

A mosaic graphic composed of various colored squares and rectangles in shades of green, yellow, and brown, arranged in a roughly triangular shape pointing downwards.

**Morningside College**

A mosaic graphic composed of various colored squares and rectangles in shades of orange, brown, and yellow, arranged in a roughly triangular shape pointing downwards.

**Student Handbook 2010-2011**

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This handbook is not to be construed as a contract. The College reserves the right to change the policies and regulations affecting the student body. Such changes shall take effect whenever the administration determines that such changes are prudent.

Students have the responsibility to read this handbook, official announcements, notices posted on bulletin boards, campus e-mails, and otherwise to be informed completely in regard to facts relating to life at Morningside College.



*The Morningside College experience cultivates a passion for life-long learning and a dedication to ethical leadership and civic responsibility.*

# Rights, freedoms, and responsibilities of students at Morningside College

## PREAMBLE

Morningside College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. These standards of academic freedom for students are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students, like all citizens, should always exercise their freedom with responsibility.

The responsibility to secure and to respect those general conditions conducive to learning is shared by all members of the College. Morningside College has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed with the broadest possible participation of all segments of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

## I. Classroom

\* Faculty committee names may not be the same as they appear in this section; changes may take place after this book has been printed.

### A. Student/Professor Relationship.

The professor should encourage free discussion, inquiry, and expression in the classroom and in conference. The professor should evaluate the academic performance of each student on the basis of how well the content and skills of the discipline are mastered, not on matters extraneous to the course. It is therefore the responsibility of the instructor to inform the student of the requirements of the course early in the semester, including requirements for class attendance. Conversely, it is the student's responsibility to understand what the course entails. Students can reasonably expect responsible instruction and proper advisement by all members of the faculty.

#### 1. Protection of Freedom of Expression.

Students should be free to take reasoned exception to the data or view offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

#### 2. Protection Against Improper Academic Evaluation.

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

#### 3. Protection Against Improper Disclosure.

Information regarding student views, beliefs, and political associations which a professor may acquire as an instructor, advisor, and counselor

is considered confidential, and the professor is expected to guard against any improper disclosure of such materials as part of recognized professional obligation. Judgments about a student's ability and character will be offered only in the proper circumstances of standard evaluation by the professor.

4. Procedures to be followed in investigation of a Student's Academic Rights.

- a. Minor academic problems - Problems which involve classroom instruction will be reviewed by the professor of the class in which a complaint originates.
- b. Departmental problems - Problems which involve departmental policy or college policy will be reviewed by the student's academic advisor.

B. Recourse for Unresolved Problems.

Major academic problems or minor academic problems not resolved by the student's professor/advisor shall be investigated by the chairperson of the academic department in which the problem originates. If, after investigation, the problem is not resolved, the student may present the case to the Academic Standards Committee. The case must be submitted in writing to the Academic Dean of the College within a period of ten school days after written notification and to the student at the close of the investigation.

C. Academic Standards Committee.

The Academic Standards Committee considers only written appeals and may by majority vote of the full committee set aside the decision of the department if, in its opinion, any of the following conditions exist:

1. That the evidence against the student is clearly insufficient to warrant the action taken by the instructor of the department.
2. That the judgment of the instructor or department was prejudicial or capricious.
3. That the decision of the instructor or department was contrary to existing college policy.

Appeals from students who have been suspended from the College for low grade point averages, or appeals from students whose financial aid has been suspended, or appeals from students who want to be exempted from some other academic requirement at Morningside College are considered by The Academic Standards Committee that consists of five faculty members, the Vice President of Academic Affairs, the Registrar, the Dean of Enrollment, the Director of Financial Aid, and the Vice President for Student Services. See the College Catalogue for requirements for graduation. Contact the Financial Aid Office for financial aid requirements. Students who want to appeal decisions about any of these matters may get an Academic Petition form from the Registrar's Office and use that form to make their cases. The student should clearly articulate what action he or she would like from the committee and provide good reasons for the committee to make the exception the student wants.

### **Administrative Withdrawal Policy**

Students are expected to prepare for and attend all classes for which they are registered and to act in a manner consistent with an academic environment while attending class. The college may administratively withdraw a student who is not attending class, exhibits disruptive or unruly behavior in class, or is otherwise not demonstrating a serious

academic effort. Administrative withdrawals prior to the last day to drop a course during the semester will receive a grade of "AW" in the course/s. Administrative withdrawals from a course after the last day to drop a course will be recorded with an "AF", which is computed as an F.

## **II. Student records**

The following information and procedures are set forth to give students a working knowledge of their rights of privacy as they pertain to student records.

A. Student educational records are kept in several different campus locations. Listed below are the offices and types of records maintained in each area.

1. Registrar's Office, Lewis Hall: Cumulative folder of personal records, including admissions data, attendance, grades and permanent academic records, veterans information, and miscellaneous information.
2. Office of Student Financial Planning, Lewis Hall: Student financial aid records.
3. Business Office, Lewis Hall: Student payment accounts
4. Education Office, Lewis Hall: Teacher placement information and credentials.

The director of each particular service listed above is responsible for the maintenance of the specific record. The support staff of each office are the only college personnel who have general access to the records. Their access is for filing and information gathering only. All other administrative or teaching staff must obtain consent of the director of the particular student service. No person outside the institution may gain access to records without consent of the student. Certain Federal agencies may have access without student consent under some circumstances.

### **The Family Educational Rights and Privacy Act Official Notification of Rights Under FERPA**

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). Educational records, as defined by FERPA, include all records that schools or education agencies maintain about students. FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their records. Students should contact the Office of the Registrar to determine the location of appropriate records and the procedures for reviewing such records.
2. The right to request that records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records. Generally the College must have written permission from the student before releasing any information from the student's record. FERPA does, however, authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate education interest in the record. A school official is a person employed by the institution in an administrative, supervisory, academic, research or support staff position; a person or company with whom the institution has contracted (i.e., an auditor, attorney or collection agency);

contractors, volunteers, and other non-employees performing institutional services and functions; a person serving on the Board of Trustees; a student serving on an official committee or assisting another school official in performing his/her task. A legitimate education interest exists if the school official needs to view the education record to fulfill his or her professional responsibility.

Upon request, Morningside College will disclose education records, without consent, to officials of another school in which the student seeks or intends to enroll. Morningside College may also disclose "directory" information without the student's prior consent. Directory information is defined as:

- Name
- Local and permanent addresses
- Telephone number(s)
- E-mail address
- Date and place of birth
- Major or field(s) of study
- Dates of attendance
- Grade level
- Enrollment status (FT/PT; undergraduate/graduate)
- Degrees, awards, and honors received and dates
- Expected date of completion of degree requirements and graduation
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Most recent educational institution attended
- Photograph

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a non-release form in Student Services by the end of the second week of the semester. This release restriction is effective for the academic year and must be renewed each year. If a student requests non-disclosure of directory information in his or her last term of attendance, that request will be honored until the student requests its removal.

A student should carefully consider the consequences of a decision to withhold directory information, as future requests for such information from other schools, loan or insurance companies, prospective employers or other persons or organizations will be refused as long as the request for non-disclosure is in effect.

4. The right to file a complaint with the U.S. Department of Education concerning an alleged failure by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue S.W.  
Washington, D.C. 20202-605

## Morningside College Missing Student Policy

If a member of the Morningside College community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through collaboration of Campus Security, the Department of Student Affairs, and the missing student's family and friends.

If not located within 24 hours, appropriate family members, associates, or a college official will make an official missing person report to the law enforcement agency with jurisdiction.

This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Anyone who believes a student to be missing should report their concern to Student Services or Campus Security. Depending on the circumstances presented to college officials, the parents of the missing student will be notified. In the event that parental notification is necessary, a college official will place the call.

### GENERAL PROCEDURE:

1. The Morningside official receiving the report will collect and document the following information at the time of the report:
  - a. The name and relationship of the person making the report.
  - b. The date, time, and location the missing student was last seen.
  - c. The missing student's cell phone number (if known by the reporter).
2. The Morningside College official receiving the report will contact the Vice President for Student Life and Enrollment (or their designee) in order to inform him/her on the situation and to receive additional consultation. They will ascertain if/when any other members of the campus and the Vice President of Communications and Marketing need to be contacted.
3. Upon notification from any entity that a student may be missing, Morningside College may use any or all of the following resources to assist in locating the student:
  - a. Call the student's room.
  - b. Go to the student's residence hall room.
  - c. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
  - d. Secure a current student ID (from Campus Security) or other photo of the student from a friend.
  - e. Call and text the student's cell phone and call any other numbers on record.
  - f. Send the student an email.
  - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Campus Security Department and the Office of Residence Life may be asked to assist in order to expedite the search process.
  - h. Contact or call any other on-campus or off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook, and Twitter.
  - i. Ascertain the student's car make, model, and license plate number. A

member of the Campus Security Department will also check Morningside College parking lots for the presence of the student's vehicle.

4. The Morningside College technology staff may be asked to obtain email logs in order to determine the last log in and/or access of the Morningside network.
5. Once all information is collected and documented and the Vice President of Student Life and Enrollment (or their designee) is consulted, Morningside staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the college.

### III. Student Affairs

Morningside College, seeking to preserve and further its tradition of academic freedom, acknowledges that a student is a vital and essential member of the college community. In this context, the student is encouraged to accept membership with a spirit of cooperation and responsibility, with an obligation to work with the faculty, staff, and administration toward commonly shared goals. Only through total participation can academic freedom reach maximum effectiveness. Each segment of the community must also realize that membership in the academic community does not dictate equal levels of authority, but it does assure a significant voice to each in a partnership. The College also believes that the real meaning of student freedom can be reached only through the formulation of certain standards and its responsibility to them. It is the student's obligation to act as a responsible citizen, to abide by the standard rules and regulations of the College, and to express either assenting or dissenting opinions in an orderly manner. The student shall also be responsible for knowing and understanding all the rules and regulations set forth.

#### A. Freedom of Association.

Students bring to the campus a variety of interests previously acquired and develop new interests as members of the academic community. They should be free to organize and join campus associations to promote their common interests, consistent and compatible with the publicly stated policies of the College such as those set forth in college catalogs and handbooks and within the requirements for membership of each particular organization.

1. Affiliation with an extramural organization will not of itself disqualify a student organization from institutional recognition. At the same time, all actions of the student organization should be determined by vote of only those persons who hold bona fide membership in the college community as set forth in the organization's constitution.
2. The College requires each student organization to have an advisor. The advisor must be a full-time employee. Exceptions to this rule may be recommended by the Student Government Senate after a simple majority vote. This recommendation will be forwarded to the administration for a final decision. The advisor will counsel the organization in its relationship to the College and the exercise of its responsibility but should not have the authority to control the policy of the organization.
3. Procedures and Requirements for Student Organization Recognition.
  - a. The Morningside College Student Government consists of a staff/administrative employee, the faculty representative to Stu-

- Government and student members. It has the responsibility of approving and registering all student organizations desiring the benefits and restrictions of official recognition.
- b. Each organization shall be recognized from the date of its registration until the fourth week of the succeeding fall term. Student organizations shall be responsible for re-registering themselves each year. To be registered, the organization must file the following information with Student Government:
    - (1) Name of organization.
    - (2) Names and titles of officers.
    - (3) Specific goals and aims of the organization for the year.
    - (4) Names of advisors.
    - (5) National affiliation if such exists.
    - (6) Notification of times and dates of regularly scheduled meetings and notification of times and dates of regular or special activities.
    - (7) An organization constitution outlining the purposes and procedures. This needs to be filed only for the initial approval and registration. The constitution will be held to be the organization's official functioning document by Student Government. Any additions or corrections will need approval for continuing recognition. The constitution must provide that (i) only registered Morningside students, faculty, and staff are voting members and officers; (ii) no discrimination on the basis of race, color, national origin, sex, disability, sexual orientation or age in its organization.
  - c. If the required information is not submitted on time, a group will be denied registration and will not be entitled to the privileges accorded registered student organizations. These privileges include sponsorship of all-college events, social functions, demonstrations, fund-raising events, and the use of college services and facilities. Although it is not a requirement for registration, organizations are requested to submit a list of membership.
  - d. No student organization shall have its registration denied or revoked by Morningside College Student Government on grounds of its beliefs or attitudes if these are compatible with the mission, vision, aims and purposes of the College as set forth in the college catalog and the preamble of this document. A student organization may have its registration revoked in the event of the following:
    - (1) The required information submitted is falsified.
    - (2) A violation of civil law on the part of the organization has been proven.
    - (3) The organization violates college procedures or policy.
    - (4) The organization actively participates in an attempted violent overthrow of the United States Government, the government of the state, or any duly established government.
    - (5) If the aims and purposes are not in keeping with the aims and purposes of the College as set forth in the college catalog and the preamble of this document.

## B. Freedom of Inquiry and Expression.

The College firmly believes in the principle of free inquiry and expression and believes that freedom to learn depends upon appropriate opportunity to express opinions publicly and privately. Students should be free to support or oppose causes by orderly means, hear persons of their own choosing, participate in institutional governance, and be able to maintain an atmosphere of free and responsible discussion in student publications. Thus the following statements governing these four areas of free inquiry and expression will help the student to achieve these goals through an orderly, well-defined process.

### 1. Outside Speaker on Campus.

The College will permit recognized student organizations, faculty or administration to invite outside speakers to present points of view and programs in order to inform themselves and the campus on issues relating to various interests, such as politics, religion, ethics, and morals.

- a. Students should be encouraged to recommend speakers to the Campus Events Series Committee. The routing procedures required by the institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to the academic community. The institutional control of campus facilities should not be used as a device of censorship. The sponsoring organization should make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or Morningside College.
- b. Where a binding contract in the name of the College is to be made with a speaker or performer, or where the use of college facilities requiring reservation is concerned, the name of a proposed speaker or performer should be submitted to Central Scheduling. This should be done 30 days prior to the proposed date for the event and is to be scheduled through the Office of Central Scheduling.
- c. No speaker or program will be authorized by Morningside College if the speaker is likely to urge the audience to take actions prohibited by the college, incite the audience to violate state or federal regulations or advocates the use of violence.
- d. For potentially controversial guest speakers, specific procedural guidelines may be required by the college. For example, rules for a question and answer period may be specified or a moderator for the session may be selected by the college.
- e. If, in the judgment of the President of the College, bringing a speaker to campus would cause significant issues of security for the speaker, other individuals, or the campus, then the President may cancel the invitation to that speaker.

### 2. Student Demonstrations.

Under the guarantees established by the first amendment of the United States Constitution, the College recognizes the right of students to freedom of expression within the limitations of local, state, and federal law as well as the rules and regulations of the College. As part of our

democratic tradition, students are encouraged to study social issues and express their convictions as responsible citizens. Any demonstrations must be conducted in an orderly manner and must observe the following limitations:

- a. They shall not constrain vehicular or pedestrian traffic, nor interrupt class schedules, meetings, ceremonies or generally the educational process of the College.
  - b. They shall not be held within college buildings, the stadium, or athletic facilities while college functions are in progress.
  - c. They shall not be allowed in the private residential areas of the campus.
  - d. They shall not use obscene language or actions. A student who violates any of these regulations can be disciplined, possibly suspended. If several members of one organization violate these regulations, action may also be taken against the organization through the Student Government and the previously designated group. To alleviate any possible misunderstanding of the rules as set forth, the college recommends that any student organization or group of students contemplating a demonstration inquire at the Office of Student Services about appropriate procedures.
3. Morningside College Student Participation in Institutional Government. As constituents of the academic community, students are free individually and collectively to express their views on issues in policy making and on matters of general interest to the student body. Usually, student expression on college issues is under the direction of the Morningside College Student Government
- a. Procedure for Student Participation and Involvement.
    - (1) The Student Government through its President shall also have the opportunity at the time of the semi-annual Board of Directors' meeting to express its recommendations and views to this highest governing body of the College. The President of the Morningside Student Government is a voting member of the Board of Directors.

