



**Hiwassee College**

Student Handbook

2017-2018

# *Hiwassee College*

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## *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, policies, and expectations while encouraging members of the Hiwassee community to make each year a great one.

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 the Director of Student Affairs (423.420.1891).

## *Mission and Purpose*

Hiwassee College, founded in 1849 and affiliated with the United Methodist Church, is a liberal arts and applied science institution of higher education providing quality instruction to residential and commuter students in a community that promotes learning, faith, and service.

Hiwassee College remains committed to upholding its historical values and association with The United Methodist Church, instilling confidence and academic strength in its students in a liberal arts tradition.

Hiwassee will increase its enrollment, enhance its campus and expand its funding, while focusing on:

1. Offering a nurturing environment within a supportive community
2. Fostering a community that embraces spirituality
3. Providing students with a strong liberal arts foundation to prepare them for academic and vocational success
4. Expanding the college's services to the greater community with innovative educational, cultural, and social programs

Hiwassee College has identified four fundamental values which guide the college at all levels: academic, co-curricular, social, and administrative.

They are:

- Excellence
- Faith
- Tradition
- Community

## *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 were 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 or the baccalaureate degree.

### **Spiritual:**

1. Provide opportunities and experiences designed to enrich and develop Christian life and character through public programs and Christian Student Life.
2. Inspire students to realize the value of Christian living through informal counseling and examples set by faculty and staff.
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 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 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 (also known as the Hiwassee Token of Promise), as referred to in Appendix A, 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 Vice President of Academic Affairs, or the Registrar.

**Enrollment at the College.** Hiwassee College seeks to admit students who show academic promise in attaining their educational goals. Each applicant's record should show educational growth, seriousness of purpose, potential for leadership, and a sense of responsibility. The College reserves the right to admit only those applicants whose general records indicate potential success in a college environment. The College also reserves the right to examine further any applicant by the use of achievement, psychological, or aptitude tests, and personal interview.

**Withdrawal from the College.** A student who finds it necessary to discontinue attendance at Hiwassee College must officially withdraw from the College in order to remain in good standing and to be assured of honorable dismissal and/or readmission. A student may withdraw without penalty no later than one week after midterm. In these cases, a grade of "W (Withdrawn)" will be recorded for each course involved. Students who withdraw after this date, but no later than two weeks prior to final examinations, will receive a grade of "WP (Withdrawn Passing)" or "WF (Withdrawn Failing)" for each course involved. Students may not withdraw from the College within the two-week period prior to final examinations.

To withdraw from the College, the student must observe the following withdrawal procedures:

1. Obtain a Withdrawal Form from the Registrar's Office and complete an exit interview.
2. Secure clearance from all offices specified on the Withdrawal Form.
3. Return the completed form to the Registrar's Office.

Withdrawal from the College should be completed in person. If extenuating circumstances exist, a student may request in writing, or by calling the Registrar's Office, that withdrawal procedures be initiated. In such cases, the withdrawal date will be the day that both

the exit interview form and the student's I.D. card are received by the College. This date will also constitute the student's last date of attendance with regard to their financial account and for any refunds which might be due. A student who registers and does not attend class, or who stops attending classes without following the official withdrawal procedures, will be carried on the class roll until the end of the semester and will receive a grade of "F" in all courses. In addition, the student's financial account continues to the end of the semester unless the official withdrawal procedure is followed.

**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 members 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. Students desiring an accelerated course should register for courses with Honors distinction. Students may change advisors by completing the "Faculty Advisor Reassignment Form" and returning it to the Registrar's Office.

**Class Attendance.** Hiwassee College believes that class attendance is an integral part of the learning process, and that the collegial atmosphere of a classroom enriches the learning experience. Hiwassee College itself does not require attendance, although individual instructors may require class attendance, and make attendance (or lack thereof) a key determining factor in the issuance of the final grade for the course.

Students may be compelled to miss class for illness, family death, or other reasons. When student is compelled to miss class, he/she 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, 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 Vice President of Academic Affairs within 24 hours of such action.

### College Grading System

The following grading system is used at Hiwassee College:

Grade	Performance level	Quality Pts/Credit Hr
A	Superior	4.0
B+		3.5
B	Good	3.0
C+		2.5
C	Average	2.0
D	Below Average	1.0
F	Failure	0.0
P	Pass	-
I	Incomplete	-
W	Withdrew	-
WP	Withdrew Passing	-
WF	Withdrew Failing	0.0
FX	Failure, Exam not taken	0.0
AU	Audit	-

Grades are awarded for courses in developmental studies, but do not earn any quality points. Grades once reported to the Registrar may not be changed except in cases where a clerical error has been made, and the instructor must specify, in writing, the nature of the error or the Academic Grievance Committee has deemed it appropriate to make changes to a student's grade.

**Excessive Absences.** "Excessive absences" are usually defined as any absence which exceeds the number of hours per week that the course meets, but is at the discretion of the faculty member. Thus, for a 3-hour course meeting three times per week, missing class four times or more may be 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 Vice President of Academic Affairs and Division Chair.
3. 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.
4. If excessive absences continue to occur, the instructor may drop the student from the course with the grade of “F.”
5. Students may appeal such an action with the Vice President for Academic Affairs.
6. 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 aid. 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 Vice President for Academic Affairs or the 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.

Hiwassee College is a member of the Transnational Association of Christian Colleges and Schools (TRACS). Inquiries regarding compliance with accreditation policies and standards may be directed to the Transnational Association of Christian Colleges and Schools,

15935 Forest Road  
Forest, Virginia 24551  
Phone: (434) 525-9539 Fax (434) 525-9538  
Email: [info@tracs.org](mailto:info@tracs.org)

## *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. 1895).

**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 Monday 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 a student at Hiwassee College.

**Public Programs.** Weekly programs led by faculty, the college chaplain, students, and outside speakers designed to enrich student's college and cultural experiences. Activities include, but are not limited to, periodic assembly programs, chapel, advising activities, and service opportunities

for the community at large. Attendance is required for all full time students. One-half hour credit each semester.

## *Student Code of Conduct & Judicial Affairs*

The Office of Student Affairs at Hiwassee College has oversight responsibility for the administration of the Student Code of Conduct. Our goal is to advance the mission of Hiwassee College and Student Affairs by managing each case with care, concern, and compassion while seeking to teach Christian faith, integrity, responsibility, and accountability to our students. You can expect our staff to:

1. Administer due process in a fair and reasonable manner
2. Provide resources to support educational discipline
3. Protect students' rights while fostering students' responsibility

### **Code A Offenses**

A student or student organization found to have violated any of the following offenses will be subject to a sanction of reprimand or disciplinary probation. Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

1. **Unauthorized Use of Property or Service** – Unauthorized use of property or service or unauthorized possession of College property or the property of any person, organization or business.
2. **Disturbing the Peace** - Disturbing the peace and good order of the College and surrounding communities.
3. **Failure to Comply** - Conduct covered by this offense includes but is not limited to:
  - a. failure to comply with legitimate directives of College officials (including residence life staff), law enforcement, or emergency personnel in the performance of their duties (e.g. failure to identify one's self when so requested);
  - b. violation of the terms of a disciplinary reprimand.
4. **Unauthorized Use of College Keys or Other Access Devices** - Unauthorized use, distribution, duplication or possession of any key or other access device issued for any College

building, structure, room or facility.

5. **Misuse of Identification** - Transferring, lending, borrowing or altering College identification.

6. **Possession or Use of Marijuana** - Conduct covered by this offense includes but is not limited to:

- a. possession of marijuana when such possession would constitute a minor misdemeanor;
- b. use of marijuana;
- c. possession of a device (drug paraphernalia) that has been used to ingest marijuana.

7. **Unauthorized Use or Possession of Alcoholic Beverages** - Violation of state law or College regulations in accordance with the use or possession of alcoholic beverages.

8. **Violation of Rules Regarding Residence Halls and Food Services** - Violation of the Hiwassee College Housing Contract and/or other published rules and regulations of the residence halls and food services.

- a. Noise
- b. Visitation Violation
- c. Illegal Items
- d. Food Services Violation
- e. Empty Alcohol Containers in an Underage Room
- f. Throwing Objects/Taking Screens Out of Windows
- g. Smoking
- h. Pet Visitation Policy
- i. Improper Room Change
- j. Other

9. **Aiding or Abetting** - Helping, procuring or encouraging another person to engage in a Code A offense.

## **Code B Offenses**

A student or student organization found to have violated any of the following offenses will be subject to the full range of sanctions (reprimand, disciplinary probation, suspension or expulsion). Being under the influence of drugs and/or alcohol does not diminish or excuse a violation of the student code of conduct.

**1. Academic Misconduct** - Dishonesty or deception in fulfilling academic requirements. It includes, but is not limited to: cheating, plagiarism, unpermitted collaboration, forged attendance (when attendance is required), fabrication (e.g., use of invented information or falsification of research or other findings), using advantages not approved by the instructor (e.g., unauthorized review of a copy of an exam ahead of time), knowingly permitting another student to plagiarize or cheat from one's work, or submitting the same assignment in different courses without consent of the instructor. Note: An instructor may impose a grade penalty for academic misconduct and/or file a disciplinary referral.

**2. Dishonesty** - Conduct covered by this offense includes but is not limited to:

- a. furnishing false information to the College by forgery, alteration or misuse of documents or records;
- b. furnishing to the College a written or oral false statement;
- c. furnishing false identification to a College or civic official (officer of sheriff's department, city, county, or state police).

**3. Mental or Bodily Harm to Self** - Conduct that causes harm or has the potential to harm one's self. Conduct covered by this offense includes but is not limited to:

- a. intentionally inflicting mental or bodily harm upon one's self;
- b. taking reckless, but not accidental action from which mental or bodily harm could result to one's self (e.g., abuse of alcohol or other drugs).

