



Consumer Information
 Morthland College
 202 East Oak / PO Box 429
 West Frankfort, Illinois 62896
 www.morthland.edu

SECTION 1:

Institutional & Financial Assistance Information for Students

METHOD OF DISCLOSURE

This document will remain available on the Morthland College website by direct link under the Admissions tab. It will also be available in print, upon request, to any student, prospective student, parent, employee of Morthland College, or community member. Consumer Information is maintained through the Office of Compliance. General questions may be directed to Paul Lemon at plemon@morthland.edu.

FINANCIAL ASSISTANCE AVAILABLE:

Morthland College participates in the Title IV Federal Aid Program and accepts the GI Bill for qualified applicants. For more information about Federal Student Aid and the Free Application for Federal Student Aid is available at <http://fafsa.ed.gov>. Morthland College's FAFSA code is 042279. MC scholarships, private scholarships, tuition reductions, and forgivable loans may be available depending on funds. The Office of Financial Aid oversees the financial aid and scholarship process. Questions may be directed to Cathie Mieldezis at cmieldezis@morthland.edu.

ESTIMATED COST OF ATTENDANCE (2016-2017)

	Per Semester Non-Athlete	Per Semester Student Athlete	Per Year Non Athlete	Per Year Student Athlete
Tuition	\$380 per credit hour			
Tuition for 12 Credit Hour Semester	\$4560	\$4560	\$9120	\$9120
Tuition for 15 Credit Hour Semester	\$5700	\$5700	\$11400	\$11,400
Estimated Fees	\$2830	\$3130	\$5660	\$6260
Estimated Cost of Books/Supplies	\$375	\$375	\$750	\$750
Estimated Cost of Housing	\$500/Month			
Estimated Cost of Food (three meals per day)	\$550/Month			

NET PRICE CALCULATOR (2016-2017)

Estimated annual cost for non-athlete student taking fifteen (15) credit hours per semester (not including living expenses)	\$18,350
Estimated annual cost for student athlete taking fifteen (15) credit hours per semester (not including living expenses)	\$17,810
Estimated annual cost for student athlete taking fifteen (15) credit hours per semester plus ten months of food at \$550/month and rent at \$500/month	\$28,850

REFUND OF TUITION AND FEES

Students who officially withdraw from Morthland College before the add/drop date for a particular course or courses shall be entitled to a full refund of all fees except a \$100 administrative fee. Adjustment to the student tuition accounts for withdrawal, termination, dismissal, or suspension are made according to the following schedule based upon a *fifteen or sixteen week* semester.

- Withdrawal before the end of the 21st calendar day: 75%
- Withdrawal before the end of the 28th calendar day: 60%
- Withdrawal before the end of the 35th calendar day: 50%
- Withdrawal before the end of the 56th calendar day: 25%
- After the 56th calendar day, there are no refunds, except as required by Title IV Regulations.

Adjustment to the student tuition accounts for withdrawal, termination, dismissal, or suspension are made according to the following schedule based upon an *eight-week* semester.

- Withdrawal before the end of the 14th calendar day: 75%
- Withdrawal before the end of the 21st calendar day: 50%
- Withdrawal before the end of the 28th calendar day: 25%
- After the 28th calendar day, there are no refunds, except as required by Title IV Regulations.

Adjustment to the student tuition accounts for withdrawal, termination, dismissal, or suspension are made according to the following schedule based upon a course length of approximately four weeks.

- Withdrawal before the end of the 7th calendar day: 75%
- Withdrawal before the end of the 10th calendar day: 50%
- Withdrawal before the end of the 14th calendar day: 25%
- After the 18th calendar day, there are no refunds, except as required by Title IV Regulations.