#### 4. Student Publications.

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and a climate of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and to the institutional authorities and of formulating student opinion on various issues on the campus and world at large. The College affirms student rights and freedom of speech and in no way will obstruct this student right. The only qualification is that the students honor the canons of responsible journalism, including the limitations of gross obscenity and the avoidance of libel and slander. It is the responsibility of the editors and managers to develop their own editorial policies and news coverage so as to maintain integrity and so to see and express the truth. As safeguards for editorial freedom, the following provisions are necessary.

- a. Student Press (The Collegian Reporter) and other student publications shall be free of censorship and advance approval of copy.

- b. The editors and managers of the Collegian Reporter and other student publications will be protected from suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes will an editor or manager be subject to removal.
- c. The editorial page of the Collegian Reporter shall state that the opinions there expressed are not necessarily those of the college student body.

#### **IV. Off-campus freedom of students**

Morningside College assumes that students are both citizens at large and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. But these off-campus freedoms should be balanced with responsibilities as to conduct and a respect for civil law. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership, and in this context Morningside College expects its students, faculty, and administrative personnel to maintain standards of conduct which will reflect in a positive manner upon the institution.

Morningside College has the inherent responsibility to protect its educational position through the setting of standards of conduct for the members of the college community. Students who violate the laws may incur penalties prescribed by civil authorities but institutional authority will not be used merely to duplicate the function of the general laws. In all cases, institutional action shall be independent of community pressure. The judicial hearing board will determine whether a student's activity or involvement with civil authorities is due cause for disciplinary action by the College. In these cases where a student's off-campus conduct is detrimental to student welfare or the College in general, the committee shall hear all aspects of the particular case and determine what action should be taken. The student will be guaranteed every safeguard to insure protection from unfair imposition or serious penalty as well as the right to appeal the decision of the committee.

#### **V. Disciplinary Conduct Committee procedures**

##### **A. Standards of Conduct.**

Codes of conduct concerning the rules and regulations of Morningside College will be covered in this Student Handbook, the current College Catalog, and other appropriate bulletins, and are to be communicated through groups and organizations of the college community by meetings, publications, and contracts. The student is obligated to act as a responsible citizen, to abide by the stated rules and regulations of the College, and to express either assenting or dissenting opinions in an orderly manner. The student shall also be responsible for knowing and understanding all the rules and regulations set forth. Students detected in the course of serious violations of institutional regulations are to be given a hearing by the College Judicial Board or a meeting with the Judicial Officer. Morningside College's jurisdiction extends beyond college property. The college has the right to review conduct of a student not on college property.

##### **B. Status of Student Pending Final Action.**

Pending action on the charges, the status of a student and the right to be present on the campus to attend classes will not be altered except for reasons

relating to the student's physical or emotional well-being or for reasons relating to the safety of students, faculty, or college property.

C. College Judicial System.

The formality of the procedure to which a student is entitled in disciplinary cases should be proportionate to the gravity of the offense and the sanctions which may be imposed. Minor penalties may be assessed informally under prescribed procedure. Only when misconduct may result in serious penalties (e.g. housing probation or suspension) does the student have the right to appeal to the Judicial Hearing Officer and/or Hearing Board.

1. Disciplinary cases involving minor infractions of college regulations will be handled by the Office of Student Services or by individuals or boards appointed by the Vice President of Student Services to deal with such cases. Penalties for these kinds of violations will not involve social probation, suspension, or expulsion from the institution. Should the board or individual dealing with such a case feel an emotional problem exists that warrants professional help, the case may be referred to an appropriate specialist. Also, if those handling the case believe that social probation, suspension, or expulsion may be warranted, the case shall be referred with such a recommendation to the Judicial Hearing Officer (person appointed yearly by the Vice President of Student Services).
2. The Judicial Hearing Officer will investigate disciplinary cases involving substantial violation(s) of college policies. The hearing officer may investigate cases solely or ask for the judicial hearing board to review the information.

**\*\*Judicial Hearing Officer**

The Judicial Hearing Officer is the person designated by the Vice President of Student Services to be responsible for the administration of the judicial system.

**\*\* Judicial Hearing Board**

The Judicial Hearing Board will consist of 6 members: two full time students (appointed by Student Government), two faculty members (selected from the faculty grievance committee), two members from the administrative/staff (appointed by administrative/staff council), one alternate from each grouping may also be selected. The members of the Student Government Executive committee are not eligible to serve on the board.

At least one student, faculty, and staff/administrator must be present to conduct the closed hearing.

If a member of the board feels too great an involvement with those involved in the closed hearing, is a party to the alleged violation, or feels unable to render an impartial decision, that member may be excused with the approval of the chairperson. If the accused student believes that a member of the board is unable to render an impartial decision a petition requesting that member's disqualification may be submitted to the chairperson prior to the hearing. It is the responsibility of the accused student to request disqualification prior to the closed hearing, if appropriate.

**Judicial Process**

Once an alleged violation is given to the College Judicial Officer, he/she will inform the accused student in writing, within two days, of the following:

1. the specific violation,
2. the right to have the Student Advocate accompany him/her to the closed hearing,

3. the option of meeting with the Judicial Officer to discuss the judicial process prior to the closed hearing.
4. the option to have the Judicial Officer hear the testimony and assign sanctions, if appropriate.

The accused student has two days to respond in writing to this last option.

If the Judicial Officer feels he/she cannot render a fair judgement or feels the offense needs to be heard before the entire board, it will be his/her option to set the hearing before the Judicial Board.

After hearing back from the student, the Judicial Officer will have five days to set the time and place of the closed hearing.

The board will conduct a closed hearing to consider relevant testimony about the alleged violation, to discuss the alleged violation, to determine whether a college policy has been violated, and to determine sanctions, if appropriate.

At the start of the closed hearing, the chairperson should appoint a secretary to keep notes. These notes are maintained by the board as a record of past proceedings. An audio tape recording is made of the hearing and retained by the College Judicial Officer pending an appeal. The College Judicial Officer maintains a file containing all records pertinent to the alleged violation.

During the closed hearing only members of the Judicial Board, Judicial Hearing Officer, the Student Advocate and the accused student will be present for all testimony and may respond to any statement made by participants. The board will hear all relevant testimony from the following:

1. the accused student(s),
2. the Judicial Hearing Officer,
3. any witnesses, if appropriate.

Any member of the college community may be called as a witness by any of the parties involved with the alleged violation. Witnesses are permitted in the closed hearing only while presenting their testimony and responding to questions. The board may determine the relevance of testimony and reasonably limit the participation of the witness accordingly. Participants in the closed hearing may address comments and questions only to the board.

When the testimony is complete, the board will enter executive session where only board members and the Judicial Officer can be present. The board will decide whether a College policy has been violated and will assign sanctions, if appropriate. The board's decision shall be made on the basis of whether it is more likely than not that accused student violated a College policy.

All decisions of the board are by simple majority vote. After a decision has been reached, the board will reconvene the closed hearing to inform the student of the decision. The College Judicial Officer will notify the accused student of the decision in writing within 5 days.

## **Appeal**

The decision of the Judicial Officer may be appealed to the Vice President of Student Life and Enrollment.

The decision of the board may be appealed to either the Vice President of Academic Affairs or the Vice President of Student Services by the accused student within 3 days of the written notification of the decision. Such appeals shall be in writing and delivered to the Judicial Officer.

In the written appeal, it is the responsibility of the person presenting the appeal to demonstrate grounds for the appeal. Appeals may be made on the following grounds:

1. New evidence not available at the College Judicial Board hearing. If this evidence was withheld at the original closed hearing by the person presenting

- appeal, it may not be brought forward as a ground for appeal;
2. A violation of the judicial process as described.  
The Vice President may uphold or overturn the decision of the Board, return a case to the board for further processing, or reduce or retain any sanction.  
The decision of the Vice President is final.

## **VI. Amendment**

This statement on the Rights, Freedoms, and Responsibilities of Students at Morningside College may be amended in the following procedure:

- A. All proposed draft amendments must initially be studied by the appropriate committee. The Committee has the right to (a) recommend the proposed draft without alterations to the College Faculty and the Student Senate for approval; or (b) recommend an alternative version of the proposed draft to the College Faculty and the Student Senate for approval; or (c) recommend the rejection of the proposed draft by the College Faculty and the Student Government; or (d) make no recommendation and thereby terminate attempts for amendment as called by the draft.
- B. Should the College Faculty and the Student Senate both approve the proposed draft amendment, it will be transmitted to Morningside College's President for consideration. If no approval is granted by either the College Faculty or the Student Government, or both, the draft will be returned to the appropriate committee for renewed consideration. The Committee may then either (a) decide to reject the draft and thereby terminate attempts for amendment as called for by the draft; or (b) modify the draft and then re-submit the new version for approval by the College Faculty and the Student Government.
- C. When the College Faculty and Student Government both approve a draft amendment recommended to them by the appropriate faculty committee and when, in pursuance of these proceedings, the Morningside College President has completed study of the proposed draft, the latter shall forward the proposal to the Board of Directors for either final approval or final rejection.
- D. Upon receiving the draft amendment accompanied by the recommendation of the Morningside College President, the Board of Directors shall either (a) decide to reject the draft and thereby terminate attempts for amendment as called for by the draft; or (b) give its final approval to the draft amendment and thereby cause it to become Morningside College Policy.
- E. Decisions in the course of adopting or rejecting a proposed amendment will be taken by a simple majority vote of the appropriate committee, College Faculty, Student Government, and Board of Directors, respectively.

## **VII. Power of interpretation**

The power of interpreting the amendment procedure or any other statement in the Statement of Rights, Freedoms, and Responsibilities of Students at Morningside College is exclusively vested in the appropriate faculty committee subject to approval by the Board of Directors whose decision will be final in all controversies involving such interpretation.

## NON ACADEMIC STUDENT GRIEVANCES

Morningside College students who wish to file a non academic grievance should first attempt to resolve the issue at its source with the staff member involved. Should a resolution be impossible, however, the student may pursue the following steps if he/she wishes to file a grievance.

The written grievance should be submitted to the office of Student Services.

The grievance should state and specify the following information:

- by whom and for what reason the grievance is sought
- date or dates of incident(s); names, and addresses (if applicable) of any witnesses
- what remedy and/or solution is being sought

The grievance must be filed within 5 business days of the alleged incident and/or grievance. The College will determine on a case-by-case basis whether complaints filed after this deadline will be considered.

All parties involved with the grievance will be notified of the complaint and/or grievance, may know the source of the complaint, and will be allowed to provide pertinent information in addressing the grievance.

A written determination as to the validity of the grievance and a description of the resolution, if any, will be issued and a copy forwarded to the student with the complaint and/or grievance. This finding will be final.

The Associate Dean of Students will review the grievance and notify the student with the complaint and/or grievance of the resulting determination in writing within 10 business days of receiving the written grievance. A possible solution may involve mediation.

## Academic & Campus policies and regulations

All disciplinary action is subject to the guidelines established in the Statement on Student Rights, Freedoms and Responsibilities. Disciplinary action for violations within the Residence Halls is outlined in the Residential Hall Policies and Regulations section of the handbook.

### ACADEMIC ADVISING

Every student at Morningside College has an academic advisor. Entering first-year students are assigned advisors for orientation and first-year advising. The advisor assists the student in planning the academic program, adjusting to college, and selecting of a major. At the end of their first semesters, students who have earned 16 credits may declare a major and move to advisors in those departments.

Advisors are provided to assist students in planning their academic programs. They are not authorized to change college policy. Each student is solely responsible for ensuring that his or her academic program complies with the requirements for his or her major and any other degree requirements of the College. Any exceptions to college policy must be documented in the student's file in the Registrar's office.

### ACADEMIC HONESTY AND DISHONESTY

Academic integrity is basic to all academic activities so that grades and degrees will have validity. Morningside College expects its students to:

- perform their academic work honestly and fairly
- not hinder other students in their academic work
- not unfairly assist other students

These expectations of Morningside College and the penalties for not meeting these expectations are outlined below. A student in doubt about his or her responsibility as a scholar or unsure that a particular action is appropriate should consult the instructor of the course.

In an academic community, students are encouraged to work together to help each other learn. Because of the many different learning styles, this kind of environment will foster the academic development of all students involved. Yet all work a student submits or presents as part of course assignments or requirements must be his or her own original work unless expressly permitted by the instructor. This includes individual and group work in written, oral, and electronic forms as well as any artistic medium.

Plagiarism is a major form of dishonesty. When students use another person's ideas, thoughts, or expressions (in writing or other presentations), each instance must give some form of acknowledgment to the source.

Examples include:

#### Deliberate Copying

- Buying (from a "paper service" or individual) or borrowing a paper and submitting it as one's own
- Copying someone else's paper, homework, computer program, lab report, or any written or oral assignment and submitting it as one's own
- Submitting a paper or other presentation in more than one class without the instructor's permission

#### Inaccurate Documentation

- Using a direct quote from a source without both putting it in quotation marks and providing appropriate documentation.
- Submitting direct quotes as a paraphrase
- Changing only a few words in a quote and using it as a paraphrase
- Invention of information or citation

Some Actions/Behaviors constitute academic dishonesty.

Examples include:

- Provide unauthorized help in taking tests, quizzes or in preparing any other requirements of a course
- Communicate answers in any way to another student during an exam
- Tampering or damaging the work of another student
- Reading or observing the work of another student without his/her consent
- Lying to an instructor
- Damaging or abusing library and other academic resources

## Consequences of Violations of the Academic Honesty Policy

An instructor who suspects a student of violating the Academic Honesty Policy will consult with the department chair or another member of the department. If the violation is verified, the instructor will (as a minimum penalty) assign a grade of zero for the assignment. The maximum penalty is a failing grade in the course in which the violation occurred. If there is more than one violation in the same course, the instructor will assign a failing grade in the course. A student receiving a failing grade due to Academic Honesty Policy violations may not withdraw from the course. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office for Academic Affairs.

If the violation occurs in a 100 level course and it is the first reported violation for the first year student, the instructor may allow the student to re-submit the assignment for 1/2 credit. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office for Academic Affairs.

The student has the right to file an appeal to either the charge of academic dishonesty or the penalty imposed. The appeal must be filed within two weeks of the instructor's filing of the violation. The student should first consult with the faculty member for the course. If the student is not satisfied with the outcome, he/she should meet with the department chair or department member who verified the violation. If the student wishes to appeal beyond this, he/she should file a written appeal with the chair of the Academic Standards Committee. The faculty member will be asked to submit an explanation of the alleged violation in writing. Either the student or the faculty member may submit letters from material witnesses. If the charge is found to be valid, the Academic Standards Committee will determine whether the penalty was reasonable. If the penalty is determined to be unreasonable, the committee will impose a different penalty but not less than assigning a grade of zero for the assignment.

If this is not the first reported violation for the student, the Academic Dean's office may intervene to pursue suspension or expulsion from the college or other penalties beyond a failing grade in the course. Information regarding violations of the Academic Honesty Policy will be kept in the Academic Dean's office until a student completes his/her degree program at which point all such records will be removed from the student's permanent record.

## ACCOMMODATIONS POLICY FOR STUDENTS WITH PERMANENT DISABILITIES

Background - Section 504 of the Rehabilitation Act of 1973.