**4. Mental or Bodily Harm to Others** - Conduct that causes harm or has the potential to harm another. Conduct covered by this offense includes but is not limited to:

- a. intentionally inflicting mental or bodily harm upon any person;

- b. attempting to inflict mental or bodily harm upon another person;
  - c. taking any reckless, but not accidental, action from which mental or bodily harm could result to another person;
  - d. causing any person to believe that the offender may cause mental or bodily harm;
  - e. sexual misconduct;
  - f. any act which demeans, degrades, disgraces any person;
  - g. coercing another to engage in an act of membership in a student organization that causes or creates a risk of mental or bodily harm to any person (e.g., hazing).
5. **Discrimination** - Civilly, criminally or administratively prohibited unequal treatment of a person on the basis of race, age, gender, creed, religion, national origin, ability, veteran status or sexual orientation.
6. **Disruption/Obstruction** - Obstructing or interfering with college functions or any college activity.
7. **Civil Disturbance** - Conduct which involves disturbing the peace in conjunction with a civil disturbance. Disturbing the peace under such circumstances can be defined as, but is not limited to:
- a. disorderly conduct;
  - b. failure to comply with the directives of law enforcement or college officials;
  - c. failure to comply with an order of dispersal and other such conduct which can reasonably be construed to involve disturbing the peace and good order of the community during such an occurrence.
8. **False Report of Emergency** - Causing, making or circulating a false report, warning, fire, explosion, crime or other catastrophe.
9. **Destruction of Property** - Intentionally or recklessly, but not accidentally, damaging, destroying, defacing or tampering with college property or the property of any person or business.
10. **Theft or Possession of Stolen Property or Service** - Conduct covered by the offense includes but is not limited to:

- a. taking without consent the property or service of the college, another person, business or organization;
  - b. possessing property that can reasonably be determined to have been stolen from the college, another person, business or organization.
11. **Trespassing** - Forcible or unauthorized entry into any college, public or private facility, room (a student room other than one's own) or grounds.
12. **Possession of Dangerous Weapons or Materials** - Unauthorized possession of a dangerous weapon or material, including, but not limited to firearms, compressed-air guns, pellet guns, BB guns, illegal knives, explosive devices, incendiary devices, fireworks, ammunition or any other dangerous ordnance as defined by Tennessee law.
13. **Manufacture, Distribution, Sale, Offer for Sale, Possession or Misuse of Drugs or Narcotics** - Conduct covered by this offense includes but is not limited to:
- a. manufacture, distribution, sale, offer for sale, possession, or use of any illegal drug or narcotic, including but not limited to barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin or marijuana except as defined by offense A-6;
  - b. misuse or abuse of legal drugs or narcotics;
  - c. possession of a device (drug paraphernalia) that has been used to ingest an illegal drug or narcotic, other than marijuana as defined in offense A-6.
14. **Violation of Criminal Law** - Alleged violation of any federal, state or local criminal law where the conduct of a student or student organization interferes with the college's exercise of its educational objectives or responsibilities.
15. **Misuse or Abuse of Computers or Computer Networks** - Misuse, alteration, tampering with or abuse of any computer, computer system, service, program, data, network, cable television network or communication network including telephone or computer lines and wireless networks.
16. **Misuse of Safety Equipment** - Unauthorized use or alteration of fire fighting equipment, safety devices or other emergency safety equipment.
17. **Aiding or Abetting** - Helping, procuring or encouraging another person to engage in the

violation of a Code B offense.

**18. Violation of Disciplinary Probation** - Violation of the student code of conduct while on disciplinary probation or violation of the terms of one's probation.

### **Hearing Authorities**

#### **1. Director of Student Affairs/Resident Directors**

The Director of Student Affairs and/or Resident Directors who serve as hearing officers are responsible for hearing cases involving alleged violations of Code A offenses. The Director of Student Affairs/Resident Directors (hearing officers) have the authority to conduct a judicial interview and prescribe the appropriate sanctions or dismiss it for lack of evidence in full consultation with the Office of Student Affairs.

#### **2. College Judicial Board**

The College Judicial Board is responsible for hearing cases of alleged Code B violations when the Director of Student Affairs, working through the Vice President of Enrollment Management, has determined that disciplinary probation, suspension or expulsion may be the sanction if the charge is substantiated. The Judicial Board has the authority to conduct the hearing and either finds the student in violation or not in violation of charge. If found in violation, the Judicial Board will prescribe the appropriate sanctions. If found not in violation, the charge will be dismissed by the Judicial Board.

#### **3. College Appeals Board**

The College Appeals Board is responsible for deciding appeals regarding decisions made by any hearing authority. There are three bases for appeal:

1. The prescribed sanction is not proportionate to the violation for which responsibility was found,
2. There were failures in the system procedures [the process indicated herein was not followed],
3. There is new evidence available which was not available at the time of the hearing.

Appeals must be in writing and received within five calendar days of notice being sent to the student of the official sanctions. The written appeal must specifically identify which of the three basis for appeal is being utilized. The Director of Student Affairs, working through the Vice President of Enrollment Management, will notify the Chair of the Appeals Board if a student submits an appeal regarding decisions made by any hearing authority. The Chair is expected to call for the hearing of the appeal within one week after the notification by the Director of Student Affairs, working through the Vice President of Enrollment Management. Appeal decisions will be based on a review of the appeal letter, the summary of the hearing and other supporting documents presented in the hearing, and a discussion with the hearing officer or board chair. Upon review of the hearing material, the Appeals Board may modify sanctions, or find the student “in violation” or “not in violation” of Student Code of Conduct policy. The student filing the appeal is not to be present during the Appeals Board meeting unless otherwise requested by the Appeals Board.

If the Director of Student Affairs, working through the Vice President of Enrollment Management, finds irregularities or abnormalities during the course of the appeals process, she/he may refer the matter to the same hearing board as appropriate, or adjust the finding of violation or sanctions to reflect the information determined through the initial hearing and/or appeal. Subsequent and final appeal based solely on procedural grounds may be determined by the Vice President of Enrollment Management.

### **Sanctions**

1. **Reprimand** is an official notification of unacceptable behavior and a violation of the student code of conduct. A reprimand may include, but is not limited to, campus service, appropriate fine(s), and/or assigned writing. Any further misconduct may result in more serious disciplinary sanctions. The Director of Student Affairs, working through the Vice President of Enrollment Management, may expunge a reprimand from a student’s record for good behavior.
2. **Disciplinary Probation** is a conditional status imposed for a designated period of time.

Further violation of the student code of conduct while on probation will be viewed not only as a violation based upon the act itself, but also as a B.18 (Violation of Disciplinary Probation) which may result in further action such as suspension or expulsion. Disciplinary probation may place specific restrictions on the student or student organization. These may vary with each case and may include restriction from participating in intercollegiate athletics, study abroad programs, co-curricular and/or Residence Life activities.

3. **Suspension** is the loss of privileges of enrollment at Hiwassee College for a designated period of time and prohibits a student from being present without permission on the property of Hiwassee College. A student's suspension shall not exceed one calendar year following the effective date of the sanction. A student organization's suspension is a temporary revocation of college recognition.

4. **Expulsion** is the permanent loss of privileges of enrollment at Hiwassee College and prohibits a student from ever being present without permission on the property of Hiwassee College. Expulsion will be noted on the student's permanent record. A student organization expulsion is the permanent revocation of college recognition of that organization.

*Please Note:* With the exception of expulsion, all sanctions attract a fine of \$25 and a fee of \$25 as conditions of sanctions. The fine supports student programming and activities while the fee supports educational interventions for alcohol and drug abuse.

### **Presidential Interim Suspension**

When the actions of a student threaten the good order and discipline of Hiwassee College, the President may temporarily suspend the student, pending a prompt administrative hearing or Judicial Board hearing. The President will also determine whether the temporarily suspended student may or may not remain on College property pending the completion of the hearing process. In the event the President is away from campus or otherwise unavailable, the Vice President of Enrollment Management may impose a presidential temporary suspension consistent with the following procedure:

1. The Director of Student Affairs, working through the Vice President of Enrollment

Management, initiates a presidential temporary suspension by providing the President with information of:

- a. the events causing the threat to exist;
  - b. the name of the student and actions allegedly violating college regulations; and
  - c. a statement of the college regulations allegedly violated by the student.
2. If the President temporarily suspends a student, the Director of Student Affairs, working through the Vice President of Enrollment Management, notifies the student of the temporary suspension and an upcoming hearing. The Judicial Affairs and Student Conduct process shall occur expeditiously.
3. If the final decision is to suspend or expel the student, the sanction takes effect from the date of the presidential temporary suspension. If the decision is a reprimand or disciplinary probation, or if the charges are not proven, for purposes of the record, the temporary suspension will be deemed not to have occurred. The student has the right to appeal the final decision.

#### **Hearing Procedures (utilized by the Judicial Board)**

1. The purpose of a hearing is to provide an equitable forum for the complainant and the accused to present their case regarding the alleged misconduct. The hearing authority will decide by the preponderance of evidence whether or not the charge is proven. Preponderance of the evidence is defined as the greater weight of the evidence, i.e. evidence that outweighs the evidence opposed to it. Preponderance means evidence that is more probable or more persuasive. It is the quality of evidence that is weighed. If the weight of the evidence is equally balanced, the complainant has not proven the charge. The burden for proving an alleged violation rests with the complainant.
2. Any members of the Hiwassee College community (student, faculty and staff) may file a judicial referral charging a student or a student organization with an offense of the student code of conduct. It is the responsibility of the Director of Student Affairs, working through the Vice President of Enrollment Management, to determine the appropriateness of a judicial referral. Judicial Referral Forms are available in the Office of Student Affairs.

3. The complainant of a judicial referral has the right to:
  - a. Have a referral handled in a forthright and timely manner;
  - b. Be accompanied throughout the judicial process by another member of the Hiwassee College community;
  - c. Designate another member of the college community to present his or her case;
  - d. Have unrelated behavior excluded from the judicial process;
  - e. Submit an oral or written statement to be considered in the determination of a disciplinary sanction.
  
4. The accused of a judicial referral has the right to:
  - a. Have a copy of the referral containing a description of the alleged violation;
  - b. Speak or not speak during the hearing process. Choosing not to speak will not be inferred by the hearing authority that the accused is in violation of the charge;
  - c. Question the complainant and all witnesses who testify against the accused at a hearing;
  - d. Examine all written materials;
  - e. Rebut any statements made or materials presented during a hearing;
  - f. Present written or verbal statements from character witnesses before a sanction is imposed;
  - g. Request the removal of any member of the hearing authority by showing written or verbal evidence of bias against the accused;
  - h. Be accompanied by a member of the Hiwassee College community.
  - i. Be accompanied by an attorney in cases where criminal charges are pending or likely

to be pending.

