

# STUDENT HANDBOOK

**M**  
**MORNINGSIDE**  
COLLEGE

**2020-2021**

# TABLE OF CONTENTS

<b>Rights, freedoms, and responsibilities of students</b> .....	<b>5</b>
Classroom .....	5
Class Video and Recordings .....	6
Administrative Withdrawal Policy .....	6
Student Records .....	6
The Family Educational Rights and Privacy Act (FERPA) .....	6
Non-disclosure of Directory Information.....	6
Missing Student Policy.....	6
Student Code of Conduct.....	7
Freedom of Association, Inquiry, and Expression.....	7
Off-campus Freedom of Students .....	10
Student Conduct Procedures .....	10
Misconduct Response and Resolution Process .....	10
Reporting Misconduct.....	10
Investigation.....	11
Resolution .....	13
Appeals.....	15
Non-Academic Student Grievances .....	16
<b>Academic &amp; Campus policies and regulations</b> .....	<b>17</b>
Academic Honesty and Dishonesty.....	17
Consequences of Violations of the Academic Honesty Policy .....	17
Accommodations Policy for Students with Permanent Disabilities.....	18
Alcohol and Drug Use Policy.....	18
Attendance Policy .....	19
Behavior Expectations.....	19
False Information Policy .....	19
Student Responsibility (self-care).....	19
Parental Notification .....	19
Campus Policies .....	20
Campus Safety & Security Policy.....	20
Facility Security .....	20
Code of Conduct for Extracurricular Travel .....	20
Communication .....	21
Computer Ethics & Network Acceptable Use Policy .....	21
Computer and E-mail Usage .....	21
Blogging Policy.....	22
Employee and Student Created Software Policy.....	23
Copyright Materials.....	23
Discriminatory Harassment.....	23
Dismissal from Morningside College .....	30
Drones .....	30
Early Support System.....	30
Final Exams.....	30
Fire Equipment & Regulations.....	30
Gambling.....	30
Graduation/Diploma.....	30
Hate Crimes Policy.....	30
Identification Number & Identification Cards (I.D.) .....	31
Illness Policy .....	31
Immunizations.....	31
Internet Child Pornography .....	31
Nondiscriminatory Policy as to Students .....	31
Parking .....	31
Postings Policy .....	32
Refund/Repayment Policy.....	32
Service Animals and Therapy (Emotional Support) Animals.....	32
Smoking/Tobacco/Vaping Policy .....	33
Solicitation .....	33
Theft .....	33
Unauthorized Entry or Presence in College Facilities .....	33

Weapons and Explosives.....	33
Weather Conditions and Weather Policy .....	33
<b>Residential Hall Policies and Regulations.....</b>	<b>34</b>
Need for Regulations & Controls.....	34
Alcohol Policy.....	34
Drug Use Policy .....	36
Appeal Process .....	36
Good Samaritan Policy.....	36
Check-in/Check-out .....	38
Damage & Repair Charges.....	38
Themed Housing .....	39
Housing Policy .....	39
Gender Neutral Housing.....	39
Housing Registration/Selection Process.....	39
Housing Cancellation and Off-Campus Waivers .....	40
Inter-visitation Policies & Procedures.....	40
24 Hour Visitation.....	40
24 Hour Lounge .....	41
Inter-visitation Hours .....	41
Quiet Hour Policies & Procedures .....	41
<b>Miscellaneous Policies and Regulations .....</b>	<b>43</b>
Abandoned Property.....	43
Antennae/Cable .....	43
Bed Lofting/Bunking.....	43
Bicycles/Bikes.....	43
Building Security.....	44
Candle/Open Flame Policy.....	44
Closing Procedures for the Residence Halls (Break Housing) .....	44
Cooking Policy.....	44
Damage to Public Areas and Community Charge .....	44
Disorderly Conduct .....	44
Electrical Appliances.....	44
Escort Policy .....	44
False Information .....	44
Fire Equipment & Regulations.....	45
Grill Policy .....	45
Guest Policy .....	45
Keys and Fobs .....	45
Lounge Furniture.....	45
Meal Plan.....	46
Musical Instruments .....	46
Off-Campus Students .....	46
Painting .....	46
Peephole Policy .....	46
Pets .....	46
Pools .....	46
Refrigerators.....	46
Renter's Insurance.....	47
Roofs .....	47
Room Changes .....	47
Room Consolidation.....	47
Room Entry .....	47
Room Furnishings .....	47
Room Modifications.....	47
Roommate Issues.....	47
Shared Responsibility.....	48
Solicitation .....	48
Sports/Balls in the Hallway.....	48
Storage.....	48
Tobacco Policy .....	48
Trash.....	48
Vandalism.....	48

Verbal & Physical Abuse .....	48
Weather Emergencies.....	48
Windows/Screens .....	48
<b>Services and Facilities .....</b>	<b>49</b>
Academic Support Center –Learning Center, Second Floor.....	49
Campus Safety and Security .....	49
KMSC .....	49
Hindman-Hobbs Center (The HPER) .....	49
Career Services.....	49
Lewis Hall-First Floor	
Business Office .....	49
Registrar’s Office .....	49
Student Life .....	49
Lewis Hall-Second Floor	
Central Scheduling .....	49
Student Financial Planning.....	50
Maintenance Building/Print Shop	
Physical Plant .....	50
Print Shop.....	50
Olsen Student Center	
Bookstore .....	50
Campus Ministry .....	50
Food Service (Sodexo).....	50
Health Services.....	51
Personal Counseling.....	51
Residence Life.....	51
Student Post Office.....	52
Student Government.....	52
MAC.....	52
Technology Services .....	52
Campus Map .....	53
<b>COVID-19 Policies .....</b>	<b>54</b>

## **ABOUT THE MORNINGSIDE COLLEGE STUDENT HANDBOOK**

### **Rights Reserved**

The College reserves the right to change policies and procedures announced in the Handbook. This includes changes to schedules, fees charged and policies and regulations affecting students. Such changes shall take effect whenever the administration determines that such changes are prudent. This handbook is not to be construed as a contract.

*It is the responsibility of each student to acquire an active knowledge of all policies and procedures set forth in the Student Handbook.*

Please read the Student Handbook carefully. You are accountable for its contents. Students who violate the conduct policies and procedures described in the handbook may be subject to disciplinary action as outlined in the Student Handbook.

