



Hiwassee College
Student Handbook
2011-2012

*Hiwassee College
Table of Contents*

Introduction.....	3
Mission and Purpose.....	3
Biblical Foundations.....	4
Student Development Objectives.....	6
Academic Life.....	7
Christian Life.....	10
Student Conduct.....	11
Residential Life.....	15
Campus Services, General Information, and Campus Activities.....	18

Appendices

A. Honor Code.....	25
B. Sexual Harassment.....	29
C. Inclement Weather Policy.....	28
D. Traffic Regulations.....	29
E. Student ID's.....	30
F. Safety and Security.....	30
G. Alma Mater.....	31
H. Commonly Asked Questions.....	31
I. Other Important Phone Numbers.....	32
J. Hiwassee College Non-Discrimination Statement.....	33

Introduction

The Hiwassee College STUDENT HANDBOOK contains information about services available to students, administrative policies and regulations, and student discipline regulations. The goal of this Handbook is to assist students with questions about student life and to encourage members of the Hiwassee community to make this year one of Great Beginnings.

Changes may be made to the Student Handbook whenever necessary. These changes will take precedence over any published information and will be made available to students in a timely manner. The Student Handbook serves as a general statement of college policy. For further information, contact Student Development Office (Mark Johnson, Dean of Students, 442 -2001 x1877)

Mission and Purpose

Hiwassee College, founded in 1849 and associated with the United Methodist Church, is a liberal arts, residential institution of higher education, providing quality education for all students in an atmosphere that promotes intellectual pursuit, spiritual growth, and social and personal responsibility.

In striving to achieve its purpose, Hiwassee College has the following specific institutional goals:

- A. To provide an integrated, balanced, and sound academic program:
 1. by offering programs of study leading to the associate degree, the baccalaureate degree, or intended for transfer to other institutions;
 2. by offering career/vocational programs of study for direct entry into the job market in the areas of business, industry and the professions;
 3. by offering a variety of continuing education opportunities for personal career/vocational and professional development; and
 4. by offering a program of study and training for church-related vocations.
- B. To promote Christian living through a wholesome spiritual environment:
 1. by providing opportunity for experiences that encourage spiritual growth;
 2. by encouraging service to humanity through church-related vocations and/or volunteer Christian service;

3. by emphasizing to students the values of a Christian family life; and
 4. by stressing the relevance of Christian values and ethics in the work place and in the community.
- C. To encourage students to explore social, cultural, physical and emotional experiences as a part of personal growth and development.
 - D. To give students who qualify the opportunity of securing a college education by providing workships, loans and/or scholarships.
 - E. To encourage an appreciation for democracy and to instill the responsibility of good citizenship.

Biblical Foundations

Hiwassee College was founded in 1849 by Methodists and continues to be a mission of The United Methodist Church. Entwined in this relationship is a commitment to the Biblical and theological tradition of the Wesleyan movement. As a United Methodist institution, Hiwassee College ascribes to and upholds the beliefs and tenets of the Christian faith as practiced by The United Methodist Church. Methodism has its roots as an evangelical renewal movement and a deep commitment to personal and social holiness.

These beliefs are enumerated by the “Articles” of Religion, the *Standard Sermons of John Wesley*, and two historic creeds of the Christian Church: “Apostles’ Creed,” and the “Nicene Creed.” The Restrictive Rules of the Constitution of The United Methodist Church prohibit the revocation, altering, or changing of the *Articles of Religion*, or establishing any new standards or rules of doctrine contrary to the existing and established doctrines.

We affirm the Biblical and theological foundations of The United Methodist Church and commit ourselves to fulfilling the mission and philosophy of education that reflects our foundations.

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The Bible: The Bible is the Word of God and contains “all things necessary to salvation.” The Bible is primary, authoritative, and informative in all matters of faith and practice. All Scripture is given by the inspiration of God. “Whatever is not read therein . . . is not to be required” of anyone to believe as an article of faith, or be a requisite necessary to salvation. (Article V)

Creation: God is creator of all. (Genesis 1:1) “All things where made by Him, and without Him was not anything made that was made.” (John 1:3)
“When God created the heavens and the earth, and all that is therein, at the conclusion of each day's work it is said, "And God saw that it was good." Whatever was created was good in its

kind; suited to the end for which it was designed; adapted to promote the good of the whole and the glory of the great Creator.” (Sermons 56: “God’s Approbation of His Works”)

The Trinity: God is a triune, one Being, “ever-lasting, without body or parts, with infinite power, wisdom and goodness; the [Creator] and preserver of all things, visible and invisible.” (Article I).

Each part of the trinity is co-equal and co-eternal. The Trinity is one in essence, nature, power, action, and will. While the traditional names for this threefold nature of God are Father, Son, and Holy Ghost, other titles also are used, such as Creator, Redeemer, and Sustainer.

Father (Creator): God is the Creator and Nurturer of all, the maker of heaven and earth, of all that is seen and unseen. God the Father’s relationship is as a loving Parent with children: wise, just, and merciful. (Article I)

Son (Jesus, Christ, Redeemer, Word): Jesus is the Son of God. He is the Word made flesh, “who lived as a man and died when he was crucified. God raised Jesus from the dead and that the risen Christ lives today. Through Christ, God’s children receive abundant life and forgiveness of sins. Jesus the Christ calls God’s children to pattern our lives after his.” (Article II)

Holy Ghost (Holy Spirit, Sustainer): The Holy Spirit is God with us. The Holy Spirit comforts us when we are in need and convicts us when we stray from God. The Holy Spirit awakens us to God’s will and empowers us to live obediently. The Holy Spirit is “of one substance, majesty and glory with the Father and the Son, very and eternal God.” (Article IV)

Original Sin: Sin is the “corruption of the nature of every [person] that naturally is engendered of the offspring of Adam, whereby [humanity] is very far gone from original righteousness, and of [their] own nature inclined to evil, and that continually.” (Article VII)

Satan: “The devices whereby the subtle god of this world (Satan) labors to destroy the children of God – or at least to torment whom he cannot destroy, to perplex and hinder them in running the race which is set before them – are numberless as the stars of heaven or the sand upon the seashore.” (Sermons 42 “Satan’s Devices”)

Heaven and Hell: “All persons stand under the righteous judgment of Jesus Christ, both now and in the last day. We believe in the resurrection of the dead; the righteous to life eternal and the wicked to endless condemnation.” (Article XII)

Free Will: “The condition of man after the fall of Adam is such that he cannot turn and prepare himself, by his own natural strength and works, to faith, and calling upon God; wherefore we have no power to do good works, pleasant and acceptable to God, without the grace of God by Christ preventing us, that we may have a good will, and working with us, when we have that good will.” (Article VIII)

Redemption: “The offering of Christ, once made, is that perfect redemption, propitiation, and satisfaction for all the sins of the whole world, both original and actual; and there is none other satisfaction for sin but that alone.” (Article XX)

Salvation: Men and women “are accounted righteous before God only for the merit of our Lord and Savior Jesus Christ by faith, and not for our own works or deserving. Wherefore, that we are justified by faith only is a most wholesome doctrine and very full of comfort.” (Article IX)

Sanctification: “Sanctification is that renewal of our fallen nature by the Holy Ghost, received through faith in Jesus Christ, whose blood of atonement cleanseth from all sin; whereby we are not only delivered from the guilt of sin, but are washed from its pollution, saved from its power, and are enabled, through grace, to love God with all our hearts and to walk in his holy commandments blameless.”

Eschatology: We believe Jesus Christ died and was buried and “rose on the third day, from whence He shall come again to judge the quick and the dead.” (Apostle’s Creed)

Ecclesiology and Ecumenism: We believe the church is the visible expression of the body of Christ in this world and is a universal collection of believers serving and worshiping under the banners of different denominations.

Unity amid Diversity: While recognizing differences in the Christian family, we seek a unity of spirit and acceptance within the fellowship of Christ's Church. This attitude reflects the spirit of John Wesley who, despite his very pronounced opinions, was able to say to someone who differed from him, “If your heart is as mine, give me your hand.”

