

**Martin Methodist College**

**Student Handbook and Planner  
2010-2011**

**A Publication of the  
Division of Campus Life**

**MARTIN METHODIST COLLEGE  
2010-20011  
STUDENT HANDBOOK AND PLANNER**

This publication puts in reference form most of the information needed by students attending Martin Methodist College.

Also, the rules of the College and conduct regulations for which the student is responsible are contained within. All students are responsible for reading and observing the regulations contained in the Catalog, the Honor Code, and this Student Handbook.

Students should check the Master Calendar located on the home page of the MMC Website for important dates and events. The weekly Flash Flush will also keep students informed of activities and events and includes a weekly calendar of events. Students are responsible for checking their Martin Methodist College e-mail regularly (suggest daily but several times a week at a minimum).

If you have any questions or seek additional information, contact the Vice-President for Campus Life, 931-363-9890.

This planner belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

Available on-line at: [www.martinmethodist.edu/about/publications](http://www.martinmethodist.edu/about/publications)

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MARTIN METHODIST COLLEGE  
**2010-2011 CALENDAR**  
**FALL SEMESTER 2010**

Evening Program Summer Registration, Session II	July 1
Day Second Summer Term Registration	July 5
Day Second Summer Term Classes Begin, 7:30 am	July 5
Day Second Summer Term Ends	July 30
Freshman Orientation/Registration	August 21-23
Evening Program Summer Session II Ends	August 23
Registration of Returning Day Students	August 24
Evening Program Registration, Fall Session I and II	August 24
Day Classes begin 8:00 a.m.	August 25
Opening Convocation 9:30 a.m.	August 26
Evening Program Fall Session I Classes Begin	August 26
Last Day to Enter Classes for Credit	September 3
Labor Day Holiday	September 6
Evening Program Classes Meet	September 7
Last Day to Drop a class for TELS Scholars (Census Day)	September 17
Last Day to Drop Classes with Grade of "W"	September 24
Mid-Semester Week	October 12-15
Fall Holiday (Students/Faculty)	October 14-15
Evening Program Classes WILL MEET	October 14
Evening Program Fall Session I Ends	October 18
Evening Program Fall Session II Begins	October 21
Pre-Registration for Spring Term 2010 (Seniors Only)	November 1-2
Pre-Registration for Spring Term 2010 (All Students)	November 3
Last Day to Drop Classes	November 15
Holidays Thanksgiving	November 25-26
Pre-Registration for Spring Term 2010 Ends	November 30
Day Classes End	December 6
Reading Day	December 7
Final Exams for Day Classes	December 8-14
Semester Ends for Day Students	December 14
Evening Program Fall Session II Ends	December 16

**SPRING SEMESTER 2010**

Residence Halls Open	January 10
Registration for Day Classes (From 1:00 p.m.-5:00 p.m.)	January 10
Evening Program Registration, Spring Session I and II	January 10
Registration for Day Classes (From 1:00 p.m.-5:00 p.m.)	January 11
Day Classes Begin 8:00 a.m.	January 12
Martin Luther King Holiday	January 17
Evening Program Classes WILL MEET	January 18
Last Day to Enter Classes for Credit	January 20
Last Day to Drop a Class for TELS Scholars (Census Day)	February 2
Last Day to Drop Classes with Grade of "W"	February 9
President's Day Holiday	February 21

Evening Program Classes WILL MEET	February 22
Mid-Semester Week	Feb. 28-March 4
Evening Program Spring Session I Ends	March 3
Evening Program Spring Session II Begins	March 7
Spring Break Day Classes	March 7-11
Evening Program Classes WILL MEET	March 7
Evening Program Classes WILL MEET	March 10
Pre-registration for Fall 2010 (Rising Seniors Only)	March 21-22
Pre-registration for Fall 2010 (All Students)	March 23
Assessment Day	March 23
Last Day to Drop Classes	April 4
Pre-registration for Fall 2010 Ends	April 14
Honors Convocation	April 14
Easter Holiday	April 22
Last Day of Classes	April 25
Reading Day	April 26
Day Final Exams Begin	April 27
Evening Program Spring Session II Ends	April 28
Day Final Exams End	May 3
Baccalaureate Service 4:00 p.m.	May 6
Commencement -10:00 a.m.	May 7

**SUMMER 2011 SESSIONS**  
**(Day Classes Meet Five Times a Week)**

Evening Program Registration, Summer Sessions I and II	May 9
Mini-Term Registration and Classes Begin 8:00 a.m.	May 16
Memorial Day Holiday	May 30
Evening Program Classes WILL MEET	May 31
Mini-Term Ends	June 3
First Summer Term Registration/classes begin 7:30 a.m.	June 6
Evening Program Summer Session I Ends	June 30
First Summer Term (June) Ends	July 1
Holiday	July 4
Second Summer Term Registration /Classes Begin 7:30 am	July 5
Evening Program Summer Session II Begins	July 5
Second Summer Term (July) Ends	July 29
Evening Program Summer Session II Ends	August 25

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## **I. MISSION**

Martin Methodist College, as an institution of higher education related to the United Methodist Church has as its mission to:

- provide undergraduate educational programs grounded in the liberal arts and sciences that are designed to prepare students for future careers and lives of continued learning;
- promote a diverse learning community that nurtures intellectual, spiritual, social and personal growth;
- serve the region and church through educational, spiritual, social and cultural programs.

## **II. GENERAL INFORMATION AND SERVICES**

### **ACCREDITATION**

Martin Methodist College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Martin Methodist College. The college is also accredited by The University Senate of the United Methodist Church, and chartered by the State of Tennessee.

### **ASSEMBLIES/CONVOCATIONS**

Convocations are scheduled monthly in Martin Hall Auditorium. The dates of the convocations are on the master calendar on the College's Webpage and will be confirmed in the weekly college newsletter e-mailed to everyone at the college. Students are required to attend opening Convocation in the fall and may select up to one additional Convocation each term as part of their Martin Moments requirements. Students are responsible for being at convocation ON TIME. All convocations start at 9:30 a.m.

### **BOOKSTORE**

Martin Methodist College Bookstore sells textbooks, college supplies, stationary items, and Martin Methodist College Clothing.

### **Bookstore Hours:**

Monday, Tuesday, Wednesday and Friday 8:30 a.m. to 4:00 p.m.  
Thursdays 8:30 a.m. to 5:30 p.m.

Most days the bookstore is open during lunch but this is subject to change (closing) during fall and spring rush AND when only one person is working. Workers need to be able to take a lunch break.

On the days when the Evening Flex Program is registering, the bookstore will be open through the end of registration (usually 7 p.m.).

### **BULLETIN BOARDS**

Bulletin Boards are provided in various areas. Some boards are for class or departmental use only. The Vice President for Campus Life or a member of the faculty or administration must approve non-college announcements before posting. No tape of any kind can be used on painted walls.

### **CAR REGISTRATION—PARKING**

Students who utilize on campus parking must obtain a parking permit during registration or from the Director of Campus Security. The permit is valid for the school year printed on it. The permit should be in plain view, not hidden. Obscuring, reversing, tampering or otherwise rendering the permit unreadable is a rule violation. A double violation will be issued if a student parks in a prohibited area without the permit in plain view.

Prohibited parking areas include but are not limited to restricted lots, marked “no parking” “reserved” areas, curbs painted yellow, sidewalks, and the blocking of driveways. On street parking is for the exclusive use of the residents living in private homes around the college. Parking in commercial parking lots designed for that business’ patrons is prohibited. Parking violations that affect the college’s relationship with these neighbors will not be tolerated. Students who do not follow the parking rules are subject to ticketing, disciplinary measures, towing or the immobilization of their vehicle.

Handicapped parking is regulated by Tennessee state law. The college has been given authority to enforce violations BUT you could also receive a citation from city, county, or state police for violating the Handicapped parking laws if they should also note a state violation of the handicapped parking laws. Additionally, no one is to

park on West Madison Street **against** the flow of traffic. Vehicles parked on West Madison Street should be parked facing east. Crossing over on-coming traffic to park is a violation of state law and citations can be written by state or local police for this violation.

Resident students are to park in assigned areas, not in the Commuter Parking Lot.

For more information on Parking Policies which will detail violations and consequences, please go to the MMC Website and go to the Student Life section.

## **CLOSING OF SCHOOL**

In the event that weather conditions cause the closing of the college, announcements will be made over the local radio stations, the Nashville and Huntsville, AL television stations, and will be posted on the College's Web Site. Students should stay tuned to their radios and televisions to receive the latest bulletins.

## **CODE OF COMPUTING PRACTICE**

The list below constitutes a code of computing practice for all persons using the college network system. It is important for all users to practice ethical behavior in computing activities because of the many valuable and sensitive resources involved, and because of the effect one user's practices can have on the work of others.

Disciplinary action for violating the code will be governed by the applicable provisions of the Student Handbook, Code of Computing Practice Violations, and the Computer Crimes Act of the State of Tennessee.

1. You are responsible for being aware of and following the published procedures for accessing the computer network system.
2. You must use only the computer accounts which have been authorized for your use. You must use your computer accounts only for the purpose for which they are authorized. Use of your college's computer resources for personal or business financial gain without express authorization is prohibited.
3. Illegal downloading of copyrighted works over any Martin Methodist College network/resource is prohibited.

4. You are responsible for the use of your computer accounts. You should make use of system-provided protection features such as passwords, and you should take precautions against others obtaining access to your computer resources. Do not make your account available to others for any purpose.
5. Do not access or copy the programs, files, or data belonging to other persons or to the college without prior authorization to do so. Do not attempt to access files for which you do not have authorization. Programs and data provided by the college are not to be taken to other computer sites without permission. You may not use personal software on the school's computer. **Do not install any programs on the school's computers.**
6. To minimize the impact of your activities on the work of other persons, you must not attempt to encroach on others' use of the facilities or deprive them of resources. Deliberate wasteful use of resources, such as printing or storing large amounts of unnecessary data or the downloading or uploading of large or excessive number of files for purely recreational purposes is prohibited.
7. You are expected to conduct yourself in a manner that does not offend or harass others and that does not interfere with individual and campus activities. Resources are not to be used to store or transmit obscenities or other potentially offensive material.
8. Do not attempt to modify system facilities. Do not misuse, damage, or misappropriate computer equipment, campus network resources or property.

Tennessee law provides that certain computer offenses are criminal acts and prescribes penalties for unlawful activities related to computer usage. Martin Methodist College believes it is important for users to be aware of the Tennessee Computer Crimes Act and its provisions, which are found in Tennessee Codes Annotated, Sections 39-14-601, et seq.

## **STUDENT RESOURCE CENTER**

The Student Resource Center is located in the Starnes Student Union Building. The center augments classroom instruction and provides developmental and tutorial services for students. A valuable resource, which includes a Computer Lab, is available to ALL MMC students. The college continually seeks to obtain additional resources

to benefit MMC students and promote success in the classroom. The lab has become one of the busiest areas on campus.

## **COUNSELING SERVICES**

Martin Methodist College provides a range of on-campus services in the area of counseling and advising. Those services and the offices responsible are listed below. Persons needing assistance are urged to contact the appropriate office. For counseling assistance in areas not covered by on-campus personnel, please contact the Vice President for Campus Life who will help in locating appropriate professionals for referral.

Academic Advising Faculty Mentors  
Each student is assigned a Faculty Mentor who assists in course selection and registration and who tracks the student's progress toward graduation. For more specialized academic counseling contact the Academic Dean's Office, Colonial Hall, phone 363-9889 or 363-9823.

Admissions Counseling Admissions Office, Colonial Hall  
Phone 363-9805  
Prospective students are assigned to an Admissions Office staff member who will explain college requirements, entrance examinations, and track the steps necessary for matriculation.

Career Counseling Student Resource Center, SUB  
Phone 363-9895, 424-7333  
For exploration of careers, scheduling interest inventories, locating part-time jobs off campus or for job placement assistance and resume preparation the Office of Career Services is available. Students are required to create career placement files during their senior year.

Personal Counseling Referrals by the VP for Campus Life and the  
Campus Minister Phone 363-9890, 363-9825  
Personal counseling is available for all students both individually and in groups. Counseling covers a wide range of personal issues including the following types of problems: substance abuse, stress relief, conflict resolution, eating disorders, smoking cessation and other tobacco addictions, etc.

Financial Aid Counseling Financial Aid Office, Colonial Hall  
Phone 424-7366  
For assistance with financing the cost of a college education students and their parents are urged to contact the Financial Aid Office for

information as to application procedures for grants, scholarships, loans and work opportunities.

Problem Resolution and Grievance Procedures, Campus Life Office,  
Colonial Hall Phone 363-9890

Martin Methodist College attempts to maintain an atmosphere that encourages students to discuss their questions and concerns with the appropriate instructors or staff members before involving others. However, should discussion not resolve a perceived problem there is an official grievance procedure. The Dean of Student Affairs is the college official responsible for assisting in this process. In certain areas there are standing committees that handle appeals e.g. Admissions and Financial Aid Appeals Committee.

Spiritual Counseling Religious Life Office, Martin Hall  
Phone 363-9825

The Campus Minister, a graduate of Divinity School a United Methodist minister, is available for pastoral counseling. The Campus Minister also advises the Student Christian Association, conducts worship services and oversees Martin S.E.R.V.E.S.

### **DINING HALL**

The Dining Hall is operated by a contracted food service company and is located on the second level of the Student Union Building (SUB).

#### **SERVING HOURS FOR MEALS MONDAY THROUGH FRIDAY (Hours are subject to change)**

Full Breakfast .....7:15 a.m. - 8:15 a.m.  
Continental Breakfast .....8:15 a.m. - 9:30 a.m.  
Lunch..... 11:00 a.m.-1:00 p.m.  
Dinner..... 5:30 p.m. - 6:30 p.m.

#### **SATURDAY AND SUNDAY**

Brunch ..... 11:30 a.m. - 1:00 p.m.  
Dinner ... ..... 5:00 p.m. - 6:00 p.m.

Valid boarder Martin Methodist College ID cards are required to obtain meals in the Dining Hall.

Breakfast features a full breakfast line including eggs, meat, waffles, cereals, breads, fruit, and juices. For late risers (one hour past

the regular full breakfast) a continental breakfast is available. Saturday and Sunday a brunch featuring both breakfast and luncheon entrees are offered.

Lunch and dinner feature two entrees per meal plus a salad bar. At each meal there are vegetables, desserts, dip ice cream, and fresh fruit. Beverages include a choice of milk, tea, coffee, soft drinks, or fruit drinks.

Menus are posted weekly on the MMC home web page, [www.martinmethodist.edu](http://www.martinmethodist.edu).

Each month a birthday cake is offered to celebrate the birthdays of the boarders born in that month. Other monthly specials such as theme dinners (Mexican, Italian, Hawaiian etc.) as well as holiday meals such as Halloween, Thanksgiving, Christmas and Easter are planned.

Meal prices for non-dorm students and student guests are posted in the dining hall.

No meals, food trays, glasses, silverware, etc. shall be removed from the dining hall without consent from the Dining Hall Manager. All persons must be properly attired to include shoes and shirts in order to enter the Dining Hall.

Students with special dietary needs should contact the Food Service Director who will provide meals that are consistent with the physician's instructions.

## **COLLEGE HOUSING**

The college operates Criswell Hall, Upperman Hall and two apartment housing buildings. While Criswell is an all female facility, Upperman and the apartment are Coed facilities. All single students under 21 years of age are required to live in college housing or with their family. No exceptions will be made. Students are required to sign contracts agreeing to be responsible for the care of the housing unit and its contents before they are allowed to become residents.