- j. File a written appeal to the College Appeal Board;
- k. File a written appeal to the Vice President of Enrollment Management if the Appeals Board denies the appeal and there is evidence that the hearing procedures were not properly followed.

### **Guidelines for Hearing**

#### **1. Introduction**

- a. The hearing authority will explain the accused's rights and options and assure that fairness and due process will be observed throughout the hearing.
- b. Hearings are closed to the public unless specifically requested in writing to be open by the accused.
- c. The accused or the complainant may ask for the removal of a member of the hearing board, prior to a hearing, by showing written or verbal evidence of bias. The charge of bias is made to the Director of Student Affairs, working through the Vice President of Enrollment Management, who will determine whether it is valid.
- d. The hearing board may exclude persons from the hearing if they are disruptive, or postpone the hearing because of disruptive behavior of participants or observers.

#### **2. Case Presentation**

- a. Both the complainant and accused will be given the opportunity to make an opening statement highlighting the main points of their case.
- b. The complainant will then present his or her side of the case followed by a presentation by the accused. Case presentations may include testimony, evidence, and witnesses.
- c. Both sides will be questioned by the hearing authority and will have an opportunity to question one another and witnesses.
- d. Following case presentations, the complainant and then the accused may summarize their case.
- e. In a closed hearing, the complainant will be given the opportunity to submit a sealed, written statement of impact to be considered in the event the accused is found in violation of the offense and then will be excused from the hearing prior to deliberation.

#### **3. Deliberation and Finding**

- a. The hearing authority will go into closed session to determine by the preponderance of evidence whether the accused will be found in violation of the code of conduct. The Judicial Board or the Appeals Board will determine findings by majority vote.
- b. The hearing will reconvene for the announcement of the finding. If the accused is not found in violation, the case will be dismissed. If the accused is found in violation, the hearing will proceed to sanctioning.

#### **4. Sanctioning**

- a. The accused will be offered an opportunity to speak on his or her behalf and to present character witnesses or written references for consideration in determining a sanction.
- b. In an open hearing, the complainant will be given the opportunity to present an oral or written statement of impact. In a closed hearing, the sealed, written statement of impact will be read aloud by the hearing authority.
- c. The hearing board will consider the following in determining a sanction: a) statements and evidence presented at the hearing; b) seriousness of the violation; c) the complainant's oral or written statement of impact; d) the accused's character information; e) prior disciplinary record of the accused; and f) disciplinary precedence.
- d. The hearing authority will go into closed session to determine a sanction.
- e. The hearing will reconvene for the announcement of the sanction. In the event of a tie vote by a hearing authority regarding the sanction to be imposed, all sanctions considered by the hearing authority will be referred to the Director of Student Affairs, working through the Vice President of Enrollment Management, for final decision. The Director of Student Affairs, working through the Vice President of Enrollment Management, will send the student written notification of the decision.

#### **Conclusion**

It is important for members of the Hiwassee College community to recognize that the judicial process is part of our commitment to educate students to be responsible members of a diverse, global community. In the light of this, the process must be less punitive and more educational. Also, the Director of Student Affairs, working through the Vice President of Enrollment Management, may determine to involve law enforcement agencies at any point of the judicial process if the conduct of an alleged suspect could potentially compromise the safety and security of member (s) of the Hiwassee College community.

**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 Director of Student Affairs, working through the Vice President of Enrollment Management, 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 Director of Student Affairs, working through the Vice President of Enrollment Management, 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.

**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 Campus Judicial Board 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.

**Substance Abuse Assistance.** Hiwassee College is concerned about the well-being of all students. First Year Experience classes that discuss Drug/Alcohol and Personal Safety are required by all freshmen students to attend. These sessions aim to explain the dangers of alcohol and drugs abuse along with the various consequences of the use and abuse, both on and off of campus. Professional Resources are available on campus and in the community for those that have a substance abuse problem. For those students that seek to identify treatment resources on their own, the following steps should be followed. (See Appendix K for further information on the College's Drug and Alcohol Abuse Prevention Policy.)

**The following outlines *Steps to Receive Counseling* for drug and alcohol use:**

Hiwassee College assists students with finding a professional counselor when it is needed for students. General counseling is available in the Student Affairs Office. Student referral will be made by the Director of Student Affairs (Campus Coordinator) or Vice President of Enrollment Management. 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 Director of Student Affairs, 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 a professional in private, please call (423) 420-1891.

**Missing Student Notification/Action Policy**

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of the Office of Student Affairs to actively investigate any report of a missing student currently enrolled at the College. Students have the option to provide an emergency person/number to be contacted if he/she is believed to be (a) missing for more than 24 hours and/or (b) in potential danger. This information will be entered in the “Emergency Contact” section of the student’s records. This information will only be available to authorized campus officials and law enforcement officers in furtherance of resolving the missing student’s investigation/emergency situation. Anyone who believes that a student has gone missing should report his/her concern to a member of the Residence Life, Office of Student Affairs, or Campus Safety staff. Additional information is found in Appendix F: Campus Crime and Security Policies.

## *Residential & Campus Life*

Throughout its history, Hiwassee College has been a residential campus. The quality of residential life in the residence halls 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* or the Director of Student Affairs, for additional information. Resident Directors, Resident Assistants, and Advisors are here to serve as valuable resources to assist you.

**Community Covenant.** As an integral part of the Hiwassee community, students living in residence halls are expected to be courteous to one another. This respect of one another and another's space is an example of the Community Covenant. Students will be held responsible for their actions and can face College disciplinary action or fines for inappropriate behavior. Enrolling at HC indicates agreement of the Hiwassee Promise and signifies support for the Community Covenant.

**General Regulations.** The following policies and regulations apply to residence hall living (students and guests) and commuters (when applicable). The purpose of these policies is to ensure the safety and comfort of residents in the halls, to protect College property, and to provide a safe environment on campus. 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 Director of Student Affairs and Food Services Director will review individual requests for special needs. Students with dietary needs should notify the Director of Food Services immediately.
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 ensure his/her personal property is stored securely. Check with your guardians'/parents' home insurance agent for personal coverage.
3. Each resident student living in College housing will be issued a room key. If a student loses a room key, he/she will be charged the cost of the replacement and a new key will be available from the Resident Director of the hall. These keys may not be duplicated.
4. Each room is provided with a bed and storage area. Students are not allowed to bring extra furniture unless they receive written approval from the RD. No furniture can be removed from rooms or appropriate fines will be issued. Rooms must not be modified in a manner that is destructive of property, hazardous to the physical well-being of resident students or guests, or in violation of good taste as determined by the Resident Director. Student rooms may be personalized; however, students may not paint their rooms or they will be assessed a \$250.00 fine. Graffiti on walls is not permitted and subject to the \$250.00 fine. Residents may not construct shelves, or dividers. Students may not use putty, glue, or duct tape to secure items to the doors, walls or woodwork. Items may not be nailed to walls or ceilings. Double-sided tape may be used provided that it's a 3M (Command Release Strips) product made for easy removal. Nothing should be taped or affixed to the ceiling. Objects should not hinder access to or from the room, nor movement within the room.
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 Board. All residence halls are equipped with simple cable television. Residence hall rooms are also equipped with wireless Internet access. A student may request to use refrigerators and other small appliances from the Resident Director of the residence hall.

6. 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.
7. 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.
8. 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. For general fire alarm and/or smoke detector violation, there will be an automatic fine of \$100 per student. However, if Hiwassee College is found in violation during a fire inspection (or an inspection similar in nature) due to the tampering or misuse of the fire alarm(s) and/or smoke detector(s) by a student(s), the student(s) will be responsible for all financial implications assigned to the College.
9. 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 a fine and/or disciplinary action.
10. The lounge area in each residence hall is open to all students from 12:00 p.m. until 11:00 p.m. Sunday - Wednesday and 12:00 p.m. until 12:00 a.m. Thursday - Saturday. Open Hours will be posted. The following policies apply for Open Hours:
  - 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. The door must remain partly open (minimum of 4 inches).
  - h. Only 2 visitors per room at any time.
  - i. No congregating in the hallway.
  - j. Visitation may be stopped in case of an emergency.
11. Quiet hours will be in effect from 9:00 p.m. until 9:00 a.m. During these hours, students will remain quiet in and around the residence halls. Any excessive noise is subject to fine by the Resident Director (RD), Resident Assistant (RA), or 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.
12. 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 are allowed in the residence halls or on campus in general.
13. Smoking, or other use of tobacco products, is strictly prohibited in the residence halls and other buildings on campus.
14. 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.
15. Students are prohibited from going into restricted areas of buildings/residence halls. Unauthorized use of these areas will result in disciplinary action.
  16. Hiwassee College understands that pets may form an important part of a healthy emotional life for our students, faculty, and staff. However, Hiwassee College also understands that their uncontrolled presence on campus may negatively affect the health and safety of other students, faculty, and staff. For this reason, Hiwassee College must place the following restrictions on students, faculty and staff who wish to bring pets or animal companions onto campus. Students, faculty and staff are not permitted to keep pets in the residence halls or have pets on campus. Any student(s) found with an animal of any type without prior written approval from the Student Affairs Office will receive a \$100.00 fine and will also be subject to disciplinary action. Support and emotional animals will only be approved through the Student Affairs Office when the proper documentation has been provided. The proper documentation includes: A note from a licensed medical professional prescribing the need of an emotional support animal, a copy of the animal's emotional support registration paperwork, and a copy of the animal's up-to-date shot records. Even when all of this information has been provided, a student must wait until official notification of approval from the Student Affairs Office has been sent to the student (and the student has an emotional support animal card to carry with the animal from the Office of Student Affairs). This process is also required of any visitors that wish to bring animals on campus. Please keep in mind that if you are approved to have an animal on campus, you are responsible for cleaning up any and all messes that are the result of their presence. Failure to do so will result in a fine. Students, faculty, and staff who are accordingly permitted to bring support or service animals on campus will be entirely responsible and liable for any damage or injury caused by those animals.
  17. Residents may park only in designated areas and are not allowed to park in the area designated for the RD or the RA's.
  18. 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.
  19. 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 and could also result in a fine, determined by the RD.
  20. 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.
  21. The Director of Student Affairs 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 \$75.00 fine for each student whose key is not returned. Appropriate fines will also be assessed for rooms vacated dirty or damaged. Improper check-in/check-out will result in a \$150.00 fine.