We believe in the **Whole Gospel**, in the connection between the inner life of prayer and the outward life of service. We worship and serve God most authentically when prayer and work, devotion and action, go together.

The Mark of a Methodist: We believe Wesley’s understanding of who is a Methodist: “A Methodist is one who has “the love of God shed abroad in his heart by the Holy Ghost given unto him;” one who “loves the Lord his God with all his heart, and with all his soul, and with all his mind, and with all his strength. God is the joy of his heart, and the desire of his soul.”

John Wesley, “The Character of a Methodist” (1739)

Student Development Objectives

In order to enable students to achieve optimum benefits from their matriculation at Hiwassee College and to facilitate their development into a responsible, mature individual, Hiwassee College has adopted specific student development goals in the following areas:

Intellectual:

1. Present an orientation program to new students in order to facilitate their transition to college.

2. Provide an atmosphere of academic freedom and inquiry through both formal and informal study.
3. Provide programs of study leading to the associate degree, the baccalaureate degree or intended for transfer to other institutions.

Spiritual:

1. Provide opportunities and experiences designed to enrich and develop Christian life and character through weekly chapel services, Christian Student Life, and church services.
2. Inspire students to realize the value of Christian living through informal counseling and example.
3. Offer opportunities for Christian witness in area churches and schools through membership in outreach groups.
4. Maintain direct involvement with the immediate surrounding community through student involvement in the morning worship services of the Buckner Memorial United Methodist Church.

Social:

1. Provide vehicles for community service and leadership development through student participation in various organizations such as the Student Government Association.
2. Offer a variety of social activities and programs for enjoyment and relaxation, as well as for the development of social skills.
3. Promote responsibility and self-reliance through school-sponsored work programs.

Physical:

1. Maintain recreational facilities for student use.
2. Provide an on-going intramurals program.
3. Provide an avenue for intercollegiate athletic activities.

Academic Life

Hiwassee College is a community of persons who have started the Great Beginning in pursuit of truth, supporting academic freedom and academic due process for both students and instructors. Such rights correspond to the responsibility of academic integrity. Students are expected to do their own work on individual assignments and to acknowledge sources.

Instructors are expected to state course expectations clearly, evaluate work fairly and promptly, and deal honestly with intellectual positions.

Any violations of academic integrity weaken our College community, and threaten the very foundations of education.

The Honor Code, as printed in this handbook, defines the College's expectations for academic integrity as well as outlines procedures for dealing with social misconduct. Students are expected to inform themselves regarding these policies and procedures and to fulfill all academic requirements. Questions regarding academic policies may be directed to your academic advisor, the Academic Dean, or the Registrar.

Student Rights and Responsibilities. Students are responsible for learning thoroughly the content of any course, but are free to take exception to the data or views presented and to reserve judgment about matters of opinion. Students have the right to fair evaluation of academic performance and may expect confidentiality and access to personal records.

Students must work independently on tests, quizzes, examinations, or other assignments used in determining a grade, except as indicated by the instructor. Students must state accurately intellectual positions which are used or related in course assignments, and give proper credit to sources of ideas that are not common knowledge, or did not originate with the student. Students must receive permission from both instructors before developing a paper or project for more than one course.

Faculty Rights and Responsibilities. Faculty have a right to academic freedom and fair evaluation of academic performance. Faculty must state basic course requirements and objectives clearly. Each instructor should state the grade scale and procedures for evaluation, create a climate of learning, and evaluate student work in a reasonable period of time, as well as protect against improper disclosure of information about students.

Academic Advising. Every student has been assigned to a faculty advisor. Advisors guide students in selecting classes needed to complete a degree and, as appropriate, upon the course requirements at a senior institution for students who wish to transfer. Students desiring an accelerated course should register for courses with Honors distinction. Students may change advisors by completing the "Faculty Advisor Reassignment Form" and return it to the Registrar's Office.

Class Attendance. Hiwassee College believes that class attendance is an integral part of the learning process. The collegial atmosphere of a classroom enriches the learning experience. Consequently, it is College policy that students attend all classes.

Students may be compelled to miss class for illness, family death, or other reasons. When students are compelled to miss class, they should convey the reason for the absence directly to the instructor (and do so in advance if possible). Students are responsible for all missed work. Any make-up work is at the discretion of the instructor.

The College considers the act of registering for a class to constitute a commitment on the student's part; therefore, any student conduct that is detrimental to the success or satisfactory performance of the student (excessive tardiness, absences, lack of effort, etc.) or any conduct that is detrimental to the class as a whole (disruptive behavior, negative influence on others, etc.) may, at the discretion of the faculty, result in removal of the student from class with a grade of F. The student is guaranteed the right of appeal and should contact the Academic Dean within 24 hours of such action.

Excessive Absences. “Excessive absences” are usually defined as any absence which exceeds the number of hours per week that the course meets. Thus, for a 3-hour course meeting three times per week, missing class four times or more is considered to be “excessive”. For a 3-hour course meeting twice per week, missing class two times or more is considered to be “excessive.”

Each instructor should set forth standards of attendance he/she feels is necessary for the satisfactory conduct of each class. The specifying of the individual teacher’s standards necessitates the following responsibilities:

1. Each instructor is to explain fully his/her standards concerning attendance during the first week of classes. This material should be included in the syllabus.
2. Each instructor is to file a copy of the syllabus with the Academic Dean and Division Chair.
3. Each instructor is expected to keep an accurate record of class attendance for each student.
4. When excessive absences occur, the faculty member should meet with the student to determine the basis for the absences and to explain appropriate disciplinary action that might be taken.
5. If excessive absences continue to occur, the instructor may drop the student from the course with the grade of F.
6. Students may appeal such an action with the Academic Dean.
7. Excessive absences from several or all classes may result in the student being called before the Admissions and Academic Standards Committee, who will review the reasons for the absences, and, if reasons merit, the Committee may elect to suspend the student from school. Students suspended from the College for excessive absences shall receive a grade of “F” on all course work.

Public Programs Attendance. All full-time students are required to attend Public Programs and can count a maximum of two credit hours (associate degree) and four credit hours (baccalaureate degree) for Public Programs toward graduation requirements. A student who is forced by circumstances beyond his/her control to be absent from Public Programs is required to secure permission from the Chaplain. If prior approval is impossible, the absence, if excusable, must be cleared within one week. Students who receive a grade of “F” in Public Programs for one semester are automatically ineligible to receive *institutional* financial aide. Students who fail two semesters shall automatically be dismissed from the College.

Since the grade for Public Programs is based on attendance, unexcused absences necessitate the final grade being lowered one letter. Excessive absences will prevent a student from continuing in College.

No more than 2 absences= A
3 absences= B
4 absences= C
5 absences= D
6 or more absences= F

Change of Schedule (“Drop/Add”). Students may change their academic schedule following registration. The “drop/add” period is outlined in the Academic Catalog. Students should consult their advisor for beginning the process.

Privacy of Student Records. Student records are maintained under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended. See the Academic Dean or Registrar for more details.

Accommodation of Differently-Abled Students. In compliance with the Americans with Disabilities Act, Hiwassee College strives to assist differently-abled students to reach their full potential. As part of this effort, the College stands ready to provide, where possible, special accommodation to students with needs. Students bear responsibility to inform the administration and faculty of the College as soon as possible following the start of each semester of their desire to be considered as “differently-abled” students. Such information shall remain confidential with the administration and faculty of the College. Students also must understand that they will be expected to perform satisfactorily in their academic pursuits and will not simply be passed in their courses because they are differently-abled.

Academic Policies. The *Hiwassee College Catalog* contains the College’s official statement of academic policies and programs.

Christian Life

Hiwassee takes pride in its Christian heritage and United Methodist affiliation. The College believes that growth and development in faith are fundamental to the goals of the Great Beginning that is a Hiwassee education. The College’s mission statement affirms that students are encouraged to grow in faith as well as in knowledge. To that end, the Christian Life program at Hiwassee invites students to join in asking questions, seeking answers, listening carefully, living prayerfully, loving unconditionally, and acting always in hope, all in an atmosphere of fellowship and friendship. Christian Life on Hiwassee’s campus is overseen by the College Chaplain (ext. 1861).