### **Notice of Nondiscriminatory Policy**

Morningside College does not discriminate on the basis of age, race, color, creed, sex (including pregnancy), religion, national origin, sexual orientation, gender identity, genetic information, disability, veteran status, or any other characteristic protected by law. Inquiries regarding non-discrimination policies may be directed to the Title IX Coordinator, Lewis Hall 120, 1501 Morningside Ave., Sioux City, IA, 51106, tel. 712-274-5191, email: [titleix@morningside.edu](mailto:titleix@morningside.edu)



*The Morningside College experience cultivates a passion for life-long learning and a dedication to ethical leadership and civic responsibility.*

# Rights, Freedoms, and Responsibilities of Students at Morningside College

## Preamble

Morningside College exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. These standards of academic freedom for students are essential to any community of scholars. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students, like all citizens, should always exercise their freedom with responsibility. The responsibility to secure and to respect those general conditions conducive to learning is shared by all members of the College. Morningside College has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed with the broadest possible participation of all segments of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

## Classroom

\*Faculty committee names may not be the same as they appear in this section; changes may take place after this book has been printed.

### A. Student/Professor Relationship

The professor should encourage free discussion, inquiry, and expression in the classroom and in conference. The professor should evaluate the academic performance of each student on the basis of how well the content and skills of the discipline are mastered, not on matters extraneous to the course. It is therefore the responsibility of the instructor to inform the student of the requirements of the course early in the semester, including requirements for class attendance. Conversely, it is the student's responsibility to understand what the course entails. Students can reasonably expect responsible instruction and proper advisement by all members of the faculty.

#### 1. Protection of Freedom of Expression

Students should be free to take reasoned exception to the data or view offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

#### 2. Protection Against Improper Academic Evaluation

Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.

#### 3. Protection Against Improper Disclosure

Information regarding student views, beliefs, and political associations which a professor may acquire as an instructor, advisor, and counselor is considered confidential, and the professor is expected to guard against any improper disclosure of such materials as part of recognized professional obligation. Judgments about a student's ability and character will be offered only in the proper circumstances of standard evaluation by the professor.

#### 4. Procedures to be followed in investigation of a Student's Academic Rights

- a. Minor academic problems - Problems which involve classroom instruction will be reviewed by the professor of the class in which a complaint originates.
- b. Departmental academic problems - Problems which involve departmental policy or college policy will be reviewed by the student's academic advisor.

### B. Recourse for Unresolved Academic Problems

Major academic problems or minor academic problems not resolved by the student's professor/advisor shall be investigated by the department head of the academic department in which the problem originates. If, after investigation, the problem is not resolved, the student may present the case to the Academic Standards Committee. The case must be submitted in writing to the VP for Academic Affairs and/or the Office of Academic Affairs within a period of ten school days after written notification and to the student at the close of the investigation.

### C. Academic Standards Committee

The Academic Standards Committee considers only written appeals and may by majority vote of the full committee set aside the decision of the department if, in its opinion, any of the following conditions exist:

1. That the evidence against the student is clearly insufficient to warrant the action taken by the instructor or the department.
2. That the judgment of the instructor or department was prejudicial or capricious.
3. That the decision of the instructor or department was contrary to existing college policy.

### D. Grade Appeal Policy

When a student feels that the end of semester grade assigned by a professor is incorrect, the student has the right to appeal the grade. The appeal must be initiated within thirty days of the end of the semester. The process for a grade appeal is:

1. The student contacts the professor, in writing, stating his or her concern and a recommended resolution.
2. If the student and professor are in disagreement after they have communicated, the student may appeal the professor's decision to the department head. Both parties must submit written statements to the department head. The department head makes a ruling in the matter. All communications must be shared with all parties.

If either party is dissatisfied with the result of the department head's ruling, they may appeal to the Academic Standards Committee. All written statements must be forwarded to the committee, and the committee will make the final ruling.

Appeals from students who have been academically suspended from the College for low grade point averages, or appeals from students who want to be exempted from some other academic requirement at Morningside College are considered by the Academic Standards Committee that consists of five faculty members, the VP for Academic Affairs, the Registrar, the Director of Financial Aid, Associate VP of Academic Affairs, and the Vice President of Student Life and Enrollment. Only the faculty members of the Academic Standards Committee are voting members. The Academic Standards Committee also serves as an advisory group to the Director of Financial Aid for appeals from students whose financial aid has been suspended.

### **Class Video and Recordings**

Using a webcam or camera on a mobile device to record and submit video content within Morningside online learning platforms is a condition of enrollment in all online and hybrid courses. Instructors may also ask students enrolled in online or hybrid courses to record and post video content in a class discussion board or participate in a recorded class video conference. Students with a reasonable need or hardship that prevents or prohibits them from any of these video requirements may appeal, in writing, to their instructor, who will submit appeals for review and resolution to the Office of Academic Affairs.

### **Administrative Withdrawal Policy**

Students are expected to prepare for and attend all classes for which they are registered and to act in a manner consistent with an academic environment while attending class. The college may administratively withdraw a student who is not attending class, exhibits disruptive or unruly behavior in class, or is otherwise not demonstrating a serious academic effort. Administrative withdrawals prior through the last day to drop a course during the semester will receive a grade of "AW" in the course/s. Administrative withdrawals from a course after the final day to drop a course will be recorded with an "AF", which is computed as an F.

### **Student Records**

Student educational records are kept in several different campus locations. The director of each department is responsible for the maintenance of records. The support staffs of each office are the only college personnel who have general access to the records. Their access is for filing and information gathering only. All other administrative or teaching staff must obtain consent of the director of the particular student service. No person outside the institution may gain access to records without consent of the student. Certain federal agencies may have access without student consent under some circumstances.

### **The Family Educational Rights and Privacy Act Official Notification of Rights under FERPA**

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). Educational records, as defined by FERPA, include all records that schools or education agencies maintain about students. FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their records. Students should contact the Office of the Registrar to determine the location of appropriate records and the procedures for reviewing such records.
2. The right to request that records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records. Generally the College must have written permission from the student before releasing any information from the student's record. FERPA does, however, authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate education interest in the record. A school official is a person employed by the institution in an administrative, supervisory, academic, research or support staff position; a person or company with whom the institution has contracted (i.e., an auditor, attorney or collection agency); contractors, volunteers, and other non-employees performing institutional services and functions; a person serving on the Board of Trustees; a student serving on an official committee or assisting another school official in performing his/her task. A legitimate education interest exists if the school official needs to view the education record to fulfill his or her professional responsibility.

### **Non-disclosure of Directory Information**

Students have the right, while enrolled, to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a non-release form through the Registrar's Office by the end of the first week of the semester. This release restriction is effective for one academic year only and must be renewed each year. If a student requests non-disclosure of directory information in his or her last term of attendance, that request will be honored until the student requests its removal.

A student should carefully consider the consequences of a decision to withhold directory information, as future requests for such information from other schools, loan or insurance companies, prospective employers or other persons or organizations will be refused as long as the request for non-disclosure is in effect.