"Nondiscrimination Under Federal Grants and Programs," Sec. 504(a), states in part: "No otherwise qualified handicapped individual in the United States, as defined in section 7 (8), shall, solely by reason of his [or her] handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. . ."

### Statement of Purpose

It is the policy of Morningside College to provide reasonable accommodations for qualified individuals with disabilities who are applicants for enrollment, enrolled students, applicants for employment, or employees. Morningside College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to provide equal opportunity to qualified individuals with disabilities enrolled at Morningside College who have qualified for admission by meeting standard institutional requirements.

### Definition of determination of a disability

Morningside College will require appropriate supportive data to verify that a disability exists. These may include, but are not necessarily limited to, the following:

1. Satisfactory medical determination as required.
2. Specific plans recommended by qualified professionals and/or consultants.
3. Rehabilitation organization records.
4. Data from other colleges (for transfer students).
5. High school records of previous accommodations.

## Reasonable accommodation list

The concepts of "reasonable accommodations" and "undue hardship" will be applied in implementing accommodations for each individual with a disability.

The accommodations selected will be based on the individual needs of the student who has a disability as indicated by appropriate documentation and the College's ability to reasonably accommodate the disabilities without undue hardship. Examples of potential reasonable accommodations for students taking courses might include, but not necessarily be limited to, the following:

1. Classroom accessibility
2. Note-taking services
3. Tape recordings of class
4. Reasonable equipment modification
5. Preferential seating
6. Large print materials
7. Books on tape
8. Test taking accommodations

## Accommodation procedures

Accommodations will be coordinated by the Associate Dean for Academic Affairs. Students must initiate the accommodations process by notifying the Associate Dean for Academic Affairs of their disability(s), by providing the appropriate documentation, and by meeting with the Associate Dean for Academic Affairs to discuss appropriate accommodations. Once the disability(s) has been verified, the Associate Dean for Academic Affairs will serve as facilitator for the accommodations process. The Associate Dean for Academic Affairs will help students contact professors, will provide training, and will answer any questions faculty may have about the process.

## Academic standards

Special accommodations should not lessen course requirements or reduce academic standards. Instead, accommodations may slightly alter an instructor's teaching style or testing methods since they are tailored to reduce or circumvent the limitations imposed by the disability of a particular student. If an instructor is concerned that any of the accommodations may alter the course requirement or otherwise compromise the integrity of the course, the instructor may discuss alternative solutions with the student and/or the Associate Dean for Academic Affairs.

## Grievance procedure

It is anticipated that the faculty/staff person will make accommodations based on reasonable actions as required and set forth in a "Plan of Accommodation," agreed in writing between the student and the Associate Dean for Academic Affairs and based upon a student's documented needs. Students who are denied requested accommodations should first contact the Associate Dean for Academic Affairs, who will work with the student to find an adequate solution for the situation. If the situation is still not resolved, the student may appeal to the Vice President for Academic Affairs and Dean of the College.

## AIDS POLICY

The American College Health Association (ACHA) recommends that the primary response of colleges and universities should be education to increase awareness and prevent further spread of the disease. Students infected with AIDS can participate in normal academic activities.

## ALCOHOL AND DRUG USE POLICY

The Drug Free Schools and Communities Act of 1989 (PL 101-226, as enacted, and any subsequent amendments) requires that as a condition of receiving funds or any other form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In compliance with this statute, it is the position of Morningside College that the abuse of alcohol and the unlawful possession, use, or distribution of illicit drugs is strictly prohibited. Morningside College will comply and cooperate with all federal, state, and local authorities in their effort to prevent the use and abuse of drugs and alcohol.

The Morningside College policy on alcohol is that no student may manufacture, distribute, dispense, possess, or use alcohol in the work place and no student may bring, keep, or drink alcoholic beverages on the campus with the exception of individual residence hall rooms, and then only under the provisions set forth in the Residential Hall Policies and Regulations. Any student violating this regulation is subject to disciplinary action including dismissal from school, counseling, monetary penalties, and other sanctions, including dismissal from residence life as well as referral to the proper authorities for prosecution.

The State of Iowa prohibits the possession and use of alcoholic beverages by persons under the age of 21 years. Violation of this statute can result in monetary fines, incarceration, and other serious sanctions.

The Morningside College policy on drug use is that possessing, using, or distributing any stimulants, depressants, narcotics, or hallucinogenic drugs, including marijuana, is strictly prohibited among students and employees. Physician's prescription to the treated individual is the only exception to the policy. Violation of this policy may result in termination of employment, dismissal from school, counseling, monetary fines, or other serious sanctions up to and including referral to the proper authorities for prosecution.

Federal and Iowa laws prohibit the manufacture, delivery, or possession of illicit drugs. Violation of these statutes may lead to monetary fines, incarceration, and other serious sanctions.

Federal and Iowa laws governing the unlawful possession, use, or distribution of illegal drugs or alcohol may carry up to a "double penalty" for this illegal activity on or near school and campus. The penalty upon conviction can be both monetary as well as incarceration for a prescribed period of time. The fines and incarceration vary with the nature and severity of each offense.

For the protection of its students, faculty, administration and staff, Morningside College insists that all illegal activities be reported to the Office of Campus Security.

See Residence Hall Policy and Regulations.

In response to the Higher Education Reauthorization Act on parental notification, following is the policy Morningside College has adopted:

If a student is found in violation of the Morningside College alcohol policy twice within the academic year, a letter will be sent home to the parent/guardian after the second incident. The letter will state when the incident occurred and the sanctions imposed.

In the event that a student is transported to the hospital due to excessive alcohol or drug use, the parent/guardian will be notified. If a student is hospitalized due to excessive alcohol use, the parent/guardian will be contacted by telephone.

For students who are 21 years or older, the College will make the above communications to a parent or guardian only when it determines that the conduct posed a significant risk to the safety or well-being of the student, other students, or other members of the College community.

## Personal counseling for alcohol issues

Through the personal counselor or community counseling agencies, assistance and education is provided to the members of the college community:

- a. who are chemically dependent.
- b. whose use of alcohol or drugs is causing problems in their daily lives.
- c. who are concerned about another's use of alcohol or drugs.
- d. who are recovering from chemical dependency.
- e. who need support for their decision to remain chemically free.
- f. who have been affected by chemical dependency in their family of origin.

If you are concerned about a member of the Morningside community or have personal concerns, contact Student Services at 5104. All concerns and inquiries will be handled in a confidential manner.

## ATTENDANCE POLICY

1. Students are expected to attend all class sessions. Attendance regulations (and their impact on final grades) are the responsibility of each faculty member, who will announce the policy in writing to the students at the beginning of each course, subject to the conditions of paragraph 2 below.
2. Since sanctioned trips or other legitimate college events are considered to be supportive of the college program, instructors are required to allow students to make up work that has been missed. The Academic Dean's Office will determine if a trip is sanctioned.
3. Students may report absences in cases of illness or emergency to the Associate Dean of Students. Final permission to make up work rests with the individual instructor.

## BEHAVIOR EXPECTATIONS

Morningside College holds all members of the college community accountable for their behavior. Behavior must conform to community standards of health, safety and noninterference with the living and learning environment of others. Some students might find it difficult to conform to community behavior expectations. Our hope is that awareness of behavior expectations and obtaining assistance when needed to meet behavior expectations will help students reach their academic and social potential.

Behavior that is dangerous to the individual or others, or that significantly disturbs the living and/or learning environments of others, is not acceptable. Following is part of the Morningside College's Standards of Conduct

- Self-injurious Behavior/Attempted Suicide. A student shall take no action, which threatens or endangers his or her own safety, health or life, nor shall a student make any verbal or written threat of such action. This includes such behaviors as suicide attempts, writing suicide notes, threatening emails or phone calls, cutting, refusing treatment for life-threatening illnesses or conditions (e.g., eating disorders).

## STUDENT RESPONSIBILITY (SELF-CARE)

All students must be able to care for themselves at all times. The college has limited resources for students who are not able to provide reasonable care for themselves. Incidents where students demonstrate a lack of care for themselves (alcohol poisoning, suicidal threats,

not taking health medication, failing to turn in required health documents to the Student Health Office) may be removed immediately from the residence halls and prohibited from attending classes until they provide documentation from health professionals that they have completed all assigned requirements from such incidents (such as alcohol evaluations or mental health evaluations). Failure to provide proof of evaluations may result in housing probation or permanent removal from the residence halls with no refund of student room costs; such students may also be subject to administrative withdrawal from classes. Repeat incidents may result in removal from the residence halls or academic withdrawal.

Students who exhibit threatening behavior towards other students may be removed from the residence halls and/or campus immediately. All suicidal or homicidal statements (or actions) as well as concerns about alcohol poisoning should immediately result in a 911 call to report such concerns to the Sioux City Police Department or Emergency Medical Services; Campus Security and appropriate Residence Life Staff should also be notified as soon as possible. Students threatening to harm themselves or others (verbally, electronically or in written form) will be taken seriously, even if the student claims that the statement or action was only meant in jest.

## **CAMPUS SAFETY & SECURITY POLICY**

Morningside College is concerned about the safety and welfare of all campus members and guests, and is committed to providing a safe and secure environment.

### **Campus policies**

All federal, state, and local laws, and local ordinances including those regarding alcohol and illegal drug possession, use, and sale, are applicable to the Morningside College Campus. The College reserves the right to sanction individuals who violate these laws.

The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals, or fireworks are strictly prohibited.

Students who are convicted of a criminal offense after admission are subject to the College's judicial process. If the student is found guilty by the College, penalties can range from probation to including suspension and/or dismissal from school.

### **Facility security**

Most college facilities and corresponding programs are open to the public during respective hours of operation.

College facilities and landscaping are maintained so as to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to the Operations and Maintenance Department for repair or correction.

Residence halls are a special concern; therefore all entrance and exit doors will be locked 24 hours a day to ensure the safety and security of all living there. It will be the responsibility of all RAs, Security Officers, and Maintenance and Custodial personnel to close all propped doors. A fine of \$50.00 may be imposed on anyone caught propping doors in any residence hall.

Each resident is provided with a room key that operates the room door lock as well as the main entrance. Doors marked "exit only" or "emergency exit only" are not accessible from the outside. Such doors are to be used for exit purposes only. Windows are equipped with locks operable by the room occupants. Campus security officers patrol the exterior of the residence halls and campus parking lots, while residence hall staff monitor the interior of the residence halls and secure all entrances and exits.

During low-occupancy periods, the residence halls are locked and key cores may be changed. Students who receive permission to stay on campus during such periods are registered with the Office of Residence Life.

Local police officers monitor college-sponsored off-campus activities, such as dances and athletic events. Campus events are monitored by campus security.

The Security phone hot-line is 274-5234.

### **Other services offered by security**

Security escort.....x5234

Jump-starts after release form is signed .....x5234

Unlock vehicle after release form is signed .....x5234

For additional information contact:

1. Director of Campus Security, (712) 274-5500
2. Assoc. Dean of Students, (712) 274-5104
3. Office of Residence Life, (712) 274-5161
4. Vice President for Business and Finance, (712) 274-5117

For a copy of the Morningside College crime statistics, please contact:

Department of Campus Security and Information  
Morningside College  
1501 Morningside Avenue  
Sioux City, IA 51106

## **COMMUNICATION**

The official form of communication at Morningside College is campus email (Morningside Mail). All full-time undergraduate students receive a notebook computer, and are assigned an email address. It is the responsibility of all students to use email communication to stay apprised of official college notices, and information.

## **COMPUTER ETHICS AND USE POLICY**

### **COMPUTER ETHICS AND NETWORK ACCEPTABLE USE POLICY**

This policy regulates the use of all computing equipment, applications, databases, code, data and network interconnections owned or administrated by Morningside College. These include, but are not limited to, administrative computing resources, office and residence hall personal computers and notebook computers, departmental and campus-wide microcomputer laboratories, network servers and host computers, library computing equipment, terminals, minicomputers, mainframes, associated peripherals such as printers, operating systems, and application software.

### **RIGHTS AND RESPONSIBILITIES**

Computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege, and requires that individual users act responsibly. All contracts pertaining to this document may be accessed on the Morningside College website located at the Technology Services Center link.

1. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations.

2. All existing laws (federal and state) and college regulations and policies apply, including not only those laws and regulations that are specific to computers and networks, but also those that may apply generally to personal conduct.
3. Other organizations operating computing and network facilities that are reachable via the Morningside College network may have their own policies governing the use of those resources. When accessing remote resources from Morningside College facilities, users are responsible for abiding by both the policies set forth in this document and the policies of the other organizations and networks.
4. Most media and software is protected by U.S. Copyright Law and illegal reproduction is subject to civil damages and criminal penalties including fines and imprisonment.
5. Students and employees may have rights of access to information about themselves contained in computer files as specified in federal and state laws. Files may be subject to search under court order.
6. System administrators may access user files as required for maintenance and to protect the integrity of computer systems.
7. You are responsible for all use (and misuse) of your account. You must take all reasonable precautions to prevent use of your account by unauthorized persons, including password maintenance and reporting unauthorized use to the Technology Services Center.

## **EXAMPLES OF PROHIBITED ACTIVITIES**

Examples of misuse include, but are not limited to, the following list of prohibited activities:

- Using a computer account that you are not authorized to use.
- Obtaining a password for a computer account without the consent of the account owner.
- Allowing someone else to use your account.
- Using the campus network to gain unauthorized access to any computer system.
- Knowingly or carelessly performing an act which will interfere with the normal operation of computers, terminals, peripherals, or networks.
- Knowingly or carelessly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
- Attempting to circumvent data protection schemes or uncover security loopholes.
- Violating terms of applicable software licensing agreements or copyright laws. This includes the broadcast distribution of copyrighted material from electronic sources.
- Deliberately or negligently wasting computing resources. This includes, but is not limited to, printing multiple copies of a document on a college-owned printer, operating chain e-mail letters, broadcasting an e-mail message to all system users, storing large files on host computers, running programs on host computers that use a disproportionate share of system resources, and failing to signoff from a mailing list you have no interest in following.

- Using electronic mail to harass, annoy, abuse or torment others, threaten violence, or to incite or produce lawless action.
- Masking the identity of an account or machine. This includes, but is not limited, to sending anonymous e-mail.
- Using college-owned computing resources for any activity that is commercial in nature.
- Posting on electronic bulletin boards or Internet services materials that violate existing laws or the College's codes of conduct. This includes, but is not limited to, posting obscene, lewd, or sexually harassing/explicit text, audio, or images to a public online conference; posting of materials that are slanderous or defamatory in nature; harassment based on sex, race, disability, or other protected status.
- Attempting to monitor or tamper with another user's electronic communications; reading, copying, changing, or deleting another user's files or software without the explicit agreement of the owner; reading another person's e-mail.

## ENFORCEMENT

Penalties for violation of this policy may be imposed under one or more of the following: Morningside College policies and regulations, the laws of the State of Iowa, and the laws of the United States. Penalties may include loss of access to college computing resources, either temporarily or permanently.

Misuse of computing, networking, or information resources may result in the loss of computing privileges. Additionally, misuse can be prosecuted under applicable statutes. Users may be held accountable for their conduct under any applicable college policies or procedures. Complaints alleging misuse of computing resources will be directed to those responsible for taking appropriate disciplinary action.

Minor infractions of this policy will be handled by Information Services personnel in an informal manner. More serious violations will be referred to the appropriate college authorities for formal investigation and action according to established procedures.

