

Morthland College



Student Handbook 2017–2018 Academic Year

Board-approved August 7, 2017

From the President

At Morthland we understand the many educational opportunities there are and how difficult it can be to make the best decision for your future. We believe our program of study is unique in that it lays hold of faith, tradition, heritage, and wisdom – like with the early institutions of our nation – and then imparts these core values to our students through a broad liberal arts education combined with a Christian foundation. We at Morthland wish to partner with you in developing and fulfilling your life vision. Believing that a broad education and a committed Christian walk are the cornerstones to that fulfillment, we will continuously engage you at this level – seeking to help you understand your God-given call and commission while upholding high scholastic standards. We at Morthland seek to educate your mind and your spirit.

The mission of Morthland College is to provide a premier liberal arts education to a diversity of learners within a setting committed to Christ, Wisdom, Tradition, and Heritage. Morthland is faith-based and interdenominational with founding principles rooted in the centrality of Jesus Christ, His Word, and the Church. We embrace Wisdom by forming a community of scholars who affirm our core values and continue to engage in academic discourse. We endorse Tradition in the learning process by encouraging the consonance of Biblical instruction with a broad education. We uphold Heritage by recognizing the Christian foundations of our country and by preparing students to contribute to society in the spirit of servant leadership.

Morthland College provides the essence of a classical Christian education that was once common in America. Students who come to Morthland College will realize that our programs of study are very demanding. And yet we provide an environment of grace and encouragement as students pursue their educational goals and call in Christ.

Sincerely,



Tim Morthland, MD, Ph.D.

President

From the Dean of Student Services

It is my honor to welcome you to Morthland College, your college. You are attending a college that is steeped in the traditions of our forefathers and it is built on the pillars of scholarship and Biblical Wisdom. It is the mission of this office to extend the grace of Jesus Christ in developing support services for our student body.

Since 2010 our campus has been blessed with students like you: students who are here to make a difference in their own lives, the future of Morthland College and even the world. It is important to understand that within your studies here you will be trained in the ways of a humble servant leader. It is through grace, humility, service and leadership that you will impact significantly those around you. Everyone at the College is here to guide you and to challenge you with questions and learning opportunities that will shape your direction for years to come. You can expect to reap life-long benefits from your time at Morthland College.

Your collegiate career at Morthland College represents a cooperative effort between you and our faculty, staff, administration, board of trustees, foundation and alumni. In 2013 Morthland College celebrated its first graduate thus the beginnings of a distinguished alumni association. Each of these groups plays a special role in your success. These groups rely on each other to continue to carry on the great work of our founders staying true to our foundational standards.

Embrace the challenge that is before you to make Morthland College and this year the best it can be. The Student Services Office will be praying for you and your development and success at Morthland College this year.

God bless you, and may you have a great Morthland College experience.

Sincerely,
Debbie McMahon
Dean of Student Services

(TRACS 9.11.g.i)

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FOUNDATIONAL STANDARDS

Purpose Statement

Morthland College exists to educate and train men and women to assume the responsibilities of various professions in order to perpetuate the precepts of the Holy Bible and honor God through their service to society.

Mission Statement

The mission of Morthland College is to provide a premier liberal arts education to a diversity of learners within a setting committed to Christ, Wisdom, Tradition, and Heritage. Morthland is faith-based and inter-denominational with founding principles rooted in the centrality of Jesus Christ, His Word, and the Church. We embrace Wisdom by forming a community of scholars who affirm our core values and continue to engage in academic discourse. We endorse Tradition in the learning process by encouraging the consonance of Biblical instruction with a broad education. We uphold Heritage by recognizing the Christian foundations of our country and by preparing students to contribute to society in the spirit of servant leadership.

Vision Statement

And so a group of people gathered and discussed the need for training servant leaders of Christ in various vocations, even the training of ministers – all within a Christian institution of higher learning that would embrace Jesus the Christ, Wisdom, Heritage, and Tradition. In discussing how they might respond to this great need, they envisioned an institution founded in the spirit of the days of old among the Puritan settlers and among those at the time of the First Great Awakening when institutions were built in response to the manifest blessings of God. Within these institutions, a clear consonance of liberal education with the Bible was established; we too seek this union – this being Tradition. Further, the Institution shall guard and magnify the Christian foundations of this Nation, the enduring values of our forefathers, their reliance on God, their belief in the justice of God – for this is our Heritage. And, the Institution shall embrace the wisdom of the ancients, indeed stand on their shoulders; and from this platform they shall proclaim the light of truth to those learners trusted to our care; let us ask of the Lord to send us students from all corners of the earth wherein they might be educated and embraced in the grace of Christ; and let us ask of the Lord to send us faculty who shall have the mind of Christ and forge frontiers in the spirit of innovation – all this being our Wisdom. Let our graduates walk in this Wisdom, Heritage and Tradition – being servant leaders in Christ, even the light of Truth to a dark and lost world. Yahweh; the Logos; the fulfillment of history – He, the Lord our God, is our trust. Let this House be one with Christ

Jesus laid as its Foundation, Tradition set as its Pillars, and Heritage engraved upon its Façade. Trusting that this hope may become manifest, let even the Institution's form, its atmosphere, fall to this cast so that it shall speak to posterity of these noble and excellent things. And within these walls, the call for understanding shall be heard; treasure shall be found, even Wisdom. While it may be from time to time that the social mores' may blow as if a great wind against the Institution, resolve in this vision shall in time bear witness to a storm that passes, even the chaff shall blow away. And in all of this, they asked of the Lord to facilitate this great work and in one accord agreed "Except the LORD build the house, they labour in vain that build it." In all this we pray in the name of the Father, and of the Son, and of the Holy Ghost. Amen.

Biblical Foundation Statement ~ Articles of Faith

1. There is one God in the persons of the Father, the Son, and the Holy Spirit.
2. Jesus Christ is the incarnate Son of God, born of a virgin, fully God and fully man. He lived a sinless life and died a sacrificial death as a substitute for our sins. Jesus was buried for three days and bodily resurrected on the third day. He has ascended to Heaven and will in due time return to this earth to judge the unrighteous and gather the elect to Himself.
3. The Holy Bible is the divinely inspired, authoritative, inerrant, infallible Word of God.
4. The world and mankind were created in six literal Days. Man was created in the image of God but was tempted by Satan and fell, thus rendering all mankind sinful and guilty, subject to God's wrath and condemnation.
5. Redemption from the guilt, penalty and power of sin is through the sacrificial death of Jesus Christ and made available to each sinner by the grace of God through faith in Jesus Christ alone.
6. Heaven and Hell are a reality. Satan, his angels and those humans who have rejected Jesus Christ will be eternally separated from God. Those redeemed by Jesus Christ will live with God for eternity.
7. The Holy Spirit draws the sinner to salvation through the desire for faith in Jesus Christ and the conviction for repentance toward God.
8. The Holy Spirit indwells the individual believer and enables the believer to live a life pleasing unto God. The Holy Spirit also endows the believer with spiritual gifts for the work of service and building up of the body of Christ, which is the church.



ADMISSIONS

Admissions Policy and Requirements (TRACS 10.11)

Non-Discrimination Policy

Morthland College is an affirmative action/equal opportunity employer and admits students of any sex, race, color, national and ethnic origin and age with all rights, privileges, programs, and activities generally accorded to students. In conformance with state and federal regulations, Morthland College does not discriminate on the basis of sex, race, color, religion, disability, national and ethnic origin, or age in the administration of its educational policies, admission policies, scholarship and loan programs and other school administered programs. Students who believe they may have been discriminated against may contact the Dean of Student Services at the institution's address or telephone number 618-937-2127.

General Qualifications

Character, preparation and determination are the general qualifications that the admissions committee reflects upon when reviewing applicants for admission. While Morthland College is a faith-based institution that seeks to build a strong Christian element into its units of instruction, faculty, and mode of operation, enrollment is open to all qualified candidates regardless of his or her faith. Morthland College does not discriminate on religious grounds in the admission process.

Application Procedure

Students interested in applying for traditional admission at Morthland College should complete the online application, which is available on the institution's website. Applications will be accepted on a rolling basis. In addition to the application, all applicants for admission must provide one of the following:

- A final high school transcript with a posted graduation date
- The recognized equivalent of a high school diploma (GED certificate or diploma-equivalency certificate)
- Homeschool transcript with a posted graduation date

High school transcripts will be evaluated by the Admissions Office. Applicants should have completed a diverse high school curriculum to prepare students for academic success at Morthland College. The Admissions Office will evaluate high school transcripts for the following courses:

| | |
|---|---------|
| ▪ English | 3 years |
| ▪ Mathematics (including Algebra I) | 3 years |
| ▪ Social Studies (history, government) | 2 years |
| ▪ Science (Biology, chemistry, physics) | 3 years |
| ▪ Electives (Foreign language, music, art, or vocational education) | 2 years |

A student may submit his or her ACT or SAT scores, but such scores are not required for admissions. However, ACT or SAT scores are used for academic advisement, scholarships, and aid decisions. Many scholarships are based on high school GPA and/or test scores.

Transfer students

A student with 12 or more transferable credits from an accredited institution may receive full acceptance if he or she has maintained a cumulative grade point average (GPA) of 2.0 or higher from all prior institutions. Students should submit an official transcript for evaluation of transfer credit. Morthland College will not accept transfer credit from an unofficial transcript.

Military Service

Morthland College is proud of its student veterans and those who have served the United States military. Students who have served in the US military should provide a copy of his or her DD214 and official Joint Service Transcript (JST) for military credit. Morthland College will only accept credits that are applicable to the student's program of study.

Minor Students

Students who have not achieved their 18th birthday but who wish to begin coursework at Morthland College may enroll with the permission of their parents or legal guardian. A Minor – Permission-to-Attend Form must be completed and signed by both the student and his or her parents/legal guardians and on file at Morthland College before student may be admitted.

Dual Enrollment

Students who have not yet graduated from High School but who wish to begin coursework at Morthland College may enroll on a part-time basis until they have

completed secondary education requirements (high school, home school, or a GED). Students who wish to enroll part-time in order to take course work at the Institution should:

- Send their high school or home school transcripts
- Take the Accuplacer test (if recommended by the Dean of Student Services or the Admissions Committee)
- If the student is a minor, submit a completed Minor – Permission-to-Attend Form from their parents or legal guardian granting the student permission to attend the Institution (see Minor Students above)
- If home schooled, request the local superintendent or principal to submit a letter designating the severed ties from the high school that would have been attended otherwise.

All documentation of education must be submitted, whether from a home-school curricula or portions of secondary education completed.

Non-Degree Seeking Students

Persons interested in taking courses from Morthland College for continuing education but who do not intend to complete a degree may complete the Non-Degree Seeking Application available through the college website. A non-degree seeking student may take no more than six (6) credits per semester and a maximum of 30 total credits without becoming a degree-seeking student. Non-degree seeking students who wish to become degree seeking must complete a full application and are subject to admissions requirements.

Re-entering Students

Re-entering students are those who have withdrawn from Morthland College but wish to return. Re-entering students who have not been taking courses at Morthland College for a year or more must reapply to the institution.

Enrollment Agreement Form

Upon being offered admission into Morthland College, students are asked to sign an enrollment agreement form indicating he or she plans to attend Morthland College. By signing, the student agrees that he/she has reviewed the student handbook, the mission and vision of the College and agrees to adhere to institutional policies regarding student regulations and conduct described herein. Furthermore, the student agrees to accept financial responsibility for tuition and fees as stated by the institution each semester.

Testing and Advanced Placement

Testing and Placement

All students must provide transcripts of high school work or transcripts of college earned credits before placement into appropriate courses can be made. All students who have not completed a college-level Math and English course may be subject to placement testing through ACCUPLACER to determine placement in English, Reading, and Math.

Advanced Placement and CLEP (TRACS 10.11.d)

Some students may elect to pursue High School Advanced Placement (AP) programs in which college credits are earned while still in high school. The maximum number of advanced placement hours to be accepted at Morthland College is 15 hours. Advanced placement credits will be granted only after completion of a full-time semester with a 2.0 grade point average or above ("C" level work).

To receive credit, the student must earn at least a 3 on the AP examination. The following is a list of examinations for which a student may receive credit:

American Government, American History, Biology, Chemistry, Comparative Government, Computer Science: Computer Science A, Computer Science AB, Economics, English* (with research paper), European History, Foreign Languages, Mathematics (Calculus AB, Calculus BC), Music, Physics B or C.

* For English, a score of 3 or 4 will give the student credit for ENG 101 (3 credits). A score of 5 will give credit for ENG 101 & 102 (6 credits).

College Level Examination Program (CLEP) is an examination that enables the student to gain college credit for coursework. Testing centers are available locally for such testing. The Institution allows a maximum of 30 hours pursuant to such credit. To receive credit, these exam results must be sent directly to Morthland College prior to the end of the semester in which the student reaches 70 completed hours (not counting exam hours recorded that semester).

CLEP examinations and considerations will not be permitted for a course in which the student is currently enrolled; nor will a student credit be granted to students who have taken advanced courses in the subject.

Credit will be granted based on the following equivalencies:

| CLEP Exam | Required Score | Credits | Equivalent Course(s) |
|--------------------------------|----------------|---------|----------------------|
| American Government | 55 | 3 | PSC 150 |
| Biology | 55 | 4 | BIO 100 |
| Calculus | 53 | 5 | MAT 150 |
| College Algebra | 56 | 3 | MAT 110 |
| College Composition | 58-61 | 3 | ENG 101 |
| College Composition | 62+ | 6 | ENG 101 & ENG 102 |
| College Mathematics | 58 | 3 | MAT 105 |
| Financial Accounting | 65 | 3 | FIN 221 |
| History of the US I | 55 | 3 | HIS 201 |
| History of the US II | 55 | 3 | HIS 202 |
| Info Systems/Comp Applications | 50 | 3 | BUS 206 |
| Introductory Psychology | 60 | 3 | PSY 132 |
| Precalculus | 52 | 5 | MAT 111 |
| Principles of Macroeconomics | 55 | 3 | ECO 241 |
| Principles of Management | 62 | 3 | MGMT 261 |
| Principles of Marketing | 56 | 3 | MKTG 243 |
| Principles of Microeconomics | 55 | 3 | ECO 242 |
| Western Civilization I | 55 | 3 | HIS 205 |
| Western Civilization II | 55 | 3 | HIS 206 |

The Office of Academic Affairs will determine acceptance of Advanced Placement credits, DANTES and CLEP credits. No student may transfer in more than 30 credits total by CLEP, DANTES or AP.

Credit for Military and Life Experience

The Institution adheres to the recommendations of the American Council on Education as set forth in the U.S. Government Guide to the Education Experiences in the Armed Forces. Students who have served one or more years in the military and who have received an honorable discharge may receive three hours of health credit. Credit will be accepted for DANTES subject standardized courses through proficiency considerations. No credit is allowed for GED courses. In order to receive credit for military service, veterans must present his or her DD214 Member 4 copy or Joint Service Transcript (JST) to the registrar of the Institution.

Credit for Prior Learning

Students with extensive life/job experience may be eligible for credit for prior learning. Credit for prior learning is based on policies developed by The Council for Adult and Experiential Learning (CAEL), which documents experiences that link learning and work.

Students at Morthland College who wish to receive credit for prior learning must complete two or three online courses with the college. CPL 101 is a one-credit course that helps the student determine what experiences he has that could possibly be documented as being equivalent to college credit. Once CPL 101 is complete, the student may take CPL 102 or CPL 103, or both if it is advantageous for the student to do so. CPL 101 provides a systematic approach to creating a Learning Application Essay for Credit for Prior Learning for college-level credit. CPL 103 provides a systematic approach to creating a Sponsored Professional Training (SPT) dossier for Credit for Prior Learning for college-level credit.

Students who enroll in the two CPL courses will pay the fees associated with those courses. When the courses determine the amount of credit to be applied to the transcript, Morthland College will assign the credit with no additional charge.

Fees associated with CLEP testing for assigning credit to the transcript will be waived for students who take the CPL courses as well.

Up to 30 credits may be earned for documented prior learning.



ACADEMICS

Orientation

The institution will hold an orientation for new students in order to familiarize them with facilities, computer resources, policies, course catalog and the handbook. Notice of orientation dates and times will be sent to the students as part of the enrollment packet. The orientation will be held prior to the first day of classes.