Room and roommate preferences are granted when possible. Students who currently reside in student housing have precedence over others in signing up for that same room/apt. the following year. The

Vice President for Campus Life assigns students who do not submit housing or roommate preferences to campus housing and roommate(s).

Students classified as seniors, juniors or sophomores will have first choice for Apartment Housing. Freshmen generally are assigned to Criswell or Upperman.

See the Financial Information section for dorm and apartment charges. See Residence Hall Information section of this Student Handbook for details on dorm life.

## **EMERGENCY PROCEDURES**

In the event of a medical emergency of a serious nature, the Giles County Ambulance Service (phone 911) should be called and the campus Athletic Trainer, phone 363-9874, should be summoned to administer emergency first aid. The Vice President for Campus Life should be notified of the emergency and name of the victim. It is the responsibility of the Vice President for Campus Life to notify the families of severely injured students who have been taken to the hospital and to assist in making arrangements for further treatment, transportation home, etc.

In the event of an emergency such as fire, bomb threat, etc., the universal emergency number, 911, should be dialed. Please also immediately contact the Director of Campus Safety and Security, the Director of Residential Life or the Vice President for Campus Life for the emergencies noted above or if there is an approaching storm and you have not been contacted on action to be taken.

## **FIRST AID**

First aid is available on the campus from the staff of the Sports Medicine Training Room located in the Christian Life Center.

## **ID CARDS**

Student Identification Cards are issued to every student. The ID card is made during registration of the first semester or module in which you register for classes each academic year. The ID cards are necessary for entering and checking out recreational equipment in the Student Union Building, for using the Christian Life Center recreational facilities, for women entering their dormitory after

midnight, for boarders obtaining meals in the Dining Hall, for checking out library books, for personal identification on campus for security reasons, and for participation in various extracurricular activities. ID cards are also used as keycards for the apartments. If the ID card is lost, a replacement fee will be charged. (See Financial Information for fees)

## **INSURANCE**

Students are expected to have adequate medical and health insurance. Check with your family and/or an independent insurance agent. International students must show proof of medical and health insurance or pending coverage on or before final registration, or the student will be charged each semester for insurance through an insurance carrier chosen by MMC.

## **LIBRARY**

The Warden Memorial Library is located on the ground floor of the Johnston Center. The library holds over 100,000 volumes of books, bound periodicals, microforms, and audiovisual materials. As a member of OCLC, the library has access to over 70 million items through interlibrary loan. The library is open seven days a week during the school year, and Monday through Friday during the summer.

Books may be checked out for two weeks. Students may check out audiovisual materials for two days. Periodicals and reference books do not circulate. Multipurpose computer terminals in the library provide access to the computerized card catalog, electronic databases, and the Internet. All the library's databases are now available remotely to any student that has Internet access. The library has a photocopier, laminators, two group study rooms, and a listening and viewing room for audiovisual resources. The library also provides several word processing terminals. The library now has six laptop computers that can be borrowed for use within the library. Wireless access is now available for all laptop users.

The library's current hours, staff, policies, services, and fine schedules are listed in a brochure available at the library. Please pick up a copy of this brochure for more information. This information is also available on the library's web site at:

<http://www.martinmethodist.edu/library>.

## **MAIL**

Mailboxes are located on the first floor of the Student Union Building (SUB), and each full time student is eligible for a mailbox. The student mail is put in mailboxes each day, Monday through Friday. To mail letters for off-campus delivery, stamps may be purchased at the campus bookstore, or one may go to the post office located three blocks from campus. Off-campus mail can be mailed in the mailbox located between Martin Hall and the SUB.

## **E-MAIL**

Every student is issued an e-mail address. It is IMPORTANT to check this regularly, preferably daily. The weekly student newspaper – The Memo, important financial aid deadlines, graduating senior information etc. is sent to the students using the MMC e-mail system.

## **LOST AND FOUND**

Found items can be turned into Dr. John White's office or to the MMC library. If you have lost an item please check these locations.

## **ORIENTATION**

An orientation program is conducted each year to introduce new students to college life, to familiarize them with campus facilities and resources, and to help them become acquainted with fellow students, the faculty, and the staff. The signing of the College's Honor Code, an off-campus community service project, and a program of social activities are also included in the orientation program. Class meetings of FYE 101 (First-Year Experience) are held during orientation; providing significant opportunities for new students to interact with their First-Year Faculty Mentor, Peer Academic Leader (PAL), and their FYE 101 classmates. FYE 101 is a credit-bearing course and attendance at all class sessions is required.

## **STUDENT CENTER--SUB**

The Student Union Building (SUB) houses the Jazz Man's Café and Bakery where students and the community can enjoy a light lunch or dinner, watch big screen TV and play pool. The student center

also houses the Student Resource Center (see separate heading for details) and the new Story Center.

### **VETERAN'S SERVICES**

Students attending college under the GI bill or those who are the children or spouses of totally disabled or deceased veterans should check with the Assistant Registrar to ensure that they are properly certified for receipt of their VA benefits.

### **ADMINISTRATIVE POLICIES AND NON-DISCRIMINATION**

The college reserves the right to change the rules regulating admission to the institution and any other regulations affecting the student body or the granting of degrees.

The college also reserves the right to withdraw courses, to change its calendar, and to alter charges and fees as conditions may require. Such changes shall go into force whenever the proper authorities may determine and shall apply not only to prospective students but also to those who may, at such time, be matriculated in the college.

The college further reserves the right to refuse to release any student their transcript, grade report, or degree for failure to return college property or to pay any accounts due the college.

It is the policy of the college that no otherwise qualified handicapped individual be discriminated against on the basis of his or her physical or mental handicap, as covered under Section 504 of the Rehabilitation Act of 1973, in admission to the college. All programs of the college are open to all regularly admitted students without regard to handicap. In the event that a student is enrolled in a course not accessible, the course will be moved to such location as will be accessible to handicapped students. Any student, employee, or job applicant who has a complaint or grievance in regard to this matter should contact the Vice President for Campus Life Office during regular office hours to make an appointment to have their grievance heard.

### **III. ACADEMIC INFORMATION**

#### **REGISTRATION**

Each semester the Registrar designates a pre-registration period during which students may pre-determine their courses for the ensuing semester. This process requires consultation with the student's faculty mentor and with other college personnel. The Evening College Director will designate the pre-registration period during which the evening students may pre-determine their courses for the next module. This process requires consultation with the Evening College Director and with other college personnel should the evening student desire.

The unit of academic credit in the college is the semester hour that represents the equivalent of one hour of class work.

The normal full-time student academic load is 15-17 semester hours per week, exclusive of physical education activity courses. Lighter loads are sometimes required or recommended based on a student's previous academic record. Students must register for at least 12 semester hours to be considered full-time.

#### **LATE REGISTRATION**

Following the regular registration period, students are allowed a period of approximately one week (see Academic Calendar for exact dates) during which they may register late. Students registering after the seventh day of classes, or the first class of the summer session or evening college, may do so only with the permission of the Vice President for Academic Affairs. Students registering late will be charged a late registration fee and may be counted absent for each class period they have missed. The late fee charges are in the Financial Information section under "Other Fees"

#### **CHANGE OF SCHEDULE**

After a student has completed registration for a given semester, permission to drop, add, or change a course must be obtained from their Faculty Mentor and the Academic Dean. Each change in schedule is governed by the following regulations:

1. A \$25.00 fee will be assessed against the student each time the schedule is changed.
2. No change in schedule from one course to another will be permitted after the seventh calendar day in a semester or the first day in the Summer Sessions or Evening Flex Program.
3. No student may drop a class during the last two weeks of the semester or the last week of a module in the Flex program.

## **CLASS ATTENDANCE**

Students are expected to give first considerations to their academic obligations. Prompt and regular attendance of classes is, therefore, expected of every student. Reason for an absence from any class, due to an emergency, should be submitted to the instructor in advance, when possible. It should be clearly understood, however, that a satisfactory explanation of an absence does not in any way relieve the student from responsibility for completing all work due or assigned during the absence. The instructor in charge of a class determines the extent to which absences and tardiness affect the student's grade. Absences are counted from the first meeting of the course.

When student's absences from any class exceed two times the number of times the class meets each week the student will receive a grade of F for the course. In the Evening Flex Program when absences from the class exceed two in any module, the student will receive a grade of F for the course. Cases involving extenuating circumstances may be appealed to the Vice President for Academic Affairs.

## **CLASSIFICATION OF STUDENTS**

### **Freshman Classification**

A currently enrolled student who has not earned twenty (20) semester hours is classified as a Freshman. All full-time students must have completed or be currently enrolled in English composition.

### **Sophomore Classification**

A currently enrolled student who has attended college at least two semesters and has earned between twenty (20) and fifty-nine (59) semester hours is classified as a Sophomore.

### **Junior Classification**

A currently enrolled student who has earned between sixty (60) and ninety (90) semester hours is classified as a Junior.

### **Senior Classification**

A currently enrolled student who has earned at least ninety (90) semester hours is classified a Senior.

## **GRADING SYSTEM**

Students at Martin Methodist College are graded in their academic achievements according to a system of letter grades. To facilitate computation of averages of students' grades, the college assigns numerical values called quality points to all letter grades of passing quality. The various letters are used in grading; their meaning, and the quality point value of each are listed below:

**A**-denotes work of superior quality and is assigned four (4) quality points for each semester hour.

**B**-denotes work of above average quality and is assigned three (3) quality points for each semester hour.

**C**-denotes work of average quality and is assigned two (2) quality points for each semester hour.

**D**-denotes work of below average quality and is assigned one (1) quality point for each semester hour.

**F**-denotes failure. No quality points are assigned for this grade.

**Inc**-denotes incompleteness. This is a temporary grade which must be replaced by a permanent one within the first four weeks of the following semester. Failure to complete the course work within this period of time will mean that the "incomplete" becomes a permanent grade of F. When computing quality points for an average, the Inc is counted as an F until a permanent grade has been earned.

**P**-denotes pass. Hours count toward graduation requirements, but no quality points are awarded (used only in special circumstances such as a lab grade and credits earned through By-Pass examinations).

**W**-indicates that the student was permitted to withdraw from the course within the first four weeks of a semester or within the first week of a Summer Session. For purposes of computing grade-point averages, the W is treated as though the student had never enrolled in the course.

**WP**-indicates that the student was permitted to withdraw from the course after the deadline for awarding the W and that course work was of passing quality at the time of withdrawal. For purposes of computing grade-point averages, the WP is treated as though the student had never enrolled in the course.

**WF**-indicates that the student was permitted to withdraw from the course after the deadline for awarding the W and that course work was not of passing quality at the time of withdrawal. No quality points are

assigned, but the grade is included in determining the students G.P.A. (counts as an F)

At the conclusion of the fall and spring semesters, quality point averages for each student will be obtained by dividing the total number of quality points earned in the semester by the total number of semester hours attempted during the semester. At that time, the semester President's List, Dean's List and Honor Roll will be published. The President's List includes those full-time students who achieve a semester G.P.A. of 4.0. The Dean's List includes the names of those students who have earned averages from 3.50 to 3.99. The Honor Roll includes the names of those students who have earned averages of 3.00 to 3.49.

### **MID-TERM GRADES**

Mid-semester reports are posted on the MMC website. Students must have their pin numbers and passwords to access their grade reports. Pin numbers and passwords are assigned as part of the registration process. Students receiving grades lower than C in any course should consult with that faculty member and with their faculty mentor.

### **SATISFACTORY ACADEMIC PROGRESS**

A student at Martin Methodist College is expected to maintain a satisfactory level of achievement in order to remain in good academic standing. The required levels to maintain good standing and to receive federal and state financial aid are as follows:

<b>Hours Attempted</b>	<b>G.P.A.</b>
1-29	1.50
30-59	1.70
60-99	1.90
100 or more	2.00

At the conclusion of the first year (two semesters) of enrollment, the student will be required to have completed 18 semester hours in order to continue receiving financial aid. At the conclusion of the second year (four semesters) of enrollment, the student will be required to have completed 44 semester hours in order to continue receiving financial aid. At the conclusion of the third year (six semesters) a student will need 78 semester hours to continue receiving financial aid. An eligible student may receive federal assistance for a

maximum of fourteen (14) semesters. An eligible Tennessee state resident may receive the Tennessee Student Assistance Award for a maximum of eight (8) semesters.

The student, who at the end of any semester of attendance, fails to meet the necessary cumulative quality-point average as indicated above will be placed on academic probation for the following semester and may be required to take a reduced course load. At the end of the probationary semester, the student who has achieved the required cumulative average will be returned to good standing. The student who has not achieved the required cumulative average but has earned a 2.00 average for the semester on a minimum of 12 hours attempted will continue on academic probation for the next semester. The student who has not achieved the required cumulative average and has not earned a 2.00 average for the semester on a minimum of 12 hours attempted will be suspended from the college and will not be considered for readmission until at least one semester has passed, except as specified below. In addition, the full-time student who fails all course work in any semester (excluding one hour classes such as Freshman Seminar, Choir, PE etc.) will be suspended for at least the next semester, regardless of academic standing prior to that semester.

Readmission of a suspended student to the college may be effected in accordance with the following conditions and procedures:

The student should file an application for readmission on a probationary basis. If the application is approved, the student will be allowed to return to classes and will be on academic probation for the entirety of the ensuing semester. No financial aid may be awarded. (See Financial Aid Regulations for more information on Satisfactory Academic Progress and appeals.) At the end of this probationary semester, the same policies will apply as for any student on academic probation.

A student, who is suspended for failure to meet the necessary cumulative grade point average, may request from the Admissions and Financial Aid Appeals Committee a special waiver of suspension. Should the waiver be allowed, the Committee may require the student to both repeat unsuccessful course work and carry a reduced course load. The Committee will determine if the student will be eligible for financial aid. Each case will be looked at individually to determine if none, some or all of the student financial aid will be reinstated.

A student who has served the minimum required suspension of one semester is eligible to return to the college at the end of the suspension period and receive financial aid. However, should the grade point average not meet the required level at the end of the first semester of re-enrollment, then the student will be terminated from financial aid at Martin Methodist College.

A student who wishes to appeal the termination of aid for lack of satisfactory progress may do so by preparing a written appeal for the Admissions and Financial Aid Appeals Committee. The committee will meet within ten days and return to the student its decision, which will also be in writing. The student may, at his or her request, attend the meeting of the committee to present the appeal personally.

Students in the Evening Flex Program of the college must meet the same standards as all other students set forth in the Catalog. The time frame for evaluation and defining good standing for continuing progress will be:

- a. The fall semester that contains two (2) Sessions, I and II, shall be averaged together to create one grading period;
- b. The spring semester that contains two (2) Sessions, I and II, shall be averaged together to create one grading period.
- c. The summer term that contains two (2) Sessions, I and II, shall be averaged together to create one grading period.

At the end of each grading period as stated above, the student's grade point average shall meet the standards as set forth in the Catalog with regard to academic probation and/or suspension. During a regular academic year semester or during the summer term, should a student fail all courses taken during a given session, he/she may be required to appear before the Admissions and Financial Aid Appeals Committee before beginning classes for the second session of the term.