## EMPLOYEE AND STUDENT CREATED SOFTWARE POLICY

It is the policy of Morningside College that full rights of ownership, including copyrights, of software created by its employees or students be vested with the creator, subject to the following exceptions and conditions:

1. Software developed by employees or students of Morningside College under one or more of the following circumstances is owned by the college:
  - a. Morningside College owns conversions, modifications, or updates to software that already belongs to the college.
  - b. If a condition of employment for an employee, or a condition of an internship, class or project for a student is to develop software for the college, software created to fulfill such a condition is owned by Morningside College.
  - c. Morningside College will own the copyright to any software that is specifically ordered or commissioned by the college if there is a written agreement, executed prior to the creation of the software, in which the author(s) and college agree that the copyright shall belong to the college.

2. Ownership of software created by students for entities other than Morningside College in order to fulfill a class or project requirement should be determined before the work on the software begins.
3. Software developed by a student (or students working together) to fulfill a class requirement where the software does not fall under any of the circumstances of items 1 or 2 above, is affirmed by the creator(s) to be placed in the public domain when it is submitted for grading or evaluation. The office of academic affairs may, at its sole discretion, grant waivers to the requirement that student software created for a class be placed in the public domain on an item-by-item basis. Students desiring such a waiver must contact the office of academic affairs and request the waiver at least one week prior to submitting the software for grading or evaluation.
4. Ownership of software created under the sponsorship of a grant or contract should be determined before the project is undertaken. If terms of a grant or contract conflict with this policy, then the employee or student creating the software must secure a waiver of the conflicting parts of this policy from the college before entering into the contract or accepting the grant.
5. Ownership of software created jointly by any Morningside employee and students, that is not addressed by items 1-4 of this policy, should be defined before the project begins, via a written memorandum of understanding agreed to, in writing, by all participants.

## COPYRIGHT MATERIALS

The use of copyright materials, such as films, videos, filmstrips, electronic media, etc., for public performance must comply with the Federal Copyright Act (Title 17, United States Code, Section 101 and following), Digital Millennium Copyright Act (DMCA), and Technology, Education, and Copyright Harmonization Act (TEACH). Copyrighted materials used for educational purposes in a classroom setting must comply with the Fair Use Guidelines of the Copyright Act which may be found in the Copyright Act at Section 107. Further copyright exceptions for academia are found in Sections 108 (reproduction by libraries and archives), 109 (first sale), and 110 (use of materials in an educational setting). Copyrighted materials used for recreational purposes as public performance, outside of the private sphere of one's home, are required to obtain a public performance license. To access information on purchasing the rights to show copyrighted materials or purchase a public performance licenses, contact the Student Activities Advisor or the Vice President for Business and Finance.

## DISMISSAL FROM MORNINGSIDE COLLEGE

Students who are dismissed from the College must vacate their rooms within 24 hours. No tuition, room, board, or fees will be refunded. If the student received federal Title IV financial aid and is dismissed prior to completing 60 percent of the term, the federal aid programs will be refunded in accordance with federal policies and based on percentage of the term not completed.

## EARLY SUPPORT SYSTEM

The Early Support System notifies advisors if their advisees are experiencing academic difficulties. Administered by Student Services, the system encourages faculty members to spot, early in the semester, students who are having problems. They often talk the problem over

with the student, and follow up their conversation with a note that is sent to the student's advisor. The advisor then contacts the student to help the student work out the problem.

## FINAL EXAMS

Final Exam Week occurs in the last week of each semester. The schedule for final exams is listed in the Course Schedule Book for that semester and in the Registrar's Office. No extracurricular activities may be scheduled during Exam Week. Such activities include athletic events, trips, dramatic productions, operation of the campus radio station, music recitals, faculty committee meetings, student organization activities, and other similar activities. There will be no meetings mandating student attendance during the final examination period.

## FIRE EQUIPMENT AND REGULATIONS

Tampering with alarms, extinguishers, fire exit signs, or smoke detectors is against the law as stated in the Iowa code. Students pulling false alarms or tampering with fire equipment will be fined a minimum of \$50.00 and will face disciplinary action.

## GAMBLING

Gambling of any kind is prohibited on the entire Morningside Campus, including residence halls.

## HATE CRIMES POLICY

### *Definitions:*

Hate Crimes as defined in Iowa Code # 729 A.2, means one of the following public offenses (assault, criminal mischief, trespass, arson) when committed against a person or person's property because of a person's race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, age, or disability, or a person's association with a person of any of the above determinants.

Assault as defined in Iowa Code #708.1 is any act committed without justification intended to cause pain or injury; insulting or offensive physical contact; intention to place another in fear; threats involving firearms or dangerous weapons.

Criminal Mischief as defined in Iowa Code #716.1 is any intentional damage, defacing, alteration, or destruction of tangible property.

Trespass as defined in Iowa Code #716.7 is entering property without permission of owner with intent to commit public offense; remaining after being requested to abstain or vacate; or removing, altering, or damaging items.

Arson as defined in Iowa Code #712.1 is causing fire or explosion; placing burning or combustible incendiary or explosive materials or devices in or near property with intent to destroy or damage such property or with knowledge that property will probably be damaged, whether damage results or not.

### *Policy:*

The College may discipline any student in non-academic matters if he or she is found to have committed the following misconduct on college premises or functions sponsored by or participated in by the College:

1. Any behavior that is directed at a specific person or group of persons, and which creates an environment wherein the behavior is inherently likely to provoke a violent action whether or not it actually does so.

2. Behavior by any student, in class or out of class, which for any reason whether it stems from time, place, or type of behavior—disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.
3. Participation in a campus demonstration: See "Freedom of Inquiry and Expression."
4. Behavior of any kind that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored extracurricular activities. The sanction or sanctions imposed by the College upon a student may be enhanced when the student has
  - a. violated the lawful regulations in the Student Code, and
  - b. intentionally selected the person or persons against whom the underlying violation was committed or selected the property which was damaged or otherwise affected by the student code because of race, religion, color, disability, sexual orientation, national origin, or ancestry of that person or group of persons or the owner(s) or occupant(s) of that property. Whether the intent required (as specified in the paragraph above) is present shall be determined by consideration of all relevant circumstances.

## HAZING

Hazing is defined as any act which endangers the mental, physical or emotional health or safety of a student for the purpose of initiation or as a condition for continued membership in a group. Hazing is prohibited. Students participating in hazing are subject to disciplinary sanctions up to expulsion from school.

## ILLNESS POLICY

In case of illness, or other medical or family situation causing a student to miss class, it is the responsibility of the student to notify all faculty members and make up any missed work. Students are also responsible for notifying Beth Bubb (219 Lewis Hall bubb@morningside.edu, 274-5104), of their illness/absence and she will notify all faculty as well. Students may also be required to provide Beth Bubb with documentation from the health care provider in certain circumstances.

## INTERNET CHILD PORNOGRAPHY

Child pornography crimes are serious criminal violations with serious consequences. Possession, receiving or trading child pornography could lead to a minimum prison sentence of five years without any possibility of parole. After serving their time, those convicted of child pornography offenses must also register as sex offenders.

## I.D. NUMBER AND I.D. CARD

Each student is assigned a permanent identification number upon acceptance of admission to the College. This number and the student's photo will appear on the I.D. card. The I.D. serves many purposes: library card, meal ticket, admission pass to theater performances, concerts, athletics events, and more. If the I.D. card is lost, a duplicate must be obtained at a cost of \$10.00 after the second re-print, paid directly to Technology Services.

## IMMUNIZATIONS

All students registered for nine or more hours are required to submit proof of current immunizations upon entering Morningside College and before validating for classes. Questions concerning immunization records should be addressed to the Student Health Director.

## PARKING

Parking permits are required for all students, faculty, and staff during the school year (August - May) if they park on campus. This includes part-time students. Students, who audit a course, qualify for senior citizen rate, are high school students enrolled in a course, or are HPER Center users will receive a special permit at no cost. Parking regulations will be enforced both days and evenings.

All permits may be picked up at Campus Security Office located in the Olsen Student Center and paid for in the Business Office in Lewis Hall. For parking regulations see 2010-2011 brochure.

### Costs:

All Student Permits                      \$70.00 per year

Handicap Permits can be issued free to students to be used on campus only.

## APPEALS

- Appeals must be submitted in writing or by e-mail to Campus Security.
- Appeals must be initiated within seven days of issuance of ticket.
- Subsequent appeals of the same fine may be made to the Parking Committee in writing to the Administrative Coordinator in the Business Office.

For complete parking regulations for 2010-2011 refer to parking brochure.

## REFUND / REPAYMENT POLICY

If a student officially withdraws from Morningside College prior to completing 60 percent of the term, institutional charges for tuition, room and board will be refunded based on the percentage of the term that has not been completed. Financial aid awarded will be returned to the federal, state, and Morningside programs based on the same percentage. Outside scholarships will remain on the student account unless this creates an "over-award" situation or the donor specifically requests a refund should the student withdraw. In simple terms – if the student officially withdraws after completing 20 percent of the term, the student will be charged for only 20 percent of the applicable tuition, room, and board and will retain 20 percent of their financial aid.

During the first week of the term and off-site terms (or the first day of May Term or Summer Sessions), 100% of the tuition, room and board charges will be refunded.

After the 60 percent point in the term, no refund will be granted nor will financial aid be reduced. The portion of the term completed is based on calendar days from the first day of the term through the last scheduled day of finals, including weekends and mid-term breaks of less than five days.

Withdrawal date is the date (determined by the school) that:

- the student began the withdrawal process prescribed by the school
- the student otherwise provided the school with official notification of the intent to withdraw

- is the midpoint of the payment period of enrollment for which Title IV assistance was disbursed (unless the institution can document a withdrawal date) if the student does not begin the school's withdrawal process or notify the school of the intent to withdraw.

If the school determines the student did not begin the withdrawal process or notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the school may determine the appropriate withdrawal date.

Music Fees.....	no refund after the first week of the term
Parking Fees.....	no refund
Student Teaching Fees.....	no refund
General Fees (except technology fee)	no refund
Insurance.....	no refund

To officially withdraw, a student must complete a Withdrawal Form, which can be obtained in the Student Services Office.

## SEXUAL ABUSE – SEXUAL ASSAULT POLICY

Morningside College is concerned about the safety and welfare of all campus members and guests. In an effort to promote the dignity and well-being of members of the campus community, the College is committed to addressing allegations of sexual abuse and/or sexual assault and providing educational programs to promote the awareness of rape, acquaintance rape, and other sex offenses.

The College has developed this policy which is consistent with the Student Right-To-Know and Campus Security Act P.L. 101-542 and the Iowa House File 2028.

Sexual abuse and sexual assaults also have certain criminal and civil law repercussions. Where Morningside College might determine that a case of sexual abuse and/or sexual assault has taken place, the College will fulfill its legal obligation to report the same to the appropriate law enforcement or other legal authority for appropriate disposition, as by law required.

### Definitions:

Pursuant to Iowa law, the following is the statutory definition of sexual abuse:  
709.1. Sexual Abuse Defined.

Any sex act between persons is sexual abuse by either of the participants when the act is performed with the other participant in any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent of acquiescence of the other is procured by threats or violence toward any person or if the act is done while the other is under the influence of a drug-inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other.
2. Such other participant is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual abuse.
3. Such other participant is a child.

NOTE: The term sex act or sexual activity means any sexual contact between two or more persons, by penetration of the penis into the vagina or anus, by contact between the mouth and genitalia or anus of another person, or by the use of artificial sexual organs, or substitutes therefore in contact with the genitalia or anus.

NOTE: A child is a person age fourteen or younger.

#### 709.5. Resistance to Sexual Abuse.

Under the provisions of this chapter it shall not be necessary to establish physical resistance by a participant in order to establish that an act of sexual abuse was committed by force or against the will of the participant. However, the circumstances surrounding the commission of the act may be considered in determining whether or not the act was done by force or against the will of the other.

#### 709.11. Assault With Intent To Commit Sexual Abuse.

Any person who commits an assault as defined in Section 708.1 with the intent to commit sexual abuse is guilty of a Class "C" felony if the person thereby causes serious injury to any person and guilty of Class "B" felony if the person thereby causes any person a bodily injury, other than a serious injury. The person is guilty of an aggravated misdemeanor if no injury results.

#### *Procedures to be followed by students and employees in the event of sexual abuse/sexual assault*

1. Contact a friend, resident assistant (R.A.), hall director, campus security, campus nurse, college staff or faculty, or someone you feel safe with.
2. Get medical attention. You should go to the hospital of your choice as soon as it is safe and possible.

Mercy Medical Health Center, 801 5th Street, or  
St. Luke's Medical Center, 2720 Stone Park Blvd.

Request a medical examination by the emergency room physician using the Sexual Assault Kit required for evidence in cases of sexual assault. Even if you decide not to press charges, you need to be examined and treated for possible pregnancy, sexually transmitted diseases, and/or injuries related to the assault.

3. Preserve all evidence. Do not change your clothes, shower, bathe, or douche. If possible, do not go to the toilet. Save all clothing, linens, or other items that may have been touched by the assailant to be given to the Police for evidence. All physical evidence, including seminal fluids, hair, blood types, and scrapings of flesh from the victim's fingernails are used in court.
4. Sexual assault is a crime and should be reported. Report the incident to the college Associate Dean of Students at 274-5104, whether or not you plan to file charges. Reporting sexual abuse/sexual assault does not commit you to filing charges. You can make that decision later. The information will be kept confidential to the fullest extent permitted by law. Incidents of sexual abuse/sexual assault may be reported either by the victim, or by another person who shall serve as a liaison with the appropriate college personnel.  
Report the incident to a member of the faculty, administration, or professional staff at Morningside College if you are uncomfortable reporting the incident to the college Associate Dean of Students. If you wish, this person may assist you during any investigative proceedings. Or call one of the following:

Campus Security (274-5234)

Student Health Center (274-5178)

Sioux City Police Dept. (279-6440) or Dial 911

Council on Sexual Assault & Domestic Violence (258-7233)

5. Consider whether you want to file criminal charges with the police and/or file a formal complaint with campus authorities if the assailant is a student. If the alleged victim wishes to file charges against the alleged assailant, the college shall assist the student in initiating the process. Contact the office of the Associate Dean of Students or the Director of Campus Security.
6. Get help and support, such as counseling. The College recognizes that persons who are the victims of sexual abuse/sexual assault have an important personal need for advocacy and support. The college Associate Dean of Students maintains a record of advocacy and support services available, i.e., Council on Sexual Assault and Domestic Violence (258-7233) and other agencies that may assist in this regard. The campus and the community offer services to assist the victim of sexual abuse/sexual assault, including the transportation to the hospital, as advocates in the legal process, and in working toward psychological recovery from the assault.

Members of the Morningside College community who have general concerns regarding sexual harassment may contact the Office of Academic Affairs (274-5103) to be directed to the campus representative. Persons who feel there has been an incident of sexual harassment are encouraged to consult with the campus representative immediately.

### **Disciplinary Action**

Violation of the sexual abuse policy will result in disciplinary action for any perpetrator who is found guilty of the offense under college disciplinary procedures. The disciplinary action may include counseling to understand the impact of this behavior on others and may result in action including suspension from school.

Both the accuser and the accused are entitled to the same opportunity to have others present during a conduct committee hearing as outlined in the Students' Rights, Freedoms, and Responsibilities Statement.

Both the accuser and the accused shall be informed of the outcomes of any campus disciplinary proceedings brought alleging a sexual assault.

Room transfer policy in the student handbook states that the school has the right to change a student's room assignment for medical, disciplinary or health reasons.

