



## Student Handbook

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2022-23

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v. 3.13.2023

### Mission Statement

As a Christian liberal arts university, Milligan University seeks to honor God by educating men and women to be servant-leaders.

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# Introduction

The Student Handbook is maintained for the Milligan University community by the Student Development Office and is available online at [www.milligan.edu/student-handbook/](http://www.milligan.edu/student-handbook/). The information described in this document is subject to change by the university at any time. All changes, corrections, or additions should be reported to the Student Development Office for the following year's handbook.

The information in this Handbook applies to all students – both undergraduate and graduate – of Milligan University. Graduate, Professional Studies, and Seminary students should also refer to any program specific handbooks provided by the faculty.

A student's matriculation and enrollment at Milligan University is their pledge to uphold the policies and expectations outlined in the Student Handbook and Catalog.

## Definition of Traditional & Nontraditional Students

### *TRADITIONAL STUDENTS*

Students who are 24 years old and younger are considered traditional. Policies for this student population are applicable to both residential and commuter students, regardless of their academic program enrollment.

### *NON-TRADITIONAL STUDENTS*

Students who are 25 years old and older OR enrolled in a graduate level program (as their primary program of enrollment) are considered non-traditional.

# General Information and Policies

## Staff Directory

The staff directory provides information to connect to Milligan faculty and staff. Phone numbers, emails, and job title information is found in the online directory at [www.milligan.edu/people](http://www.milligan.edu/people).

## Academic Calendar

The academic calendar for the current year and other academic calendars and schedules can be viewed at <https://www.milligan.edu/academics/calendar-schedule/>.

## Inclement Weather Schedule

Change in schedule due to weather-related or other unforeseen circumstances will be sent out via the RAVE alert system as well as campus email. The schedule can be viewed at <https://www.milligan.edu/academics/calendar-schedule/>.

## Campus Hours

Unless otherwise indicated, most main campus office hours are open Monday through Friday, 8 am to 5 p.m.

## Lost and Found

All articles found on the campus are to be turned in to the Registrar's Office.

## Center for Calling & Career Development

A comprehensive approach that spans the entire student experience, the Center for Calling and Career Development is a place where students can seek answers to questions of vocation and find opportunities to work and serve. Career services are available to all undergraduate and graduate students. You may make an appointment for individualized services or visit our offices located on the top level of the McMahan Student Center (SUB). Learn more at [www.milligan.edu/career/](http://www.milligan.edu/career/).

## Disability Services

Information about disability services can be viewed in the [Catalog](#) or at [www.milligan.edu/disabilities/](http://www.milligan.edu/disabilities/). This includes the Process of Establishing Accommodations, the Establishment of Academic Experiences for Students Seeking Accommodations and Determining Essentialness, and the Appeal and Formal Grievance Procedure for Individuals with Disabilities.

## FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which affords students certain rights with respect to their education records. Students can authorize access for their parent(s) to their education records and allow oral and written communication with university personnel by completing an authorization form and submitting it to the Registrar's Office. View full information about FERPA in the [Catalog](#) or at [www.milligan.edu/FERPA](http://www.milligan.edu/FERPA).

## Photograph Release

From time to time our students and employees may be identified or photographed for publication, broadcast, transmission and/or electronic display by the news media or university public relations officials. Unless a written statement to the contrary is filed with the Office of Student Development at the beginning of the semester, students and employees of Milligan University waive their model rights to be photographed for the university's print and online publications without prior notice.

## Postal Mailing Address Policy

All students are responsible for keeping their permanent home mailing address and current local postal mailing address up-to-date with the university. Students must go to the Registrar's Office to notify the university if their address changes.

To receive mail on-campus, each individual student must [rent a PO Box](#) online. Boxes may not be shared by multiple students. Any mail sent to students at any university address other than a post office box rented by the student will not be delivered. Student mail is not delivered to residence halls or any other locations on campus. All student mail/packages should be addressed to:

Student's Name  
101 Neth Drive  
PO Box # (for the post office box rented by the student)  
Milligan, TN 37682

Student deliveries such as flowers, etc. and items that can't be delivered to the post office such as medicines or refrigerated items should be delivered to:

Student's Name, C/O Milligan University Physical Plant  
Student's Residence Hall and Room Number  
130 Richardson Road  
Milligan, TN 37682

As mentioned above, this address is for the delivery of packages only. Any regular student mail such as letters, cards, magazines, bills, etc. received at this or any other Milligan address will not be delivered.

## Notice of Nondiscrimination

As members of the Milligan University community and in faithfulness to the teaching of Scripture, we commit ourselves to honoring and broadening the diversity of our community and to treating every person with respect, dignity, and love. By reflecting the diversity of God's kingdom, the University bears witness to that kingdom and equips students to serve in a diverse and interdependent world. In accordance with the Age Discrimination Act, Title IX, and Section 504 of the Rehabilitation Act, Milligan University admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Milligan. Milligan does not discriminate on the basis of race, color, national and ethnic origin, sex, age, or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Concerns relating to sex discrimination should be addressed to the University's Title IX Coordinator:

Brent Nipper, Director of Property and Risk Management  
PO Box 750  
Little Hartland Welcome Center  
Milligan, TN 37682  
423.461.8740  
wbnipper@milligan.edu  
TitleIXCoordinator@milligan.edu

Questions about disability services and ADA compliance issues should be addressed to:

Director of Student Success, Disability Services, and Housing  
P.O. Box 500  
McMahan Student Center  
Milligan, TN 37682  
423.794.3088  
DisabilityServices@milligan.edu

## Statement Concerning Human Sexuality

As a Christian institution, Milligan University believes that all persons are created in the image of God and therefore possess equal intrinsic value. As such, we seek to be a loving community showing Christ-like compassion, mutual respect, humility, forgiveness, and grace where all students are welcome to learn in a safe and supportive environment. Though our Stone-Campbell tradition subscribes to no particular creed, we recognize that Christian individuals, denominations, churches, and traditions have come to various conclusions on human sexuality. Embracing the Bible as our sole authority, Milligan believes that God designed sex to be enjoyed within a marriage covenant between one man and one woman that is characterized by the sacrificial love of Jesus Christ.

For more information on Milligan's Statement of Human Sexuality, please see [www.milligan.edu/human-sexuality/](http://www.milligan.edu/human-sexuality/).

## Leisure Time Safety and Responsibility

The University recognizes that certain activities voluntarily engaged in by students, such as informal athletics contests, jogging, running, sledding, walking in the woods, and other activities, have some measure of risk involved for the participants. Students and guests who engage in such activities assume the risk of any injury or property damage which may result. Only students and guests who consent to the activity shall participate in the activity. No activity shall violate the Code of Conduct or school expectations. The University is not responsible or liable for injuries or property damage incurred by students or their guests participating in these and similar activities.

# Academic Policies

## Catalog

The Milligan University Catalog is the official source of academic policies and information about the university and its academic programs. It may be viewed at [www.milligan.edu/catalog/](http://www.milligan.edu/catalog/).

# Student Conduct & Expectations

## Expectations & Responsibilities for Students

All students at Milligan are expected to uphold the expectations and responsibilities for student lifestyles at Milligan University as described in this handbook. Milligan University adopts specific rules on the basis of the belief that God's Word, as the final rule of faith and practice, speaks on many matters pertaining to personal conduct. Therefore, behavior that conflicts with Scripture is unacceptable. Historically, communities also have developed guidelines that help put into practice basic moral and

social principles. Such standards serve as a guide toward worthwhile goals relevant to one's academic, spiritual, social, and physical well-being.

Students should consult the student conduct guidelines in this Handbook for further guidance regarding acceptable conduct while enrolled at Milligan University. A student's matriculation and enrollment at Milligan University is their pledge to uphold the policies and expectations outlined in the Student Handbook and Catalog.

## A Christian Academic Community

Membership in an academic community of Christians carries with it certain responsibilities. Because Milligan University seeks to provide a quality education in an appropriate Christian setting, by virtue of their enrollment, students agree to accept the responsibilities of membership in the Milligan community.

Historically, individuals, groups, and communities have developed rules as a guide toward their goals. Rules also help us to put into practice our basic moral and social principles. They help us provide order and structure in relationships with others in the community. What basis is there for Milligan rules?

We at Milligan adopt specific rules on the basis of our belief that God's Word, as final rule of faith and practice, speaks specifically on many matters. Behavior that conflicts with scripture is unacceptable at Milligan.

In addition, scripture condemns such attitudes as greed, jealousy, pride, lust, bitterness, needless anger, an unforgiving spirit and harmful discrimination. The Milligan community is obliged to renounce these behaviors and attitudes and seek God's forgiveness and help so that we may grow in grace and righteousness.

Other rules are based on civil law. As Christians, we do not normally disobey the government, except in rare instances where obedience to civil authorities would conflict with Scriptural teachings. Even then, each individual would submit to the consequences of such behavior. Members of the Milligan community are expected to uphold the laws of the local community, the state of Tennessee, and the nation.

We acknowledge that our behavior can have an influence on our University community, and the city and larger society of which we are a part. Many of these rules reflect our concern of not giving unnecessary offense to others who find some things spiritually and morally questionable. This spirit is reflected in the individual's personal and academic integrity; respect for the dignity, rights, and property of others; discouragement of bigotry while learning from differences in people and their ideas; and demonstrations of caring and concern for others. Members of the Milligan community are expected to subject themselves to the self-discipline necessary to conform to these standards.

These rules apply to students while they are under the jurisdiction of the University, that is, while enrolled in a University program or residing in University-approved housing; and are expected to exercise restraint in these matters even when not under University jurisdiction.

We do not pretend that our rules are perfect. Neither do we expect everyone to agree about all our rules. We do ask an understanding of why we have rules, integrity in keeping them, a positive attitude, and the use of proper procedures in improving them.

Our rules, then, are not to be viewed as legalistic degrading impositions, but an attempt to do what is Biblically and morally right, to act out of love, to consider the effects of what we do on ourselves and the community, and to pursue our goals in an orderly, structured fashion.

Those who for some reason refuse to accept these responsibilities forfeit their privilege of membership in the Milligan community.

Those who accept the challenge of community living here at Milligan will not only realize academic growth, but satisfying personal relationships with others, and continuing spiritual growth and development.

## Student Conduct Guidelines

1. Milligan students are expected to select clothing which is suitable for the various activities of the University. Faculty has the prerogative to determine appropriate attire for their classes and dismiss from class students who are not appropriately attired.
2. A Christian community is built upon respect for truth, for others, and for their personal property. Lying, cheating, stealing, and plagiarism are not consistent with the standards of a Christian institution and are therefore unacceptable at Milligan University. Academic dishonesty (the intentional misrepresentation of all or part of one's work to deceive for personal gain, or assisting another to do the same) is a serious offense which undermines the bonds of trust and honesty between members of the university community and defrauds those who may eventually depend upon our knowledge and integrity. Since academic dishonesty is related to a student's class work, the appropriate response is vested in the professor or academic administrator, as follows. Depending upon the nature and extent of the offense, the student may receive a failing grade on the work in progress, or a failing grade in the course. Incidents of flagrant academic dishonesty may be referred to the University Discipline Committee for resolution. In all cases, the professor will notify the student, in writing, of the offense and the sanction. A copy of the notification will be provided to the Vice President for Academic Affairs, who will inform the Dean of Students. With the exception of cases referred to the Discipline Committee, the student may request further hearing via the Academic Grievance Procedure.
3. Milligan University expects and challenges all members of its community to fulfill God's intention for appropriate sexual expression, which we believe is demonstrated by engaging in healthy, encouraging relationships and refraining from sexual activity outside of biblically-based marriage. The University provides appropriate guidance and support in encouraging persons in relationships to achieve this ideal, considering all circumstances relevant to a particular situation and responding in a manner that is most consistent with its mission as a Christian institution.
4. Sexual misconduct, including sexual harassment, sexual assault, dating and domestic violence, and stalking as defined in the University Title IX Sexual Misconduct Policy and any other conduct that subjects others to unwelcome conduct of a sexual nature, including but not limited to sexually exploitative behavior in which an individual taking non-consensual or abusive sexual advantage of another for their own benefit or the benefit of anyone other



than the person being exploited such as unauthorized recording, photographing or sharing of sexually related content, acts of voyeurism and indecent exposure are prohibited and will be addressed through the University's IX Sexual Misconduct Policy when applicable and/or the Disciplinary Guidelines in this handbook. The University Title IX Sexual Misconduct Policy is available at <https://www.milligan.edu/wp-content/uploads/2021/10/Title-IX-Sexual-Harassment-Policy-2021-2022.pdf>.

5. For more information on Milligan's Sexual Misconduct policies and procedures, please see <https://www.milligan.edu/life/health-safety/>.
6. Harassment, threats, or intimidation, whether verbal or physical, of any member of the University community including, but not limited to, such actions based on race, religion, gender, disability, age, economic status, ethnicity, national origin, or sexual orientation is considered a very serious offense and will be dealt with accordingly. Acts that fall under harassment include verbal acts and name-calling; bullying, repeated inappropriate behavior, direct or indirect and by one or more persons which undermines an individual's rights to dignity; graphic and written statements, which may include use of cell phones or the Internet; or other conduct that may be physically threatening, harmful, or humiliating. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Harassment creates a hostile environment when the conduct is sufficiently severe, pervasive, or persistent so as to interfere with or limit a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school. Hazing and bullying are unacceptable activities and will result in strict disciplinary action. Bullying is defined as repeated inappropriate behavior, direct or indirect and by one or more persons which undermines an individual's rights to dignity. Hazing is defined as any action taken or situation created on or off campus which causes or is likely to cause mental or physical danger or harm. Any activity which can be termed unsanitary, dangerous, or degrading, or potentially so is unacceptable.
7. All on and off campus social dancing functions must be pre-approved by the Campus Activities office. All functions must be sponsored by an existing, recognized campus organization. All functions must be scheduled through the Campus Activities office and coordinated with the master calendar. All functions must have a minimum of 1 staff members present to supervise activities. All set-up and clean-up functions are the responsibility of the sponsoring organization with supervision from the campus activities office.
8. Students tempted to engage in pranks are urged to consider carefully such possible implications as property damage, disruption of individual rights and privacy, infringement of an orderly campus environment, unusual hardship to the University maintenance staff, and interruption of the normal functioning of the campus schedule. Actions leading to any of the above will result in disciplinary action.
9. Tampering with fire equipment on campus constitutes a serious threat to the safety and welfare of the community and may be sufficient grounds for expulsion. Fire regulations require that passageways and fire exits remain clear at all times. During a fire or fire drill, no

student shall knowingly refuse to evacuate a building. No student shall set off a false alarm.

