elect to disregard the guidelines will be subject to disciplinary action.

NOTE: All policies that pertain to the residence halls also pertain to the College Apartment Complex unless specified otherwise.

If you have any questions concerning residence life (roommate conflicts, maintenance, etc.) you can contact the Residence Life Coordinators during their office hours in the following locations

**Female Residence Life Coordinator- Hart Lobby
Male Residence Life Coordinator- Grantham Lobby**

If you have any questions concerning housing (room assignments, room changes, etc) you can contact the Housing Coordinator during his/her office hours in the Student Development Office.

Cable TV

5.1

All residence hall rooms and apartments are provided with cable TV service. Students only need a cable ready TV and a connection cord. A channel listing guide is provided to each student.

Catwalk/Veranda Use

5.2

The veranda area (or “catwalk”) is to be used as a walkway. The veranda is off-limits from 11:00 p.m. to 10:00 a.m. each day so as not to disturb others.

Check-In and Check-Out Procedures

5.3

Check-In Procedure – Before a student moves into his/her assigned room, he/she must complete and SIGN a check-in sheet that verifies the condition of the room and its contents, including the door, lock and key. Failure to complete the check-in form will be sufficient evidence that the room and its contents were in good condition prior to the student’s residence in that room.

The College is not responsible for loss of or damage to personal property for any reason. Students may obtain insurance coverage on personal possessions either through a parent’s homeowner policy or a separate insurance policy.

Check-Out Procedure – Before a student moves out of his/her assigned room, he/she must complete and SIGN a check-out sheet that verifies the condition of the room and its contents, including the door, lock and key. The student will be charged for repair or replacement (including labor costs) of any items of discrepancy between the check-in and check-out conditions. Students are responsible for leaving their rooms clean and orderly. Failure to check out properly may result in a \$25 fine and the student will waive the right to appeal any charges that resulted by the check-out condition.

Computer Connection/Internet Access

5.4

All residence hall rooms and apartments are wired for direct connection to the College’s network. Students need a computer with an Ethernet card and a patch cord. Access to the College’s network also gives the student free and open access to the Internet. However, there is blocking of P2P network services.

Damage and Vandalism

5.5

Inherent in the goals and philosophy of the College is the fact that community living demands social responsibility from each individual living within a social unit. In a residence hall setting, this implies that an individual is not only responsible for his/her own room and contents therein, but also shares responsibility for the common living areas (floors, halls, bathrooms, lounges, etc.) and ultimately the entire residence hall. The same consideration, respect, and responsibility expected of and by a student in his/her home are expected in the residence hall.

Damage to a Resident’s Room – Any damage to a resident’s room, including the door and locking system, is the responsibility of that resident, and he/she will be assessed the dollar amount, including labor and material costs, necessary to repair the damage. Students are also responsible for any damage caused by their guests. If, in fact, the resident of the room is found not to be the cause of the damage, the student identified as being responsible for the damage will be billed and may be disciplined.

Damage to Public or Common Area – It is the responsibility of all students to keep public rooms or common areas (lounges, lobby area, bathroom, hallways, work-out room, etc.) clean at all times. Any damage costs, including excessive cleaning, will be billed to the responsible party and disciplinary action may be taken. To ensure that the party responsible is the one who is charged, all students must take an active role in setting the standards for their living area and holding one another accountable for behavior.

The College reserves the right to assess “group billing” when individual responsibility cannot be established. This procedure is used because the College believes that the residence hall environment is intended to provide the students with a group living experience that includes social responsibility for residence hall property as well as the rights of others.

Flammables

5.6

For reasons of safety, no open flames or long burning items are permitted in the residence halls or apartments; this includes but is not limited to, candles, incense, lava lamps, halogen lamps, toaster ovens, hot plates and large Christmas tree lights. Candles may be used for decorative purposes only and should not show any signs of having been lit/burnt. Any item found to be in violation of this policy will be confiscated and returned to the student upon his/her departure from residence.

Floor Meetings

5.7

Residence Life staff may periodically find it necessary to call a mandatory meeting for a room, floor, or building to address various concerns or share important information. Notification will be given to the residents at least 48 hours in advance whenever possible, and will be in the form of either a written notice to the student's mailbox or flyers posted in the residence hall. Non-attendance at any mandatory meeting can result in a fine of \$25, community service, or other appropriate sanction. If a student is unable to attend a mandatory meeting, he/she should notify their RA/RD at least 24 hours in advance.

Food and Cooking Appliances

5.8

For reasons of hygiene and safety the following regulations pertain to food and cooking utensils in the residence areas:

- Refrigerators may be no larger than 3 cubic feet in capacity. Refrigerators must be emptied of all food and unplugged during the semester break.
- Microwaves must be small, 700 watts or less, and designed for residence hall space.
- No open burners, such as hot plates, toasters or coffee makers, and no open flames may be used.
- All food items must be disposed of properly and may not be washed down bathroom sinks, as this will cause the drains to clog. Students are to exercise consideration for others and not leave food items or utensils in public areas.
- No grills are permitted on balconies or porches at the apartments. Grills are available for use in the picnic area next to the apartments and next to Grantham Hall.

Full-time Students

5.9

Students are required to carry a minimum of twelve (12) credit hours to live in the residence facilities. Students who drop below 12 credit hours after the start of a semester and wish to remain in residence must receive explicit permission from the Vice President for Student Development. Permission may be granted if the student is in good judicial standing (no disciplinary sanction more serious than Probation), and if the student agrees to leave the residence facilities if he/she receives any disciplinary sanction while carrying fewer than 12 credit hours.

Furniture

5.10

All rooms and apartments may be arranged as the student desires as long as no safety problem is created. For example, no furniture should be against the heating unit in any area. If a student chooses to rearrange his/her room or apartment, he/she must return the room to its original condition and arrangement upon check-out.

All college furniture must remain in the rooms and apartments. The College does not have adequate storage facility for any furniture removed from a room or apartment. Laundry facilities and bathrooms are not storage areas.

Roommates must mutually agree on additional furniture present in the room. Additional furnishings must not create a safety problem and must be removed upon check-out. **For reasons of space and safety, loft beds are not permitted. Bed risers must be approved by the Residence Life Coordinator.**

Guests

5.11

A student is fully responsible for the behavior and conduct of his/her guests at all times, to include observance of College policies. A guest must be accompanied by his/her host at all times.

Overnight guests of the same sex are permitted, but length of stay is limited to two nights within a two-week period. Guests must also be 18 years of age or older unless special permission for younger guests is granted in advance by the Residence Life Coordinator.

Students who wish to stay overnight in another student's room or apartment may only do so with the permission of all roommates and the Residence Life Coordinator. See section on "Visitation Guidelines" for further details.

Health and Safety Inspections

5.12

The College reserves the right to and will inspect individual rooms and apartments periodically (usually once a month) throughout the semester for reasons of health, safety, preventive maintenance measures and possible violations of College policies. These inspections may be unannounced and the residents need not be present during the inspection. **Inspection procedure shall include checks of personal microwaves and refrigerators and any other personal items deemed necessary with respect to the health, safety, maintenance measures and College policies regarding the student(s) and/or College.**

The following sanctions will be imposed for any student found to be in violation of College regulations, including having a room or apartment that is disorderly or not reasonably clean.

First Violation: Written warning and unannounced follow-up within one week.

Second Violation: Written warning and fine with unannounced follow-up within one week.

Third Violation: Judicial action with possible termination of student's housing contract.

Housekeeping

5.13

Students are responsible for the cleanliness of their own rooms and for assisting in the cleanliness of the public areas. Housekeeping staff clean public areas on a daily basis. Any cleaning required beyond normal daily needs will be the responsibility of the students either to clean the area or to be billed for excessive cleaning.