Christian Emphasis Week. Special days are set aside each semester to bring special attention to the place of Christian faith in everyday life.

The Christian Student Movement. The Christian Student Movement (CSM) is the central religious organization on campus. Each student is a member. A leadership council works with the chaplain in implementing the Wednesday evening program, which begins at 8 p.m. Service projects and special events occur throughout the year. The College schedule is cleared each Wednesday evening to make room for student participation. **ALL STUDENTS ARE MEMBERS OF THE CSM BY VIRTUE OF BEING STUDENTS AT HIWASSEE COLLEGE.**

Chapel. Chapel is held on Wednesday mornings at 10 a.m. All full-time students are required to attend Chapel services. These services consist of speakers, drama, music, and films,

which enhance the spiritual growth of students, faculty, and staff. See the information on “Public Programs” under Academic Life below for attendance policies concerning Chapel.

Praise Band. The Hiwassee Praise Band is a student-led musical group. The Praise Band provides worship music for weekly Chapel services. If you play a musical instrument, love to sing, or enjoy operating sound equipment, contact the Chaplain.

Fellowship of Christian Athletes. The Fellowship of Christian Athletes (FCA) is an interdenominational ministry that reaches out to college athletes in order to emphasize the spiritual life of athletes.

Student Conduct

Hiwassee believes that freedom and responsibility are necessary to the life of an intellectual and Christian community. Continued membership in the Hiwassee student body is contingent upon responsible conduct and effective participation in the life and purposes of the institution. Students who violate this privilege or neglect this responsibility are subject to disciplinary action, including suspension or dismissal. Definitions of these penalties and an outline of procedures for appeal are found in the Judicial Affairs section of this handbook. Appropriate procedures are provided for hearings and review and every student has the right of appeal.

The College rejects any interference with the legitimate rights of others, the use of threat or violence, the destruction of property, and the disruption of the normal order of the College. Lying, stealing, cheating, and plagiarism violate the College’s principles.

The College recognizes the right of students to dissent and disagree with the faculty, administrators, and the Board of Trustees. Free exchange of ideas is encouraged and channels of communication are provided for students. Dissent and disagreement must be exercised in an orderly fashion in a way that does not infringe on the rights of others, jeopardize public order or safety or disrupt the normal order of the College. Student conduct which violates these standards will lead to disciplinary action which may include suspension or dismissal. Other persons who violate these standards are subject to legal action.

The College maintains that the use of alcoholic beverages or illicit drugs in no way contributes to our collegial ideals or to the fulfillment of the persons who comprise our academic community. The disruption of human lives and the attendant waste in human and economic resources frequently related to these practices have created serious social problems for our times. The College affirms the historic position of The United Methodist Church and requires its students to abstain from the use of alcoholic beverages and illicit drugs. Both drinking and possession of alcoholic beverages and/or illicit drugs on College property is strictly prohibited. The student who violates this policy is subject to disciplinary action.

Lifestyle Expectations. Hiwassee College seeks to maintain an environment in which Christian education flourishes. This goal includes the promotion of healthy lifestyles that reflect the mission of the College. As such, the College expects students to have wholesome attitudes

and behavior. This behavior includes the décor of their personal lives, including their individual residence hall rooms. Thus, it is against Hiwassee College policy to permit the display of any material that condones or promotes the use of alcohol, or the use of any tobacco product in any fashion. Additionally, this expectation prohibits the display of any nudity, or scantily clad persons on any type of poster or picture. Also, it is against Hiwassee College policy to display any form of art anywhere on campus that could be interpreted as degrading to any person, gender, or race. On certain rare occasions, it may be necessary for the Dean of Students to act on behalf of the College without the normal procedures of due process as outlined in this document. Use of this action will be at the discretion of the Dean of Students and the College President.

Civil Regulations. Students are expected to abide by all federal, state, and local laws. The College reserves the right to take appropriate disciplinary action regardless of or in addition to prosecution by civil authorities.

Offenses Against the College Community. Individual or organizational misconduct will be subject to disciplinary action shall include but not be limited to:

1. Academic misconduct—any act of cheating, plagiarism, or representing another’s work as one’s own, or the aiding of such actions. The minimum sanction shall normally be one semester of probation.
2. Campus sexual misconduct—Hiwassee is a community of trust whose existence depends upon strict adherence to standards of conduct set by its members. Sexual misconduct is a serious violation of these standards and will not be tolerated. Students found guilty of sexual misconduct will normally be dismissed.
3. Sexual harassment policy—Hiwassee is committed to an atmosphere of human dignity in which effective collegial relationships are based on mutual respect. When an individual’s gender or sexuality falls victim to disrespect, the collegial nature is threatened. Sexual harassment will not be tolerated on our campus. Students found guilty of sexual harassment normally will be dismissed.
4. Violation of the visitation policy—a violation of the properly constituted rules for visitation in the residence halls usually shall result in suspension.
5. Conduct dangerous to self or others—conduct which constitutes or may constitute a significant, unreasonable or serious danger or threat to any person’s health or safety. If responsible, the minimum disciplinary action is two semesters of probation.
6. Obstruction of or interference with institutional activities or facilities—intentional interference or obstruction includes but is not limited to unauthorized occupancy of College facilities, intentional interference with any access to an institutional activity, intentional interference or delay of any security officer, fire fighter, or institutional official in the performance of his/her duty. If found responsible, minimum disciplinary action is one semester suspension.
7. Destruction of property—any act of vandalism, malicious or deliberate damage, destruction or defacing of College property (including library materials) will result in two semesters of disciplinary probation and restitution.
8. Theft, misappropriation, misuse or unauthorized sale— any act of theft, misappropriation, unauthorized possession, use, misuse, or sale of other’s property. If found responsible, minimum disciplinary action shall be restitution and one semester suspension.

9. Misuse of documents—any forgery, alteration of or unauthorized use of institutional documents, or withholding of necessary information, in connection with admission, enrollment or status at Hiwassee. If found responsible, minimum disciplinary action is two semesters probation.
10. Firearms, fireworks, and flammable materials— unauthorized possession, ignition, detonation of any object/article which could cause damage by fire, explosion or other means to persons/property or the possession of any such substance. The minimum disciplinary action shall be two semesters of probation or suspension.
11. Alcoholic beverages—sale, transfer, possession, use or drunken behavior
 - a. First violation— minimum one semester probation, \$50 fine, written notification to parents, counseling.
 - b. Second violation—one semester suspension.
12. Drugs—any unlawful possession of and/or use of illegal drugs. If found responsible, minimum disciplinary action shall be one semester suspension. Evidence of substance abuse counseling may be required for readmission.
13. Gambling—unlawful gambling in any form will result in a minimum sanction of official reprimand (written warning).
14. Tampering with fire safety equipment—discharging extinguishers will be assessed a minimum fine of \$350 and placed on disciplinary probation for two semesters.
15. Unacceptable conduct at a hearing—conduct at any College hearing which is contemptuous, disrespectful, and/or disorderly or the giving of false testimony or other evidence. If found responsible, minimum disciplinary action will be two semesters of probation.
16. Failure to cooperate with or abuse of College personnel— failure to comply with directions of College personnel in performance of their duties, including offensive gestures, language, threats, and/or providing false information. If found responsible, minimum disciplinary sanction is one semester probation.
17. Racial/religious discrimination or sexual harassment is deemed disruptive to the community and against the values of the College. If found responsible, minimum disciplinary action shall be the entire range of sanctions and possible referral to local civil authorities.
18. Certain actions will be construed as “egregious acts” against the College community. These acts will merit a minimum disciplinary action of one semester suspension:
 - a. Students found in a member of the opposite sex’s room at a time other than authorized visitation.
 - b. All forms of illegal and illicit sexual behavior by students (whether with other students or with nonstudents).
 - c. Violent acts and threats of violence against any member of the College community.