Our Faculty

In joining Morthland College, our faculty commit to the founding principles of the institution, particularly the commitment to providing a Christian worldview in the elements of instruction. Our faculty holds USDE/CHEA accredited degrees in their fields of instruction and is committed to providing a premier educational experience for our learners.

Student-Teacher Ratio

We will target a student-faculty ratio of approximately 25-30 to 1 when possible. Sizes of sections may vary.

Facilities and Resources

Morthland College has central offices at Washington Hall, located at 202 E. Oak Street. The 15,000 sq. foot structure hosts multiple classrooms, student dining, student commons, and academic offices.

Coleman-Rhoads Hall, located at 305 East Main Street, contains Student Services, the Library, Biological Sciences and Computer Labs and the Student Commons.

Whitfield Auditorium, located at 405 West Main Street, houses our largest auditorium, our music conservatory and some administrative offices.

Students at Morthland College enjoy the recreation center through the West Frankfort Public Recreation and Aquatic Center.

Library

The college offers online library resources, a collection of books onsite, and the resources of the West Frankfort Public Library through a cooperative agreement with holdings of 34,831 volumes in the physical structure. Students will have access to 2,372,334 through interlibrary loan. World Cat Services online catalog allowing access to millions of books throughout the United States and around the world. The West Frankfort Community Library has internet capability and public computers with accessibility to the Library of Congress with millions of books, recordings, photographs, maps, and manuscripts also available to students. The “Ask Away” online reference librarian service is available through the West Frankfort Community Library and is also included on the West Frankfort Community Library web site. The Institution maintains a subscription to the Wilson Select Plus for access to an online database for journals than can be accessed from any online computer. This database presently includes full text articles in science, humanities, education and business, with additional content areas to be added. It includes the United States and international publications, academic journals, and trade magazines. Wilson Select Plus is associated with the Illinois Library Systems. Morthland College currently has over 100,000 volumes. (TRACS 9.11.e)

Transfer of Credits to Morthland College

Students coming to Morthland College may transfer courses that are equivalent to the scope and description of Morthland courses from their previous college or university. Students who transfer courses to Morthland College may transfer up to 18 semester hours of additional interdisciplinary credits on the freshman and sophomore level. It is the student's responsibility to provide official transcripts and any reasonable supporting information needed for the review process. Transfer credit will not be awarded without official transcripts.

Students who have earned an associate's degree may enroll in Morthland College's 2+2 program. If a student has completed a course required for the 2+2 program, his or her transcripts will be reviewed to give the student an appropriate replacement requirement. In some cases, that process may allow the student additional elective credit hours at the college's option. Students transferring to Morthland College from a four-year institution that is similar in scope to Morthland's program, i.e. a Christian College or a Bible College, may in some cases transfer in enough courses to reach into the junior year of the student's course of study. In most cases, it will be unusual for a student to transfer more than 60 semester hours of credit, and, in those unusual cases that allow for more credits to be transferred, no more than 90 transfer semester hours may be applied to any degree program. We only accept credits that are applicable to a student's chosen Morthland College degree program.

Each situation is unique, and Morthland College reserves the right to accept or refuse transfer of any credit. The accreditation-level of the previous college, whether the course meets the requirements of the Illinois Articulation Initiative, and other factors that Morthland deems appropriate will have a bearing upon the acceptability of credits presented for transfer. Students will be informed in writing of any refusal of credit. Students may appeal this decision by requesting, in writing, a review of the decision. This should be submitted to the Dean of Academic Affairs, who will review the situation and make a decision. The decision of the Dean of Academic Affairs is final. Only grades of "C" or higher will be considered for transfer.

The Division of Academic Affairs, under the oversight of the Dean of Academic Affairs, is responsible for evaluating transfer credit. Students who have questions about the transfer process may receive counseling from their Department Chair. This includes students who are concerned about transferring credits from Morthland to another institution. (TRACS 9.9.r; 10.24; 11.17)

Definition of a Credit Hour

A credit hour is defined as fifteen (15) lecture hours or thirty (30) lab hours. For this definition, an hour is defined as 50 minutes. A four-hour science class, defined as 3 + 1 would require 45 lecture hours and 30 lab hours to justify the four credit hours. (TRACS 9.9.t; 11.15)

Enrollment Status

Full-Time Admission Status: Students enrolled in 12 or greater hours towards course credit are considered full-time. A student enrolled in less than 12 semester hours is considered part-time. Audited courses do not count towards credit hours.

Part-Time Admission Status: Students enrolled in less than 12 credit hours are considered part-time.

Auditing Policy

A full-time student (at least 12 hours) may audit a course if he or she feels unprepared to take the course for credit. The enrollment must be made through the registrar's office within the first week of instruction. The course to be audited must be approved by the advisor, permission granted by the instructor, and the

instructor of the course will set guidelines for participation. Enrollment priorities shall be granted to those students enrolled for credit. The same tuition for credit hours is applied to auditing a course. Audited courses do not count toward credit hours or grade point average calculations; however, the transcript shall reflect an "AU" next to the course number and title. A student may change the status of his or her enrollment in the course from audit status to credit status within the first two weeks of instruction, with concurrent approval from the instructor and his or her academic advisor. An audited course may be later taken for credit; however, the student must pay all applicable tuition and fees.

Academic Advising

Each student will be assigned an academic advisor. This person will guide and support the student while enrolled at Morthland College. The student will meet before each semester in order to register and sign up for courses. However, the student should plan to meet with their advisor one other time during each semester while enrolled at Morthland College. The additional meeting is scheduled in order to continue the discussion on requirements for graduation, coursework planning and scheduling, timing of graduation, planning for double majors or minors, declaration of majors, and discussing any interests or concerns that may emerge while at Morthland College.

If a student encounters academic difficulty in a particular course or during a semester, either the student or instructor may notify the academic advisor to arrange for a meeting and more frequent meetings to help provide support and guidance during the difficult time.

Advisors will hold regular office hours each week and shall post these hours so that students may drop by or call to discuss matters of interest or concern. (TRACS 9.11.d; 16.4; 16.9)

Registration

Students will construct their schedules in cooperation with their assigned advisor and/or at the advice of an academic counselor. A student may enroll in approved courses until the Add/Drop date as identified in the Academic Calendar. In each semester, the Add/Drop date is fourteen calendar days after the first day of classes.

Students may also drop a course before the Add/Drop date and there will be no grade recorded on the transcript or official record. However, if this withdrawal places a student below full-time status, it will affect scholarships and financial

aid packages. Student may choose to add a different course and maintain full-time status.

After the Add/Drop date, withdrawals from a course during a 16 week semester will result in a “W” on the transcript. A student who “unofficially withdraws” by not attending classes of instruction will be given an “E” grade for that course.

Eight-week courses, such as Online Courses and Summer Courses, will have an Add/Drop Date of seven calendar days after the first day of classes. Students who withdraw after Add/Drop Date will receive a “W” on the transcript. (TRACS 9.11.a)

Maximum Number of Credits Per Semester

Without the approval of the Dean of Academic Affairs, no student may take more than twenty-one (21) credits per semester.

Graduation Requirements

A student must complete the requirements for each individual program and must have a final GPA of 2.0 or greater. Once completed, the student must submit an application for graduation through the registrar’s office of the Institution. The Institution will then arrange for graduation planning, diploma printing, and transcript finalizing.

Double Major

A student who pursues two majors must complete the course requirements for each degree program along with one of the following options:

1. complete one Senior Thesis that covers both program disciplines for 3 credits.
2. complete a Senior Thesis in each degree program for 3 credits each.

The student will be required to complete an internship in one of the degree programs.

Honor Rolls

Any student maintaining a 4.0/4.0 during the semester shall be named to the High Honor Roll. Any student maintaining a 3.5/4.0 or better during a semester shall be named to the Honor Roll that semester.

Academic Success Recognition Policy

Each semester, students who achieve high academic success will be recognized based on the following criteria. A minimum of 12 hours in the 16 week period is required to make one of these lists:

Dean's List: Students achieving at least a 3.50 GPA for the semester will be named to the Dean's List.

Vice President's List: Students who have maintained a cumulative GPA of 3.50 for at least two consecutive semesters will be named to the Vice President's List.

President's List: Students who have maintained a cumulative GPA of 4.00 for at least two consecutive semesters will be named to the President's List.

These lists will be published each semester.

Transcripts

At any time after one completed semester, a student may request a copy of his or her Official Transcript. A Transcript Request Form will be available through the Registrar's Office and on the website. Expected processing times and fees will be clearly articulated on the form. Students must complete, sign and submit the Transcript Request Form to the Registrar's Office. Students may also request a transcript online through their Populi account. Student Records, Grades and Official and Unofficial Transcripts will not be released if a student has a Financial Hold and monies are still owed to the college.

The College will maintain a formal record of academic progress in the Official Transcript. The following symbols are used on the official transcripts:

| | | |
|------|---|----------------|
| A | Excellent | 4 grade points |
| B | Good | 3 grade points |
| C | Average | 2 grade points |
| D | Poor (passing) | 1 grade point |
| E | Failing (no credit) | 0 grade points |
| I | Incomplete | |
| W | Authorized withdrawal | |
| CLEP | Earned college credit through proficiency examinations. | |
| R | Denotes repeat course. | |
| P | Pass (credit, but no grade points) | |
| F | Fail (no credit, no grade points) | |

(TRACS 9.9.d)

Ecclesia

Ecclesia (traditionally chapel) is required for all Morthland College traditional students Freshman through Senior year. Ecclesia is held every Wednesday at 11:00am. Each student is allotted three free absences. Any student who exceeds the three free absences will be required to meet with the Dean of Academic Affairs. The Dean of Academic Affairs will decide if further disciplinary action should take place. If a student misses ecclesia due to illness, family emergency, or college-sponsored event, that student must provide documentation to the Dean of Academic Affairs for the absence to be excused.

Student Attendance Policy

Morthland College expects all students to attend all lectures and be actively engaged in his or her online courses to remain enrolled and be successful in his or her program of study. A student who does not attend or are not actively engaged within the first seven days of each course will be withdrawn from his or her course(s). A student is responsible for notifying his or her instructor in the event the student cannot attend class or having difficulty with submitting an online assignment. Academic engagement includes, but is not limited to, physically attending a class, submitting an assignment, participating in an online discussion that is assigned by the instructor, or completing an exam or quiz. Simply logging into an online class is not sufficient, by itself, to demonstrate academic engagement. The Registrar Office will verify students' activity throughout the course. Students who are chronically absent or inactive for more than seven days but less than 14 are subject to an administrative withdrawal.

Administrative Withdrawal

An administrative withdrawal may be initiated at the discretion of the instructor for chronic, unexplained absences. Students are required to notify the instructor when he or she is unable to attend class. Likewise, online students are subject to administrative withdrawals for lack of academic engagement as defined in the Online Attendance Policy. Instructors should notify the Registrar's Office after a student is absent or not academically engaged for more than seven days but less than 14 days without notification. The Registrar Office will notify the student that he or she has been withdrawn from the course due to excessive unexcused absences or no academic engagement. A student may appeal to be reinstated in his or her course(s) after being administratively withdrawn to the appropriate instructor. Instructors are encouraged to consider if the student has an

opportunity to successfully complete the course before approving the reinstatement. All reinstatements must be processed with the Registrar Office.

Tutoring Lab

The college offers a tutoring lab for students who express need or are referred by Academic Affairs. Peer tutors, assigned by Academic Affairs, are available for assistance in general core subject matter. Hours and information are available in the Library and the Office of Student Services. Time spent in the tutor lab does count toward Study Hall Time (if required).

Faculty may, at their discretion, give additional points (a maximum of five) on specific tests, exams, papers or projects for students who use the tutor lab for a minimum of one hour. If qualified peer tutors are not available, a faculty member may serve as the tutor. All official tutoring must occur in the tutor lab unless facilitated by the faculty member during his/her office hours.

Additionally, instructors may use their discretion to require any struggling student to visit the tutoring lab during the semester.

Cell Phones in Class

Students are expected to be courteous to faculty and students in the use of cell phones. Cell phones should remain on vibrate/silent mode during class. Furthermore, students should refrain from texting or making/receiving calls during class time. In the event of an emergency where a student needs to take a phone call, he or she is expected to leave the classroom in a way that is not disruptive.

Academic Probation and Suspension Policy

At the end of each semester, the GPA will be checked for each student. For online-only students, one semester is defined as two 8 week terms. Each student is expected to maintain a minimum GPA of 2.0 or greater. Any student who fails to meet GPA will be subject to Academic Probation for one semester. The summer semester does not count for ground campus students. The Office of Academic Affairs will notify the student of Academic Probation in writing. During that time, the number of credit hours in which the student is enrolled cannot exceed 12 hours. The student must complete an Academic Improvement Plan.

If after one semester of Academic Probation, a student has regained an appropriate cumulative GPA, Academic Probation will be lifted.

Academic Suspension Status

If at the end of the semester following the semester of Academic Probation the student still does not have a cumulative GPA of at least a 2.0, the student shall be placed on Suspension Status. Suspension Status shall be in effect for one semester. The summer semester does not count for ground campus students. During this semester, the student may not enroll in any courses or participate in any other aspect of the college. After completion of the semester of Suspension Status, the student may apply for reinstatement to the college. A student reinstated to the institution will be put on Academic Probation and must maintain a cumulative GPA of at least a 2.0 throughout the completion of the degree. Failure to do so will result in expulsion.

Appeals for Academic Probation and Suspension

Any student who is placed on Academic Probation or Suspension Status may appeal to the Academic Appeals Committee. The student must complete an Academic Appeal Form. The Academic Appeals Committee will be comprised of the Dean of Academic Affairs (as Chair), the Chair of the Department to which the student belongs, and two faculty members. A meeting shall be scheduled where the student must "show cause" as to why extenuating circumstances (i.e. major medical events, death in the immediate family, acts of God, etc.) prevented him or her from meeting GPA. Decisions made by the Academic Appeals Committee require a three-fourths vote and are final.

Any student put on Academic Probation whose appeal is approved must still complete an Academic Improvement Plan. If the student fails to make at least a 2.0 GPA by the end of the semester, the student will be put on Academic Probation.

Any student put on Academic Suspension Status whose appeal is approved will be put back on Academic Probation for another semester. The student must complete a new Academic Improvement Plan. If at the end of the semester the student does not have at least a cumulative GPA of a 2.0, the student will be put on suspension status.

Reinstatement

Any student that desires to return to the institution after one semester of academic Suspension Status must apply for reinstatement. The application for reinstatement includes a required two to three page typed essay. Hand-written essays will not be accepted. The essay should answer the questions below, but responses do not have to be limited to just these two questions.

Question 1: What are your reasons for a deficient GPA at Morthland College?

- Clearly state the challenges you encountered.
- Discuss any obligations or personal circumstances that had an impact on your progress.
- Discuss your class attendance and participation. How did it impact your progress?

Question 2: What is your plan to be successful in future semesters?

- Explain how circumstances have changed to allow you to be successful.
- Describe your plan to be consistently successful at Morthland College. Discuss why you believe you are now academically prepared to be successful.
- Discuss changes you plan to make regarding your attendance and study habits.

Reinstatement applications are due no less than a month before the student desires to enroll in courses. The reinstatement applications will be reviewed by the Reinstatement Committee. The Reinstatement Committee shall consist of the Dean of Academic Affairs, the Dean of Student Services, the Department Chair in the desired degree program, and one faculty member. The committee may request an interview with the student. Reinstatement approval requires a three-fourths vote. Approvals or denials will be sent to the student in writing.

If the student is denied reinstatement, the student may appeal to the Provost in writing. The Provost may consult with the Dean of Academic Affairs and the Executive Vice President. The decision of the Provost is final.

If the student is granted the reinstatement, the student will be placed on Academic Probation and must complete an Academic Improvement Plan. The student must maintain a cumulative GPA of at least a 2.0 throughout the completion of the degree program. If the student does not maintain a cumulative GPA of 2.0, the student will be expelled. There are no appeals for such an expulsion.