Housing Agreement

5.14

All resident students will have received notice of a Housing Agreement before they reside in a room or apartment. Returning students must submit a non-refundable \$50 housing deposit prior to housing selection for the following academic year. A \$25 late fee will be applied to any deposit paid after the announced due date.

Term of Contract – Unless otherwise specified, the term of this contract is for the academic year (August-July) in which housing is needed. Only enrolled, full-time Mount Olive College students may request housing. Students enrolled in the MOD, Heritage, MRM, ECE, or CJA programs and students requesting housing during summer school must complete a supplemental housing agreement. Housing is guaranteed for all new and returning students who enter the College by the residence hall move-in date. At times it may be necessary to relocate students for scheduled maintenance and repairs. The College will make every effort to accommodate students during these times.

Normally residence halls are closed during Thanksgiving Break, Christmas Break and Spring Break, and residents must vacate unless special permission to remain has been granted by the Vice President for Student Development. Meals are not provided in the dining hall during these breaks. Students staying during holidays and breaks may be required to pay \$20 per day for housing.

Students who occupy the residence halls outside the dates of the traditional fall and spring semesters will incur a \$20.00 per day room fee, payable in advance. Meals are available on a pay-as-you-go basis. Students wishing to register for such courses should check first on the availability of housing.

Voluntary Change of Status – A student who leaves the residence hall to become a commuter student (see section “Living Off-Campus” below), or who withdraws from the College, forfeits his/her right of access to a room in the residence hall or apartment. No refund of room charges is made after the last date of the drop/add period each semester. Students changing status prior to the end of the drop/add period will receive a prorated refund as determined by the Business Office. Board charges will be prorated from the date of departure.

Termination of Housing Contract – The College may terminate, suspend or change a student’s housing contract at the sole discretion of the College for any reason including, but not limited to, disciplinary reasons and prolonged absence from the residence hall indicating the student has moved off-campus without following College procedures.

Keys

5.15

Room keys should be protected and treated as seriously as a key to one’s own home.

A lost key is to be reported immediately to the Residence Life Coordinator. A lost key to a room may also require a change of the lock core, resulting in a charge of \$30.00 plus \$10.00 for each new key. In the case of the apartments, a lost key may necessitate the changing of 6 lock cores and 4 new keys, for a total charge of \$150.00.

Residents who are locked out of their rooms should contact the RA on duty. Residents may be assessed a lockout fee for each occurrence.

Lock-outs

Lock-outs Procedure/Policy:

If students are locked out of their rooms **during the day**, they should follow the steps below:

1. Attempt to track down their roommates
2. Contact Campus Safety or a Resident Director
3. Get in touch with the Residence Life Coordinator

If students are locked out of their room **during the night**, they should follow the steps below:

1. Attempt to track down their roommates
2. Call the RLC/RD on duty
3. Upon unlocking the door, residents must show their keys to prove that they have not in fact lost them.

Anytime a staff member (RD, RLC or Campus Safety) unlocks a room, the student will be subject to a charge. A student may not be charged the first two times they are locked out. On the third and each lockout after that, the student will be charged \$5.00.

Laundry Facilities

5.16

Free washers and dryers are provided in the residence halls and apartments. Any problems should be reported to the Office of Student Development or the Residence Life Coordinators. Heavy materials such as rugs, mats, and blankets should be taken to a commercial laundry to prevent damage to the machines.

Noise & Quiet Hours

5.17

The individual student’s conduct in the residence hall has an effect on the other residents. For this reason, the College insists that all students exercise a due amount of responsibility, thoughtfulness, and restraint in the production of noise of any kind: vocal, musical, recorded, mechanical, etc.

Additionally, the use of amplified musical instruments within residence facilities is prohibited.

Quiet Hours – those hours during which noise should not be loud enough to disrupt the study or sleep of others; if noise can be heard beyond a student’s room, it is in violation of Quiet Hours. Quiet Hours extend to common areas such as hallways, bathrooms, laundry facilities and study lounges. Those who violate the Quiet Hours policy may be asked to leave the common area and also may be subject to judicial action.

**Quiet Hours: 8:00 p.m. - 10:00 a.m. (Sunday through Thursday)
11:00 p.m. - 10:00 a.m. (Friday and Saturday)**

Courtesy Hours – those hours during which the noise level is not above what would be expected in a typical household residence. Courtesy Hours extend to the lobby areas. When the noise is disturbing to another person, normal consideration requires that it be lessened. Courtesy Hours are the period of time when Quiet Hours are not in effect.

Final Exam Periods – Quiet Hours will be in effect beginning at 8 a.m. the last day of class and continuing 24 hours per day during final exams each semester as posted by the Student Development Office.

Pets

5.18

For reasons of hygiene and safety and for the protection of animals, **NO PETS** are allowed to be in a resident’s room or apartment at any time. Fish tanks of less than 10 gallons in size are permitted but must be removed during the semester break. Students are also asked to use care when cleaning a fish bowl or tank and not allow gravel to go down any sink drains.

Private or Single Rooms

5.19

The College has no rooms that are designed for or designated as private or single rooms. In the event all rooms are not filled to capacity, the College may consolidate residents and close rooms to conserve costs. Students requesting a private room at that time will be accommodated in accordance with posted notices; normally preference is given on a seniority basis or when deposit was paid.

No single room is guaranteed until after the first two weeks of classes each semester. An additional fee will be charged to the student’s account if the Business Office states that the student’s account is current; if the account is not current, the additional fee cannot be applied and the student may not have a private room. Check with Student Development Office for the fee of a single room if single rooms are available.

The only other accommodation for a private room will be made for medical reasons, supported by proper documentation and approved by the Vice President for Student Development. If such approval is made, the student will be required to pay an additional \$400.00 per semester. Further, the approval will be contingent upon notice from the Business Office that the student’s financial account is current and the fee may be added to the account.

Posters/Displays/Decorations

5.20

Students are encouraged to decorate their rooms to make them more attractive and personal. However, decoration, poster, etc., may not be in contradiction with or in flagrant disregard of College policy, standards, or values. This includes, but is not limited to, those items that promote the use of alcohol and illegal substances.

Students will be asked to remove any offensive materials placed on windows, walls or on the outside of room doors. Designated Residence Life Staff may remove offensive materials in the event that a student does not comply with a removal request.

Residency Requirement

5.21

All students are required to reside on campus for their first four semesters of full-time enrollment unless they are: 1) 21 years of age or older, 2) living with a parent or legal guardian, or 3) married and/or responsible for dependents. Entering transfer students must have at least four semesters of full-time matriculation and at least 48 credit hours earned at an accredited college or university to be exempt from this requirement.

If a student believes he/she has a compelling reason to be exempt from this policy, he/she may make an appeal to the Vice President for Student Development. It is the student's responsibility to make the appeal in writing and to supply all necessary documentation to support the appeal. Students who live off campus without approval may be charged for on-campus housing.

Roofs

5.22

For obvious reasons of safety, no one is permitted on the roof of any building at any time.

Room Changes

5.23

Room changes are not permitted until after the first two weeks of the semester. After the first two weeks, room changes are permitted with the approval of the student's Residence Life Coordinator within a period of the next two weeks of the semester. After the fourth week of each semester, roommates with irreconcilable differences may be allowed to change rooms if mediation by residence life staff is not successful.

Students who change rooms or roommates without prior consent from the Student Development Office may be relocated and subject to judicial action as well as an administrative fee of \$25.00.

The College reserves the right to consolidate students when space is needed or when two or more students on a floor or wing are without roommates and do not opt to pay for a single room.

Room Entry and Search

5.24

Mount Olive College reserves the right to enter all students' rooms without notice if it suspects a violation of College policy may be occurring or may have occurred in that room. Residents of a particular room do not need to be present at the time of entry.