RETURN OF TITLE IV FUNDS POLICY

If students completely withdraw from school during the semester, a portion of the total amount of federal Title IV aid disbursed to them must be returned to the financial aid programs. 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. For example, students who remain enrolled for 10% of a semester will be eligible to keep 10% of the total Title IV aid disbursed to them. The balance (or 90%) must be returned to the Title IV Program(s). 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. When students withdraw, the financial aid office will automatically use the students' institutional refund as payment toward what must be returned to the Title IV programs. However, students may be required to repay a portion of the aid funds that were directly disbursed to them in the form of a residual check. The student will be notified of and billed for any funds that must be repaid. Student loan funds are to be repaid according to the terms of the loan. Funds will be returned first to the Title IV loan program and then the Title IV grant programs in the following order:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal PELL Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- The student

DETERMINATION OF WITHDRAWAL DATE

Withdraw date is defined as 1) the date the student submits the completed Withdraw Form, 2) the date a student sends an email from his or her student email account to the Dean of Student Affairs indicating his or her desire to withdraw, or 3) the last date of attendance, determined after fourteen consecutive calendar days in which the student does not attend class and has not made any contact with the college. In the event that a student cannot email or submit the Withdraw form, he or she may declare by phone his or her desire to withdraw to the Dean of Student Affairs. Further written verification by the student is required for official withdraw, however, in this case, the date of the phone call will serve as the withdraw date.

STATEMENT OF ACCREDITATION

Morthland College is a member of the Transnational Association of Christian Colleges and Schools (TRACS) [15935 Forest Road, Forest, VA 24551; Telephone: 434.525.9559; e-mail: info@tracs.org] having been awarded Accredited Status as a Category II institution by TRACS' Accreditation Commission on April 29, 2014; this status is effective for a period up to 5 years. TRACS is recognized by the United States Department of Education (USDE), the Council for Higher Education Accreditation (CHEA) and the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

COPYRIGHT LAWS:

Unauthorized distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. The legal penalties for copyright infringement are¹:

1. Infringer pays the actual dollar amount of damages and profits.
2. The law provides a range from \$200 to \$150,000 for each work infringed.
3. Infringer pays for all attorneys fees and court costs.
4. The Court can issue an injunction to stop the infringing acts.
5. The Court can impound the illegal works.
6. The infringer can go to jail.

Copyright violations include the downloading and sharing of copyrighted digital music, videos, etc. as well as printed materials. MC students who violate federal copyright laws are subject to disciplinary action up to and including expulsion. Furthermore, if appropriate, federal or state authorities will be notified of the violations.

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.

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.

STUDENTS WITH DISABILITIES

With few exceptions, Morthland College facilities are ADA compliant and are accessible to students with physical disabilities. Reasonable accommodations will be made for any student who has a physical disability. Questions or concerns can be addressed to the Director of Operations, Paul Lemon at plemon@morthland.edu.

Students who have documented learning disabilities and who would like special accommodations made must notify the Dean of Academic Affairs in writing and supply supporting documentation. Accommodations will be made as appropriate for individual students. Questions or concerns can be addressed to the Dean of Academic Affairs, Dr. Ginger Stelle, at gstelle@morthland.edu.

VACCINATIONS

Morthland College students are not required to submit documentation verifying vaccinations.

VOTER REGISTRATION

Students are encouraged to participate in the constitutional republic in which we live through voting. For Illinois residents, voter registration is available online at <https://ova.elections.il.gov>.

¹ Retrieved on June 4, 2015 from <https://www.lib.purdue.edu/uco/CopyrightBasics/penalties.html>

SMOKING, DRUG AND ALCOHOL ABUSE POLICY

Morthland College strongly discourages drug or substance abuse by any of its students, faculty, staff, or officers. Unlawful possession, use, manufacturing, dispensation are strictly prohibited by the Institution. The Institution reserves the right to take necessary action to stop, correct, prevent, or discipline behavior that violates this policy. Disciplinary action may include oral warnings, written warnings, demotion, transfer, suspension, or dismissal.

Morthland College is a smoke free and alcohol free institution. Students are not permitted to smoke or consume alcoholic beverages on any property owned or leased by the institution or smoke or drink alcohol during any function of the college.

STATEMENT OF NON-DISCRIMINATION AND DIVERSITY

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, athletic, and other school administered programs. Students who believe they may have been discriminated against may contact the Dean of Student Affairs at the institution's address or telephone number 618-937-2127.

TEXTBOOK INFORMATION

Textbook information is available on the website prior to the beginning of each semester. Textbooks are also available in the Ink and Quill Bookstore on Morthland College's campus.