Should a student be suspended for unsatisfactory progress, the student must follow the readmission procedures as set forth in the Catalog. A suspended student shall not be eligible to enroll for a period of not less than the fall semester [the two (2) sessions in the fall] or the spring semester [the two (2) sessions in the spring] following the suspension. A progressively longer suspension may be applied with a year for a second suspension and 3 years if a third suspension occurs. However, the committee reviews each case on an individual basis to determine the length of the suspension.

## **GRADUATION REQUIREMENTS**

### **Baccalaureate Degree**

All candidates for the bachelor's degree must meet the following requirements for graduation:

1. Complete the course of study for the degree program as set forth in the catalogue with a cumulative grade point average of 2.0 or higher on a 4.0 scale.
  - a. General Education Core Requirements of forty-nine (49) – fifty-one (51) semester hours
  - b. A minimum of forty-five (45) semester hours must be earned in courses numbered above 300.
2. The last thirty-six hours must be earned at Martin Methodist College.
3. At least twelve semester hours on the upper division level in the major field of concentration must be earned at Martin Methodist College.
4. To be eligible for graduation honors, a student must have earned at least sixty (60) semester hours at Martin Methodist College.

### **Associate Degree**

All candidates for the associate degree must meet the following requirements for graduation:

1. Complete sixty-three (63) semester hours of acceptable academic work with a cumulative grade point average of 2.0 or higher on a 4.0 scale including:
  - a. General Education Core Requirements of forty-nine (49) to fifty-one (51) semester hours
2. Complete a minimum of the last twenty-six (26) semester hours at Martin Methodist College.
3. Courses with a course number of 300 or above shall not be included in the sixty-three (63) semester hours graduation requirement.
4. To be eligible for graduation honors, a student must have earned at least thirty-two (32) semester hours at Martin Methodist College.

## GENERAL EDUCATION CORE REQUIREMENTS

(At the time of publication, the requirements were under review for possible revision and could change. Your mentor, the Academic Office, and the MMC website will have the most current information for your review.)

The overall goal of the core curriculum is to help students become discerning citizens who possess the knowledge, skills, and values associated with being well educated. Graduates of Martin Methodist College should demonstrate:

1. the ability to organize, interpret, and communicate ideas clearly and accurately;
2. an awareness of the importance of balanced intellectual, spiritual, social, and physical development;
3. an awareness of the importance of human interaction and ethical judgment in a global society;
4. analytical skills using quantitative, qualitative, and scientific concepts.

All students in the baccalaureate and associate degree programs must fulfill these General Education Core requirements to provide breadth and depth of learning experiences across the main fields of knowledge in preparation for advanced study.

The requirements and courses that will fulfill the Core are as follows:

I.	Freshman Seminar .....	1 hour
II.	Writing .....	6 hours
	A. English Composition - 6 hours (English Composition 101 and 102)	
III.	Literature .....	3 hours
IV.	Speech .....	3 hours
V.	Humanities, Writing, Speech, or History .....	3 hours
VI.	Computer Literacy .....	0-3 hours
	MIS 120, 210, or 220 or Comprehensive Computer Literacy Exam	

VII. Religion and Philosophy..... 6 hours

This requirement must be completed with three (3) semester hours in one of the Testament courses.

Old Testament 101 - 3 hours

New Testament 102 - 3 hours

World Religions 201 - 3 hours

Introduction to Philosophy 241 - 3 hours

VIII. History ..... 6 hours

The History requirement must be satisfied by six sequential hours in one of the following:

A. History of Western Civilization 111 and 112 - 6 hours

B. History of the United States 201 and 202 - 6 hours

IX. Mathematics ..... 3 hours

Math 131, Math 211 or higher (Refer to major for specific requirement.)

X. Natural Science ..... 8 hours

The Science requirement must be satisfied by eight sequential hours in one of the following:

A. General Biology 111 and 112 - 8 hours

B. General Chemistry 111 and 112 - 8 hours

C. College Physics 241 and 242 - 8 hours

D. Physical Science 101 and 102 - 8 hours

XI. Fine Arts ..... 3 hours

The Fine Arts requirement must be satisfied by one of the following courses:

A. Art Survey I - 3 hours

B. Music in Western Civilization - 3 hours

C. History of Jazz and Blues – 3 hours

D. Drama and the Theatre – 3 hours

XII. Physical Education ..... 1 hour

Satisfactory completion of one physical education activity class is required. No more than two semester hours of PE shall be used to satisfy any graduation requirement.

XIII. Martin Moments (five approved events per term) ..... 0 hours

- XIV. For BA Degrees
  - Foreign Language (Intermediate Level) ..... 6 hours
- XV. For BS Degrees
  - Additional mathematics, science or social sciences... 6-8 hours

Each student is responsible for making sure he/she is enrolled in the required courses to meet the graduation requirement. Additionally, each student must apply for graduation no later than the second week of his or her final semester prior to graduation. The forms for graduation may be obtained in the Academic Dean's office. The graduation fee must be paid in the Business Office.

### **APPLICABLE CATALOG**

Students who have been continuously enrolled in Martin Methodist College ordinarily will be allowed to graduate under the catalog that was current when they entered Martin Methodist College, provided graduation is within eight years of the time of that entrance date, and the required courses are still in the college curriculum. However, the college reserves the right to add or delete certain degree requirements that could affect all enrolled students. Continuously enrolled students may elect to graduate under any one Catalog in use during the eight-year period with the approval of the Academic Dean and the Division Head of the department of the major.

Course requirements for each degree program offered by the college are published in the college Catalog. The Academic Dean must approve any substitution of a required course for graduation in advance. Students must submit any request in writing to the Academic Dean no later than one full semester prior to graduation.

The college reserves the right to change the rules regulating admission to the institution and any other regulations or requirements affecting the student body or the awarding of degrees.

### **HIGH SCHOOL TRANSCRIPT POLICY**

Students transferring credit from an accredited college or university are not required to present a copy of their high school transcript if their college transcript proves they have a high school diploma or a GED.

## **WITHDRAWAL FROM THE COLLEGE**

If the student completes an official withdrawal form and is passing all work, provided there are satisfactory reasons for leaving school, the official record sheet will show a grade of WP in the subjects which the student was passing at the time of withdrawal. In subjects in which the student was failing at the time of withdrawal, the grade will be WF. Withdrawal forms are secured in the Academic Dean's Office.

## **UNOFFICIAL WITHDRAWAL POLICY**

A student who leaves the college without completing an official withdrawal form shall receive a grade of F in each of the courses enrolled. Martin Methodist College has a required attendance policy. (See policy statement under Academic Information, Class Attendance in this Student Handbook.) Instructors are required to report students who have violated the attendance policy to the Academic Dean/Registrar's Office. Based on the instructor's report a withdrawal form assigning the last date of attendance is prepared. This report is conveyed to the Financial Aid Office and the Business Office for proper refund/repayment compliance.

## **TRANSCRIPTS**

Students desiring official transcripts of their academic records be sent to other educational institutions or to prospective employers may secure the same by submitting a request in writing to the Office of the Registrar. Personal copies may also be obtained in a similar manner, except that the personal copies will not bear the Seal of the College. In no instance will a final transcript be issued to or for any student whose accounts are not settled in the Business Office

## **READMIT POLICY**

Any student who has missed a semester or module of enrollment must complete a readmit application. A student who has been out for less than one year will not have to pay the application fee.

## **IV. FINANCIAL INFORMATION**

Tuition and fees are due and payable with registration at the beginning of each semester. Students will not be admitted to class until arrangements concerning settlement of tuition and fees have been made at the Business Office.

### **TUITION**

Students carrying from 12-18 credit hours each semester will pay \$9499 for tuition. Those carrying less than 12 semester hours (i.e. part-time students, 11 hours or less) will pay \$790.00 per credit hour. Those exceptional students who are allowed to carry over 18 hours will be charged the rate of \$396.00 per credit hour for any hours over eighteen. Evening college tuition is \$396.00 per credit hour plus any special course fees.

### **BOOKS**

This figure will vary from student to student. Books that have to be used again by the college in subsequent semesters may sometimes be resold to the bookstore to help defray the cost. A good estimate of the cost of books is \$650 per semester.

### **GRADUATION FEE**

A charge of \$150.00 for each student who files an application for graduation is payable in the semester preceding the intended graduation. This fee applies whether or not the student plans to benefit from the graduation ceremony. There is a charge of \$25.00 for each additional degree awarded at the same time.

### **ROOM AND BOARD**

This fee is charged to resident students only. The charge is \$3,350.00 to \$3,750.00 each semester. This figure includes housing and Dining Hall Meals.

### **HOUSING SECURITY DEPOSIT**

All students who live in Student Housing must pay a \$200.00 security deposit. At the end of their residency if no damages were incurred, the security deposit will be returned to the student. If there are excess room damages during the year then additional damage fees

will be levied. For damages to halls, baths, or other common areas of the dorm, damages will be prorated among all residents.

### **OTHER FEES**

Comprehensive Fee (per semester)	260.00
Directed Study Fee (In addition to tuition) per hr.	120.00
Intern Fee	220.00
Student Teaching Fee	300.00
Review of Portfolio (per credit hour)	100.00
Recording Fee for Portfolio	50.00
Challenge Exam Fee (per Credit hour)	100.00
Recording Fee for Challenge Exam	50.00
Computer Lab Fee (per course)	30.00
Computer Literacy Test Fee	25.00
Nursing Program Fee (per semester)	350.00
Education Course Fees	10.00-50.00
Science Lab Fee (per course)	30.00
Audit Course Fee (per credit hour)	60.00
Special Music Lesson Fee - per credit	80.00
Art Fee	30.00
Foreign Language Materials Fee	10.00
Schedule Change Fee (each change)	25.00
Returned Check Fee (each)	30.00
ID Replacement Card Fee	25.00
Replacement Car Registration Fee	25.00
Day Late Registration Fee	75.00
Evening College Late Registration Fee	25.00
Evening College Session Fee (per session)	25.00
International Student Fee (per semester)	150.00
International Student Insurance (required)	592.00**

\*\*This fee is subject to change by the Insurance Company

### **INTERNATIONAL STUDENT TAXES**

As required by the Internal Revenue Service, colleges and universities must pay federal income tax at the rate of 14% on any international student who receives grants and /or scholarships in excess of tuition and allowable fees. At the beginning of each semester a determination is made as to which international students have excess scholarships. A calculation is made and that amount is paid to the IRS on behalf of the student. The student's account is then charged with his

or her portion of the tax and is required to pay that amount to MMC for reimbursement of the taxes MMC has already remitted. Form 1042-S will be issued by March so that taxes can be filed by April 15.

## **REFUNDS**

### **Excess Funds**

No excess funds will be issued until a credit balance appears on the student ledger which is indicated by an amount in parentheses. When financial aid including scholarships, grants, loans, work-study payments, etc., has been received and a credit balance is generated, the student will be eligible for a refund. In order to process a student refund, a refund request, which can be found on the SONISWEB student log in page, must be submitted online.

### **Withdrawal from College**

Any student who is withdrawing must inform the Business Office of his or her intentions. The student will be given instructions regarding the withdrawal process. A withdrawal form with appropriate signatures **MUST** be completed and returned to the Academic Dean's Office before a withdrawal is official. In some cases, withdrawal from MMC may result in the student owing a balance to MMC.

### **Tuition Refund**

Students who drop a class or classes or withdraw from all schoolwork during an enrollment period will receive a refund based on the following schedule. For students who receive Federal financial aid and withdraw, drop out, or are dismissed from school, a refund will be calculated based on federal guidelines for returning Title IV funds and the following schedule. The following information is a basic outline. Full regulations are on file in the Business Office. Refund examples are also available in the Business Office and will be provided upon request.

Credit for institutional charges for fall and spring semesters will be made according to the following schedule:

On or before the first day of class (Class never attended) 100%  
Through the end of the first 15% period of enrollment 90%  
Through the end of the first 30% period of enrollment 50%  
Through the end of the first 60% period of enrollment 25%  
AFTER the 60% period of enrollment NO CREDIT

For summer school and evening college, each session or term will also use the above schedule.

Charges are prorated from the first scheduled class period until actual withdrawal. There is no credit for temporary absences. Dropped labs or special fees will be prorated based on the above schedule. No credit for tuition charges will be given to anyone who is suspended for disciplinary reasons unless the student is a Federal financial aid recipient. If so, the refund will be according to Federal regulations.

Institutional aid refunds will be calculated on the same basis as tuition (stated above). In no case will institutional funds generate a refund greater than the amount of personal funds received. Dropped courses are calculated on the same schedule as withdrawals. If a course dropped before the end of a refund period caused you to become less than a full time student, all institutional aid is forfeited and Federal financial aid will be calculated based on the number of hours attempted after the courses are dropped. A "Return of Title IV Funds" calculation will be made only when a student withdraws from all courses.

### **Room and Board Refund**

When a student withdraws or moves out of student housing, a prorated portion of the semester's room and board charge, beginning with the date of non-occupancy of the room, will be refunded. (Updated policy will be stated on the housing application.)

### **Students Receiving Title IV Funds Who Withdraw**

All students receiving Federal financial aid are subject to federal regulations enforced by the Department of Education. The following procedure is used in determining the amount of Federal financial aid to be returned to Title IV programs.

1. The date of withdrawal is determined.
2. The percentage of the payment period or period of enrollment attended by the student is determined.
3. The amount of Title IV aid earned by the student is determined by multiplying the total Title IV aid for which the student was eligible by the percentage of time enrolled.
4. The amount earned is compared to the amount disbursed. If the amount earned is greater than the amount disbursed, then a post withdrawal disbursement must be made if the student is eligible for a "late disbursement". If the amount disbursed exceeds the amount earned, the Title IV aid must be returned.

5. The responsibility for returning unearned aid is allocated between the institution and the student according to the portion of disbursed aid that could have been used to cover institutional charges and the portion that could have been disbursed directly to the student once institutional charges are covered.
6. The institution must return the unearned aid. Unearned Title IV aid is distributed back to the Title IV programs from the institution as required by Federal guidelines in the following order: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Perkins Loan; Federal PLUS; Federal Pell Grant; Federal Academic Competitiveness Grant (ACG); Federal National SMART Grant; Federal SEOG; other Title IV programs.
7. If the amount that the institution is responsible for returning is less than the total amount of aid that needs to be returned, the student is responsible for the remainder. The order of the return of funds by the student is as follows: Unsubsidized Federal Stafford Loan; Subsidized Federal Stafford Loan; Federal Perkins Loan; Federal PLUS; Federal Pell Grant x 50%; Federal ACG, Federal National SMART Grant, FSEOG, and other Title IV programs (x 50% for grant funds).

#### **Dropped Courses**

Dropped courses are calculated on the same refund schedule as withdrawals. If a course dropped before the end of the refund period causes you to become less than a full-time student, all institutional aid is forfeited and Federal financial aid will be calculated based upon the number of hours remaining after courses are dropped.

#### **Refund Appeals**

A student who has unusual, exceptional, and/or extenuating circumstances involved in their withdrawal from college, may appeal the refund determination in writing within thirty (30) days from the date of withdrawal. A committee composed of the President of the College, Dean of Student Affairs, Business Manager, a member of the faculty, and a member of the student body will consider the appeal.

In no case will money be refunded to a student while that student owes money to the college.

## **FINANCIAL AID**

The financial aid program provides need-based assistance to students who would be unable to pursue their education without such help. Grants, loans, and work-study employments are available singly or in various combinations to meet the difference between what the student and family could reasonably be expected to provide and the expected cost of attending. Non-need based aid is available to students who meet specific criteria as listed below.