When credible reports or evidence of illegal activity persist but without specifying a particular room or living area, the College may choose to do unannounced checks of all rooms on campus or in a particular area.

Upon entering the room, College personnel have the authority to check anything and anywhere in the room for the presence of alcohol, other illicit substances, missing items, or for the presence of unauthorized individuals. If the presence of drugs is suspected, the College may authorize law enforcement officials to do a full room search for illicit drugs.

Other conditions for room entry are:

- In the event of an emergency, to include the checking of all rooms during a fire alarm.
- To fulfill a maintenance request for repair or service.
- For a follow-up health and safety inspection (see Health and Safety Inspections).

Safety – Personal Belongings and Liability

5.25

The College is not responsible for the loss of, theft of, or damage to a student's personal belongings. Therefore, students are encouraged to be sure that a homeowner's insurance policy or a separate policy covering such adequately covers their personal belongings, items and conditions.

For individual safety and protection of personal belongings, students are strongly encouraged to observe the following:

- Room doors should be locked at all times. Even if a student is going to be absent from his/her room for a few minutes, the door should be locked.
- Never loan a room key to anyone.
- Do not open an entrance door or room door for someone you do not know.
- Report a lost key to the Residence Life Coordinator immediately.
- Report any unusual person or occurrence, including theft, to the RLC immediately.
- Do not share with others information about money and valuables or where these items are kept.
- Do not keep large amounts of money in your room
- All exterior doors to the residence halls are to remain locked 24 hours per day.
- Do not prop open fire doors (hall and external doors).
- Register and lock your bicycle.
- Register and lock your vehicle.
- Register your laptop.
- Store packages, luggage and other valuables out of sight.

Sports in the Residence Facilities

5.26

Because residence facilities are not designed for physical activities such as recreational sports, such activities are prohibited in hallways, stairwells, lounges and other public areas. Please utilize designated recreational facilities for such activities.

Telephones

5.27

All residence hall rooms and apartments are connected for immediate telephone service. Students are responsible for providing their own telephones. The cost of local telephone service is included in the cost of housing. Long distance calls may be made using any calling card that is AT&T compatible. Students may not bill charges to the phone number in their room/apartment (the phone service belongs to the College, not to the student).

Any abuse of the phone system, including but not limited to making harassing phone calls and attempting to bill charges to the assigned phone number, may result in the loss of telephone service provided by the College.

To protect students' privacy and safety, student telephone numbers are not released to the public or to anyone calling in to the College.

Visitation Guidelines

5.28

Residence Halls – Opposite sex guests may visit in residence hall rooms at the following times when a visitation worker is on duty:

7:00 p.m. - 12:00 a.m. (Monday-Thursday)
1:00 p.m. - 1:00 a.m. (Friday and Saturday)
1:00 p.m. - 12:00 a.m. (Sunday)

In addition, the following regulations apply during Visitation Hours:

- Each resident is limited to two guests.
- No more than six (6) people may be in a room at any time (for reasons of limiting noise).
- If a roommate objects to visitors, the other resident may not override those objections.
- Guests are subject to Mount Olive College rules and regulations at all times. It is the responsibility of the host student to be sure his/her guest knows and abides by these rules and regulations.

- Guests of the opposite sex must use the restroom facilities provided in the lobby.
- All guests must sign in at the registration desk stating their name, whom they are visiting, and the time of arrival. Guests must also leave a picture ID at the desk. Upon leaving guests must retrieve their ID and sign out with the time of departure.
- Guests must enter and exit through the building's lobby. There should be no "visiting" via windows on catwalk.
- Each guest will receive a Visitation Pass which must be carried at all times.
- If a guest changes rooms or hosts after signing in, he/she must return to the registration desk and change the information there.
- **A guest must be escorted by the resident student host at all times (from entering the building until exiting the building).**
- Residents and guests must be respectful of others in the hall and limit noise emanating from the room.
- **Any resident having guests must leave his/her room door open half-way.**
- Any violation of these guidelines, or violation of other College rules and regulations, may result in loss of visitation privileges as well as other disciplinary sanction(s).

Residence Hall Lobbies – The public lounge or lobby of each hall is open to guests of residents from 10:00 a.m.-12:00 a.m. Sunday-Thursday and from 10:00 a.m. – 1:00 a.m. (Friday – Saturday). Guests must be in the company of a resident. Residents of the building may use the lobby at any time provided that they conduct themselves according to appropriate standards of community living. Lobbies and lounges are furnished to accommodate the needs of residents. Furniture may not be removed from the lobbies or lounges. Judicial action may be taken in the event lobby furniture is found in a resident's room.

Apartments – Guests may visit apartment residents from 9:00 a.m.-1:00 a.m. (Sunday-Thursday) and from 9:00 a.m.-2:00 a.m. (Friday- Saturday). **Guests may only be present in the living room area and are not permitted in the hallway or bedroom areas at any time. If one of the roommates of the apartment objects to the presence of any guest, the guest must leave.**

Loss of Visitation Privileges – A student who fails to follow the visitation guidelines or who abuses the privilege may lose that privilege as a result of disciplinary action. In the residence halls (including lobbies) and apartments, if one roommate loses visitation privileges, it will by necessity apply to the entire room or apartment.

Water

5.29

Waterbeds, water balloons, water guns and water fights are prohibited within College residences and all other College facilities. To protect the safety of students and to preserve equipment in the facility, indoor and outdoor water fights are strictly forbidden. Water fights or the use of water in pranks is considered an act of vandalism and will be dealt with as a judicial matter.

Windows

5.30

For reasons of safety and protection of property, the following regulations pertain to windows:

- TV and radio antennae are not permitted outside a window or attached to the roof, side, or other outside area of a building.
- Window screens must be properly positioned and secured at all times.
- Articles and clothing should not be hung on the blinds since their weight damages the blinds.
- For security and privacy the window blinds should be closed at night.
- Windows may not be used for entry to or exit from a room except in an emergency. No items are to be passed through the windows.
- As most heating units are located beneath windows, for reasons of fire safety curtains are not permitted at the windows.

STUDENT CODE OF CONDUCT

SECTION 6

STUDENT CODE OF CONDUCT

As a part of its mission, Mount Olive College formulated this Code of Conduct (Student Code). The College believes that its proper role is to offer educational opportunities in a Christian atmosphere, with such opportunities to include the personal growth of students. Hence, the development of responsible social attitudes is promoted by our community. Students are expected to become familiar with and adhere to the College and Residence Hall standards for student conduct. Furthermore, students are responsible for their own actions, and those who violate the Code of Conduct will be subject to disciplinary action.

Membership in the Mount Olive College community is a privilege that shall not be abused.

Students accepting the offer of admission and matriculating to the College assume the obligation of conducting themselves in a manner compatible with the College as an educational institution and agree to abide by all published regulations governing the student body. Minimal regulations are necessary to ensure respect for basic individual rights and the welfare of the community. The College acknowledges and respects the rights of each student, but the College is not a sanctuary from the law.

Definitions

6.1

"College" refers to Mount Olive College.

"Student" includes all those registered in courses at the College at all locations, whether part-time or full-time.

"Faculty member" refers to all those employed by the College to teach, be it in the classroom, by supervising practicums, by offering online courses, or any other medium of education.

"College official" and "College employee" refer to any person employed by the College, performing assigned administrative, professional, or staff responsibilities.

"Member of the College community" refers to anyone who is directly involved in providing or receiving the services of the College.

"College premises" includes all property that is owned or leased by the College as well as adjacent streets and sidewalks.

"Judicial Board" refers to those people who the Vice President for Student Development authorized to adjudicate cases in which students have been accused of violating the Student Code.