As stated in the Students' Rights, Freedoms, and Responsibilities Statement, a student has the right to be present on campus and attend classes except for reasons relating to the student's physical or emotional well-being or for reasons relating to the safety of students, faculty, or college property. Any student perpetrator who is found guilty of sexual abuse or sexual assault may be suspended indefinitely from the institution.

## **SEXUAL HARASSMENT**

Morningside College is committed to fostering a healthy learning and working environment and to upholding the dignity and integrity of its individual members and the institution. Sexual harassment and sexist behavior limit an individual's options, experiences, and opportunities for full achievement and will not be tolerated at Morningside College. The college prohibits sexual harassment of or by members of the college community, guests, or visitors to campus. Sexual harassment violates both college policy and, when a student is the victim, Title IX of the Educational Amendments of 1972; or when an employee is the victim, Title VII of the Civil Rights Act of 1964, as amended.

## **Definition**

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors or other verbal, visual, or physical conduct of a sexual nature when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive situation or environment; or
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment.

Sexual harassment is understood to include a range of behaviors. In determining whether a specific conduct constitutes sexual harassment, the college will look at the totality of circumstances, including the nature of the alleged incident, the effect on the individual to whom the behavior is directed, and the context in which it occurred.

## **Procedures**

### **Advising/Consultation**

Members of the Morningside College community who have general concerns regarding sexual harassment may contact the Office of Academic Affairs (274-5103) to be directed to the campus representative. Persons who feel there has been an incident of sexual harassment are encouraged to consult with the campus representative immediately.

Any individual has the opportunity to consult with the campus representative in matters pertaining to sexual harassment. The incident or concern will be discussed for clarification and problem identification. The campus representative may provide information, suggest resources, and assist in identifying reasonable options for resolution. The discussion will take place in confidence. Merely discussing a complaint does not preclude an individual from filing formal charges, nor is the advising phase required prior to the filing of a formal complaint. Formal complaint procedures are initiated when a member of the college community files a signed, written complaint. Individuals should be aware, however, that allegations involving a clear violation of the sexual harassment policy must be investigated whether or not a formal complaint is filed.

### **Formal Complaint Procedures**

Any person who believes that he or she has been subjected to sexual harassment may file a formal complaint. The campus representative is available to assist with the composition of such a complaint.

Guidelines governing the formal complaint stage are as follows:

1. The complainant will file a signed statement indicating the name(s) of the accused, the nature and date(s) of the incident(s), and a statement indicating that this is a formal complaint.
2. The written complaint will be forwarded to the campus representative for initiating the judicial process.
3. The campus representative will promptly notify the accused party of the complaint and will conduct a full, impartial, and timely investigation into the alleged incident. In order to investigate fully, the campus representative may confer with any personnel he/she feels is appropriate.

All written records will be retained in a locked, secure area to protect the rights and privacy of all concerned parties and will be treated with the highest level of confidentiality.

## Resources

Students, faculty, staff, and administrators are encouraged to discuss concerns related to sexual harassment with the resources listed below:

### Campus Resources

Campus Representative

Personal Counseling Services - 2nd floor, Lewis Hall, 712-274-5606

Student Health Office - lower level, Olsen Student Center, 712-274-5178

Office of Campus Security - main floor, Olsen Student Center, 712-274-5234

Dean of Enrollment - 1st floor, Lewis Hall, 712-274-5511

Office of Residence Life - lower level, Olsen- Student Center, 712-274-5161

Campus Ministry - 2nd floor, Lewis Hall, 712-274-5148

### Off-Campus Resources

Council on Sexual Assault and Domestic Violence - 712-258-7233

Mercy Medical Center - 712-279-2010

St. Luke's Regional Medical Center - 712-279-3500

Sioux City Police Department - 712-279-6960

## SMOKING POLICY

It is the policy of Morningside College to comply with the Iowa Smokefree Air Act passed by the Iowa Legislature effective July 1, 2008. This law prohibits smoking anywhere on campus to include:

- Inside or outside all college buildings
- All outdoor athletic facilities
- College grounds including parking lots
- College owned vehicles

Individuals violating this policy will be notified of their non-compliance and continued failure to comply with this policy will constitute a violation of College Policy and may be dealt with accordingly through established, formal disciplinary procedures.

Requests for assistance and questions regarding this policy can be addressed to the Human Resource Office at (712) 274-5114.

## WEAPONS AND EXPLOSIVES

The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals or fireworks are strictly prohibited. This rule applies at all times and in all facilities of the campus. No weapons are to be stored in residence hall rooms at any time.

## WEATHER POLICY

In the case of bad weather, the decision to close campus is made by 6:15 a.m. If the College is closing, the Snowcap service is called to get the information announced on local television and radio stations. The switchboard operator puts the message on the college phone system (MAX) at the same time. MAX weather related messages are available 24 hours a day.

THE EASIEST WAY TO LEARN IF THE COLLEGE IS CLOSED IS TO CALL 274-5795 OR 1-800-831-0806 AND ENTER 2 AS SOON AS THE MESSAGE BEGINS.

In case of an afternoon storm, the decision to close campus is made by 4:00 p.m. and conveyed to the media and MAX as above

## Residential Hall Policies and Regulations

(see also campus policies and regulations)

The Mission of Residence Life is to provide a safe, comfortable, and healthy living environment for all students. Through collaboration between students and staff, the Office of Residence Life has adopted the following policies, procedures, and regulations. It is important to recognize your rights as well as the rights of others and to take full responsibility for your own actions. Living in a residential community requires the cooperation and understanding of each and every individual.

Morningside College recognizes the importance of the living environment as an integral part of the total educational process of the college student. Therefore, the following inter-residence policies are based on specific principles, regulations, and controls.

1. The program must take into consideration the total educational development of the individual student.
2. The program must recognize and respect the rights of both residents of the residence hall room. It should be understood that the activities of one resident should not inhibit the freedom of others.
3. The collective rights of a residence hall sub-living unit must be agreed upon and respected.
4. Residential policies need both individual and collective cooperation of all students to formulate, implement, coordinate, and control the program. The responsibility for the success or failure of this program rests with the students.

### NEED FOR REGULATIONS AND CONTROLS

Inherent in a residence hall is the need for certain guidelines for its residents. These guidelines, or regulations, are derived from the realistic expectations of all those who reside, study, and learn in the various halls. The regulations are primarily expected to protect the individual's freedom and safety. Some of these rules are in the form of city, state, and federal ordinances which protect the welfare of the general resident body. Other regulations are created by the residents and the college.

Many of the regulations that operate in the residence halls limit personal freedoms of individuals within a particular living unit; however, the total effect is that of greater freedom for the group as a whole. Visitations by the opposite sex to non-public areas, the use of alcoholic beverages, and the level of noise within the residence halls must be regulated to protect certain student rights to privacy, safety, and general living as that person desires. While individual freedom and development are of central concern, the resident is expected to make choices with awareness that his or her actions may affect the rights and freedoms of other individuals and groups.

To ensure maximum group and individual freedoms, the quiet hour guidelines must be followed. An infraction is a violation of another's right. Therefore, penalty for an infraction must be strong enough to ensure that it deters further infractions, and that the student learns from the experience.

## **ALCOHOL POLICY**

Morningside College is well aware of the problems and concerns associated with the use of alcoholic beverages. In light of these concerns, the college has adopted the following policy strictly adhering to state law prohibiting minors from possessing or consuming alcohol. The college believes that it is important for students to learn the responsible use of alcoholic beverages, and part of that responsibility lies in following the laws society has set up. See Alcohol and Drug Use Policy in Campus Policies and Regulations section of Student Handbook.

### *DEFINITIONS*

Alcohol Free Floor/Wellness Floor: Selected individual floors where no alcohol is allowed.

Alcoholic Beverages: Any beverage with an alcoholic content including beer, wine, and liquor.

Covered Beverage: An alcoholic beverage which is covered. Coverage shall consist of any method whereby the container cannot be visually identified as an alcoholic beverage. Placing a container under an article of clothing is not acceptable coverage.

Disciplinary Action: This includes any action taken by or through the Residence Life Office, Student Services, or Judicial Hearing Board, with the student always having the right to appeal. Specific action can be one or a combination of the following: community service, a cash fine, social probation, a warning letter, suspension from college housing, or any other action deemed appropriate.

Minor: Any person who has not yet attained the legal drinking age (21 years of age).

Possession: When a person is found to be in the presence of alcohol or to have ownership of empty alcoholic beverage containers. Residents are responsible for alcohol found in their rooms even when not present at the time.

Public Areas: Any area of the residence hall other than the individual student rooms. This includes central lounges, reception areas, hallways, restrooms, and stairwells. This also includes the entire campus, particularly any outdoor areas that are on campus. Individual student rooms are designated private areas.

Residence Hall: All on-campus living units: Roadman Hall, Dimmitt Hall, Residence Complex, Poppen Hall, Waitt Hall, Lags Hall, and the Garretson Houses.

Restitution: An amount of money or time a student must pay for violating a policy or regulation.

Suspension: Removal from Residential Halls.

- **Emergency:** Will take effect immediately, cannot be appealed, term of length is dependent on the judgment of the Associate Dean of Students or Dean of Enrollment after careful consideration of all the information, but is not permanent.
- **Permanent:** The resident is no longer allowed in any campus housing facilities for the duration of their suspension period.

### *Alcohol Guidelines and Violations*

1. The laws of the State of Iowa pertaining to the possession and use of alcoholic beverages shall be followed specifically. Therefore, it is a violation of the alcohol policy for students under the legal drinking age (21 years of age) to consume or possess alcoholic beverages on campus.

2. Alcohol containers, full or empty, are not allowed in the rooms of minors. Persons of legal drinking age who room with minors give up their right to have alcohol in their rooms. In the apartments where minors reside, alcohol may only be consumed in individual's bedrooms where all occupants are of legal drinking age. Alcohol may not be consumed in common areas of the apartment if minors reside there. Alcohol may be possessed or consumed only in those rooms where all persons who live there and all persons who are present are above the legal drinking age. If anyone is found to be in violation of the alcohol policy, all alcohol will be confiscated and emptied by a residence life staff member.

3. Any student, organization, or group owing their existence to Morningside College, whether officially or unofficially, formally or informally, may not use organizational funds held by the institution to purchase alcoholic beverages, nor may alcohol be served at any Morningside College on-campus activity involving students. Such activities shall include but are not limited to Student Government Events, Morningside Activities Council events, Residence Hall Association events, or residence life programs.

4. Morningside College cannot accept responsibility for the conduct of individuals while they are off campus unless they are on a college sponsored and approved trip. The college encourages those who represent Morningside to handle themselves in a responsible manner while away from the campus.

5. Any alcoholic beverage with a broken seal, covered or not, must remain in the room with the door closed. Alcohol containers must be covered completely by opaque covering when being transported into the residence halls or other public areas on campus.

6. Possession of kegs, tappers, and/or party balls (empty or full) is strictly forbidden. Such items will be confiscated and not returned.

7. Those students of legal drinking age are expected to behave responsibly when consuming alcohol. Any loud or disruptive behavior or disorderly conduct associated with alcohol consumption will render consequences.

8. Common source mixtures of alcohol and juice, kool-aid, or other mixes are not permitted because of the potential danger of unknown alcohol content or presence of other substances.

9. Hazing, drinking games, or other potentially dangerous drinking behaviors are prohibited. Devices designed for the rapid consumption of alcohol, such as (but not limited to) funnels and beer bongs are not allowed and will be confiscated.

10. All Morningside College students are responsible for the conduct of their guests. The host will be responsible for any fines or damages that occur from their guests.

*System of fines and disciplinary actions regarding alcohol policy violations may include:*

1. The first offense in an academic year: Reflection Paper\*, \$60.00 minimum fine, possible community service. The fine may be reduced to \$20.00 upon successful completion of an Alcohol Education Program.\*\*

2. The second offense in an academic year: \$100.00 minimum fine, possible notification of parents under the guidelines given by FERPA, possible community service, mandatory meeting with the Office of Residence Life, and/or possible housing probation if deemed necessary by the Office of Residence Life.

3. The third offense in an academic year: \$150 minimum fine, mandatory meeting with the Office of Residence Life, mandatory alcohol assessment\*\*\*, notification of parents, housing probation, and possible notification of campus support employees (coaches, support staff, etc.).

4. The fourth offense in an academic year: \$200 minimum fine, mandatory meeting with the Office of Residence Life and possible housing suspension.

5. Possession of a keg, tapper, party ball, or alcohol punch: \$75.00 minimum and confiscation of prohibited items.

6. Additional college disciplinary action, up to and including housing suspension, may be taken in the event of flagrant and repeated violation of these rules by a student. Failure to respond to a violation notice and/or failure to pay a cash fine upon notice will result in a doubling of the initial fine which will be placed on the student's bill. Every student does have the right to an appeal hearing should they feel there is a discrepancy with the reported violation or the disciplinary action taken. (Additional disciplinary action may be taken if deemed necessary by the Student Services Office or the Office of Residence Life.)

7. Students living on campus during Christmas break, Spring break, May term or summer who violate this policy may face immediate housing suspension for the remainder of that break as well as other disciplinary action at the discretion of the Office of Residence Life.

\*Reflection paper would have students address questions and/or topics assigned by the Associate Dean of Students or their designee as if it were a class assignment. Spelling mistakes, proper grammar, and thoughtful responses must be used throughout the paper for it to be accepted. Typical questions include:

1. In your own words, why do you believe the alcohol policy exists at Morningside College?
2. What are your personal thoughts and feelings about alcohol and the use of alcohol?
3. What does it mean to you to use alcohol responsibly?
4. In summary, what changes, if any, do you plan to make regarding your current use of alcohol to avoid future policy violations?

\*\* Alcohol Education Program- See the Office of Residence Life for more information (may include alcohol awareness class, alcohol EDU or other programs at the discretion of the Residence Life Office).

\*\*\* Mandatory alcohol assessment is to be completed by a licensed mental health professional. Students must complete the regimen of meetings and activities as directed by the mental health professional until a time in which you both agree the services are no longer needed. You must sign a waiver allowing your counselor to provide the Office of Residence Life with documentation of your attendance and evaluation outcomes. Failure to complete the full regimen of meetings and activities or to provide the Office of Residence Life with documentation of your progress will result in immediate sanctions including, but not limited to, housing suspension. Arrangements for alcohol assessment can be made through the Office of Residence Life.

## **DRUG USE POLICY**

1. Possession or use of controlled substances, including marijuana is strictly prohibited on the Morningside College campus. This includes private residence hall rooms as well as public areas.

2. The misuse of prescribed and over-the-counter drugs is destructive to the welfare of students. The illegal possession, distribution, or use of drugs except as directed on over-the-counter drugs or as prescribed by a medical doctor, is prohibited.

3. Any student found to be possessing, using, or distributing such drugs will automatically be in violation of this policy and turned over to the local authorities.

4. Smell, haze in a room or area, and other evidence that strongly leads a reasonable person to believe that marijuana is being used is also in violation of this policy

5. Any student found in violation of the drug use policy will be fined and sent for substance evaluation. Any violation of this policy will result in disciplinary action including possible suspension from the residence hall and other action as deemed necessary by Student Services or the Office of Residence Life.

## **APPEAL PROCESS:**

Students of Morningside College have the right to appeal a decision concerning any disciplinary action imposed by the Residence Life Office when any of the following conditions are met:

1. The Office of Residence Life (professional staff or student staff) failed to properly follow procedures during an incident or disciplinary meeting which resulted in disciplinary action being taken.
2. There is new evidence that was not available to the Office of Residence Life during a disciplinary meeting. If this evidence was withheld while meeting with the Office of Residence Life it may not be brought forward as grounds for appeal.
3. The student feels as though the severity of the fines or penalties imposed by the Office of Residence Life does not match the policy infraction for which the student is being disciplined.
4. The student is being fined or penalized for a policy infraction he or she did not commit.