Sanctions. Minimum disciplinary sanctions applicable for infractions of College regulations are cited here. The purpose of disciplinary assignments is to promote the educational approach to judicial matters within the College community. Sanctions will be assigned when it is believed that students have failed to adhere to the standards and expectations of the College. The Student Judicial Council/Order of the Gowns, the College Judicial Board, and the College Appeals Board are the appropriate authorities for handling sanctions. The Dean of Students has authority to assign sanctions under exigent circumstances (during academic breaks, etc.).

Administrative Suspension. Any student whose conduct endangers or may endanger himself or herself, or the health, safety or rights of other College community members, or is disruptive to the educational process of the College, shall be reported to the College officials and may be immediately suspended from the College and removed from campus. In this event, the Dean of Students or his/her designee shall ensure a subsequent hearing before the Student Judicial Council at the earliest possible time. Readmission to the College may be granted, subject to appropriate conditions, which may include an evaluation and recommendation of medical authorities. Any student who is suspended or expelled from the College will be denied academic credit and/or financial reimbursement of any kind for the academic term in which the suspension is invoked. Suspension from the housing program at Hiwassee for any reason constitutes a forfeiture of room fees.

Personal Property—Search and Seizure. Hiwassee College is not responsible for the loss or damage to personal property.

The College reserves the right:

1. To enter any room (by authorized personnel)
2. To change or cancel room assignments in the interest of health or discipline
3. To levy or collect fines
4. To inspect or search student rooms and their contents for damage and noncompliance with College standards, policies, and the Honor Code.

This right is given to Resident Directors, campus security, and College officials. Advance notice of room entry will be given when the situation is appropriate; however, such notice is not required. Students residing in the room need not be present. Offenses will be dealt with through a hearing before the Student Judicial Council and, in all cases, the student's right to continue living on campus will be seriously jeopardized. Violations of local, state, and federal laws can result in criminal charges.

Judicial Affairs. Hiwassee College Student Government seeks to provide an atmosphere in which intellectual, religious, moral and social growth may take place and thus assist the student toward the Great Beginning that is an Hiwassee education. To this end, our College ensures freedom of inquiry and expression in teaching and learning. Since our community is a teaching-learning process, this freedom depends on appropriate opportunities and conditions in the classroom, on the campus, and throughout our community. Every member of the Hiwassee community has basic responsibilities toward the vision of a Hiwassee education. Students are expected to abide by all the policies in various College publications. It is each student's responsibility to conduct him/herself as a responsible citizen of the College community.

We as a community assume that if each of us follows these expectations, we will protect one another from unfair imposition of penalties and the purposes of the College's Great Beginnings will be more nearly realized.

The Judicial Structure. Cases investigated for Honor Code violations will be presented to the Student Judicial Council. Neither the student nor any additional faculty may serve in any of the judging body's hearings. The President of the Student Government Association shall

appoint a Solicitor General from among the Student Judicial Council for a term of one academic year. The Student Judicial Council has initial jurisdiction over cases where Honor Code violations have occurred. The College Judicial Board has initial appeals jurisdiction over all cases. The Appeals Board shall then hear further appeals.

Penalties. Penalties shall be assigned by the Student Judicial Council, upon advice of the Dean of Students (in cases involving social responsibility) or the Academic Dean (in cases involving academic responsibility). Depending on the seriousness of the offence, the full range of sanctions may be considered in any case. Repeated violations of conduct, even though each violation in itself may not be a serious infraction, may warrant more serious disciplinary action, including suspension or expulsion.

General Student Rights.

1. All students have the right to an impartial hearing before the Student Judicial Council.
2. Any student subpoenaed to participate in any investigative procedure or hearing shall be informed by the Clerk of the proceedings and the general student rights as outlined in this section.
3. The student shall have the right to request and receive a copy of all the rules and procedures governing judicial actions before any judicial body at least 24 hours before the hearing. If a case is appealed, the student shall have the right to receive all pertinent materials, but these materials shall be returned upon completion of the proceedings.
4. No student shall be compelled to give testimony which might tend to incriminate him/her; refusal to do so may not be considered evidence of responsibility.
5. During official hearings, no statements of evidence shall be used against the student unless he/she is advised of their content and unless he/she is given an opportunity to rebut unfavorable inferences.
6. The record of judicial proceeding to each case shall be kept on file no longer than five years but at no time shall such records be made available to unauthorized persons, except under legal compulsion, without the consent of the student.

Residential Life

Throughout its history, Hiwassee College has been a residential campus. The quality of residential life in the dorms depends on the students themselves. Residents must join together in a community that supports the rights and responsibilities of each member. The Student Life staff strives to provide students with a residential environment where they feel safe and comfortable, and where they can learn. Everyone plays a role in fostering such an environment. Each semester, staff will offer hall programs for residents to help build this environment. Please take time to read this section, as it will answer many of your questions, stating policies you will be required to know and follow. Refer to the *College Catalog* and Housing Contract for additional information. Resident Advisors are here to serve as valuable resources to assist you.

Student Life Staff. Supervision of residence halls at Hiwassee is the responsibility of the Student Development Office. This office is found in the Barker Learning Center. Staff members include the Resident Directors, Resident Assistants, and Residence Hall Associations.

Community Covenant. As an integral part of the Hiwassee community, students living in residence halls are expected to be courteous to one another. Students will be held accountable for their actions and can face College sanctions for inappropriate behavior. The Community Covenant is the residential expression of the Honor Code. Students will signify support for the Community Covenant in signing the Honor Code each year.

General Regulations. The following policies and regulations apply to residence hall living and are applicable to both residents and their guests. The purpose of these policies is to ensure the safety and comfort of residents in the halls and to protect College property. The College reserves the right to change policies and such changes will be announced by the appropriate official as soon as possible after the change.

1. Every residential student is required to participate in the College meal plan. The Dean of Students will review individual requests for special needs.
2. The College is not liable for property that may be damaged, destroyed, stolen, or lost while on College property. It is the student's responsibility to insure his/her personal property. Check with your parents' home insurance agent.
3. Each resident student living in College housing will be issued a room key. If a student loses a room key, he or she will be charged the cost of the replacement and a new key will be available from the Dean of Students. These keys may not be duplicated.
4. Each room is provided with a bed, window dressing, drawers, desk, and chair. Students may bring extra furniture as long as they do not crowd the room. Any removal of College property or repairs must be approved by the Resident Director.
5. Furniture in common areas is provided for the use of all students in the residence hall and may not be taken to individual rooms for private use. If furniture is removed, a student may be referred for theft of College property to the Student Judicial Council.
6. All residence halls are equipped with simple cable television. Residence hall rooms are also equipped with wireless Internet access.
7. A student may request to use refrigerators and other small appliances from the Resident Director of the residence hall.
8. Individual room care is the responsibility of each student. The College provides a cleaning staff for public areas only. Regularly scheduled room inspections are made for purposes of health and safety.
9. Occupants of each room are responsible for damage to the room and furniture. Assessment will be made for vandalism and damages. If damage occurs in common areas, costs will be prorated to all occupants. Permission must be granted before a room is painted. A deposit of \$150 will be required and returned if the room is returned to the original color.
10. In the interest of health and safety, it is at times necessary for the College to exercise its right to have authorized staff members enter residence hall rooms.
11. Fire extinguishers are located in accessible points in all residence halls. The use of fire extinguishers at times other than emergency situations is a violation of fire regulation and is subject to disciplinary action and/or fine. Tampering with a fire alarm and/or smoke detector