22. Students cannot reside with individuals of the opposite sex and/or his/her significant other inside the College residence halls.
23. When students of the opposite sex and/or a significant other visits an occupant's room, the door to that particular room must be open at least 4 inches at all times during the visit.
24. Missed residence hall meeting(s) will result in a fine of \$10.00. Important information is shared during residence hall meetings that all residents need to know. The fine will be placed on a student's account if he/she misses a residence hall meeting without prior approval from the Resident Director.
25. Evacuation sheets must be kept posted on the back of each resident hall room door. Failure to do this will result in a write-up and a potential fine during health and safety checks that are conducted once a month. For those who need a copy of the evacuation sheet, if the original has been misplaced, those are available in the Student Affairs Office for \$1.00 per copy.
26. Offenses that are considered crimes by the Federal Government will result in a fine of \$1,000.00. If deemed necessary the proper federal, state, and local fire and safety officials may become involved. Examples of these fines are:
  - a. False fire alarms – discharging of alarms or fire extinguishers without the presence of a fire.
  - b. Damage to exit signs.

This applies to all students and includes all facilities and property owned by Hiwassee College and is not limited to the examples above.
27. Any individual(s) responsible for the inappropriate use of furniture that results in damage will be responsible for the cost to cover the comparable replacement.
28. Unauthorized parking in tow away/fire zones, handicapped parking, or any designated spots, such as Resident Directors Only Parking, will result in a \$100 fine and the possibility that the vehicle will be towed at the owner's expense. Parking in handicapped areas is only validated by having the appropriate tag issued by the State of Tennessee and it is clearly displayed. Any other parking violations (double parking, parking/driving through grass, blocking of driveways – partially or impartially) is subject to a \$50 fine and towing at the owner's expense. Multiple parking violations may result in the loss of parking on the Hiwassee College campus.
29. Room keys are issued on arrival to resident students. Locks and keys will be changed when considered necessary by the Residence Director, Security, and the Student Affairs Office. Regulations concerning the use of keys is as follows:
  - a. Loss of a room key requires a charge of \$75. The Resident Director should be notified immediately when a key is lost.
  - b. Duplication of any key will result in a fine of \$100 and disciplinary action.
30. External doors are to remain closed at all times to keep out bugs and rodents and to protect our students from unwelcomed visitors. Everyone shares responsibility for the security of the residence halls. Outside doors are locked 24-hours, 7-days a week. Propping or “coining” outside doors open is prohibited and failure to follow this rule will result in a \$100 fine (individually or prorated). Students should not open the door for

anyone who is not a resident of the building. Guests should call their host to gain entry into a hall and be escorted at all times. All individuals MUST use the main entrance. The side doors should ONLY be used for residents exiting the building.

31. Residents are expected to empty the trash from inside their rooms and take it to the dumpster outside of the hall. Any trash cans or bags of trash found outside of a room for an extended period of time (judgment will be made by the RD or an RA) will be considered floor trash and result in a \$50.00 fine if an individual responsible for the trash is identified or a \$250.00 fine prorated among the floor if the individual is not identified. This is also applicable to trash found in parking areas. If an individual responsible for the trash found in the parking lot is identified, then a \$50.00 fine will be issued to that student. If a responsible individual cannot be identified, then a \$250.00 fine will be prorated among all of the individuals who are living inside the residence hall.
32. Any trash found in the stairwell will result in a \$250 fine to the individual responsible or prorated to the entire side of the resident hall that the stairwell is located.
33. A \$100 fine will be issued to individual(s) responsible for the misuse of the residence hall kitchen equipment or failure to clean properly. If an individual is not able to be identified, the entire hall will receive a prorated fine of \$350.
34. Removal of furniture from lounges, classrooms, study areas or other places on campus for a student's personal use is considered theft. A \$50.00 fine per day will be assessed for each piece of furniture, and the individual may also be subject to disciplinary action. Damage to college furniture will require restitution for the cost of the property. Residence hall room furniture CANNOT be stored or removed from the room. Any individual(s) responsible for the inappropriate use of furniture that results in damage will be responsible for the cost to cover a comparable replacement.
35. A general violation fine of \$25.00 will be utilized during situations that the Resident Director deems appropriate when there is not an already established fine.

Disputes of fines may be heard by appeal through the Student Affairs Office. Written request for appeal must be received by the Director of Student Affairs within 10 days of the event. At that time, the Director of Student Affairs will schedule a meeting to hear the disputed charge. The accused is encouraged to be present and formally state their case. Afterwards, the Director of Student Affairs will inform the student of the decision made.

## *Campus Services, General Information, and Campus Activities*

**Hardwick-Johnston Memorial Library.** Director of Library Services . 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 Office of Student Affairs.** All students are 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.) here at HC. Residents can pick up their mail and packages by visiting the Office of Student Affairs and commuters can pick up their mail and packages by visiting the Business Office. The addressee's name, resident info (if the student lives on campus) and return address is needed for campus mail processing (see below):

Name  
HC Hall Name and Room #  
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. All students are required to pay an enrollment fee of \$100.00 for commuters and \$250.00 for residents prior to the beginning of classes and/or moving into the residence halls. This fee is non-refundable once classes begin. If a student is a residential student, a portion of this enrollment fee (\$150.00) is used for general maintenance, updates, and other needed items for the residence halls. Upon completing preregistration, all estimated charges and financial aid can be viewed on the College's online management system. The total balance is due and payable at the time of registration. If the total balance can not be paid at the time of registration, the college does offer a deferred payment plan. 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 or diplomas will be issued to any student whose account is not paid in full or monthly installments up-to-date. Should a period of time 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 prorated among all currently-registered students of that hall. All property damage charges will be charged against the student's account(s). The *College Catalog* contains additional information regarding fees, including payment and refund policies.

## **Refund Policies:**

### **Refund of Credit Balances**

During the registration process, a refund authorization form is completed by all students instructing the Business Office on the handling of credit balances. The refund authorization form gives students the following options: (1) leave the credit balance on the account, (2) mail a check of the credit amount to the address on the form, (3) hold check for the credit amount in Business Office for the student to pick up. Students may make changes to this form after registration in the Business Office.

In the event a combination of grants, scholarships, and/or payments results in a credit balance on the student's account, the Business Office will refund the credit balance to the student. However, no cash refunds are made from institutional aid funds unless specified by the scholarship or grant criteria.

All institutional aid must be applied toward educational expenses. All federal and state aid are credited to the student's account first. Any institutional grants or scholarships are applied to any remaining balance for the semester. Institutional aid will not cover student insurance, fines or any additional charges incurred by the student.

Federal work-study earnings will be applied to each student's account. If a credit incurs on the account it will be processed as specified by each student on the refund authorization form completed during the registration process.

### **Refund of Tuition**

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 residence hall charges, activity fee, technology fee, or academic fee is refundable for any term. To begin the

process of withdrawing from Hiwassee College, students should see the Registrar for the procedural materials. If a student withdraws from Hiwassee College 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 or room and board are refundable after 24 calendar days from the beginning of classes.

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 calendar 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 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 fee will be assessed for each returned check.

**Career Planning and Placement.** Career information is available through the Online Career Center. Students are encouraged to visit <http://www.resumetarget.com/hiwassee/> to access career and internship assistance. Further information can be provided by visiting the Office of Student Affairs.

**Scheduling of Events on the College Calendar.** Every campus event should be scheduled through the Master Calendar Coordinator in the Admissions Office. The Master Calendar Coordinator, working through the Vice President of Enrollment Management, has the power of decision in cases of conflict of interest. No one is permitted to schedule events during Public Programming events. No judicial hearings before the Student Judicial Board, 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, classified as student life activities, must be approved by the Director of Student Affairs and properly scheduled on the official College calendar with the Master Calendar Coordinator.

**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, Director of Student Affairs, a Resident Assistant, 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.** Hiwassee College understands that pets may form an important part of a healthy emotional life for our students, faculty, and staff. However, Hiwassee College also understands that their uncontrolled presence on campus may negatively affect the health and safety of other students, faculty, and staff. For this reason, Hiwassee College must place the following restrictions on students, faculty and staff who wish to bring pets or animal companions onto campus. Students, faculty and staff are not permitted to keep pets in the residence halls or have pets on campus. Any student(s) found with an animal of any type without prior written approval from the Student Affairs Office will receive a \$100.00 fine and will also be subject to disciplinary action. Support and emotional animals will only be approved through the Student Affairs Office when the proper documentation has been provided. The proper documentation includes: A note from a licensed medical professional prescribing the need of an emotional support animal, a copy of the animal’s emotional support registration paperwork, and a copy of the animal’s up-to-date shot records. Even when all of this information has been provided, a student must wait until official notification of approval from the Student Affairs Office has been sent to the student (and the student has an emotional support animal card to carry with the animal from the Office of Student Affairs). This process is also required of any visitors that wish to bring animals on campus. Please keep in mind that if you are approved to have an animal on campus, you are responsible for cleaning up any and all messes that are the result of their presence. Failure to do so will result in a fine. Students, faculty, and staff who are accordingly permitted to bring support or service animals on campus will be entirely responsible and liable for any damage or injury caused by those animals.

**Campfires and Camping.** Permission must be obtained from the Director of Student Affairs, before a fire may be set on the campus. Unauthorized camping in the campus woods is prohibited. Any student(s) violating this policy are subject to disciplinary action.

**Selling or Soliciting.** Any club or organization engaged in a money making project on campus must clear the project with both the Office of Institutional Advancement and the Director of Student Affairs, working through the Vice President of Enrollment Management, 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 Director of Student Affairs, working through the Vice President of Enrollment Management, and the Office of Institutional Advancement.

**Hiwassee College Counseling Program.** Hiwassee College has an arrangement with a

professional counseling program to provide access to counseling for students who need it. Student referral will be made by the campus counseling coordinator (Director of Student Affairs). Students can also utilize the Office of Student Affairs for general counseling services. 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 Director of Student Affairs, working through the Associate Vice President of Enrollment Management, 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, Hiwassee Mental Health provides a free service. The telephone number is **1-800-704-2651**.

**The Learning Center.** The Learning Center (BLC 106) is open to all students, free of charge. The Center provides a place to study and receive tutoring in the Barker Learning Center (BLC). The staff works to provide a healthy environment for personal study and is willing to answer any questions. Professional tutors available for students who choose to seek assistance in their academic program. Ample computers with Internet access and a printer are ready for student use for emails, word processing, research, and personal use. Instruction in computer usage is also available for students who wish to develop their skills. BLC 106 is also available for study groups, athletic study halls, and other uses by scheduling with the Director. Please check with the Center Director for current hours for tutoring services.