If a student wishes to appeal a decision by the Office of Residence Life he/she must follow the following guidelines:

1. Meet with the Office of Residence Life or their designee to discuss the incident and/or inform them of the intention to appeal.
2. Fill out an Appeal Form and return to the Dean for Enrollment within two days of informing Residence Life of the intent to appeal.
3. Appeals must be initiated prior to the date due of any fines.
4. In cases involving suspension, the Associate Dean of Students may refer your appeal to the Campus Judicial Hearing Officer. Students may be denied an opportunity to appeal if they do not meet the above criteria at the discretion of the Associate Dean of Students or the Campus Judicial Hearing Officer.

## **CHECK-IN/CHECK-OUT**

When you initially move into your room, you will be asked to verify and sign a Room Condition Report. You should make certain that the condition of your room is accurately described before signing. You are responsible for all damages not listed at the time of check-in. If at anytime during the year, you change rooms, you must properly check out of your old room and complete a new Room Condition Report. Students failing to follow the proper procedure for check-out will be fined \$50.00. Sliding keys under staff members' doors is not acceptable. Trash left in room and/or hallway at check-out time will be considered an improper check-out and charged accordingly (minimum of \$25). You may be charged for room damages found by housekeeping or maintenance after you are checked out.

Upon termination of the Residence Hall/Apartment Agreement any items remaining in the residence will be stored at the student's expense. After five business days all personal belongings will be disposed of unless prior arrangements have been made with the Office of Residence Life.

## **DAMAGE AND REPAIR CHARGES**

The college expects normal wear and tear through the everyday use of a student's room and the residence hall in general. However, any damage(s) to the room and furnishings or to the public areas or community property of the hall caused by a student's carelessness, negligence, or improper conduct will be charged to the student. Costs are equally divided among all residents for unclaimed damages on their floor or section of the building. All fines will be added to the student's account. Fines for damages not listed will be determined by the Office of Residents Life in collaboration with the maintenance department.

*Charges for repairs and replacements in the residence halls  
(Costs may vary due to age of items)*

Beds:	
mattress replacements.....	140.00
box springs.....	75.00
steel springs .....	40.00
frame replacement.....	50.00
bunk replacement.....	525.00
bunk repair .....	50.00
Ceiling tile:.....	40.00
Chairs:	
repair leg .....	50.00
repair back.....	40.00
replacement .....	75.00
Computer: replacement.....	Business Office buy-out value
Desk:	
replace drawer.....	50.00
replacement .....	350.00
Doors:	
room replacement.....	375.00
closet replacement.....	300.00
repair .....	100.00
sticky residue.....	5.00
Dressers: replacement .....	400.00
Fire Extinguisher:	
missing.....	50.00
depressurized .....	35.00
Floor:	
carpet hole.....	100.00
carpet shampoo.....	50.00
not vacuumed.....	10.00
duct tape residue .....	20.00
Lights:	
replace .....	75.00
replace globe.....	30.00
lens for fluorescent light .....	40.00
exit light.....	120.00
emergency light .....	120.00
emergency light battery .....	30.00
Locks:	
re-core .....	50.00
replace.....	100.00
Mini-Blinds: replacement .....	65.00
Mirror: replacement.....	55.00
Nail holes: (each) .....	5.00
Tape or sticky (each).....	5.00
Paper towel dispensers.....	50.00
Peepholes .....	15.00
Power Strip: replacement .....	10.00
Room # Plate: replacement .....	25.00
Telephone: replacement.....	100.00

Thermostat: replacement.....	100.00
Toilet paper dispensers.....	30.00
Rollers: replacement.....	20.00
Soap Dispensers .....	30.00
Towel Racks: replacement.....	25.00
Walls:	
repainted .....	100.00
Repair holes .....	125.00
Windows:	
closers.....	30.00
screen .....	50.00
broken .....	50.00

## THEMED HOUSING

Morningside has freshmen halls (for first year students), Wellness halls, Leadership Academy, and Academic Excellence, and Garretson Houses as theme housing options. Each theme has their own characteristics that will benefit the residents on that floor.

Freshmen floors are located in Dimmitt Hall, Roadman Hall, and the Residence Complex. Freshmen Halls provide additional programming that focuses on transition to college and acquaints students with Morningside College and the community.

Wellness Floors are for students who choose to live a lifestyle, that refrain from the use of tobacco, illegal drugs, and alcohol. Students living on Wellness Floors will be provided with additional programming that focuses on physical, mental, environmental, spiritual, occupational, intellectual, and emotional health along with traditional residence hall events. Violating this chosen lifestyle will result in removal from the Wellness themed hall.

The Leadership Academy is housed in Lags Hall, a suite styled apartment complex completed in fall 2007. Students selected as members of the Leadership Academy will develop their leadership skills as they share in many common activities, such as leadership seminars, community service projects and off-campus immersions. To enroll in the Leadership Academy; students must maintain a minimum GPA of 2.75, participate in extracurricular activities, volunteer efforts or service learning opportunities on campus or in the community.

Academic Excellence housing is found in Poppen Hall and Waitt Halls. Poppen and Waitt are designated for upper-classmen and are set up in apartment style living. To be accepted into the Academic Excellence Program you need a cumulative GPA of 3.0 or above and a commitment to live in an environment that is supportive of learning.

The campus houses on Garretson Avenue (Garretson Houses) are themed housing options for upper classmen who want the convenience of living on campus but are ready to move out of the residence halls or apartments. Each house will have 8 residents who have agreed to support a unified theme for their home. For more information, please contact the Office of Residence Life.

## HOUSING POLICY

All full-time students under the age of 23 who have not attained senior class standing (minimum 91 credit hours) are required to live in on-campus housing unless otherwise excused by the Office of Residence Life. Prior to living off-campus, the student must complete an off-

campus housing petition from the Office of Residence Life. If students are not granted permission to live off-campus, they will be charged housing costs.

Students who have gained senior status (91 credits) prior to the validation of any semester or are 23 years old or older have the privilege of living off-campus if they wish to make such arrangements. Prior to moving off-campus, the student must sign an off-campus housing agreement from the Office of Residence Life. The college believes that residence hall living provides many valuable, educational experiences, and encourages all students to remain in campus housing.

The Office of Residence Life may also make individual allowances to the on-campus housing requirements for students whose lifestyle may not be compatible to residence living or in the event the college residence halls are at full occupancy. Housing priority will be given to those required to live on campus as outlined in this policy.

Every freshman living in campus housing will be assigned a roommate. Students who have attained senior status (91+ hours) may request a single room if such accommodations are available. There is an additional cost assessed for a single room for each semester.

### **HOUSING REGISTRATION/SELECTION PROCESS**

Students returning to Morningside in the fall will have an opportunity to register for housing for fall semester each spring. The Office of Residence Life will publish dates, location, and other detailed information a few weeks prior to Housing Registration. Students seeking to register for housing will be required to bring with them a completed Residence Life Housing Agreement, the \$30 room registration fee, and any additional contracts or applications that are required for the area in which the students are trying to register. Housing Agreements, applications for themed or apartment housing, and other information regarding the Housing Registration process are available outside the Residence Life Office, located in the lower level of the Olsen Student Center, or by stopping by either Residence Life Office.

A \$30 room registration fee (in the form of cash or check) is required from each student to register for a residence hall room or apartment unit. Registration fees are used for residence hall programming, game room supplies, and front desk supplies. If a student cannot pay the \$30 room registration fee, they should make contact with the Office of Residence Life to make alternate arrangements for housing registration.

The housing registration periods are on a first-come, first-served basis, unless otherwise specified (such as when using the Housing Points System). Priority will be given to incoming freshmen, sophomore, and junior students, as they are required to live on campus.

Morningside College reserves the right to make the final roommate selections and transfer room/building assignments. The housing sign-up process is used for housing preferences only. By signing up for a room preference, a specific room is not guaranteed. If roommate situations change, Residence Life may consolidate rooms either by changing room assignments or assigning students to a different room.

Students may not "exempt themselves" by refusing to participate in the Housing Sign-up Process. Any student who has not signed up for a room and has not been approved to live off campus will be charged the value of a basic double room.

Incoming first-year and transfer students will be assigned housing and placed in rooms over the summer on a first come, first served basis once their initial housing deposit, housing agree

ment, and roommate selector forms have been turned into the Office of Residence Life. Room placements are sent to students on or around July 15th.

For more information regarding the Housing Registration Process, the point systems, or additional information regarding room selection, please contact the Office of Residence Life.

#### Housing Cancellation/Off-Campus Waivers

To cancel a housing assignment, an Off-Campus Housing Petition must be completed and approved. Cancellations must be put in writing (or email) and sent it to the Office of Residence Life (morningsidehousing@morningside.edu). Students will be notified of the status of their Off-Campus Housing Petition in writing or over email as soon as a decision is made by the Office of Residence Life. Off-Campus Housing Petitions are available from the Residence Life Office.

Off-Campus Housing Petitions must be completed by the deadline of June 1st to avoid the following penalties:

- Any students who cancel their housing after June 1, 2010 for Fall 2010 WILL NOT receive their \$30 registration fee back. Students who cancel housing must have either completed an off-campus housing petition and been approved or officially withdrawn from the college.
- Any student canceling their housing after July 15, 2010 for Fall 2010 will be charged a \$200 late cancellation fee.
- Any student canceling their housing after August 15, 2010 for Fall 2010 will be charged for the fall semester.

For more information regarding the cancellation of housing, please contact the Office of Residence Life.

### INTER-VISITATION POLICIES AND PROCEDURES

#### *Definitions:*

Inter-visitation: The privilege of a student living in college housing to invite guests of the opposite sex to his/her residence hall room during established inter-visitation hours.

Visitor: Any person not assigned to the room.

Disciplinary action: Any action taken by or through the Office of Residence Life or the Student Services Office. Specific action can, for example, be one or a combination of the following: loss of inter-visitation privileges, residence hall hour restrictions, suspension, or any other action deemed appropriate.

Private areas: Private areas shall include individual student rooms, hallways, restrooms, and stairwells within the designated living areas of the hall. This includes Dimmitt 3EC and 3WC lounges.

Residence hall: For this statement, residence hall means all on-campus living units.

All rules are enforced throughout the entire calendar year, including all breaks and vacations.

#### 24 Hour Visitation

The following rules apply for residents in Dimmitt, Roadman, and the Residence Complex. Residents of Poppen, Waitt, Lags, and the Garretson Houses will determine their own inter-visitation rules at the beginning of each semester.

24-hour visitation is a privilege for Morningside College sophomore, junior and senior students only. This status will be determined by Morningside College's academic credit hour status.

- 24-hour visitation will be on Friday and Saturday nights only.

- Guests must be 18 years of age or older unless they are a family member.
- All college policies are in effect during this time.
- Repeat offenders of this policy will receive disciplinary sanctions. These include having the 24-hour visitation privilege revoked (plus a monetary fine as stated). If guest(s) are too loud or behavior is disruptive to other members living on that hall, guests will be asked to leave the building or return to their rooms (if Morningside College residents) and will be subject to sanctions as set forth in the Quiet Hours Policy.

A telephone is available at the front desk in each hall. The host is responsible for escorting his/her guests at all time. People who loiter in the halls are subject to disciplinary action as set forth by the policy. A \$10.00 fine will be assessed when a guest is found in the building without an escort no matter the gender of the guest/resident.

### **24 Hour Lounge**

The Inter-Visitation Policy on the Morningside College campus has been extended to include the privilege of inviting guests of the opposite sex to the following areas on a 24- hour basis:

- Roadman Hall - Ground floor lobby, lounge areas, TV room, study room, kitchen, laundry room.
- Dimmitt Hall - Lobby, formal lounge, TV lounges, informal lounge, laundry room, kitchen, lounges on 3rd West Central, and 3rd East Central
- Residence Complex - Both lounges, laundry room, kitchen.

This privilege is granted to students with the understanding that all other campus housing regulations are in effect in these areas. Students will conduct themselves in an appropriate manner by being considerate to and respecting the rights of other students and guests who use these areas.

#### *Maximum inter-visitation hours*

Sunday 10 AM to 1 AM

Monday 10 AM to 1 AM

Tuesday 10 AM to 1 AM

Wednesday 10 AM to 1 AM

Thursday 10 AM to 1 AM

Friday 10 AM to 2 AM\*

Saturday 10 AM to 2 AM\*

\* Fall Semester Freshmen only

### **General Inter-visitation guidelines and regulations**

1. The responsibility for the successful conduct of the inter-visitation program rests individually and collectively with each resident student, along with the administrative staff of the halls.
2. It is the responsibility of each student to understand the working procedures of the inter-visitation program including hour limitations.
3. The individual host or hostess must assume complete responsibility for his or her visitors. All visitors must be escorted by their host when they are in the public areas of the residence hall.
4. All college and/or residence hall rules and regulations are in effect during inter-visitation hours. The hours will begin and end according to the designated clock at the front desk of each residence hall.

5. Visitors should use only the restrooms provided in the public areas of the hall. Male floor restrooms are for males only, and female floor restrooms are for females only.
6. Any individual found violating the inter-visitation policy or regulations is subject to disciplinary action as set forth under System of Fines and Disciplinary Action below.
7. Inter-visitation hours are in effect the entire calendar year. This includes vacation and school cancellation periods such as snow days, three-day weekends, midterm break, spring break, Easter break, etc.
8. Weekend inter-visitation is granted to upperclassmen (students who have obtained sophomore status or higher). Should an upperclassman room with a freshman during fall semester, then that upperclassman gives up weekend inter-visitation privileges whether the roommate is present or not.
9. Visitation hours for all fall semester freshmen during weekends are to be between the hours of 10am and 2am.
10. All non-freshmen and spring semester freshmen will have 24-hour visitation with the consent of his/her roommate(s) during the weekends, beginning at 10am on Friday and ending at 1am on Sunday. The rights of the roommate(s) will always supersede that of the guest. Freshmen must abide by weekend inter-visitation hours in their rooms and when visiting others

*Violations:*

Violations of inter-visitation shall include:

1. Having a guest of the opposite sex in your room beyond the stated hours.
2. Visitation of the opposite sex in the residence hall not during designated inter- visitation hours, except in 24 hour lounges.
3. Using the restrooms on floors of the opposite sex.
4. Failing to escort guest(s).

**System of fines and disciplinary action:**

A student will be penalized for failure to leave the private areas of the residence hall at the designated closing hour of inter-visitation or failure to leave the residence hall at the closing hour when applicable.

1. First offense: A fine not to exceed \$25.00 following the guidelines established in the Statement of Student Rights, Freedoms, and Responsibilities.
  - Up to 5 minutes \$ 2.00
  - 6 to 15 minutes \$ 5.00
  - 16 to 30 minutes \$10.00
  - 31 to 60 minutes \$15.00
  - Over one hour \$25.00

Students entering college housing units in the morning hours before inter-visitation hours will be fined a minimum of \$10.00. Students using restrooms designated for the opposite sex will be fined a minimum of \$10.00.

2. Second and subsequent offenses within a semester: A fine not to exceed \$25.00, plus disciplinary action. The fine system will be set forth in (1) above plus disciplinary action following the guidelines established in the Statement on Student Rights, Freedoms, and Responsibilities.
3. Failure to respond to a violation notice and/or failure to pay a cash fine will result in the fine being doubled and placed on the student's bill.
4. All of the above fines may be replaced with community service relative to the fine at the discretion of the Office of Residence Life.