Students may indicate on CampusWeb that they would like non-disclosure of directory information, and all college personnel should honor this request. However, official notification of non-disclosure must still be made in writing at the Registrar's Office.

### **Missing Student Policy**

If a member of the Morningside College residential community has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through collaboration of Campus Security, Student Life, and the missing student's family and friends. If not located within 24 hours, appropriate family members, associates, or a college official may make an official

missing person report with the law enforcement agency with jurisdiction. Anyone who believes a student to be missing should report their concern to Campus Security or Student Services. Depending on the circumstances presented to college officials, the parents or the designated confidential contact of the missing student will be notified. In the event that parental notification is necessary, a college official will place the call.

**To File a Missing Person's Report Contact:**

Director of Security \_\_\_\_\_ 712-274-5234  
Dean of Students \_\_\_\_\_ 712-274-5191  
Director of Residence Life \_\_\_\_\_ 712-274-5335  
Associate VP for Academic Affairs \_\_\_\_\_ 712-274-5388

**General Procedure:**

The Morningside official receiving the report will collect and document the following information at the time of the report:

1. The name and relationship of the person making the report.
2. The date, time, and location that the missing student was last seen.
3. The missing student's cell phone number (if known by the reporter).

The Morningside College official receiving the report will contact the Dean of Students (or their designee) in order to inform him/her of the situation and to receive additional consultation. They will ascertain if/when any other members of the campus and the Vice President of External Relations need to be contacted.

Upon notification from an entity that a student may be missing, Morningside College may use any or all the following resources to assist in locating the student.

1. Call the student's room.
2. Go to the student's residence hall room.
3. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
4. Secure a current student ID (from Campus Security) or other photo of the student from a friend.
5. Call and text the student's cell phone and any other numbers on record.
6. Send the student an email.
7. Check all possible locations mentioned by the parties above including but not limited to, library, residence hall lounges, student commons, fitness center, workplace etc. The Campus Security Department and the Office of Residence Life may be asked to assist in order to expedite the search process.
8. Contact or call other on-campus or off-campus friends or contacts that are made known. This includes checking a student's social networking sites such as Instagram, Facebook, or Twitter.
9. Ascertain the student's car make, model, and license plate number. A member of the Campus Security Department will also check Morningside College parking lots for the presence of the student's vehicle.
10. Send out an emergency notification text message via the Morningside College Emergency Notification System (ENS) to the campus alerting the campus of situation to ask for help in locating the student. The Morningside College technology staff may be asked to obtain email logs in order to determine the last log in or access of the Morningside network. Once all information is collected and documented and the Dean of Students (or their designee) is consulted, Morningside staff may contact the local police to report the information. (Note: If in the course of gathering information as described above, foul play is evident or strongly indicated, the police can be contacted immediately.) If it is necessary to contact the local or state authorities, police procedure and protocol will be followed by the college.

**Student Code of Conduct**

- To respect the rights of other persons regardless of their age, race, color, creed, sex (including pregnancy), religion, national origin, sexual orientation, gender identity, genetic information, disability, veteran status, or any other characteristic protected by law. Physical or psychological abuse of a person or conduct that threatens the health or safety of any person is not allowed.
- To respect the on-going program of all aspects of the college including teaching, research, administration, disciplinary procedures and other sponsored or authorized activities on college property. Obstruction or disruption of activities is not allowed.
- To respect the property of other individuals, organizations and the college.
- To observe all local, state and federal laws.
- To observe regulations pertaining to residence halls and college buildings and grounds that are officially adopted through the organizational procedures of student government, faculty, administration and/or trustees.
- To observe honesty in academic work and official college records. Cheating, plagiarism and giving false information to the college are not allowed.
- To meet financial obligations.

**Freedom of Association, Inquiry, and Expression**

Morningside College, seeking to preserve and further its tradition of academic freedom, acknowledges that a student is a vital and essential member of the college community. In this context, the student is encouraged to accept membership with a spirit of cooperation and responsibility, with an obligation to work with the faculty, staff, and administration toward commonly shared goals. Only through total participation can academic freedom



reach maximum effectiveness. Each segment of the community must also realize that membership in the academic community does not dictate equal levels of authority, but it does assure a significant voice to each in a partnership. The College also believes that the real meaning of student freedom can be reached only through the formulation of certain standards and its responsibility to them. It is the student's obligation to act as a responsible citizen, to abide by the standard rules and regulations of the College, and to express either assenting or dissenting opinions in an orderly manner. The student shall also be responsible for knowing and understanding all the rules and regulations set forth.

#### A. Freedom of Association.

Students bring to the campus a variety of interests previously acquired, and develop new interests as members of the academic community. They should be free to organize and join campus associations to promote their common interests, consistent and compatible with the publicly stated policies of the College such as those set forth in college catalogs and handbooks and within the requirements for membership of each particular organization. Additionally, the Morningside College Student Government Constitution outlines the process of being a recognized student organization by the College and provides additional information on the rights and responsibilities of student organizations.

1. Affiliation with an extramural organization will not of itself disqualify a student organization from institutional recognition. At the same time, all actions of the student organization should be determined by vote of only those persons who hold bona fide membership in the college community as set forth in the organization's constitution.
2. The College requires each student organization to have an advisor. The advisor must be a full-time employee. Exceptions to this rule may be recommended by the Student Government Senate after a simple majority vote. This recommendation will be forwarded to the administration for a final decision. The advisor will counsel the organization in its relationship to the College and the exercise of its responsibility but should not have the authority to control the policy of the organization.
3. Procedures and Requirements for Student Organization Recognition.
  - a. The Morningside College Student Government consists of a staff/administrative employee and student members. It has the responsibility of approving and registering all student organizations desiring the benefits and restrictions of official recognition.
  - b. Each organization shall be recognized from the date of its registration until the fourth week of the succeeding fall term. Student organizations shall be responsible for re-registering themselves each year. To be registered, the organization must file the following information with Student Government:
    - i. Name of organization.
    - ii. Names and titles of officers.
    - iii. Specific goals and aims of the organization for the year.
    - iv. Names of advisors.
    - v. National affiliation if such exists.
    - vi. Notification of times and dates of regularly scheduled meetings and notification of times and dates of regular or special activities.
    - vii. An organization constitution outlining the purposes and procedures. This needs to be filed only for the initial approval and registration. The constitution will be held to be the organization's official functioning document by Student Government. Any additions or corrections will need approval for continuing recognition. The constitution must provide that:
      1. Only registered Morningside students, faculty, and staff are voting members and officers;
      2. The organization will abide by the College's Non-Discrimination policy in that there will be no discrimination on the basis of age, sex, religion, creed, race, color, gender identity, sexual orientation, marital status, disability, genetic information or national origin to the rights, privileges, programs, and opportunities generally available to students at the college. It does not discriminate on the basis of age, sex, religion, creed, race, color, gender identity, sexual orientation, marital status, disability, genetic information or national origin.
  - c. If the required information is not submitted on time, a group will be denied registration and will not be entitled to the privileges accorded registered student organizations. These privileges include sponsorship of all-college events, social functions, demonstrations, fund-raising events, and the use of college services and facilities. Although it is not a requirement for registration, organizations are requested to submit a list of membership.
  - d. No student organization shall have its registration denied or revoked by Morningside College Student Government on grounds of its beliefs or attitudes if these are compatible with the mission, vision, aims and purposes of the College as set forth in the college catalog and the preamble of this document. A student organization may have its registration revoked in the event of the following:
    - i. The required information submitted is falsified.
    - ii. A violation of civil law on the part of the organization has been proven.
    - iii. The organization violates college procedures or policy.
    - iv. The organization actively participates in an attempted violent overthrow of the United States Government, the government of the state, or any duly established government.
    - v. If the aims and purposes are not in keeping with the aims and purposes of the College as set forth in the college catalog and the preamble of this document.