**Computer Network Use.** The Hiwassee College campus wired and wireless network 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.

HC wired and wireless connections are a privilege and may be revoked at anytime. They are both provided as a resource to the Hiwassee College community. Access to these networks are restricted to authorized users only, which include faculty, staff, and students. Again, access 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 our networks 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.

**Computer Lab Facilities:**

Locations

Hours of Availability

Hardwick/Johnston Library      Monday-Thursday: *See posted times*  
Friday: *See posted times*  
Sunday: *See posted times*

Barker Learning Center 106      Monday-Friday: *See posted times*

Barker Learning Center 208      Monday-Friday: *See posted times*

**Health Services.** Hiwassee College is concerned with both the physical and mental health of its students. Students needing health services need to report to the Director of Student Affairs' office to be taken to a local provider for assistance.

### **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 Swimming Pool.** Swimming pool hours will be announced at the beginning of each term, if the pool will be open. No swimming is permitted unless a certified, approved lifeguard is available and on duty.

**Game Center.** Located in the Rymer Student Center, the Game Center's hours are posted on the doors of the Game Center.

**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, clubs, organizations, and many others. Students interested in any of these groups may contact the Director of Student Affairs, Student Life Coordinator, or you may contact the Student Government Association for further information regarding these opportunities to be involved on campus.

### **Student Groups**

**The Hiwassee College Student Government Association (SGA).** Students at Hiwassee have a long and proud history of involvement in the governance of the College. The Student Government Association is composed of students elected from the student body and appointed

by the Director of Student Affairs. Areas represented include both commuters and resident students. The Student Government elects officers and schedules regular meetings throughout the year, as well as participates in campus and community outreach projects. Elections for the SGA President are normally held in late spring and remaining officers and members are selected in the fall semester.

**Collegiate FFA.** Membership in this organization is primarily made up of students majoring in agriculture, forestry or pre-veterinarian medicine.

**Forestry Club.** This club is available to students who are interested in learning more about forestry and receiving hands-on experience in the field.

**Student Veterans Association.** Affiliated with the Student Veterans of America, this organization develops programs that are sensitive to the needs of veterans.

**Hiking Club.** This club is available to students who are interested in hiking with HC to explore new areas.

**Hiwassee Helping Hands.** Membership in this organization is for students interested in volunteerism and assisting needy individuals on campus and in the community.

**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.

**Relay For Life.** This group is made up of faculty, staff, and students. This club assists in spreading awareness, raising money, and planning the annual Relay for Life event on campus.

**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.

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

**Fellowship of Christian Athletes.** Mainly comprised of student athletes, but open to non-athletes as well, this club allows Christians to come together for fellowship and service.

**Christian Student Movement.** CSM is open to any students interested in fellowship, service, and worship.

**International Student Association.** Open to any students who are international or would

like to support international students for the purpose of friendship, support, and service.

## **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 public programs, Christmas programs, and at 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 National Christian College Athletic Association. Varsity teams are fielded for men in soccer, baseball, basketball, golf, cross country, cheerleading and competitive shooting. Women compete in basketball, competitive shooting, cheerleading, volleyball, softball, golf, cross country, and soccer.

**Intramurals.** A comprehensive program of intramurals are offered for the physical well-being and enjoyment of students, faculty and staff. The intramural program is under the direction of the Student Life Coordinator and Resident Directors, working through the Director of Student Affairs.

## **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 Affairs Office and from the *Monroe County Guidebook*, published by the Monroe County Chamber of Commerce and the *Monroe County Advocate & Democrat*.

### *Appendix A: Hiwassee College Honor Code*

Under the Hiwassee College Honor Code, students affirm, by enrolling at Hiwassee College, 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 Vice President of Academic Affairs' office within one week of the alleged occurrence (in the case of social misbehavior, a signed written statement is provided to the Director of Student Affairs 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 mis-assumption 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 Promise expresses a standard of behavior – a set of expectations for our students, faculty, and staff. All students are required to sign the Promise at the onset of the Academic Calendar and to adhere to these principles and to conduct themselves in accordance with these values. Refusal to sign does not give the student permission to break the Hiwassee College Promise. The specific policies, or rules and regulations of the College, define the conduct for which students will be held accountable.

### *Appendix B: Title IX Policy and Policy on Sexual Misconduct*

Hiwassee College is committed to maintaining an environment that is free of unlawful harassment and discrimination. Thus, in accordance with federal law and its commitment to a fair and open campus environment, Hiwassee College cannot and will not tolerate discrimination against or harassment of any individual or group based upon race, sex, color, religion, ethnic or national origin, gender, genetic information, age, disability, sexual orientation, gender identity, gender expression, veteran's status, or any factor that is a prohibited consideration under applicable law.

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is an

all-encompassing federal law that prohibits discrimination based on the gender of students and employees of educational institutions which receive federal financial assistance. Hiwassee College fosters a safe learning and working environment that supports academic and professional growth of students, staff, and faculty and does not tolerate sexual misconduct in its community and will take prompt action when misconduct occurs.

This policy covers Title IX policies and sexual misconduct committed against Hiwassee College students by Hiwassee College students, faculty, or staff. Sexual misconduct is a form of sexual harassment that is prohibited under federal law and the Hiwassee College Policy on Affirmative Action (PD 1901). Sexual misconduct can occur in many forms including, but not limited to, sexual harassment, domestic violence, dating violence, intimate partner violence, sexual assault, and stalking.

The College will take seriously every allegation or report of sexual misconduct received. Hiwassee College's response is intended to ensure that all parties involved receive appropriate support and fair treatment, and that allegations of sexual misconduct are handled in a prompt, thorough, and equitable manner.

**Procedures:**

**1) Reporting Sexual Misconduct**

**a) Reporting to the Police:** Because sexual misconduct may constitute both a violation of College policy and criminal activity, persons having knowledge of a possible violation are strongly encouraged to report alleged sexual misconduct promptly to Hiwassee College Security, or to local law enforcement authorities for incidents that occur off campus. The College strongly encourages those who have been sexually assaulted to report the assault, to seek assistance, and to pursue judicial action for their own protection and that of the entire campus community.

i) Confidential reporting through Hiwassee College Security and/or the Title IX Coordinator is an option; however, such reporting will limit the effectiveness of investigation by college officials and/or law enforcement. Regardless of the mode of reporting, the College will investigate the incident in question and take appropriate responsive action to ensure the safety and well-being of the members of the Hiwassee College community.

ii) If a complainant does not wish to, or cannot, report an assault, Hiwassee College encourages other persons with knowledge of an alleged assault to make a report to Hiwassee College Security and/or the Title IX Coordinator.

iii) Pursuant to Tennessee's law on mandatory reporting of child abuse and child sexual abuse, Hiwassee College requires all Hiwassee College personnel, including faculty, staff, students, and third-parties, to report suspected child abuse of which they are made aware in their capacity of employment or duties. Child abuse includes sexual abuse or exploitation of a person who is under eighteen (18) years old[1].

**b) Reporting Sexual Misconduct for College Action:** Every College employee who is informed about an allegation of sexual misconduct involving any student is required to notify the Title IX Coordinator directly. However, there may be areas where certain individuals (e.g., pastoral counselors, or medical providers) are not bound by this requirement, but may be required to report limited information about incidents without revealing the identities of the individuals involved, to the Title IX Coordinator.

i) Complaints under this sexual misconduct policy may be filed with the Hiwassee College Title IX Coordinator. In the absence of the Title IX Coordinator, complaints may be filed with the Vice President of Enrollment Management. The complaint may be made in a written or verbal format.

ii) Retaliation Prohibited: Federal regulations and College policy protect against retaliation directed at any individual who files a complaint or is involved in this policy's investigation and adjudication process.

## **2) Investigation and Adjudication**

**a) Title IX Coordinator Responsibility:** The Title IX Coordinator is primarily responsible for coordinating responses to complaints of possible violations of this policy, directly overseeing the investigation and determining the procedural outcome of the investigation, with an end-goal to minimize the recurrence of the alleged conduct as well as mitigate the effects of the harassment. The Title IX Coordinator will ensure prompt, fair, and impartial investigations and resolutions of complaints alleging violations of this policy. In most cases, an investigation will be completed within 30 days; however, a longer period may be needed in some more complex cases.

i) If the complainant requests or the College at any time determines any need to have the case investigated for criminal violations, the case will be immediately forwarded to the appropriate law enforcement agency for review.

ii) The procedures for institutional investigation will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking. The officials, who are members of the Hiwassee College community, will handle matters under this policy promptly and equitably.

iii) When conducting the investigation, the College's primary focus will be addressing the alleged sexual assault without regard to other conduct code policies which may otherwise be involved. It is understood that someone who may have been involved in other activities (e.g. consumption of alcohol or drugs) which might lead to conduct code violations may resist reporting sexual misconduct. An individual who reports sexual misconduct either as a complainant or witness, will not be subject to disciplinary action by the College for personal consumption of alcohol or drugs at or near the time of the incident, as long as no criminal activity was involved.

iv) The filing of a sexual misconduct complaint under this policy is independent of any criminal investigation or proceeding. A College investigation does not depend upon the conclusion of any criminal proceedings to commence its own investigation and take needed interim measures, unless such would impede a criminal investigation or proceeding.

### **b) Investigation of a Complaint and Outcomes**

i) Title IX Coordinator appoints three (3) independent investigators trained according to 2) a) ii) above to conduct a prompt, thorough, and impartial investigation of the complaint.

ii) The investigation may involve interviews, collection of evidence or other information or other physical/electronic information.

iii) Prior to any interview, the subject shall be advised that the matter is confidential and that retaliation is prohibited by this policy.

iv) Although the wishes of the complainant should be respected, investigators have

independent authority to conduct an investigation as best determined by the investigator(s).

v) With the exception of being interviewed, neither complainants or respondents shall participate in the investigation.

**c) Input from the Complainant Regarding the Method of Resolution:** Early on in the investigation, the Title IX Coordinator will seek to determine how the complainant wishes to proceed – whether the complainant wishes to pursue a formal resolution, seeks to resolve the allegation informally, or does not wish to pursue resolution of any kind. The wishes of the complainant are to be taken into consideration in the determination, but shall not constitute the determination in its entirety.