"Appellate authority" refers to any person or persons authorized by this document or the Vice President for Student Development to consider an appeal from a judicial body's determination that a student has violated the Student Code or from the sanctions imposed by that body.

"Shall" means an action is mandated.

"May" means an action may or may not be taken.

"Policy" refers to the rules, regulations, guidelines, and principles of the College, written and non-written.

"Student Code" refers to all rules, regulations, principles, and sanctions that pertain to student conduct and the judicial process. The Student Code may be amended with written notice to the College community, with such notice being at least two (2) weeks prior to adoption of the amendment.

"Complainant" refers to any member of the College Community who formally charges a student with a violation of the Student Code of Conduct.

Generally, College jurisdiction and discipline shall be limited to conduct which occurs on College premises or at College-sponsored events off College premises, or which adversely affects the College community and/or the pursuit of the College's objectives.

Principles of Conduct

6.2

In an attempt to be as helpful as possible, the College has codified the educational and moral philosophy of the College into specific principles of conduct.

These principles include, but are not limited to, the following:

1. Students must treat others in ways that respect their physical and psychological welfare. Violations of this principle include, but are not limited to, assault and harassment (sexual or otherwise), hazing, stalking, intimidating, invading privacy, making threats, and behaving in profane or lewd ways.
2. Students must not possess or consume alcohol or illegal drugs, or buy, or attempt to buy, sell or attempt to sell, or knowingly be in the presence of any contraband material. Contraband materials include, but are not limited to, weapons, fireworks, explosives, toxic substances, burglary tools, alcoholic beverages, illegal drugs, drug paraphernalia, or objects likely to have contained alcoholic beverages or illegal drugs.
3. Students must respect the property of others and the College. Violations of this principle include, but are not limited to, stealing, removing property without permission, vandalism, misusing property in ways that cause or could cause damage, misusing keys that belong to another person or the College, entering rooms or opening others' mail without permission, misusing or damaging fire safety equipment, and knowingly being in the presence of stolen property.
4. Students must obey all lawful orders and directives of College officials. Violations of this principle include, but are not limited to, refusing to properly identify oneself, and refusing to act, or refrain from acting, in ways ordered by a College official.
5. Students must be respectful of the right of others to live and work in a reasonably peaceful environment. Violations of this principle include, but are not limited to, behaving, or allowing guests to behave, in loud, intrusive, boisterous, annoying, disrespectful or inappropriate ways that are unduly disturbing to others.
6. Students must not directly or indirectly assist or encourage another person to violate the Student Code of Conduct. Violations of this principle include, but are not limited to, assisting or encouraging another to deface or steal property, possess, hide or sell contraband material, cheat or otherwise bring harm to any person or the College at large.
7. Students must act with integrity. Violations of this principle include, but are not limited to, lying to College officials, cheating on examinations, filing fraudulent documents, forging or altering official letters, documents, or identification, acquiring money or property by fraudulent means, and misusing another person's credit cards and bank checks.
8. Students must not act in a negligent, careless, or reckless manner which causes, or is likely to cause, damage to property and/or harm to oneself or others. Violations of this principle include, but are not limited to, reckless driving; igniting any object, including candles, incense, and smoking materials in areas where such acts are prohibited; throwing objects; running, climbing, jumping, or using any method of locomotion, for example, a skateboard, in ways that cause, or are likely to cause, injuries to oneself or others.
9. Students must act in respectful and law abiding ways off-campus. Violations of the principle include, but are not limited to, being intoxicated, driving while impaired, underage drinking, possession or use of illegal drugs, shoplifting, disturbing the peace, interfering with the work of a police officer, reckless driving, assault (sexual or otherwise), fraudulent use of official documents and credit cards.
10. Students must abide by the College Housing Contract and other residence hall rules and regulations. Violations of this principle include, but are not limited to, disobeying room capacity regulations, altering rooms without authorization, abusing visitation privileges, and improper use of restrooms.
11. Students must pay all fines levied by the College in a timely fashion. Violations of this principle include, but are not limited to, failing to pay library and parking fines.
12. Students must not use electronic media, which includes phones and computers, in ways that cause harm to others or the College. Violations of this principle include, but are not limited to, using phones and computers to send annoying, harassing, threatening, or obscene messages, using these media for fraudulent purposes, or hacking into computers to gain information or interfere with their proper operation.
13. Students must act in accordance with the proper functioning of the judicial process. Violations of this principle include, but are not limited to, lying or encouraging others to lie to College officials during investigations or hearings, hiding evidence of violations, filing a false complaint, failing to keep appointments with College officials investigating an incident, failing to obey a summons from the Judicial

Board or the Vice President of Student Development, giving false testimony to College officials involved in the judicial process, obstructing or interfering in any way with the judicial process, failing to complete sanctions in a timely fashion, and failing to ensure that the Vice President for Student Development and the Chair of the Judicial Board receive proper documentation that a sanction was completed, when appropriate.

It is the responsibility of all students to know these principles and to act accordingly. Ignorance of these principles will not be a mitigating circumstance in judicial proceedings.

Moreover, students must understand all the ramifications of violating these principles, as well as the sanctions they carry. For example, sanctions can include exclusion from non-academic school activities, including those to which scholarships may be attached, as well as suspension or expulsion from the residence halls and the College. Understanding this ahead of time will hopefully preclude the behaviors that may merit these sanctions.

The Judicial Process

6.3

Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President for Student Development. Any charge should be submitted as soon as possible after the event takes place, preferably within one week.

The Vice President for Student Development shall determine which level of the discipline system is appropriate to hear and decide the case.

Levels of the Discipline System

6.3.1

There are four (4) judicial bodies within the discipline system. The first level is the Residence Life Coordinator; the second level is the Peer Review Board; the third level is the Vice President for Student Development; the fourth level is the College Judicial Board.

Each disciplinary level is responsible for hearing and deciding specific levels of violations and sanctions.

1. The Residence Life Coordinator is the first level, being responsible for those cases that are least serious in nature. Hearings are on an informal basis, held as an educational dialogue. The RLC is limited to the following types of sanction: Written Warning, Educational Sanction, Community Service, Restitution, and Probation.
2. The Peer Review Board is the second level and consists of five students assigned from the pool of student members on the College Judicial Board. This Board is an alternative to the RLC hearing level, and thus is responsible for the same types of cases and sanctions. The accused student or the RLC may request to have the hearing before the Peer Review Board. An accused student who does not agree to be in violation is normally referred to the Peer Review Board. The Board follows hearing procedures similar to those for the College Judicial Board (see Section G). The Board is advised by the Vice President for Student Development, who is a non-voting member of the Board. It meets once per month to hear cases, unless emergency hearings are convened.
3. The Vice President for Student Development is the third level of the discipline system and is responsible for those cases that are more serious in nature. Hearings are on an informal basis, held as an educational dialogue. The Vice President for Student Development may issue any sanction with the exception of College Expulsion.
4. The College Judicial Board is the fourth level of the discipline system and consists of appointed students, faculty, and College employees. The Board administers cases within prescribed, formal hearing procedures (see Section G). The Board is chaired by a faculty member appointed by the Vice President for Student Development. The Vice President for Student Development is a non-voting member of the Board and serves as a resource person. The College Judicial Board may impose any sanction listed within the Student Code, provided that a sanction issued is consistent within guidelines for such sanctions (see Section K). The College Judicial Board will have regularly scheduled hearing dates each month unless an emergency session is convened by the Vice President. The College Judicial Board shall also serve as an alternative to the Vice President for Student Development hearing level, and either the accused student or the Vice

President for Student Development may refer a case to the Board. A student who denies being in violation of the Code will normally be referred to the Board.