### **FINANCIAL ASSISTANCE AVAILABLE**

#### **Institutional Aid Programs**

All Institutional Aid is available to full-time day students that meet the requirements of the specific scholarship program. Every student at MMC must be admitted to the college and is required to file a Free Application for Federal Student Aid (FAFSA) before any aid will be distributed. Institutional funds may be affected by the receipt of need based funds. The amount of each scholarship listed below is for a full academic year.

- Academic scholarships are awarded to students whose high school transcripts meet the following criteria. The student has the following high school class rankings: ranks in the top 10% of his/her graduating class receives a \$2,500 scholarship, ranks in the top 20% of his/her graduating class receives a \$1,500 scholarship. The student has the following high school GPA's: 3.5-3.799 receives a scholarship of \$500, 3.8-4.0 (or higher) receives a scholarship of \$1,000. In addition, students who have an ACT score of 22 receive a \$400 scholarship with another \$200 added for each point above a 22. These scholarships can be combined, however, the total award cannot exceed half tuition for the school year. Valedictorians and salutatorians receive a scholarship for half of their tuition. All academic scholarships are renewable annually if requirements are met. A first time student must have a minimum GPA of 2.75 by the end of their first and second academic year. For each subsequent academic year a student must maintain a minimum 3.0 GPA.

- The Martin Scholars Award and the Martin Church Leader Award are both competitive scholarship programs. Each program will provide two full scholarships (tuition, dorm room and board) to the students who win the competition. The Awards are based on Grades/Test Scores, Essays/Writing Samples, Leadership Experience, Recommendations, and Campus Interviews during the competition days. These awards may be renewed.
- The Giles County Scholarship gives all full-time day student residents of Giles County, Tennessee, a \$1,000 Scholarship.
- The United Methodist Church Scholarship awards students who are members of a United Methodist Church \$1,000 or \$2,000 per academic year. If a student's home church is a UMC Church Partner the awards are \$1,500 or \$3,000 per academic year.
- United Methodist Church Ministers that are assigned by their District Office and their dependents are awarded half of tuition scholarships. UMC Ministers must be majoring in one of the Church Vocation disciplines to be eligible.
- Art, Music, and Drama Scholarships are awarded to students who demonstrate talent and an interest in continuing their activity at MMC. Portfolios must be presented to the Art Department, and auditions are required for Drama and Music Scholarships.
- Athletic Scholarships are awarded to student athletes who demonstrate ability in baseball, basketball, bowling, cheerleading, golf, soccer, softball, tennis or volleyball.
- Institutional workshops are available to residential students. Students typically work on campus about nine (9) hours per week and earn \$1,500 toward college costs.
- The Methodist Loan is available to members of the United Methodist Church, who are U. S. Citizens and who maintain a "C" or better average. A student at MMC may borrow a maximum of \$5,000 per calendar year at 5% interest. Applications may be obtained from the college or from the

Student Loans and Scholarship Office, Board of Higher  
Education and Ministry, P.O. Box 871, Nashville, TN 37202.

## **Federal and State Aid Programs**

- All Federal and State Aid are available to qualifying students whom meet the requirements of the federal or state program. Every student at MMC must be admitted to the college and is required to file a Free Application for Federal Student Aid (FAFSA) before any aid will be distributed. The amount of each scholarship will vary and the amount awarded is for a full academic year.
- The Federal Pell Grant is a direct grant from the federal government to the student. Awards can range from \$890 to \$5,350 depending on the student's need.
- The Federal Academic Competitiveness Grant is a direct grant from the federal government to the student. A qualifying student can receive \$750 as a freshman and \$1,300 as a sophomore.
- The Federal SMART Grant is a direct grant from the federal government to a student. A qualifying student can receive \$4,000 in their 3<sup>rd</sup> year and 4<sup>th</sup> year of study in qualifying majors.
- The Federal Supplemental Educational Opportunity Grant (FSEOG) is a federal grant awarded by MMC. The award amount varies with need.
- The Federal College Work Study Program is awarded based on financial need and priority of application. Students typically work on campus approximately nine (9) hours per week and earn \$1,500 a year toward college costs.
- Veteran's Benefits are also available to all qualifying students at Martin Methodist College.
- Vocational Rehabilitation Grants are available to all qualifying students who have a disability.

- The Tennessee Student Assistance Award (TSAA) is a grant funded by the state of Tennessee. The award amount depends on need and Tennessee State Funding. The FAFSA and the date it is successfully processed determine eligibility.
- Tennessee Lottery Scholarships (TELS) are awarded to graduates of qualified Tennessee high schools who enroll in a Tennessee college in a timely manner after graduation. To qualify, a minimum score of 21 on the ACT or a 980 on the SAT or a high school 3.0 unweighted GPA is required and a FAFSA must be filed by the required cut-off date.
- The Tennessee Teacher Program provides financial assistance for outstanding college Juniors and Seniors who are accepted into the teaching program at their institutions. There are requirements tied to teaching in Tennessee for these awards. A Student applies directly to the Tennessee Student Assistance Corporation for these highly competitive scholarships.
- The Federal Direct Loan - Subsidized or Unsubsidized Loan is available to all students. Under this program a maximum of \$3,500 per year for the first year, \$4,500 for the sophomore year, and \$5,500 for the junior and senior years may be borrowed. A student must be enrolled with a minimum half-time attendance to qualify for loans. Detailed guidelines for the loan will be reviewed with each student as part of the formal application process that requires the completion of a promissory note and a loan entrance interview checklist.
- The Federal Direct Loan is a loan to the parents of an enrolled student and requires an additional application and promissory note. Parents may borrow up to the difference in their student's financial aid and the cost of education.

## **HOW TO APPLY FOR FINANCIAL AID**

1. Students are required to be enrolled or accepted for enrollment by Martin Methodist College before final consideration may be given to their request for financial assistance. Students must be seeking a degree in order to receive aid.
2. The Free Application for Federal Student Aid (FAFSA) must be filed to reflect the most current financial information of the family.

This form is used to apply for a Federal Pell Grant, a Tennessee Student Assistance Award (Tennessee residents only), the Tennessee Lottery Grant and every other type of aid - federal, state, and institutional.

## FINANCIAL AID REGULATIONS

### **Satisfactory Academic Progress**

To obtain federal and state financial aid funds the grade point average must be at the proper level for retention in the college and satisfactory academic progress must be made. Students are required to meet the satisfactory academic progress and retention standards outlined in the section titled, Academic Information, of this Student Handbook in order to remain eligible to receive Title IV financial aid funds. Students may appeal their aid package as well as the termination of aid for lack of satisfactory progress by preparing a written appeal for the Admissions and Financial Aid Appeals Committee. The committee will meet within ten days and return to the student its decision, which will also be in writing. The student may, at his or her request, attend the meeting of the committee to present the appeal personally.

### **Federal Income Tax Scholarship Information**

Scholarship funds paid for room and board, or in excess of tuition and books, are subject to federal income taxes. Consult your tax advisor for details. Consult your tax advisor, also, to determine if Hope Scholarship or Lifelong learning tax credits may apply.

### **Loan Deferment Terms**

Under certain circumstances students have a right to defer (postpone) repayment of Federal Stafford and/or Direct Loans. Students whose loans were obtained after July 1, 1993, may defer payments for the following conditions:

- Enrolled at least half-time at an eligible institution.
- Engaged in a full-time course of study in a graduate fellowship program.

- Engaged in a full-time rehabilitation training program for individuals with disabilities (if the program is approved by the Department of Education)
- Conscientiously seeking, but unable to find, full-time employment (for up to three years)
- Experiencing an economic hardship as determined by federal law (for up to three years)

Each “Federal Direct Loan Master Promissory Note Instructions and Notices” carries all details for student loans including grace period, interest rates, deferment, forbearance, and consequences of default. Students are required to sign that they have read and understand the guidelines for student loans prior to loan certification.

### **On-Line Direct Loan Entrance, Exit, and Master Promissory Note Procedures**

MMC is directing all students and parents to complete these loan forms on-line. On the MMC website there is a “Financial Aid Forms” bullet under the Financial Aid Heading. This opens a list of forms and the links to complete the on-line forms for Direct Loan Entrance, Direct Loan Master Promissory Note (MPN), Parent Plus Loan MPN, and the Direct Loan Exit. These forms are required by the U.S. Department of Education.

### **Notification of Federal Loan Disbursement Policy**

Martin Methodist College hereby notifies students who have accepted Federal Direct Loans as part of their financial aid award package (or whose parents are receiving Federal Plus Loans) that loan disbursements will arrive at the college in the form of an Electronic Funds Transfer (EFT) with a roster of all loans in the transfer. The loan amounts, by federal regulation, must be released by the lenders in equal installments to cover the periods of enrollment of the academic term. If eligible, the loan disbursements will be disbursed to the college 10 days after the first day of class in a semester or module. Loan proceeds will be credited to the student’s account within 3 days of receipt and any excess refunded to the borrower within 14 days after the college’s receipt of the funds if a credit balance is generated and a request to hold a credit balance is not on file in the business office. (see Excess Funds in the Refunds section on page 30) Under rules dictated by the federal government the college is not allowed to release the first loan

disbursement to a first-year, first time undergraduate until thirty days after the first class day of the semester or module have elapsed.

### **COHORT Default Rate**

The COHORT default rate was 9.8% for 2006 and the draft rate for 2007 is 16.7%.

### **Institutional Review Panel**

To participate in the Tennessee Educational Lottery Scholarship program the college must have a TELS Institutional Review Panel.

The purpose of the panel is to hear appeals from students who for justifiable reasons did not comply with the continuous fulltime enrollment rule that is the TELS requirement. Possible appeals will result from medical and personal problems experienced by the student such as illness, death of a family member, religious requirements, employment requirements, etc.

The IRP is composed of one member of the faculty, one member of the staff and one student. The IRP will consider appeals and student requests for leaves of absence.

Procedures for the IRP:

1. Decisions must be made and communicated in writing to the student within 14 days of appeal.
2. The reason for the appeal by the student must be documented and maintained by the IRP. The IRP decision must be maintained on file for four years or until the student graduates whichever comes first.
3. The student who files an appeal will be notified that the IRP decision may be appealed to the TELS Award Appeals Panel at the following address:

Tennessee Student Assistance Corporation  
c/o TELS Award Appeals Panel  
404 James Robertson Parkway, Suite 1950  
Nashville, TN 27243

The appeal to the TELS Award Appeal Panel must be made within 45 days of the IRP decision. The TELS Panel will mail a decision to the

student within 14 days of receiving the appeal. The decision of the TELS Award Appeal Panel is the final administrative appeal.

### **Official College Census Day (for Lottery Scholarships)**

To administer the Tennessee Educational Lottery Scholarship (TELS) the college must declare an official census day.

A census day is the date:

before which classes dropped do not count toward the 24 hours attempted rule for calculating a continuing student's eligibility for the lottery scholarship and

after which any class dropped will be counted as hours attempted (and for which no quality points will be assigned thereby making it imperative that the student perform well on other classes in order to attain a grade point average that will enable them to continue to receive the TELS).

It has been determined that the 15<sup>th</sup> class day be the official census date. Holidays and weekend days will not count as they are not class days.

## **V. STUDENT ORGANIZATIONS AND ACTIVITIES**

The college has a well-rounded array of organizations and activities. Recreation and intercollegiate athletics, clubs, cultural events, social activities, student publications, honor societies, and student government are available for student participation. A listing of these opportunities follows.

### **ATHLETICS**

**Individual Recreational Activities:** All enrolled students are urged to make use of the Christian Life Center facilities which include a Nautilus room, jogging track, racquetball courts, basketball/volleyball courts, and the pool.

**Intercollegiate:** The college fields teams in the following sports: men's baseball, men's basketball, women's basketball, men's bowling, women's bowling, men's golf, women's golf, women's softball, men's soccer, women's soccer, women's

volleyball, men's tennis, women's tennis and co-ed cheerleading.

**Intramural Sports:** The college offers opportunities for all students to participate in intramurals sports throughout the year including racquetball, ping pong, volleyball, flag football, basketball, ultimate Frisbee, soccer and softball.

**Champions of Character Program:** This program will create an environment in which every NAIA student-athlete, coach, administrator, official and spectator is committed to the true spirit of competition through respect, integrity, responsibility, sportsmanship and servant leadership. The intent of this program is for all NAIA student-athletes and coaches to exhibit exemplary character and sportsmanship both in all athletic competitions and outside of the sports setting. MMC's first commitment in this program is to teach, enforce and monitor strong character skills with both our students and staff. Our second commitment is to deliver these strong character skills to the youth leagues, middle schools and high schools of Giles and surrounding counties. MMC's goal is to become a leading institution in the nation, known for its strong character skills and efforts to produce these skills.

**Sports Medicine:** the MMC Sports Medicine Department supports all intercollegiate athletic teams. A full-time employee heads this department. The Sports Medicine Department is equipped with up-to-date medical equipment to care for emergencies.

### **Campus Organizations**

For additional information about the campus organizations listed below or to learn how to start an organization contact the Student Organizations Director listed in the phone directory in the back of this handbook.

**Art Club:** formed in 1988, this group strives to promote interest in the Fine Arts. Projects such as building sets for campus events are undertaken annually.

**Dramatics Club:** open to any student interested in drama. Members of this club act in, stage, and help direct the college's fall and spring plays.

**Fellowship of Christian Athletes:** is an interdenominational ministry open to all but targets coaches, athletes, and students

utilizing them to influence others for Christ. The meeting schedule fluctuates with the athletic calendar.

**Green Team:** formed in 2003 this organization is dedicated to helping the environment by recycling.

**International Club:** promotes interest in the different cultures of the world. Activities such as canoe trips, shopping and movie excursions introduce international students to American culture.

**La Conexion:** The Connection is a joint ministry of Religious Life at MMC and the Tennessee Conference Hispanic/Latino Academy. The Connection meets weekly for prayer, bible study, and support.

**Martin S.E.R.V.E.S.:** is a campus resource dedicated to engaging the Martin Methodist community in acts of mercy, justice, and education in order to encourage student, faculty, and staff service as a lifelong activity. To learn more about opportunities to serve stop by the CCL office, call 931-424-7363 or e-mail [martinserves@martinmethodist.edu](mailto:martinserves@martinmethodist.edu).

**M.M.C. Psi Omega Nu Behavioral Science Club:** founded in 2004, this club is open to any student who's major or minor is considered to be one of the Social Sciences. The goal of this organization is to promote community involvement, encourage social service and provide an environment that will enhance the educational experience of all members.

**National Alliance for the Mentally Ill Club:** founded in 1979, this is a self-help, support and advocacy organization. NAMI works to achieve equitable services and treatment for people living with severe mental illnesses and their families.

**National Association for the Advancement of Colored People:** the NAACP Youth and College Division will work to inform youth of the problems and issues affecting all racial and ethnic minorities; to advance the economic, education, social, political and harmonious cooperation of all racial and ethnic minorities; and to stimulate the appreciation of the contribution to civilization made by all racial and ethnic minorities.

**Outdoor Enthusiasts:** This group organizes outdoor activities such as hiking, bicycling, camping trips and annual “Survivor” competitions which encourage students to appreciate the great outdoors.

**RedHawk Republicans:** is the official Republican Party at MMC. This club promotes voter awareness at the collegiate, local and state level, and supports the ideals and principles of the Republican Party and provides services to the community.