**d) Authority to Impose Interim Restrictions and Provide Accommodations:** In the period from reporting to adjudication, the Title IX Coordinator may issue interim restrictions, including, but not limited to, the following:

i) no-contact or stay-away orders between the complainant and the respondent,  
ii) interim suspension or temporary exclusion from areas of campus,  
iii) removal from or relocation to another residence hall,  
iv) changes in academic/course schedules or limiting participation in certain events, gatherings, or activities, among other measures.

v) Interim measures should not be construed to suggest that any decision has been made about the merits of the cases.

(vi) Appeals must be submitted in writing to the Hiwassee College Title IX Coordinator within 7 days from the day the parties are notified about the interim restriction. The Title IX Coordinator will review the materials within 5 days of receipt of the appeal and may affirm the original restriction, modify the restriction, which may be of greater or lesser severity, or dismiss the original restriction. The Title IX Coordinator's determinations on appeals of any interim restrictions are final and not appealable. Both parties shall receive simultaneous written notice of the outcome of the appeal.

vii) Accommodations may be provided to individuals involved, on a case-by-case basis, by the Title IX Coordinator in conjunction with the appropriate area vice presidents.

**e) At the conclusion of the review, the investigators will:**

i) Submit a written report of findings to the Title IX Coordinator detailing the information that was collected. The Title IX Coordinator may ask further clarification of questions of the complainant, respondent, or witnesses to supplement the report of findings.

ii) The Title IX Coordinator shall review the report of findings, the stated wishes of the complainant, and in consultation with the Vice President of Enrollment Management determine the appropriate procedural path to follow.

### **3) Procedural Paths Following Completion of Investigation**

**a) No Charges:** Based on the entirety of the circumstances, no finding of probable cause exists, and the investigation is closed with no further action.

**b) Informal Resolution:** Based on the entirety of the circumstances and in consultation with the complainant, the Title IX Coordinator may select an appropriate informal resolution amenable to both the complainant and respondent. Both the complainant and respondent (except in cases where the respondent is unknown, is not covered by this policy, or the complainant has

asked to remain anonymous) will be notified in writing and a copy of the investigation and documentation supporting this decision will be sent by the Title IX Coordinator.

**c) Formal Resolution:** A review is conducted by the appropriate disciplinary process applicable to the responding party(s) (student or employee):

i) For Employee respondents: Within 5 days of receipt of the report of the outcome of the investigation, the Vice President for Business Affairs will implement appropriate disciplinary action, up to and including termination, for the employee. The decision of the Vice President for Business Affairs will be shared simultaneously with both the complainant and responding party. A copy will be sent to the Title IX Coordinator for review.

ii) For Student respondents: Within five days, the Title IX coordinator will file a formal complaint for adjudication with the Director of Student Affairs in accordance with the Policy on Due Process and Student Code of Conduct (PD 8102).

**d) Privacy and Confidentiality:** Hiwassee College will follow the law in protecting the complainant's and respondent's privacy, including publicly available records, and will withhold the complainant's identity to the extent permissible by law.

#### **4) Appeals**

**a)** Appeals of decisions within the framework of a formal resolution will be handled in accordance with the relevant section in the Policy on Due Process and Student Code of Conduct (PD 8102).

#### **5) Support Services and Options for Students going Through the Sexual Misconduct Process**

**a)** A variety of support resources are available on campus and in the community to assist students in dealing with sexual or dating violence, whether it happened recently or in the past. Consultation and information can be given by the Title IX Coordinator, the Director of Student Affairs, and is available on the Hiwassee College website.

#### **6) Contact Information**

All Emergencies (any campus/location): 9-1-1

Campus Security: Darrell Buckalew: 423-333-8066

Ted Webb: 423-337-1327, 931-993-6600

Title IX Coordinator: Makhaila Woodlief

Phone: (423) 545-9582

E-mail: mabrown12@hiwassee.edu

#### **Definitions**

**Allegation:** A statement by a complainant that an act of sexual misconduct has occurred.

**Coercion:** Coercion is inappropriate pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When a person makes clear that he/she does not want sex, wants to stop, or that going past a certain point of sexual interaction is unwanted, continued pressure beyond that point can be considered coercion.

**Complainant:** The person making an allegation or complaint of sexual misconduct.

**Complaint:** A formal notification, either orally or in writing, of the belief that sexual misconduct has occurred.

**Consent:** Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to his/her age[2]. Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

**Dating violence:** Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

**Domestic violence:** A felony or misdemeanor crime of violence committed by: a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabiting with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under the domestic or family violence laws of the state of Tennessee, or any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Tennessee.

**Force:** The use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that overcomes resistance or produces consent. There is no requirement that a person has to resist the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.

**Incapacitation:** Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and/or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another's ability to give consent.

**Intimate Partner Violence (IPV):** Physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur among heterosexual or same-sex couples, whether co-habiting or not, and does not require sexual intimacy. IPV can vary in frequency and severity, can occur on a continuum, and can include acts of physical violence, sexual violence, threats of physical or sexual violence, or psychological or emotional violence.

Psychological or emotional violence is a broad term that results in trauma to a victim caused by acts, threats of acts, or coercive tactics, and can include acts of humiliation, intimidation, isolation, stalking, and harassment.

**Non-Consensual Sexual Contact:** Any intentional sexual touching by a person upon a person, that is without consent and/or by force. Sexual Contact includes, but is not limited to, intentional contact with the breasts, buttocks, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice, with any object.

**Non-Consensual Sexual Intercourse:** Any sexual intercourse by a person upon a person, that is without consent and/or by force. Intercourse includes, but is not limited to, vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

**Respondent:** Refers to the person against whom the allegation or complaint of sexual misconduct is made.

**Sexual Exploitation:** Occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to, the following: invasion of sexual privacy; prostituting another student; non-consensual video or audio-recording of sexual activity or circulation of such video and video or audio recording; going beyond the boundaries of consent; observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts; knowingly transmitting an STI or HIV to another student; exposing one's breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose breasts, buttocks, groin, or genitals; sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

**Sexual Harassment:** Unwelcome conduct, based on sex or on gender stereotypes, which is so severe or pervasive that it unreasonably interferes with a person's College employment, academic performance or participation in College programs or activities or creates a working, learning, program or activity environment that a reasonable person would find intimidating, hostile or offensive. Sexual harassment may include, for example, an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention or advances; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence or sexual assault; intimate partner violence; stalking; inappropriate comments; and gender-based bullying.

**Sexual Misconduct:** Sexual misconduct encompasses sexual harassment, non-consensual sexual contact (or attempts to commit same); non-consensual sexual intercourse (or attempts to commit same), and sexual exploitation. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by persons of any gender or sex, and it can occur between people of the same or different sex.

**Stalking:** Behavior where a person follows, places under surveillance, or contacts another person without the consent of that person for the purpose of harassing and intimidating him or her. The term “contact” means to make or attempt to make any communication, including, but not limited to, communication in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device. “Harassing and intimidating” refers to a course of conduct or communications directed at a person that causes the person to suffer emotional distress that would cause a reasonable person to fear for personal safety or the safety of others, and which serves no legitimate purpose. It does not require that an overt threat of death or bodily injury be made.

**Student:** The term student means any person pursuing academic studies at the College. The term also includes: (1) a person not currently enrolled who was enrolled in the fall, spring, or summer term preceding the alleged violation, or (2) a person who, while not currently enrolled, was previously enrolled in Hiwassee College and who is reasonably anticipated to seek enrollment at a future date, (3) a person who has applied to or been accepted for admission to Hiwassee College and has accepted an offer of admission or may reasonably be expected to enroll, or (4) a person enrolled in an Hiwassee College program on a credit or non-credit basis.

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[1] [1] In Tennessee, statutory rape is sexual penetration of a victim by the defendant or of the defendant by the victim when the **victim is** at least thirteen (13) but **less than eighteen (18) years of age** and the defendant is at least four (4) years older than the victim. See Tennessee Code § 39-13-506, Statutory Rape.

[2] In Tennessee, statutory rape is sexual penetration of a victim by the defendant or of the defendant by the victim when the **victim is** at least thirteen (13) but **less than eighteen (18) years of age** and the defendant is at least four (4) years older than the victim. See Tennessee Code § 39-13-506, Statutory Rape.

**Hazing Policy.** Hiwassee College 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 or 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, or kidnapping, 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 our website at [www.hiwassee.edu](http://www.hiwassee.edu), local television stations, via the College email, and through our SMS notification system. 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 Office of Campus Security.

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 his/her vehicle.
2. Every vehicle must be registered in the Campus Security Office before the vehicle may be operated on campus.
3. 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.

4. 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 are 10 mph.
5. Students are expected to stop and supply proper identification upon request of any Hiwassee employee or security officer.
6. Parking Violations will result in the following penalties:

Unauthorized parking in tow away/fire zones, handicapped parking, or any designated spots, such as Resident Directors Only parking, will result in a \$100 fine and possible towing at the owner's expense. Parking in handicapped areas is only validated by having the appropriate tag issued by the State of Tennessee and clearly displayed. Any other parking violations (double parking, parking/driving in grass, blocking of driveways –partially or impartially) are subject to a \$50 fine and towing at the owner's expense. Multiple parking violations may result in the loss of parking on the Hiwassee College Campus.

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 necessary times, in the Student Affairs Office. If a card has been lost, the student should go as soon as possible to the Student Affairs Office for a new card; a \$25 charge will apply for a new card.

### *Appendix F: Campus Crime and Security Policies*

Hiwassee College strives to maintain a safe and secure atmosphere for the entire college community. It is the responsibility of members of the college community to act in a security-conscious manner and to avoid actions that jeopardize their security as well as the security of others. If situations that endanger security are encountered, members of the faculty, staff, and student body should report these situations to the Monroe County Sheriff's Department, City of Madisonville Police Department, Campus Security (423-337-1327), or the Office of Student Development.

Hiwassee College employs Campus Safety/Security Officer(s) to secure all buildings at night, as well as to monitor all activities on campus and report all criminal activities to the Monroe County Sheriff's Department and the Director of Student Affairs, working through the Vice President of Enrollment Management. Residence Life staff members maintain security within their individual buildings by use of "on duty" Resident Assistants. Allison Hall and Tom

Black Hall students gain access to residence halls by keypad entry access at all times. In addition, local law enforcement agencies work closely with campus security to patrol, deter, and control criminal activity.