CONTACT INFORMATION FOR INSTITUTIONAL DIVISIONS

Admissions – Cathie Mieldezis, Dean of Student Affairs (cmieldezis@morthland.edu)

Academics – Jason Dorris, Chancellor (jdorris@morthland.edu)

Facilities and Health/Safety – Will Sisk, Director of Physical Plant (wsisk@morthland.edu)

Financial Aid and Scholarships – Kari Ellet, FAA (kellet@morthland.edu)

Athletics – Reid Cure, Athletic Director (rcure@morthland.edu)

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CONSTITUTION AND CITIZENSHIP DAY

As required by Title IV regulations, Morthland College participates in Constitution Day on September 17 of each year.

COLLEGE NAVIGATOR WEBSITE

Morthland College information is available on the College Navigator Website at the following address:

<https://nces.ed.gov/collegenavigator/?q=morthland+college&s=all&id=483984#retgrad>

TEACHER PREPARATION REPORT - Not Applicable to MC

SECTION 2:

Drug & Alcohol Prevention

SMOKING, DRUG AND ALCOHOL ABUSE POLICY

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DRUG TESTING POLICY

The purposes of this policy is to educate **student-athletes (SA)**, about the dangers of drugs and alcohol and to help them make the correct, informed decision to avoid their use. In light of health, safety and social concerns, the Department of Athletics has implemented a mandatory program of alcohol and drug education, drug testing, and counseling/rehabilitation to assist and benefit SA and SSS. In addition, a mandatory counseling/rehabilitation program will be required of any student-athlete involved in alcohol or Substance abuse with resultant social misbehavior (e.g., DWI, destruction of property, assault).

Definition

1. **Controlled or Illegal Drug** – Includes narcotics, hallucinogens, depressants, stimulants, look-alike drugs or other substances which can affect or hamper the senses, emotions, reflexes, judgment, or other physical or mental activities. Included are controlled medications or substances not prescribed for current personal treatment by a licensed health practitioner in a medical setting to address a specific physical, emotional, or mental condition.
2. **Legally Prescribed Medication** – Includes drugs prescribed by a licensed practitioner and over-the-counter drugs which have been legally obtained and are being used in the appropriate amount solely by the individual and for the purpose for which the medication was prescribed or manufactured.
3. **Banned Drug Classes** – Morthland College will use the NCAA Banned Drug Classes list which can be found in Appendix A. This list is non-exhaustive. Morthland College reserves the right to amend or edit this list at any time.
4. **Positive Drug Test** – Defined as a test result determined to be positive by a certified Medical Review Officer. A drug test will be performed on a biological specimen. Student-athletes who fail to arrive at the collection station at the designated time without justification, fail to provide a biological specimen according to protocol, leave the collection station before providing a specimen according to protocol, attempt to alter the integrity or validity of the biological specimen and/or collection process, or otherwise are uncooperative with administration of the test, will be treated as having a positive drug test. Proper documentation of notifying the student-athlete will be noted on drug testing forms.
5. **Student-Athlete** – A person who is on an active roster and/or receiving athletic grant – in – aid at the institution.

Drug Testing Program

1. The Drug Testing Program is administered by NovaCare, a subsidiary of Select Medical in West Frankfort, IL, under the direction of the Director of Athletics
2. Drug testing is necessary both to deter drug use and to detect such use as it occurs, so that drug abusers, and the threat of injury they represent to themselves and others, may be removed from the Department of Athletics.
3. So that no one participant might have an artificially induced advantage.
4. Participants utilizing inappropriate substances are not physically fit for intercollegiate sports and, therefore, pose a risk of serious injury to themselves and others in the course of practice and competition.
5. Student-athletes will be randomly and regularly urine screened as individuals, as teams or portions of teams.
6. Screens will be announced and unannounced during the academic year for any and/or all substances listed on the NCAA Banned Substance list.
7. NovaCare shall administer the urine screen with their policy and procedures.
8. Any student-athlete, legally charged with the sale, purchase, transfer, or possession of illegal drugs may be suspended from practice and play until he/she is cleared of those charges. Conviction of a student-athlete of sale, purchase, and transfer or possession charges will result in automatic and immediate dismissal from his/her team and in the loss of all athletically related financial aid and possible expulsion from Morthland College