For cases originating at Jacksonville, Goldsboro, New Bern, Research Triangle Park, Washington or Wilmington, the Vice President for Student Development will adjudicate utilizing an ad hoc Judicial Board. That Board will consist of at least two (2) faculty members of the College Judicial Board, at least one (1) faculty member from that location, and at least one (1) student from that location.

The scheduling of cases will be accomplished as expeditiously as possible. Normally cases before the Residence Life Coordinator will be heard within five (5) business days of the alleged violation. Cases heard by the Vice President for Student Development will normally be heard within seven (7) business days of the alleged violation. Cases heard by the Peer Review Board and the College Judicial Board are normally held within 21 days of the complaint being received by the Vice President for Student Development.

At times when classes are not in session, the Vice President for Student Development will adjudicate all cases and has the authority to issue any sanction(s). The VP may also choose to convene an ad hoc board made up of individuals chosen by the VP.

Formal Hearing Procedures **6.3.2**

These procedures shall be followed in any case which results in a Peer Review Board or a College Judicial Board hearing:

1. Hearing Notice & Attendance **6.3.2.1**

- A. The accused student shall receive a letter from the Vice President for Student Development outlining the alleged violation(s) of the Student Code. A copy of the complaint summarizing the alleged violation(s) shall also be provided to the accused student. Included in the Vice President for Student Development's letter shall be the date, time, and place of the hearing.
- B. The hearing notice from the Vice President for Student Development shall be provided to the student at least two (2) days prior to the hearing. It is the responsibility of the accused student to check his/her mail to receive the hearing information.
- C. Each accused student is expected to attend his/her hearing. Absence from the hearing due to the excuse that hearing information was not received is not acceptable. If a student fails or chooses not to attend his/her hearing, the hearing will proceed without the student's participation. Such lack of attendance shall not be considered as evidence of an accused student's violation of the Student Code.
- D. Prior to the hearing the accused student is required to meet with the Student Judicial Liaison to prepare for his or her hearing.

2. Student's Basic Rights at a Hearing **6.3.2.2**

An accused student having a hearing before the College Judicial Board or the Peer Review Board has four (4) basic rights accorded him/her, as set forth below. A complainant shall have rights "a," "b," "c," and "d" as outlined below.

- A. To avoid testifying against him/herself and to choose whether or not to testify in his/her behalf;
- B. To refute or question any evidence presented during the hearing and to question all witnesses;
- C. To bring an adviser of his/her choice to the hearing, provided the adviser is a member of the College community. Advisers are not permitted to address any participants in the hearing other than the person whom they are advising in the presentation of his/her case. The Vice President for Student Development shall be notified by the accused student (or complainant) at least 24 hours prior to the hearing that the student plans to have an adviser present;
- D. To present witnesses to testify in his/her behalf. Witnesses must be able to give testimony directly relevant to the specific, alleged violation(s). Written statements rather than personal testimony are not normally permitted, and when they are, only with the approval of the Board. It is the responsibility of the accused student and the complainant to request their own witnesses to be present at the hearing. The Vice President for Student Development shall be notified 24 hours in advance of the hearing of any witnesses requested to be present.

3. Hearing Guidelines

6.3.2.3

- A. Hearings shall be conducted in private, with only the participants and adviser(s) present. Admission of any person to the hearing shall be the decision of the Chairperson, with the advice of the Vice President for Student Development.
- B. In cases involving more than one accused student, the Chairperson, in his/her discretion, may permit hearings concerning each student to be conducted separately.
- C. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Board at the discretion of the Chairperson.
- D. All procedural questions are subject to the final decision of the Chairperson.
- E. After the hearing, the Board shall determine the responsibility of the student by a simple majority vote.
- F. The College's hearings are different from those in a court of law and the formal rules of evidence do not apply. In the College's hearings, conclusive proof is not required. Instead, clear and convincing evidence pointing to responsibility is sufficient.
- G. In cases before the Peer Review Board, their decision shall be a recommendation to the Vice President for Student Development, who shall make the final decision, pending any appeal. For cases before the College Judicial Board, their decision shall be final, pending any appeal.
- H. No one shall be permitted to record the proceedings by use of a stenographer or any mechanical device.

4. Order of Events at the Hearing

6.3.2.4

- A. Introduction by the Chairperson of all participants.
- B. Review of the accused student's and complainant's basic rights.
- C. Reading of complainant's statement and the alleged violation(s) resulting from the statement.
- D. The accused student shall indicate that he/she agrees or does not agree that he/she violated the Student Code.
- E. The complainant makes an opening statement, adding anything pertinent to the written statement.
- F. The accused student makes an opening statement.
- G. The Board questions the complainant and the accused student. The complainant may question the accused student; the accused student may question the complainant.
- H. Witnesses are brought into the hearing individually to present their statements. First, witnesses requested by the complainant, then witnesses requested by the accused student will be heard. The witness shall make his/her statement, answer questions from the Board, the complainant, and the accused student.
- I. The complainant makes a closing statement.
- J. The accused student makes a closing statement.
- K. The Board shall have the last opportunity for questions.
- L. The Board shall enter closed deliberations for their decision. The accused student and the complainant will be informed when each may meet with the Vice President for Student Development to receive the Board's decision. The decision will also be sent to the complainant and the accused student in writing.

Interim Suspension

6.3.3

In certain circumstances the Vice President for Student Development, or his/her designee, may impose an Interim Suspension from Residence or the College, requiring a student to leave the Residence Halls and/or classes and campus prior to a hearing before the appropriate discipline level.

1. Interim Suspension may be imposed if it is felt that: a) it will help to ensure the safety and well-being of members of the College community or preservation of College property; b) it will help to ensure the student's own physical or emotional safety and well-being; or c) the student's presence is viewed as either dangerous or a threat to persons or property, or highly disruptive to normal campus functions.
2. During the Interim Suspension, a student is denied access to the Residence Halls and/or to College premises (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Development may determine to be appropriate.
3. The student may return to campus at the appropriate time for the hearing.
4. In rare cases, Interim Suspension might not lead to a disciplinary hearing. In those cases, designated by the Vice President for Student Development, a student under Interim Suspension may not return to campus for any purpose until he/she has secured certification from a mental health professional stating that he/she is no

longer a threat to self or others, and further stating that he/she has fulfilled the College's requirement for the student regarding treatment.

The Appeal Process **6.3.4**

Accused students may appeal a decision of any level of the disciplinary system within three (3) business days after being informed in writing of the decision. Complainants do not have the opportunity for appeal.

1. Appeal Authority **6.3.4.1**

- A. Appeals presented from cases heard by a Residence Life Coordinator are directed to and shall be determined by the Vice President for Student Development.
- B. Appeals presented from cases heard by the Peer Review Board or the Vice President for Student Development are directed to and shall be determined by the College Judicial Board.
- C. Appeals presented from cases heard by the College Judicial Board shall be reviewed by the Appeals Board. If the Board determines that the appeal has merit then the case will be heard by the Appeals Board to determine whether student is responsible or not.
- D. Any case for which a sanction of suspension or expulsion from the College was imposed may be appealed to the Provost after it has been reviewed by the College Appeals Board.

2. Grounds for Appeal **6.3.4.2**

One of the following grounds for appeal must be presented in the written appeal. These are the only grounds upon which a decision may be appealed.

1. There is significant new information relevant to the case that was not available at the time of the original hearing.
2. There is evidence that the person or Board who decided the original hearing was unduly biased in deciding the case.
3. The sanction imposed was capricious (i.e. the sanction was very excessive when compared with previous sanctions for similar violations under similar circumstances).
4. When specified procedural error or errors in the interpretation of College regulations are so substantial as to deny the charged student a fair hearing.