### **Reporting of a Crime on Campus:**

Students, faculty and staff can and should report any crime that is observed or committed against them on campus. Criminal acts may be reported to:

- Campus Security
- Office of Student Affairs
- Residence Life Staff Member
- Any Faculty/Staff Member
- Monroe County Sheriff's Department
- City of Madisonville Police Department

If the crime is originally reported to someone other than the Director of Student Affairs, that person is responsible for ultimately reporting the crime to the Director of Student Affairs in a timely manner. Each report of criminal activity will be taken seriously and will be handled through either the campus judicial system and/or local law enforcement agencies, whichever is appropriate. All criminal activity is recorded by the Office of Student Development and reported to local, state, and federal agencies as is appropriate.

The college reserves the right to take disciplinary action for any violation of college, state, local or federal policies involving students on or off campus.

### **Campus Security Awareness/Education:**

Students are made aware of security procedures and maintain their own security through the following means:

- New student orientation, held annually at the beginning of the fall and spring semesters
- Safety Awareness programs through required student assemblies hosted by Campus Security
- Monthly residence hall meetings
- College Studies 1000 – a course required of all freshmen students
- Student athlete awareness and education
- *Student Handbook* – available for public viewing in the Student Affairs Office or accessible 24/7 at [www.hiwassee.edu](http://www.hiwassee.edu).

### **Missing Student Notification/Action Policy**

In compliance with the Missing Student Notification Policy (20 USC 1092 C-Section 488 of the Higher Education Opportunity Act of 2008), it is policy of the Office of Student Development to actively investigate any report of a missing student currently enrolled at the

college. Students have the option to provide an emergency person/number to be contacted if they are believed to be (a) missing for more than 24 hours and/or (b) in potential danger. This information will be entered in the “Emergency Contact” section of the student’s records. This information will only be available to authorized campus officials and law enforcement officers in furtherance of resolving the missing student’s investigation/emergency situation. Anyone who believes that a student has gone missing should report his/her concern to a member of the Residence Life Staff, Office of Student Development, or Campus Security Staff. The official receiving the report should collect and document:

- The name, campus address, physical description (including last known clothing), vehicle information, and any contact information relative to the student;
- The last time and location the missing student was seen;
- The circumstances leading to the belief the student has gone missing;
- The name and contact information of the individual filing the report.

The official receiving the report will contact the appropriate member of the Office of Student Development and/or Campus Security. An investigation will be initiated surrounding the circumstances that led to the concern to determine the threat level of the involved missing student to include, as necessary:

- Initiating a search on campus for the missing student;
- Attempting to contact the involved missing student directly through cell phones or email/social networking venues;
- Contacting known associates of the missing student;
- Checking the involved missing student’s campus email and phone for recent usage. Class schedules and instructors should also be consulted to determine the latest attendance;
- Making contact with the involved missing student’s emergency contact number if the threat level determines it to be necessary and/or if the student has been missing for more than 24 hours. If the student is under the age of 18 and is not emancipated, the student’s parents/guardians must be notified;
- Local law enforcement will be notified if the threat level determines it necessary.

### **Campus Fire Safety**

Hiwassee College has two residence halls open to students and staff on campus – Tom Black Hall and Allison Hall. All residence halls are monitored by Campus Safety and Security and each Residence Hall Staff. In the event of an alarm, Campus Safety and Security or the Residence Hall Staff on duty are notified that the alarm has been activated. At this time the evacuation procedures will be enacted and the Monroe County Fire Department will be dispatched by the RD/RA on duty calling in the incident.

The college holds a minimum of one fire drill, per residence hall, per semester. If student response is not favorable, the college will schedule additional drills as deemed appropriate.

### **Policies on portable electrical appliances, smoking, and open flames:**

The college prohibits all forms of cooking appliances in student rooms with the exception of microwaves. Smoking is not permitted in any of the buildings on campus. This is including electronic cigarettes due to the proven flammability that is present.

### **Policies and Procedures on Evacuations and Education:**

Each semester, the Residence Life staff holds building meetings to discuss college policies and procedures. One of the topics discussed is fire safety and procedures. Students are informed of the evacuation routes in the building and the designated gathering spot for their building in the event of a fire. Fire drills are held each semester. In the event of a fire, students should do the following:

- Activate the building alarm if not already activated;
- Evacuate the building according to the procedures in place;
- RD/RA call 911 and have the Monroe County Fire Department dispatched;
- Contact Campus Safety and Security;
- Campus Safety and/or Residence Director(s) will notify the Director of Student Affairs, who will send out a mass alert of the issue and then contact the Vice President(s) and President of the College.
- SMS Mass Alert Communication is available to all students, staff, and faculty with a cellular phone. For more information, or to so sign up for this service, please see the Director of Student Affairs.

Emergency telephone numbers:

911

Security – 423-333-9169

## *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 Affairs 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?*  
Student Affairs Office
- 6. Where do I get my parking permit?*  
Business Office
- 7. Where do I get my photo ID?*  
Student Affairs Office
- 8. Where can I get financial assistance?*  
Financial Aid Office
- 9. How do I drop or add a class?*  
Academic Advisor and then Registrar's Office
- 10. Where can I find out what activities are scheduled that I might enjoy?*  
Student Affairs Office/Student Life Game Center
- 11. Where can I get student mail?*  
Business Office and the Student Affairs Office
- 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 – 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
David Watts, Business Office	Barker Learning Center	423-420-1235
Blaina Best, Student Affairs	Barker Learning Center	423-420-1891
Residence Dir.	Allison Hall	209-346-9785
Residence Dir.	Tom Black Hall	240-848-8079
Registrar	Barker Learning Center	423-442-2001
Jon Rowland, Network Systems	Barker Learning Center	423-442-2001
Richard Beaubien, VP	Barker Learning Center	423-442-2001
Dr. Robin Tricoli, President	Barker Learning Center	423-442-2001
Dr. Jason Leonard, Academic Affairs	Barker Learning Center	423-442-2001
Campus Security	Rymer Student Center	423-442-2001

### *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 anti-discrimination 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.

### *Appendix K: Drug and Alcohol Abuse Prevention Policy*

Hiwassee College's people are its most valuable resource and their health and safety are matters of serious concern. The abuse of drugs and alcohol is potentially a grave danger to the College and its educational mission, and to the well-being of the community as a whole. Because of our concern for the health and safety of our students and employees, our desire for an

efficient and effective workforce, and our intent to comply with applicable federal, state, and local laws regarding substance abuse, the college has formulated the following policy.

Hiwassee College is committed to a drug-free environment in accordance with current statutory provisions. Unlawful manufacture, possession, distribution, dispensation, sale, or use of controlled substances (illegal drugs) on the campus is prohibited and will not be tolerated. Alcoholic beverages cannot be brought into or consumed on the premises. The possession, sale, use, or distribution of alcoholic beverages is prohibited. Under no circumstances are alcoholic beverages to be served to any students on campus or at campus-related functions. The college strictly enforces these policies. Violators are subject to dismissal and/or arrest.

Individuals who violate this policy shall be subject to discipline, termination, dismissal, arrest or citation as applicable. Additionally, employees or students who violate this policy may be required to participate satisfactorily in the appropriate education or counseling programs provided by the college.

### **Drug Free Campus**

As part of Public Law 100-690 the United States Congress passed the Drug Free Workplace Act of 1988 which became effective on March 18, 1989, as well as the Drug Free Schools Communities Act Amendment of 1989 (Public Law 101-226).

In accordance with said Law, the college hereby notifies all its students and employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and on the campus of Hiwassee College. Any violation of the above will be grounds for immediate dismissal from employment or expulsion from enrollment.

Appropriate disciplinary action shall be taken in all cases in which college employees or students are found guilty of controlled substance abuse. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken.

Sanctions may include any one or a combination of the following:

1. Recommended professional counseling
2. Letter of warning/admonition
3. Letter of probation
4. Mandatory participation in an organized drug treatment/rehabilitation program
5. Suspension from duty without pay
6. Termination from employment or enrollment
7. Other appropriate disciplinary action

The college will provide assistance, within the framework of existing policies to employees or students who elect to report an addiction to controlled substances and enter an approved treatment program. This offer of assistance is extended to all employees and students

on a one-time basis. Repeated instances of addiction or abuse will be dealt with appropriately.

Counseling services are available through Hiwassee Mental Health for faculty, staff, and students, at one's own expense. Student referral will be made by the appropriate college administrator, generally the Director of Student Affairs. When referrals are not needed, counseling services are provided through the Office of Student Affairs. Employee referral will be made by the appropriate supervisor. At the time of the referral, the student/employee will be assured of the strictest confidentiality, except in cases where the campus coordinator feels the student/employee is at risk of harming self or others. The student/employee will be informed that a threat of harm is information that cannot and must not be kept confidential. If at any time a student/employee 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, the Director of Student Affairs, working through the Vice President of Enrollment Management, or other appropriate administrator to determine the seriousness of the situation and what immediate action must be taken in the best interests of the student/employee and the college. Students and employees will be given access to a list of resources and contact information for assistance in matters of alcohol or drug abuse.

Students and employees are required by this Legislation to notify the Business Office or the Office of Student Affairs of any charges placed against them alleging controlled substance abuse. The college is required by law to notify federal grants or contact agencies of employee/student drug convictions within ten (10) days of notice of conviction. In addition the college offers drug education awareness through:

1. Courses within the curriculum
2. Residential programming
3. Educational programs provided through private or community organizations
4. Student athlete awareness and education

The most severe sanctions, loss of on-campus housing, suspension or expulsion, will be imposed for the most serious violations – offenses that are violent, dangerous, or repeated. If the Director of Student Affairs, working through the Vice President of Enrollment Management, sees justification for suspension or expulsion from the college, the Campus Judicial Board procedures as outlined in the *Student Handbook* will be followed. In the event of loss of residence, suspension, or expulsion, tuition and all other fees are non-refundable.

The general rule for students who violate the **alcohol policy** is as follows:

For students, the **first offense** will require a semester of disciplinary probation, a fine of \$50, and counseling if deemed necessary. The **second offense** will require a minimum of immediate suspension for not less than one full semester.