**Relay for Life:** this group promotes cancer education and awareness, and sponsors fundraising and team recruiting events throughout the year culminating in the annual Giles County Relay for Life which is held in Pulaski each June.

**Road Scholars Commuting Students Club:** this group addresses the unique needs of commuting students, and promotes their involvement in all aspects of campus life.

**STEA:** the Student Teacher Education Association organized on campus in 1994. This is the pre-professional club for prospective teachers.

**Student Activity Council:** this club is the voice of the students when deciding on extracurricular activities on campus. This club works hard to plan and organize great activities for all students.

**Student Alliance for Campus Unity and Equality (SACUE):** Through understanding and awareness this group hopes to prevent discrimination and promote unity between all sexual orientations and gender identities.

**Student Christian Association (S.C.A.):** is a faith community that nurtures Christian disciples through worship, fellowship and spiritual reflection. There is an annual fall weekend retreat that includes worship, fellowship, Sabbath, and fun. S.C.A. meets Thursdays, 6:30 p.m. in Jazzman’s Café and includes special guests and speakers from faculty, staff and community members.

**The College Democrats:** is the official Democratic Party at MMC. This club promotes voter awareness at the collegiate,

local and state level, and supports the ideals and principles of the Democratic Party and provides services to the community.

**The Martin Methodist Lions Club:** An on-campus Lions Club recognized and chartered by Lions International. Lions Clubs support sight conservation and community service projects.

## CULTURAL EVENTS

Each year the College sponsors the Della Clayton Lee Fine Arts Series consisting of concerts and lectures by professionals. The students also present, both on and off campus, musical concerts, one act plays and full-length dramas.

## HONORARY SOCIETIES

**Gamma Beta Phi Society:** The Gamma Beta Phi Society is a non-secret, honor, service-to-education organization for students in colleges and universities. Membership in the society is open to students who meet the following standards:

- (1) Rank in the top 20 percent of the class academically;
- (2) Have worthy character;
- (3) Creditable achievement;
- (4) Commendable attitude.

The purpose of the society shall be the achievement of educational ideals, the encouragement of scholastic effort, and the rewarding of academic merit among college students.

**Kappa Delta Pi:** An international honor society in Education that promotes the development and dissemination of worthy educational ideas and practices, enhances continuous growth and leadership, and fosters inquiry and reflection on significant educational issues. Membership is open to education students who have attained sophomore standing, completed or enrolled in at least 12 semester hours of education courses, and possess a minimum GPA of 3.0.

**Pi Gamma Mu:** An international honor society in Social Science that promotes academic excellence and interdisciplinary communication. Prospective members must be in the upper 35% of their class, have at least a B average and complete a minimum of 20 credit hours in Social Science classes.

**Sigma Beta Delta**: An international honor society in business, management and administration that recognizes students who have attained superior records in any of the business majors.

**Sigma Tau Delta**: An international honor society in English. Prospective members must maintain a 3.0 in English courses, completed a minimum of two classes over the freshman level and be in the upper 35% of their class after three semesters in college.

## **MUSICAL GROUPS**

Music is important at Martin Methodist College. The College choirs contribute to the college community and the entire Middle Tennessee area. The Concert Choir presents 10-15 performances each year. The Chamber Choir is a small, auditioned ensemble that presents several concerts throughout the school year. The Praise and Worship Team provides contemporary Christian music during Chapel Services and performs in local area churches.

## **STUDENT PUBLICATIONS**

**MARTINAIRE**: is the yearbook which records life at the college. Participation by any student interested in writing, photography, layout, proofing, or typing is encouraged.

**STATEMENT OF PUBLICATIONS**: Student publications are the interpretative records of the people and events that constitute the college community. They are governed by the established canons of responsible journalism such as the avoidance of libel, indecency, and attacks on personal integrity. Publications will not publish pictures or descriptions of violations of the student code. The purpose of student publication is to provide opportunities for students to gain skills in practical journalism. The Advisor appoints editors of the student publications. An editor who ignores the standards of responsible journalism or who fails to fulfill the duties of the office will be removed.

## **SOCIAL AND CULTURAL EVENTS**

Each year a well-rounded array of campus events is scheduled. Some of these events are Martin traditions that have been staged over the span of many years. Some of the activities that have become college traditions are explained as follows:

**Martin Pride Days**: each fall there are three evenings of activities welcoming the students back to campus. Water slides, hot air balloon rides, sand volleyball and other fun events get the year off to a great start.

**Fall Festival and Spring Fling**: held each semester on the campus green. These cookouts for all students and employees are very popular events.

**Boo-Out**: This is a Halloween party for Head Start children from Giles County. All students at Martin Methodist College may be involved by working in carnival booths and activities.

**Homecoming**: usually held in January, there is a full weekend of activities including an alumni reception, cultural events, and basketball games with the crowning of the queen and king taking place at the halftime of the men's game.

**Fall and Spring Plays**: the Drama students present two dramatic productions each year.

**Christmas Musicals**: each year there is a Christmas concert by the MMC choirs.

**Christmas Party for Area Children**: this traditional event involves Martin Methodist students as they provide Christmas gifts for community children in need.

**Christmas Celebration**: this is an evening worship service for MMC to come together and celebrate Christmas before departing for Christmas break.

**Talent Show**: each spring students are given an opportunity to showcase their talent.

**Exam Breakfasts**: held each semester at the onset of the final exam period. The late night (10 p.m.) meal is served to the students by the college administration.

**Campus Movie Theater**: the college operates a first run movie theater. There is a concession stand run by various clubs on campus.

**Baccalaureate**: a worship service to celebrate the Holy at work in the lives of the graduates and the MMC community.

## **GOVERNANCE ORGANIZATIONS**

Student governance on the Martin Methodist College campus is conducted through the Student Government Association, (an explanation of the powers and duties of this organization is spelled out in the SGA Constitution). In addition, there are advisory councils for the Dining Services program and The Housing Committee. The Honor Council is composed of student, faculty and staff whose duty it is to hear academic infractions. There are two representatives of SGA present at all sessions of Traffic Court. The Disciplinary Committee is composed of students, faculty, and staff whose duty it is to hear disciplinary infractions. Each student is given a copy of the Honor Code Booklet at matriculation. New students have an honor code signing ceremony as part of orientation week activities.

## **CONSTITUTION OF THE STUDENT GOVERNMENT ASSOCIATION OF MARTIN METHODIST COLLEGE**

### **PREAMBLE**

We, the students of Martin Methodist College, acting under the authority granted us by the Administrative Staff of Martin Methodist College, do hereby establish this Constitution in order to promote the ideals of self-government, to help coordinate student life on the campus, and to maintain good understanding and a close relationship between the Faculty, Administration, and the Students.

### **ARTICLE I--NAME**

The Martin Methodist College student body shall be composed of all students of the college. The governing body shall be known as the Student Government Association.

## **ARTICLE II—PURPOSE AND MEMBERSHIP OF THE STUDENT GOVERNMENT ASSOCIATION**

The purpose of the Student Government Association shall be to promote the rights, responsibilities, and awareness of the student body in all areas of student life.

The voting membership of the Student Government Association shall be composed of:

1. The three executive officers of the Student Government Association who shall be elected at-large by the students.
2. Two representatives from each class who shall be elected at-large by their class. There shall be one class president and one senator to represent each class.
3. One representative from the Night School Program who shall be elected by the Night Students.
4. One student representative from each of the following student related organizations/groups: Dining Services, The Memo or other campus communication source, Student Activities, Campus Housing, and any other group that the Student Body President deems necessary. Each of these positions will be filled during the Freshman elections through the Vice President of Campus Life and Enrollment Management and in conjunction with the Student Body President and the director/manager of the organization/group.

Qualifications for membership in the Student Government Association shall be:

1. Maintain a C grade average during the current school year;
2. Be enrolled as a full-time student and classified as such by the college.
3. Not obtain more than 2 unexcused absences from SGA meetings.
4. Must not have received more than 1 Student Life Honor Code infraction or 1 Academic Honor Code infraction.

Qualifications for the Student Government Association Executive Committee shall be:

1. One year of experience serving on Student Government Association.
2. Must have achieved Junior or Senior class standing.

### **ARTICLE III--EXECUTIVE COMMITTEE OF THE STUDENT GOVERNMENT ASSOCIATION**

The Executive Committee shall consist of the President, the Vice-President, and the Secretary, and shall meet at the call of the president. Vacancies that may occur in the Executive Committee shall be filled by the person in the position below the empty one.

### **ARTICLE IV--DUTIES OF THE EXECUTIVE COMMITTEE**

The President shall:

1. Preside over all Student Government Association meetings;
2. Appoint all members of the committees of the Student Government Association and be Ex Officio of all said committees;
3. Present all resolutions and recommendations both passed by the Student Government Association and those that require the approval of the administrative staff, to the President of the College;
4. Serve as member of the Board of Trustees of Martin Methodist College;
5. Serve as a member of the Disciplinary Committee;
6. Call special meetings of the Student Government Association and any committees thereof;
7. Serve as a liaison between the student body, the faculty and the administrative staff.
8. Serve on the Honor Council Appeals Board.

The Vice-President shall:

1. Assume the duties of the President in his or her absence or his or her inability to serve;
2. Serve as a member of the Disciplinary Appeals Board.
3. Serve on the Appeals Board.
4. Assume any other responsibilities designated by the student body President.

The Secretary shall:

1. Keep the minutes and roll at all Student Government Association meetings;
2. Maintain the Student Government Association files;

3. Handle all correspondence concerning the Student Government Association;
4. Serve on the Supreme Council.
5. Assume any other responsibilities designated by the student body President.

### **ARTICLE V—DUTIES OF THE MEMBERS OF STUDENT GOVERNMENT**

Class Presidents shall:

1. Bring the comments, concerns, and suggestions of their class to the attention of the Student Government Association.
2. Serve as chairs of any committees at the request of the Student Body President.
2. Serve in the following capacity as student representatives on the Honor Council and associated appeals councils/boards:
  - Senior: Honor Council
  - Junior: Honor Council Appeals Board
  - Sophomore: Honor Council Supreme Council
3. Serve in the following capacity as student representatives on the Disciplinary Committee and associated appeals councils/boards:
  - Senior: Disciplinary Committee
  - Junior: Disciplinary Appeals Board
  - Sophomore: Disciplinary Supreme Council

Class Senators shall:

1. Bring the comments, concerns, and suggestions of their class to the attention of the Student Government Association.
2. Serve on any committees at the request of the Student Body President.

### **ARTICLE VI--MEETINGS OF THE STUDENT GOVERNMENT ASSOCIATION**

There shall be not less than two regular scheduled meeting per month. Special or called meetings may be held at any time at the discretion of the President. All Student Government Association meetings shall be open to any student, faculty member, or member of the administrative staff.

### **ARTICLE VII--POWERS OF THE STUDENT GOVERNMENT ASSOCIATION**

The specified powers of the Student Government Association shall include making such legislation, resolutions, or recommendations, and performing any other act to promote the rights, responsibilities, and awareness of the student body, and to contribute to the social, educational, cultural, and physical welfare of the student body and the college community.

### **ARTICLE VIII--FACULTY ADVISORS**

The Vice President of Campus Life and Enrollment Management shall be a permanent advisor to the Student Government Association. The members of the Student Government Association may elect a faculty advisor of the Student Government Association. Said faculty member should be present at all meetings.

### **ARTICLE IX --ELECTIONS**

The Student Government Association shall be in charge of all student campus-wide elections including Homecoming Court and Student Government Association elections.

### **ARTICLE X--AMENDMENTS AND BY-LAWS**

Amendments to this Constitution shall be made by a two-thirds vote of the Student Government Association. The amendment must be introduced in the Student Government Association one week in advance of its approval in the Student Government Association. One week's notice shall be given before any referendum to the student body. By-Laws may be adopted by a two-thirds vote of the total membership of the Student Government Association. Amendments and By-Laws shall take effect immediately unless otherwise stated, after two-thirds majority vote.

### **REQUIREMENTS FOR COLLEGE RECOGNIZED ORGANIZATIONS *PLANNING STUDENT ORGANIZATIONS***

The following procedure must be used for groups seeking recognition as Martin Methodist College organizations:

1. Application for recognition of college approval should include the purpose of the club and types of proposed activities:
2. Constitution which should include name, purpose, meetings, officers and terms, rules of membership, and other information deemed relevant to the operation of the organization;
3. By-Laws of the organization:
4. Signature of the members (minimum of five) and advisor.

When the above information has been compiled, it should be delivered to the Vice President for Campus Life for evaluation. He/she may recommend that the President of the College grant full recognition to the group or he/she may reject the group's petition and specify the reasons. If a group were denied, it would have an opportunity to rectify the deficiencies and resubmit the materials for approval. The President of the College must grant final recognition.

**RULES FOR STUDENT ORGANIZATIONS:** There are four major requirements for organizations that are listed below.

1.       **ADVISORS**  
Each organization shall be free to choose its Faculty Advisor who, by accepting appointment, agrees to maintain contact with the organization so as to be familiar with its program and personnel, keeping in mind not only the objectives of the particular group but also the best interest of the college.
2.       **DISCRIMINATORY CLAUSES**  
No student organizations, which have any restrictive clauses with regard to race, color, creed, or national origin, will be granted college recognition.
3.       **HAZING**  
No student or organization of the college shall engage in hazing or committing an act that injures, frightens, degrades, or disgraces a person attending the college. Students and/or organizations involved in hazing shall be subject to disciplinary action.
4.       **USE OF COLLEGE FACILITIES**  
Events involving the use of college facilities must be authorized by the Vice President for Campus Life or by the person in charge of the facility.

## VI. RELIGIOUS LIFE

The Center for Church Leadership was born out of a partnership between Martin Methodist College and the Tennessee Annual Conference. The Center is a model of how academic institutions and denominational entities can share knowledge, deepen faith, and support the work of ministry.

The Center's mission is to identify, recruit, and train current and future church leaders, both laity and clergy. This mission is lived out through the ministries of Continuing Education, Church Relations, and Religious Life.

**Religious Life:** at Martin Methodist College seeks to be a community of faith that encourages students, faculty, and staff to grow and enrich their spiritual journey through worship, education, fellowship, and service.

**Worship:** Chapel services are held at 9:30 a.m. in the Martin Hall Auditorium on the first and third Thursday of each month. Additional services are also held for special occasions.

**Education:** This includes the Leadership Development Team, internships, Student Conferences, as well as Annual and General Conferences.

**Fellowship:** The Religious Life Student Lounge is open daily as a place for students to gather, relax, and fellowship. Fellowship is also offered in conjunction with events of the Student Christian Association (S.C.A.), Fellowship of Christian Athletes (F.C.A.), La Conexion, Accountability Groups, activities with area churches, and the Religious Life Council.

**Service:** Martin Serves., as noted under Clubs, is a ministry of Religious Life in which all students, faculty, and staff are invited to participate in one-time and ongoing service projects in Giles County, as well as trips and course-based service-learning.