#### B. Freedom of Inquiry and Expression.

The College firmly believes in the principle of free inquiry and expression and believes that freedom to learn depends upon appropriate opportunity to express opinions publicly and privately. Students should be free to support or oppose causes by orderly

means, hear persons of their own choosing, participate in institutional governance, and be able to maintain an atmosphere of free and responsible discussion in student publications. Thus the following statements governing these four areas of free inquiry and expression will help the student to achieve these goals through an orderly, well-defined process.

1. Outside Speaker on Campus

The College will permit recognized student organizations, faculty or administration to invite outside speakers to present points of view and programs in order to inform themselves and the campus on issues relating to various interests, such as politics, religion, ethics, and morals.

- a. The routing procedures required by the institution before a guest speaker is invited to appear on campus should be designed only to insure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to the academic community. The institutional control of campus facilities should not be used as a device of censorship. The sponsoring organization should make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or Morningside College.
- b. Where a binding contract in the name of the College is to be made with a speaker or performer, or where the use of college facilities requiring reservation is concerned, the name of a proposed speaker or performer should be submitted to Central Scheduling. This should be done 30 days prior to the proposed date for the event and is to be scheduled through the Office of Central Scheduling.
- c. No speaker or program will be authorized by Morningside College if the speaker is likely to urge the audience to take actions prohibited by the College, incite the audience to violate state or federal regulations or advocates the use of violence.
- d. For potentially controversial guest speakers, specific procedural guidelines may be required by the College. For example, rules for a question and answer period may be specified or a moderator for the session may be selected by the College.
- e. If, in the judgment of the President of the College, bringing a speaker to campus would cause significant issues of security for the speaker, other individuals, or the campus, then the President may cancel the invitation to that speaker.
- f. Outside groups have the responsibility to clean up after the event, and they are financially responsible for any damage to the campus grounds or facilities.

2. Student Demonstrations

Under the guarantees established by the first amendment of the United States Constitution, the College recognizes the right of students to freedom of expression within the limitations of local, state, and federal law as well as the rules and regulations of the College. As part of our democratic tradition, students are encouraged to study social issues and express their convictions as responsible citizens. Any demonstrations must be conducted in an orderly manner and must observe the following limitations:

- a. They shall not constrain vehicular or pedestrian traffic, nor interrupt class schedules, meetings, ceremonies or generally the educational process of the College.
- b. They shall not be held within College buildings, the stadium, or athletic facilities while college functions are in progress.
- c. They shall not be allowed in the private residential areas of the campus.
- d. They shall not use obscene language or actions. A student who violates any of these regulations can be disciplined, possibly suspended. If several members of one organization violate these regulations, action may also be taken against the organization through the Student Government and the previously designated group. To alleviate any possible misunderstanding of the rules as set forth, the College recommends that any student organization or group of students contemplating a demonstration inquire with the Student Life Office about appropriate procedures.

3. Morningside College Student Participation in Institutional Government

As constituents of the academic community, students are free individually and collectively to express their views on issues in policy making and on matters of general interest to the student body. Usually, student expression on college issues is under the direction of the Morningside College Student Government.

- a. Procedure for Student Participation and Involvement
  - i. Student Government, through its President, shall also have the opportunity at the time of the semi-annual Board of Directors' meeting to express its recommendations and views to this highest governing body of the College. The President of the Morningside Student Government is an ex-officio voting member of the Board of Directors.

4. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and a climate of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and to the institutional authorities and of formulating student opinion on various issues on the campus and world at large. The College affirms student rights and freedom of speech and in no way will obstruct this student right. The only qualification is that the students honor the canons of responsible journalism, including the limitations of gross obscenity and the avoidance of libel and slander. It is the responsibility of the editors and managers to develop their own editorial policies and news coverage so as to maintain integrity and so to see and express the truth. As safeguards for editorial freedom, the following provisions are necessary.

- a. Student Press (The Collegian Reporter, The Kiosk) and other student publications shall be free of censorship and advance approval of copy.

- b. The editors and managers of the Collegian Reporter and other student publications will be protected from suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes will an editor or manager be subject to removal.
- c. The editorial page of the Collegian Reporter shall state that the opinions there expressed are not necessarily those of the College student body or the College administration, faculty, or staff.

### **Off-Campus Freedom of Students**

Morningside College assumes that students are both citizens at large and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. Faculty members and administrative officials should insure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. But these off-campus freedoms should be balanced with responsibilities as to conduct and a respect for civil law. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership, and in this context Morningside College expects its students, faculty, and administrative personnel to maintain standards of conduct which will reflect in a positive manner upon the institution.

Morningside College has the inherent responsibility to protect its educational position through the setting of standards of conduct for the members of the college community. Students who violate the laws may incur penalties prescribed by civil authorities but institutional authority will not be used merely to duplicate the function of the general laws. In all cases, institutional action shall be independent of community pressure. The Dean of Students will determine whether a student's activity or involvement with civil authorities is due cause for disciplinary action by the College. In these cases where a student's off-campus conduct is detrimental to student welfare or the College in general, the Resolution Team shall hear all aspects of the particular case and recommend to the Dean of Students what action should be taken. The student will be guaranteed every safeguard to insure protection from unfair imposition or serious penalty as well as the right to appeal the decision to the Vice President for Student Life and Enrollment.