- is a violation of state law and will cause a student to be subject to a fine and/or disciplinary action.
12. Fire drills will be conducted on a periodic basis (at least one per semester) in each residence hall. Failure to cooperate with staff conducting a fire drill will result in fine and/or disciplinary action.
 13. The lounge area in each residence hall is open to all students from 4:00pm until midnight each day. Residence hall visitation will be scheduled. The following policies apply for visitation:
 - a. Visitors must sign-in at the front desk. A College ID or driver's license must be left at the desk.
 - b. Enter and exit through front doors only.
 - c. Proper attire is required.
 - d. Visitors must be escorted by students at all times.
 - e. There are designated restrooms for visitors.
 - f. Visitors are not allowed in the rooms unless all occupants agree.
 - g. Lights must remain on and the door remain partly open (minimum of 6 inches).
 - h. Only 2 visitors per room at any time.
 - i. No congregating in the hallway.
 - j. Visitation may be stopped in case of emergency.
 - k. No visitation is allowed during final exam week.
 14. Quiet hours will be in effect from 11 p.m. until 12 noon. During these hours, students will remain quiet in and around the residence halls. Any excessive noise is subject to fine by the Residence Hall Association. Quiet hours are in effect 24 hours a day during final exam week. Each student is expected to assume responsibility for confronting another student if there is a violation of quiet hours. If this attempt fails, the student should contact an RA for assistance.
 15. The possession, consumption or distribution of alcohol or illegal drugs on campus is strictly prohibited. Absolutely no alcoholic beverage containers (whether empty or full) and/or drug paraphernalia in a residence hall.
 16. Smoking or other use of tobacco products are strictly prohibited in a residence hall or other building on campus.
 17. No candles or incense are permitted in the residence halls. Also, potpourri pots that are heated by open flame are not to be used. All extension cords in the residence halls must be heavy-duty (Outdoor Approved) and contain over-current power shut offs.
 18. Students are prohibited from going into restricted areas of buildings/residence halls. Unauthorized use of these areas will result in disciplinary action.
 19. Students are not permitted to keep pets in the residence halls.
 20. Residents may park only in designated areas.
 21. Coin-operated washers and dryers are located in the residence halls. These facilities are open to residents 24 hours a day. Washers cost \$1 per load; dryers cost 75¢ per load.
 22. Kitchens are available in the residence halls. Students are responsible for cleaning the kitchen after each use. Failure to keep the kitchen clean may result in a loss of privileges for these areas for all residents.
 23. To monitor properly the condition of all rooms, the College uses a Room Inventory Report. When a student prepares to move into a room, the RA will complete the Report. The Report describes the physical appearance of the room.

24. The Dean of Students must be notified 24 hours in advance once a student decides to vacate a room so a proper checkout of the room can be completed prior to departure. Vacated rooms must be cleaned. Assessments may be made for special cleaning required. Failure to return the key shall constitute a \$25 fine for each student whose key is not returned. Appropriate fines will also be assessed for rooms vacated dirty or damaged.

Campus Services, General Information, and Campus Activities

Hardwick-Johnston Memorial Library. Director of Library Services (ext. 1267). The Hardwick-Johnston Memorial Library supports the information and technology needs of the campus community of Hiwassee College. The library provides materials and services which complement the academic curriculum; in addition, it offers a wide range of services including reference assistance, interlibrary loan, circulation and reserve circulation, and access to and use of the Internet and electronic databases. The Library opens weekdays at 8 a.m. Other hours of operation are posted at the beginning of each semester.

Duplicating Work. Black and white photocopying of single copies may be done at the rate of 10¢/page in the library.

Mail Services in the Rymer Student Life Center. Jean Wagner, Post Office Director (ext. 1898). All students will be assigned a mailbox at the Rymer Student Life Center. Students will be able to receive U.S. Postal Service, letters and packages (delivered Monday through Friday by 1 p.m.), campus mail, and packages delivered by commercial carriers (i.e. UPS, FedEx, etc.). The College offices, professors, staff and students can send mail to anyone on campus through the mailroom without applying postage. The addressee's name, box number and return address is needed for campus mail processing. (See below)

Name
HC Box #(your box number)
225 Hiwassee College Drive
Madisonville, TN 37354

Food Service Policies. College policy requires that all resident students participate in the College meal plan. Students with special dietary needs must consult the Dining Hall Director. The Dining Hall Director is given right to deal with disruptive behavior in the Rymer Dining Hall.

Payment of Fees. All regularly enrolled students are charged tuition and activity fees as well as room, board, insurance and other miscellaneous fees as applicable. During the summer the student should have received an estimated statement of these charges and anticipated financial aid for the fall semester. The total balance is due and payable at the time of registration. Please contact the Business Office for further information.

Any student whose account is not current will be ineligible to participate in pre-registration or to receive grades at the end of the term. During each semester, neither transcripts nor diplomas will be issued to any student whose account is not paid in full or monthly

installments up-to-date. Should a period of 120 days pass without any activity on an account with an unpaid balance, the College may refer the account to a collection agency.

When damage occurs in the residence halls or other College buildings, the student or students responsible for that damage must bear the cost of the repair. If damage occurs in common residence hall areas and cannot be attributed to an individual or responsible group, the cost of repair will be pro-rated among all currently-registered students of that hall. All property damage charges will be added to students' accounts. Students who pre-register for summer courses must make payment in full to the Business Office before the beginning of classes. The *College Catalog* contains additional information regarding fees, including payment and refund policies.

Refund Policies. Students who contemplate withdrawing prior to the end of the semester should consider carefully the financial cost of doing so as well as the loss of academic credits. No part of room fees is refundable. No part of residence hall charges, activity fee, technology fee, or academic fee is refundable for any term..

To begin the process of withdrawing from College, see the Registrar for the procedural materials. If a student withdraws from Hiwassee within 10 calendar days after the beginning of classes in a normal term, a refund of 80% of the tuition may be made. Students may receive a 60% tuition refund if 11-17 calendar days have passed or 40% tuition refund if 18-24 calendar days have passed since the beginning of classes. No part of tuition is refundable after 24 calendar days from the beginning of classes. Meal costs will be refunded on a pro-rata weekly basis for the semester.

For the May Mini-Term after three or fewer calendar days from the beginning of classes there can be a 40% refund; between four and six calendar days from the beginning of classes there can be a 20% refund; and there will be no refund after six days from the time classes begin.

During the regular summer sessions, students will receive 40% of the tuition fee if 4 or fewer calendar days from the beginning of the term have elapsed. Students are eligible to receive 20% of the tuition fee if 5-11 calendar days after the beginning of the term have elapsed. After 11 calendar days from the beginning of term, no tuition refund is available.

Check Cashing. Students may cash personal checks at the Business Office. The maximum amount for each check is \$25. A \$40 fee will be assessed for each returned check.

Career Planning and Placement. Career information is available through the academic advising process. Advisors work with students to identify vocational goals while scheduling courses which are needed. Tests which can help students to identify their interests and the academic path toward those interests as well as other career information can be obtained by accessing the following websites: www.khake.com/page 51.html; www.rocketcareer.com/careertest; www.questcareer.com; www.careerkey.org. There are other goods sites as well.

Information for job placement can be obtained from many sources including: www.careerbuilder.com; www.monster.com.

Job placements forms are available in the Dean of Students' office. Students may fill out these forms which will be kept on file and will be available to prospective employers upon request. Five packets will be sent without charge.

Scheduling of Events on the College Calendar. Every campus event should be scheduled through the Dean of Students' Office. The Dean of Students has the power of decision in cases of conflict of interest. The faculty will not schedule events during Chapel or other Public Program events. No judicial hearings before the Student Judicial Council, social or athletic events will be scheduled during final exam week.

Scheduling Activities and Social Functions. Planning and scheduling of activities and social functions should be planned well in advance. Proposed social functions must be approved by the Dean of Students and properly scheduled on the official College calendar. Bulletin boards are provided around campus so that all groups may have an opportunity to place announcements. Do not post signs on doors. All posters must be dated and then removed the day following the advertised event.

Damage to College Property. When a student is responsible for the damage of College property, the cost of repair must be paid to the College Business Office to clear the student's account. Damage to common areas of residence halls, not attributed to an individual or responsible group, will be divided among the residents at the end of the semester. As a member of the Hiwassee community, students should report any damage or vandalism they observe to Campus Security, Dean of Students, an RA, or a Residence Director.

Fireworks and firearms. Fireworks, firearms, ammunition, and other weapons or materials which endanger student health and safety are strictly forbidden. The possession or use of such on College property is sufficient cause for disciplinary action.