10. The possession and/or use of weapons is strictly prohibited on property, facilities or vehicles owned, leased, rented, or used by Milligan University, or otherwise under the control of Milligan University.

A weapon is defined as an instrument, substance, or object which is or may be used to threaten or cause actual bodily harm, and includes but is not limited to the following: firearm, ammunition, explosives, explosive weapon, slingshot, switchblade knife, blackjack, knuckles, martial arts equipment, stun guns, paintball guns, BB guns, air rifles, crossbows, bows and arrows, knives with a blade length exceeding 4 inches, items manufactured, altered, or used as a weapon or which cause another item to become a weapon, or any instrument, substance or object which might reasonably under the circumstances be used or perceived as a weapon. This is not meant to include accessories, tools, and objects normally used solely for preparation of food, instruction, personal grooming, and maintenance.

The carrying of, possession, or use of a weapon is a violation of the rules, regulations, and policy of Milligan University, and will result in campus discipline. The offender also may be referred to local law enforcement for criminal charges.

Nothing in this section shall apply to law enforcement officers or to security officers approved by Milligan University in compliance with state and federal law. This Weapons Policy DOES apply to weapons used for educational or ceremonial purposes unless the weapon used for educational purpose has been approved by the Dean of Students, the Vice President for Academic Affairs, or the Director of Property and Risk Management.

11. Milligan University prohibits the use, possession, and influence of alcohol or illegal drugs on campus and at any university functions on or off campus.

Milligan is committed to the intellectual and personal development and Christian discipleship of all students and seeks to emphasize education about the choices, risks, and personal responsibility regarding the use of alcohol.

Alcohol misuse inhibits students' development and is negatively correlated with academic success and personal safety. The vitality of the academic community relies on each member taking personal responsibility for his or her actions, including the use of alcohol and for safeguarding the well-being of others. Therefore, Milligan University expects students to observe state laws regarding alcohol use, particularly those that address underage drinking, and the university holds students accountable for their choices regarding alcohol.

Students may not possess alcoholic beverages or empty alcohol containers on campus, on university property, in personal vehicles on university property, when participating in school sponsored functions/activities, or in on-campus student living areas. Students present in a residence hall room or in an on-campus apartment where alcohol is present and/or being consumed may face disciplinary action for complicity with an alcohol violation.

Milligan students who are 21 or older and who make a decision to consume alcohol are expected to do so responsibly and to honor the biblical expectations of moderation. Milligan

students are expected to observe scriptural instructions which caution against intoxication. Intoxication can occur when consuming alcoholic beverages and also with a variety of other intoxicants, some of which are legal and some of which are not. Students whose drinking creates a risk of danger to the health and safety of themselves or others are subject to disciplinary action.

Students, regardless of age, present in an off-campus setting where alcohol is consumed by an underage student may face disciplinary action for complicity with an alcohol violation. Students who host off campus gatherings are responsible for ensuring the safety, well-being, and conduct of their guests, whether the guests are invited or uninvited. Hosts are responsible to ensure that all guests who choose to consume alcohol do so according to the biblical standard of moderation and university policy.

## PROHIBITED CONDUCT

- A. Possession of alcohol or empty alcohol containers on campus.
- B. Underage possession and/or consumption of alcohol
- C. Complicity in an alcohol violation

Definition: A student who is present and fails to intervene in a situation where another student(s) violate(s) the Milligan University drug or alcohol policy.

- D. Under the influence of alcoholic beverages/intoxication
- E. Misuse of alcohol: rapid consumption of alcohol, binge drinking, or actions that may endanger the well-being of self or others
- F. Provision and/or distribution of alcohol to students under 21 years of age
- G. Irresponsible hosting of event at which alcohol is present
- H. Alcohol-related vehicular violations

Violations will result in disciplinary options outlined below:

The student may choose which option listed under the disciplinary sanctions he/she prefers for a first offense. If a second offense occurs, the student may be dismissed. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), the University prohibits the unlawful possession, use or distribution of drugs and alcohol by students on University property or as any part of University activities. Possession, use and/or distribution of any illegal drug are serious offenses. Consequently, any offender is subject to immediate dismissal. Sanctions imposed for violation of these guidelines shall be consistent with local, state, and federal law and may include expulsion from the University. Incidents may be reported to proper legal authorities for prosecution by government officials.

12. If a student is convicted of any criminal offense(s) other than minor traffic violations subsequent to admission, the student is required within three (3) days after such conviction to report to the Dean of Students the date and nature of the conviction and the court location. The Dean of Students, in consultation with university counsel, will determine whether disciplinary action is warranted, possibly including dismissal from the university. Students who fail to report a new criminal conviction may be expelled.

13. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other University employees acting in the performance of their duties. Students must be prepared to provide proper identification upon request of a University official.
14. Smoking or the use of tobacco or tobacco related products OR products which simulate the use of tobacco (i.e., mechanical/electronic cigarettes/cigars) in any form is not permitted on the campus of Milligan University. Violation of this policy will result in: 1st Offense: Warning; 2nd Offense: \$25 fine; 3rd Offense: Referral to Dean of Students.
15. In accordance with Tennessee Law, students are forbidden to engage in any form of organized raffles or gambling.
16. No one, including faculty, staff members, as well as outsiders, is permitted to sell, solicit, or conduct any business operation or distribute literature in the residence halls or on campus without written permission from the Student Development Office.
17. All demonstrations must register through the Office of Student Development and also follow the guidelines in the Demonstration Policy listed later in this handbook.

## Disciplinary Guidelines

Disciplinary action at Milligan University is viewed as a means of guiding students toward developing Christian responsibility and maturity. This disciplinary action is affected at the discretion of the Dean of Students subject to the Disciplinary Committee, if a formal hearing is requested.

The University reserves the right to refuse, suspend, or dismiss any student without assignment of reasons, if such action is deemed to be in the interest of the University. Public disclosure of reasons shall be at the discretion of the President. Incidents of sexual harassment including sexual assault, domestic violence, dating violence and stalking will be addressed through the University's Sexual Misconduct Policy, when applicable. <https://www.milligan.edu/wp-content/uploads/2021/10/Title-IX-Sexual-Harassment-Policy-2021-2022.pdf>

Notification of disciplinary charges, or any ensuing correspondence, may be sent to the parents/guardians of any financially dependent student. Persons on Social Probation may have specific restrictions or sanctions imposed.

### I. THE DISCIPLINE COMMITTEE

#### A. Composition

The Discipline Committee shall consist of seven (7) members composed of three (3) students, three (3) faculty members and a voting Chairperson who shall be a member of the faculty. The Committee members shall be appointed by the President of the University as early as possible following nominations submitted to him by or no later than the first ten (10) days of the Fall Semester. The President of the student body, shall nominate the three (3) student members. The Dean of Students, in consultation with the Academic Dean, shall nominate two (2) faculty members and the Academic Dean, in consultation with the Dean of Students, shall nominate one (1) faculty member. The Chairperson shall be nominated and appointed by the President of the University.

Additional nominations shall be made as aforesaid if any nomination is rejected by the President of the University. Student members of the committee will not participate when cases involving sexual misconduct are heard by the committee.

B. Term of Service

The faculty members, including the Chairperson, shall serve for a one year term, which shall conclude at the end of Summer session. The student members shall serve for one (1) year term.

C. Vacancies

Vacancies, for any unexpired term, shall be filled by the President of the University following the nomination procedures above. Vacancies shall be filled as soon as possible following notice to the President of the University of such vacancy and upon submission of nominations, such notice being made by the Chairperson of the Discipline Committee. The members of the Discipline Committee may be reappointed for additional terms.

D. Quorum

A quorum shall consist of five (5) members to always include the Chairperson, two (2) faculty members. When cases involving sexual misconduct are heard, a quorum will consist of three (3) members, always to include the committee chair and two (2) faculty members.

## II. PROCEDURES

A. Notice of Charge

Upon receiving notification of a potential violation to the Student Code of Conduct, the Dean of Students shall conduct an investigation and, when warranted, cause a written charge to be made setting forth the person charged, the specific nature of the alleged offense, the time of the alleged offense, if known, and the disciplinary action recommended by the Dean of Students or Academic Dean. The student may choose to accept the disciplinary action recommended by the Dean of Students or Academic Dean.

B. Hearing

Should the accused student desire a hearing regarding the charge, he/she shall request such hearing in writing to the Chairperson within three (3) business days to the receipt of the charge. The Chairperson, upon receipt of a written hearing request, shall set a hearing date within three (3) business days following such hearing request, providing at least twelve (12) hours' notice of the time of the hearing to the accused student and the members of the Discipline Committee.

C. Conduct of Hearing

The Dean of Students or his or her designee shall first present such evidence as desired to support or prove the charge. Thereafter, the accused student may present any evidence in defense or mitigating evidence. The accused student may be supported by anyone from the Milligan University community, including a fellow student, faculty member, staff, administrator, or parent. Witnesses are limited to individuals bringing evidence or eye witness accounts. The Chairperson may limit the number of witnesses giving repetitious evidence. The Discipline Committee Chairperson may reschedule such hearing, from time to time, to receive any additional evidence.

The Chairperson shall rule on the admissibility of all evidence. The accused student shall not be required to give evidence against himself but if the accused student does testify he/she may be required to answer any question touching on the inquiry and the refusal to respond may be considered by the Discipline Committee.

The Chairperson shall permit the presentation of all relevant testimony by the accused student, subject to the restriction set forth above.

D. Decision

The Discipline Committee shall adjourn to Executive Session to make its decision, which shall be made by a majority vote. The Executive Session shall only include Disciplinary Committee members, though the Discipline Committee, in Executive Session, may call the Dean of Students and/or the accused student into the Executive Session for any purpose. The Discipline Committee shall render its written decision within twenty-four (24) hours of the close of the testimony and transmit same forthwith to the accused student, the student's faculty advisor, Dean of Students, Academic Dean, and the President of the University, together with its recommended disciplinary action, which action may be that proposed by the Dean of Students or any other Disciplinary Sanction it deems appropriate, if any.

E. Appeal After Formal Hearing Occurs

Should the accused student or the Dean of Students desire to appeal the decision, or recommended disciplinary action of the Discipline Committee, the appeal shall be made in writing to the President within forty-eight (48) hours of the receipt of the decision of the Discipline Committee by the appealing party. Said appeal shall set forth, specifically, the reason the appealing party believes the decision is erroneous, and what witness testimony or other evidence is believed to support the appealing party, and shall be signed by the appealing party. Copies of said appeal shall be delivered to the Chairperson of the Discipline Committee, the Academic Dean (if appropriate), the Dean of Students, or the accused student (if appropriate) and the President. The Chairperson of the Discipline Committee, upon receipt of an appeal, shall deliver the signed appeal, the record of the hearing (if any) together with any other evidence to the President.

F. Appeal to the President

The President of the University may decide the appeal on the record developed in the Discipline Committee hearing or may request a further hearing or private conference with the accused student and/or the Dean of Students. The President shall render a decision on the appeal within a reasonable time following receipt of same. The President may affirm the Discipline Committee's decision, reverse the decision, modify the same, including the disciplinary action, or may send the matter back to the Discipline Committee for further hearing and/or decision.

G. Support Persons

All parties to any investigation, hearing, appeal, and/or resolution of a potential violation of the student conduct policy shall be provided with the same opportunities to have others present during interviews and/or any further proceedings, including the opportunity to be accompanied by the support person of their choice. Support persons

serve the roles of support, guidance and advice to complainants and respondents. While support persons are permitted to attend any meeting, interview, or other proceedings, their participation is limited to the roles listed above and support persons are not permitted to represent, speak for, or actively participate in any proceedings or disciplinary process. Support persons who are disruptive or do not comply with this policy may be removed or dismissed.

### III. DISCIPLINARY SANCTIONS

The student receiving one or more of the following sanctions shall be considered to be on social probation. The Dean of Students shall enforce all sanctions and keep all other affected offices and persons informed. The following sanctions may be imposed:

#### A. General

The student may be compelled to either do or avoid doing action specified which shall be commensurate with the offense(s).

#### B. Warning

Notice in writing may go to the student warning that continuation and/or repetition of this conduct will be cause for more serious disciplinary action. This warning shall expire in a specified length of time. The Dean of Students will indicate the length of the warning in written communication.

#### C. Counseling

The student may be required to submit to prescribed counseling, including those of a social, redemptive, or educative nature. Any related costs will be borne by the student.

#### D. Reprimand

A written reprimand for violation of any specified disciplinary rule may be sent to the student. The reprimand will inform the student that continued violation of this rule or citation of this student to the Dean of Students for any other rule infraction, will be the cause for more serious action. The written reprimand will remain in the student's file during his tenure at the University, and will be removed at his departure in good standing from the University.

#### E. Campusing

The student may be directed to stay within the confines of the student's dorm room from 7:00 p.m. to 7:00 a.m. for a period of time to be specified by the Discipline Committee, the Dean of Students, or the President of the University up to a maximum of three (3) weeks. The student is limited to class, study activities and meals in the cafeteria on campus during the normal class day. When not scheduled to participate in classes and lab activities, the student will be in the residence hall. From 7 PM to 7 AM, the student is to remain in his or her suite. This will be monitored by the residence hall staff, the RAs under the supervision of the RD.

#### F. Work on Campus

The type and duration of work to be performed and the person to supervise the work may be specified in writing by the Disciplinary Committee or the Dean of Students within two (2) working days. A deadline for completion of the work will be assigned. It



will be the responsibility of the person performing the work to contact the designated supervisor, gather the necessary materials and perform to all specifications. Completion of the assigned work will be reported by the supervisor to the Dean of Students' office. Failure to complete the assignment will result in further disciplinary action by the Dean of Students.

**G. Restitution/Apology**

The student may be directed to make restitution and/or appropriate apologies to the affected parties under the supervision of the Dean of Students.

**H. Exclusion from Extra-Curricular Activities**

The student may be prohibited for a designated period of time from participation in extra-curricular activities or organizations which represent the student body of the University.