3. Process for Appeal **6.3.4.3**

1. The appeal must be presented in writing.
2. The Appeal Authority shall determine what evidence, documentation, etc. is necessary to decide the appeal. The Appeal Authority will normally not, but may at its discretion, meet with the student presenting the appeal.
3. If sufficient grounds for appeal are evident, the Appeal Authority will take action on the appeal. Choices of action are to diminish the severity of or nullify the sanction or to sustain the sanction. When circumstances warrant, as determined by the Appeal Authority, the case may be referred back to the original level of the disciplinary system for a review of the case (i.e. when new evidence exists not available at the time of the original hearing).
4. If sufficient grounds for appeal are not evident, the Appeal Authority will deny the appeal, and the original sanction will stand.
5. The decision of the Appeal Authority is final.

4. Status of Student During An Appeal **6.3.4.4**

The sanction imposed as a result of the original hearing shall be in effect until such time as an appeal is granted and the sanction is changed. A student who is Suspended or Expelled from the Residence Halls or the College must abide by that sanction, unless granted permission by the Vice President for Student Development to remain in the Residence Halls and/or classes until such time as a decision is reached on the appeal.

Notice to Parents

6.4

Parents or guardians of dependent students will be informed of any violation of drug or alcohol regulations. This action is taken in accordance with the Family Educational Rights and Privacy Act. All other disciplinary information

about a student is not released without the permission of the student, except to faculty or staff members of the College who have a specific interest in such information, related to the performance of their duties.

NOTICE TO VICTIMS OF CRIME

Victims of crime or the families of deceased victims will be notified of the results of disciplinary hearings involving the alleged perpetrator(s).

Sanctions

6.5

1. As an important purpose of the College's judicial system is to be educational, it is expected that students will learn from their experiences and not repeat violations of the Student Code. Students who do have subsequent violations should expect to be issued a more severe sanction(s).
2. More than one sanction listed below may be imposed for any single violation.
3. Other than College Expulsion, disciplinary sanctions shall not be made part of the student's permanent academic transcript but shall become part of the student's educational record. Upon graduation and written application to the Vice President for Student Development, the student's educational record may be expunged of disciplinary sanctions other than Residence Hall Suspension or Expulsion, College Suspension, or College Expulsion. Cases involving the imposition of sanctions other than Residence Hall Suspension or Expulsion, College Suspension, or College Expulsion shall be automatically expunged from the student's confidential record five (5) years after the final disposition of the case.
4. The following sanctions may be imposed upon any student found to have violated the Student Code:

Written Warning - formal notification that the student has violated the Student Code which advises that repetition shall be expected to result in a more severe sanction. Written record of the warning is made.

Educational Sanction – another type of sanction that is designed to help students learn from their mistakes. Such sanctions may be, by way of illustration, required counseling, change in Residence Hall, participation in an educational program, established fines, preparation of a research paper, etc. The educational sanction must be completed within the manner and time stated as part of the sanction. Failure to do so shall result in a more severe disciplinary sanction.

Campus or Community Service—service hours and/or project assigned to be completed on campus or in the community by a specified date. Written verification that this work has been successfully completed must be signed and dated by the student's assigned supervisor and forwarded to the Student Development Office. When this does not occur, it will be assumed that the work has not been successfully completed, causing a further sanction to be imposed against the student.

Fines—a fine imposed against a student proportionate to the offense. Fines may be imposed on students who fail to complete community service hours as assigned or to complete the hours by the deadline date established. The College will convert the number of hours assigned (or remaining) to a fine at the rate of at least \$10 per hour.

Restitution - payment for damage to, or loss of, personal or College property. The amount of restitution will be equal to the cost of repairing or replacing the damaged or lost object.

Disciplinary Probation - specified period of time attached to a suspended sanction. If the student has any other violation during the probation period, he or she will receive another sanction as well as the original sanction.

Residence Hall Suspension - separation of the student from the Residence Halls for a specified period of time, with the minimum length of time being three (3) weeks or until specified conditions are met. A student Suspended from the Residence Halls may continue to attend classes. However, he/she shall not be inside of, nor in the immediate vicinity of any College Residence Hall; this includes all lawn areas, sidewalks, parking lots near the Residence Halls, etc.

Residence Hall Expulsion - permanent separation of the student from the Residence Halls. A student expelled from the Residence Halls shall also lose all future visitation privileges. The student may not be inside of, nor in the immediate vicinity of any College Residence Hall; this includes all lawn areas, sidewalks, parking lots near the Residence Halls, etc.

Exclusion from Extra-curricular Activities—exclusion of the student from extra-curricular activities for a prescribed period of time, usually of one or two semesters. Such activities include all College activities that are not academic in nature. These activities include, but are not limited to, participating in student government, student clubs or activities, intramural and varsity athletics, choral, forensics, use of the Pope Wellness Center and performance of an artistic and entertainment nature.

College Suspension - separation of the student from the entire College which may or may not include online courses, and all College premises, for a specified period of time, or until certain conditions are met.

College Expulsion - permanent separation of the student from the entire College, and all College premises. Expulsion shall be noted on the student's transcript.

Failure to Complete Assigned Sanctions **6.5.1**

The following is not a disciplinary sanction but a result of the student's behavior regarding imposed sanctions. Students who fail to fulfill assigned sanctions within the allotted time will be subject to one or more of the following at the discretion of the VP for Student Development.

- The student may be assessed a monetary fine.
- The student may be placed on Disciplinary Probation.
- The student may not be permitted to register for classes.
- The student may not be able to get an official copy of the academic transcript either for personal use or to be sent to another institution.

STUDENT RIGHTS

Section 7

Student Right-to-Know & Campus Security Act

7.1

Mount Olive College has a primary concern for the safety and security of all students and employees. This requires a commitment to and from all members of the campus community. To that end, the College has established the policies and procedures listed below. We further recognize that campus safety is a responsibility in which we all share and not one that is left solely to the College's campus safety officers or to a single administrative unit.

Security at any college is often made more difficult by the nature of college students themselves, as they often possess a false or naïve sense of invulnerability and are many times heedless of rules and procedures developed for their own protection. Thus, students are particularly encouraged to read carefully through this document and, if needed, to visit the Student Development Office for further information.

Reporting of Emergencies or Criminal Acts

Any emergency or criminal act should be immediately reported to the appropriate College official (at Mount Olive – to Office of Campus Safety, a safety officer, the Student Development Office, or a Residence Life Staff; at Goldsboro, Jacksonville, New Bern, Research Triangle Park, Washington, or Wilmington – to the director of that location). Emergency and important phone numbers are posted throughout the College. The College official will respond immediately to all calls for assistance. Continuing investigation is conducted by the Office of Campus Safety, the Student Development Office or the location director. As necessary, the College will call upon local law enforcement for further assistance.

Access to and Security of Campus Facilities

Access to non-residential facilities is limited to members of the College community, except for those specific events to which the public is invited. Access to residence halls is limited to the residents of the building and their invited guests.

Hours of operation for all buildings are as posted or as stated in College publications. Access to any building after normal hours of operation is only allowed following written notice and permission from the appropriate administrator or faculty member.

All guests are subject to the rules and regulations of the College and are to be in the company of their hosts at all times. The visitation policy for resident students is explained in detail in the Student Handbook. The College reserves the right to deny access to College property to any person who violates College regulations or who exhibits behavior which negatively impacts the mission and purpose of the institution, Campus Security and Local Law Enforcement.

Mount Olive College will at all times cooperate with local law enforcement. At Mount Olive, the College's Campus Safety Officers are employees of the College and are charged with assuring the safety and security of the campus through service, patrol, and the enforcement of College rules and regulations. Officers undergo background and drug checks, as well as training in first aid/CPR, confrontation skills, and crisis intervention.