**To learn more about Religious Life, please visit <http://www.martinmethodist.edu/ccl/religiouslife> or e-mail [religiouslife@martinmethodist.edu](mailto:religiouslife@martinmethodist.edu) or stop by the office in the Center for Church Leadership., located at the corner of Madison and 5<sup>th</sup> Streets.**

## **VII. ACADEMIC HONOR CODE AND STUDENT LIFE HONOR CODE, RIGHTS, RULES, AND REGULATIONS**

### **PREAMBLE TO ACADEMIC HONOR CODE**

As Martin Methodist College (MMC) students, we seek an environment in which members of a diverse student body can live together, interact, and learn from one another in ways that protect both personal freedom and community standards. If a diverse community is to prosper, its members must attempt to come to terms with their differences; this goal is only possible if students seek mutual understanding by means of respectful communication. By holding us accountable for our words and actions, the Honor Code acts as an educational tool, instructing us to resolve conflicts by engaging others in dialogues that yield greater awareness for all parties involved. By enrolling as a student at Martin Methodist College, each person agrees to follow the Honor Code for the duration of his or her time as a student of the college. By encouraging respectful conduct, we hope to create an atmosphere conducive to learning and growing.

The Martin Methodist College Honor Code was installed in two parts. The portion of the Honor Code involved academic integrity, and defines Cheating, Plagiarism, Academic Misrepresentation, Multiple Submissions of Work, and Consequences for Failure to Comply with the Honor Code or Honor Council. The second part of the Honor Code involves Student Life. This portion of the Honor Code involves housing regulations, alcohol, drugs, overall conduct codes for all students, and consequences for failure to comply with the Honor Code or Honor Council.

At the beginning of the school year there will be a formal signing ceremony as part of Freshman Orientation. All students are expected to abide by the Honor Code even if they did not participate in the formal signing ceremony. Copies of the Honor Code may be picked up in the Office of Student Affairs.

### **STUDENT SOCIAL CODE**

Martin Methodist College students have certain rights and are required to fulfill certain obligations that are outlined below. It is

expected that students will understand and exercise their rights while fulfilling their obligations and respecting the rights of others. The College intends to enforce the regulations and the college intends to respect student rights.

**NOT KNOWING THE RULES DOES NOT EXCUSE ADHERENCE TO COLLEGE RULES AND REGULATIONS.**

## **STUDENT RIGHTS**

**Nondiscrimination:** There shall be no discrimination in any respect by the college against any student, or applicant for admission as a student, based on race, religion, age, national origin, gender, or sexual orientation.

**Student Representation:** Students may be represented on the Martin Methodist College Board of Trustees at the invitation of the College President, through the attendance of the ASG President on that Board.

**Confidentiality of Records:** Students shall have the right to have their academic and disciplinary records kept confidential subject to existing Federal laws. No official records of students shall be available to unauthorized persons without the express written consent of the student involved, except under legal court order.

**Freedom of Opinion:** Students have the right to take stands on issues and to examine and discuss questions of interest, as long as it does not interfere with the rights of others.

**Freedom of Self-Government:** Students are entitled to self-governance through the Associated Student Government (ASG). Through the ASG students may participate in the formulation of policy affecting student affairs. The organization and authority of the ASG is found in the Constitution.

**Academic Evaluation:** Grading of student performance shall be on the basis of previously announced criteria.

**Correctness of Information:** Students have the right to accurately and clearly stated information that should enable them to determine the general requirements for a particular curriculum or program of study.

## **STUDENT OBLIGATIONS**

Each student is expected to show respect for order, ethics and the rights of others and to exhibit in his or her daily living a high sense of personal honor and integrity.

## **DISCIPLINARY HEARINGS**

At the beginning of each academic year, a Disciplinary Committee shall be organized for the purpose of hearing cases whereby the student denies that a violation has taken place. The membership of this committee shall include faculty, staff, and students. The student membership will consist of the Student Body President and one other SGA officer. The Vice President for Campus Life will assign two faculty members and two staff members each year. This committee shall hear cases referred to it and make its recommendations to the Chairman of the Committee.

The Vice President for Campus Life may handle rule violations without convening the Disciplinary Board. However, for a case to be handled in this manner the student offender must agree that a violation of the student Honor Code has taken place. If the student denies that a violation has taken place, then the Disciplinary Committee will meet with the student and the college employee who brought the alleged violation to the Vice President for Campus Life. Both parties will have an opportunity to discuss their side of the case to the disciplinary committee. Once both sides of the case are heard and the disciplinary committee has had an opportunity to ask questions the student and the college employee will have the opportunity to make a closing statement. Once closing statements are made the student and college employee are asked to leave the room while the disciplinary committee makes its decision. Those found guilty of rule violations will receive sanctions as listed below.

All sanctions must be completed by the student within 30 days of being found guilty of a violation. Any student who does not complete the sanctions must appear before the Disciplinary Committee and may face further sanctions as determined by the committee.

Infractions of the Student Life Honor Code will carry over from year to year and are cumulative for the entirety of the time that an individual is a student at the college.

The Disciplinary committee has the authority to change any sanction to fit the severity of the offense as deemed necessary.

***DISCIPLINARY APPEALS BOARD:*** The Disciplinary Appeals Board serves to provide due process to students who feel the charges against them and/or the actions recommended by the Disciplinary Committee are unjust. The function of the Disciplinary Appeals Board is to review written appeals by the students involved. The Appeals Board has no direct contact with the student, but reviews the student's written appeal, the transcript of the case, and any other pertinent information. The Board then decides whether the appeal should be granted. For an appeal to be granted, three of the five voting members must be in favor. If the Disciplinary Appeals Board grants the appeal, the case is referred to the Disciplinary Supreme Council. If the appeal is not granted, the decision of the Disciplinary Committee remains in force. All appeals must be made in writing 24 hours after the initial decision.

The Disciplinary Appeals Board consists of faculty, staff, and students. The student membership will consist of the Student Body Vice President and one other SGA officer. The Vice President for Campus Life will assign the faculty and staff members each year.

***DISCIPLINARY SUPREME COUNCIL:*** The Disciplinary Supreme Council serves as the third and final step in the due process procedure. The Disciplinary Supreme Council hears cases recommended by the Disciplinary Appeals Board. The student will have an opportunity to meet in person with the Supreme Council to present their case. The Vice President for Campus Life presents the Disciplinary Committees case. The Disciplinary Supreme Council then will deliberate and provide their decision. In the Supreme Council, three of the five voting members must be in favor of the appellant for any previous decision of the Disciplinary Committee to be overruled. In cases where a majority is not in favor of the appellant, former rulings of the Disciplinary Committee are upheld.

The Disciplinary Supreme Council consists of faculty, staff and students. The student membership will consist of the Student Body Secretary and one other SGA officer. The Vice President of Campus Life will assign the faculty and staff members each year.

## **STUDENT CODE REGULATIONS**

In the following pages are listed the rules and regulations of Martin Methodist College. Violation of any of the rules will result in disciplinary action. Sanctions are listed for each offense.

**ALCOHOLIC BEVERAGES:** The consumption, possession, and/or use of any alcoholic beverage is prohibited on the Martin Methodist

College campus or any of its facilities, or at any event on or off the campus which is official college business. This includes, but is not limited to, athletic events and/or social gatherings sponsored by the college. No student or guest of the student may be on the campus while under the influence of an alcoholic beverage. College regulations prohibit any student or student organization from allowing its members or guests to violate college policy concerning alcoholic beverages. No organization may plan or have an official college activity on campus that includes the use of alcoholic beverages.

**SANCTION:**

First Offense - \$250 fine, 15 hours of campus service, and at the student's expense completion of BACCHUS which is an on-line Alcohol Counseling Program. These items must be completed within thirty days after official notification. The student must immediately write a letter to his/her parents explaining the situation, and the Vice President for Campus Life will mail the letter for them.

Second Offense - \$500 fine, 50 hours of campus service, and completion of an alcohol rehabilitation program at student's expense. These items must be completed within thirty days after official notification. The student and his/her parents will meet with the Vice President for Campus Life to determine what additional steps need to be taken.

Third Offense – Expulsion will result

**DRUGS:** Possession by any student of illegal stimulants, depressants, narcotics, or hallucinogenic drugs, except on a physician's or dentist's prescription, is prohibited. The selling, bartering, exchanging and giving away of such illegal drugs to any person is prohibited. In addition, prescription drugs are to be used only by the person whose name is on the prescription label. It is also prohibited for any student or visitor to have illegal drug paraphernalia.

**SANCTION FOR POSSESSION:** Suspension for the remainder of the semester and a report filed with the legal authorities for prosecution or any other sanction as determined by the Disciplinary Board.

**SANCTION FOR PARAPHERNALIA:**

First Offense - \$150 fine and 25 hours of community service. These items must be completed within thirty days after official notification.

Second Offense - \$250 fine and 50 hours of community service. These items must be completed within sixty days after official notification.

Third Offense – Expulsion will result

In Addition: If a visitor to a residence hall room or apartment is found to have illegal drugs in their possession, the student occupant

sponsoring that visitor will lose the privilege of living on campus. If that visitor is a Martin student the sanction above will apply to that student.

If illegal drugs are found in a common area of a residence hall room or apartment, everyone in that room or apartment is subject to disciplinary action.

If the school becomes aware that you have been convicted of possessing or selling illegal drugs while enrolled at MMC you can either be suspended or expelled.

Police are notified anytime illegal drugs are found on the Martin Methodist College campus.

**SEXUAL HARASSMENT:** Martin Methodist College reaffirms the principle that its students, faculty, and staff have a right to be free from gender discrimination in the form of sexual harassment by any member of the academic community.

Sexual harassment is defined as the use of vulgar remarks and offensive language in an attempt to coerce an unwilling person into a sexual relationship, to subject a person to unwanted sexual attention, to punish a refusal to comply, to create a sexually intimidating, hostile offensive working environment, or to create a sexually intimidating hostile educational environment. Sexual harassment is understood to include a wide range of behaviors, from the actual coercing of sexual relations to the unwelcome emphasizing of sexual identity. This definition will be interpreted and applied consistent with accepted standard of mature behavior, academic freedom, and freedom of expression.

Sexual harassment in any situation is reprehensible; it is particularly damaging when it exploits the educational dependence and trust between students and college employees. When the authority and power inherent in college employee relationships with students, whether overtly, implicitly, or through misinterpretation, is abused in this way, there is potentially great damage to individual students, to the persons complained of, and to the education climate of the institution. While a particular interaction must be offensive and unconsented to be defined as harassment, college employees, and other individuals in positions of authority should be sensitive to the question about mutuality of consent that may be raised and to the conflicts of interest that are inherent in personal relationships where professional and educational relationships are also involved.

Individuals who believe they have been sexually harassed may obtain redress through the established informal and formal procedures of the institution. Complaints about sexual harassment will be responded to promptly and equitably. The right to confidentiality of all

members of the college community will be respected in both informal and formal procedures, insofar as possible. This policy explicitly prohibits retaliation against individuals for bringing complaints of sexual harassment. Formal procedures will not be initiated without a written, signed complaint. An individual found to be guilty of sexual harassment is subject to disciplinary action for violations of this policy, consistent with existing procedures.

Individuals wishing to make an informal or formal complaint in regard to sexual harassment should make an appointment with the Vice President for Campus Life who serves as the Affirmative Action Officer.

If a student is found to make a false accusation of sexual harassment then that student will be referred for counseling.

**CODE OF COMPUTING PRACTICE:** Violation of the standards for ethical and legal usage of campus computers, computer networks, or campus resources will result in one of the following sanctions.

**SANCTIONS:** range from a \$25 fine to restrictions, suspension, and notification of the legal authorities

**DESTRUCTION OF PROPERTY:** The defacing or destruction of public or private property is prohibited.

**SANCTION:**

**First Offense** - \$500 fine plus the cost to replace whatever has been damaged or destroyed. This must be completed within thirty days after official notification. The student must immediately write a letter to his/her parents explaining the situation, and the Vice President for Campus Life will mail the letter for them. The student may lose the privilege of living on campus.

**Second Offense** – Expulsion will result.

**DISORDERLY CONDUCT:** Conduct of a disorderly nature to include (but not limited to) screaming at, cursing at, or threatening another person is prohibited. Disregarding the rules set forth in the Student Life Honor Code is prohibited.

**SANCTION:** \$100.00 fine

**MALE ENTRY INTO FEMALE HOUSING/FEMALE ENTRY INTO MALE HOUSING:** The following sanctions will apply to male students who enter women's housing during non-visitation hours and the women involved in the case. The same sanctions will apply to female students who enter the men's housing during non-visitation hours and the men involved in the case.

**SANCTION:**

**First Offense** the students involved will receive a warning.

Second Offense - \$100 fine for each student involved.

Third Offense - \$100 fine, 30 hours of community service, loss of visitation privileges, and must appear in front of the Disciplinary Committee.

Fourth Offense – To be determined by the Disciplinary Committee.

**WEAPONS:** Firearms or weapons of any type are prohibited on campus and are not authorized to be in the possession of students or in their dorm rooms. Bringing firearms on school property is in violation of State law. Any object that is used in a manner in which someone could be injured is considered a weapon.

SANCTION: \$100.00 fine and a report filed with legal authorities for prosecution

**FIREWORKS:** Possession and or use of fireworks or explosives on campus are prohibited.

SANCTION: \$100.00 fine. A report filed with legal authorities and the student will be responsible for the cost of repairing any damages.

**SAFETY AND SECURITY VIOLATIONS:** Disabling or damaging any fire or safety equipment (including but not limited to the security camera system, smoke detectors, and fire extinguishers) is prohibited.

SANCTION: \$100 fine and a report will be filed with the legal authorities.

**ARSON:** Expulsion from school. A report will filed with the legal authorities and the student will be responsible for the cost of repairing any damages.

**FINANCIAL OBLIGATIONS:** Students are expected to promptly pay when all college financial obligations are due. SANCTION: Failure to meet these financial obligations on time may result in not being allowed to register, graduate, or receive a transcript of credits until all accounts are settled. All students must be registered before being admitted to class.

**FORGERY, ALTERATION, OR MISUSE:** Forgery or alteration of Martin Methodist College documents or records is prohibited.

SANCTION: Suspension or expulsion

**IDENTIFICATION** - No student shall fail to identify himself or herself to any properly identified administrator, faculty or staff person while that person is in the performance of official duties.

SANCTION: \$25.00 fine and probation

**PHYSICAL ABUSE** – Fighting and/or inflicting physical abuse on any person is prohibited.

SANCTION: \$100.00 fine, counseling, and community service.

**SMOKING, TOBACCO PRODUCTS**: Smoking or using tobacco products (such as chewing tobacco) is prohibited in any of the indoor or outdoor areas other than the designated smoking areas.

SANCTION:

First Offense: \$25.00 fine and 5 hours of community service.

Subsequent Offenses: \$50 fine and 10 hours of community service for each offense.

**THEFT**: Taking of college, public, or private property (including textbooks) is prohibited.

SANCTION: Report filed with legal authorities, and suspension or expulsion

**TRESPASSING**: Unauthorized entry into a college building or motor vehicle is prohibited.

SANCTION: \$100.00 fine, suspension, and a report will be filed with the legal authorities.

**UNLAWFUL ASSEMBLY**: Violent protests or similar activities that disrupt the normal operation of the college are prohibited. Disruptive actions include, but are not limited to, the following: the support of an activity through unlawful means, interference with accepted functions of the college, unauthorized occupancy of college facilities or blocking access to or from such areas, infringing on the rights of students, faculty, staff, or authorized persons to gain access to any college facility.