The general rule for students who violate the **drug policy** is as follows:

For students, the **first offense** shall be one semester suspension. Evidence of substance abuse counseling may be required for readmission. The **second offense** will be grounds for expulsion with a minimum penalty or indefinite suspension. The selling, manufacture, and/or distribution of illegal drugs (as indicated above) are considered more serious violations and the minimum penalty will be expulsion.

### **Federal Penalties:**

Students and employees should be aware of the various federal penalties for drug-related convictions as outlined in the following documents:

- 21 U.S.C. 844(a)
- 21 U.S.C. 853(a)(2) and 881(a)(7)
- 21 U.S.C. 881(a)(4)
- 21 U.S.C. 884(a)
- 21 U.S.C. 883(a)
- 21 U.S.C. 922(g)

### **Resources for Assistance:**

All individuals, whether students and employees are encouraged to seek early help if he/she feels that he/she has a problem with alcohol and/or other drugs, and to learn how to assist others with substance abuse problems. With early assistance it is less likely that serious consequences will result from an alcohol or other drug problem. There are many resources on campus and in the community for assistance.

Resources in the community are also available through hotlines and other medical facilities. These include:

- Alcoholics Anonymous - <http://www.aa.org>; 865-522-9667
- Al-Anon – <http://www.knox-al-anon.org/index.html>; 865-482-4949
- Narcotics Anonymous – 1-800-677-1462
- CONTACT – 423-337-3800
- Focus on Recovery Helpline (alcohol/drugs) – 1-800-374-2800 or 1-800-234-1253
- National Suicide Prevention Lifeline – 1-800-SUICIDE (784-2433)
- National Alliance for the Mentally Ill – 1-800-950-6264
- Department of Health and Human Services Drug and Alcohol Treatment Referral Routing Service – 1-800-662-4357
- Veterans – Locate the closest VAMC or VA Regional Office: 1-877-222-8387
- Sweetwater Drug Hotline – 423-337-6364

### **Health Risks and Effects:**

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including domestic violence and date rape. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

The chart below lists some of the health risks associated with using/abusing various drugs. Dangers associated with substance abuse are not limited to these conditions.

<u>Substance</u>	<u>Known Health Risks</u>
Marijuana/Hashish	Impaired memory perception, interference with psychological maturation, possible damage to lungs and heart, psychological dependence.
Cocaine	Intense psychological dependence, sleeplessness and anxiety, nasal passage damage, lung damage, and death from overdose.
Stimulants	Loss of appetite, hallucinations, paranoia, convulsions, brain damage, cancers of the lung, throat, mouth, death from overdose.
Depressants	Infection, addiction, loss of appetite, death from overdose, nausea, and has severe interaction with alcohol.
Narcotics	Addiction with severe withdrawal symptoms, Loss of appetite, death from overdose.
Hallucinogens	Anxiety, depression, impaired memory, Emotional breakdown, death from overdose.

Inhalants

Drastic weight loss, brain damage, liver and bone marrow damage, high risk of sudden death.

## *Appendix L: Student Grievances (Complaints) Policy*

### **Purpose**

The purpose of the Student Grievances Policy is to provide equitable and consistent guidelines for receiving, documenting, and resolving student grievances in a timely manner.

### **Definitions**

*Grievance:* Grievance means a complaint alleging any policy, procedure or practice which would be prohibited by federal/state/institutional regulations.

*Grievant:* Grievant means a student who submits a grievance.

*Respondent:* Respondent means any Hiwassee College officer, administrator, faculty, employee, or staff member acting in their official capacity and alleged to be responsible for the violation(s) alleged in a grievance.

### **Filing of Grievance**

- A. *Eligibility for Filing:* Hiwassee College students may file a grievance relating to any allegation of discrimination, harassment, and/or retaliation.
- B. *Informal Pre-Grievance Meeting:* Prior to the filing of a written grievance, the grievant is strongly encouraged to discuss their concerns in a pre-grievance meeting with the respondent alleged to be directly responsible for the possible violation, or the student's Academic Advisor, in an effort to seek resolution. If the matter cannot be resolved informally at this level, a written grievance must be submitted to the Director of Student Affairs within 14 calendar days of the date upon which the grievant becomes aware of the alleged prohibited action. Complaints received later than 14 calendar days after complainant became aware of the alleged violation will be dismissed as untimely.

### **Grievance Procedure**

A. *Grievance Submission:* All grievances shall be submitted in writing/through the Online Student Complaint Form located at [www.hiwassee.edu](http://www.hiwassee.edu) and shall provide the following information:

- (1) Name and telephone number of grievant(s);
- (2) The nature, date and a detailed description of the alleged violation(s);
- (3) The name(s) of the person or persons responsible for the alleged violation(s);
- (4) The specific requested relief for corrective action; and
- (5) Any background information needed

B. *Notification of Respondent(s):* Upon receipt of a grievance, the Director of Student Affairs,

working through the Vice President of Enrollment Management, shall send the respondent a copy of the grievance and ask the respondent to prepare a response within 14 calendar days. The respondent will be specifically instructed not to retaliate against the grievant in any way. Unlawful retaliation will subject the respondent to disciplinary action. The response should include any denial, in whole or part, of the charges.

*C. Investigation:* The Director of Student Affairs, working through the Vice President of Enrollment Management, shall conduct a prompt and impartial investigation of the grievance. The investigation shall afford interested persons, including the grievant and respondent an opportunity to identify witnesses and/or submit evidence relevant to the grievance. The Director of Student Affairs will maintain the files and records of the College relating to such grievances and will maintain the confidentiality of the grievant to the degree possible given the nature of the grievance.

*D. Decision:* The Director of Student Affairs, working through the Vice President of Enrollment Management, will issue a written decision on the grievance to the grievant and respondent no later than 30 calendar days after its submission.

*E. Appeal:* If the grievance is not satisfactorily resolved by the decision of the Director of Student Affairs, working through the Vice President of Enrollment Management, the grievant may appeal the decision by submitting a written appeal to the Vice President of Enrollment Management within 14 calendar days of receiving the Director of Student Affairs' decision. The Vice President for Enrollment Management shall issue, to the grievant and respondent, a written decision in response to the appeal no later than 30 calendar days after its filing.

*F. Filing External Complaints:* In the event that a grievance is not resolved by the Vice President for Enrollment Management, the grievant may choose to file an external complaint. If a student feels that his/her Civil Rights have been violated, they can file a complaint with the U.S. Department of Education's Office for Civil Rights. This complaint form can be found at <https://ocras.ed.gov>. Additionally, students can file a complaint to the Tennessee Higher Education Commission by completing the complaint form at <https://www.tn.gov/assets/entities/thec/attachments/ComplaintForm.pdf>.

*G. Corrective Action:* In the event that an act of discrimination, harassment, and/or retaliation is found to have occurred, a written decision issued under Paragraph D and/or E above will be provided to grievant and notify grievant that appropriate corrective and remedial measures will be undertaken by the College.

*H. Reconciliation:* Nothing in these procedures is intended to prevent the grievant and respondent from resolving their grievance amicably by signing a written statement of agreement and submitting it for review and approval by the Director of Student Affairs.

## **Conclusion**

Hiwassee College will maintain complete records of all student grievances, including their



## *Appendix M: Policy on the Relationship between Academics and Athletic Scholarships*

**ORIGINATING OFFICE:** Director of Athletics

**EFFECTIVE DATE:** Fall 2013

**REVIEW DATE:** August of Each Year

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Purpose:** The purpose of this policy is to establish criteria and guidelines for student athletes to be awarded and maintain athletic scholarships as it relates to academic progress, success and standing.

### **Awarding of Athletic Scholarships**

1. Athletic Scholarships are awarded by coaches based on need and budget availability.
2. Only students that are academically eligible during the term in which they begin at Hiwassee College will be awarded scholarships. Academic eligibility is based on the criteria set forth by the current athletic conference to which Hiwassee is a member (National Christian Conference Athletic Association).
3. Students that are academically ineligible and playing in spring season sports may be awarded scholarships during the Fall semester on a case by case basis as determined by the athletic director in consultation with the coach.
4. No athletic scholarship will cover the entire cost of tuition.
5. All scholarships will be applied for one year for students entering in the Fall semester, provided they remain in good academic standing (see policy below), and one half a year for students entering in the Spring semester. No scholarship is guaranteed for the entirety of a student's academic career, and will be re-evaluated each year.

### **Maintenance of Athletic Scholarships**

1. All student athletes must adhere to the following rules and criteria in order to be eligible to retain or be awarded their scholarship for the following academic semester. Violation of the criteria and/or rules will result in a dismissal from the athletic team and the loss of the athletic scholarship.
2. Student athletes must remain academically eligible to compete under the guidelines of the current athletic conference, or, maintain a 2.0 Grade Point Average and continue to make

satisfactory progress toward a degree (Pass a minimum of 9 credit hours in a semester, 24 credit hours for an entire year).

3. Transfer students must meet the transfer requirements of the current athletic conference to be awarded and maintain their scholarships. After one year, these students are no longer considered transfer students and must follow the guidelines for a full time student at Hiwassee College.
4. Student athletes are expected to attend their classes regularly. No student will be allowed to miss more than 15% of classes during a single semester for each class he/she is enrolled. (for MWF classes, this translates to 7 absences, for TTH classes, this translates to 5 absences).
5. Absences due to school sponsored sporting events are excused absences and do not apply to the above rule. It will be determined by the instructor of the course in which the absence takes place as to if any non-school sponsored absence is excused. This determination must be documented by the instructor and the student in the event that the student is at risk of violation of the 15% rule.
6. Students must follow a process when missing classes due to school sponsored athletic events. Students must notify instructors prior to leaving for the competition and obtain a list of materials that they will be missing during that time. Students must also make arrangements at that time to make up any missed work when it is convenient for both the instructor and student. It is the responsibility of the student to complete any missed work prior to the next competition. Students will be asked to verify completion of missed work and they will not be allowed to compete again until all work has been completed and verified.
7. Consequences for violations of team rules are under the purview of the head coach for that team with consultation from the athletic director.

I, \_\_\_\_\_, a student athlete that has been awarded a scholarship for the sport of \_\_\_\_\_, have read the policy on the relationship between academics and athletic scholarships. I understand that violations of any of these rules and processes will result in my removal from the team and the loss of the athletic scholarship. I will do my best to maintain my scholarship for my teammates, my team and my school. GO TIGERS!

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

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Signature