Leave of Absence

Leave of Absence (LOA) is defined as the temporary interruption in a student's program of study. A student who plans to complete his or her degree through Morthland College but must, for medical or other significant reasons, withdraw for no more than one semester must complete a "Request for Leave of Absence" form available through the Office of Student Services and return it to the Dean of Student Services no less than 30 days before the Leave of Absence is requested to begin. This form will identify the beginning and ending dates of the leave of absence and provide reasons for the leave. Approvals for LOA will be granted through the Office of Student Services if the reason for LOA is deemed appropriate and if school officials expect the student to resume education after the one semester leave of absence.

The total amount of time granted for Leave of Absence in one twelve month period cannot exceed 180 days. Students may not receive any loan monies during the leave of absence. Students who do not return after the approved leave of absence will likely affect the student's loan repayment terms including the expiration of the student's grace period.

Repeat Course Policy

A student may repeat a course only one time in order to try and earn a grade above a D or E. The higher of the two grades shall be used to compute the cumulative grade point average; however, both grades shall appear on the transcript. A student who repeats a course and still does not pass can appeal to the Dean of Academic Affairs to repeat the course a third time. The Dean of Academic Affairs will discuss the appeal with the student's advisor and the instructor of the course to come to a decision. The decision of the Dean is final. If granted the appeal, the Dean of Academic Affairs may require the student to attend tutoring lab for up to three times a week for the duration of the course to receive additional assistance. The Dean may also stipulate other criteria be met if he/she feels it will help the student be successful. A student earning a grade of "C" who wishes to repeat a course must petition the registrar's office for an official decision to be made by the Dean of Academic Affairs.

A student may receive financial aid for a repeated course until the student passes the course. Passing grades include a letter grade of a D or higher. Once a student passes the course with a D or higher, the student may receive financial aid to retake the course once more. Satisfactory Academic Progress still applies

and the student may not exceed the expected timeframe to complete his or her program.

Incomplete Status & Grades for Online Course

Purpose of Policy

In the case of extenuating circumstances the Instructor and Dean of Academic Affairs may agree to give a student additional time to complete coursework, if the instructor or Dean determines the student may reasonably complete the work required within the extension time frame. Allowing a student an Extension is left to the discretion of Morthland College faculty, and students should not assume that they will be allowed to complete work after the term has ended.

Guidelines

In allowing an Extension the Instructor or Dean should observe the following guidelines:

- The circumstances that have compelled the student to request the Extension must be exceptional, such as illness, natural disaster or some other emergency, beyond the student's control.
- The student requesting the Extension must have completed at least 50% of the required work in the course at the time of the request. To receive an Extension in more than one course, the student must have completed at least 50% of the required coursework in each course for which an Extension is given.
- The student must submit the outstanding course work to the instructor within the time stipulated in the Morthland College Extension Form. The length of the Extension is up to the discretion of the instructor or Dean, but cannot be longer than 30 days after an online term ends.

Extension Process

If the student would like to request an Extension in one or more of their courses, the student must take the following steps:

Complete the student portion of the Morthland College Extension Form for the course in which they would like to request an Extension. Students in ground courses should submit the Morthland College Extension Form for approval to the course instructor no later than 48 hours before the term ends. Students in online courses should submit the Morthland College Extension Form for approval to the Dean of Academic Affairs no later than 48 hours before the term ends.

If the instructor or Dean agrees to assign the student an Extension, the instructor or Dean must take the following steps:

1. On the Morthland College Extension Form the faculty person indicates a deadline date of no more than 30 days from the date of the end of an online term when the student can submit the outstanding course work. If the student is requesting an Extension in a traditional term, the faculty person indicates a deadline date of no more than 60 days from the date of the end of a traditional term when the student can submit the outstanding course work.
2. After indicating the date of expiration for the course extension and signing and dating the form, the instructor submits the Morthland College Extension Form to the Dean of Academic Affairs for final approval. After signing and dating the form, the Dean of Academic Affairs stores the form in the student's file and emails a copy of the completed form to the student and course instructor.
3. Provided that the instructor receives the student's completed course work on or before the expiration date, the instructor grades the student's coursework and converts the student's grade to the alpha grade earned.
4. If the student fails to submit the outstanding course work by the expiration date, the grade will be reverted to the alpha grade earned at the time of the Extension request.

If the instructor or Dean denies the student an Extension, the instructor or Dean must take the following steps:

Complete and submit the Extension Denial template form in Populi to the student.

Academic Integrity and Plagiarism

Plagiarism is not acceptable at Morthland College. Infractions in this area are very serious and will result in severe disciplinary action including failure of the course, suspension, and even expulsion from the college.

Academic integrity is expected in all things. Plagiarism is defined as the theft of another's intellectual property. The Merriam-Webster online Dictionary defines plagiarism as: 1) To steal and pass off the ideas or words of another as one's own, 2) To use another's words without citing the source, 3) To present as new or original an idea or product derived from an existing source. This can take different forms such as copying word-for-word without using quotation marks and both an in-text citation and works cited entry; combining paraphrase and direct quotation of a passage without appropriate quotation marks and citations; or completely paraphrasing a passage without citations. (The information was

taken from Plagiarism.org 8.8.11-
(www.plagiarism.org/learning_center/what_is_plagiarism.html)

Complete Withdrawal from the College

Students needing to withdraw from the College must meet with an advisor and submit a completed "Withdrawal Form." Return form to the Office of Student Services. This will affect scholarship and financial aid. This will also affect the student's program of study and the time to completion of degree should the student choose to return at a later date.



STUDENT LIFE

Code of Student Conduct (TRACS 9.11.g.ii; 10.23)

Preamble

Morthland College is a faith-based, Christian, interdenominational college with open admission to qualified candidates. The Board of Trustees, administration, faculty, and staff adhere to the founding principles of the institution through the institution Letter of Commitment. The founding documents are rooted in Christian and Biblical tradition and are comprised of the Purpose, Mission, Vision, Articles of Faith, and core values. We do not require students to commit to the core values, however, as a faith-based college, the college employees are authorized to express their beliefs on these matters openly in all elements of instruction while maintaining an atmosphere of tolerance and inquiry as truth is discerned in the classroom. Students, however, are expected to complete a religious core of study at Morthland as part of the graduation requirements. These studies are grounded in Biblical thought.

The Board of Trustees seeks to honor God in every aspect of the College; this includes student conduct. Students are expected to read, review and adhere to the code of conduct.

General Code of Student Behavior

Morthland is a faith-based college with a commitment to Christian values. The Board of Trustees and Administration are committed to providing a safe, wholesome and respectful environment for our learners. The spirit of Christ-like behavior expected in student conduct is embodied in the fruit of the Spirit (Galatians 5:22-23) and the following principles:

- Love
- Patience
- Faithfulness
- Honor
- Integrity
- Dignity of self and others
- Joy
- Kindness
- Gentleness
- Honesty
- Humility
- Wisdom
- Peace
- Goodness
- Self-Control
- Respect
- Decorum

Dress Code

In keeping with honor, integrity and our core values as a faith-based organization, students are encouraged to dress in a way that honors the institution and God. Modest, conservative and appropriate apparel is expected in all circumstances.

The purpose of the dress code of Morthland College is to prepare students for their service in ministry, the classroom, the boardroom or the office. Therefore, the dress code is based on what has been described universally as business casual attire.

Suggested Classroom and Ecclesia Dress

Men: Collared, polo, golf or dress shirts (no T-shirts or shirts with inappropriate logos, pictures or text). Dress slacks, khakis, or jeans in good repair (no shorts). Dress or athletic shoes (no sandals, flip-flops, etc.). *Garments that are tight fitting or overly baggy are not permitted. Pants should be worn at the waist.*

Women: Dresses, skirts, blouses, dressy T-shirts with two inch or wider shoulder straps, (no casual T-shirts or shirts with inappropriate logos, pictures or texts). Dress slacks, khakis, and jeans in good repair (no shorts). Dress shoes, athletic shoes or nice sandals (no flip-flops). Dresses and skirts must reach to no less than two inches above the knee. *Garments that are tight fitting, shoulder-less, low-cut or fail to cover the midriff and back at all times are not permitted.*

Social Media

Social Media may be described as tools and platforms that enable individuals to share ideas and content quickly and easily. Examples include but are not limited to texting, blogs, Twitter, Facebook, MySpace, Flickr, etc.

Do not use social media to harass, threaten, insult, defame, bully persons or organizations. Do not post or store content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying or otherwise objectionable or injurious. Do not violate copyright laws or attempt to gain access to confidential information.

Morthland College expects all students and members to conduct themselves in a godly manner in all areas including social media. Any student or institution member who violates this policy will be subject to disciplinary action, up to and including dismissal or expulsion.

Computers

Computer Lab

The library includes a computer laboratory with each computer connected to the network and with Microsoft Office suite installed. Students also have access to printing and copying services (fees may apply). The institution provides wireless Internet access for our students.

While the institution will make every effort to protect the privacy of students, students are required to use computers in such a way as to protect their own privacy. Examples might include but are not limited to leaving personal files on desktops of computers, leaving their email application open, and so on.

From time to time computer viruses may infect individual computers. The student is responsible to protect the integrity of his or her own electronic information.

There is to be no food or drink in the computer lab or around any MC computers or technology.

Computer Use and Etiquette¹

This policy applies to all computing and communications facilities and equipment purchased or leased with Morthland College funds. Everyone within the MC community who uses MC computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

1. The integrity of the systems must be respected.
2. Privacy of other users must not be intruded upon at any time.
3. Users must recognize that certain data are confidential and must limit their access to such data to uses in direct performance of their duties.
4. The rules and regulations governing the use of facilities and equipment must be respected.
5. No one shall obtain unauthorized access to other users' accounts and files.
6. The intended use of all accounts, typically for college research, instruction and administrative purposes, must be respected.
7. Users shall not use campus computers or computer networks to plagiarize, misuse computer accounts, destroy or change files without

¹This policy is adopted from and is in most respects identical to the sample computer use policy from the following publication: Weeks, K.M., Student Handbook Policies, College Legal Information, Inc. (2015).

proper authorization, create fictitious or illegal accounts, possess unauthorized passwords, and engage in disruptive or harassing behavior.

8. Users shall become familiar with and abide by the guidelines for appropriate usage of the systems and networks that they access.

Users may use computers owned or leased by the institution for educational purposes only. Access to pornographic or immoral content is strictly prohibited. Discovery and evidence of use of Morthland College's computer resources to this end will result in disciplinary actions, probation, suspension, or expulsion from the institution.

Students are strictly prohibited from logging into the account of another student or employee.

Access to Morthland College computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file or mail contents of other users without their consent, modifying or destroying institution data, damaging computer equipment, securing licensed software for personal use, copying and plagiarizing work, providing login access to another individual, engaging in harassment activities, and using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by Morthland College system administrators to safeguard college resources and to protect college privileges. Violations will lead to disciplinary action.

Copyrighted Material²

Notice

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work.

²This policy is adopted from and is in most respects identical to the sample copyrighted materials policy from the following publication: Weeks, K.M., Student Handbook Policies, College Legal Information, Inc. (2015).

In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees.

For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Education

The College provides regular and ongoing education to students, faculty and staff about copyright laws, including illegal peer-to-peer file sharing over campus computer networks. The College uses the following methods to educate the campus community:

- All students, faculty, and staff will receive an email from the College IT department regarding copyright infringement and related issues at the beginning of each fall and spring semester.
- The Student Handbook contains information about copyright and illegal file sharing.
- Posters will be mounted in student computer labs, on intercampus television and signage and elsewhere to discourage illegal file sharing.

A group of sites devoted to information about copyright law, peer-to-peer file sharing technology and the consequences of receiving Digital Millennium Copyright, or "take-down," notices, while using the College network may be found here: <http://dmca.ucr.edu/>

Responding to Unauthorized Distribution of Copyrighted Works

Students identified as illegally sharing copyrighted material over the College network, including through the use of e-mail, web pages, and peer-to-peer sharing software, whether using College owned computers or personally owned computers connected to the College network, will be subject to disciplinary action by the College. This disciplinary action, as detailed in the Student Handbook, would fall under the section for Administrative Suspension.

An administrative officer may direct the student involved to cease and desist such conduct and advise the student that failing to cease and desist may result in immediate administrative suspension.

The student's access to part, or all, of the College's computer resources, systems and facilities may be temporarily revoke pending the outcome of a disciplinary hearing on the charge(s).

Students may also be subject to civil and criminal liabilities. A summary of the civil and criminal penalties for violation of Federal copyright laws is as follows:

- Infringer pays the actual amount of damages and profits; or
- Infringer pays \$750 to \$30,000 for each work infringed, unless a court finds the infringement willful, and in such a case, the maximum penalty is \$150,000.
- Infringer may be liable to the copyright holder's attorney's fees and court costs.
- Infringer may be sent to jail for up to ten years.

Periodic Review

The College will continue to monitor these notices to watch for unexpected increases that would require additional measures.

E-Mail

Morthland College considers email to be a private correspondence between the sender and receiver. In extenuating circumstances, the institution reserves the right to access institutional storage devices when an investigation emerges and policy violations are probable. The institution reserves the right to also access email addresses and files in the following circumstances: 1) routine maintenance of the computer systems, server, and networking, 2) internal and external auditing, 3) disclosure in lawsuits, 4) disclosure to institutional administration, attorneys in defense of the college. All this being presented, the institution shall make every effort to protect the privacy of the student information.

Drug and Alcohol Policy³

Institutions of higher education have had a long-standing concern about the harmful effects of alcohol abuse and the use of illicit drugs. Under the Drug-Free Schools and Communities Act Amendments of 1989, the college is required to notify all employees and students of specific alcohol and drug policy and programs and policies.

Alcohol and Drug Prevention Program and Policy

This policy is intended to educate members of the college community about the health risks associated with the use and abuse of alcohol and other drugs and about the resources available for counseling and therapy. In addition, in order to assure a work and learning environment that promotes the college's mission and proper function, the college prohibits unlawful possession, use, or distribution of alcohol or illicit drugs by faculty, staff, or students on college property or as part of any college activity. Federal and state sanctions also apply to such conduct. Prevention strategies include efforts to change inappropriate community norms regarding alcohol and other drug use, to alter environmental factors that support inappropriate use, and to provide information and skills regarding abuse prevention.

Health Risks

The use or abuse of alcohol and other drugs increase the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death ; physical and psychological dependence; malnutrition; long-term health problems, including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease, ulcers, and cancer of the liver and mouth, throat, and stomach; contracting diseases such as AIDS , through the sharing of hypodermic needles; pregnancy problems including miscarriages, still births and learning disabilities; fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished behavior (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking, which may result in physical or emotional injury, or death; violent behavior towards others, such as assaults and rape ; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug-related arrest, traffic accidents, injuries , and fatalities; negative effects on academic or work performance; conflicts with co-workers, classmates, family, friends , and others; conduct problems resulting in

³ This policy is adopted from and is in most respects identical to the sample drug and alcohol policy from the following publication: Weeks, K.M., Student Handbook Policies, College Legal Information, Inc. (2015).

disciplinary actions, including loss of employment; and legal problems including imprisonment.

Counseling and Treatment Programs

The College encourages individuals with alcohol or other drug -related problems to seek assistance. These offices can also provide additional information on local, state, and national resources for those seeking assistance.

Sanctions

Unlawful possession, use, manufacture, or distribution of alcohol or illicit drugs by faculty, staff, or students on college property or as a part of any college activity may lead to sanctions within the college, the severity of which shall increase as the seriousness of the violation increases. Sanctions include:

- a. A verbal or written reprimand;
- b. Completion of an appropriate rehabilitation program;
- c. A disciplinary warning, with notice that repetition of the offense or continuation of the offense may result in a more serious sanction;
- d. Suspension from the college (student), from employment (employee), or from a specific college activity or facility for a fixed period of time or until completion of specified conditions, such as completion of an appropriate rehabilitation program;
- e. Expulsion from the college (student) or termination of employment (faculty and staff); and/or
- f. Other appropriate sanctions.

Sanctions for violations by faculty and staff shall be imposed pursuant to existing procedures applicable to acts of misconduct. Sanctions for violations by students shall be imposed pursuant to the procedures for hearing student violations of the college policy on alcohol and drugs or pursuant to other approved disciplinary procedures.