Policies Regarding Alcohol and Drugs

Mount Olive College clearly states that neither alcohol nor any illegal drug may be possessed or consumed on College property at any time by any person. Further details, including possible sanction or violation of these policies, are explained in the Student Code of Conduct and the College's statement in compliance with the Drug Free Schools and Communities Act.

Informing the Community of Campus Safety Policies and Crime Prevention

In addition to this document, published and distributed annually, the College will inform the College community of campus safety policies and procedures through various publications and programs. The Student Development Office presents workshops and seminars for students and employees about campus policies and specific steps they can take with regard to crime prevention.

Crime Statistics on Campus

7.1.1

The Student Right-to-Know and Campus Safety Act requires all colleges to report annually the number of crimes reported to campus security. For more information on the crime statistics for Mount Olive College and for information regarding registered sex offenders, go to www.moc.edu/instresearch.cfm on the world wide web.

Drug-Free School & Communities Act Policy Statement

7.2

In accordance with the Drug-Free Schools & Communities Act Amendments of 1989 (Public Law 101-226), Mount Olive College wants all students to be aware of the following policies and information. Any person with questions is encouraged to see the Vice President for Student Development.

Standards of Conduct

The unlawful manufacture, sale or delivery, holding, offering for sale, or possession of any controlled substance, other drug, or drug related device, by any member of the College community is strictly forbidden on College premises or at College-sponsored activities.

The possession, purchase, consumption, transportation, or distribution of alcohol by any student, regardless of age, is strictly forbidden on College premises or at College-sponsored activities.

Health Risks

The College advises all members of the community to be familiar with the health risks associated with the use of illicit drugs and the abuse of alcohol. Such risks may range from impaired mental functioning to loss of life. Detailed information on all aspects of such health risks is available at no cost to all students at the College Health Services Office and/or the Student Development Office.

Available Counseling

Students may seek assistance from the Campus Minister, Health Services, the Vice President for Student Development, or the Residence Life staff. Information and short-term counseling is available in addition to referrals for treatment and rehabilitation.

College Sanctions

The College will impose sanctions consistent with local, state and federal law upon any student who violates the above Standards of Conduct. Additionally, since no student regardless of age may be in possession of alcohol, sanctions are likely to exceed what would be expected under local, state and federal law. Such sanctions may be up

to and including permanent expulsion from the College. The College may refer for prosecution all violations of the Standards of Conduct which are similar in nature to criminal conduct consistent with local, state and federal law.

Description of the Applicable Legal Sanctions under Local, State or Federal Law for the Unlawful Possession or Distribution of Illicit Drugs and Alcohol

Various legal penalties including the imposition of fines and/or incarceration exist for individuals who commit criminal violations of local, state, and federal laws governing controlled substances and alcoholic beverages.

Students are further reminded that North Carolina state law stipulates that any individual under the age of 21 years who purchases, consumes, possesses or transports alcoholic beverages is in violation of the law. Also as of October 1, 1993, the legal level of intoxication while driving a vehicle is 0.08.

Mount Olive College will cooperate with law enforcement in performance of its duties. The College will not ask for, encourage, or expect any special treatment for any student accused and/or convicted of violating local, state or federal laws. Any College judicial action taken will be separate from any criminal or civil action, even if resulting from the same incident or circumstances.

The Student Development Office should be contacted for assistance in locating copies of any applicable local, state or federal laws.

Biennial Review

In accordance with the Act, Mount Olive College will review on a biennial basis the aforementioned program to determine its effectiveness and implement changes if needed and to insure that the sanctions developed are consistently enforced. Mount Olive College encourages and welcomes suggestions from students.

Policy Statements Regarding Sexual Assault & Sex Offenses

7.3

In accordance with the revised requirements of the Student Right-to-Know and Campus Security Act, Mount Olive College puts forth the following policy information to all students and employees.

Educational Programs

Throughout the year students are afforded the opportunity to raise awareness about prevention of rape, acquaintance rape, and other forcible and nonforcible sex offenses. These educational efforts are offered through seminars, workshops, and printed materials. Additional information is available upon request to the Student Development Office, the Residence Life staff, and Health Services.

Procedures to Follow in the Event of a Sex Offense

In the event of a sex offense or sexual assault, the student should immediately contact the appropriate College official (in Mount Olive – the Residence Life Coordinator or Campus Safety Officer on duty; in Goldsboro, Jacksonville, New Bern, Research Triangle Park, Washington or Wilmington – the director of that location) for assistance and to report the incident. That official will then contact the Vice President for Student Development. It is very important that any evidence be preserved as evidence of a criminal offense. For this reason, the student is cautioned not to bathe or shower, not to clean the room or area, and not to throw anything away until he/she has reported the incident and allowed the College officials or law enforcement officers to take control of the scene.

Notification to Local Law Enforcement

In accordance with the law, Mount Olive College will notify local law enforcement in the event a sexual assault is reported to a College official. It is always the right of the student to notify law enforcement authorities directly or to choose not to speak with the authorities. The College will assist the student in contacting local law enforcement upon request.

Counseling Services for Victims of Sex Offenses

Victims of sex offenses are strongly encouraged to seek counseling services and support. These services are available in the local area through support groups, crisis centers, and mental health agencies and practitioners. The Student Development Office will assist and encourage any student in seeking these services.

Should a victim request to have his/her academic living situation changed after an alleged sex offense, the College will accommodate the request if reasonably available. Determination of the options and availability will depend upon the individual request.

Campus Disciplinary Action

The victim of an alleged sex offense always has the right and the choice to pursue campus disciplinary action. Detailed procedures of the judicial system are outlined in the Student Handbook. To initiate College disciplinary proceedings, the victim must submit a written complaint and meet with the Vice President for Student Development. Students should be particularly aware of the following:

- Both the accuser and the accused are entitled to have an adviser present at the hearing and to present witnesses on his/her behalf.
- Both the accuser and the accused will be informed of the outcome of any disciplinary proceeding alleging a sex offense. Note: This provision does not violate the Family Educational Rights and Privacy Act. Outcome of the disciplinary proceeding means only the College's final determination with respect to the alleged sex offense and any sanction imposed upon the accused.
- Sanctions that the institution may impose upon the accused if found guilty range up to and including expulsion from the College as defined and explained in the Student Handbook. It should be further noted that the College views a sexual assault or sex offense to be a severe violation of the Student Code of Conduct.

Any questions or requests for further information should be referred to the Student Development Office.

Sexual Harassment Policy

7.4

Preamble:

As a Christian institution of higher education, Mount Olive College embraces values that proclaim the dignity and rights of all people.

Policy:

Harassment on the basis of gender in an academic setting is prohibited by the following: Title IX of the Education Amendment of 1972, Title VII of the Civil Right Acts of 1964, and the Federal Sex Discrimination Act of 1984. But on an even higher plane, it is not consistent with the motto of "Higher Learning, Higher Standards, and Higher Values." It is the policy of Mount Olive College, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students is unacceptable conduct and may result in sanctions and/or penalties, including expulsion from the College and/or termination of employment.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when: (1) a condition of an individual's employment or academic standing; (2) submissions or rejection of conduct by an individual are used as the basis for employment or academic decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or study environment.

Any individual who becomes aware of an incident of sexual harassment is encouraged to report it as soon as possible. It is also the policy of the College that prompt, appropriate action will be taken. This policy does not replace or supersede an individual's rights and remedies under the law.

Each person has a right to report sexual harassment without fear of reprisal. Acts of reprisal against an individual should be reported immediately. It is a violation of College policy for anyone to initiate an action as a reprisal against a faculty member, student, or employee for reporting sexual harassment.