"The Pond." Students are prohibited, on penalty of dismissal, from being in the area of "the Pond" from dusk to dawn unless it is for a college-sponsored event.

College Cemetery. All College policies apply at the Cemetery. Students are prohibited from being in the cemetery after dark.

Pets. For health reasons, students are not permitted to keep pets on the campus or in College residence halls. Students violating this policy are subject to disciplinary action by the Dean of Students.

Campfires and Camping. Permission must be obtained from the Dean of Students before a fire may be set on the campus. Unauthorized camping in the campus woods is prohibited.

Selling or Soliciting. Any organization engaged in a moneymaking project on campus must clear the project with the Dean of Students no later than seven (7) days before the beginning of the project. College organizations soliciting funds or advertisements from persons or businesses off campus may do so only with the joint approval of the Dean of Students and the Development Office. Door-to-door soliciting or selling in the residence halls is prohibited. If such activity is observed, please contact an RA or the Residence Director as soon as possible.

Hiwassee College Counseling Program. Hiwassee College has an agreement with a professional counseling program to provide short term counseling as needed for students. Student referral will be made by the campus counseling coordinator. At the time of the referral, the student will be assured of the strictest confidentiality, except in cases where the campus coordinator feels the student is at risk of harming self or others. The student will be informed that a threat of harm is information that cannot and must not be kept confidential. If at any time a student is at risk of harming self or others, it is the responsibility of the professional counselor to notify the campus coordinator. A conference will be called immediately between the counselor, the campus coordinator, and the Dean of Students to determine the seriousness of the situation and what immediate action must be taken in the best interests of the student and Hiwassee College. For those students who feel the need to talk to someone, CONTACT provides a service. The telephone number is 337- 3800.

The Learning Center. Director (ext. 1842). The Learning Center (BLC 106 and 109) is open to all students, free of charge. The Learning Center provides a place to study in the Barker Learning Center (BLC). The staff works to provide a healthy environment for personal study and is willing to answer any questions. Peer tutoring is available for students who choose to seek assistance in their academic program. Ample computers with Internet access, a printer, and a scanner are ready for student use for e-mails, word processing, research, and personal use. Instruction in computer usage is also available for students who wish to develop their skills. BLC 109 is also available for study groups, athletic study halls, SGA meetings, and other uses by scheduling with the Director.

Computer Network Use. The Hiwassee College campus computing network (HCNet) exists to further the College's teaching, scholarly research, and spiritual goals. Persons accessing any of the network resources are expected to practice common sense, decency, and courtesy to other users. Individuals are responsible for the proper use of the account, including proper password protection. Any action that occurs on an individual's account or workstation is the responsibility of that individual. All students, faculty, and staff are responsible for seeing that these information systems are used in an effective, efficient, ethical, and lawful manner.

HCNet is a privilege and may be revoked at anytime. It is provided as a resource to the Hiwassee College community. HCNet is restricted to authorized users, which is defined as an individual who has been assigned an ID and password by the Information and Instructional Technology Department or by any agent authorized by the Network Administrator. The use of HCNet may be revoked at anytime, with or without notice, for misuse, abuse, or vandalism. This policy is extended to networks and resources outside the College that access HCNet via the Internet. Network or resource providers outside the College may, in turn, impose additional conditions of appropriate use which the user should observe when using those resources. Residence Halls and other buildings on campus offer wireless access to HCNet. Students must provide their own computers and wireless Internet cards.

Computer Lab Facilities:

<u>Location</u>	<u>Hours of Availability</u> (times are subject to change)
Lundy Science Hall	7:30 a.m. – 4:30 p.m. Monday-Friday; other hours by arrangement
Hardwick/Johnston Library	8:00 a.m. – 8:00 p.m. Monday through Thursday 8:00 a.m. – 5:00 p.m. Friday 8:00 a.m. – 10:00 a.m. (chapel); 11:00 a.m. – 7:00 p.m. 4:00 p.m. – 8:00 p.m. Sunday
Barker Learning Center 106	7:30 a.m. – 9:00 p.m. Monday-Friday
Barker Learning Center 109	7:30 a.m. – 4:30 p.m. Monday-Friday (Special arrangements can be made for additional hours as needed.)
Barker Learning Center 208	8:00 a.m. – 4:00 p.m. Monday-Friday (unless in use for classes)

Hiwassee Campus Store. Lynda McBride, Manager (ext. 1216). The Hiwassee Campus Store is located in the Rymer Student Life Center, which sells miscellaneous school supplies, clothing with College logos, and convenience store items. The Campus Store is open during registration and at limited hours thereafter.

Health Services. Hiwassee College is concerned with both the physical and mental health of its students. The Student Health Center is located in the Laycock Alumni Center. The Center is staffed with nurse practitioners on Monday and Wednesday from 1:30 to 4:30 p.m. The Center may be reached by calling – 423-545-9579.

Athletic and Recreational Services

Rudy Youell Gymnasium. The Gym is available for students' use on weekdays and weekends. Hours for the facility will be announced at the beginning of each academic semester.

King Natatorium. Swimming pool hours will be announced at the beginning of each term. No swimming is permitted unless a certified, approved lifeguard is available and on duty.

Game Room. Located in Rymer, the Game Room's hours will be announced at the beginning of each semester.

Fitness Room. The Fitness Room is located in the Gym. Hours will be posted at the beginning of each semester.

Sand Volleyball Court. The Volleyball Court is open year-round and requires no supervision for students' use.

Campus Activities. Hiwassee College sanctions many organizations and activities for students. Campus groups include performing groups, Greeks, honorary societies, and many others. Students interested in any of these groups may contact the Dean of Students, Academic Adviser, or you may contact the Student Government for further information.

Student Groups

The Hiwassee College Student Government. Students at Hiwassee have a long and proud history of involvement in the governance of the College. The Student Government is composed of executive, legislative, and judicial branches – much like the United States Federal government. The executive branch is led by the President of Student Government. The executive branch is charged with administrating all the functions of the Student Government. The President is assisted by a group of cabinet officers. The legislative branch is composed of the College Senate. The College Senate is responsible for passing all legislation necessary for the operation of the Student Government. The Senate will meet monthly and all meetings will be open to the public. The judicial branch is bicameral – composed of the Student Judicial Council and the Order of the Gowns.

All students have access to the decision-making process through the selection of Senators. Each body on campus will have a representative on the Senate, as well as class officers who are elected early in the fall semester.

The Student Government Constitution and other important documents can be found elsewhere in this handbook. They are the official documents of Student Government and point out opportunities for involvement. If you desire to be a Senator or other elected officer, see the Student Government President or the Dean of Students.

FFA/Agriculture and Forestry Club. Membership in this organization is primarily made up of students majoring in agriculture, pre-forestry or pre-veterinarian medicine.

Hiwassee Yearbook. Members of the yearbook staff are responsible for our annual publication. Students are invited to submit applications for staff membership at an announced time during the fall semester. This campus group offers many opportunities to develop journalism skills.

Bat Creek Review. The College's literary magazine, The Bat Creek Review publishes short stories, poetry, and art by students, faculty, staff and alumni. The English faculty urges students interested in writing and literature to join.

Phi Theta Kappa (PTK). A national college scholastic Honor Society, Phi Theta Kappa is designed to promote scholarship, develop character, and cultivate fellowship and good citizenship among students.

Cheerleaders. The Cheerleaders are chosen from students who wish to audition. Both promote school spirit at pep rallies and ball games.

Chess Club. The Chess Club meets weekly for a good game of chess (or even some other board games).

Tiger's Tale. The student-led campus newspaper, The Tiger's Tale is published twice during each academic term.

Pansophic Society. Open to all students, faculty, and staff, the Pansophic Society is a forum for discussing issues related to higher education, encouraging the sharing of ideas and scholarship between faculty and students.