Effects of a Positive Urine Screen

1. **Additional Departmental General Rules**
 - i. Personnel may be notified to facilitate the implementation of this policy and program. Personnel who facilitate the implementation of this policy and program include athletic trainers, medical staff, and coaches; the athletic director, associate, and assistant athletic directors; and, those University academic and administrative personnel with whom the department of athletics may require consultation or assistance.
 - ii. All suspensions will be explained as a “violation of team rules” unless made public by the student-athlete.
 - iii. The student-athlete will have urine screens for the remainder of their eligibility.
 - iv. The Director of Athletics, Head Coach, may impose further sanctions than those outlined in the below defined sanctions which represent the minimal imposed consequence.
 - v. Student-Athletes who fail to report for a requested urine screen or who fail to provide a specimen as directed, will be treated as though they received a positive test result.

First Positive Test

The Director of Athletics and Head Coach, will be notified of the positive drug test. If circumstances warrant, the AD, and head coach will have a confidential meeting with the student athlete, once it is determined a positive drug test has been determined.

- i. Evaluation for addiction (out-patient or in-patient treatment may be prescribed by MC behaviorist based on the results.)
- ii. Random optional weekly testing may occur, for the student's duration at the institution.
- iii. Mandatory completion of a Drugs and Alcohol education program (may be on or off campus). Student-athlete may not be permitted to return to team activities until the Drugs and Alcohol education program is completed.
- iv. Failure to complete Drugs and Alcohol education program will result in further action from the athletics program.

Second Positive Test

The Director of Athletics and Head Coach, will be notified of the positive drug test. The student athlete, will meet with, but not limited to; AD and head coach once it is determined positive drug test was reported. The student athlete has the option to have a representative at this meeting.

- i. Immediate seven (7) day suspension from all team-related activities may be imposed (the only exceptions will be academic and sports medicine services). This seven day period will begin on the date the student-athlete is informed about their suspension.
- ii. Re-evaluation for addiction (out-patient or in-patient treatment may be prescribed based on the results).
- iii. Possible reduction or loss of financial aid for the next academic year as determined by the Director of Athletics, and the Head Coach.
- iv. Random testing for the duration of the athletes term at the College
- v. Mandatory completion of a Drugs and Alcohol education program (may be on or off campus). Student-athlete may not be permitted to return to team activities until the Drugs and Alcohol education program is completed. Student-athlete will provide documentation as evidence for Drugs and Alcohol education program completion.
- vi. Failure to complete Drugs and Alcohol education program will result in dismissal from athletics program and possible expulsion from Morthland College.

3rd Positive Drug Test

Immediate dismissal from the program and possible expulsion from Morthland College

ALCOHOL POLICY

General

Morthland College does not condone the use of alcohol. Alcohol abuse is a progressive disorder in which physical dependency can develop. The negative physical and mental effects of the abuse of alcohol are well-documented. Even low doses of alcohol impair brain function, judgment, alertness, coordination, and reflexes. Very high doses cause suppression of respiration and death.

Effects of Alcohol use or Abuse

All student-athletes involved in alcohol related incidents are subject to the rules and disciplinary policies of the Morthland College. This is true for any violation of state law that occurs either...

- i. on College-owned or leased property,
- ii. at College-sponsored or supervised functions, or
- iii. under other circumstances involving a direct and substantial connection to the College.

The consumption of alcohol by student-athletes is prohibited in connection with any official intercollegiate team function. For the purposes of this policy, an official team function is defined as any activity that is held at the direction of or under the supervision of the team's coaching staff or sponsored by the Department of Athletics.

Any student-athlete found to have engaged in such conduct is subject to the entire range of College sanctions described in the College's Student Code of Conduct, including suspension and expulsion.

Upon documentation provided in an official report from the any Morthland College official, or any police agency, student-athletes who violate the Department of Athletics Alcohol Policy will be subject to the following sanctions:

First Incident:

1. Evaluation by behaviorist for addiction and treatment as necessary.
2. Alcohol education program (may be on-campus or off-campus).

2nd Incident:

1. Immediate five (5) day suspension from all team-related activities (the only exceptions will be academic and sports medicine services). This five day period will begin on the date the student-athlete is informed about their suspension.
2. Evaluation for addiction and treatment as necessary.
3. Alcohol education program (may be on-campus or off-campus).