**I. Options for Alcohol Infractions**

The student may choose which option he/she prefers for first offense. If a second offense occurs, the student may be dismissed for the remainder of the semester and possibly the following semester.

<b>OPTION ONE</b>	<b>OPTION TWO *Residential Students Only*</b>	<b>OPTION THREE *Commuter Students only*</b>
\$100 fine	\$100 fine	\$100 fine
7-day suspension from campus	Campused for 14-days	Can only be on campus for class purposes for 14-days
7-day suspension from all academic work and classes, no extra-curricular activities	No extra-curricular activities for 14-days	No campus extra-curricular activities for 14-days
Complete 20 hours pre-approved community service immediately following 7-day7-day suspension	Complete 40 hours pre-approved community service during 14-day period	Complete 50 hours pre-approved community service during 14-day period
Possible counseling if circumstances warrant	Possible counseling if circumstances warrant	Possible counseling if circumstances warrant

**J. Suspension**

The student may be suspended from the University for a specified period of time. At the end of this time, student status would resume under conditions determined by the Dean of Students, or the President of the University, with any unexpired sanctions remaining in effect.

**K. Expulsion**

The Dean of Students may recommend to the President of the University that the student be expelled from the University for a specified period of time. Readmission would be considered, upon a Petition for Readmission filed by the accused student with



the President of the University and the conditions for readmission shall be determined by the President of the University at the time of Petition for the readmission.

L. Interim Suspension

If, in the opinion of the Dean of Students and/or the President of the University, the presence of a student, pending a hearing, poses a serious threat to either the students, faculty, staff, administration, property, or the integrity of the University, the Dean of Students may recommend to the President or the President may affect an immediate suspension. In such a situation, a hearing shall be held at the earliest reasonable time.

The University, through the Dean of Students, reserves the right to publish data pertaining to disciplinary hearings.

#### IV. MISCELLANEOUS

A. Intent of Disciplinary Procedures

It is the intent of these procedures to afford the accused student a fair and adequate hearing while, at the same time, protecting the University community from conduct which may be inappropriate or unacceptable as set forth in the Catalog and/or Student Handbook.

B. Waiver of Time Requirements

Nothing, herein, shall prevent the President of the University or the Discipline Committee from waiving any of the time requirements imposed upon any accused student.

C. Modification of Rules

The University may, from time to time, modify these procedures and shall publish such modifications or procedures in writing.

D. Confidentiality

The confidentiality of the evidence, hearing, and procedures taken, other than the decision, shall be maintained to the greatest extent practicable. Members of the Discipline committee who fail to keep such matters confidential shall be subject to removal from the Discipline Committee by the President of the University.

E. Informal Resolution

Nothing, herein, shall prevent the informal resolution of disciplinary action through conference by the Dean of Students, and/or the Residence Hall Director, and/or Resident Assistant with the accused student. If informal resolution cannot be affected, the disciplinary sanctions, other than interim suspension, will be imposed only following the disciplinary procedures outlined in this Handbook.

F. Offenses

Disciplinary action may be taken regarding, but not limited to, any offense set forth in the current catalog and/or Student Handbook.

G. Guests of Students

Guests of students who have permission to stay in student housing shall be subject to

these disciplinary procedures as part of such permission being granted. Guests of students who do not have permission to stay in student housing shall not be entitled to the protection of any of these procedures.

H. Delegation of Authority

Nothing, herein, shall prevent the President of the University, the Dean of Students, and/or the Discipline Committee Chair from designating a cabinet member to act in his stead and to carry out the duties incumbent hereunder on behalf of the University.

I. Service of Committee Personnel

The members of the Discipline Committee shall serve at the discretion of the President.

J. Confidential Disclosures

Information disclosed during counseling session shall be privileged and may not be admitted for consideration unless American Psychological Association Standards require such disclosure or the accused student has given permission.

K. Referral to Committee

The Dean of Students may refer disciplinary matters directly to the Discipline Committee to review the charges against the accused student and to determine appropriate disciplinary action, if any.

## Student Complaint Policy

### ON CAMPUS AUTHORITIES

After students have exhausted appropriate appeals processes by communicating with faculty and staff directly involved in the issue at hand, students may lodge formal complaints, in writing, using the Student Complaint Form available on the university website at <https://www.milligan.edu/about/concerns/> and in the Student Development Office.

**Student Affairs Issues** (e.g. housing, food service, student activities, spiritual life, and parking): Complaints should be directed to the Dean of Students.

**Athletic Affairs Issues** (e.g. athletics, intramurals): Complaints should be directed to the Director of Athletics.

**Academic Affairs Issues** (e.g., faculty, courses, schedules, transcripts, information technology, and registration): Complaints should be directed to the Vice President for Academic Affairs.

**Business Affairs Issues** (e.g. financial aid, student accounts complaints, work-study, bookstore, physical facilities, housekeeping or landscaping/grounds): Complaints should be directed to the Vice President for Business and Finance.

The student will receive a response to complaints within a reasonable time.

Should the response be unsatisfactory, or should a complaint arise for an area not listed above, a formal written complaint may be submitted to the Office of the President.

### COMPLAINT RESOLUTION POLICIES AND PROCEDURES FOR NON-TENNESSEE RESIDENT STUDENTS IN STATE AUTHORIZATION RECIPROCITY AGREEMENT STATES, COMMONLY KNOWN AS SARA.

Student complaints relating to consumer protection laws that involve distance learning education offered under the terms and conditions of the State Authorization Reciprocity Agreement (SARA), must first be filed with the institution to seek resolution.

Complainants not satisfied with the outcome of the institution's internal process may appeal, within two years of the incident about which the complaint is made, to the Tennessee Higher Education Commission ( <https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html> ).

For purposes of the process, a complaint shall be defined as a formal assertion in writing that the terms of SARA or the laws, standards or regulations incorporated by the SARA Policies and Standards ( <https://www.nc-sara.org/resources/guides> ) have been violated by the institution operating under the terms of SARA.

For a list of SARA member States, please visit the NC-SARA website ( <http://nc-sara.org/sara-states-institutions> ). Students residing in non-SARA states should consult their respective State of residence for further instruction for filing a complaint.

### OFF CAMPUS AUTHORITIES

Complaints relating to quality of education or accreditation requirements shall be referred to the Southern Association of Universities and Secondary Schools (SACS), (<https://sacscoc.org/app/uploads/2020/01/ComplaintPolicy-1.pdf>)

Complaints related to the application of state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board. For more information visit [www.tn.gov](http://www.tn.gov).

## Health Services

### Health Clinic

Health services include health and physical assessment, health teaching, health counseling, treatment of minor injuries and problems, and referral to local physicians or other appropriate health care providers. Every case of illness, accident or other medical emergency should be reported at once to the Health Clinic located in Wellness Center (extension 8667 or 423-461-8667).

If the medical emergency is imminent, call 911 immediately. The University is not responsible for providing emergency medical transport. The local rescue squad will be notified and the student may be transported via their medic units or by private ambulance, depending on the circumstances. In less critical situations, students may opt to be transported by friends or family in a private car.

Students requiring special diets may contact the Food Services Director at **423-461-8439** for the necessary arrangements.

All students are encouraged to maintain health insurance coverage on themselves at their own expense. However, the university does provide information on health insurance coverage that can be purchased individually. This information can be obtained through the Student development office.

## Assistance with Emotional Trauma

Assessment and referral services for students who are having difficulties which are emotional in nature are available on campus. Students who are feeling overwhelmed by issues which prevent them from fully functioning in an academic or social way should seek direction from the Counseling Center.

Appointments with the Counseling Center can be scheduled by calling 423-461-8500 or by emailing [counselingcenter@milligan.edu](mailto:counselingcenter@milligan.edu). The Counseling Center staff are able to assess, make recommendations, and provide counseling for interpersonal and personal issues; they may also assist students in obtaining off-campus counseling if preferred or needed. Students may also contact local mental health providers directly. These services may be obtained in the Frontier Health system which provides counseling and evaluation in the Charlotte Taylor Center in Elizabethton (423-547-5950), the Watauga Mental Health Center in Johnson City (423-232-2600) or the Fairview Associates Center in Johnson City (423-232-2670). In each center is a multi-disciplinary team able to provide counseling and other services. Numerous professionals in the medical, psychiatric, psychological and spiritual realms also might be consulted for help with emotional issues.

## SUICIDE THREATS/ATTEMPTS AND IDEATION

In cases in which a student is or perceived a threat to self or others, the University will respond in a way which is significant and immediate and in a way designed to be quick and ensuring reduction of the risk to everyone involved and threatened. The University has limited resources to provide care to an individual displaying threatening behavior, so resources are obtained from other agencies and the threatening student is removed from the campus until an assessment of the severity of risk can be ascertained.

Any member of the Milligan University community who is concerned that another community member may be considering suicide, either through that person's language or behaviors, should immediately notify a staff member from one of the following areas: the Milligan Counseling Center, Student Development Staff, and/or Residence Life Staff. The notified staff member(s) will make a determination about the next step needed. Possible next steps include, but are not limited to:

- A safety assessment completed by mental health workers either at the campus Counseling Center or Frontier Health
- A call to triage at Frontier Health for help in making the determination of next steps
- Transportation to the Crisis Stabilization Unit or appropriate facility off campus for a crisis evaluation
- A short-term stay at the Crisis Stabilization Unit or CALM Center
- Admission to the local hospital or psychiatric hospital

The University will rely on clinical staff to determine the extent and duration of treatment and the course of after-care following discharge.

In the event of admission to a local medical facility, medical clearance to resume academic activity must be provided to the Director of Student Success and Disability Services before the student may resume class attendance and staying in the residence halls.

The University, through the Dean of Students, the Director of Student Success, the Residence Hall Director, and others with a direct responsibility for/to the student, will determine the advisability of the student's return to the academic and residence hall setting. If the decision is that the student's enrollment should be discontinued due to safety reasons, an administrative withdrawal will be imposed and the student must leave the campus within 24 hours. Refunds of tuition, room and board costs and fees will/will not be made in accordance with the policy as stated in the University Catalog.

If counseling is required as a part of the long-term adjustment, this service is to be obtained by the student and paid for by the student, the student's family or insurance carrier. The University assumes no financial obligation for any expenses for medical or continuing care related to these types of medical emergencies.

To return to or continue in school after hospitalization for a suicide attempt or threat, a dependent child must have a written statement of parent/guardian acknowledging awareness of the incident and indicating a desire for the student to continue enrollment.

### CONCERNING BEHAVIOR

When evidence such as the following:

- a student's changed, unusual, uncharacteristic or inappropriate behavior,
- a student's subtle but damaging influences on others,
- other students being emotionally drained or overwhelmed by an individual, other students providing support or reinforcement for emotionally dependent, needy, attention-seeking behavior, is observed or reported,

In this instance the University will act, or for any of the previous bullets, in a manner along a continuum which could include:

1. guidance or direction to community help providers,
2. disciplinary action,
3. termination of enrollment,
4. parental involvement, and/or
5. medical intervention.

## Community Life

### McMahan Student Center

The McMahan Student Center, dedicated in 1987, provides a focal point of campus fellowship and includes the grill, SUB 7, bookstore, and open common space. In addition, this is also where the offices of various members of the Student Development staff, including the Dean of Students are located. If students are interested in getting involved on campus, contact the Director of Campus Activities at 423-461-8335.

## Student Government

The Student Government Association (SGA) exists to build strong community by encouraging and uplifting the student body. Through communication, campus involvement, and community outreach, Student Government seeks to serve God and build Milligan University into a spiritual powerhouse so that we leave behind a lasting legacy. To learn more, visit <https://www.milligan.edu/life/clubs-organizations/sga/>.

## Clubs & Organizations

The mission of Campus Activities is to enhance the student educational experience through challenge and support in mentor relationships, active-learning opportunities and purposeful programming. To learn more about various opportunities for involvement on campus including student organizations, clubs, and campus ministries, visit [www.milligan.edu/student-life/#student-activities](http://www.milligan.edu/student-life/#student-activities).

## Scheduling Events

All planned events by any Milligan student club or organization should be placed on the master calendar in the Campus Activities Office. The Director of Campus Activities assists with reserving rooms and equipment, as well as provides helpful information to ensure the success of both reoccurring and new events. For a schedule of activities and events, visit Milligan Today at <https://today.milligan.edu/>.

## Music Groups

To learn more about Milligan's various music groups, visit [www.milligan.edu/student-life/#student-activities](http://www.milligan.edu/student-life/#student-activities).

## Publications

*"The Stampede* is the Milligan student-run news service, which can be found online, in print, and by podcast. *The Stampede* offers regular news, features, and information about the university community and serves as a forum for opinions and reviews. *The Stampede* publishes writing, photography, video and audio, and students from all disciplines are welcome to join the staff or contribute. Contact faculty adviser Jim Dahlman ([sjdahlman@milligan.edu](mailto:sjdahlman@milligan.edu)) to learn more. Send news, tips, information, comments, and questions to [mcstampede@my.milligan.edu](mailto:mcstampede@my.milligan.edu)."

## Food Service

### MCCORMICK DINING CENTER

The goal of the dining service is to meet the needs of students by offering a nutritionally well-balanced meal through multiple food selections, served in a comfortable atmosphere, as expedient as possible while allowing time for fellowship and meeting schedule requirements. To further meet the needs of schedules and meal choices, exchange meals will allow board students to take 30 meals per semester at the Grill. Application for meal plan exemptions should be made in the Student Development office before the drop/add period ends. To enter the dining center, boarding students must present their student ID to be scanned by computers at the door. Board plan information is recorded using bar codes on each ID, thus it is critical to have your ID to enter. Those with lost/misplaced ID's must pay per meal to enter until they have an ID. A refund of meals paid for will be made upon the presentation of the ID. The board plan program is designed for "all you can eat" per meal while in the dining center. No food or beverages are permitted to be taken out of the dining center other than those that have been approved

(sick trays, sack lunches, etc.) Please do not remove any dining center service ware. Dishes and silverware are to remain in the dining room. Each person must wear shoes and a shirt while in the dining room for health and sanitary reasons.