### **Student Conduct Procedures**

#### **A. Standards of Conduct**

Codes of conduct concerning the rules and regulations of Morningside College will be covered in this Student Handbook, the current college catalog, and other appropriate bulletins, and are to be communicated through groups and organizations of the college community by meetings, publications, and contracts. The student is obligated to act as a responsible citizen, to abide by the stated rules and regulations of the College, and to know and understand all the rules and regulations set forth. Morningside College's jurisdiction extends beyond college property. The college has the right to review conduct of a student not on college property.

#### **B. Status of Student Pending Final Action**

Pending action on the charges, the status of a student and the right to be present on the campus to attend classes will not be altered except for reasons relating to a) the student's physical or emotional well-being b) the safety of students, staff, faculty, or college property or c) if the student poses a substantial threat of disruption or interference with the normal operations of the college. In such rare instances, the Dean of Students or designee has the right to immediately place a student on an interim suspension pending the resolution process or medical evaluation. Notification of interim suspension will be done via the College's official form of communication (email). During the interim suspension period, the student may be denied access to the campus (including classes) and all other college activities and privileges for which the student might otherwise be eligible, as deemed appropriate by the Dean of Students (or designee). Expenses incurred or course penalties because of the interim suspension will not be the responsibility of the college.

#### **C. College Conduct System**

The formality of the procedure to which a student is entitled in conduct cases should be proportionate to the gravity of the offense and the sanctions which may be imposed. Minor penalties may be assessed informally under prescribed procedure. Only when misconduct may result in serious penalties (e.g. suspension or expulsion) does the student have the right to appeal to the Vice President for Student Life and Enrollment.

## **MISCONDUCT REPONSE AND RESOLUTION PROCEDURES<sup>1</sup>**

### **Reporting Misconduct**

Any member of the community, guest or visitor who believes that a policy has been violated should contact the Dean of Students, Director for Safety & Security, Director of Residence Life, or other College administrator.

### **Initial Assessment**

Following receipt of notice or a report of misconduct, the Dean of Students or designee shall engage in an initial assessment to determine if there is reasonable cause to believe a policy has been violated. The initial assessment is typically 1-5 business days in duration.

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In cases where the Dean of Students determines the College must proceed, and the initial assessment shows that reasonable cause exists, the allegation will be resolved through either an informal or formal resolution process. The process followed considers the preference of the party/parties, but is ultimately determined at the discretion of the Dean of Students.

If a formal investigation is commenced, the Dean of Students will provide written notification of the investigation to the respondent at an appropriate time during the investigation. Notification will be made in writing and be delivered by email to the parties' College-issued email account. Once emailed, notice will be presumptively delivered. The College aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Dean of Students with notice to the parties as appropriate.

If, during the initial assessment or at any point during the formal investigation, the Dean of Students determines that there is no reasonable cause to believe that policy has been violated, the process will end. This decision lies in the sole discretion of the Dean of Students or designee.

### **Interim Remedies/Actions**

The Dean of Students may provide interim remedies intended to address the short-term effects of misconduct or to prevent further violations. These remedies may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation
- Altering work arrangements for student employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between parties
- Offering adjustments to academic deadlines, course schedules, etc.

The College may place a student on an interim suspension pending the completion of an investigation and procedures, particularly when in the judgment of the Dean of Students, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the respondent or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student or student organization will be given the option to meet with the Dean of Students or designee prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Dean of Students has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension, a student may be denied access to College housing and/or the College campus/facilities/events. As determined by the Dean of Students, this restriction can include classes and/or all other College activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students, alternative coursework options for students may be pursued to ensure as minimal an impact as possible on the respondent.

The institution will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

### **Investigation**

Once the decision is made to commence a formal investigation, the Dean of Students appoints two members from the Resolution Process Team to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed. Investigations are completed expeditiously, normally within ten (10) business days, though some investigations take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

The College may undertake a short delay in its investigation (several days to weeks, to allow evidence collection) when criminal charges on the basis of the same behaviors that invoke this process are being investigated. The College will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. Morningside's action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

The investigators will typically take the following steps, if not already completed (not necessarily in order):

- In coordination with campus partners (e.g.: the Dean of Students), initiate or assist with any necessary remedial actions;
- Determine the identity and contact information of the accused, witnesses, etc.;
- Identify all policies allegedly violated;

- Assist the Dean of Students with an immediate initial assessment to determine if there is reasonable cause to believe the respondent has violated policy.
  - If there is insufficient evidence to support reasonable cause, the initial assessment should be closed with no further action;
- Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a possible witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the respondent;
- Prepare the notice of allegation on the basis of the initial assessment;
- Meet with the complainant to finalize their statement, if necessary;
- If possible, provide written notification to the involved parties prior to their interviews that they may have the assistance of a Resolution Process Team member or other advisor of their choosing present for all meetings attended by the advisee;
- Provide complainant (if necessary) and respondent with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
- Prior to the conclusion of the investigation, provide the complainant (if necessary) and the respondent with a list of witnesses whose information will be used to render a finding;
- Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses.
- Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
- Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
- Provide regular updates to the complainant throughout the investigation (if necessary), and to the respondent, as appropriate;
- Once the report is complete, the report is shared with the parties for their review and comment. The investigators may incorporate feedback from the parties as appropriate.
- Recommend to the Dean of Students a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Investigators and/or the Dean of Students finalize and present the findings to the parties, without undue delay between notifications;

At any point during the investigation, if it is determined there is no reasonable cause to believe that College policy has been violated, the Dean of Students has authority to terminate the investigation and end resolution proceedings.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the College's investigation and resolution process. Failure of a witness to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation do not have the ability to offer evidence later during the appeal if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other resolution proceedings.

### **Advisors**

Each party is allowed to have an advisor of their choice present with them for all meetings and proceedings during the resolution process, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually otherwise not involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community or proceed without an advisor.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigators. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Dean of Students will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

Morningside expects that the parties will wish to share documentation related to the allegations with their advisors. The College provides a consent form that authorizes such sharing. The parties must complete this form before Morningside is able to share records with an advisor, though parties may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3<sup>rd</sup> parties, disclosed publicly, or used for purposes not explicitly authorized by Morningside. The College may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the Morningside's privacy expectations.

Morningside expects an advisor to adjust their schedule to allow them to attend College meetings when scheduled. Morningside does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not locked into using the same advisor throughout.

The parties must advise the investigators of the identity of their advisor at least one (1) business day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to investigators if they change advisors at any time.

## **Resolution**

Proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accord with College policy. While the contents of the hearing are private, the parties have discretion to share their own experiences if they so choose, and should discuss doing so with their advisors.