SANCTION: Suspension

**COMPLIANCE WITH FEDERAL , STATE, AND LOCAL LAWS**:

All students are expected to comply with Federal, State, and Local laws. When a student is convicted of such a violation and the circumstances indicate that the student's continued presence on campus creates a clear and present danger of serious physical or mental harm to the student, the other members of the college community, or the educational process of the college, the College may impose sanctions including suspension or expulsion. A student who has been accused of a criminal offense, the nature of which constitutes a clear and present likelihood of a serious danger to the student, the other members of the college community, or the educational process of the college, may have imposed by the Vice President for Campus Life a temporary sanction,

including suspension. Such temporary sanctions may exist and be enforced only until such time as the properly constituted authority has made final disposition of the case. If the student is convicted and put on probation, the student will be suspended for the duration of their probation.

***DISRESPECT:*** Showing rudeness and disrespect towards faculty and staff (to include Residential Life Staff) is prohibited. If a college employee feels a student has been disrespectful, the student may be turned in to the Vice President for Campus Life.  
SANCTION: \$100 fine and counseling.

***CODE OF CONDUCT:*** Indecent exposure, nakedness, showing pornographic films in public view, unlawful assembly, and offensive language or behavior is prohibited.  
SANCTION: \$50.00 fine and counseling.

***IDENTIFICATION*** - No student shall fail to identify himself or herself to any properly identified administrator, faculty, or staff person while that person is in the performance of official duties.  
SANCTION: \$25.00 fine and probation.

***FINANCIAL OBLIGATIONS:*** Students are expected to promptly pay all college financial obligations.  
SANCTION:

Failure to meet these financial obligations on time may result in not being allowed to register, graduate, or receive a transcript of credits until all accounts are settled. All students must be registered before being admitted to classes.

## **DRESS CODE**

Martin Methodist College students should wear clothes appropriate to the situation. Students must be fully dressed to include shirts and shoes in order to be served in the Dining Hall or to enter all classroom and administration buildings.

## **VIII. RESIDENCE HALL INFORMATION**

The college operates Criswell Hall, Upperman Hall and two apartment housing buildings. While Criswell is an all female facility, Upperman and the apartment are Coed facilities. All single students

under 21 years of age are required to live in the college housing or with their family.

Upon notification of acceptance to the college the resident student must make a room security deposit. See the Financial Information section for the current deposit amount. This is refunded by mail, provided the student does not do any damages to their housing or does not owe the college any money, when the student has graduated or indicated he/she will not be returning to Martin Methodist College.

Occupants of each room are responsible for its condition and contents. Damages to the rooms or contents will be charged to the occupants. Damages to common areas such as living areas, halls, baths, lobbies and other areas of the housing units will be charged to all residents on a prorated or by-floor basis if it cannot be determined which resident was responsible.

### **ROOM ASSIGNMENTS**

Room and roommate preferences are granted when possible. Students who reside in a room have precedence over others in signing up for that same room the following year. The Vice President for Campus Life assigns students who do not submit housing or roommate preferences to housing and roommate(s).

Room changes will be made only with the approval of the Vice President for Campus Life or the Director of Residential Life. Room changes will not be considered until two weeks into the semester.

See the Financial Information section for dorm and apartment charges.

The College reserves the rights to exchange rooms or remove a student from campus housing when it is considered advisable or necessary.

### **ROOM CHECKS**

Periodic room checks are to be conducted on housing by the Resident Directors and their assistants. Students are requested to be in attendance during room check. Refrigerators and closets will be checked. The purpose of room inspection is to check for health and safety problems, adherence to campus regulations, and property

damage. Residents will be notified by a notice posted on the dorm front door or in the apartment complex of the date for the housing inspections.

Students who fail to pass the regularly scheduled housing check for cleanliness shall receive a warning from the Resident Director. The student will be given 24 hours to improve the condition of the room so that it will pass a cleanliness inspection. Failure to pass will warrant a referral to the Vice President for Campus Life.

By moving into the campus housing, the student agrees to allow access to his/her room for justifiable cause: smoke, water, odor, excessive and prolonged noise or property damage. If a student is suspected of concealing restricted material, such as illegal drugs, the Head Resident shall obtain authorization from the Vice President for Campus Life or the College President to conduct a search of the assigned housing.

**SANCTION:**

First Offense: \$25 fine and removal of contraband if applicable.

Second Offense: \$50 fine and removal of contraband if applicable.

Third Offense: \$100 fine and removal of contraband if applicable, and probation for the remainder of the semester.

**SAFETY**

Students should keep their doors locked at all times when not in attendance. **THE COLLEGE IS NOT RESPONSIBLE FOR ANY LOSS OR DAMAGE TO STUDENTS' PROPERTY FOR ANY REASON.** If loss should occur, a student should check immediately with the parent's homeowner's insurance policy to ascertain if the loss is covered. The college recommends that each student living on campus obtain some form of insurance for the items stored in their rooms.

The campus housing buildings are equipped with fire alarms, smoke detectors and fire extinguishers. Students are required to evacuate the building when the alarm sounds. After evacuating the Criswell and Upperman dorm students should gather at the gazebo to await instructions from the fire department or the Director of Residential Life. Apartment students should gather in the south parking lot (furthest away from the apartments) of the Christian Life Center (CLC).

**SAFETY AND SECURITY VIOLATIONS:** Disabling or damaging any fire or safety equipment (including but not limited to the security camera system, smoke detectors, and fire extinguishers) is prohibited.

SANCTION: \$100 fine and a report will be filed with the legal authorities.

**QUIET HOURS:**

Students should respect other students at all times and not make excessive noise. Quiet hours are in effect daily from 11 p.m. until 8 a.m. In addition, a 24-hour "Quiet Hour" period will go into effect for final exams and continue until the end of the exam period. Excessive or prolonged noise (including loud music) is prohibited at any time.

SANCTION: \$25 fine and if at anytime the Resident Director or Resident Assistants ask a student to quiet down and the student refuses, the case will be turned over to the Vice President for Campus Life.

**DORM LOBBY HOURS**

Visitation in the lobbies of Criswell and Upperman Hall is allowed between the hours of 8:00 a.m. and 2:00 am

**CAMPUS HOUSING REGULATIONS:**

Students who have guests in campus housing are responsible for their conduct and behavior. Overnight guests are expected to abide by the campus housing rules and secure permission in advance from the Resident Director to stay in the campus housing. The Resident Director must be notified about guests of students. If a guest fails to obtain permission to stay overnight a \$50.00 fine will be levied.

Burning of candles and incense is prohibited in campus housing due to the threat of fire. Any open flame is strictly prohibited. A \$25 fine is assessed.

All belongings should be in your room or apartment, not found in the hallways or breezeways.

Campus housing keys may not be duplicated or loaned to other persons. Students found in violation will be fined \$25.00.

Flooding of halls or rooms is prohibited. Students involved will be charged with destruction of property and will receive the sanction noted in "Destruction of Property".

No pets are allowed in campus housing. A \$25.00 fine is levied for violation and the pet must be removed from campus housing.

Students are not allowed to bring personal beds (to include waterbeds) into or around campus housing.

No playing sports in campus housing.

The outside door of all student apartments/residential halls must be locked at all times. All students in an apartment suite or residential room are responsible for their door. Manipulating a door or the components of a door in any way that results in the inability of the door to lock will result in a fine. This includes outside doors and individual room. The student can also lose their right to live in campus housing if this behavior continues.

Screens are not to be removed from windows.

Follow the regulations given by Director of Campus Housing regarding what you allowed to have in your room or apartment.

No outside sales groups may hold demonstrations or sell products in campus housing.

Under no circumstances are there to be visitors who are under the age of 16. If you have a relative who is under 16 coming to visit you, the head resident must be notified. Failure to notify the Head Resident will result in a \$50 fine.

Continually setting off the fire alarm is hazardous to all in campus housing.

SANCTION:

First Offense - \$50 fine will be levied..

Second Offense - \$100 fine will be levied.

Third Offense - \$150 fine will be levied and the student will have to meet with the Vice President for Campus Life.

No lobby, suite, or room furniture is to be removed from its assigned place. Anyone who moves furniture or equipment from its assigned place and/or has such items in his/her room or possession will be fined. Students who do not have the same furniture in their room

upon checkout as they had on check-in will be charged for replacement of all missing items.

All students moving on campus are expected to complete a check-in form which indicates the condition of their room when they moved in. Students will have the option to add to this form and sign off to the condition of the room.

All students are expected to move out of campus housing immediately after their final exams unless they are involved in the graduation ceremony or official college functions. Students in campus housing after closing will face extensive fines.

Students moving out of a residence hall or student apartment **MUST** check out. If you are planning to move out, let an RA or Head Resident know 24 hours in advance so he or she may be present to inspect the room and sign off to the condition of the room. Any damage to a room that is not listed on the check-in form will be the responsibility of the student. After the RA or Head Resident has checked the room the resident will turn in keys and sign the check out form.

The Residential Life Office in co-operation with maintenance shall make the final damage assessment for each room.

ALL possessions must be removed from the room prior to check out.

- Remove all tape, nails, hooks etc from walls, doors, ceilings, windows, desks and shelves.
- Empty and clean closets, cabinets and drawers
- Empty trash cans. All trash or articles to be thrown away should be deposited in dumpsters provided for the purpose.
- Clean the floor, vacuum or mop if needed.

#### SANCTIONS:

Failure to follow the prescribed check out procedures will result in the loss of our security deposit and possible fines.

An additional \$50 will be assessed for improperly checking out.

Additionally, \$25 per day will be assessed to students that are present or have constructive possession of a room without authorization.

Rooms requiring special cleaning are assessed a \$100 cleaning fee.

All residents will need to be checked out by 5:00 pm on Graduation day unless they have prior approval from the Director of Residential Life or the Vice President of Campus Life and Enrollment Management.

## **PERSONAL COMPUTER USE**

Wireless Routers/Access Points are not allowed. Illegal downloading of Copyrighted materials is prohibited. Students who are caught breaking laws in relation to using computers will be turned over to the authorities for prosecution. A student may also lose the privilege of living in campus housing.

## **ROOM VISITATION POLICY**

Students may have guests in their rooms from 12 Noon until 2:00 am. Guests must be admitted to the residence hall by their host or hostess and sign the logbook upon admittance. Students are responsible for their guest's conduct and adherence to the campus regulations.

## **IX. CONSUMERISM**

Information of importance to students, prospective students, and families of students is contained in this handbook that is published annually and provided to all students prior to the opening of fall semester. More detailed information on faculty, college courses, and programs of study, as well as a listing of endowed scholarships can be found in the college catalogue that is provided to students at matriculation.

This section, entitled "consumerism" contains a listing and explanations of the rights to which students, our consumers, are entitled. The rights that the college strives to guarantee are:

- To a drug free campus
- To non-discrimination
- To file grievances
- To privacy of personal records
- To challenging the content of educational records
- To review the annual security report
- To be free from sexual harassment
- To review the college graduation rates
- To review the athletic gender equity, participation, financial and graduation rates
- To smoke/tobacco free campus buildings

The right to a deferment on student loans is included in the financial aid section entitled “Loan Deferment Terms”.

The college has personnel available to answer questions about consumer information, financial aid information and academic information during normal operating hours 8 a.m. through 4:30 p.m. Monday – Friday. For appointments during other hours, please call to schedule a time. The phone directory is located on the last page of this handbook.

## **DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

Martin Methodist College has developed its drug and alcohol abuse prevention program for the safety and well being of students, employees and campus visitors.

The unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on the college property or as part of any college activity is strictly prohibited. All State or Federal laws and applicable legal sanctions including fines and jail apply. The use of illicit drugs and the abuse of alcohol are hazardous to the health and severe illness or death can result. In an effort to meet its educational responsibility to its students and employees, the college annually schedules an assembly program dedicated to drug and alcohol abuse prevention. At this required program the health risks associated with the use of illicit drugs or the abuse of alcohol will be described in detail. Information about drug and alcohol counseling, treatment or rehabilitation is available through the college counselor.

Martin Methodist College will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law) up to and including expulsion or termination of employment and referral for prosecution, for the unlawful possession, use, or distribution of illicit drugs and alcohol. Employees are required to self-report drug convictions to the Vice President for Finance and Administration.

## **EEO/TITLE IX SECTION 504 STATEMENT**

Martin Methodist College does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap, or veteran

status in provision of educational opportunities or employment opportunities and benefits.

MMC does not discriminate on the basis of sex or handicap in the education programs and activities that it operates, pursuant to the requirements of Title IX of the Education Amendments of 1972, Pub. L. 92-318; and Section 504 of the Rehabilitation Act of 1973, Pub. L. 93-112; respectively. This policy extends to both employment and admission to the college.

Inquiries concerning Title IX and Section 504 should be directed to the Vice President for Campus Life. Charges of violation of the above policy should also be directed to the Vice President for Campus Life.

## **CONSUMER COMPLAINTS**

Martin Methodist College has established procedures for receiving and responding to complaints from students, faculty, and others and keeps records of such complaints in order to determine their frequency and nature. Martin Methodist College attempts to maintain an atmosphere that encourages students to discuss their questions and concerns with the appropriate instructors or staff members before involving others. However, should discussion not resolve a perceived problem there is an official grievance procedure. The Vice President for Campus Life is the college official responsible for assisting in this process. In certain areas there are standing committees that handle appeals e.g. Admissions and Financial Aid Appeals Committee.

## **STUDENT GRIEVANCES**

A student grievance is any registered dissatisfaction, complaint, or injustice a person may perceive while affiliated with Martin Methodist College, either as a prospective student, currently enrolled, or recently graduated student.

MMC provides a procedure to assist faculty and students in resolving student concerns about academic integrity, policy and grades issued. The teaching faculty is responsible for issuing grades; however, students who believe a faculty member has violated their academic rights may seek recourse through the grievance procedure. This procedure also is followed if students believe they have been subjected to discrimination or harassment, their basic civil rights have been

violated or their privacy has been invaded. Students can initiate grievance resolution but must attempt to resolve their grievance through the informal process first.

### **INFORMAL PROCESS**

The student should request a conference with the instructor involved within five working days after the event occurs (or after grades are received, if this is the case). If the conference does not resolve the dispute or problem, the student must submit a written grievance, outlining the problem to the instructor's program coordinator (these are located in the "Reference Section" in the back of the college catalogue) within five working days after meeting with the instructor. If this still does not resolve the problem, the student must submit a written grievance to the division chairperson (these are located in the "Reference Section" in the back of the college catalogue) within five working days after this meeting.

### **FORMAL PROCESS**

A student who has completed the informal process within the specified times and is not satisfied with the results may appeal in writing to the Vice President for Academic Affairs within seven calendar days after the conference with the appropriate division chairperson. The Vice President for Academic Affairs will meet with the division chairperson to review and reach a decision regarding the grievance. This decision will be final and the student will be notified in writing within five working days.

Accurate records of all student grievances will be confidential and will be maintained by the Office of the Vice President for Campus Life. The procedure for student grievances will be consistent for all students.

Students should be aware that should they have concerns or complaints about their program or their financial aid, this institution has a complaint procedure. To the extent possible, students should seek a resolution of such matters through the institution's complaint procedure (see page 4, Grievance and Problem Resolutions) before involving others. Should the institution not be able to resolve a financial aid problem, the student may contact either the State Postsecondary Review Program office at the Tennessee Higher Education Commission at (615) 532-8276 or the federal Office of the Ombudsman at 1-202-401-4498 or toll free 1-877-557-2575 in Washington, DC.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

No part of a student's academic record will be released to anyone without written request bearing the student's personal signature, or a telegram bearing the student's name as the person making the request, or by order of a court of law. Telephone calls are not acceptable. The Registrar's Office must have the request in writing, which becomes a part the student's permanent file.