### SNACKBAR ACCOUNT

Students may also use the option of the SnackBar Plus Account to provide a credit line at the Student Union Grill. Plus Accounts may be purchased at registration or at any time throughout the semester from the Snack Bar manager. Commuters or non-board students living in the MSA Suites may also purchase SnackBar Plus accounts, entitling a student to a 10% bonus credit to eat at the McCormick Dining Center as well as the Grill. Any unused Plus Account balance remaining at the end of the Fall Semester will be transferred to the Spring Semester. Any unused balance remaining at the end of the Fall and Spring semesters will be transferable as long as a student is still enrolled at Milligan University. Any balance remaining after a student is no longer enrolled will be forfeited.

## Spiritual Life

### Church Involvement

Members of the Milligan community are encouraged to use Sunday to give primary attention to worship, rest, fellowship, and Christian service. Milligan University strongly encourages students to get involved in a local congregation. Finding a church home is an important component of spiritual growth as it creates opportunities for service, worship, and intergenerational connection beyond campus. Area congregations consistently welcome Milligan students and appreciate the contribution they make to the life of the church. For help connecting with a local church, students may contact the Church Relations Office for assistance 423-461-8708.

### Campus Ministry

Spiritual formation – the development of personal faith, Christ-like character, and a vision of God’s Kingdom in the world – lies at the heart of the Milligan experience. The process of Christian spiritual formation happens as we intentionally exercise together those practices that the church has long identified as nurturing to faith: prayer, corporate worship, reflection on Scripture, cross-cultural engagement, and service to others. These disciplines feed the life of the Spirit in the growing disciple, forming in him or her the character of Jesus, and the result is a life increasingly marked by servant-leadership.

Creating opportunities for students to experience and grow in spiritually forming practices is the responsibility of the Campus Ministry. Working with various extensions of the Campus Ministry Team (Vespers, Fellowship of Christian Athletes, SGA Spiritual Life Branch, Chapel Planning Team), the Campus Minister oversees programs aimed at faith development and provides pastoral care to the campus community.

### Spiritual Formation Program

In support of its mission of educating men and women to become servant-leaders, Milligan University requires undergraduate students under age 23 to participate in its Spiritual Formation Program. Students are required to accumulate 150 Spiritual Formation Program (SFP) credits to graduate. SFP credits are earned by participating in chapel and convocation services, approved community service

projects, and other events geared toward spiritual formation. A calendar of qualifying SFP events is published at the beginning of each semester and maintained on the University website. Only activities listed on the SFP calendar, or additional events approved by the Campus Ministry Office, will qualify for SFP credit.

### CHAPEL AND CONVOCATION

Chapel has been a central feature of life at Milligan from its very beginning. Chapel and convocation provide the opportunity to come together to worship, pray, learn, and share our stories. Chapel services (Thursdays at 11:00am) typically consist of times of corporate worship and teaching. These services aim to be inclusive by reflecting the diversity and giftedness of the entire campus community. Convocation services (Tuesdays at 11:00am) follow a different format, focusing on the integration of faith and learning. Convocation services may include such elements as panel discussions, arts/cultural presentations, guest lectures, films, concerts, and community-building events.

Chapel/Convocation is a time for the campus community to come together in worship and learning. To honor God and allow His Spirit to form us, each of us must do our part. Students should bring open hearts and minds, a willingness to engage with the service, and a respectful attitude for both those around them and those leading the service. Portable electronic devices, homework, and other distractions should be set aside during chapel in order to allow you and those around you to focus and participate.

### CAMPUS MINISTRY PROGRAMS

In addition to chapel and convocation, other Campus Ministry programs can qualify for SFP credit. These include diversity forums, campus conversations, devotional breakfasts, select FCA events, and programming during special emphases such as Justice Week or Spiritual Renewal Week. Local service opportunities through LINC may qualify for credit as well as certain community events approved by the Campus Ministry Office.

### EXEMPTION

Exemption from SFP attendance will **not** be granted. This includes but is not limited to:

- athletes with schedule conflicts due to team events and responsibilities.
- commuters without classes on Tuesday & Thursday.
- schedule conflicts due to job or internship responsibilities.
- schedule conflicts due to classes at other educational institutions (e.g. ETSU, ECS).
- academic major field experience (e.g. nursing clinicals, student teaching, required internships, study abroad programs).

CCCU Semester Abroad Study Programs and the Mountain Christian Church Semester In Ministry program can qualify for 19 SFP, pending pre-approval by the Campus Minister and completion of required assignments.

All traditional undergraduate students are required to accumulate 150 SFP credits to graduate. Students anticipating a semester during which chapel attendance will be difficult need to plan ahead to stay on track with the SFP requirement. As the SFP requirement applies only to students under age 23, students falling outside this guideline can apply for SFP Exemption By Age. There are two types of exemption by age: Full Exemption and Partial Exemption.



### FULL EXEMPTION BY AGE

Students who have already reached age 23 by the start of their first semester at Milligan, or who have previously completed a bachelor's degree, can qualify for full exempt status. Full exempt status means that the student is not required to participate in SFP. Students seeking full exempt status must fill out a form in the Campus Ministry Office.

### PARTIAL EXEMPTION (REDUCED REQUIREMENT) BY AGE

Students who turn 23 while enrolled at Milligan can qualify for partial exempt status. Partial exempt status operates differently from full exemption, in that partial exemption does not mean that the student is no longer required to participate in SFP. Instead, partial exemption reduces the number of SFP credits required to graduate. The student qualifying for partial exempt status is still responsible for fulfilling this reduced requirement, which is calculated based on how many full-time semesters the student has completed before qualifying for partial exempt status. For example, a student who completes three years of school and then turns 23 during the summer before the start of their senior year may qualify for partial exemption. Partial exempt status would apply from that point forward, so the student's SFP requirement would be reduced by one year's worth (38 SFP), from 150 credits to 112. The student would therefore be required to accumulate 112 credits to graduate and may complete these during the senior year if necessary.

NOTE: Students who have completed 8 full-time semesters of university before reaching age 23, whether at Milligan or in combination with attendance at another institution, will not be granted Partial Exempt status. Students in this scenario will be responsible for the full 4-year requirement of 150 SFP.

Partial Exemption by Age operates on a full academic year basis. Students may apply for Partial Exempt status at the start of the first fall semester following their 23rd birthday. Students turning 23 during the school year must wait until the following fall semester to apply.

Students seeking Partial Exempt status must fill out an application through the Campus Ministry Office, meet with the Campus Minister. A student is not considered exempt until this process is complete and the application is approved by the Campus Minister.

### PRORATING

First-year and transfer students who bring at least 13 credit hours to Milligan will receive prorated SFP credits according to their class standing (see chart below).

Class standing	Semester	Qualifying credit hours	Prorated SFP credits
Freshman	1st semester	0-12	(0)
	2nd semester	13-25	19
Sophomore (26 credit hours)	1st semester	26-41	38
	2nd semester	42-57	56
Junior (58 credit hours)	1st semester	58-74	75
	2nd semester	75-91	94
Senior (92 credit hours)	1st semester	92-109	113
	2nd semester	110-128	131

Students who begin at Milligan, transfer to another institution, and are then readmitted to Milligan will receive prorated credits for semesters enrolled elsewhere. These will be added to the actual credits accumulated during their previous semesters at Milligan.

### POINTS TO REMEMBER

- The schedule of approved SFP events is available online at [www.milligan.edu/student-life/faith-worship](http://www.milligan.edu/student-life/faith-worship). As additional events are added through the semester, they are publicized through campus email and at [www.today.milligan.edu](http://www.today.milligan.edu).
- Students need to earn an average of 19 SFP credits per semester in order to reach the graduation requirement of 150. A detailed record of students' SFP accounts including credits earned is available online at <https://portal.milligan.edu/sfpcheck/>.
- Milligan University does not grant degrees to students who fail to satisfy the SFP graduation requirement. Students who complete their coursework but do not reach 150 SFP before graduation may be allowed to return the following semester to earn the needed credits. Seniors who are deficient in SFP may not be offered alternative means of earning credits.
- Attendance at Chapel/Convo and most other SFP events is tracked by scanning student ID cards. To receive credit, students must present their ID to be scanned by an authorized person. Each card must be scanned no later than 5 minutes after the start of the event, and students must remain until the conclusion of the event. Students who scan in must remain for the duration of the event to receive credit.
- Students who scan in and then leave prior to the conclusion of an SFP event are assumed to be falsifying their attendance. Students caught falsifying SFP attendance or assisting others in falsification (scanning another student's card) will lose all credits earned during the semester and forfeit the right to earn additional credits for the remainder of that semester.

Questions regarding SFP should be directed to the Campus Ministry Office.

## Residence Life

### Residence Life Mission

The goal of the residence staff at Milligan University is to provide the physical environment and professional services to help students have an effective educational living/learning experience which will contribute to every aspect of student life – spiritual, social, academic, and physical. Interaction and cooperation are essential to personal growth in the residence hall. To this end, students and staff work together to communicate clearly, to encourage one another, and to uphold fairly the standards of communal living.

Membership in an academic community of Christians carries with it certain responsibilities. Residents are expected to abide to the Expectations & Responsibilities for Students and conform to all rules of the University, as well as local, state, and federal laws. The Milligan community is obliged to renounce behaviors and attitudes that do not follow these guidelines and seek God's forgiveness and help so that we may grow in grace and righteousness.

The University affirms the right of each student to a degree of privacy. Rooms, apartments, and furnishings are the property of the University, and the University has the obligation to prevent the use of the University rooms for purposes that are either illegal or in violation of campus regulations. Therefore, the University administration (or its authorized personnel) reserves the right to enter rooms and units at any time for inspection and search purposes. Any such room inspections or searches will be conducted with valid reasons and discretion. Inspections and searches may be conducted without the presence of the resident. All rooms and units are subject to spot checks by the Resident Director who is required to approve the use and condition of each room. Students agree to take care of rooms and furnishings in a satisfactory manner and to pay for damages (beyond normal wear) which occur while they are assigned to that room.

## Residence Life Staff & Student Leadership

### *DEAN OF STUDENTS*

The Dean of Students oversees all aspects of the residence life program and works with other University staff on special programs and projects such as student leadership development and other areas of service to students.

### *DIRECTOR OF HOUSING*

The Director of Housing facilitates housing sign-ups, room changes, singles requests, roommate switches, and lost keys.

### *RESIDENT DIRECTORS*

Resident Directors (RDs) are members of the student Development staff. Each Resident Director is responsible for administering and operating a residence hall and supervising Resident Assistants to ensure the general welfare of residents and the University. Resident Directors and their staff are officials of the University, and they operate under the jurisdiction of the University administration. RDs reside in their respective residence halls.

### *RESIDENT ASSISTANTS*

Resident Assistants (RAs) are students who assist the Resident Director in the supervision, counsel, and direction of life and activities in the residence hall. They are resource people, liaisons, and informal counselors. By close contact with their peers, RAs challenge students to make the most of their University experience.

## Undergraduate Housing

Community is a central focus at Milligan, and we believe that living in close proximity to friends and classmates is a big part of what it means to join the Milligan family. Therefore, we require that all traditional students at Milligan live on campus (see Housing Policy below) in one of 11 residence halls.

Information about each residence hall can be found online at <https://www.milligan.edu/life/housing-dining/>.

## MSA and Emmanuel Village

All residents of Milligan Student Apartments and Emmanuel Village must follow the guidelines outlined in their lease contract.

Members of the Emmanuel Village may display flags from their country of origin. Other national flags may be displayed with permission from the apartment manager.

Residents of MSA and Emmanuel Village are not permitted to have personal belongings outside their apartments without approval from the apartment manager.

### *MILLIGAN STUDENT APARTMENTS*

A limited number of University-owned apartments are available for married, exempted/graduate, and/or select students. Additional information and application forms may be obtained from the Student Development Office.

### *EMMANUEL VILLAGE*

Apartments at the Emmanuel Village are reserved with a priority for seminary students and graduate students. Space is limited, so students must apply early. All residents of the Emmanuel Village must follow the guidelines outlined in their lease contract.

## Housing Policy

### *ON-CAMPUS HOUSING REQUIRED FOR UNDERGRADUATES*

Milligan University has traditionally been a residential university and continues to support the concept that community living as part of University life complements the academic experience and contributes to holistic development of the student. Consequently, all traditional undergraduate students are expected to take room and board on campus. Exceptions to this policy are:

1. Any student who is married
2. Any student who is living with a member of his/her own immediate family (parents, grandparents, married brother or sister)
3. Any student who has completed 128 semester hours or eight semesters of full-time academic work
4. Any student whose total load for a given semester is less than 9 hours
5. Any student who is a veteran of more than one year
6. Any student who will be 23 years or older prior to the start of the fall semester

## OFF-CAMPUS HOUSING REQUEST: COMMUTERS

Students must meet the housing exemptions outlined under “Housing Policy” and request off-campus approval from the Student Development Office if planning to live off campus. Off-Campus forms are available in the Student Development Office and should be completed before room sign-ups each spring. Any student living off campus without the Dean of Student’s prior knowledge and approval will be at risk of dismissal.

## HOUSING CONTRACT / LEASE AGREEMENT

All residential students must complete a Housing Contract during the check-in process. The contract period is for the fall and spring semesters. Priority for University housing is given to undergraduate students enrolled for nine credits or more each semester. Students enrolled part-time may request housing as space permits. A student contracts for a space on campus but not for a specific residence hall, room/apartment, or roommate assignment. The University reserves the right to:

1. assign roommates unilaterally.
2. reassign students who are without roommates.
3. use a room when it is not occupied.
4. assign single rooms.
5. reassign students to different rooms or residence halls in the event such reassignments are determined necessary.

Upon signing the Housing Contract, students (and their parent/legal guardian) agree to accept responsibility and the legal obligation to pay all room and meal plan charges and other fees incurred. Although the student’s parents or legal guardian may serve as co-signer, the student remains primarily responsible and legally obligated to Milligan University.

## Housing Assignments

### ROOM SIGN-UPS

Each spring semester, returning students may choose housing assignments for the upcoming academic year. Students requesting to live in the Milligan Village, Kegley, Quillen, or Williams must complete an application. Suites are determined by seniority of the applicants.

**Village Applications** – To apply to Milligan Village, students must meet the following criteria:

- Rising juniors and seniors may apply for Milligan Village housing – Junior or senior is determined by the number of credit hours that will be completed by the end of the spring semester. Juniors must have 58 hours completed, and seniors must have 92 hours.
- Any prior academic or social violations will be considered. Applicants must not have received a school-instituted suspension for any reason in the last 12 months.
- Applicants are expected to live in the Village both semesters. If a roommate is to be gone a semester (due to graduation, study abroad, etc.), it is the suite’s responsibility to find a

replacement to be approved by Student Development. If a replacement is not found, a roommate may be assigned to you, or the entire suite may be relocated.