American Criminal Justice Association. Theta Gamma Kappa is the student chapter at Hiwassee College. Official membership is open to students enrolled in a program of study in the criminal justice field or a criminal justice course at Hiwassee College and is dedicated to furthering members' education in the criminal justice field. As a student chapter, members participate in community service events, fundraising, conferences, competitive awards and chapter social events.

Performing Groups

Opportunities are available in drama, voice and music. In all areas provisions are made to accommodate students who have had prior experience and training as well as those individuals who may be venturing into the performing arts for the first time.

Hiwassee College Chorale. The Hiwassee College Chorale is open to all students. The Chorale presents several concerts each year, as well as performing frequently for Chapel, Christmas programs, and a certain off-campus events.

Shalom Ensemble. Composed of approximately twelve members, this group specializes in sacred music of a contemporary nature, traveling to churches throughout the area and presenting their faith in both song and spoken word. Students must audition for this group.

Theatre Hiwassee. Consisting of those students and faculty who have experience or interest in the practical production of live theatre, this club is involved in all facets of production, including acting, lighting, costuming, makeup, set construction, and design.

Athletics

Varsity Sports. The College holds membership in the United States Collegiate Athletic Association. Varsity teams are fielded for men in soccer, baseball, basketball, golf, and cross-country. Women compete in basketball, cross-country, volleyball, softball, golf, and soccer.

Intramurals. A comprehensive program of intramurals is offered for the physical well-being and enjoyment of students, faculty and staff. The intramural program is under the direction of Coach Lance Knight.

Additional Cultural, Educational and Religious Opportunities

Hiwassee College is located in an area that provides opportunities for its students to be involved in cultural and educational events through the Monroe Area Council for the Arts and the Sweetwater Valley Citizens for the Arts. In addition the nearby Historic Fort Loudoun, the Great Smoky Mountains National Park, the Museum of Atomic Energy at Oak Ridge, Rock City at Chattanooga, the aquariums in Gatlinburg and Chattanooga, and the Lost Sea provide opportunities for student cultural and educational trips and activities. There are well over 150 churches of various denominations in the immediate area in addition to the Buckner Memorial United Methodist Church on campus. These include Apostolic, Assembly of God, Baptist, Bible, Catholic, Charismatic, Church of Christ, Church of God, Episcopal, Full Gospel, Independent, Lutheran, Methodist, Mormon, Nazarene, Non-denominational, Pentecostal, Presbyterian, Quaker, Seventh Day Adventist, and United Church of Christ congregations.

Additional information and contact numbers can be obtained from the Student Development Office and from the *Monroe County Guidebook*, published by the Monroe County Chamber of Commerce and the *Monroe County Advocate & Democrat*.

Appendix A: Honor Code

Under the Hiwassee College Honor Code, students affirm their commitment not to lie, cheat, or steal, nor to accept the actions of those who do. Thus, a student with direct knowledge of a potential case of academic dishonesty is required to:

1. Provide a signed written statement of the observed behavior to the appropriate faculty member and/or the Academic Dean's office within one week of the alleged occurrence (in the case of social misbehavior, a signed written statement is provided to the Dean of Students or one of the Solicitor Generals); and
2. Provide the name or identity of the person(s) alleged to have committed the violation.

The observing student is encouraged first to converse with the person(s) alleged to have committed the violation(s) for at least two reasons: (1) to correct any misassumption about the alleged act(s), and (2) to let the accused student(s) know that the situation is being reported so that the accused student might self-report as well.

Students who do not knowingly fulfill this obligation are themselves subject to sanctions. The Hiwassee College Honor Code expresses a standard of behavior – a set of expectations for our students, faculty, and staff. All students are required to sign a pledge each year to adhere to these principles and to conduct themselves in accordance with these values. The specific policies, or rules and regulations of the College, define the conduct for which students will be held accountable.

Initial Procedures. If a student observes another student violating the Honor Code, the observer should:

1. Converse with the student who violated the Honor Code and request that the student turn him/herself in to the appropriate Solicitor General. In cases of voluntary confession, the defendant may receive a more lenient sentence.
2. If the defendant does not turn him/herself in, the observer should inform the appropriate authority of the Honor Code violation. In academic cases, the observer should inform the instructor/Academic Dean. In student life cases, the observer should contact the appropriate Solicitor General. In such cases, the defendant may receive a stricter penalty.
3. If a faculty/staff member observes the violation, s/he should inform the appropriate Dean in writing.

Investigation. The Dean of Students and/or Solicitor General of either the Student Judicial Council (in social matters) or of the Order of the Gowns (in academic matters) will serve as the chief investigator. The chief investigator will investigate the allegations. At this point, the Student Judicial Council Clerk or Clerk of the Order of the Gowns will alert the student of the charge(s) and the student may select an advocate from among the Hiwassee community. After evidence is gathered, the appropriate Solicitor General shall present this material to the Student Judicial Council or Order of the Gowns. That body will assess the evidence to determine whether the student is responsible and what sanctions should be imposed. In the event the judging body finds insufficient evidence to support the charge(s), the case shall be closed. No notation will be entered into the accused student's record. If the judging body decides responsibility, sanctions will be imposed. Students have the right to appeal any decisions of responsibility to the College Judicial Board and the Appeals Board, and ultimately to the College President.

Hearing. Generally, no hearing shall take place during exam week. In certain cases, however, the appropriate Solicitor General can make an exception, after consultation with the Dean of Students.

Part I. Hearing of the Case

At the hearing, the accused student retains rights commonly held for Hiwassee College members. Witnesses may be questioned only by members of the judging body. The hearing will proceed in the following order:

1. Case against the accused—The Solicitor General will present the results of the investigation, including evidence from witnesses.
2. Defendant's case—The accused student will present his/her evidence and witnesses.
3. Final statement—After all witnesses have spoken and been questioned, the accused student may make a final statement.

Part II. Deliberation/Verdict

At this point, the accused student and advocate will leave the room. In confidential session, the judging body will make a decision through a majority vote based upon the standard of "preponderance of the evidence." Preponderance of the evidence means that it is more likely that it did happen than it is likely it did not happen. Upon reaching a decision of responsible or not-responsible, the Chair of the Student Judicial Council (or President of the Order of the Gowns) will call the involved parties back into the room and announce the decision. The

Solicitor General will issue the verdict to the accused in writing as soon as possible following the hearing.

Part III. Sanctioning

Before passing sentence, the judging body will:

1. learn from the Solicitor General of any prior academic or social violations committed by the accused student;
2. hear the final statement of the accused student, if the student so chooses;
3. hear a final statement from the Solicitor General, if the Solicitor General chooses.

Part IV. Penalties

The minimum penalty for an academic violation of the Honor Code will be one semester of academic probation; the maximum penalty will be permanent expulsion from Hiwassee College. The minimum penalty for a social violation of the Honor Code shall follow the section on student conduct. Generally, no hearing will take place during exam week

Part V. Appeals

The appeal must be in writing and submitted within two academic days after being informed of the verdict to the Dean of Students and the Judicial Board/Appeals Board. Appeals can be based upon: (a) violation of hearing procedures; (b) violation of the accused student's rights; (c) excessive penalty; and/or (d) introduction of significant new evidence that was not available at the original hearing before the judging body. Mere dissatisfaction with the finding or sanctions is not sufficient grounds for an appeal. Within four days of receiving the appeal, the Dean of Students must notify the student of one of the following decisions:

1. The Judicial Board/Appeals Board finds no grounds for appeal and the appeal is therefore denied.
2. The Board has granted an appeal.

If the Board rules on an appeal, it may:

1. Overturn the finding of responsibility by the judging body;
2. Uphold the finding of responsibility and keep/reduce the sanction;
3. Not increase sanctions.

Appendix B: Sexual Harassment Policy

Hiwassee College affirms the principle that all persons have the right to be free of discrimination from any member of the College community. Sexual harassment is any attempt to coerce an unwilling person into a sexual relationship, or to subject a person to unwanted sexual attention, or to punish a refusal to comply, or to create a sexually intimidating, hostile, or offensive working/educational environment. This may include a wide variety of behaviors – from actual coercion to the unwelcome emphasizing of sexual identity. This definition will be

consistently interpreted and applied with acceptable standards of mature behavior, academic freedom, and freedom of expression.