It is also the policy of the College that accusations of sexual harassment which are made without good cause shall not be condoned. If a person knowingly files a false statement or tries to use the complaint system in retaliation against an individual, he or she is subject to sanctions up to and including termination or expulsion. However, a complaint that is “not substantiated” does not automatically fall into the “false statement” category.

This policy applies to all College students, faculty, administrators, staff members and employees as well as vendors and guests at all College locations. This includes those members of the College Community who are involved in off-campus programs such as internships and cooperative programs. This policy applies to the workplace, recruitment, appointment, and advancement of employees. It also applies to student contact in and out of the classroom and the evaluation of students’ academic performance.

The College recognizes that prevention is the best tool for the elimination of sexual harassment. It is the policy of the College to conduct periodic training on this policy, reporting procedures for all employees and students, training for investigations and disciplinary actions for all managerial and supervisory personnel, and educational seminars for students.

Human Relations Committee:

The Human Relations Committee members are appointed by the President of the College and consists of a total of four members. The Committee is responsible for hearing and investigating of allegations of sexual harassment. The committee will report all findings to the President of the College.

Complaints and Resolution:

- A. *The Informal Process:* This process is designed to achieve resolution of the alleged incident informally. The informal process is intended to be flexible in order to reach an acceptable solution. While a written statement from the complainant is helpful, it is not required to initiate or pursue the informal process. Any member of the Human Relations Committee may assist a student in pursuing the Informal Process. For contacts for reporting an incident, see the following paragraph. The person contacted will discuss the alleged incident with the pertinent parties to include the Human Relations Committee, in an attempt to resolve the situation. Documentation is to be completed by any College employee receiving a complaint. This documentation will be reviewed and maintained by the Human Relations Committee.

- B. *The Formal Process:* For a complaint against another student, the policy and guidelines outlined in the Student Code of Conduct are to be utilized. Please see the Vice President for Student Development for further details or an explanation. For a complaint against a faculty member, administrator, staff member, employee, or vendor of the College, a written complaint and written response is required. To report an incident, see the following paragraph.

Confidentiality:

Confidentiality cannot be guaranteed. However, the College will make all reasonable efforts to maintain the confidentiality of all parties involved in a sexual harassment investigation.

Contacts:

A student may report an incident of sexual harassment to his/her program director, department chair, or immediate supervisor and is encouraged to use the normal supervisory chain, if possible. If an individual does not feel comfortable using the normal supervisory chain, individuals may provide their complaint to the Human Relations Committee: Dr. Ellen Jordan, Vice President for Academic Affairs (Henderson Building, 919-658-2502, ext. 1001), Dr. Barbara Kornegay, Vice President for Enrollment (Poole Administration Building, 919-658-2502, ext. 1200), Dr. Karen E. Bass, Vice President for Student Development (Lois K. Murphy Regional Center, 919-658-2502, ext. 1480).

Personal Responsibility:

Through educational workshops and informational printed materials, the College seeks to make all students aware of what they can and should do about sexual harassment. For more information or detail, students are encouraged to speak with any one of the individuals cited above. This policy applies to all College students, faculty,

administrators, staff members and employees as well as vendors and guests at all College locations. This includes those members of the College Community who are involved in off-campus programs such as internships and cooperative programs. This policy applies to the workplace, recruitment, appointment, and advancement of employees. It also applies to student contact in and out of the classroom and the evaluation of students' academic performance.

Family Rights and Privacy Act (Buckley Amendment)

7.5

Student Right to Privacy: Family Educational Rights and Privacy Act of 1974 Policies and Procedures at Mount Olive College

In accordance with the Family Educational Rights and Privacy Act, Mount Olive College has adopted the following policies and procedures. It is the objective of the College to insure that legal rights of students, established under the Family Educational Rights and Privacy Act of 1974, be clearly understood and protected by all those affected.

1. All individuals who are attending or have attended Mount Olive College have a right to review and inspect their educational records.
2. Requests by students for access to or copies of their educational records must be completed within a reasonable period of time, not to exceed 45 days from the date of request. (Normally, records are out within a week)
3. An educational record is defined as data, in any form, about a student of the College or a College official except:
 - a. Records solely in the possession of the maker and not revealed in any form to third party.
 - b. Records related to employment.
 - c. Records of physicians, psychiatrists, etc., that are maintained in the course of treating a student and used only for that purpose. Students do not have a right of access to those records, but they will be released to a physician or psychiatrist of a student's choice.
4. Requests by students for access to or copies of their educational records must be made to the institutional official responsible for maintaining those records.
5. All requests by students for access to their educational records may be made orally to the College official responsible for the record, unless said official asks that the request be in writing.
 - a. Access to educational records will not be permitted to third parties unless: The student has given written consent to release the record; or
 - b. The individual or agency requesting information is included under Section 99.31 of the Federal Regulations, which permits release of an educational record, without the student's consent, to the following organizations or individuals:
 - To Mount Olive College school officials who have a legitimate educational interest (See paragraph 7)
 - To officials of other school systems in which the student seeks or intends to enroll
 - To certain Federal and State officials for auditing purposes
 - To persons or organizations involved in financial aid matters related to the student
 - To organizations conducting studies for the College
 - To accrediting organizations
 - To parents of a dependent student (See paragraph 8)
 - To comply with a judicial order or subpoena, provided that a reasonable effort to notify the student is made in advance.
 - To appropriate parties in a health or safety emergency

NOTE: Parents of students under 21 years of age may be notified

of any violation of drug or alcohol policy.

6. A school official shall be defined as any individual affiliated with the College and carrying out an institutional responsibility. A legitimate educational interest shall be defined as a need of a College official to know the contents of an educational record in a context that is related to an institutional objective and is not in conflict with State or Federal law or College policy.
7. Information from educational records will not be released to a student's parents without the consent of the student, unless the student is a dependent student. A dependent student is defined as a student who is carried as a dependent for federal income tax purposes (as defined by Internal Revenue Code of 1954, Sec. 152). Before release of information, it is the responsibility of the parents and student to file a Certificate of Dependency Form with the Office of the Registrar.

General Provisions

With certain exceptions, school officials of Mount Olive College will not disclose personal identifiable information from a student's record without prior written consent.

Directory Information is information that can be disclosed without the student's prior written consent unless the student has notified the Registrar's Office to restrict release of that information. When a student requests to have any or all directory information restricted, a Request to Suppress form will be attached to the inside of the record. No information should be released regarding that student's record. A Request to Suppress Form can be obtained in the Office of the Registrar.

Directory information is defined as:

- Student name, address (local address and grade/billing address), and telephone listing (local and grade/billing)
- Electronic mail address
- Date and place of birth
- County, state, and/or U.S. territory from which the student originally enrolled (if a student enrolled from a foreign country, this is not directory information)
- Major field of study
- Class ranking (freshman, sophomore, junior, senior)
- Enrollment status (full-time, part-time)
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Anticipated date of graduation
- Degrees and awards received
- Most recent previous educational agency or institution attended by the student

Note: Parents' names, address, and telephone number are not considered directory information.

Missing Person Policy

7.6

If a Mount Olive College residential student is suspected missing from the campus, immediately contact a member of the Residence Life Staff within that student's residential area. If the student resides off campus, contact Campus Safety (919-658-7520).

All reports of missing persons made to Residence Life and/or Campus Safety staff are followed up with an on-going investigation. If it is determined that a student for whom a missing person report has been filed has been missing for more than 24 hours, then the college will immediately attempt to:

- Notify the individual identified by the student as the emergency contact;
- If the student is under 18 years old, the college will notify a parent or guardian; and;
- In cases where the student is over 18 and has not identified an emergency contact person, the college will notify the parent/legal guardian and/or appropriate law enforcement officials.

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