- The cost of the Village includes a modified meal plan of 75 meals a semester. There is no exemption from this meal plan.

**Kegley, Quillen, and Williams Applications** – to apply to KQW, students must meet the following criteria:

- Rising sophomores and older may apply for KQW housing. Applicants must have completed 26 academic hours by the end of the spring semester.
- Groups will be ranked by total number of academic hours of the suite and placed most hours to least.
- Any prior academic or social violations will be considered. Applicants must not have received a school-instituted suspension for any reason in the last 12 months.
- Applicants are expected to live in Kegley, Quillen, or Williams both semesters. If a roommate is to be gone a semester (due to graduation, study abroad, etc.), it is the suite's responsibility to find a replacement to be approved by Student Development. If a replacement is not found, a roommate may be assigned to you, or the entire suite may be relocated.
- All suites contain four single rooms with the exception of two suites in each building which have two single rooms and one double room. These suites will be assigned to the groups lowest in seniority. Students living in the double rooms will be charged a reduced rate for the year.

Students requesting to live in Hart, Sutton, or Webb may either request to keep their same room, or they may attend the housing lottery to sign up for a different room. All students must sign up with a roommate. Students will not be permitted to reserve a room for the upcoming year without having a roommate listed. Students may request a single room if space allows, but they must still sign up with a roommate if they wish to choose their own room. Students requesting a single room will be added to a Single Room Waiting List, and singles will be awarded throughout the summer according to seniority and as space allows. Any returning student who does not sign up for a room will be assigned housing and a roommate at random over the summer by the Director of Housing.

### **SINGLE ROOMS AND ROOM CONSOLIDATION**

Due to space limitations, single rooms are granted on an availability basis and are usually not available for the fall semester. As single rooms become available, priority is given to those who placed their name on the Single Room Waiting List during spring room sign-ups. Single rooms will be awarded based on seniority which is determined by total earned credit hours. Single rooms are not guaranteed. All students residing in a single room will be charged the single-room rate regardless of circumstance. Students requesting a single room must still sign up with a roommate during room sign-ups in the spring. (See "Room Sign-ups".)

Residents who do not have a roommate may be assigned one at any time during the semester given a 24-hour notice. Students who have a vacant space in their rooms when the residence halls close for break must prepare their room before they leave in the anticipation of a new roommate. Occasionally due to an early withdrawal or a “no show”, students may have a single room that was not anticipated. If space allows, residents may be given the option of paying the single room charge to keep their single room. Students who do not desire to pay for a single room will be given the opportunity to room with another student who also does not have a roommate. It is left to the parties involved to arrive at a mutual agreement regarding which room they will occupy. If a decision cannot be reached, it will be determined by the Director of Housing. If the student does not choose a roommate, a roommate may be assigned by the Director of Housing. Students occupying single rooms will pay the single room rate regardless of circumstances. Final charges are made in the Business Office.

### ROOM CHANGES

Guidelines for room change may be obtained from your RA. Approval must be received from both your present and future RA and RD before any change can be made. Upon approval, students must complete all required paperwork prior to moving and complete a room check-out with the RA. (See “Room Check-out Procedures”). Students who move to another room without permission may incur a fine and may be required to return to the originally assigned space. Room changes will be made during the first week of the spring semester at the direction of the Housing Director. These changes may occur at the end of the fall semester or the beginning of the spring semester depending on all the residents involved as relayed by the Housing Director. Room changes for spring semester must be requested prior to Fall Finals Week, and all room changes must be completed by the last day students are required to leave for Christmas Break. The Residence Life staff will provide guidelines for this transition time.

### CHECK IN/OUT PROCEDURES

Students should follow check-in procedures as communicated by the University. Students are not permitted to check in to the residence halls prior to the time nor check out of the residence halls after the time articulated by the Student Development office. No students will be allowed to remain in the residence halls during Christmas Break. Students who have not been given permission to stay beyond the time of checkouts are to return to campus no earlier than 24 hours before classes begin. Students not approved to remain in the residence halls will be fined and charged for each night they stay beyond the time of checkouts.

Residents must complete the end-of-semester (following fall semester) and end-of-year (following spring semester) check-out procedures to ensure they are not assessed damage or cleaning charges for which they are not responsible. Though all students hold responsibility for the cleanliness of their room, the last resident to checkout is responsible for the final cleaning and may be charged for any infraction listed below. Failure to properly check out before leaving campus may result in a charge for each infraction listed below.

During end-of-semester checkouts, students must:

- sign up for a designated check-out time with their RA.

- clean their room and bathroom thoroughly.
- defrost refrigerators (with the exception of Milligan Village residents), remove all perishables from the room, and unplug all items.
- keep all trash out of the hallway at any time. It must be taken to the outside location for collection.
- review the condition of their room and confirm the room is ready for the Holiday Break with a Residence Hall staff member.
- lock windows and doors, including bathroom suite doors.

During end-of-year checkouts, students must complete the above as well as:

- remove ALL personal items from their room.
- thoroughly clean their room and bathroom which includes sweeping all the floors and dusting every surface.
- take all trash to the outside location for collection. Students should not leave trash in the hallway at any time.
- review the condition of their room with a Residence Life staff member using the Room Inventory Form which was completed when the students checked in to their room earlier in the year. It is on file with Residence Life. Complete and sign Room Inventory Form and give it to the Residence Life staff member at the time of checkout.
- return room keys to the Residence Life Staff member.

Students who leave without following the above procedure will accept full liability for damages as assessed by the Residence Life staff. All residents must be completely checked out by 5:00 p.m. of the day following the last day of final exams. Students participating in graduation may remain until 2:00 p.m. the day following graduation. Students who have a pre-approved, school-related commitment that requires them to remain in the residence hall beyond end-of-year checkout must receive approval from the Director of Housing. Students moving into summer housing will move to their new room the day following graduation or as instructed by the Director of Housing. Students who have not been given permission to stay beyond the time of checkouts will be fined and charged for each night they stay beyond the time of checkouts.

While Resident Assistants conduct an initial walk through with students who are checking out, a final assessment of the room is completed by the Resident Director and Dean of Students. If damages occurred or the room was not sufficiently cleaned, a fine will be assessed to all residents who occupied the space. It is not the responsibility of the RAs to assess fines; however, they may help guide residents toward issues that could result in check-out fines.

## KEYS

Keys will be issued at the completion of room check-ins. Students must promptly return the keys to the Residence Life staff at the time of check-out. Students changing rooms or withdrawing must return the key directly to the Residence Life staff. Room keys may not be duplicated. Under no circumstance should residents allow someone else to use their key. Anyone who illegally possesses, uses, or duplicates a



University key will be subject to a fine and/or judicial action. A resident may not be let into someone else's room without that person's consent.

**Lost Keys:** Residents who lose a key to their room will have 24 hours to notify the Residence Life staff that the key is lost. After this 24-hour period, the student will be charged for the lost key and given a replacement key.

**Lock Outs:** Residents who are locked out should contact an RA. Appropriate University ID may be requested before entry to a residence hall room. Residents may be charged if lockouts occur frequently.

## Community Guidelines and Safety Policies

### HALL MEETINGS

Meetings are held throughout the semester to inform students of University policy and events and to receive feedback from residents on how the living environment may be improved. Each resident is required to attend mandatory meetings.

### RESIDENCE HALL HOURS

Guests may be entertained in the lobby of the residence hall from 9:00 a.m. until closing time (12:00 a.m. Sunday-Thursday; 1:00 a.m. Friday-Saturday). Visitors should always enter the main entry of the residence hall. Members of the opposite sex are not permitted beyond the main lobby except during specified Open Dorm Visitation.

Residence halls are closed during all-school holidays, and students should be out of their residence hall at the time set by the Student Development Office. Students should not return more than 24 hours prior to the beginning of classes. Any student finding it an absolute necessity to remain after official holiday closing must receive permission to stay from the Director of Housing three days before the holiday begins. (See "Holiday/Break Housing Policy".)

Residents are requested to inform their Resident Assistant when leaving campus overnight so they may be contacted in case of emergency. A location and phone number where they are staying is recommended. When leaving the campus due to an emergency and the Resident Assistant is not available, contact the Resident Director.

The residence halls are locked at all times except during open dorm visitation hours. Sutton Hall doors are open during cafeteria hours, but doors to the residential floors are locked at all times except during open dorm visitation hours. Room keys will also unlock the outside door of the residence hall. Students should lock their rooms at all times and carry their keys whenever leaving their room. Students will return keys during the check-out process (whether at the end of the semester, during room changes, or when withdrawing).

### OVERNIGHT GUEST POLICY

No overnight guest of the opposite gender permitted at any time in student housing. All guests should be the student's peers. Parents and those who are not peers are not to be invited to stay in University housing. Guests are limited to a three-day visit, no more than two times per month. Residents should confer with their roommate prior to having guests stay overnight. Milligan University commuter students and guests are prohibited from being routine overnight guests in University housing. Under no circumstance should residents allow someone else to use their key, and residents must be present for any external/internal door to be unlocked and opened. Exceptions must be cleared with the Dean of Students. The Student Development Office has information regarding nearby hotels and rooms for rent.

### **VISITATION POLICY**

Men and women may visit each other's residence hall rooms only during specified hours for open dorm visitation. Any visitors of the opposite gender at any other time are deemed as a Visitation Violation and is subject to disciplinary action. All attempts to mislead during a visitation violation will result in additional disciplinary sanctions. All incidents of sexual misconduct are automatically referred to the Dean of Students. Please note: All visitation violations will have an adverse effect on the entire Residence Hall which may lead to the loss of all visitation rights for all the residents. Each individual's behavior directly affects the privileges of all.

### **OPEN DORM VISITATION HOURS**

Specific open dorm visitation days will be communicated via campus-wide email. This tradition provides excellent fellowship and encourages students to take greater pride in their living areas. While visitors are present, bedroom doors must remain completely open with a light source on at all times. Under no circumstances should a student be with another person with whom they are romantically involved without having the door open. Students and visitors must comply with any reasonable requests by Resident Life staff.

#### **Hart, Sutton, Webb**

Wednesday: 7:00 p.m.-11:00 p.m.

Friday: 7:00 p.m.-12:00 a.m.

Saturday: 7:00 p.m.-12:00 a.m.

#### **Kegley, Quillen, Williams**

Wednesday: 7:00 p.m.-11:00 p.m.

Thursday: 7:00 p.m.-11:00 p.m.

Friday: 7:00 p.m.-12:00 a.m.

Saturday: 7:00 p.m.-12:00 a.m.

#### **The Milligan Village and MSA**

Wednesday: 7:00 p.m.-11:00 p.m.

Thursday: 7:00 p.m.-11:00 p.m.

Friday: 5:00 p.m.-12:00 a.m.

Saturday: 5:00 p.m.-12:00 a.m.

Sunday: 1:00 p.m.-7:00 p.m.

### **QUIET HOURS**

Respect should be paid to all other residence hall students. Reasonable quiet levels should be maintained in the residence hall at all times, and a study time will be from 9:00 p.m. to 9:00 a.m. Members of each residence hall may decide on their own to alter quiet times; however, a minimum of 11:00 p.m. to 8:00 a.m. is required. Instruments, radios, stereos, TV sets, etc. must be played at low volume to not disturb other students, staff, or neighbors and to help create a productive study environment.

### **ROOM PERSONALIZATION GUIDELINES**

Students are not permitted to paint their rooms or units.

Tacks, drilling, staples, and nails are not permitted in walls, wood trim, furniture, or doors. Contact paper, tape, wallpaper, stenciling, and paneling are not permitted. The use of white plasti-tak and removable adhesive is permitted. 3M command strips are permitted but must be left behind for housekeeping staff to remove.

All personal decorations must remain inside the student's room or apartment and must not be displayed in the hallways or windows, with the exception of plants in a single-color planter.

### **LOFTS**

The University has a limited number of lofts available for students in Webb, Sutton, and Hart. No outside lofts, either bought or made, are allowed to be utilized in the residence halls. Students can sign up to request a loft with the Residence Life staff during move-in weekend, and lofts will be distributed throughout the first week of the semester. One loft is permitted per room.

### **APPLIANCES AND ELECTRONICS**

The electrical service in the rooms will allow for small appliances, such as hairdryers, electric razors, computers, stereos, TVs, and radios. Students are permitted to have a small dorm-size refrigerator (up to 4.3 cu ft.) and small microwave oven (700 watts max.) in residence hall rooms, with a limit of one each per room (2 total in each Kegley/Quillen/Williams suite). Such appliances must be connected to a power strip with a self-contained circuit breaker.

### **UNIVERSITY FURNITURE**

University furniture, including lounge and study room furnishings, signs, and decor must not be taken to student rooms, shifted from one room to another, or taken from the buildings for any purpose. Furniture will remain in the student room in which it has been placed unless written permission has been given by the Dean of Students. Waterbeds are not allowed. Dismantling or reconstructing beds or other furniture provided in the room is prohibited unless authorized by the Director of Housing. This includes the unbolting of brackets, standing of beds on end, stacking of furniture, etc.

### *COMMUNITY AREAS, STUDY ROOMS, LOBBIES, AND LOUNGE AREAS*

The Residence Hall staff will discuss the management of areas shared by students in each hall. Although community areas are cleaned several times each week by the housekeeping staff, residents are expected to participate in keeping their residence hall a clean and livable environment. Community furnishings are not to be removed. For a group activity, residents may reserve the lounge of their dorm lobby through the Director of Campus Activities.

### *HALLWAYS AND COMMON AREAS*

Hallways should remain clear at all times. No personal items such as trash, drying racks, furniture, shoes, etc. are permitted in the hallways at any time. No personal belongings should be kept, hung, or displayed outside the room, including the door unless otherwise articulated by the Resident Director.

### *WINDOWS, ROOFS, STAIRWELLS, BALCONIES*

No objects or substances may be dropped, thrown, or poured from a stairwell, out of a window, or off a balcony or roof. Climbing on the outside of any building is prohibited, and no student shall be allowed on any roof or balcony at any time. Such acts are extremely dangerous and will be considered a discipline matter in addition to being subjected to a fine. No personal items are to be displayed in windows.