## QUIET HOUR POLICIES AND PROCEDURES

### Definitions

Courtesy Hours: Courtesy hours are any time not designated as quiet hours.

Quiet hours: The period of time during which excessive noise is not allowed in the residence halls.

Final exam week: The Registrar's office will publish the dates prior to the beginning of the semester.

Disciplinary action: Any action taken by or through the Office of Student Services. Specific action can, for example, be one or a combination of the following: residence hall restrictions, suspension, or any other action deemed appropriate fines.

Private areas: Private areas include individual student rooms.

Residence hall: All on-campus living units: Roadman Hall, Dimmitt Hall, and the Residence Complex.

### Quiet Hours

Sunday 10PM to 10AM

Monday 10PM to 10AM

Tuesday 10PM to 10AM

Wednesday 10PM to 10AM

Thursday 10PM to 10AM

Friday 12 Midnight to 10AM

Saturday 12 Midnight to 10AM

### General quiet hour guidelines and regulations

1. The responsibility for the successful administration of the quiet hour program rests individually and collectively with each resident, along with the administrative staff of each residence hall.
2. Each resident is responsible for understanding and knowing the working procedures of the quiet hour program.
3. The individual host or hostess must assume responsibility for his or her guests. The host or hostess should inform his or her guests about the inter-residence hall quiet hour policy, and is held responsible for controlling the noise level of his or her guests. In a party situation, all hosts or hostesses and guests who are also residents, are subject to disciplinary action as set forth in the System of Fines and Disciplinary Action Section of the Student Handbook.
4. Any individual found violating the quiet hour policy or regulations is subject to disciplinary action set forth under the Systems of Fines and Disciplinary Action Section of the Student Handbook.
5. The quiet hour program is in effect for the entire calendar year, including all breaks, vacation, school cancellations, May term, and summer.
6. During the week of final exams, quiet hours will be in effect for twenty-three hours/day. 6:00pm to 7:00pm is the designated loud hour during this week.
7. Apartments set their own quiet hour policies. However, campus quiet hours apply in study rooms and hallways.

Excessive or flagrant abuse of acceptable noise levels during courtesy hours will be treated as a noise violation without need for a warning or courtesy call, under the same guidelines as a quiet hours violation.

## Violations

Violations of quiet hours encompass anything that is judged to be disruptive by any resident student or residence life staff member. Disruptive activities will include loud stereos, loud TVs, shouting, singing, and slamming doors.

### System of fines and disciplinary action

To ensure maximum group and individual freedoms, the quiet hour guidelines should be followed. An infraction is a violation of another's rights. Therefore, penalty for an infraction must be strong enough to ensure that it deters further infractions, and that the student learns from the penalty. Failure to be quiet during the designated quiet hour periods will result in the following disciplinary actions:

1. A \$15 fine will be assessed (failure to respond to a violation notice and/or failure to pay a cash fine will result in the fine being doubled and placed on the student's bill).
2. Subsequent offenses may result in housing probation or suspension.
3. During Final Exam Week, when there are 23-hour quiet hours, no warnings are given. There is an automatic \$15.00 fine.
4. All of the above fines may be replaced with community service relative to the fine at the discretion of the Office of Residence Life.

## MISCELLANEOUS POLICIES AND REGULATIONS

### • ANTENNAE/CABLE

Antennae, satellite dishes, and any other type of reception devices which require attachment to the building in any way or placement on college property without consent are prohibited. If a reception device is found, it will be confiscated. Cable TV is available in TV Lounge areas and individual rooms. The college provides cable hook ups in individual student rooms and expects all students to follow the guidelines set by Cable One and the FCC. (The college does not provide coaxial cable to the student or residence hall room.) If students want extended cable in their rooms, they must arrange for it and pay for it through the local cable company.

### • BED LOFTING/BUNKING

Please note: Lofts are to be used only to support beds. Platform lofts supporting other types of furniture are prohibited. Lofts are not allowed in Lags Hall, Waitt Hall, Poppen Hall, Dimmitt Hall rooms 138-152, 201-216, 235-259, 301-329, and 364-377 and Roadman Hall rooms 30-41, 130-142, 330-349. These rooms have new furniture, which is loftable.

All loft equipment in residence halls must be approved by Residence Life professional staff. Morningside does not lease or rent lofts. Retailers such as Menards and Lowes may have kits or plans for purchase on how to construct a free-standing loft.

**Student Construction:** As a safety precaution, these guidelines for student construction within the room must be followed.

1. The structure must be free-standing, not fastened to the walls, ceiling, or other furniture provided by the college.
2. All supporting structures in the loft must be assembled with carriage bolts and/or lag screws, and make no use of nails. (Nails work loose over time and pose a possible hazard.)
3. The College recommends that all lofts include a safety rail or board to prevent injury.
4. The loft must be structurally able to support a student's or students' weight.
5. The structure must not block the doorway, window, or heating system. The door must be able to open perpendicular with the door opening.
6. The structure must not restrict exit from any portion of the room. A minimum width of 22 inches must be allowed for exiting from a student room from any interior room arrangement.
7. Only structures used to loft beds are allowed. No other platform construction is acceptable.

8. The construction must not include any materials or any design of a particularly hazardous and/or flammable nature, including suspended flammable fabrics, carpeting applied anywhere except as a floor covering, and flammable plastics such as Styrofoam.
9. There must be at least three (3) feet from the top of the main construction frame to the ceiling. (The reason for a minimum height to the ceiling is to prevent head injuries. Also, in the event of a fire, smoke and toxic gases tend to rise to the ceiling and a person could be overcome--even from the fumes of a wastebasket fire.)
10. Residents must be prepared to respond to concerns of staff about the hazardous nature of construction and decorative materials and must remove materials that are judged to be particularly hazardous by the housing staff.

Approximate mattress dimensions to help in constructing your loft.

- Extra long beds: 80" long x 38" wide x 6" deep
- Standard beds: 76" long x 38" wide x 6" deep

Although not required, it is also recommended that some form of nonflammable padding be applied to the loft at any point that touches the wall(s) so as to prevent damage to the wall paint, which would carry a fine to the student for repainting.

- **BICYCLES/BIKES**

Student bikes may be stored in the student's assigned room or on the bike racks located around campus. Unmaintained bikes on the bike racks and bikes left around campus will be disposed of at the discretion of the Residence Life Office and/or Maintenance and Facilities

- **BUILDING SECURITY**

In order to maintain the security and safety of our residents, door propping is prohibited in all the residence halls. Tampering and vandalizing with the doors and locks will result in a minimum fine of \$50, as well as any costs incurred repairing the alarm or lock. Propping open a door for any reason will result in a minimum fine of \$30.

- **CANDLE/OPEN FLAME POLICY**

All candles are strictly prohibited in all residential facilities, including halls, suites, apartment and houses. Additional source of ignition that are prohibited include but are not limited to: incense, lanterns, charcoal, lighter fluid, Bunsen-type burners and propane. Grills and grilling material are subject to approval by the Office of Residence Life.

- **COOKING POLICY**

No cooking of any kind within the individual rooms is permitted with the exceptions of hot air popcorn poppers, hot pots, and coffee machines. Any device having exposed heating elements or requiring grease is prohibited in the rooms but may be used in designated utility rooms. Violation of the cooking policy will result in a \$15.00 fine or community service.

- **COMMUNITY CHARGE:**

A community charge will be assessed to a hall or residence hall if an act of vandalism takes place in a common area (lobby, lounge, kitchen, etc.) and the responsible parties cannot be identified.

- **ELECTRICAL APPLIANCES**

Electrical appliances such as TVs, stereos, radios, and clocks may be used in residence hall rooms. Because of fire safety regulations, no cooking is permitted in student rooms. Microwave ovens, toasters, frying pans, grease popcorn poppers, etc., are not allowed and will result in a fine and possible confiscation of the appliance. Please use the kitchens and utility rooms for cooking and ironing. Students are not permitted to plug in their cars to any outside building or room electrical outlet. Window air conditioning units are not allowed in residence hall rooms. Halogen lights are strictly prohibited.

- **ESCORT POLICY**

You must escort your guest(s) anywhere they need to go, no matter what gender. At all times, individuals found without an escort will be escorted off the hall and may be subject to a monetary fine.

- **FALSE INFORMATION**

Any misrepresentation of acts, names, or giving false information will be subject to a minimum \$25 fine and/or community service.

- **FAMILY HOUSING (formerly Married Housing)**

Morningside College offers Family Housing to current traditional-age, full-time students who meet one of the following requirements:

1. Is a single parent with custody of a dependent child. Custody means the child lives with the parent on a regular basis, for an average of 10 or more days per month.
2. Is married, (Spouse does not need to be a Morningside Student).

Single bedroom apartments can accommodate 1-2 parents and no more than 1 young child.

Family Housing is subject to availability and is not guaranteed for any student.

Eligibility is subject to review by the housing committee and based on the student's fit into the above criteria. The Office of Residence Life reserves the right to request documentation from students applying for Family Housing to verify their status (i.e. birth certificates, marriage license, etc.).

- **FIRE EQUIPMENT AND FIRE REGULATIONS**

All students, including apartment residents, must leave the building if a fire alarm is sounded. You must not assume that a fire alarm is false. There will be a \$20 fine for failing to leave the building when the fire alarm is sounded.

For their own safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following regulations:

1. No cooking of any kind within rooms.
2. No appliances with exposed heating elements may be used in student rooms.
3. Light fixtures must not be tampered with in any way and items should not be hung from or near them.
4. No candles, incense, or potpourri simmer pots may be used or burned in student rooms.
5. Motorbikes may not be stored in the residence halls.
6. Holiday decorations will be permitted within guidelines issued by the Office of Residence Life.
7. Only fire-resistant wastebaskets are permitted in student rooms.
8. Fire Code allows for two-person occupancy in rooms other than those designated as suites, triples, and singles.
9. Halogen lamps are strictly prohibited.
10. Real Christmas trees are prohibited.
11. Propane and kerosene tanks are not permitted in the residence halls.
12. Items should not be attached to or hanging from the ceiling.
13. Any pulled fire alarms, tampering with fire equipment, or setting off a false alarm will result in a minimum \$50 fine as well as possible legal action in accordance with the Sioux City Fire Department.
14. Tampering with or covering smoke detectors or any fire equipment in residence rooms, hall ways, and common areas is prohibited.

Any violation of the above will result in a fine, set at the discretion of the Office of Residence Life.

- **GUEST POLICY**

Residence hall facilities are intended for sole use of Morningside College students. Therefore, off-campus visitors, including students who live off campus, are restricted to stays of three days or less. Any stay extending beyond three days must be pre-registered with the Office of Residence Life. Every unregistered night beyond 3 days carries a \$20 charge per night. All Morningside College students are responsible for the conduct of their guests. If the guest is not a student attending Morningside College, the host will be responsible for all fines relevant to that individual. Students who live off campus are held liable for all hall fines.

- **GUEST ROOM POLICY**

Morningside College provides limited guest room space in Dimmitt Hall available to students, faculty, and staff at the rate of \$20.00 per night. Guest rooms are subject to all rules as stated in the Student Handbook. Guest rooms are not 24-hour visitation rooms and are not to be used for purposes of cohabitation. All guest rooms are alcohol and smoke free. Violations of any rules while in the guest room will be treated as any other rule infraction and penalties will be assessed accordingly. Guest rooms are a part of the particular floor where they are located, and thus will follow that floor's policies on quiet hours. Missing or damaged guest room items are charged to the student host/hostess or directly to the residents of the guest room. Check out time is 10:00 a.m. Please leave keys in the room. To make reservations for the guest rooms, please call ext. 3493.

- **LOUNGE FURNITURE**

Moving furniture from public areas deprives others of its use. Furniture and accessories may not be moved from public areas to student rooms or hallways in the residence halls. Theft charges may be made or judicial action may occur for lounge furniture found in student rooms. The following is a breakdown of fines for furniture:

1. Lounge couches or chairs \$50.00-\$100.00
2. Hall tables or kitchen appliances \$25.00-\$50.00

- **MEAL PLAN**

Morningside College requires all resident students to purchase a meal plan. Three plans are available:

- 19 Meal Plan (19 meals/week + \$25 Flex Points)
- 14 Plus (14 meals/week + \$75 Flex Points)
- 140 Meal Plan (140 meals + \$175 Flex Points)
- 120 Meal Plan (120 meals + \$250 Flex Points)

- **MUSICAL INSTRUMENTS**

With the exception of acoustic guitars, no musical instruments may be played in residence hall rooms. Musical instruments shall include any string, keyboard, or wind instrument as well as drums and other percussion instruments. Pianos are available in the lounges of Dimmitt Hall, Roadman Hall, and the Residence Complex, but may not be played during quiet hours. The term acoustic guitars shall broadly define other such instruments as ukuleles and banjos. Amplified guitars will be allowed under the following stipulations. Violation of this policy will result in a \$15.00 fine.

1. That the intent of playing the instrument will be for the sake of practice; no full bands will be allowed.
2. Instruments will only be allowed in individual rooms. No playing will be allowed in hallways, lobbies, lounges, etc.
3. Each individual room is allowed as many instruments as capacity of room (Single room-1 guitar, Double room-2 guitars, etc.).
4. That such instruments will be under the same rules and regulations of normal, household stereo systems.

5. That such instruments will not be played during regular quiet hours.
6. That such instruments will be subject to courtesy calls from either the R.A. of the residence hall and/or other residents within the given hall.
7. That such instruments will not be played without consent from each individual roommate.

- **OFF-CAMPUS STUDENTS**

Morningside College Students who do not live in the residence halls are still held accountable for their actions when they are in the residence halls. This includes the rules and regulations set forth in the student handbook. If you are found violating any of these policies and regulations, you will be subject to fines and disciplinary action.

- **PAINTING**

Students are NOT allowed to paint their rooms or their hallways.

- **PEEPHOLE POLICY:**

Covering, tampering with, removing and vandalizing peepholes is prohibited.

- **PETS**

For reasons of health and sanitation, pets are not permitted in the residence halls.

Exceptions to the rule include tropical fish and any animals trained to assist the disabled. Violation of this rule will result in a fine of \$50.00 plus professional cleaning costs.

- **POOLS**

The unauthorized use of a pool, Slip 'n Slide, or homemade version of either in a college building is prohibited and may result in, but is not limited to; a fine, community service, and/or restitution.

- **REFRIGERATORS**

A student may bring his or her own refrigerator providing it complies with all of the following specifications.

1. The unit capacity is no larger than 5.0 cu ft.
2. The power required is not greater than 2.0 amps, 100-12 volt, 60 cycles AC.
3. Due to electrical constraints, only one refrigerator per double or triple room will be allowed. Acceptable sanitation standards must be maintained in all units. If not, the college reserves the right to remove the refrigerator from the room. Over holiday break, students must remove all perishable items, unplug and defrost refrigerators, and prop the refrigerator door open.

- **RENTER'S INSURANCE**

Renter's insurance is a policy for renters that covers the replacement value of possessions.

Morningside College does not carry insurance to cover residents' belongings: clothing, notebook computers, computers, stereos, and other personal possessions. In the event of loss or theft, a student will still face repair or replacement costs.

- **ROOFS**

No residents are allowed on the roof of any residence hall. A minimum fine of \$50.00 will be assessed for violation of this rule. This includes Dimmitt's sun deck. The access door to the sun deck is locked 24 hours a day. Violators of this regulation will be subject to a \$50.00 charge, plus a \$25.00 charge for removing their window screen.