External Sanctions

Unlawful possession, use, manufacture, or distribution of alcohol or illicit drugs may also lead to a referral to the appropriate local, state, and/or federal authorities for prosecution for a misdemeanor or a felony, depending on the nature of the offense. The sanctions for such offenses may include fines and/or imprisonment.

Distribution of Policy

A copy of this statement shall be distributed annually to all faculty, staff, and students.

Review of College Program and Policy

Biennially, the college shall review its alcohol and drugs prevention program and policy on alcohol and drugs to determine the program's and policy's effectiveness, to implement changes, if needed, and to ensure that the college's disciplinary sanctions are consistently enforced.

Smoking/Tobacco Policy

Morthland College is a smoke free and tobacco free campus. Smoking and/or the use or possession of any form of tobacco are not permitted on any property owned or leased by the college, or at any event sponsored by the college. Also, any item that mirrors the appearance of these items (including vapor cigarettes) are not permitted.

Hazing⁴

Hazing, defined as an act that endangers the mental or physical health or safety of a student or that damages or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization, is prohibited. Students involved in hazing activities are subject to disciplinary action.

⁴ This policy is adopted from and is in most respects identical to the sample hazing policy from the following publication: Weeks, K.M., Student Handbook Policies, College Legal Information, Inc. (2015).

Sex Discrimination and Sexual Harassment⁵

The full Sex Discrimination and Sexual Harassment Policy is available on the college website at <http://www.morthland.edu/documents/>

Policy Statement

Morthland College is committed to maintaining a community free of sexual harassment and discrimination, and will not tolerate sex discrimination or sexual harassment of any kind. This policy was developed to prevent such conduct from occurring, to ensure that survivors have access to prompt and comprehensive resources, and to address Morthland College's responsibilities pursuant to Title IX of the Education Amendments Act of 1972 and Title VI of the Civil Rights Act of 1964.

Title IX states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

As a recipient of Federal financial assistance, Morthland College does not exclude, deny benefits to, or otherwise discriminate against any person on the basis of sex, gender, gender identity, gender expression, or sexual preference in admission to, participation in, or receipt of the services and benefits under any of its programs and activities, whether carried out by Morthland College directly or through a contractor or any other entity with any involvement in the programs or activities of Morthland College.

Scope of Policy

This policy applies to all students, faculty, staff, board members, administrators, directors, vendors, visitors and persons conducting business with Morthland College ("Morthland College Community Members"). This policy applies to all conduct that interferes with the educational or working environment of Morthland College's students, faculty, or staff, regardless of whether the conduct occurs on or off campus. Sex discrimination and sexual harassment of any kind are absolutely prohibited.

Reporting

Reports of incidents of sex discrimination and sexual harassment, or retaliation for reporting sex discrimination or sexual harassment, should be

⁵ The complaint and appeal procedures set forth in this policy are adopted from and are in most respects identical to the Southern Illinois College Edwardsville Sexual Harassment Complaint Procedures.

made to Morthland College's Title IX Coordinator, who is responsible for initial assessment of all reports of sex discrimination and sexual harassment. Reports may be made by telephone, fax, mail, electronically or in person.

Grievance Procedure

Students and employees who wish for an investigation of a report of an alleged incident of sex discrimination or sexual harassment must complete the "Title IX Complaint Form" included with the full Sex Discrimination and Sexual Harassment Policy as Appendix B.

A complainant may request protective measures during the investigation and/or appeal of a report of alleged sex discrimination or sexual harassment. All respondents will be afforded notice and a hearing prior to imposition of any measures against a respondent, unless deprivation of a respondent's due process rights is legally permissible due to an immediate threat to health, safety or welfare. A full description of the grievance and investigation procedure, including rights of the complainant and accused, are set forth in the full Sex Discrimination and Sexual Harassment Policy.

Disciplinary Action

Employees may be subject to verbal warning, written warning, leave without pay, and termination. Students may be subject to verbal warning, written warning, probation, suspension, expulsion or dismissal. The range of available sanctions for violation of this policy is set forth in the full Sex Discrimination and Sexual Harassment Policy.

Sexual Misconduct and Sexual Violence

The full Sexual Misconduct and Sexual Violence Policy is available at the Student Services Office.

The Survivors of Sexual Misconduct and Sexual Violence Rights and Resources Packet is available at the Student Services Office.

Policy Statement

Morthland College is committed to protecting Morthland College Community Members from sexual misconduct and sexual violence, and providing survivors with comprehensive resources to remain safe and heal after an incident of sexual misconduct or sexual violence. This policy also addresses Morthland College's responsibilities pursuant to Title IX of the Education Amendments Act of 1972, Title VI of the Civil Rights Act of 1964, the Violence

Against Women Reauthorization Act, and the Prevention of Sexual Violence in Higher Education Act.

Scope of Policy

This policy applies to all students, faculty, staff, board members, administrators, directors, vendors, visitors and persons conducting business with Morthland College (“Morthland College Community Members”). This policy applies to all sexual misconduct and sexual violence that interferes with the educational or working environment of Morthland College’s students, faculty, or staff, regardless of whether the conduct occurs on or off campus. Sexual violence and sexual misconduct of any kind are absolutely prohibited.

At all times, regardless of whether an incident occurs or assistance is needed on or off campus, Morthland College will arrange for interim protective measures, safe accommodations, transportation to a medical facility, contact with a survivor’s advocate, and coordination with law enforcement at the request of any survivor.

Reporting and Confidentiality

All victims and witnesses of sexual misconduct and sexual violence involving Morthland College Community Members, on or off campus, are encouraged to report any incident to law enforcement and Morthland College as soon as possible. However, you are not required to report the incident in order to access assistance or advice regarding the incident.

Confidential reports may be made to any of the individuals Morthland College has designated to serve as confidential advisors to survivors of sexual misconduct and sexual violence. Confidential advisors are individuals familiar with Morthland College’s Sexual Misconduct and Sexual Violence Policy and who can provide emergency and ongoing support to survivors. Confidential advisors will not share any personal information about you without your express written consent, unless otherwise required by law, such as required reporting of child abuse. If you choose to proceed with reporting the incident to law enforcement and/or Morthland College, confidential advisors will assist you in the reporting process. Contact information for Morthland College confidential advisors is listed in Appendix B to the full Sexual Misconduct and Sexual Violence Policy and the Survivors of Sexual Misconduct and Sexual Violence Rights and Resources Packet.

Non-confidential reports of incidents of sexual misconduct or sexual violence may be made by a survivor or witness to the Title IX Coordinator, Sexual Misconduct/Violence Coordinator, or any other Morthland College faculty, employee, or staff member. However, all Morthland College employees, faculty and staff, unless bound by legal privilege, who are made aware of an incident of sexual misconduct or sexual violence are required by law to report the incident to the Title IX Coordinator. Only the following Morthland College

employees and staff are exempted from the requirement to report incidents of sexual misconduct or sexual violence:

- Campus mental-health counselors;
- Pastoral counselors;
- Social workers;
- Psychologists;
- Health center employees; and
- Any other person with a professional license requiring confidentiality, or who is supervised by such a person.

Contact information for the Title IX Coordinator and Sexual Misconduct/Violence Coordinator are listed in Appendix B to the full Sexual Misconduct and Sexual Violence Policy and the Survivors of Sexual Misconduct and Sexual Violence Rights and Resources Packet.

Reports to law enforcement may be made by contacting:

West Frankfort Police Department
201 East Nolen Street
West Frankfort, IL 62896
Non-emergency: (618) 937-3502
Emergency: Call 911

Medical Treatment, Forensic and Counseling Services

Contact information for providers of the services listed in this section are listed in Appendix B to the full Sexual Misconduct and Sexual Violence Policy and the Survivors of Sexual Misconduct and Sexual Violence Rights and Resources Packet. In addition, Morthland College will provide assistance in obtaining these services upon request by any survivor.

Pursuant to the Violence Against Women Act and the Illinois Sexual Assault Emergency Treatment Act, any sexual assault survivor is entitled to the following services at no charge:

1. Hospital emergency services;
 2. Forensic services;
 3. Follow-up healthcare;
 4. Ambulance transportation services; and
 5. Medications prescribed to a sexual assault survivor.
- A. Emergency Medical Treatment, Follow-Up Healthcare and Counseling Services. Survivors are urged to immediately seek medical treatment for any injuries resulting from incidents of sexual misconduct and sexual violence. Please call 911 immediately if there is a threat to your health or safety or if you require transportation by ambulance to obtain medical treatment. Morthland College provides free confidential counseling and follow-up healthcare to survivors. Morthland College will only disclose

information obtained from survivors if required by law (such as mandatory reporting of child abuse) or if a survivor provides express written authorization for disclosure. Morthland College will report non-identifying information about the incident for purposes of complying with the Clery Act and the Illinois Prevention of Sexual Violence in Education Act.

- B. **Forensic Services.** All survivors are urged to immediately obtain forensic services, which are free of charge under federal and state law. You do not have to report a crime to obtain forensic services. Obtaining forensic services allows for the safe storage of evidence if a survivor elects to report sexual misconduct or sexual violence to law enforcement at a later date. Contact information for obtaining forensic services is listed in Appendix B to the full Sexual Misconduct and Sexual Violence Policy and the Survivors of Sexual Misconduct and Sexual Violence Rights and Resources Packet.
- C. **Sexual Assault Crisis Centers.** Survivors may obtain further information regarding available resources and services from community-based, state and federal sexual assault crisis centers.

Protective Measures and Accommodations

Survivors may request protective measures during the investigation and/or appeal of a report of alleged sexual misconduct or sexual violence. All will be afforded notice and a hearing prior to imposition of any measures against a respondent, unless deprivation of a respondent's due process rights is legally permissible due to an immediate threat to health, safety or welfare. The following measures may be applied to the complainant or other involved individual:

- Coordination of access to on-campus or off-campus counseling services;
- An order that the respondent have no contact with the complainant while on-campus;
- Modification of coursework;
- Change in class schedule;
- Withdrawal from a course without penalty;
- Change in job assignment or schedule;
- Change in housing;
- Limits on access to Morthland College facilities or activities;
- Voluntary leave of absence;
- Involuntary leave of absence or suspension;
- Academic support services;
- Any other measure the Title IX Coordinator deems compatible with the spirit and intent of this policy.

In order to obtain a legal order of no contact, survivors may also seek an Order of Protection through the Franklin County Circuit Court, 1 Public Square, Benton, IL 62812, (618) 438-6003.

Complaint Resolution Procedures

If you wish to report an incident of sexual misconduct or sexual violence, you must complete the “Sexual Misconduct/Sexual Violence Complaint Form” included Appendix A to the full Sexual Misconduct and Sexual Violence Policy and the Survivors of Sexual Misconduct and Sexual Violence Rights and Resources Packet and submit it to the Sexual Misconduct/Sexual Violence Coordinator. The Sexual Misconduct/Sexual Violence Coordinator will be responsible for initial assessment of the report, coordinating initiation of the investigation, and making referrals as necessary to ensure the conduct is stopped, does not occur again, and the effects of the conduct are addressed.

Within three working days of submitting a complaint, you will be contacted to further discuss the incident. At that time, you will receive further information regarding your rights during the investigation. The other involved individual will be advised of the complaint and provided with an opportunity to respond. At all stages of the investigation, Morthland College will work towards finding a resolution and attempt to resolve your complaint in the least disruptive, prompt and confidential manner. Within thirty days of receiving your complaint, you and the other involved individual will be provided with a written report of the findings of the investigation, as well as any permanent protective measures or discipline that will be imposed.

If you or the other involved individual disagree with the results of the investigation, appeal may be made to the Sexual Misconduct and Sexual Violence Panel within five working days of notification of the results of the investigation. The Panel will conduct a hearing to allow you and the other involved individual to present your evidence, but at no time during the hearing will you be allowed to directly question each other. The Panel will then issue a written report and recommendations.

If you or the other involved individual disagree with the results of the Panel’s report and recommendations, appeal may be made to the Office of the President within five (5) working days of notification of the results of the investigation. The President will review the record and either uphold or reverse the decision being appealed within ten (10) working days of receipt of the appeal.

Survivors may also seek relief through the Equal Employment Opportunity Commission, (1222 Spruce, Room 8.100, St. Louis, MO 63103); the U.S. Department of Education, Office for Civil Rights - Chicago Office (500 W. Madison Street, Suite 1475, Chicago, IL 60661); the State of Illinois Department of Human Rights (222 South College, Floor 1, Springfield, IL 62704); and the courts.

Opportunities for Ministry and Community Service

Opportunities for Ministry and Community Service are available through the Office of Student Services. Opportunities include church services and programs, community events, internships, etc. (TRACS 9.11.g.vi)

Cultural, educational and religious opportunities are also available through the Office of Student Services as these events are made available. (TRACS 9.11.g.h)

Ecclesia

Ecclesia (traditionally chapel) is *required* for all Morthland College traditional students. Ecclesia is held every Wednesdays at 11:00am. If a student misses ecclesia due to illness, family emergency, or college-sponsored event, that student must attend another service. Students who miss for any other reason than those listed above will be required to meet with the Dean of Academic Affairs to give an explanation for the absence. Additional writing assignments, projects may be required. Students may also be given infraction warnings for such conduct. Students who fail to meet with the Dean of Academic Affairs may be barred from classes until the situation is remedied.

Non-residential students who do not have classes on Wednesdays may petition to attend another service for the semester. Arrangements for this must be made at the beginning of the semester with the Dean of Academic Affairs. If a student needs to miss one of these Alternatives, he or she should make arrangements to attend a regularly scheduled Wednesday ecclesia to make it up. Students who do not attend ecclesia as expected will not be allowed to re-enroll the following academic year.

Ecclesia Changes Effective January 1, 2017

Ecclesia will be required for all students every semester Freshman through Senior year. Each semester will count for 1/4 of a credit hour adding up to 2 credit hours. It will be a Pass/Fail course.

Attendance Policy

- Each student is allotted three absences from Ecclesia during the course of a semester without penalty.
- Students that accumulate a 4th absence from Ecclesia will fail Ecclesia for the semester. Each absence beyond that will result in a conference with the campus pastor.

Requirements

- Student Organizations are required to provide at least 2 college-wide community service opportunities per year to the student body.



RESIDENCE LIFE

Residence Halls (TRACS 9.11.g.ix)

Residency Requirements

Residential students with less than 60 total credits are required to live in the Mt. Vernon House, a student approved housing solution unless they live with parents. Effective August 2018, residential students will be required to live all four years in campus-approved housing.

Introduction

Residence Halls are provided to ensure a clean, safe environment for resident students to live. Resident and community rights and responsibilities have been established for residence hall living at the College.

Any questions regarding Residence Life including resident options, resident life, and housing issues should be directed to the Office of Student Services during regular office hours. Resident Assistants (RAs) are also available for assistance in the Residence Halls.

Students who live in the Residence Halls are expected to follow Morthland College Code of Conduct even while in residence living. All students are expected to respond to reasonable requests from staff members. Any form of non-compliance, including, but not limited to, verbal abuse of staff members, will not be tolerated and will result in disciplinary action.

General Expectations

You are asked to help promote a positive and pest-free living experience by being sure to keep your room, floor, commons area, kitchens, bathrooms and other shared living areas clean and picked up. In general, you are to:

- Clean your room.
- Take out the trash
- Conserve electricity and water.
- Be considerate of the volume of your music, computer, conversations and the like.
- Wear appropriate clothing at all times.
- Store personal items in your room, not the commons areas or bathrooms
- Treat fellow residents with respect, consideration and cooperation.

Students are responsible to maintain the room they are occupying in this present condition. Students are responsible for the cost of repairs or replacement of property that is defaced, damaged, or removed. Under no circumstances are

repairs to be undertaken by residents.

Access to Rooms

We respect your right to privacy. There will be times when it is necessary to enter resident rooms, and we reserve the right to do so. Every effort will be made for one of the residents to be present at the time of entry. If a resident is unavailable or someone in the room does not respond to a knock on the door, the door will be opened with a master key. In the case of an extreme emergency, or if there is suspicion of illegal activity, it may be necessary to have the room searched.

Bathrooms

Bathrooms have a full-size tub/shower and an installed shower rod. You will need a shower liner/curtain, as well as towels. You may want to bring a bath mat or bath rug.