### **I. Informal Resolution**

Informal Resolution is used when the matter can be resolved through 1) conflict resolution; 2) where the respondent accepts responsibility for violating policy; 3) or when a College official can resolve the matter informally by providing remedies to resolve the situation.

#### **i. Conflict Resolution**

Conflict Resolution is an informal process between parties, such as mediation or restorative practices, by which a mutually-agreed upon resolution of an allegation is reached. It may be used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Formal Resolution process to resolve conflicts. The parties must consent to the use of Conflict Resolution.

Additionally, the Dean of Students determines if Conflict Resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to Conflict Resolution.

In a Conflict Resolution meeting, a trained administrator facilitates a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a Conflict Resolution process, though the parties may agree to appropriate remedies.

The Dean of Students maintains records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution is not the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the Formal Resolution process is completed should the parties and the Dean of Students believe it could be beneficial.

#### **ii. Respondent admits responsibility for alleged violations**

The respondent may admit responsibility for all or part of the alleged policy violations at any point during the resolution process. If the respondent admits responsibility, the Dean of Students makes a determination that the individual is in violation of College policy.

The Dean of Students then determines appropriate sanction(s) or responsive action, which are promptly implemented in order to effectively to stop the misconduct, prevent its recurrence, and remedy the effects of the misconduct.

If the respondent only admits to part of the alleged policy violations, then the Dean of Students finds the respondent in violation of the admitted violations and the contested allegations will be resolved using Formal Resolution.

#### **iii. Negotiated Resolution**

The Dean of Students, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the College.

## **II. Formal Resolution**

In Formal Resolution, the Dean of Students assigns two members from the Resolution Team to investigate the allegations and present a report with their findings and recommendations to the Dean of Students or designee.

Any evidence that the Dean of Students believes is relevant and credible may be considered, including history and pattern evidence. The Dean of Students may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial.

Neither the Dean of Students nor investigators will meet with character witnesses, but investigators will accept up to two (2) letters supporting the character of the respondent.

The Dean of Students, in possible consultation with another College administrator, will base the determination(s) on the preponderance of the evidence, whether it is more likely than not that the responding party violated policy as alleged.

The respondent may choose to admit responsibility for all or part of the alleged policy violations at any point during the investigation or Formal Resolution process. If the respondent admits responsibility, the Dean of Students will render a determination that the individual is in violation of College policy.

If the respondent admits the violation, or is found in violation, the Dean of Students, in consultation with others as appropriate, will determine an appropriate sanction or responsive action, will implement it, and act promptly and effectively to prevent its recurrence and remedy the effects of the misconduct.

The Dean of Students will inform necessary parties of the final determination within three (3) business days of the resolution, without significant time delay between notifications. Notification will be made in writing and will be emailed to the parties' College-issued email account. Once emailed, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is permitted to share under state or federal law. The notice will also include information on when the results are considered by the College to be final, any changes that occur prior to finalization, and any appeals options that are available.

### **Sanctions**

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the administrators
- The need for sanctions/responsive actions to bring an end to the misconduct
- The need for sanctions/responsive actions to prevent the future recurrence
- The need to remedy the effects on the reporting party and/or the community

#### **Student Sanctions**

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination; they may be accompanied by monetary fines to student accounts, supplemental educational courses, or other corrective actions:

- *Warning:* A formal statement that the behavior was unacceptable and a warning that further infractions of any College policy, procedure or directive will result in more severe sanctions/responsive actions.
- *Probation:* A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any College policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- *Suspension:* Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at College.
- *Expulsion:* Permanent termination of student status, revocation of rights to be on campus for any reason or attend College-sponsored events.

#### **Withdrawal or Resignation While Charges Pending**

Should a student decide to withdraw and/or not participate in the resolution process, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Morningside unless all sanctions have been satisfied.

## Appeals

All requests for appeal consideration must be submitted in writing to the Dean of Students within three (3) business days of the delivery of the written finding. Appeals will be considered by the Vice President for Student Life and Enrollment or designee. Any party may appeal, but appeals are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the College has designated for this offense and the cumulative record of the responding party.

The Vice President will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where Vice President for Student Life and Enrollment finds that at least one of the grounds is met, additional principles governing the hearing of appeals will include the following:

- Decisions by the Vice President are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings (de novo) of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the investigation, and pertinent documentation regarding the grounds for appeal.
- Appeals granted based on new evidence should normally be remanded to the investigator(s) for reconsideration.
- Sanctions imposed as the result of Formal Resolution are implemented immediately unless the Dean of Students or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
  - Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.
- The Vice President will confer with the Dean of Students, incorporate the results of any remanded grounds, and render a written decision on the appeal within three (3) business days of the resolution of the appeal or remand.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand.
- All parties will be informed in writing within three (3) business days of the outcome of the appeal decision, without significant time delay between notifications, and in accordance with the standards for notice of outcome as defined above.
- In rare cases where a procedural [or substantive] error cannot be cured by the original investigator(s) and/or Dean of Students (as in cases of bias), the Vice President may recommend a new investigation and/or Formal Resolution process, including a new College official. The results of a remand cannot be appealed. The results of a new Formal Resolution process can be appealed, once, on any of the three applicable grounds for appeals.
- In cases where the appeal results in reinstatement to the College or resumption of privileges, all reasonable attempts will be made to restore the respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

## Long-Term Remedies/Actions

Following the conclusion of the resolution process and in addition to any sanctions implemented, the Dean of Students may utilize long-term remedies or actions stop the misconduct, remedy its effects and prevent their reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Permanently altering the housing situation
- Providing campus escorts
- Climate surveys
- Policy modification
- Providing transportation accommodations
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

The institution will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the institution's ability to provide the actions or protective measures.



### **Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions**

All respondents are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Dean of Students. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the College. A suspension will only be lifted when compliance is achieved to the satisfaction of the Dean of Students.

### **Records**

In implementing this policy, records of all allegations, investigations, and resolutions will be kept by the Dean of Students for 7 years.

### **Non-Academic Student Grievances**

Morningside College students who wish to file a non-academic grievance should first attempt to resolve the issue at its source with the community member involved. Should a resolution be impossible, however, the student may pursue the following steps if he/she wishes to file a grievance. The written grievance should be submitted to either the Dean of Students or designee. The grievance should state and specify the following information: by whom and for what reason the grievance is sought; date or dates of incident(s); names, and addresses (if applicable) of any witnesses; what prior steps have taken place to remedy the issue; what remedy and/or solution is being sought. The grievance must be filed within 5 business days of the alleged incident and/or grievance. The College will determine on a case-by-case basis whether complaints filed after this deadline will be considered. All parties involved with the grievance will be notified of the complaint and/or grievance, may know the source of the complaint, and will be allowed to provide pertinent information in addressing the grievance. The Dean for Students or designee will review the grievance and make a determination regarding the appropriate resolution process to follow. A possible solution may involve mediation.