In any form, sexual harassment is reprehensible. It is particularly damaging to an academic environment like that of Hiwassee. When authority and power (like that between faculty and student) is abused in any way, damage to the student and the College environment occur.

Individuals who believe they have been sexually harassed may obtain redress through established informal and formal procedures of the College. Complaints will receive prompt and equitable attention. The rights of confidentiality will be respected, to the extents possible. The Academic Dean or Dean of Students are both available for advice on the procedures.

Hazing Policy. Hiwassee Collge prohibits recognized fraternities, sororities, athletic teams, other recognized student organizations, persons or groups using College facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members or other persons seeking to obtain benefits for services from any of those organizations.

Hazing is any action or activity, whether conducted on or off College property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing or exposing to danger a person as a condition, directly or indirectly, of the person's consideration or, continuation in, admission to membership in, participation in activities of, receipt of benefits or services from an organization or group. No persons may consent to participation in hazing activities. Further, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation.

Hazing activities include, but are not limited to the following activities: Whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, or drugs (legal or illegal), or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, coerced sexual harassment, kidnapping, or car drops, when conducted in a prohibited manner as defined above.

Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests and the College during initiation activities. Every precaution must be taken to protect against College, individual and organizational liability.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to College disciplinary processes and/or debarment from use of College facilities. Student governing bodies with jurisdiction over recognized student organizations, may establish self-regulation procedures with respect to complaints of violations of this regulation brought against their members. Such processes shall be independent of College disciplinary processes.

Appendix C: Inclement Weather Policy

Due to the residential nature of our campus community, Hiwassee College rarely alters its class schedule because of inclement weather. However, when poor weather conditions exist, the College will follow these procedures:

1. An announcement of any alteration/cancellation of the class schedule will be made on local television stations as well as WIVK (107.7 FM). Decisions will not normally be announced before 7 a.m.
2. If Hiwassee College is open, but local schools are closed, the faculty will be understanding of conditions affecting commuter students.

Appendix D: Traffic Regulations

Vehicle registration and traffic regulations at Hiwassee are necessary to ensure safety and order on campus and to provide supervision and management of the parking facilities. Vehicle registration and traffic regulations are administered through the Dean of Students' Office.

Hiwassee College is a "walking campus." Students may move freely by walkways to buildings. Once on campus, one has little need for an automobile, except for off-campus trips.

Motor Vehicle Policy. The policy applies equally to students and to faculty/staff while operating a vehicle on the College campus.

1. Every vehicle must have a current parking permit displayed on the rear view mirror of the vehicle. Permits are valid from the fall term to the end of the summer term.
2. Every vehicle must be registered in the Office of Student Development before the vehicle may be operated on campus.
3. Resident students must park in the residence hall lots only. Residents may not park in other lots on campus until 2 p.m. or later.
4. Parking is not allowed on any of the roadways that go around the Gym or the drive-walkway in front of the Gym. No parking is allowed on the grass at any time.
5. The speed limit on the Campus Perimeter road is 35 mph. However, inner campus roads follow a 15 mph School Zone rate, and parking lots should be less.
6. Students are expected to stop and supply proper identification upon request of any Hiwassee employee or security officer.
7. Fines will be allotted according to the following scale:
 - a. First offense—\$15

First Offense Major Violations – Illegal Parking- unauthorized utilization of Handicap Parking (without permit or prior approval from the Dean of Students), Tow Away Zones, Fire Zones or other no parking zones will result in a \$50 fine and/or include towing of the vehicle at the owner's expense.

- b. Second offense—\$25
- c. Third offense—\$50
- d. Fourth offense—Vehicle towed at owner's expense

All fines are to be paid in the Business Office. Unpaid tickets constitute a College obligation which can prevent the student from registering for classes or from obtaining transcripts. All tickets should be paid within ten academic days from the date of issuance. After ten days, the amount will be applied to the student's account.

Appendix E: Student Identification Cards

Student identification cards are made during registration week, and at other times, in the Student Development Office. If a card has been lost, the student should go as soon as possible to the Student Development Office for a new card; a charge will apply for a new card.

Appendix F: Safety and Security

Campus Security officers are College employees who report to the Dean of Students. These officers have jurisdiction on the main campus and on all College property. The major responsibility of the officers is to give attention to every situation which might involve the safety and welfare of students and faculty. When there are infractions of federal, state and local laws and/or College regulations, the security officer is authorized to take appropriate action.

The College reserves the right to contact a student's parent(s) or guardian(s) in the event of any accident, illness, or mental distress—or for disruptive behavior.

A student is urged to report to the appropriate College official any incident which may threaten his or her person or cause damage/loss of property. Campus security has jurisdictional authority. College academic buildings are locked at night, on weekends, and on school holidays. For the purpose of fire safety, there is no smoking in any building on campus.

Emergency telephone numbers:
Tom Black Hall – 865-216-2842
Allison Hall – 423-519-8805
Chase Brown – 423-519-2344

Appendix G: Alma Mater

On the old state's southern border,
Reared against the sky,
Proudly stands our Alma Mater as the years go by.
"Onward" ever be our watchword conquer and prevail.
Hail to thee our Alma Mater, Hiwassee – All Hail!

Through the years it's never faltered,
Faith forever strong.
Firmly built on one foundation, loyalties belong.
Onward be our steadfast leader, guide and never fail.
Hail! Our mighty Alma Mater, Hiwassee – All Hail

Appendix H: Commonly Asked Questions

- 1. Where can I start with questions?*
Student Development Office
- 2. Who can tell me where to go, who to see, what to do?*
Admissions Office
- 3. How do I register?*
Registrar's Office
- 4. Who can tell me the name of my advisor?*
Registrar's Office
- 5. Where can I get help with my resume?*
The Learning Center
- 6. Where do I get my parking permit?*
Student Development Office
- 7. Where do I get my photo ID?*
Student Development Office
- 8. Where can I get financial assistance?*
Financial Aid Office
- 9. How do I drop or add a class?*
Registrar's Office

10. *Where can I find out what activities are scheduled that I might enjoy?*
 Student Development Office/Dir. Of Student Life Office
11. *Where can I get a student mailbox?*
 Mail Room – Rymer Student Life Center
12. *Where can I learn about library privileges and programs?*
 Hardwick-Johnston Memorial Library – Circulation Desk
13. *Where can I get computer help?*
 Campus Network Office – Suite III in Barker Learning Center

Appendix I: Other Important Phone Numbers

<u>Administrator/Staff</u>	<u>Location</u>	<u>Contact Number</u>
Dr. Curtis Chapman, Library	Hardwick/Johnston Library	423-420-1223
Rich Bartrem, Business Office	Barker Learning Center	423-420-1235
Mark Johnson, St. Development	Barker Learning Center	423-420-1905, 1877
Jean Wagner, Residence Hall	Allison Hall	423-420-1905, 1213
Betty Furches, Chaplain	Barker Learning Center	423-420-1218
Jane Dye, Registrar	Barker Learning Center	423-420-1226
Paul Barker, Network Systems	Barker Learning Center	423-442-4482
Ron Hemphill, Financial Aid	Barker Learning Center	423-420-1221
Dr. Robin Tricoli, President	Barker Learning Center	423-420-1225
Beth Scruggs, Academic Affairs	Barker Learning Center	423-420-1211
Joel Kirk, Residence Hall	Tom Black Hall	423-420-1905, 1232

Appendix J: Hiwassee College Non-Discrimination Statement

Hiwassee College strives to act without discrimination as to race, color, gender, age, disability, and/or national or ethnic origin in the practices of student admissions and retention, student placement and housing, financial aid, and employment, as the College keeps its commitment to comply with the letter and spirit of various antidiscrimination laws, including, but not limited to Title IX of the Education Amendments of 1972, as amended; Section of the Rehabilitation Act of 1973, as amended; the Internal Revenue Code, as amended; and the Americans With Disabilities Acts.