Bedding

Your room comes furnished with either a twin or full bed. We can tell you in advance which size your bed is if you ask. Many students find the mattresses are more comfortable with a foam pad or mattress cover in addition to sheets and blankets. Pillows are not provided. Electric blankets, heated mattress pads and heated throws are prohibited.

Cleaning

Students will be expected to provide cleaning supplies and keep their personal and shared living spaces clean. Pests and disease can spread through a building if one apartment is not kept up to safe and sanitary conditions. Regular dishwashing, laundering of clothing and linens, and trash removal is expected.

Conduct

Residents of Mount Vernon Hall will be expected to adhere to the Morthland College student code of conduct and all other policies, including the drug and alcohol policy, at all times. All residents and their guests are expected to respond to reasonable requests from staff members and resident advisors. Any form of non-compliance, including, but not limited to, verbal abuse of staff members, will not be tolerated and will be reported to the college for disciplinary action. Any evidence of criminal activity will be reported to the college and to local law enforcement.

Curfew

Morthland College has a curfew of 11 p.m. to 5 a.m. for students. Exceptions may be granted through the Office of Student Services.

Curtains/Blinds

Window blinds are provided for all windows.

Door Codes

Apartment doors use a keypad system rather than keys. Each resident may have their own PIN to open their apartment door. You are advised to not share your PIN with anyone. Should you need to change your PIN, you may do so at any time. Resident advisors will provide instruction on this process. Private locking mechanisms installed on doors are prohibited.

Dress Code

Residents are expected to wear appropriate clothing at all times in public spaces and shared living areas.

Flooring

Hard flooring is provided in shared living spaces and bathroom. Bedrooms are carpeted. You may bring area or throw rugs to make your living space more cozy.

Furnishings

Apartments come furnished with: couch, coffee table, end table, kitchen table and chairs, beds, desks and desk chairs, and dresser drawers (under the lofted beds). The furniture is neutral and in dark wood tones (espresso). Furniture can be rearranged, but students will be expected to return it to its original positions when moving out. Provided furniture may not be removed from the apartments.

Health and Safety Inspections

Resident advisors will perform walk-throughs of each apartment monthly to ensure the apartment is being maintained in a healthy and safe manner. Students will be notified at least 24 hours in advance of a walk-through. If an apartment is found to be lacking, students will be given 24 hours to remedy the problems.

Internet

Cable Internet is provided in each apartment. Students will need a basic Wi-Fi router (one per apartment - may coordinate with roommates) to connect to the provided cable modem for Wi-Fi service.

Kitchens

Each apartment has a kitchen with a double sink, full-size stove/oven,

microwave and refrigerator/freezer. There is a modest amount of kitchen cabinet space. No kitchenware is furnished — students may want to bring pots and pans, cooking and eating utensils, dishes and glassware. Other items students may want/need: Dish drainer, dish towels, coffee maker, toaster, etc. The following kitchen appliances are not permitted because of the risk of fire: popcorn poppers, hot plates or electric burners, deep fryers, broilers and toaster ovens. There are no dishwashers — students will be expected to wash dishes and clean the kitchen regularly.

Laundry

Laundry facilities are provided on each floor. Quarters are required to operate the machines. Washers are \$1.50 and dryers are \$1. Students are expected to retrieve their laundry on a timely basis, empty lint filters and keep the laundry room clean.

Lighting

All rooms of the apartments are well-lit with overhead lighting. You may bring lamps, if desired. Halogen lighting is not permitted.

Mail

Mailboxes for each apartment are located outside the building at the main entrance. Each apartment will be issued a mailbox key to share. Lost mailbox keys will result in a charge of \$50, which must be paid before the key will be replaced. An outgoing mail slot is also provided. Your address will be:

NAME
505 W. Saint Louis St.
APT NO
West Frankfort, IL 62896

Maintenance

Students are encouraged to report maintenance issues in their apartments promptly. Maintenance requests may be filed with a resident advisor.

Mechanical Rooms

The apartments have mechanical rooms, some containing water heaters and electric breaker boxes. Items may be stored in the rooms, but there must be plenty of space left around the water heaters and breaker boxes, and access to them must not be impeded for our maintenance staff.

Media

Residents should use discretion in their choices of television, music and other entertainment. In general, media with sexual immorality, excessive vulgar language, or inappropriate content of any kind should be avoided. Residents are

expected to respect the wishes of their roommates. A resident advisor may, at his or her discretion, require media to be turned off.

Medical Treatment

We request that a resident advisor be notified if a resident is being taken to an emergency room or hospital for medical treatment.

Meetings

From time-to-time, meetings of the residents of Mount Vernon Hall may be called to deal with building policies, safety procedures, etc. Residents will be required to attend these meetings.

Move-In

Students may move in during set days and times that will be published in advance. At check-in, students will be issued keys and given information about dorm policies. Students will be expected to provide emergency contact information to be maintained by the resident advisors, and may be asked to sign financial aid waivers or provide deposits, depending on payment arrangements made. Resident advisors will be available to answer questions and provide additional information.

Move-Out

Students will be expected to follow a process to check out with a resident advisor, including turning in keys and having a room inspection. This process will be provided to students in advance of the move-out date. Students will be assessed fees for any damages. All personal property must be removed from rooms. Any personal property left in rooms will result in a removal fee billed to the student.

Open Flame Items

Possession or use of candles, oil lamps, incense, or any open flame object is not permitted.

Outside Doors

The outside doors will be locked from midnight to 5 a.m. nightly for safety. The doors will still open from the inside in case of emergency.

Overnights Away

Residents must sleep in their assigned rooms. They may not sleep in another room in Mount Vernon Hall. If a student is going to spend the night away from Mount Vernon Hall, he or she must notify a resident advisor by 8 p.m. In the event of an overnight fire or other emergency, resident advisors must know who is in the building and where they are to be able to help emergency personnel in ensuring the building has been evacuated.

Overnight Guests

Overnight guests are permitted under the following conditions: They may not stay more than two consecutive nights in a semester. The overnight guest must be of college age (18-22), or be an immediate family member of the student host. The overnight guest must be of the same gender. The student host must obtain permission from all roommates and a resident advisor at least 24 hours in advance. Students may not permit anyone else, including other Morthland College students, to regularly stay in an apartment.

Packages

Packages delivered by the U.S. Postal Service are placed in larger package boxes in the main mailbox outside the front door of Mount Vernon Hall. If you receive a package, you will get keys in your regular mailbox that will open the package box. UPS and FedEx also deliver regularly to the lobby of Mount Vernon Hall. There is no one present to sign for packages. Residents will need to make their own arrangements for packages sent with a signature requirement.

Painting

Apartment walls are painted in a neutral color. Students are not permitted to paint, wallpaper or alter the walls in any way.

Parking

Parking is provided on site at Mount Vernon Hall. Student vehicles must be insured, in working order and have valid registrations. Vehicles that do not meet those conditions will be towed at the owner's expense.

Personal Property

Brad McMillin Realty Inc. and/or Morthland College are not responsible for the personal property you bring into Mount Vernon Hall. Some homeowner's insurance policies cover student possessions while they are away at school. Residents and their families are encouraged to consult with their insurance agent about property insurance needs.

Pest Control

The building is sprayed regularly for pests. Should you notice any bugs, please report them to a resident advisor immediately.

Pets

Absolutely no pets of any kind are permitted. Service animals specially trained to assist individuals with disabilities are not deemed "pets" for purposes of this policy. Students may request a service animal accommodation by written request to the Office of Student Services. In order to be eligible for a service

animal accommodation, the following criteria must be met: (1) the student must have a physical or mental impairment that substantially limits one or more major life activities; and (2) the service animal must work, provide assistance, perform tasks or services, or provide emotional support for the benefit of the student with a disability that alleviates one or more of the identified symptoms or effects of the student's existing disability.

Pizza / Food deliveries

Residents will be expected to meet deliveries in the lobby near the front door of Mount Vernon Hall. Do not instruct delivery personnel to go to your apartment, for security reasons.

Posters/Pictures

You may bring things to hang on the wall such as pictures and posters. These items should be hung with sticky tack or Scotch Brand Command strips/mounting squares. It is expected that items hung on walls will be appropriate for public viewing. Scotch tape, foam tape, duct tape, nails or screws may not be affixed to the walls. Because of the fire risk, do not hang anything on or from the ceiling.

Quiet Hours

Quiet hours are 11 p.m. to 6 a.m. Sunday through Thursday nights, and midnight to 7 a.m. Friday and Saturday nights. Students are expected to refrain from talking and other noise in the parking lots and halls during these times, and loud music, TV and gaming is not permitted. Excessive noise that can be heard outside apartments is never permitted, and students are expected to respect their roommates' wishes about noise during non-quiet hours. Additional quiet hours will be announced and enforced during finals weeks.

Resident Advisors

One adult who is staff members at Morthland College lives in the building and serve as resident advisor. He/she here to be a resource for students, and to ensure the policies of both Morthland College and Brad McMillin Realty Inc. are followed at Mount Vernon Hall.

Roommate Problems

Minor conflict with roommates is a part of living with other people, just as there are minor conflicts with siblings and other family members who live together. Students are encouraged to be direct about conflict and try to work out issues among themselves. However, students may seek out the help and advice of resident advisors and/or Morthland College's director of student life in dealing with roommate problems. Room re-assignment requests may or may not be available depending on occupancy levels, and must be approved by both

Morthland College and Brad McMillin Realty Inc.

Safety

Residents will be briefed on evacuation and other safety procedures during a meeting at the beginning of each semester. Attendance at this meeting will be required. In an emergency, students should call 911. Apartments are equipped with smoke detectors, as well as a fire suppression system. Do not tamper with these items.

Smoking

Smoking is prohibited inside Mount Vernon Hall.

Space Heaters

Space heaters of any kind are not permitted.

Storage

Apartments have full-size closets in each bedroom, as well as full-size closets and coat closets in the shared living spaces. There is a vanity in each bathroom with under-sink storage and drawers. Plenty of storage is provided in each apartment. No items may be stored in the public spaces in Mount Vernon Hall.

Subleasing

Subleasing or otherwise renting your apartment to another is strictly prohibited.

Television

A television is installed in each living room, and a basic cable package is provided. If students require a different cable package, resident advisors can provide a contact to call Mediacom and set up an account. Students will be responsible for all bills incurred beyond the basic cable provided.

Trash

A dumpster is provided on the northwest side of the building. Students will be responsible for regularly removing the trash from their apartments to the provided dumpster. Garbage cans/bags in apartments are not provided.

Utilities

Electricity and water are provided. Students are expected to be conservation minded regarding electricity and water consumption.

Vacation Closings

Mount Vernon Hall will close during Thanksgiving, Christmas and Spring breaks. Times and dates of closings will be published by Morthland College in advance. Students are not permitted to stay in the building during these times.

Vending

Soft drink and snack machines will be installed soon on the first floor, near the main entrance.

Visitors

Unless otherwise indicated, visitors are permitted in Mount Vernon Hall between the hours of 9 a.m. and 10 p.m. weekdays and 9 a.m. and midnight on weekends. Visitors must be accompanied by a resident in the halls. Residents are responsible for their visitors' conduct at all times. Visitors are allowed in public spaces and in the shared living room/kitchen of apartments, as long as a student's roommate agrees. Students are expected to respect their roommates' wishes at all times regarding visitors to the apartment. Visitors of the opposite sex are not allowed in private living spaces (bedrooms). This policy applies to all visitors — Mount Vernon Hall residents living in other apartments, other Morthland College students and all others.

Weapons

Firearms and weapons of any kind are not permitted in Mount Vernon Hall.

Windows

Students may not remove window screens or enter or exit through windows, except in the case of emergency. Windows may not be left open at night or during breaks.



DISCIPLINE & GRIEVANCES

Disciplinary Action (TRACS 9.11.g.iv; 10.23; 16.7)

Introduction

The root word of discipline is 'disciple' and the purpose of discipline is to bring repentance and conformity to the image of Christ. While discipline is not enjoyable, it is necessary and beneficial. Hebrews 12:11 says "For the moment all discipline seems painful rather than pleasant, but later it yields the peaceful fruit of righteousness to those who have been trained by it" (ESV). Furthermore, discipline demonstrates true, godly love. Proverbs 3:11-12 says "My son, do not despise the Lord's discipline or be weary of his reproof, for the Lord reproves him whom he loves, as a father the son in whom he delights" (ESV).

At times, it will be necessary to, in love, provide discipline to those who have violated the standards. In all discipline, the end goal is repentance and reconciliation, and while repentance cannot erase consequences, grace will be given to those who show genuine repentance and humility. This policy applies unless a specific procedure for the violation applies, such as those set forth in the Sex Discrimination and Sexual Harassment Policy, Sexual Misconduct and Sexual Violence Policy, and Satisfactory Academic Progress Policy.

It is imperative that we summarize a list of general offenses that are not all-inclusive; however, do include many of the more serious infractions in student conduct. A list of these obvious infractions includes:

- Plagiarism
- Cheating
- Profanity
- Harassment
- Theft
- Hazing
- Quarreling
- Falsification of information with intent to mislead
- Disruptive behavior/attitude in the classroom
- Assault or threatening assault toward a student or employee
- Unauthorized carrying of weapons
- Actions which disrupt educational progress of other learners
- Unauthorized access to college buildings or resources
- Destruction of property
- Violation of policies on electronic systems
- Possession and/or use of illicit substances
- Disrespectful attitudes towards other students, faculty, administration
- Inappropriate or degrading comments in media, social networks, email, etc.

Infraction Warning

If a student violates the Code of Conduct, the student handbook or acts in a manner that is inconsistent with Morthland College, he or she may be issued an Infraction Warning. An Infraction Warning provides the opportunity for the student to be notified of the infraction. The following components will be provided on the Infraction Warning:

1. Identification of the violation.
2. Remarks or notes made by the authority.
3. Remarks or response made by the student.
4. Signature and Date of the authority.
5. Signature and date of the student.

Note: the signature of the student on the infraction warning does not suggest guilt or innocence on the part of the student, only that he or she has received the Infraction Warning and has had an opportunity to make written remarks on the Warning. Infraction Warning Forms are available through the Office of Student Services.

Reprimand

If a student violates the Code of Conduct in a way that is considered a major offense (fighting, damage to school property, gross disrespect for persons, etc.), he or she may be issued a Reprimand. Like the Infraction Warning, the Reprimand will have five components. Identification and Notes made by the authority should be extensive. Reprimand Forms are available through the Office of Student Services.

Behavioral Probation

A student who receives five (5) Infraction Warnings or two (2) Reprimands will be placed on Probation. A student who receives one (1) Reprimand and at least three (3) Infraction Warnings will be placed on Probation. The Disciplinary Committee (identified below) will be convened to determine the requirements of probation. Probation will last for at least one month (which should be considered typical) up to one semester. Additional terms of probation may include:

- Loss of student privileges
- Removal from college leadership positions
- Loss of scholarship
- Requirement to see a Behaviorist or other Professional
- Community service

If probation length requirements go beyond the semester end (i.e. probation is issued two weeks before the conclusion of the semester), the student will remain on probation for a minimum of one month into the next semester.

Suspension

A student who receives two (2) Infraction Warnings or any Reprimands while on probation will be suspended. Suspension is a one-week complete separation from Morthland College in which the student may not participate in any activity or class. The student will receive a "0" for all coursework due during the week of suspension and may receive consequences of his or her inability to participate. Furthermore, the student will lose any and all scholarships. The Disciplinary Committee will determine when the suspension begins.

After the week of suspension, the student will be placed on probation for one month and will be required to see a Behaviorist under the terms described by the Disciplinary Committee.

Expulsion

A student who receives an Infraction Warning or Reprimand while on Suspension or on Probation following Suspension will be expelled from the college and may only return if admitted through the regular admissions process. Expulsion may be immediate or delayed, as determined by the Disciplinary Committee. A student who is expelled without the opportunity to complete the semester will be given a WP (withdraw passing) or WF (withdraw failing) for each course based on his or her current scores.