- **ROOM ENTRY**

Your room is your private domain. It will not be entered without your permission except for the following reasons:

1. There is reason to believe that a danger to health, safety, and welfare of any person or property exists.
2. College personnel are reasonably certain a college policy is being violated or to remove unauthorized college-owned property.
3. To insure proper maintenance of the facility.

Room safety inspections will occur within the first month of each semester and over Winter Break.

- **ROOM FURNISHINGS**

Residence hall room furnishings must remain in a student's room. The college does not have the capacity to store furniture during the year. If college furnishings are not in the room at the end of the year, the residents of the room are held accountable and billed the replacement cost of the items missing. Residents are also billed for any damages created by the moving or removal of any room furnishings.

- **ROOM MODIFICATIONS (bed lofting or bunking)**

Shelves, mounted TV stands, and other room furnishings that are required to be secured to the wall via a screw, nail, or other device that enters the wall is strictly prohibited. Charges may be assessed on a case by case basis depending upon the damage that is incurred.

Lofts are subject to approval of the Office of Residence Life and should follow the policies and procedures outlined under the Bed Lofting/Bunking Policy. All loft equipment in residence halls must be approved by the Office of Residence Life.

- **ROOM CONSOLIDATION**

The Office of Residence Life reserves the right to consolidate students in order to better use available space. When such a situation arises, a student may be assigned a new roommate, be asked to move to another room, or given the option of having a single room for an additional fee.

- **ROOM TRANSFERS**

Students are required to have roommates unless they are in senior housing or are granted special permission for a single. The Office of Residence Life realizes that there may not always be a perfect "fit" between roommates and therefore allows for room transfer requests. Students are encouraged to work out difficulties with their roommates and to seek the help of their Resident Assistant. After consultation with the RA, if the situation is still not resolved, the roommates may apply for a room transfer. Applications and information on room transfers may be obtained from the Residence Life staff. The school also reserves the right to change a student's room assignment for medical, disciplinary, or health reasons. Dates and times for room transfers will be posted, but in general, no room transfers will be approved for the first six weeks of classes. After the six week waiting period, students will have two weeks to petition for a different roommate. Roommate switches will not take place after this time unless extreme circumstances exist.

- **SHARED RESPONSIBILITY:**

All students in a room or area where a policy is being violated will be responsible for behavior or objects in the area, even if they are not directly engaging in the behavior.

- **SPORTS/ BALLS IN THE HALLWAY:**

Engaging in sports activities such as, but not limited to Frisbee, football, soccer, rollerblading, using a scooter, tag, catch, etc inside the residence halls is prohibited. If the action continues the resident(s) will be charged \$25.00.

- **STORAGE**

Morningside College does not have the space to store student belongings or room furnishings on campus. Anything left behind will be disposed of after 5 days. Student may be charged for attempting to store items in vacant rooms, common areas, or places not assigned to the student (i.e. housekeeping and linen closets).

Room furniture and personal items must remain in the student's room. Morningside College is not responsible for personal items or room furniture left in common areas. Students will be charged for replacement furniture if original room furniture is not present at check out. Items such as grills and furniture may not be left outside the building. Fees for improper storage may be assessed.

- **TOBACCO POLICY**

Tobacco is not permitted in the residence halls. The complete Morningside College Tobacco Policy is found under Campus Policies.

- **TRASH**

Students are responsible for disposing of trash from their rooms and hallways. They must deposit it regularly in a designated hall dumpster, not in bathroom waste containers. Students leaving trash in undesignated/public areas will be subject to a fine at the discretion of the Office of Residence Life.

- **VACATION (CLOSING OF HALLS)**

Residence halls close the day after the end of the semester. Housing is not provided during winter and spring breaks. Routine safety inspections will happen during this time. Food Service is not provided when the institution is on academic break. Student teachers and international students are allowed to stay during breaks for no charge.

- **VANDALISM:**

Vandalism is not permitted in or around the Residence Halls. Vandalism includes but is not limited to damaging bulletin boards, signs, water/food fights, tampering with equipment, and/or other acts which cause loss or value of service. Tampering with items such as washing machines/dryers or vending machines is prohibited. Individuals who vandalize will be subject to disciplinary action and restitution costs.

- **VERBAL AND PHYSICAL ABUSE**

Verbal and physical abuse of any student, staff or faculty member will not be tolerated. Disciplinary action will be taken if such abuse occurs. Additional disciplinary actions will be assessed if a student is rude or abusive to a resident assistant during a write-up situation.

- **WEATHER EMERGENCIES (TORNADOES)**

If a severe weather warning is issued through the media or through the college alert system, go to the lowest level of the building. When in residence halls, go to the following areas: Residence Complex-kitchen/laundry room of Residence Complex, Roadman Hall North-apartment hallway (north side of building), Roadman Hall South- the ground south lounge Dimmitt Hall- the laundry room Services and Facilities. Poppen, Waitt, and Lags- Interior room or hall in an apartment

- **WINDOWS/ SCREENS:**

Window screens must stay in the windows at all times. If removed, a \$25.00 fine will be assessed to each occupant of that room. If your screen is broken or damaged, replacement charges will be assessed.

## Services and Facilities

### MISSION STATEMENT

Student Services aims at providing positive out-of-classroom experiences for all Morning-side students in order to support them in achieving their present and future goals and the college's goals for them.

### HICKMAN-JOHNSON-FURROW LEARNING CENTER

The Learning Center cultivates life-long learners with resources, expertise, and an inspiring place to study in the center of campus. Students can access the library catalog, databases of information, subject specific study guides, and instant message reference assistance from their computers both on and off-campus. A library of books, journals, and periodicals are available in-house, and inter-library loan services are available.

Writing, math, research and other specialists are available as tutors and help with class assignments, research, and exam preparation. Consultation services are free to students, and specialized tutoring may be available upon request.

Study spaces include quiet private rooms, group areas with projectors, computer stations, open and quiet reading areas, and the Spoonholder Café that serves coffee, sandwiches, and snacks.

Regular fall and spring semester hours are:

MONDAY - THURSDAY	7:30 AM - 12 PM
FRIDAY	7:30 AM - 5:00 PM
SATURDAY	10:00 AM - 3:00 PM
SUNDAY	1:00 PM - 12:00 AM

Holiday Hours are posted on the library website.

KMSC - the offices, production studio, and DJ booth for KMSC, the campus radio station, are in the Mass Communications Center, located off the rear hallway of the library building.

## **SECOND FLOOR**

Academic Support Center: The Academic Support Center helps students with academic questions and concerns. Services include help with writing assignments, subject area tutoring, PPST and graduate exam preparation, and good places to have study groups. All services are free. The Academic Support Center is open during library hours. Specific tutoring hours are published each semester.

## **HINDMAN-HOBBS CENTER**

The center includes three multipurpose courts for basketball, volleyball, and tennis. Directly above the court area is a 3-lane jogging track. A 6-lane 25-yard pool is available for recreational and competitive swimming. One handball-racquetball and weight training/body conditioning rooms are open during building hours. The facility houses a multipurpose room for dance and aerobics, classrooms, locker rooms with saunas, and administrative offices for Men's and Women's Athletics. Recreational programs offered to students, faculty, and staff include intramural, aquatics, open recreation, special events, and aerobics.

## **LEWIS HALL - FIRST FLOOR**

Business Office: Morningside students may pay on their account, file paperwork for work study or campus payroll, or cash personal checks up to a maximum amount of \$50.00, Monday through Friday from 8 AM to 5 PM. There is a charge for returned checks.

Registrars Office: This office helps students work with class schedules by dropping or adding classes; changing advisors; declaring or changing majors, minors, and clusters; tracking progress toward graduation; and processing applications for graduation.

## **LEWIS HALL - SECOND FLOOR**

Focus: A comprehensive program for students who have a learning disability or ADD which includes the following services: preparatory courses, subject area tutoring, weekly individual meetings with a staff advisor, and academic adjustments. This program is being phased out beginning 2008-2009.

Career Services: Career services guides students through the process of selecting a career, as well as assisting students with resume and cover letter writing, interviewing techniques, job search tips, on-campus recruiting, and their search for internships. For job openings and internships: <<http://www.collegecentral.com/morningside>>

Personal Counseling: Morningside meets the needs of the individual for personal counseling and guidance through a variety of services. One full-time and one part-time professional personal counselor provide short-term counseling for our students. In addition, the college makes referrals and maintains a working relationship with community professional agencies. For longer term needs academic counseling is provided primarily through faculty advisors who work with the students on an individual basis in planning and pursuing a course of study. Personal Counseling services are provided during the academic year only.

Student Financial Planning: This office helps guide students through the financial aid process and to answer questions along the way. They are committed to providing students with access to the financial resources needed to finance a Morningside education in the following ways:

- Understanding the financial aid process.
- Completing and/or electronic filing of the Free Application for Federal Student Aid (FAFSA).
- scholarship programs, grant programs, work programs, loan programs, payment plans, etc.
- Assisting with special circumstances a family may experience. This may include loss of income and/or major medical expenses, which may necessitate an adjustment to financial aid.
- Aiding students for a short-term emergency loan. Requests must be turned in at the Office of Student Financial Planning before 4:00 PM on Tuesday, and the checks are ready after 11:00 AM on Friday of the same week at the Cashier's Office.
- Publicizing part-time employment opportunities.
- Searching for scholarships and/or completing the financial aid application online.

## LEWIS HALL – THIRD FLOOR

Central Scheduling Office: The Central Scheduling Office is responsible for scheduling and coordinating campus events. It can be reached by calling 274-5175.

## MAINTENANCE BUILDING/PRINT SHOP

Print Shop: Morningside students may use the services of the print shop. Copies of research papers, handouts, fliers, invitations, etc., may be printed for a small charge. Call ahead 274-5198.

Mailroom: Morningside students may purchase stamps and receive assistance shipping packages.

## OLSEN STUDENT CENTER

ATM: Atm machine is located in Olsen Student Center on the lower level.

Bookstore: The college bookstore is located on the lower level of the Olsen Student Center. It carries textbooks, school supplies, greeting cards, stationery, calendars, Morningside College clothes and souvenirs, plus miscellaneous personal items. Required textbooks can be charged to the student accounts in the Business Office the first three weeks of fall and spring semesters.

Food Service - Morningside College contracts Sodexo Food Service to provide campus meals to residence hall students, operate Buckingham's Snack Bar and Spoonholder Café, and catering needs to the campus and local community. Spoonholder Café is located on first floor of Hickman-Johnson-Furrow Library. Buckingham's is the college snack bar, located on the lower level of the Olsen Student Center. Contact food service at 274-5580.

The meal schedule for 2009-2010 is as follows:

Main Dining Room

Monday - Friday

Breakfast	7:00 a.m. - 9:45 a.m.
Lunch	11:00 a.m. - 1:00 p.m.
Dinner	4:30p.m. - 7:00 p.m.

Weekend

Brunch	11:00 a.m. - 1:00 p.m.
Dinner	4:30 p.m. - 6:30 p.m.

Buckingham's Snack Bar

Monday - Friday	7:30 a.m. - 11:00 p.m.
Sunday	6:00 p.m. - 11:00 p.m.

Spoonholder Café

Monday - Thursday	7:30 a.m. - 3:30 p.m. & 6:00 - 9:00 p.m.
Friday	7:30 a.m. - 3:30 p.m.
Saturday	Closed
Sunday	6:00 p.m. - 9:00 p.m.

Health Services: Student Health Services, located in the lower level of the Olsen Student Center, is staffed during the academic year by a registered nurse. Local physicians have regularly scheduled hours each semester. All records are confidential and cannot be shared without a student's permission. There are no charges for seeing the nurse or physician. Services are available to all FT students that pay health fee.

Office hours:

Monday	7:45 a.m. - 1:30 p.m.
Tuesday	7:45 a.m. - 1:30 p.m.
Wednesday	7:45 a.m. - 11:30 a.m.
Thursday	7:45 a.m. - 1:30 p.m.
Friday	7:45 a.m. - 11:30 a.m.
Call for doctor's hours	274-5178.

Student Health Services reserves the right to refuse service for non-compliance or for not following medical advice as directed.

Massage Chair (multi-functional electronic) is available. Appointments must be made in advance. Contact the health center for more information.

Health care insurance is required. Morningside College offers insurance through the Student Services office. Claim forms can be obtained on the student health website.

In case of extended illness, hospitalization, or family emergencies, the Student Services office (274-5104) should be notified. In cases of minor illness that causes a student to miss class, the student is responsible for informing instructors. No notes will be issued.

Student Post Office: The Student Post Office is located in the lower level of the Olsen Student Center across from the bookstore. All residential students with 12 or more credit hours will be assigned a post office box on campus and are encouraged to check it daily. Comuter students will no longer be assigned post office boxes effective June 2010.

The box number and combination will be issued to you when you arrive on campus for Orientation. If you lose your post office box information, stop by the Post Office during open hours, or the Office of Residence Life, 1st floor of the Olsen Student Center, to get your box number and combination information. The Student Post Office also has 1st class stamps and envelopes available for purchase.

Have your mail sent in the following format. Do NOT put "PO Box" in your address as your mail may not reach Morningside College.

YOUR NAME  
3609 Peters Avenue PMB (YOUR BOX NUMBER)  
Sioux City, IA 51106

Mail can be received and sent from the Student Post Office. Packages can be received and sent if postage for them has been paid for or UPS, FedEx or other delivery service has been notified by the student to pick up the package.

**FORWARDING YOUR MAIL:** If you cease to be a student at Morningside College, either by graduating, withdrawing, or transferring, your mailbox will be closed. Please complete a forwarding address card, available from the Student Post Office. By completing a forwarding address card your First-Class Mail and parcels with proper postage will be forwarded to the address given for up to 1 year. Magazines will be forwarded for 90 days. Campus mail will not be forwarded. The Student Post Office will forward your 1st class mail and magazines to your home address during the summer.

**Residence Life:** The Residence Life Offices are located on the lower level of the Olsen Student Center. Please refer to the Residence Hall and Regulations section of the handbook for more information on Residence Life. For questions about on campus housing please contact Residence Life at any of the following phone numbers: 274-5161, 274-5335, 274-5337, or 274-5339.

**Security:** The Office of Campus Safety and Security is located in the lobby of the Olsen Student Center and can be reached at 274-5234.

**Student Activities:** The Coordinator of Student Activities works with Morningside Activities Council which is a branch of Student Government. Office number is 274-5337.

**Student Government:** The Student Government and Morningside Activities Council (MAC) Offices are located on the lower level of the Olsen Student Center.

Student Government is comprised of the Executive Council, the Senate, and the Student Court. These bodies are directly responsible for regulations, supervision and coordination of all student government functions, and campus involvement. Copies of the constitution, election procedures, and membership requirements are available in this office.

**MAC:** The Morningside Activities Council is a student board that coordinates a variety of cultural, recreational, educational, and social programs for the campus.

Technology Services: The Technology Services Center is located in the lower level of the Olsen Student Center. This department provides computer and media services for the college. Some of the services provided include: ID card replacement, laminating, audio/visual classroom equipment, public scanning station, password questions, and service for college-issued computers. Phone (712) 274-5544.

Hours during the academic year (excluding holidays & school breaks):  
8 a.m. - 8 p.m. Monday-Thursday and 8 a.m. - 5 p.m. on Friday.

## ROADMAN HALL

The ICN classroom supports distance learning via the Iowa Communications Network, a fiber optic network linking public and private schools, health care, and government institutions throughout the state. For scheduling call 274-5175.

Computer services has a help desk for any computer or software questions: 274-5544.