3rd Incident:

1. Immediate fourteen (14) day suspension from all team-related activities. This fourteen day period will begin as of the date the student-athlete is informed about their suspension.
2. Possible reduction or loss of financial aid for the next academic year as determined by the Director of Athletics.

Felony offenses related to alcohol usage will result in immediate suspension from all athletic-related activities pending resolution of the criminal justice process.

A student-athlete with a first positive who remains incident free for twelve (12) months will be considered to have a clean record. However, all subsequent incidents, regardless of the length of time between incidents, will be treated in a cumulative manner.

TOBACCO POLICY

The Department of Athletics does not condone the use of tobacco products. The use of tobacco is prohibited in connection with any intercollegiate team function. NCAA legislation prohibits use of tobacco products by student-athletes, coaches and staff during practices or competition.

SAFE HARBOR POLICY

On exactly one (1) occasion during a student-athlete, tenure at the MC, he or she may elect to voluntarily report their use of alcohol, street drugs and/or performance enhancing drugs to their Head Coach, or AD for the purpose of seeking evaluation for addiction and/or treatment for chemical dependency. At that time, the student-athlete will be evaluated and/or tested and the result will be used in a treatment plan which will be provided to the student-athlete in writing and not be subject to the sanctions which ordinarily accompany a first positive test. If, at any time, it is determined that the student-athlete has violated the prescribed treatment plan they will be immediately removed from the *Safe Harbor* program and the initial safe harbor positive test will be treated consistently with any other first positive test.

SECTION 3:

Consumer Information for Student Athletes

GRADUATION RATES FOR GENERAL POPULATION AND ATHLETES:

Morthland College first opened its doors in August 2011, athletics were launched in Fall 2012, and May 2016, was the first opportunity for a first time, full time student athlete to graduate. As of August 31, 2016, none of our First Time, Full Time student athletes have graduated.

Description:	Number of Graduates:
Graduation Rates from Fall 2012 Cohort	0/13 or 0%
Graduation Rates from Fall 2012 Cohort, Athletes only	0/13 or 0%

EQUITY IN ATHLETICS

Morthland College is committed to creating a diverse environment for both male and female student athletes. Every effort in recruiting, budgeting and support will be made annually to maintain equal numbers of male and female teams.

SECTION 4 & 5:

Student Right to Know, Clery/Campus Security

CRIME STATISTICS

Crime statistics are available on the Morthland College website: <http://morthland.edu/m/documents/>

TIMELY WARNING AND EMERGENCY NOTIFICATION

Morthland College has an Emergency Alert System that will text and/or email all persons enrolled in the EAS program in the event of weather cancelations, campus security threats or other emergency situations. Although voluntary, all persons at MC are highly encouraged to sign up for these alerts. Please note that while we have provided this information to you, it is YOUR responsibility to subscribe to the Emergency Alert System. Subscribe by TEXT: Text @morth to 81010 or send an email to morth@mail.remind.com.

CRIME LOG

Morthland College maintains a crime log. Furthermore, at the end of each year, a new crime report is developed and reported on the website: <http://morthland.edu/documents/>

EMERGENCY RESPONSE/EVACUATION

In the event of a Fire Alarm, proceed to the nearest exit and assemble in the rear parking lot as far away as possible from the building. Once the "All Clear" has been given from an administration person, you may return to your classroom. In the event that the Fire Department does arrive, please stay back as far as possible to give them room to work. Do not under any circumstances reenter the building during a fire alarm. If you know that someone may be trapped or still inside, please notify an Institution Member (administrator, faculty, etc).

In the event of a Tornado or extreme weather event, you will be directed to the lowest floor of the building. Please go quickly and quietly as you wait for further instruction. Please be aware that Tornado Siren testing is common in West Frankfort and that testing should be ignored unless directed otherwise

MISSING STUDENT NOTIFICATION POLICY

If you become aware that a fellow student is missing and you are unable to contact him or her, please immediately contact the school office, Cathie Mieldezis or your RA/Dorm Parents.

If you have been/are the victim of a crime, please take appropriate measure. If you or someone you are with is in physical danger, immediately dial 911. Please also report any crime committed against you, observed by or known by you to Cathie Mieldezis. Confidentiality will be maintained in all circumstances and persons will only be given information on a need to know basis.