Criminal or Gross Misconduct

If a student becomes or is perceived to be a physical danger to the organization or members of the organization, or has committed or has been charged with criminal behavior that could conceivably place the organization or members of the organization in physical danger, the Dean of Student Services, the Provost or the President may call an emergency meeting of the full Appeals Committee to recommend immediate expulsion. In such a catastrophic event, the Appeals Committee may interview the student or may refuse to interact with the student, although the student should be given opportunity to explain the situation, provide supporting documentation and defend himself/herself. Immediate expulsion will require the unanimous vote of the committee AND the approval of the President of the College. No appeals for this process will be available since the highest levels of the college have already voted for expulsion.

Committees

Disciplinary Committee: The Disciplinary Committee shall be comprised of the Dean of Student Services, the Department Chair of the student, and a staff member. A two-thirds majority within 48 hours is required for action.

Appeals Committee: The Appeals Committee shall be comprised of the Dean of Student Services, the Dean of Academic Affairs, the Provost, Staff, Faculty and Department Chair. A two-thirds majority within 48 hours is required for action.

Appeals

Infraction Warning or Reprimand: There are no appeals for the Infraction Warning or Reprimand. Neither can individually bring disciplinary action and student responses are encouraged on each form.

Probation: A student who wants to appeal Probation shall meet with the Disciplinary Committee. He or she may bring another person as a witness or observer. The student will have fifteen (15) minutes to present his side and then shall receive questions from the Committee for fifteen (15) minutes. At the conclusion of the presentation and questioning, the student and witness/observer will leave and the committee will determine action. If needed, the committee may deliberate for forty-eight hours to come to a consensus. The student may appeal to the Appeals Committee in similar fashion. The Appeals Committee decision is final.

Suspension: A student may appeal a suspension to the Disciplinary Committee. At this time, the student must show cause as to why he or she should not be suspended. The student will have fifteen (15) minutes to present his side and then shall receive questions from the Committee for fifteen (15) minutes. At the conclusion of the presentation and questioning, the student and witness/observer will leave and the committee will determine action. If needed, the committee may deliberate for forty-eight hours to come to a consensus. The student may appeal to the Appeals Committee in similar fashion. The Appeals Committee decision is final.

Expulsion: A student may appeal an expulsion to the Appeals Committee. The Committee (and the Executive Vice President) will meet with the student for fifteen minutes where the student shall show cause as to why he or she should not be expelled. The Appeals Committee decision must be unanimous in order for the student to be expelled. Failure of the Appeals Committee to reach a unanimous decision will result in the expulsion being overturned. The student may appeal the Appeals Committee decision in writing to the President. The President's decision is final and binding.

Student Complaints and Grievances

At any time, a student may submit a complaint or grievance to the Department of Student Services by completing a “Student Complaint or Grievance Form”. Throughout the process, the student can be assured of confidentiality and persons will be informed on a need-to-know basis. All complaints and grievances will be recorded, evaluated and investigated. Depending on the nature of the complaint or grievance, the college may or may not legally be able to discuss outcomes with the student. Information on filing a complaint may be obtained in the Department of Student Services.

If a student is not satisfied with the handling of the complaint or grievance, then they may submit a complaint one or more of the following:

- TRACS [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9539; e-mail: info@tracs.org]
- Illinois Board of Higher Education [1 N. Old State Capital Plaza, Springfield, IL 62701; Telephone: 271.557.7359; web-based: <http://complaints.ibhe.org>]
- any relevant agency



STUDENT ORGANIZATIONS

Student Government and Organizations (TRACS 16.6)

Student Body President and Vice President

In the spring of each academic year, all members of the institution except the Board of Trustees shall elect a Student Body President and Vice President. The Student Body President is given the right of appearing at the beginning of Board meetings in October and March to present student comments or concerns. Otherwise, Board of Trustee meetings are closed. The Student Body President must have and maintain a minimum cumulative GPA of 2.5, maintain Satisfactory Academic Progress, be in good financial standing at Morthland and have accumulated at least 60 college credits of which at least 24 credits must be from Morthland College. Students interested in being listed as a candidate for Student Body President must sign the Letter of Commitment to the Institution, submit a petition, and write a 500-word essay describing why they want to run and what they hope to accomplish if elected. This process is to be supervised by the Director of Student Life, who will submit candidate materials to the Dean of Student Services for approval. The Student Body President may serve in this capacity from the beginning of the fall semester for a one-year term. No student member may serve in this capacity more than two terms. In the event that a Student Body President is unable to fulfill duties of the position, resigns or is removed, a special election shall be held within 30 days. The Dean of Student Services will facilitate the voting process.

The Vice President must have and maintain a minimum cumulative GPA of 2.5, maintain Satisfactory Academic Progress, be in good financial standing at Morthland and have accumulated at least 24 credits from Morthland College by the beginning of the term. Students interested in being listed as a candidate for Vice President must sign the Letter of Commitment to the Institution, submit a petition, and write a 300-word essay describing why they want to run and what they hope to accomplish if elected. This process is to be supervised by the Director of Student Life, who will submit candidate materials to the Dean of Student Services for approval. (TRACS 9.11.g.vii; 17.5A)

Student Body Representatives

In the fall of each academic year, the members of each class will elect two representatives from their class. Student Body Representatives must have and maintain a minimum cumulative college GPA of 2.5, be in good financial standing at Morthland and maintain Satisfactory Academic Progress. Freshmen must have received a minimum ACT score of 23 and must maintain a minimum

GPA of 2.5 at Morthland College. Students interested in being listed as a candidate as a sign the Letter of Commitment to the Institution and submit an application. In the event that a Student Body Representative is unable to fulfill duties of the position, resigns or is removed, a special election shall be held within 30 days.

Officers of the Student Body Government shall be elected from and by the Student Body Representatives. The President shall not vote for officers except to break a tie. Officers will include Vice President and Secretary. In the first meeting of the Government, open nominations from the floor for each position will be accepted. Ballots will be provided. The Dean of Student Services will facilitate the voting process. (TRACS 9.11.g.vii; 17.5A)

Student Organizations

Students may charter a student organization at Morthland College if the founding documents of the organization meet the standards described below. While Morthland College recognizes the intellectual autonomy of the student body as expressed in our admission standards and encourages collegiality and cohesiveness among the student body, we also seek to maintain our integrity as a faith-based, Christian, interdenominational college. This is part of our social compact with stakeholders throughout the region and part of our mission to uphold the founding principles of Morthland College. Students seeking to assemble under a recognized student organization must form a charter that embodies their bylaws, mission, purpose, goals, and values that are consonant with the standards discovered in the founding principles of Morthland College. We have invoked this standard of approval as a private college.

Students seeking approval of an organization should form their founding documents and submit them to the Dean of Student Services. After review by the Dean of Student Services, Provost, Executive Vice President and President, the President shall either approve or reject the proposed organization. (TRACS 9.11.g.viii)

Student Organization Discipline

Student Organizations must abide by the Student Code of Conduct. Major infractions (hazing, gross misconduct, etc.) of the Code of Conduct may result in the revocation of the organization charter and eliminate formal recognition by the college. The Appeals Committee will address violations of the Code of Conduct to the Officers of the Organization and will recommend action to the Office of the President. The President's decision is final.



SUPPORT SERVICES & HEALTH SAFETY PLAN

Student Support Services

Counseling and Behaviorist Services

Morthland College recognizes the many pressures placed on students during their studies. The institution provides a contracted and licensed behaviorist (social worker) who will provide confidential counseling services for students. Spiritual counseling and guidance is also available through the Chaplain or from Institution Members. (TRACS 9.11.g.xiii)

Career Counseling

Career Counseling is available through the Office of Student Services. (TRACS 16.9)

Inclement Weather

In the event that inclement weather is expected and classes are to be dismissed, a posting on the website shall be provided.

Medical Emergency

If a student has a medical emergency, they will be directed to the nearest Emergency Room or Urgent Care including: (TRACS 9.11.g.xi)

| | |
|-----------------------------------|--------------------------|
| Morthland College Health Services | Franklin County Hospital |
| 309 West St. Louis Street | 205 Bailey Lane |
| West Frankfort, IL 62896 | Benton, IL 62812 |
| 618.932.2200 | 618.435.4731 |

Morthland College Health Services

Morthland College Health Services will provide acute medical care for all Morthland College students, administration and faculty and their immediate family members at a fee of \$25.00 per visit, for acute medical illnesses.

A Mid-Level Provider will be available at specific times throughout the week at 309 West St. Louis Street, Suite C in West Frankfort beginning Sept. 1st, 2015.

The clinic will not bill any insurance companies, Medicare or Medicaid. Payment will be required at time of service and will be accepting cash, check or credit card. In the event a patient would request to have claims processed

through the insurance or third party, then the patient may visit the Health Services located in the same building on the other side of the clinic.

Campus Crime and Safety Policy⁶

(TRACS 9.11.g.iii; 9.11.g.xii)

Statement on Disclosure of Crime Statistics

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the college annually publishes a campus security report that includes security policies and campus crime statistics. This report is comprised of reported incidents. At the end of each year, a new crime report is developed and reported on the website:
<http://morthland.edu/documents/>

Statement on Reporting Criminal Activity

Members of the community are encouraged to be alert to suspicious or criminal activity and to accurately and promptly report criminal actions and other emergencies that occur on the campus. Crime may be reported by: (1) Dialing 911 in an emergency; (2) Contacting Campus Security & Safety at (618) 619-2923 for non-emergencies; or (3) Using the courtesy phones located throughout the campus.

Criminal activity occurring on campus can be reported to the Campus Security & Safety Officers without the victim's name being given. However, the college is required by federal law to record and act upon certain information affecting the safety of the entire college community.

Morthland College meets statutory requirements imposed under federal and state laws for confidentiality, privacy, and public disclosure of investigatory material. As a general matter of law, the college must acknowledge that an alleged crime has been reported and must release basic information about the location and time of occurrence. Disclosure of this information is always done in a way that protects a victim's privacy.

Statement on the Security of Campus Facilities

Access to the campus and facilities of the college is restricted to students, faculty, staff, guests and invitees of the college, except when all or part of the campus, its buildings or facilities are open to the general public for a designated time and purpose. Generally, buildings are secured each evening.

⁶ This policy is adopted from and is in most respects identical to the sample campus crime and safety policies from the following publication: Weeks, K.M., Student Handbook Policies, College Legal Information, Inc. (2015).

Individuals loitering on campus without a legitimate purpose as specified above will be issued trespass warnings and directed to leave the campus; failure to comply with the warning will result in arrest. In the evening, residence hall lobbies are restricted to student residents and residence life staff.

Statement on Campus Law Enforcement

Campus Safety & Security Officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. The college security officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Safety & Security Officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus.

The Safety and Security Officers at the college maintain a highly professional working relationship with local law enforcement. All crime victims and witnesses are strongly encouraged to immediately report the crime to a campus Safety & Security Officer, who will contact the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

Statement on Crime Prevention Programs

The college promotes student awareness by providing crime prevention briefings, posters, and pamphlets.

Students are encouraged to promptly report crime and suspicious activity through various crime awareness and prevention programming sponsored by the college, including the new student orientation and residence life programming.

Students are further encouraged to report criminal activity as outlined in various institution publications, including the Student Handbook and Institutional Handbook.

Statement on Campus Alcohol Use

Alcohol use is prohibited on campus and during student activities, as set forth in the Student Code of Conduct.

Statement on Use of Illegal Drugs

The college prohibits the unlawful possession, use, distribution, manufacturing or dispensing of illicit drugs and controlled substances by its faculty, staff and students on college property or in connection with any college activities. Illicit drugs are not permitted on campus or on any off-campus program. The college's policies relating to the possession, use and sale of controlled substances comply with federal and state laws and local ordinances.

Students are expected to know and comply with the college's regulations as well as federal, state and local laws relating to the use, possession, service and

distribution of illicit drugs and controlled substances. The complete text of the Alcohol and Drug Policy can be found in the Student Code of Conduct and Institutional Handbook.

Statement on Alcohol and Drug Education Programs

Resources are available to help students and employees deal with issues related to alcohol and drug use and misuse. These resources are included in the Alcohol and Drug Policy set forth in the Student Code of Conduct and Institutional Handbook.

Statement on Preventing and Responding to Sexual Offenses

The college's policy on prevention and response to sexual offenses are set forth in the Sexual Misconduct and Sexual Violence Policy, which may be found at the Office of Student Services.

Statement on Obtaining Information on Registered Sex Offenders

The federal Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained.

Persons convicted of sex offenses are required by law to register with the State. Information for registered sex offenders is available at:

<https://www.isp.state.il.us/sox/>

Information on registered sex offenders may also be obtained by contacting the West Frankfort Police Department at:

West Frankfort Police Department
201 East Nolen Street
West Frankfort, IL 62896
Non-emergency: (618) 937-3502
Emergency: Call 911

Statement on Reporting Missing Students

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures. The term "missing student" refers to any student who resides on-campus that is reported missing from the residence.

Any individual who believes that a currently enrolled student is missing should immediately notify the Dean of Student Services by calling the Office of Student Services at 618-937-2127. Upon receipt of this information, the Office of Student Services will commence an investigation. Should the investigation result in the conclusion that the student is missing, and has been missing for 24 hours, the Office will notify the local police and/or the appropriate local law enforcement agency, as well as the student's emergency contact within a span of time not to exceed 24 hours from the time the student was determined to be missing. If the missing student is under the age of 18, and not an emancipated individual, the Office will notify the student's parent or legal guardian immediately after the Office determines that the student is missing, in addition to notifying the contact person designated by the student.

Statement on Hostile Persons

In the event of a hostile person at Morthland College, call 911.

The West Frankfort Police Department
201 East Nolen Street
West Frankfort, IL 62896
(618) 937-3502 or 911 for dispatch

If a hostile intruder/active shooter is Outside your building:

1. Get to a room that can be locked; close and lock windows and doors
2. Turn off the lights
3. Get down on the floor (so that no one is visible from outside the room)
4. Call 911. The Dispatcher will ask for, at least, the following information:
 - a. Your name
 - b. Location of the incident (be as specific as possible)
 - c. Number of shooters (if known)
 - d. Identification or description of shooter
 - e. Number of persons who may be involved
 - f. Your location
5. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
6. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

If a hostile intruder/active shooter is INSIDE your building:

1. Exit (get out of) the building immediately
2. Notify anyone you may encounter to exit the building immediately
3. Call 911. The Dispatcher will ask for at least the following information:
 - a. Your name

- b. Location of the incident (be as specific as possible)
- c. Number of shooters (if known)
- d. Identification or description of shooter
- e. Number of persons who may be involved
- f. Your location

If it is not possible to exit the building:

- 1. Go to the nearest room or office. If you are locked out of all rooms, seek refuge in the nearest restroom, lock yourself in a stall and keep quiet
- 2. Close and lock the door and/or block it (try barricading the door with desks and chairs)
- 3. Cover the door windows
- 4. Call 911 (the Dispatcher will gather information from you)
- 5. Keep quiet and act as if no one is in the room (silence cell phones)
- 6. DONOT answer the door
- 7. Stay in place (calls from unfamiliar voices to come out may be the attacker attempting to lure you)
- 8. Do not respond to any voice commands until you are sure that they come from a Police Officer, or a Campus Safety & Security Officer

If a hostile intruder/active shooter ENTERS your room:

- 1. Remain calm
- 2. Dial 911 (if you can't speak, leave the line open so the Dispatcher can listen to what's taking place)
- 3. Try to escape, but if unable, you must take action to survive. Make a quick survival decision, either:
 - a. Try to negotiate with the hostile intruder/active shooter (perhaps not the most effective measure), or
 - b. Try to hide; bear in mind that being hidden (i.e. behind a wooden door) is not the same as being covered (i.e. behind a steel door), or
 - c. Play dead (pretend to be unconscious), or
 - d. Try to overpower the hostile intruder/active shooter by force (use anything at your disposal and fight for your life); *Only you can decide if this is something you should do*
 - e. If someone other than yourself acts to overpower the hostile intruder/active shooter it is recommended that you assist, as this will increase the chances of success and survival. *Again, only you can decide if this is something you should do*

If the hostile intruder/active shooter leaves your area, and as soon as it is safe:

- 1. Close and lock the door and/or block it (try barricading the door with desks and chairs)
- 2. Call 911 (if not on the line already)

3. DO NOT answer the door and stay in place behind cover
4. Do not respond to any voice commands until you are sure that they come from a Police Officer, a Campus Safety & Security Officer

If you decide to flee during a hostile intruder/active shooter situation:

1. No matter what the circumstances, make sure you have an escape route and plan in mind
2. Do not attempt to carry anything while fleeing
3. Do not attempt to remove injured people (leave wounded victims where they are and notify authorities of their location as soon as possible)
4. Move quickly, keep your hands up high and visible
5. Follow the instructions of any Police Officers you may encounter

What to expect from responding police officers:

Police Officers responding to an active shooter are trained in a procedure known as "Rapid Deployment" and proceed immediately to the area in which shots were last heard. Their purpose is to stop the shooting as quickly as possible. The first officers to arrive will not stop to aid injured people; rescue teams composed of other officers and emergency medical personnel will follow the first officers after areas have been secured to treat and remove injured persons. Please understand that the police will be treating all those they encounter (including you) as possible suspects. When you encounter the police:

1. Remain calm
2. Do as the officers tell you
3. Put down any bags or packages you may be carrying
4. Keep your hands up and visible at all times
5. If you know where the hostile intruder/active shooter is, tell the officers
6. Once out of harm's way remain at whatever assembly point authorities designate
7. Keep in mind that the entire area is still a crime scene; police will usually not let anyone leave until the situation is fully under control and all witnesses have been identified and questioned
8. Do not leave until you have been interviewed and released.