### *BICYCLES*

To comply with State Fire Codes, bicycles may not be parked in walkways, hallways, stairways, or entrances. Residents must store bicycles in their rooms or designated areas. This guideline is also applicable to all resident and academic buildings.

### *INSURANCE*

Residents may wish to consider personal insurance for their belongings. The University carries no insurance on student property and accepts no responsibility or liability for its security.

### *DISCIPLINARY GUIDELINES*

If residents violate the Milligan University code of conduct or University policies, they face the possibility of disciplinary action. Disciplinary action in the residence halls and at Milligan University is viewed as a means of guiding students toward developing Christian responsibility and maturity. See the University's full [Disciplinary Guidelines](#) in this Student Handbook.

## INSPECTIONS

Regular room inspections are held monthly as scheduled by Residence Life staff to assure the health, cleanliness, and safety conditions of student-occupied rooms. Students violating these conditions may either be fined or asked to clean their room for a second room inspection within the following 24 hours. Students who refuse to comply with such requests may be fined an additional charge and may receive a referral to the Dean of Students. Unannounced room inspections can be held at any time.

**Room Entry** - The entry by University officials into an occupied room to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical condition of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant.

**Search** - The entry by University officials into an occupied room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances which require immediate attention. To enforce University policies, University officials upon reasonable cause to believe may enter an individual room to make a search and seizure of illegal or otherwise forbidden items which may be used as evidence in any subsequent disciplinary proceedings. Searches may be conducted in the presence of the student concerned providing the student is not disruptive to the search. Residents of the room may be asked to vacate the room. Searches will be conducted by a University official, accompanied by at least one other person. Due to the thoroughness of the searches, it is likely that not every belonging will be returned to its original location. Searches conducted by local, state, or federal police without a University official's request to do so will require a valid search warrant or consent of the party whose person or property is to be searched.

**Emergency** - Entry by University authorities into an occupied room when there is imminent danger to persons, properties, or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant.

Entrance policy for staff members includes knocking on the door, stating who they are and why they are entering the room followed by a brief pause before keying into the room/apartment.

## TRASH

All residents are responsible for the cleanliness of their own room and bathroom. All trash must be taken out weekly and deposited in a university trash dumpster. Residents may not deposit personal trash in lobby trash cans or place trash in the hallway. Room inspections are held monthly by the Residence Hall Staff to ensure proper health, cleanliness, and safety standards are being maintained throughout the residence halls.

## PROHIBITED ITEMS AND ACTIVITIES

### UNPERMITTED ACTIVITIES

Activities such as biking, soccer, basketball, roller-blading, skateboarding, wearing cleats, wall climbing, Frisbees, paint guns, water fights, etc. are not permitted in the residence halls or apartments. No hoverboards are permitted on campus property. Also review the institutional policy on pranks.

#### AIR CONDITIONERS

Room air conditioners (110-volt max per room) are not permitted without submitting an AC Request Form completed by the student's physician and subsequent approval by the Director of Housing. Students living in housing without central air may request consideration for a room air conditioner. In these cases, students must provide their own room air conditioner, and an additional charge of \$100 per semester will be added to the account of the requesting student. Medical necessity and approval must be obtained each year by the student. Residents in rooms with unapproved units will be subject to disciplinary action and fines.

#### ALCOHOL ADVERTISEMENTS

Advertisements advocating the use of beer, liquor, and wine as well as paraphernalia showing the trademarks or slogans of these beverages are not permitted on University property.

#### ANTENNAS

Students are not permitted to affix antennas to the building or to attach leads to University antennas or existing cables. There is a \$50 fine for attaching leads to the TV cables. Infractions will also be dealt with by the local cable company.

#### CANDLES, LANTERNS, POTPOURRI, INCENSE

Candles, Lanterns, Potpourri Candles, Simmering Potpourri, Plug-In Deodorizers, or other flammable items are strictly forbidden in the residence halls. Violation can result in fines and disciplinary sanctions.

#### HEATING APPLIANCES

Open coil heating units, hot plates, indoor grills, toasters, or ovens are not permitted in the residence halls.

#### OBSCENE LANGUAGE/PICTURES

Obscene language, literature, or pictures are not tolerated in and around the residence hall. The University reserves the right to remove questionable posters or material.

#### PETS

Pets are strictly forbidden. Residents may have one 10-gallon (max.) aquarium for fish only. Any other animals or pets in the residence halls should be reported immediately to an RA or RD. The first violation will result in a \$50.00 fine.

## WATER GAMES

Use of water balloons, water guns, etc. is forbidden inside buildings.

### *FINES*

All fines are charged to the student's account within two weeks. Disciplinary fines are separate from making restitution for direct damages (see below in "Room/Hall Damage Charges"). Fines can be paid at the Business Office or online through Self-Service. All prohibited items will be removed from campus.

Trash in hall	\$10 fine per person in room/suite
Inappropriate items in room (posters, candles, open coil, etc.)	\$20 fine per item
Quiet hours	1st offense - Warning, 2nd - \$10 fine, 3rd - \$15 fine
Failed room inspection	\$20 fine per person
Tampering with fire equipment	\$100 fine
Cable TV/Network tampering	\$50 fine
Fireworks, explosives, weapons, firearms, knives, etc.	\$50 fine and a referral to the Dean of Students for potential further disciplinary action
Failure to evacuate during fire drill	\$100 fine
Failure to check-out of room and changing rooms without permission	\$40 fine
Refusal to leave residence hall during official holidays/breaks	\$50 fine, \$35 per night, and a referral to the Dean of Students for potential further disciplinary action
Inappropriate behavior in common areas	1st offense - Warning  2nd - \$20 fine per person and a referral to a Residence Life staff member for potential further disciplinary action
Refusal to comply with open dorm policies of doors open and some lighting source being on	1st offense - Warning  2nd - \$20 fine and a referral to the Dean of Students for potential further disciplinary action

Tobacco use/possessions	1st offense – Warning and removal from campus 2nd - \$25 fine and confiscation 3rd - Referral to the Dean of Students for potential further disciplinary action
Alcohol/Drug use/possession	See Student Guidelines section of Student Handbook for discipline sanctions. Referral to the Dean of Students for potential further disciplinary action
Visitation violation	1st offense - \$50 fine 2nd - \$100 fine and a referral to the Dean of Students for potential further disciplinary action
Lost room key	\$100 fine
Missing mandatory meeting	\$10 fine
Unapproved room air conditioner	1st offense - \$20 fine per day 2nd - \$50 fine per day 3rd - Referral to the Dean of Students for potential further disciplinary action
Animals in buildings	1st offense - \$50 fine 2nd - \$100 fine

## **DAMAGES**

Conduct within the residence halls that deprives the rights of others or damages University property is subject to disciplinary action.

## **ROOM/HALL DAMAGE CHARGES**

Below is a listing of the charges for various damages to the residence hall room and its furnishings. Room charges are made according to the number of occupants per room and will vary depending upon



the residence hall in which the student resides. Complete your check-in form fully so you will not be charged for the damages caused by another student. Students are responsible for the damages in their room and will share the cost of repairs with their roommate (when applicable).

### **Doors**

Repair: \$100 for parts and labor

Replacement: \$350 (This includes doors kicked in or damaged from abuse.)

If lock, doorknob, hardware, etc., must be replaced: \$100

Damaged door frame: \$50

### **Walls**

Holes, nails darts, etc.

5 or less: \$75 with painting

6 or more: \$150 with painting

Cork and glue on walls. If four or more places: \$150 in room; \$50 in bathroom.

Repainting due to painting done by students: \$200 in room; \$75 in bathroom

### **Furniture**

If damage to furniture cannot be repaired, 80% of replacement will be charged. Broken handles, loose legs, etc. are considered normal wear and tear.

New chair: \$125

New desk: \$300

New chair seat: \$45

New desktop: \$100

New chair back: \$45

New desk drawer: \$65

New bed frame: \$150

New chest: \$200

Broken window: \$55

Broken smoke detector: \$20

Broken light fixture covers: \$30

Broken mirror: \$30

Furniture left in storage rooms: \$50

Lost/damaged screen: \$70

Broken fixture in toilet or sink: \$50

Broken fixture in commode: \$150

Broken bathroom hangers, soap dish, etc.: \$50

Damage to floor sufficient to require more than stripping & waxing: \$100

### ROOM CLEANING CHARGE

Assessed at checkout if not acceptable: \$50. Milligan reserves the right to assess final room damages/cleaning charges if room is deemed unacceptable after time of check-out.

## Safety & Security

The Milligan University campus is a very safe campus and maintaining a secure campus environment is a university priority. The campus security phone number is extension 8911 (423-461-8911). After hours, this number will forward directly to the campus security cell phone, which can also be contacted by dialing 423-791-4292. It is important to note that the 8911 extension is for the campus security office-not Carter County 911 emergency services, which can be accessed by simply dialing 911.

Campus security is everyone's responsibility, and it is necessary to maintain sound and sensible precautions. It is therefore important for members of the university community to report any and all questionable incidents. Crimes which constitute an emergency situation and/or severe danger to the campus should be reported to local authorities by dialing 911. Whenever possible, campus security should be notified immediately after dialing 911.

All other crimes, persons behaving suspiciously, or security concerns which occur on campus should be reported immediately to Campus Security. Student Development, Residence Hall, and Physical Plant staff can provide assistance to those wishing to make reports.

In regard to campus security, each student has certain individual responsibilities which lend themselves to an orderly campus environment. These responsibilities include the following:

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing hours.
2. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other University employees acting in the performance of their duties. Students must be prepared to provide proper identification upon request of a University official.
3. No student shall intentionally provide false information to a University faculty member or staff member acting in the performance of his/her duties.
4. It is against the law for adults to wear masks in public. Therefore, students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned University activities call for the participants to come in costume.
5. Guests are welcome on campus and are expected to abide by the University's security procedures.

In case of severe disruptive or threatening behavior on campus or where the security of any campus personnel or the wellbeing of University property is potentially in danger, the Dean of Students (or an official representative acting for the administration) is authorized to immediately remove a student

from the campus to provide necessary campus security. Obviously, the student in such a situation will be informed of the reason for his removal which is subject to review.

In accordance with the Tennessee University and University Security Information Act of 1989, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and the Federal Drug-Free Schools and Communities Act, the university each year produces an Annual Security Report (ASR). The ASR contains important information related to security policies and procedures and specific statistics for criminal incidents, arrests, and disciplinary referrals occurring on campus, on public property adjacent to the campus, and at non-campus locations controlled by the university. The ASR also includes the Annual Fire Safety Report. The ASR is available on the Health and Safety page of the university website. A printed copy of the report can be requested from the director of security at 423-461-8740 and at <https://res.cloudinary.com/milligan-university/images/v1633034778/milligan-university/Annual-Security-Report/Annual-Security-Report.pdf?i=AA>

## Incident Reports

Victims or witnesses of potentially criminal activities should complete an Incident Report which details the facts surrounding the incident. Report forms are available from the offices named above and at [www.milligan.edu/life/health-safety/](http://www.milligan.edu/life/health-safety/). University security personnel will review the incident report and recommend further action. In cases involving violation of local, state, or federal laws, the Elizabethton Police Department will be notified for the appropriate follow up. The University cooperates fully with any investigations conducted by the appropriate law enforcement authorities. [www.milligan.edu/life/health-safety/](http://www.milligan.edu/life/health-safety/)

## Security Service

The University contracts with a professional guard service to provide after-hours security. Between 8:00 am and 5:00 pm weekdays, the Director of Campus Security and designated employees are on duty to assist with campus security issues. Between 5:00 pm and 8:00 am weekdays, and 24 hours per day on weekends at least one security officer is on duty. Campus security officers patrol the campus, respond to reported incidents on campus, conduct inspections of campus buildings, enforce campus traffic policies, contact law enforcement and university authorities about incidents when necessary, and identify and remove unauthorized persons from campus. Officers or other campus officials are authorized to request identification from anyone acting in a suspicious manner to determine if they have a legitimate reason to be on campus. All students and university personnel are required to provide identification upon request. Individuals acting in a suspicious manner determined not to have a legitimate reason to be on campus will be asked to leave and may be removed from campus.

## Crime Prevention

During new student orientation, Crime prevention is addressed through review of precautions necessary to provide for one's personal safety and well-being. Information is available on the university website regarding ways to protect one's self and his or her belongings. Residence hall programs also cover the topic of crime prevention as it relates to campus housing and safety procedures.

All residential students should report to their Resident Assistant (RA) or Resident Director (RD) whenever they are to be away from their housing unit overnight. This report should include their destination and expected time of return. The purpose of these reports is to help assure the safety of students by having knowledge of their whereabouts.

In case of a missing person or potential missing person, the university will make every effort to contact the person directly. If the university is unable to contact the person and no other individuals on campus have knowledge or communication with the person then the university will contact the emergency contact of the suspected missing person and the appropriate authorities within 24 hours of the university's determination that the student is deemed missing.

## Sexual Harassment/Assault

Sexual Harassment (including sexual assault, domestic violence, dating violence and stalking)

In cases of sexual harassment including sexual assault, domestic violence, dating violence and stalking, victims are encouraged to report the incident to the following campus authorities: The Dean of Students, Director of Security/Title IX Coordinator, or Residence Life Staff. Reporting to these University officials is encouraged but victims have the option to decline to report to any of the above. When one of these University officials receives a report of sexual harassment including sexual assault, domestic violence, dating violence and stalking, The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint. Incidents of sexual harassment including sexual assault, domestic violence, dating violence and stalking will be addressed through the University's Title IX Sexual Misconduct Policy, when applicable and/or the student conduct policy. Campus authorities will also assist victims in reporting to local law enforcement, if the victims choose to report. Victims are encouraged to seek medical attention at a local hospital to identify any injuries and/or health concerns and to preserve evidence, which may assist in the investigation of the incident and/or the obtaining of an order of protection. Counseling services for victims are available at the college counseling center (423-461-8500) and/or the campus minister (423-461-8760). Advocacy services are also available through Frontier Health Safe House (24-hour hotline 423-926-7233). More information about sexual misconduct policies, procedures and prevention efforts is available from the Title IX Coordinator (423-461-8740) and at <https://www.milligan.edu/life/health-safety/>. Information about the reporting process for incidents of sexual harassment is available at <https://www.milligan.edu/wp-content/uploads/2021/10/SMP-Reporting-Process-2021-2022.pdf>. Information about the rights and options of victims of sexual harassment is available at <https://www.milligan.edu/wp-content/uploads/2021/10/SMP-Rights-and-Options-2021-2022.pdf>. The University's Title IX/Sexual Misconduct Policy can be found at <https://www.milligan.edu/wp-content/uploads/2021/10/Title-IX-Sexual-Harassment-Policy-2021-2022.pdf>.