All students at Martin Methodist College are provided an opportunity to review their educational records. The term "educational records" includes those records, files, documents, and other materials that contain information directly related to the student and are maintained by Martin Methodist College. "Educational Records" do not include instructor's grade books, the records of institutional, supervisory, and administrative personnel and the administrative supportive personnel, which belong particularly to each individual and are not accessible or revealed to any other person except a substitute. In addition, the financial records of parents who have dependent students are not accessible to those same students. Furthermore, letters of recommendation written prior to January 1, 1975, are not accessible to students.

Students will be provided the opportunity for a hearing by Martin Methodist College in accordance with regulations of the Secretary of Health, Education, and Welfare, to challenge the content of the educational records, in order to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students. Martin Methodist College will also provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate information contained in the records.

## **HOMELAND SECURITY ACT**

Martin Methodist College maintains contact with the Tennessee Office of Homeland Security and follows all guidelines issued by that office.

## **CAMPUS SECURITY INFORMATION**

MMC participates in Uniform Crime Reporting to the Tennessee Bureau of Investigation (TBI) using the TBI Tennessee Incident Based Reporting System (TIBRS). A daily log of crime on

campus is kept in the Campus Security Office and is available to be viewed upon request. Crime statistics for the previous four (4) years is referenced later in this section of the handbook. A copy of the statistics for MMC in the "Crime on Campus Report" published annually by the TBI is available upon request. Please contact the Campus Security Office for a copy. The phone directory is the last page in this handbook.

A STATEMENT OF CURRENT CAMPUS POLICIES RELATING  
TO THE STUDENT RIGHT TO KNOW AND CAMPUS SECURITY  
ACT TITLE II OF PUBLIC LAW 101-542, AS AMENDED

A. Current campus policies regarding procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the institution's response to such reports:

Anyone becoming aware of a crime or an emergency should immediately notify the campus authority under whom they are working: i.e. teacher, dorm supervisor, coach, administrator, work-study supervisor, etc. That person will notify the proper campus or local authority.

In circumstances where students are not under direct supervision they should call the 911 emergency number for police, fire department or ambulance response.

B. Current campus policies regarding security and access to campus facilities:

Campus Security checks each building on campus at closing time, monitors access to buildings, and contacts police and fire departments if necessary.

The campus is well lighted outside and a number of areas in each building remain lighted throughout the night. Campus Security is responsible for reporting any lights that are not functioning.

The Vice President for Finance and Administration monitors the issue of all keys to campus buildings and rooms. Master keys are locked in the key safe in the Business Office.

C. Campus law enforcement:

Martin Methodist College does not have its own law enforcement agency. There is a Campus Security Office located in Martin Hall.

The Campus Security Director, night watchmen, Resident Directors and officers of the college contact local law enforcement officers when a crime is committed or suspected.

D. Description of the type and frequency of programs designed to inform students and employees about campus security procedures:

The parents of students are written each year and advised to discuss personal security issues with their students before they leave for college.

At the beginning of each term security is discussed at required dorm meetings with resident students and at required meetings for those students who commute. In these meetings the following topics are discussed:

- safe-keeping of money and other valuables
- personal safety and
- proper locking of campus housing and vehicles

These same issues are discussed with employees of the college in executive, faculty, and staff meetings.

E. Programs designed to inform students and employees about the prevention of crimes:

Every student and every employee of the college receives a publication entitled "Campus Safety and Security Guidelines".

F. Statistics concerning the occurrence on campus for the past four years (July 1, 2006 - June 30, 2010) of the following criminal offenses reported to campus security authorities or local police agencies:

- |                               |     |
|-------------------------------|-----|
| 1. murder                     | (0) |
| 2. sex offenses (forcible)    | (0) |
| 3. sex offenses (nonforcible) | (0) |
| 4. robbery                    | (0) |
| 5. aggravated assault         | (0) |
| 6. burglary                   | (1) |
| 7. motor vehicle theft        | (0) |

G. Policy concerning off-campus student organizations:

Martin Methodist College does not sponsor any off-campus student organizations.

H. Statistics concerning the number of arrests for the following crimes occurring on campus during the time period July 1, 2006 - June 30, 2010:

- |                          |      |
|--------------------------|------|
| 1. liquor law violations | (25) |
| 2. drug abuse violations | (1)  |
| 3. weapons possessions   | (0)  |
| 4. manslaughter          | (0)  |
| 5. arson                 | (0)  |
| 6. prejudice crimes      | (0)  |

I. Policy regarding the possession, use, and sale of alcoholic beverages, illegal drugs, firearms/weapons, arson and fireworks is listed in Section VII Academic Honor Code and Student Life Honor Code, Rights, Rules and Regulations under subheading Student Code Regulations. The Policy statement on Sexual Harassment is listed after drugs in the section already noted.

### **CAMPUS SEX CRIMES PREVENTION ACT**

The federal government requires that any person classified and registered as a state sex offender must notify the state of any institution of higher education in which the offender is a student or an employee. Martin Methodist College will disclose, within ten days, information concerning sex offenders that it receives under state sex offender registration and community notification programs. The disclosure will be by e-mail to students and employees.

### **SEXUAL ASSAULT PREVENTION AND RESPONSE**

The Martin Methodist College policy on rape and sexual assault states "the college is committed to the maintenance of an environment which is free from all sexual exploitation and intimidation. The college will prosecute to the fullest extent of the law all rape and sexual assault cases". To assist in the prevention of sexual assaults the college will annually distribute written guidelines on personal safety and security to all students. These guidelines will be reviewed in a required orientation meeting on an annual basis.

Should a rape or sexual assault occur the victim is encouraged to file a complaint as soon as possible by notifying a college official. Students or employees found guilty by the properly constituted legal authorities shall be subject to severe sanctions including permanent expulsion.

The following information is provided to be of assistance to victims of rape:

1. Seek medical attention as soon as possible from a hospital emergency room. (Do not bathe or change clothes before a rape examination.) The examination will include testing for sexually transmissible diseases, possible treatment for infection and collection of evidence for legal prosecution. Hospitals are required to summon a police officer. Female victims may request that a female officer be assigned.
2. Give the law enforcement officer as much information as possible concerning where and when the incident happened and whether the assailant can be identified.
3. All incident and medical records will be kept confidential. The victim has the right to decide to prosecute or not to prosecute a rape charge.
4. College officials will assist the victim in arranging counseling or other support services.
5. The college will change a victim's academic and living situation if requested by the victim and reasonably available.
6. In campus disciplinary cases both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding and the victim will be informed of any sanction imposed against the accused. Sanctions may include, suspension or expulsion from the institution.

## **CAMPUS SMOKING POLICY**

Because tobacco products and smoke, even secondhand smoke, has been linked to long-term health problems, Martin Methodist College has adopted the following policy to assist in safeguarding the health and well being of students, employees, and campus visitors.

All college facilities are tobacco free. No smoking, chewing tobacco or tobacco products are allowed in the classroom buildings, bookstore, gymnasiums, campus housing, Dining Hall, SUB, or administrative buildings.

## ATHLETIC DISCLOSURE

Martin Methodist College annually reports on its commitment to gender equality in athletics. The report is filed with the United States Department of Education each October for the year ending June 30. The contact person for a copy of or question pertaining to the report is Jeff Bain, Director of Athletics, phone (931) 363-9872.

Martin participates in the NAIA, Division I and fields six men's teams and seven women's teams and one co-ed team for the academic year of 2008-09.

<u>Athletic Teams</u>	<u>Men Participants</u>	<u>Women Participants</u>
Baseball	36	
Basketball	15	19
Bowling	20	10
Golf	12	7
Soccer	27	19
Softball		21
Tennis	8	8
Volleyball		16
Cheer	<u>1</u>	<u>8</u>
	119	108

The total expenses for all teams for the year ending June 30, 2009, was \$3,461,322 with \$1,778,163 funding the male teams and \$1,683,159 funding female teams. Total revenue from athletics was \$3,469,526 with \$1,781,492 raised from men's sports and \$1,688,034 from women's sports. Athletically related student aid was \$2,087,118 with \$1,063,400 awarded to men and \$1,023,718 to women. Recruiting expenses were \$21,244 with \$8,910 utilized for males and \$12,344 used to recruit members of female teams.

To review the entire equity report, totaling sixteen pages, the Athletic Director can be contacted at (931) 363-9872. A paper copy can be provided upon request.

## STUDENT'S RIGHT TO KNOW INFORMATION

### Graduation Rates

Graduation rate information is available on request from the Office of Academic Affairs. See the Registrar for this information.

Martin Methodist College reports graduation data to the U.S. Department of Education using the Integrated Postsecondary Education Data Systems (IPEDS) Web-based Data Collection System's Graduation Rate Survey (GRS). The graduation rate of those entering the college in 2003 and graduating with a bachelor's degree by 2010 is 51%.

The total number of students enrolled for the 2009-10 academic year was 1001. Of these students, 873 were full time and 350 were residential. There were 322 new incoming students. Of these 248 were freshman and 74 were transfer students. The degrees conferred at the 2010 graduation are as follows:

A.A. Degrees	8
B.S. Degrees	74
B.A. Degrees	5
B.B.A. Degrees	40
B.S.N. Degrees	<u>8</u>
Total Degrees Conferred	135

Total Students receiving degrees is 131 \*\*

\*\*Four (4) of the graduates received two degrees.

## DIRECTORY OF SERVICES

Apartment Resident Director, Mr./Mrs. Andy Sharpe, Bldg B	424-2031
Academic Affairs, Dr. James Murrell, Colonial Hall	363-9823
Administrative Software, Mr. Jay Carter, Martin Hall	424-7362
Admissions, Lisa Smith, Colonial Hall	363-9805
Alumni, Ms. Edna Luna, Colonial Hall	363-9824
Ms. Sally Phelps, Colonial Hall	363-9814
Athletic Director, Mr. Jeff Bain, CLC	363-9872
Athletic Promotion, Ms. Brynn Wade, CLC	424-7374
Baseball, Coach Kelly Bratton, CLC	363-9827
Bowling, Coach Norm Titus, CLC	424-7381
Cheerleading, Coaches Micah and Monica Hartsfield, CLC	TBA
Golf, Coach Matt Rackley, CLC	363-9872
Men's Basketball, Coach Andy Sharpe, CLC	363-9826
Men's Soccer, Coach Paschal Dunne, CLC	363-9880
Softball, Coach Brandi Paul, CLC	363-9879
Sports Information, Ms. Michael Ann Riley, CLC	363-9883
Sports Medicine, Mr. Grant Fairchild, CLC	363-9874
Tennis, Coach Melinda Sevier, CLC	363-9885
Volleyball, Coach Rose Magers-Powell, CLC	363-9878
Women's Basketball, Coach Ed Pipes, CLC	363-9829
Women's Soccer, Coach Gerry Cleary, CLC	363-9884
Aquatic Center, Ms. Kim Bracey, CLC	424-2007
Bookstore, Ms. Margaret Jackson, Flower St.	363-9836
Business Office, Mr. David Stephens, Colonial Hall	363-9865
Calendars, Ms. Robin Hood, Colonial Hall	363-9800
Campus Crime Statistics, Dr. John White, Johnston Center	309-0112
Campus Housing, Mr. Robby Shelton, Colonial Hall	363-9890
Campus Services Director, Mr. Jess Dicus, Martin Hall	363-9871
Campus Security Director, Dr. John White, Johnston Center	363-9871
Center for Church Leadership, Domenic Nigrelli, CCL House	363-9864
Changes in Course of Study, Academic Office, Colonial Hall	363-9823
Christian Life Center, Ms. Brynn Wade, CLC	424-7374
Christian Life Center Lobby, Staff Attendants, CLC	363-9830
Class Absence, Course Instructor	
Community Service, Service Coordinator, CCL House	424-7363
Consumer Information, Mr. Robby Shelton, Colonial Hall	363-9890
Counseling Services, TBA, Martin Hall	424-7395
Criswell Hall Resident Director	424-7400
Financial Aid, Ms. Emma Hlubb, Colonial Hall	424-7366
First Aid, Mr. Grant Fairchild, CLC	363-9874

Food Service, Ms. Patty Lowe, Dining Hall	363-9838
Freshman Yr. Experience, Ms. Greta Henglein, Colonial Hall	424-7350
Graduation, Dr. Dennis Haskins, Colonial Hall	363-9889
Grievance Procedures, Mr. Robby Shelton, Colonial Hall	363-9890
Human Resources, Mr. Jamie Hlubb, Maintenance House	424-7379
ID Cards, Ms. Brynn Wade, CLC	424-7374
Institutional Advancement, Dr. Jack Gregory, Colonial Hall	363-9816
International Students, Ms. Georgia Ude, Johnston Center	363-9863
Library, Mr. Richard Madden, Johnston Center	363-9844
Maintenance, Mr. Fred Hyde, Flower St.	424-7337
Mr. Jamie Hlubb, Flower St.	424-7379
Medical Emergencies, Mr. Grant Fairchild, CLC	363-9874
Payment of Fees, Ms. Brenda Fernandez, Colonial Hall	363-9819
Public Relations, Mr. Grant Vosburgh, Colonial Hall	363-9815
Pulaski Flex Program, Ms. Suzanne McAfee, Colonial Hall	363-9831
Registrar, Ms. Sandy Craven, Colonial Hall	363-9809
Religious Life Office, Rev. Laura Kirkpatrick, CCL House	363-9825
Retention, Mr. Robby Shelton, Colonial Hall	363-9890
Student Activities Dir., Ms. Julie Shelton, Martin Hall	424-7382
Student Code/Regulations, Mr. Robby Shelton, Colonial Hall	363-9890
Student Mailboxes, Mr. Jess Dicus, Martin Hall	363-9871
Student Organizations Dir., Ms. Greta Henglein, Colonial Hall	424-7350
Student Teaching, Dr. Grace Meier, Johnston Center	363-9857
Summer Programs Director, Ms. Julie Shelton, Martin Hall	424-7382
Summer School Attendance, Dr. Dennis Haskins, Colonial Hall	363-9889
Student Resource Assistant, Ms. Lee Pigg, SUB	424-7392
Student Resource Counselor, Mr. Gordon Thayer, SUB	424-7333
Student Resource Counselor, Ms. Gail Newton, SUB	TBA
Student Resource Director, Ms. Natalie Lewter, SUB	363-9895
Technology (IT), Mr. Edward Martin, Martin Hall	363-9832
Telephone Support-Campus, Mr. Edward Martin, Martin Hall	363-9832
Transcripts, Ms. Sandy Craven, Colonial Hall	363-9809
Upperman Hall Resident Director	424-4600
Upward Bound, Mr. Wayne Hobbs, House on W. Madison	424-7340
Veterans' Certification, Ms. Sandra Craven, Colonial Hall	363-9809
Work-Study Jobs, Mr. Robby Shelton, Colonial Hall	363-9890

**“Alma Mater”**

**Let us greet our dear old college With a hearty cheer!**

**For our hearts are ever loyal, Alma Mater dear.**

**We’re the students of old Martin, College old and dear,**

**With our faces all set onward, Voices ringing clear.**

**Broad the field about us lying, Soft and blue the sky,**

**Sing, O Sing aloud her praises, Raise the flag on high.**

**Though our bonds can ne’er be broken, Sealed by  
friendship tie,**

**Our hearts will ever cherish, Memories gone by.**