SEXUAL HARASSMENT

Sexual Harassment Defined

The United States Equal Employment Opportunity Commission (EEOC) defines sexual harassment as: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment." (29 C.F.R. § 1604.11 [1980])

Sexual Harassment may include, but is not limited to:

- unwanted sexual looks or gestures, staring
- unwanted correspondence
- unwanted sexual teasing, remarks, jokes
- inappropriate pet names
- whistling, kissing sounds
- sexual innuendos
- physical contact or requesting physical contact of any kind
- unnaturally close interaction

Sexual harassment can be identified as between student-to-student, institution member to student or student to institution member or institution member to institution member. Any person connected to Morthland College who engages in sexual harassment will face disciplinary action up to and including dismissal.

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.

Reporting

Events should be reported to the Department of Human Resources at Morthland College. Formal complaints must be submitted in writing with a signature of the reporting individual.

Grievance Procedure for Accused or Aggrieved Student

A formal written complaint is brought before the Department of Human Resources. In cooperation with the Department of Student Affairs, a member from the Department of Human resources shall meet with the student to weigh the evidence relative to the standard of definition presented in this policy.

Student Appeal

A student may appeal the first written decision of the college within 7 days of receipt of the written decision. The written decision shall be delivered by U.S. mail return receipt or in person.

If an appeal is filed, it should be mailed return receipt or delivered in person to the Department of Human Resources. The President of the College shall then review the records of the case and in rare instances gather additional information. A decision shall be rendered by the President within 21 days, placed in writing, and delivered to all parties involved. The decision of the President concludes the matter, is binding, and cannot be appealed.

Procedure for a Student where Employee Commits Sexual Harassment

A student who believes they have been subject to sexual harassment or even illegal discrimination should report their case to the Department of Human Resources, their academic advisor, or a dean. The representative will then assist the student in due process.

This policy is applicable to both part-time and full-time students at Morthland College.

SECTION 6:

FERPA

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974)

Morthland College is committed to the privacy and confidentiality of student records. It may release financial, academic, and personal information to parents of dependent students seventeen years of age and younger without students' consent. If students are eighteen or older and independent from their parents, they must provide written consent to the college before financial, academic, and personal information is released to the parents. College personnel may reveal generally observed public behavior to parents.

The college may occasionally release a student's directory information (name, address, phone number, year in school, major) to inquiring parties. If students want the college to refrain from releasing directory information, they must provide the Office of Student Affairs with a written request.

HIPPA (HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT)

Morthland College will keep all health related confidential and released on a need to know basis for academic, athletic and extracurricular activities only.

HEALTH & SAFETY EXEMPTION REQUIREMENT

Morthland College, like all Colleges, Universities and professional schools, is partially exempted from OSHA reporting, but must still report any employee's fatality, in-patient hospitalization, amputation or loss of an eye as a result of work at MC.

SECTION 7:

Safeguarding Consumer Information

STUDENT PRIVACY AND INFORMATION SECURITY

Morthland College is committed to protecting the privacy of its students. Academic records, course grades, and disciplinary action will be kept confidential and released only to the student at the student's request, as required by law. Students are

encouraged to protect their own privacy by not sharing passwords for email, Moodle, or any other electronic source of information.

SECTION 8: *Fire Safety Reports*

FIRE SAFETY REPORT ON STUDENT HOUSING

Fire statistics are available on the Morthland College website: <http://morthland.edu/documents/>

SECTION 9: *Misrepresentation*

ACCURACY OF PRESENTATION AND MISREPRESENTATION

Morthland College is committed to accurately describing the programs, tuition and fees, financial aid, accreditation and mission of the college. Persons who believe information has been misreported to them by a member of the institution are highly encouraged to contact Paul Lemon, Director of Compliance, at plemon@morthland.edu.

SECTION 10: *Loan Disclosures*

LOAN DISCLOSURES

MC does not participate in the FFEL Program and therefore is not subject to Loan Disclosures.

SECTION 11: *Gainful Employment*

GAINFUL EMPLOYMENT

At this time, MC offers only Bachelor degree programs which do not fall under Gainful Employment guidelines.