## Emergency Preparedness

Signs with basic information about procedures that should be followed in the event of various types of emergency situations (fire, severe weather etc.) are posted in the main academic, residential, and student activities facilities on campus. These signs can be found inside the front entrance of each building, in most cases near fire alarm pull stations. A PDF version of the emergency procedures sign can be found at <https://res.cloudinary.com/milligan-university/images/v1629212475/milligan-university/Milligan-Emergency-Procedures-2021/Milligan-Emergency-Procedures-2021.pdf>.

In the event of an emergency determined to be a threat to the campus community, a variety of measures will be used to provide information to the campus community, including the emergency alert system, email messages, the activation of the campus emergency broadcast system, and other appropriate media. All Milligan faculty, staff and students are encouraged to register for the RAVE emergency alert system. RAVE is used to text and email alerts about emergency and crisis situations, including weather-related schedule changes. You can register for RAVE emergency alerts online at <https://www.getrave.com/login/milligan>.

## Fire Safety

If you find or suspect a fire and don't hear an alarm, activate a fire alarm immediately.

- If smoke is present in the room you are in, keep close to the floor and move to the door. If the door is hot, do not open it. Seal the cracks with available cloth and call 911 and campus security at 423-461-8911 to report your location. If the phone isn't working, open the window and hang a sheet or other material out of the window to attract attention.

In case of fire:

- Close your windows and open the draperies; turn on all lights.
- Take a coat or blanket and a towel with you; wear shoes.
- Unlock and close your door when you leave.
- Go to the nearest exit.
- Walk rapidly, but do not run; keep to the right; go quietly, PREVENT PANIC.
- Stay with the group and away from the building until a signal is given to re-enter the hall.
- Never re-enter the building during a fire. Your personal belongings are not worth your life.

If you hear an alarm and your door is not hot, close the windows, open the curtains/blinds, turn the lights on, leave the room and close the door leaving it unlocked. Proceed to the nearest exit, checking to see if the rooms next to you are empty. (Each dorm/apartment building has posted evacuation routes which are designed to eliminate confusion.) Proceed to the nearest evacuation location. Do not return to the building until you receive approval from the residence hall staff, the Physical Plant Director or the Fire Department.

Students who knowingly refuse to vacate a hall during a fire or fire drill will be fined \$100 and are subject to disciplinary action.

Do not tamper with smoke alarms. Any tampering with fire equipment is a \$100 fine by the University and may be prosecuted by the State Fire Marshal as a misdemeanor. Individually starting false alarms will be prosecuted by the Fire Marshal.

The Tennessee Code Annotated section pertaining to false fire alarms reads as follows: "39-2215 FALSE FIRE ALARM PENALTY - Any person who willfully and maliciously gives or causes to be given, by any means, a false alarm of fire, shall be guilty of a misdemeanor, and upon conviction thereof, shall be fined not less than ten dollars (\$10) nor more than five hundred dollars (\$500), or imprisoned in the county jail or workhouse for a period of not more than six months (6) or both."

## Demonstration Policy

In order to ensure an atmosphere conducive to open expression without disrupting the academic mission or the daily functions of the University, this policy shall govern all forms of public expression on

Milligan University property. The following policies are related to non-educational activities on University property. All demonstrations must register through the Office of Student Development and must also follow these guidelines:

- All demonstrations must be peaceful, orderly, and respectful of others.
- Only current Milligan University on-campus community members may organize, lead, or participate in demonstrations on campus.
- Demonstrators may not impede the freedom of movement of the University community.

Students who register through the Dean of Students Office will be provided with additional information.

## Student Financial Services

Student Financial Services assists students with all aspects of financing their education. As students apply for financial aid, register for classes, and receive student account statements, the student's financial services counselor can guide students through all the processes necessary to pay for the student's education.

In order to attend classes, students must have all financial processes completed and account balance paid or enrolled in the payment plan by 5pm the Wednesday prior to the first day of class. Milligan University accepts MasterCard, Visa, American Express, and Discover. Credit card payments and e-check payments may be made online at <https://selfservice.milligan.edu>. Milligan Student Financial Services also offers a tuition payment plan for students and families to finance a portion of their education expenses over several months.

Students are responsible for all financial policies and procedures outlined in the [Catalog](#).

If students have questions regarding their financial aid award or student account, please contact Student Financial Services for assistance. Students may visit Student Financial Services in McCown Cottage, on Milligan's website at [www.milligan.edu/sfs](http://www.milligan.edu/sfs), or contact their office by phone or email if students have questions. Student Financial Services can be reached by phone at 800-447-4880 or 423-461-8949, or by email at [sfs@milligan.edu](mailto:sfs@milligan.edu).

## Vehicle Registration/Parking Guidelines

Parking spaces on campus are limited, and it is necessary to limit parking privileges to the parking lots appropriate to the driver's needs (residential student, commuter student, faculty/staff etc.). Vehicles parked in a lot other than that designated by the parking sticker displayed in the window of the vehicle will be ticketed. This policy is not intended to inconvenience members of the campus community, but rather to provide adequate parking nearest each residence hall and building for those who live or work there.

### Vehicle Registration

All students, faculty, and staff must register each motorized vehicle to be driven and parked on campus. Vehicles may be registered online through [Milligan Today](#), under Resources, then Vehicle Registration.

Vehicles brought to campus at any time during the year must be registered immediately, including new, borrowed, temporary, or rental vehicles.

A color-coded parking sticker will be issued by the Student Development Office for each vehicle. The parking sticker or a temporary pass must be displayed in each vehicle at all times.

For each vehicle registered, the following information must be provided: the vehicle's license plate number and the make, model, year, and color of the vehicle. Students must obtain and display a new sticker each academic year.

### UPDATE OF INFORMATION

The Student Development Office must be informed of any changes to license plate numbers, and if a different vehicle is to be used on campus; even if the second vehicle is only used for a short time. Any changes in housing status (from residential to commuter, or vice versa) must also be reported so the appropriate parking sticker can be provided for each vehicle. Updates to parking information should be provided to Nicole Misterly at 423-461-8760 or [nnmisterly@milligan.edu](mailto:nnmisterly@milligan.edu).

### PARKING STICKER PLACEMENT

Parking stickers must be placed on the outside, upper driver's side of the back window. To avoid receiving a parking ticket, a current, appropriately displayed parking sticker must be displayed at all times. Parking stickers must be displayed immediately after a vehicle is registered and may not be moved from one vehicle to another. Parking stickers for additional vehicles are provided at no charge.

### TEMPORARY PARKING PASSES

Temporary passes are available in the student development office for individuals registering a rental car or requiring access to handicapped spaces or spaces closer to buildings due to injuries or other medical conditions. All student, faculty, and staff vehicles parked in marked handicapped parking spaces on campus must display a University issued hang tag in the vehicles, regardless of whether the vehicles have handicapped placards, license plates or other similar designations.

To obtain a temporary pass for an injury or other medical condition, a signed statement from the attending doctor noting the problem and length of time he or she recommends a parking pass be issued must be provided to the Student Development Office.

## Parking Tickets

- Fines for parking violations range from \$20 to \$100.
- \$100 fines will be issued for unregistered vehicles OR for vehicles not appropriately displaying a current parking sticker.
- Parking tickets are written beginning on the first day of classes. No warning tickets will be issued.
- If a parking lot is full or a driver is unsure of where to park, open parking is available in the "canyon" parking lot at the Physical Plant.
- Tickets will be paid in the McCown Cottage Business Office or online through Self-Service. Appeals may be made in the Student Development Office (lower SUB).



- When making an appeal, the duration of time parked in an incorrect area will NOT be considered in the appeal.
- Receiving more than ten tickets in one semester will result in the loss of driving privileges and/or referral to the Dean of Students office for disciplinary action.

## Traffic Safety

The use of a vehicle on campus is a privilege extended to the University community and may be revoked for operating a vehicle in an unsafe manner or excessive violation of the University parking policy. The speed limit on campus is 20 miles per hour. Pedestrians and persons on bicycles have the right-of-way. Vehicles must be operated in a safe and cautious manner at all times, avoiding excessive speed. Operators of vehicles on campus are expected to learn and follow the driving/parking policies. Violators of the above may immediately lose all driving privileges on campus and/or face disciplinary action.

## Parking Lot Designations

- **YELLOW STICKERS:** Parking is allowed in residence hall lots (Hart, Sutton, and Williams only) and the Milligan married/grad apartments parking area. Overflow parking is available in the canyon lot at the physical plant and in the Milligan Village parking lot.
- **GRAY STICKERS:** Parking is allowed in the lots behind the Milligan Village only. Overflow parking is available in the canyon lot at the physical plant.
- **BLUE STICKERS:** Parking is allowed in residence hall parking lots (Webb, Kegley and Quillen only) and the parking lots across from the McMahan Student Center (upper level) and along the Pardee Wall (the brick wall to the left of Kegley). Overflow parking is available in the canyon lot at the physical plant.
- **ORANGE STICKERS:** Off-campus commuter students not residing on Milligan's campus can park behind the McMahan Student Center, at the Baker Faculty Office Building, along the right side of Hopwood Church, in the lot behind the church at Anglin Field, in the canyon lot at the physical plant, and in the parking area on the west (library) side of the B.D. Phillips Building. The east (chapel) side parking area of the Phillips Building is designated for faculty and staff parking only.
- **GREEN STICKERS:** Parking for Emmanuel Village residents is allowed in the parking areas around the Emmanuel Village cottages. Parking is not allowed in the Thompson Center or Phillips Building parking areas. Parking on the main campus is only allowed in the commuter (orange) lots.
- **FACULTY/STAFF STICKERS:** Faculty/Staff parking is available in the Lower Hardin, Upper Hardin, McCown Cottage, Hopwood Church, Welshimer Library, Seeger Chapel, Hyder House, Science Building, Baker Faculty Office Building (FOB), Clark Education Center, Lacy Fieldhouse, Phillips Building, and Physical Plant parking lots. Parking is also available in the parking lot behind the McMahan Student Center and certain other designated spots.
- Student with blue, gray, and yellow parking stickers may park in the Phillips Building student parking lots (library side of building) when attending classes in the building.

Open parking hours on the academic/business side of campus (west of Blowers Blvd.) and the Phillips Building student parking areas (library side of building) are from 3:00 pm each day until 7:00 am the following morning.



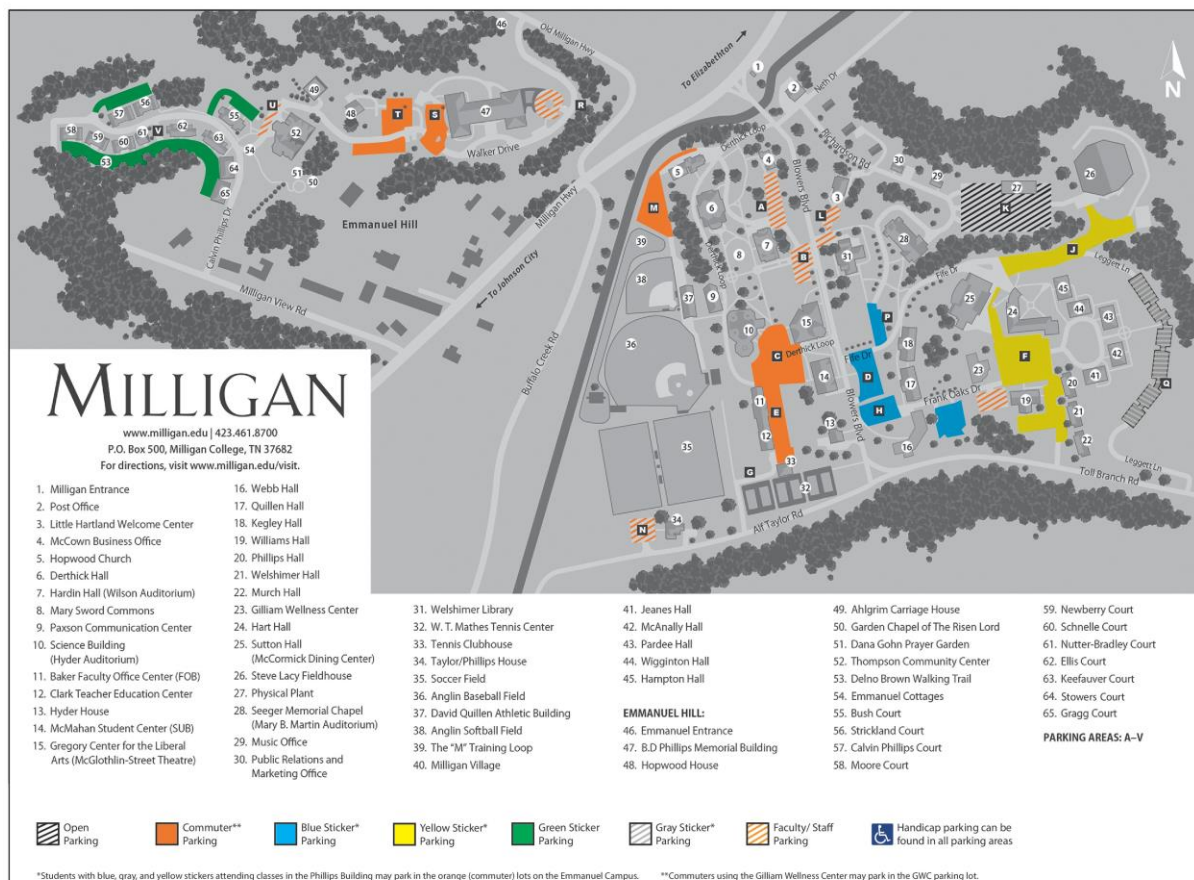
### TIPS FOR AVOIDING PARKING TICKETS:

- Register your vehicle(s).
- Only park in the lot designated for the color of your parking sticker or open parking areas
- Do not park in handicap spaces, fire lanes, yellow marked areas, visitor spaces, bus spaces, service vehicle spaces, the Milligan Village loop, RD spaces, or in any area in parking lots not marked as parking spaces at any time.
- Do not park on or along any campus roads, including Richardson Road from the physical plant to post office, in front of the steps at Hopwood Church, along Derthick Loop Road behind Derthick and the Science Building, the road around the Mathes Tennis Center, areas in front of residence halls, the flagpole side entrance of Sutton, and the center of the upper parking lot at Steve Lacy Fieldhouse, and Milligan Village loop at any time.
- Do not park in loading zones, including the white marked loading zone in front of Hart Hall, for more than 15 minutes, and only when loading or unloading from your vehicle.
- Do not drive to the cafeteria for meals. Any vehicle parked in the Hart/Sutton parking lot not displaying the appropriate sticker or parked in the Hart loading zone at meal times will be ticketed.
- Do not park in the Gilliam Wellness Center parking lot unless you have an orange, green, or faculty/staff parking sticker AND are using the wellness facilities. This lot is not for residence hall parking.
- Do not park at the upper level of the fieldhouse at any time unless you have a yellow or faculty/staff sticker. This includes athletes during practices and games.