Statement on Fire Safety and Prevention Practices

In the event of a fire, if you see smoke or flames:

- Contain - Contain the fire by closing all doors as you leave.
- Activate - the nearest fire alarm pull station. Pull stations are located near all exits out of the building.
- Report - the fire by dialing 911
- Evacuate - or extinguish. In most cases, it is best to leave the building using the nearest fire exit.

General

- A fire extinguisher should only be used when you
- You have been trained.
- You have the proper type and properly charged unit for the fire you are fighting.
- You have first contained the fire, activated the building alarm and have reported the fire.
- You have your back to an unobstructed exit.
- Everyone else has left the area.
- There is little smoke or flames.
- Never fight a fire if it has left its source of origin, you are unsure of the type of extinguisher you are using or you lack a safe way to escape should your efforts fail. If the fire cannot be brought under control in 30 seconds, then abandon your efforts, close the door(s) and evacuate immediately.

Evacuation

- In the event of a fire or fire alarm, supervisors must be sure that all employees evacuate the building and individuals who may need help are assisted to safety.
- Each office should develop an evacuation plan, which includes a primary and a secondary escape route. Establish a designated area to meet outside the building. This location should be known to everyone in your office and be far enough away from the building to ensure safety and avoid blocking access by emergency personnel.
- Your evacuation plan should also include a way to be certain that everyone has left or is otherwise accounted for when you leave the building.
- Your evacuation plan should also include a way to ensure that everyone has left or is otherwise accounted for when you leave the building.
- Evacuation Tips
- You must leave the building immediately during an alarm.
- Do not "investigate" the source of a potential fire or hazardous material emergency.
- As you leave, close all doors behind you to limit the movement of smoke, flames or noxious odors.
- Walk—do not run—to the nearest exit out of the building.
- Do not re-enter the building for any reason once you have left.
- Gather at your designated area.
- Supervisors should account for everyone on their staff.
- Never use an elevator to exit a building during a fire alarm.

Fire Prevention

- The best defense against fire is always prevention. There are a number of things you can do to help prevent fires. Here are just a few:
- Limit the use of space heaters. Heaters must be UL rated and be equipped with a tip over switch. Plug space heaters directly into a wall outlet. Please contact administration if you plan to use a space heater.
- Smoke only in designated areas. Be certain to properly extinguish all smoking materials.
- Keep all pathways clear. Do not block exits, fire extinguishers or sprinkler heads (18-inch clearance).
- Limit the use of extension cords and power strips. Never use an extension cord and a power strip together.
- Check electrical equipment at the end of the day to be sure it is shut off. Check items such as computers, coffeepots, copiers, fans and other electrical equipment.
- Check for frayed wires and missing grounding plugs on an on-going basis.
- Practice good housekeeping. Never store combustible material such as wood, paper and cardboard near sources of heat. Maintain a minimum distance of 3 feet.
- Equipment such as refrigerators, microwaves and copiers must be plugged into a wall outlet. Never use extension cords for these items.
- Store flammables in designated flammable cabinets. Some examples are aerosol cans, gasoline and oil-based paint.

Training

- Fire extinguisher training is available from EHS. We invite department chairs, directors and supervisors to contact EHS to arrange training for your area(s).
- Fire Extinguisher Training from the local fire department
- Training covers fire safety basics along with an emphasis on the types of fire extinguishers and their proper use. This training involves the "hands on" use of extinguishers with a controlled fire.

Emergency Notifications and Evacuation⁷

Emergency Response

Scope: significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

⁷ This policy is adopted from and is in most respects identical to the sample emergency notifications and evacuation policy from the following publication: Weeks, K.M., Student Handbook Policies, College Legal Information, Inc. (2015)

NOTE: This policy does not apply to immediate threats occurring at non-campus buildings or property.

Immediate Threats

Examples of immediate threats that would trigger an emergency notification include:

- Outbreak of meningitis, norovirus or other serious illness;
- Approaching tornado, hurricane or other extreme weather conditions;
- Earthquake;
- Gas leak;
- Terrorist incident;
- Armed intruder;
- Bomb threat;
- Civil unrest or rioting;
- Explosion;
- Nearby chemical or hazardous waste spill.

Confirmation

The college must confirm the immediate threat prior to issuing an emergency notification. Confirmation means that the threat has been verified and a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available, but rather that there are sufficient facts to support an emergency notification.

Upon receipt of information concerning an immediate threat to the campus community, the Director of Campus Security shall confer with the President to confirm the threat and a course of action. The Director of Campus Security and the President shall gather all available information concerning the threat prior to issuing the warning. However, the sole responsibility for confirming an emergency rests with the Director of Campus Security.

Notification

The college will take immediate steps to notify the campus community once the threat has been confirmed. The method of notification will be commensurate to the threat at hand. The Director of Campus Security will select the appropriate method of notification and determine if the notification should be campus wide or limited to certain segments of the campus community.

Notifications may be made by a phone, text messaging, e-mail messaging, social media, emergency phone lines, signs posted on building entrances and exits, or any other method deemed appropriate under the circumstances.

The institution will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional

judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

Evacuation

Campus security and college officials will work with local law enforcement and other local, state, and federal first responders to orderly evacuate students, faculty, and staff in the event of an emergency. The campus community should follow the instructions of all emergency personnel deployed in the event of an evacuation.

Each college department is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

Testing

The college conducts annual emergency response exercises, which include table top exercises, field exercises, and tests of the emergency notification systems on campus. These annual tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

Disseminating Policy Information

General information about the emergency response and evacuation procedures for the college are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the college web site at www.morthland.edu.

All members of the campus community are notified on an annual basis that they are required to notify Campus Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus.

Statement on Timely Warnings

The Department of Campus Safety posts security alerts on email, on the Campus Website, social media, and at key locations on campus when there are incidents that require public notification either on or off campus. These alerts are issued when the incident is considered a threat to students or employees. The Department also works with the local police and student newspaper to report on safety issues. Timely reports for reported crimes shall withhold the names of victims as confidential. Anyone with information warranting a timely warning should contact the department of Campus Safety.



TUITION, FEES & FINANCIAL AID

Tuition and Fees for 2017-2018 School Year

The following tuition and fee schedule shall apply during the academic year 2017-2018. (TRACS 9.9.m)

Tuition

Students will pay a tuition rate of \$200 per Credit Hour. Students enrolling in 12 or more credit hours are considered full time in the calculation of fees.

Additional Fees (as applicable)

| | |
|-----------------------|----------|
| CLEP Testing Fee | \$90.00 |
| Transcript Fee | \$10.00 |
| Graduation Fee | \$50.00 |
| Independent Study Fee | \$100.00 |
| Lab Fees | \$150.00 |

Withdraws and Refunds

Prior to a semester beginning, students may add or drop courses without penalty. For 16 week courses, students may drop a course or cancel registration until the 14th day of the semester. For 8 week courses, students may drop a course or cancel registration until the 7th day of the semester. During this time, students are eligible to receive a full tuition and fee refund. Courses dropped during the full refund period will not appear on the student's transcript. A student who never attends his or her courses or initiates academic engagement for online courses within the full refund period will also be dropped. Students receiving financial aid or scholarships should contact the Financial Aid Office to learn how

dropping a class will affect his or her eligibility to continue receiving financial aid.

To withdraw from a course(s), students should request to be withdrawn through the Dean of Academics or the Registrar. Withdrawals from a course before the end of the semester will result in a “W” on the student’s transcript. Failing grades will be assigned to students who do not officially withdraw before the 70th day of the course.

A student who officially withdraws after the full refund period may receive partial tuition/fees refund according to the following schedule.

16 Week Course

Withdrawal before the end of the 28th calendar day: 50%

No refund is available for withdrawal on or after the 28th calendar day

8 Week Course

Withdrawal before the end of the 14th calendar day: 50%

No refund is available for withdrawal on or after the 14th calendar day

Before issuing a refund, the Financial Aid Office will refund the appropriate financial aid programs, if applicable. If the student owes the college at the time of withdrawal, the amount owed will be deducted from the amount of any refund available. However, if no payments have been made to the college and then the student withdraws, the student is liable for the full amount of tuition and fees assessed less applicable refunds.

Students who must withdraw to enter either active duty in the United States armed forces or other approved national defense service are given special consideration. Morthland College has established a policy for withdrawing and re-entering for military servicemen and women.

Payments and Payment Plans

By the add/drop date of the applicable semester, all students must have paid in full, have confirmed financial aid ready to meet the full amount of the bill, or be making payments of a formal MC payment plan. Students who fail to meet this will be administratively dropped on the add/drop date.

Online students taking eight-week courses must have paid in full by the add/drop date.

Traditional student accounts (those with a payment plan) must be paid in full by the 60% date of each term/semester, and meet the following payment schedule:

- 50% must be paid by add/drop date of the semester
- 75% must be paid by the 40% date
- 100% must be paid by the 60% date

Financial Aid

Morthland College understands with the rising cost of higher education, it is imperative to have financial assistance. Financial aid comes in many different forms including grants, scholarships, loans, work-study, and veteran's education benefits.

Grants are need based and generally do not have to be repaid. The Federal Pell Grant is the largest student grant program administered by the Department of Education. For 2017-2018, the maximum amount is \$5,870. The Federal Supplemental Educational Opportunity Grant is an additional grant students may receive based on Expected Family Contribution (EFC), enrollment status, date of application, and unmet need.

Scholarships are merit based and vary in the amount. Many scholarships, including Morthland College's institutional scholarships have certain terms and conditions to be eligible and maintain the scholarship each semester.

Loans are monies borrowed to help bridge the gap between other forms of financial aid and the cost of attending college. Unlike grants and scholarships, students are required to repay loans with interest. As of 2017-2018, Morthland College will not participate in the Federal Direct Loan program, however will certify private student loans. Private student loans are similar to federal student loans, however may vary in interest rates and require the borrower or co-borrower to have adequate credit.

Work-study is a program that allows students to earn money for working on-campus. The money earned does not apply to the student's tuition/fees, but rather the student receives a paycheck to help offset other educational expenses.

Veteran's educational benefits are awarded in many different formats. Depending on the student's eligibility, a student receiving veteran's education benefits may receive tuition and fees awards, book stipends, and/or housing allowance.

Verification

Verification is a process in which the Financial Aid Office ensures that the information reported on the student's Free Application for Federal Student Aid (FAFSA) is correct. Approximately 30% of students at Morthland College are selected randomly by the Department of Education. Students selected for verification must complete the required documentation prior to receiving an award notice from the Financial Aid Office. It is imperative that students complete the verification documents as soon as possible to avoid being dropped due to non-payment. Once the student completes all the verification documents and provides other documentation requested, the Financial Aid Office will verify that the information reported on the FAFSA is correct. If any discrepancies are discovered during the verification process, the Financial Aid Office will submit the corrections on the student's behalf. The student will receive an email from the Department of Education with the student's updated Student Aid Report (SAR). Once the Financial Aid Office has a complete file and a correct FAFSA, the office will notify the student of his or her eligibility for federal student aid.

Book Vouchers

Book vouchers may be available to students whose financial aid exceeds the amount on the student's Bursar account the week prior to classes beginning. Students must have a credit balance after all other institutional charges have been paid. Federal student aid cannot be processed until all required documentation is received by the Financial Aid Office. This includes admission documentation and verification documents (if applicable). It is the student's responsibility to make sure his or her financial aid is complete to receive federal student aid.

Disbursement of Aid

The Financial Aid Office will disburse student's aid in two disbursements, one each semester, and will be applied toward the charges on the student's account—tuition, fees, housing, and any other institutional charges. Financial aid is posted to the student's account after the add/drop date (census date). Students whose financial aid exceeds institutional charges will receive a refund that may be used to pay for other educational expenses. The Bursar Office will make refund checks available within 14 days after the credit balance is posted to the student's account. Students have the option to pickup his or her refund check at the Bursar Office or mail to the verified address. After 21 days, the Bursar Office will mail the check to the address the Admissions Office has on file.

Determination of Enrollment for Financial Aid

Federal student aid is based on student's enrollment hours, which is determined on the census date of the semester or at the time financial aid is disbursed. For 16-week courses, the census date is the tenth day of classes. For eight-week courses, the census date is the seventh day of classes.

Federal Pell Grant: Students must be enrolled for at least 12 credit hours in a term at the time of disbursement to receive the full amount of the Pell Grant awarded. Students enrolled in less than 12 credit hours will have a reduced award based on the student's enrollment at the time of disbursement. Federal regulations require that students begin attendance in all enrolled courses. The Financial Aid Office verifies enrollment prior to disbursements. Therefore, if a student has not begun attendance, the student's Federal Pell Grant will be reduced.

Cost of Attendance

Students attending postsecondary education accrue additional costs other than tuition and fees. Morthland College considers both direct and indirect costs in the annual total cost of attendance. Direct costs are expenses the student accrues that are directly related to attending Morthland College. These costs are tuition/fees, books, and supplies. Generally, these costs will appear on the student's Bursar account, if the student used a book voucher to purchase his or her books. Indirect costs are expenses the student accrues while attending Morthland College. These costs are transportation, room and board, and personal

expenses. While indirect costs may not appear on the student's Bursar account, it is expected that the student may have living expenses, which are considered in the total cost.

Exit Counseling

All students who have received Direct Loans are required to participate in Exit Counseling. Exit counseling is provided through the Virtual Financial Aid Office and is also available on <http://www.studentloans.gov>. Exit counseling documentation will be sent to the last known student's personal email address. If no personal email address is available, materials shall be mailed to the last known home address of the student.

Code of Conduct for Education Loans

Morthland College has adopted this Student Loan Code of Conduct to serve as the formal guiding principles in insuring the integrity of the student aid process and ethical conduct of employees in regard to student loan practices. This policy applies to all employees who work in the Financial Aid Office as well as all the employees of Morthland College. This policy is in accordance to the requirements established by the 2008 Higher Education Opportunity Act.

The Student Loan Code of Conduct also confirms that Morthland College does not have preferred lender arrangements of any kind or a preferred lender list. Furthermore, Morthland College and its employees will not enter into any type of revenue sharing arrangement with any lender, guarantor, or servicer. Any gifts to the employees of the college are prohibited from a lender, guarantor, or servicer of education loans. Gifts include any gratuity, favor, discount, entertainment, hospitality, loan, or other item (I.e. a gift of service, transportation, lodging, or meals). Financial Aid Office employees shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit as compensation for any consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans. Morthland College does not participate in the Federal Direct Loan program. Terms and conditions for the Direct Loan program may be more favorable for students. Therefore, students should exhaust all other financial aid opportunities prior to private student loans. Morthland College does not have any preferred lender arrangements that give any lender an advantage in securing business from the students at Morthland College neither does the college accept material benefits including revenue or profit sharing to the institution or an employee of

the institution. The student has the autonomy to choose his or her lender. Students should be responsible for reviewing the borrower benefits and lender services. Morthland College will not deny a student's loan based on the borrower's selection of a particular lender or guaranty agency. Morthland College will not request or accept from any lender, guarantor, or servicer of student loans any assistance with call center staffing or financial aid office staffing. Employees of the Financial Aid Office who serve on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors are prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

Satisfactory Academic Progress

Policy Overview

Students receiving financial aid are expected to make satisfactory academic progress to receive a degree as a condition to receive federal student aid. Before determining a student's eligibility for receiving federal student aid, the student's entire academic history at Morthland College is reviewed including transfer credits, remedial courses, repeated courses, incompletes, high school dual credit courses, and withdraws. Even if a student has not previously received financial aid, the student's entire academic history must be reviewed, if the student is applying for federal student aid.