## Academic & Campus Policies and Regulations

All disciplinary action is subject to the guidelines established in the Statement on Student Rights, Freedoms and Responsibilities. Disciplinary action for violations within the Residence Halls is outlined in the Residential Hall Policies and Regulations section of the handbook.

### Academic Honesty and Dishonesty

Academic integrity is basic to all academic activities so that grades and degrees will have validity. Morningside College expects its students to:

- A. Perform their academic work honestly and fairly
- B. Not hinder other students in their academic work
- C. Not unfairly assist other students

These expectations of Morningside College and the penalties for not meeting these expectations are outlined below. A student in doubt about his or her responsibility as a scholar or unsure that a particular action is appropriate should consult the instructor of the course.

In an academic community, students are encouraged to work together to help each other learn. Because of the many different learning styles, this kind of environment will foster the academic development of all students involved. Yet all work a student submits or presents as part of course assignments or requirements must be his or her own original work unless expressly permitted by the instructor. This includes individual and group work in written, oral, and electronic forms as well as any artistic medium.

Plagiarism is a major form of dishonesty. When students use another person's ideas, thoughts, or expressions (in writing or other presentations), each instance must give some form of acknowledgment to the source. Examples include, but are not limited to:

- A. Deliberate copying
- B. Buying (from a "paper service" or individual) or borrowing a paper and submitting it as one's own
- C. Copying someone else's paper, homework, computer program, lab report, or any written or oral assignment and submitting it as one's own
- D. Submitting a paper or other presentation in more than one class without the Instructor's permission
- E. Using a direct quote from a source without both putting it in quotation marks and providing appropriate documentation
- F. Submitting direct quotes as a paraphrase
- G. Changing only a few words in a quote and using it as a paraphrase
- H. Invention of information or citation

Some Actions/Behaviors constitute academic dishonesty. Examples include, but are not limited to:

- A. Provide unauthorized help in taking tests, quizzes or in preparing any other requirements of a course
- B. Communicate answers in any way to another student during an exam
- C. Tampering or damaging the work of another student
- D. Reading or observing the work of another student without his/her consent
- E. Lying to an instructor
- F. Damaging or abusing library and other academic resources

### Consequences of Violations of the Academic Honesty Policy

An instructor who suspects a student of violating the Academic Honesty Policy will consult with the department head or another member of the department. If the violation is verified, the instructor will (as a minimum penalty) assign a grade of zero for the assignment. The maximum penalty is a failing grade in the course in which the violation occurred. If there is more than one violation in the same course, the instructor will assign a failing grade in the course. A student receiving a failing grade due to Academic Honesty Policy violations may not withdraw from the course. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office for Academic Affairs.

If the violation occurs in a 100 level course and it is the first reported violation for the first-year student, the instructor may allow the student to re-submit the assignment for 1/2 credit. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office for Academic Affairs.

The student has the right to file an appeal to either the charge of academic dishonesty or the penalty imposed. The appeal must be filed within two weeks of the instructor's filing of the violation. The student should first consult with the faculty member for the course. If the student is not satisfied with the outcome, he/she should meet with the department chair or department member who verified the violation. If the student wishes to appeal beyond this, he/she should file a written appeal with the chair of the Academic Standards Committee. The faculty member will be asked to submit an explanation of the alleged violation in writing. Either the student or the faculty member may submit letters from material witnesses. If the charge is found to be valid, the Academic Standards Committee will determine whether the penalty was reasonable. If the penalty is determined to be unreasonable, the committee will impose a different penalty but not less than assigning a grade of zero for the assignment.

If this is not the first reported violation for the student, the Academic Dean's office may intervene to pursue suspension or expulsion from the college or other penalties beyond a failing grade in the course. Information regarding violations of the Academic Honesty Policy will be kept in

the Academic Dean's office until a student completes his/her degree program at which point all such records will be removed from the student's permanent record.

### **Accommodations Policy for Students with Disabilities**

Morningside College is committed to providing equal educational opportunities for qualified students with disabilities in accordance with state and federal law, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

A disability is a mental or physical impairment which substantially limits one or more major life activities. A qualified student with a disability is a student who meets the academic and technical standards for admission or participation (e.g., all essential nonacademic admissions criteria) in an educational program or activity, with or without reasonable accommodation. For full information regarding Morningside's policies and process to register for accommodations, please visit the Disability Services Office online or call 712-274-5034.

### **Alcohol and Drug Use Policy**

The Drug Free Schools and Communities Act of 1989 (PL 101-226, as enacted, and any subsequent amendments) requires that as a condition of receiving funds or any other form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In compliance with this statute, it is the position of Morningside College that the abuse of alcohol and the unlawful possession, use, or distribution of illicit drugs is strictly prohibited. Morningside College will comply and cooperate with all federal, state, and local authorities in their effort to prevent the use and abuse of drugs and alcohol.

The Morningside College policy on alcohol is that no student may manufacture, distribute, dispense, possess, or use alcohol in the work place and no student may bring, keep, or drink alcoholic beverages on the campus with the exception of individual residence hall rooms, and then only under the provisions set forth in the Residential Hall Policies and Regulations. Any student violating this regulation is subject to disciplinary action including dismissal from school, counseling, monetary penalties, and other sanctions, including dismissal from residence life as well as referral to the proper authorities for prosecution.

The State of Iowa prohibits the possession and use of alcoholic beverages by persons under the age of 21 years. Violation of this statute can result in monetary fines, incarceration, and other serious sanctions.

The Morningside College policy on drug use is that possessing, using, or distributing any stimulants, depressants, narcotics, or hallucinogenic drugs, including marijuana, is strictly prohibited among students and employees. Physician's prescription to the treated individual is the only exception to the policy. Violation of this policy may result in termination of employment, dismissal from school, counseling, monetary fines, or other serious sanctions up to and including referral to the proper authorities for prosecution.

Federal and Iowa laws prohibit the manufacture, delivery, or possession of illicit drugs. Violation of these statutes may lead to monetary fines, incarceration, and other serious sanctions. Federal and Iowa laws governing the unlawful possession, use, or distribution of illegal drugs or alcohol may carry up to a "double penalty" for this illegal activity on or near school and campus. The penalty upon conviction can be both monetary as well as incarceration for a prescribed period of time. The fines and incarceration vary with the nature and severity of each offense. For the protection of its students, faculty, administration and staff, Morningside College insists that all illegal activities be reported to the Office of Safety & Security.