### **Assignment of Liability**

*Milligan University will not be responsible for any personal or public liability resulting from use or possession of a vehicle on or off campus. Students, faculty, staff, and visitors should be aware that in the event of an auto accident involving their personal vehicles, the personal auto insurance for the vehicle is responsible for any claims that might arise, even when driving to University activities and events. Any liability that may arise as a result of having a passenger(s) in the vehicle will also be covered by the personal auto insurance for the vehicle. As is often stated in the insurance industry - a vehicle's insurance follows the vehicle. Milligan University reserves the right to have towed any vehicle blocking access to, preventing the use of, or inhibiting the operation of a facility, structure, or activity; any vehicle causing damage or presenting a safety hazard; any vehicle that is inoperable, derelict, or abandoned; and any vehicle not in compliance with local parking regulations and/or the University parking policy. Milligan University assumes no responsibility for damage or loss to a vehicle or its contents while parked on or towed from campus.*

- Parking Map:



## Update of Information

The Student Development Office must be informed of any changes to license plate numbers, and if a different vehicle is to be used on campus; even if the second vehicle is only used for a short time. Any changes in housing status (from residential to commuter, or vice versa) must also be reported so the appropriate parking sticker can be provided for each vehicle.

Updates to parking information should be provided to the Student Development Secretary at 423-461-8760.

## Traffic Safety

- The use of a vehicle on campus is a privilege extended to the university community and may be revoked for operating a vehicle in an unsafe manner or excessive violation of the university parking policy.
- The speed limit on campus is 20 miles per hour.
- Pedestrians and persons on bicycles have the right-of-way.
- Vehicles must be operated in a safe and cautious manner at all times, avoiding excessive speed.
- Operators of vehicles on campus are expected to learn and follow the driving/parking policies.
- Violators of the above will immediately lose all driving privileges on campus and/or face disciplinary action.

## Assignment of Liability

Milligan University will not be responsible for any personal or public liability resulting from use or possession of a vehicle on or off campus.

Students, faculty, staff, and visitors should be aware that in the event of an auto accident involving their personal vehicles, the personal auto insurance for the vehicle is responsible for any claims that might arise, even when driving to university activities and events.

Any liability that may arise as a result of having a passenger(s) in the vehicle will also be covered by the personal auto insurance for the vehicle. As is often stated in the insurance industry - a vehicle's insurance follows the vehicle.

Milligan University reserves the right to have towed any vehicle blocking access to, preventing the use of, or inhibiting the operation of a facility, structure, or activity; any vehicle causing damage or presenting a safety hazard; any vehicle that is inoperable, derelict, or abandoned; and any vehicle not in compliance with local parking regulations and/or the university parking policy.

Milligan University assumes no responsibility for damage or loss to a vehicle or its contents while parked on or towed from campus.

## Information Technology

Milligan University provides a local area computer network that links residence halls, classrooms, and faculty and staff offices in addition to providing access to the internet, applications, and library services.

Milligan students may connect personal computing devices in their residence hall rooms to the network for access to the internet and other Milligan resources. Wireless network access is available in all dorms, as well as the Student Union Building, Library, Cafeteria and Academic Areas. To connect to the network you must be an active Student with an established Milligan ID obtained from the Office of Information Technology.

For official communication, including any communication from Milligan offices or Milligan faculty to students, the email address issued by Milligan University will be the only email address used. Notices sent by official Milligan email will be considered adequate and appropriate communication. It is incumbent on students to check their official Milligan email regularly.

The Milligan University Computer Use Policy outlines expected behavior when using the computer network. Students are expected to conform to provisions outlined in the policy, a copy of which is available on the Milligan University Information Technology Web site here: [IT.milligan.edu](http://IT.milligan.edu).

For further information or answers to questions, contact the Information Technology Help Desk by calling 423.461.8704, emailing [HelpDesk@milligan.edu](mailto:HelpDesk@milligan.edu) or visiting the Milligan University Information Technology website, [IT.milligan.edu](http://IT.milligan.edu).

## Computer Labs

A variety of networked computer labs and accessories (letter-quality printers, scanners, etc.) are located on campus, some exclusively for public student use and some for specific instructional purposes. In addition, there is a mixture of fixed and mobile units, which enable both instructors and students to address a variety of educational configurations. Assistance from the IT Help Desk is available by calling 423.461.8704 or emailing [HelpDesk@milligan.edu](mailto:HelpDesk@milligan.edu).

## Milligan's Network in the Residence Hall Rooms

Each residence hall room has a network connection for each bed to provide access from the students' own computers to the campus network. Wireless access is also available in the residence halls. Students are responsible for installation of network adapters and protocols on their personal devices, however, students are not permitted to install or use any unauthorized network device.

The Information Technology Department will furnish the necessary infrastructure and network access to provide a robust end-user experience. Unauthorized or 'rogue' wireless network devices can hinder the overall network performance for all users, and are therefore prohibited.

For the recommended minimum computer configuration for connecting to the network, call 423.461.8704 or visit the Milligan University Information Technology website at [IT.milligan.edu](http://IT.milligan.edu).

## Cable TV in the Residence Hall Rooms

Milligan University provides access to over 100 cable TV channels, delivered through a streaming service and available on any mobile device. Access is provided to all students living on campus and your Milligan username/password connects you to SpectrumU for live and on-demand programming. To learn more about connecting to SpectrumU, visit the IT website at [IT.milligan.edu](http://IT.milligan.edu).

## Computer Use Policy

### INTRODUCTION

Access to computer systems and networks owned or operated by Milligan University imposes certain responsibilities and obligations and is granted subject to university policies, and local, state, and federal laws. Acceptable use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwanted solicitations.

Milligan University is a guest on the Internet, and use of the Internet through Milligan University facilities reflects upon the University. Accordingly, each user is expected to behave in a manner that reflects our commitment to be a premier Christian liberal arts university where Jesus Christ is exalted and excellence is the standard.

The computing facilities at Milligan University are provided for the students, faculty, and staff of the University and all such individuals are expected to abide by this policy whether they are considered full-time or part-time. In special circumstances, guests of Milligan University may be afforded the use of the technology resources and are expected to abide by this policy.

Use of the network and computing facilities at Milligan University implies consent to abide by this policy and other relevant policies and regulations relating to the use of these facilities.

### **GUIDELINES**

In making acceptable use of resources, you should follow the guidelines:

1. Access only files and data and resources that you own, that are publicly available, or to which you have been given authorized access. You should not use another person's system, user ID, password, files, or data without permission.
2. Take all reasonable precautions to safeguard your password. You are responsible for all activities on your user ID or that originate from your system.
3. Use only legal versions of copyrighted material in compliance with vendor license requirements.
4. Be considerate in your use of shared resources. You should refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, disk space, printer paper, or other resources.
5. Improper use of the Internet and campus network will be dealt with on an individual basis.
6. Comply to Public Online Information and the Milligan University Code of Conduct.
  - a. Students should note that any file put on the network may be routinely checked for compliance to the Milligan University Code of Conduct. Additionally, any public online material in a violation of the Milligan University Code of Conduct or university policies may be subject to disciplinary action.

Expressly forbidden are:

1. Attempting to use computer programs or other means to decode passwords or access control information.
2. Attempting to circumvent or subvert system or network security measures, including creating and/or running programs that are designed to identify security loopholes and/or decrypt intentionally secure data.
3. Connecting unauthorized equipment to the campus network, including routers and switches.
4. Engaging in any activity that might be purposefully harmful to systems or to any information stored thereon, such as creating or propagating viruses, worms, or "Trojan horse" programs; disrupting services; damaging files; or making unauthorized modifications to University data.
5. Making or using illegal copies of copyrighted materials or software, store such copies on University systems, or transmit them over the University network.
6. Using mail or messaging services to harass, offend, or intimidate another person, for example, by broadcasting unsolicited messages, by repeatedly sending unwanted mail, or by using someone else's name or User ID.
7. Wasting computing resources or network resources, for example, by intentionally placing a program in an endless loop, printing excessive amounts of paper, or by sending chain letters or unsolicited mass mailings. Multiple copies of printouts should be made on copy machines rather than on computer printers.
8. Removing supplies provided in computer laboratories for use on personal computers in dormitories. Students are responsible for providing for their own supplies for in-room use.
9. Using the University's systems or networks for commercial purposes; for example, by selling access to your User ID or to University systems or networks, or by performing work for profit with University resources in a manner not authorized by the University.

10. Storing games and other large non-academic related files (e.g., mp3, video) on shared computing facilities (e.g., lab computers and personal network directories).
11. Peer-to-peer sharing of copyrighted materials, movies, music files, etc.
12. Engaging in any other activity that does not comply with the General Principles presented above.

### SAFETY TIPS FOR ONLINE INFORMATION

The internet is considered public domain; therefore, revealing a large amount of personal information online can have harmful consequences. Posting information online, such as phone numbers and home and school addresses could lead to identity theft, unwanted personal contact, and even stalking. Additionally, future employment can also be affected by profiles and blogs. Safety should be your first priority; use common sense. Do not list personal information and disregard emails from unknown senders. Remember, the information provided on your profile can project an unintended bad image about you, your family, and Milligan University as well as present a bad first impression to future employers.

Just as you can browse other online profiles, your personal information can be accessed by anyone, and you do not know who is looking at your profile. Therefore, edit, restrict and protect your private information. Here are some general guidelines to follow:

- Be aware of the scope of the web. Even secure sites can be hacked, so your information may be open to the public.
- Create passwords that others can't easily figure out. Use complex alphanumeric passwords, unrelated to any of the information you have already posted (e.g., not your birthday).
- Consider posting only information already available in the public domain. Just because there is a field on the site does not mean you have to fill it in. True "friends" can always email you to ask for more contact information.
- Post general rather than specific information. For example:
  - Birthday – Sept. 19 (leave out the year).
  - Address – Johnson City, Tennessee (leave off name of residence hall or address).
  - Don't post information such as phone number, address, social security number, or schedule of activities.
- Consider the impact of what you post. Be aware of the image your profile and information projects about you, your family, and Milligan University, as well as the image it may send to future employers.
- Change privacy settings to keep your identity safe.
- Know what you're agreeing to: Review online terms to understand what you are agreeing to when you log on.

When you do not restrict and edit information, wrong and unintended individuals can gain access to your private information exposing you to any number of cyber stalking venues: identity theft, obscene phone calls and voicemails, threatening emails, and mysterious online messages.

### PRIVACY

As a matter of general policy, the University respects a user's right to privacy. All user files and directories stored on shared computing systems are considered to be private and confidential. Only files which a user has explicitly made public (e.g., by placing in a "public" directory or made available as a shared public resource) should be considered open for general access.



Users should not assume that email messages are private since most are transmitted unencrypted.

It is the policy of the University not to monitor individual usage of any general facility. However, the University reserves the right to monitor and record the usage of all facilities if it has reason to believe that activities are taking place that are contrary to this policy or state or federal law or regulation and as necessary to evaluate and maintain system efficiency. The University has the right to use information gained in this way in disciplinary or criminal proceedings.

Hosting Web Pages and/or Discussion Lists Members of the University community may post personal web pages on the University's web site provided they follow general University guidelines concerning such postings and reflect positively upon the University.

Milligan University will consider requests for hosting web pages or discussion lists (listservs) for off-campus non-commercial professional organizations for a fee. Such organizations must have current active participation by a Milligan employee (faculty or staff) or student organization. National student organizations seeking such services must have a current active affiliate chapter on campus.

The Milligan University employee (faculty or staff) or student organization faculty advisor will assume the responsibility and accountability of maintaining and monitoring changes in web pages and ongoing discussions. Therefore, maintenance of these services is a privilege contingent upon Milligan University employee involvement.

All web site pages must be developed and submitted in advance for approval to the Milligan Technology Applications Committee. All web pages will conform to the Milligan University standards. Milligan reserves the right to terminate web page or discussion list services at any time.

## ENFORCEMENT

It is the policy of Milligan University that all members of its community act in accordance with these responsibilities, relevant laws, and contractual obligations, and the highest standards of ethics. The University considers any violation of acceptable use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information resident on University systems allegedly related to unacceptable use, and to protect its network from systems and events that threaten or degrade operations. All users of the University's computing facilities are responsible for understanding the principles set forth above.

Failure to comply with the guidelines above may result in suspension of privilege, or civil or criminal action under state or federal law. Students discovered to be in violation of these principles will be referred to the University's judicial system; faculty and staff discovered to be in violation of these principles will be referred to the appropriate Vice President for hearing and possible disciplinary action, which may involve having system privileges revoked.

The intent of these guidelines is to ensure a productive and economical computing environment for all users, while abiding by laws governing copyrights and computer access. The examples do not constitute a complete list but are intended to convey the intent of the code. Questions and suggestions regarding these policies should be directed to the Director of Information Technology.

### **TERMINATION OF SERVICES**

Upon ceasing enrollment or employment at Milligan University, a student or employee will no longer have access to Milligan University network accounts. Milligan gmail access is currently available as long as it is being utilized, though this is subject to change. A person's my.milligan.edu email account will be deleted after 6 months of inactivity. Milligan recommends that student email be used for educational purposes only.