Satisfactory academic progress is measured by the following three items:

1. Completion requirements: All students must complete a minimum of 67% of hours attempted.
2. GPA requirements: All students must maintain a minimum cumulative grade point average (GPA) of 2.00.
3. Maximum timeframe: All students must complete their degree program within 150% of the number of credits required to complete his or her program.

Programs Covered by this Policy

Federal Grant Programs:

- Pell Grant
- Iraq and Afghanistan Service Grants
- Supplemental Educational Opportunity Grant (SEOG)

Federal Work Study

Completion Requirements

All students are required to maintain a minimum completion rate of 67%. A student's completion rate is measured by the total number of credit hours successfully completed (i.e. passed) divided by the total number of credit hours attempted. A student who does not have a 67% completion rate or higher at the time satisfactory academic progress is reviewed, will be considered not meeting minimum satisfactory academic progress.

Grades of A, B, C, D, and P are considered attempted and successful completed. Grades of E, F, I, and W are considered attempted and unsatisfactory towards the student's cumulative GPA. Students should be aware that excessive withdrawals and/or failing grades will prolong the amount of time required to graduate.

Incompletes must be successfully completed by the end of the following semester, otherwise the student will receive a failing grade. Incompletes are considered in hours attempted, but not in determining a student's GPA. However, if the student does not complete the course for which he or she received an incomplete, the "I" becomes an "E," which will be calculated in both the student's completion rate and cumulative GPA.

Repeated courses are calculated in attempted hours, however the higher grade will be calculated in determining the student's cumulative GPA.

Transfer courses accepted by Morthland College are calculated in attempted hours but are not included in the calculation of the student's cumulative GPA.

Academic amnesties are not considered for financial aid satisfactory academic progress. Any courses included in the academic amnesty will not be excluded from GPA and attempted hours.

Audited courses are also not counted within this policy since no academic credit is granted. Federal student aid does not pay for audited classes and therefore will be reduced to exclude an audited course.

Cumulative Grade Point Average (GPA)

Students are required to maintain a 2.00 cumulative grade point average (GPA) to receive and continue to receive federal student aid. For repeat courses, the higher grade will be calculated in determining the student's cumulative GPA. Grades of A, B, C, D, and E are calculated within the GPA. Students who have not achieved and maintained a minimum GPA of 2.00 or higher at the time satisfactory academic progress is reviewed will be considered not meeting minimum satisfactory academic progress.

Maximum Timeframe

Students are expected to complete their degree program within a reasonable timeframe. A student may not exceed more than the allocated credit hours allowed over the course of obtaining his or her degree. With 125 credit hours needed to complete degree requirements, a student must complete his or her program of study within 187.5 attempted hours. Students who exceed the allocated credit hours are considered not meeting minimum satisfactory academic progress.

While a student is allowed to change his or her major during the course of study, students should be aware that the hours from a previous program of study will also be counted towards the student's maximum timeframe. The longer a student stays in school, the more likely he or she will not meet the satisfactory academic progress policy due to the maximum timeframe limitations.

Monitoring Intervals/Warning Status

Satisfactory academic progress is monitored at the conclusion of each semester. Following this evaluation, any student who has failed to maintain satisfactory academic progress will be placed on financial aid warning. This warning status allows the student an opportunity to rectify his or her academic progress while continuing to receive federal student aid (students may receive federal student aid while on warning status). Morthland College will notify a student of his or her warning status through US mail to the address that has been provided by the student as well as through the student's email. This notification will inform the student of his or her academic standing and the ramifications of not improving his or her academic standing.

Financial Aid Suspension

Students who fail to meet the minimum standards of academic progress in the semester or term following the warning status will be placed on financial aid suspension. A student who has been placed on financial aid suspension is not

eligible to receive federal student aid. Morthland College will notify a student of his or her suspension status through US mail to the address that has been provided by the student as well as through the student's email. The notification will inform the student of his or her academic standing and outline how the student may reestablish eligibility.

Appeal Process

A student whose financial aid was suspended for not meeting the minimum requirements for satisfactory academic progress may appeal the suspension by filing a Satisfactory Academic Progress Appeal Form with the Financial Aid Office. An appeal does not guarantee the appeal will be approved. Appeals must be based on an extenuating circumstance (i.e. illness, natural disaster, death in family, etc.) that prevented the student from meeting the minimum standards for satisfactory academic progress. Appeals are reviewed by the Director of Financial Aid. Incomplete appeals or appeals submitted without the necessary documentation to substantiate the basis for the appeal will not be considered until additional information is provided.

Academic Plan

As part of filing a Satisfactory Academic Progress Appeal Form, a student may be required to complete an academic plan for success. In that case, the student must meet with his or her academic advisor to establish and follow an academic plan that will be followed. The student should make his or her advisor aware of the circumstances that prohibited the student from meeting minimum satisfactory academic progress and determine a way forward.

Academic plans will be monitored for students who had previously received approval from an appeal. The student must meet the terms and conditions of his or her academic plan at the end of each probationary period. A student who deviated from the established academic plan and/or did not meet the conditions from the previous appeal will be placed on financial aid suspension.

Appeal Notification

The Director of Financial Aid will notify the student of the results of the student's appeal using two forms of communication: 1) Morthland College email and 2) US mail to the address that has been provided by the student.

Appeal Approval

If an appeal is approved, the student will be placed on probation and eligible to receive federal student aid for one semester or term. Probation status allows for an additional semester to improve the student's academic progress. Students must meet the terms and conditions of the appeal and academic plan. At the end of the student's probation period, the Financial Aid Office will review the student's academic progress. Students who do meet the terms and conditions of his or her appeal will be allowed to continue to receive federal student aid. Students who do not meet the terms and conditions of his or her appeal and do not show improvement during probation period will be placed on financial aid suspension and disqualified from receiving further federal student aid.

Appeal Denial

If the appeal is denied, the student will remain on financial aid suspension and be ineligible to receive federal student aid. A student whose appeal has been denied by the Director of Financial Aid may appeal that decision to the Appeals Committee. The Appeals Committee is comprised of the Dean of Student Services, the Provost, and a faculty representative. If the Appeals Committee approves the student's appeal, the student will be placed on probation and may continue to receive federal student aid. If the Appeals Committee denies the student's appeal, the student will remain on financial aid suspension and be disqualified for receiving further federal student aid.

Financial Aid Reinstatement

Students who lose financial aid eligibility for not meeting the minimum standards of satisfactory academic progress may restore his or her eligibility by rectifying the deficiency in completion rate and/or grade point average. However, please be advised that neither paying for classes with the student's own funds or not enrolling for a semester will rectify a student's financial aid suspension status. A student who has been placed on academic suspension by the Registrar, but is subsequently allowed to re-enroll is not automatically eligible to receive federal student aid. A student who has lost eligibility due to failing to complete his or her degree work within the maximum timeframe may not restore financial aid eligibility.

Leave of Absence

Leave of Absence (LOA) is defined as the temporary interruption in a student's program of study. A student who plans to complete his or her degree through Morthland College but must, for medical or other significant reasons, withdraw

for no more than one semester must complete a "Request for Leave of Absence" form available through the Office of Student Services and return it to the Dean of Student Services no less than 30 days before the Leave of Absence is requested to begin. This form will identify the beginning and ending dates of the leave of absence and provide reasons for the leave. Approvals for LOA will be granted through the Office of Student Services if the reason for LOA is deemed appropriate and if school officials expect the student to resume education after the one semester leave of absence.

The total amount of time granted for Leave of Absence in one twelve-month period cannot exceed 180 days. Students may not receive any loan monies during the leave of absence. Students who do not return after the approved leave of absence will likely affect the student's loan repayment terms including the expiration of the student's grace period.

Return of Title IV Funds Policy

The Department of Education requires institutions to apply the Return to Title IV Funds policy for students withdrawing from the college who receive Title IV financial aid. Title IV financial aid includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), and Iraq and Afghanistan Service Grants. Though federal aid is posted to a student's account at the beginning of each period, the student earns the student aid as the period progresses. Therefore, when a student completely withdraws from school during the payment period or does not complete a payment period, a portion of the total amount of federal Title IV aid disbursed to the student must be returned to the financial aid programs. The requirements for Title IV program funds when the student withdraws are separate from the tuition refund policy. Therefore, the student may still owe funds to the institution to cover unpaid institutional charges. The portion that must be returned is based on the percentage of time the student remains enrolled in school. This procedure is based on the date of withdrawal. Students who remain enrolled for 60% or more of a semester will be eligible to keep 100% of the total Title IV aid disbursed to them.

Determining Earned Aid

Title IV financial aid is earned by the calendar day, not class day. This includes weekends, holidays, and breaks of less than five consecutive days. Federal regulations require Morthland College to determine the amount of Title IV aid the student has earned after withdrawing and either disburse any additional

funds the student may be entitled to receive or return funds in excess of the amount earned which the student has already received.

Order of Aid to be Returned

Funds will be returned first to the Title IV loan program and then the Title IV grant programs in the following order:

- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Iraq Afghanistan Service Grant

Notification to Student

Once the Financial Aid Office calculated the Return to Title IV, the student will be notified of the aid returned to the Department of Education and if the student has an outstanding balance due to the Return to Title IV calculation.

Determination of Withdrawal Date

Withdraw date is defined as 1) the date the student submits the completed Withdraw Form, 2) the date a student notifies the Dean of Academic Affairs indicating his or her desire to withdraw, or 3) the last date of attendance, determined by instructor of the last date of academically related activities. Students enrolled in module courses (i.e. courses that do not span the entire length of the payment period) and withdraw before the second module course(s) begins, the student must provide written confirmation of intent to attend the second module. Regardless, if the student completes the first module but does not begin or complete the second module, the student will be considered a Return to Title IV and must return a portion of his or her Title IV aid.

(TRACS 9.9.0)

Post Withdrawal Disbursements

If it is determined that a student had earned Title IV funds which had not yet been disbursed to them he or she may be offered a post-withdrawal disbursement. Any post-withdrawal disbursement must be made within 180 days of the student's official withdrawal date. Morthland College must disburse any amount of a post-withdrawal disbursement of grant funds that has not been credited to the student's account as soon as possible but no later than 180 days after the date the student's official withdrawal date. A post-withdrawal

disbursement of Title IV grants does not require permission from the student. A student's permission is not required to credit a student's account with the post withdrawal distribution for current charges for tuition, fees, and room and board up to the amount of the outstanding charges.

Title IV Credit Balances

Title IV credits are placed on hold once the institution determines that a student has withdrawn. Any Title IV credit remaining after the R2T4 calculation and resulting adjustments must be paid to the student within 14 days of the calculation.

Notice of Financial Aid Penalties for Drug Law Violations

Students convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student received Federal Title IV HEA funds, will lose eligibility for all Title IV HEA grant, loan, and work-study assistance. However, the student may regain eligibility before that time period expires under the conditions described below.

An illegal drug is a controlled substance defined by section 102(6) of the Controlled Substances Act (21 U.S.C 801 (6)), and does not include alcohol or tobacco.

Possession

If a student has been convicted for possession of a controlled substance-

- i. Only one time for possession of illegal drugs, the student is ineligible to receive Title IV HEA program funds for one year after the date of conviction;
- ii. Two times for possession of illegal drugs, the student is ineligible to receive Title IV HEA program funds for two years after the date of the second conviction; or
- iii. Three or more times for possession of illegal drugs, the student is ineligible to receive Title IV HEA program funds for an indefinite period after the date of the third conviction.

Sale

If a student has been convicted for a sale of a controlled substance-

- i. Only one time for sale of illegal drugs, the student is ineligible to receive Title IV HEA program funds for two years after the date of conviction; or
- ii. Two or more times for sale of illegal drugs, the student is ineligible to receive Title IV HEA program funds for an indefinite period after the date of the second conviction.

A student who successfully completes a drug rehabilitation program after the student's most recent drug conviction regains eligibility on the date the student successfully completes the program.

A drug rehabilitation program is one which:

- 1) Includes at least two unannounced drug tests; and
- 2) Has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program;
 - a. Is administrated or recognized by a Federal, State, or local government agency or court;
 - b. Has received or is qualified to receive payment directly or indirectly from a Federally- or State-licensed insurance company; or
 - c. Is administered or recognized by a Federally- or State-licensed hospital, health clinic or medical doctor.

Notice Regarding Financial Aid Penalties

Federal regulations require institutions to provide each student, upon enrollment, a separate, clear and conspicuous written notice that advises the student of financial aid penalties for drug convictions. Morthland College does this at the beginning of each term by sending an email to all students currently enrolled to the student's Morthland email address.

Notice to Students Who Lose Eligibility

Students respond to questions regarding drug convictions when completing the Free Application for Federal Student Aid (FASFA). This information is received by the Financial Aid Office. A student who is ineligible for financial aid due to a drug conviction will be notified by the Financial Aid Office of the loss of financial aid eligibility. Information on the ways in which the student can regain eligibility will be included with the notification.



CALENDARS AND CONTACT INFORMATION

Academic Calendar 2017-2018

Traditional Students

Fall 2017 Schedule

| | |
|----------------|------------------------------------|
| August 14 | Student Move In Day |
| August 14 | Convocation (REQUIRED) |
| August 15 | Student & Parent Orientation |
| August 16 | First Ecclesia |
| August 16 | Classes Begin |
| August 30 | Add/Drop Date |
| September 4 | No Classes (Labor Day) |
| September 18 | Constitution Day |
| October 9-10 | No Classes (Columbus Day Break) |
| November 10 | No Classes (Veterans Day Observed) |
| November 20-24 | No Classes (Thanksgiving Break) |
| December 8 | Last Day of Classes |
| December 11-13 | Final Exams |

(M15.T15.W16.R16.F15)

Spring 2018 Schedule

| | |
|-------------|-------------------------------------|
| December 1 | New Student Application Deadline |
| December 15 | Registration Deadline |
| January 9 | New Student Orientation |
| January 10 | Classes Begin |
| January 15 | No Classes (Martin Luther King Day) |
| January 24 | Last Day to Add/Drop |
| February 19 | No Classes (President's Day) |
| March 12-16 | No Classes (Spring Break) |
| March 30 | No Classes (Good Friday) |
| May 7 | Last Day of Classes |
| May 8-10 | Final Exams |
| May 12 | Graduation |

(M14.T15.W16.R16.F15)

Academic Calendar 2017-2018

Online Students

2017

September 1 Classes Begin – September Session
September 7 Add/Drop Date – September Session
October 31 Last Day of Classes – September Session

November 1 Classes Begin – November Session
November 7 Add/Drop Date – November Session
December 31 Last Day of Classes – November Session

2018

January 1 Classes Begin – January Session
January 7 Add/Drop Date – January Session
February 28 Last Day of Classes – January Session

March 1 Classes Begin – March Session
March 7 Add/Drop Date – March Session
April 30 Last Day of Classes – March Session

May 1 Classes Begin – May Session
May 7 Add/Drop Date – May Session
June 30 Last Day of Classes – May Session

July 1 Classes Begin – July Session
July 7 Add/Drop Date – July Session
August 31 Last Day of Classes – July Session

Contact Information

| | |
|----------|--|
| Contact: | Morthland College |
| Address: | 202 E. Main Street West Frankfort, IL 62896 |
| Phone: | 618-937-2127 |
| Fax: | 618-937-3137 |
| Email: | info@morthland.edu |
| Web: | www.morthland.edu |

Morthland College Student Handbook



Home of the Patriots