### **Statement on Parental Notification Regarding Alcohol/Drug Use – See Residence Hall Policy and Regulations**

In response to the Higher Education Reauthorization Act on parental notification, following is the policy Morningside College has adopted:

If a student is found in violation of the Morningside College alcohol policy twice within the academic year, a parent/guardian may be contacted after the second incident. Information regarding when the incident occurred and the sanctions imposed can be shared.

In the event that a student is transported to the hospital due to excessive alcohol or drug use, the parent/guardian may be notified. If a student is hospitalized due to excessive alcohol use, the parent/guardian will be contacted by telephone.

For students who are 21 years or older, the College will make the above communications to a parent or guardian only when it determines that the conduct posed a significant risk to the safety or well-being of the student, other students, or other members of the College community.

### **Use of Student Organizational Funds**

Any student organization or group owing their existence to Morningside College, whether officially or unofficially, formally or informally, may not use organizational funds held by the institution to purchase alcoholic beverages, nor may alcohol be served at any Morningside College on-campus activity involving students. Such activities shall include but are not limited to Student Government events, Morningside Activities Council events, or Residence Life programs.

### **Personal Counseling for Alcohol and Drug Issues**

Through the Personal Counseling, Student Health, or community counseling agencies, assistance and education is provided to our student population:

- A. Who are chemically dependent.

- B. Whose use of alcohol or drugs is causing problems in their daily lives.
- C. Who are concerned about another's use of alcohol or drugs.
- D. Who are recovering from chemical dependency.
- E. Who need support for their decision to remain chemically free,
- F. Who have been affected by chemical dependency in their family of origin.

If you are concerned about a member of the Morningside community or have personal concerns, contact Bobbie Meister, Personal Counselor (x5606) or Judi Neswick, Director of Student Health Services (x5178). All concerns and inquiries will be handled in a confidential manner.

### **Attendance Policy**

- A. Students are expected to attend all class sessions. Attendance regulations (and their impact on final grades) are the responsibility of each faculty member, who will announce the policy in writing to the students at the beginning of each course, subject to the conditions of paragraph 2 below.
- B. Since sanctioned trips or other legitimate college events are considered to be supportive of the college program, instructors are required to allow students to make up work that has been missed. The Academic Affairs Office will determine if a trip is sanctioned.
- C. Students may report absences in cases of illness or emergency to the Dean of Students. Final permission to make up work rests with the individual instructor.

### **Behavior Expectations**

Morningside College holds all members of the college community accountable for their behavior. Behavior must conform to community standards of health, safety and noninterference with the living and learning environment of others. Some students might find it difficult to conform to community behavior expectations. Our hope is that awareness of behavior expectations and obtaining assistance when needed to meet behavior expectations will help students reach their academic and social potential. Disrespectful behavior, including written and verbal, directly violates the student code of conduct.

Behavior that is dangerous to the individual or others, or that significantly disturbs the living and/or learning environments of others, is not acceptable; self-injurious behavior and/or attempted Suicide included. A student shall take no action, which threatens or endangers his or her own safety, health or life, or the health and safety of another student, nor shall a student make any verbal or written threat of such action. This includes such behaviors as suicide attempts, writing suicide notes, threatening emails, phone calls, texts, cutting, refusing treatment for life-threatening illnesses or conditions (e.g., eating disorders).

In the event that a student is not in accordance with this policy, the student's parents/guardians may be contacted by the Dean of Students or designated Student Services or Residence Life administrator.

### **False Information Policy**

Furnishing false information to any College official, faculty member, administrative office, or organization is prohibited and subject to disciplinary action.

### **Student Responsibility (SELF-CARE)**

All students must be able to care for themselves at all times. The College has limited resources for students who are not able to provide reasonable care for themselves. Incidents where students demonstrate a lack of care for themselves (alcohol poisoning, suicidal threats, not taking health medication, failing to turn in required health documents to the Student Health Office) may be removed immediately from the residence halls if they are a residential student and/or prohibited from attending classes on-campus until they provide documentation from health professionals that they have completed all assigned requirements from such incidents (such as alcohol evaluations or mental health evaluations.) Additional conditions may be placed upon an individual's status as a student as deemed necessary by the College. Failure to provide proof of evaluations may result in housing probation or permanent removal from the residence halls with no refund of student room costs; such students may also be subject to administrative withdrawal from classes. Repeat incidents may result in removal from the residence halls or academic withdrawal.

Students who exhibit threatening behavior towards other students may be removed from the residence halls and/or campus immediately. All suicidal or homicidal statements (or actions) as well as concerns about alcohol poisoning should immediately result in a 911 call to report such concerns to the Sioux City Police Department or Emergency Medical Services; Campus Security and appropriate Residence Life Staff should also be notified as soon as possible. Students threatening to harm themselves or others (verbally, electronically, or in written form) will be taken seriously, even if the student claims that the statement or action was only meant in jest. The College reserves the right to contact a student's parents/guardians if he or she violates college policies. The College also reserves the right to confiscate any property that may pose a threat to a student's safety or that of others.

### **Parental Notification**

Morningside College reserves the right to contact a student's parents/guardians if he or she violates College policies. This includes, but is not limited to conduct violations as outlined in the Morningside College Student Handbook, as well as if it is determined that a student has compromised his or her own health, safety or security or that of the greater campus community. For further information regarding Parental Notification, please contact the Dean of Students.

## **Campus Policies**

All federal, state, and local laws, and local ordinances including those regarding alcohol and illegal drug possession, use, and sale, are applicable to the Morningside College Campus. The College reserves the right to sanction individuals who violate these laws. The possession of any type of firearm, weapon, fireworks, explosives, hazardous chemicals is prohibited at all times. Students who are convicted of a criminal offense after admission are subject to the College's conduct process. If the student is found guilty by the College, penalties can range from probation to suspension and/or dismissal from school.

## **Campus Safety and Security Policy**

Morningside College is concerned about the safety and welfare of all campus members and guests and is committed to providing a safe and secure environment. Campus Safety and Security is the administrative office at Morningside College that is responsible for the safety and security of our students, faculty, and staff. It includes a director, assistant director, and 20 part-time student secretaries and officers. The Director reports to the Associate Vice-President of Business/Controller and the Vice-President for Business and Finance. Campus Security employees are not sworn or commissioned officers. They do not carry weapons. They do not have arresting authority. The Sioux City Police Department, Woodbury County Sheriff's Office and the Iowa State Patrol handle all arrests. All on-duty personnel wear a distinctive security uniform. They provide basic security services to the campus community and are on duty 24 hours a day 365 days a year. Members of the Campus Safety and Security staff attend training programs specifically designed for security personnel.

Campus Safety and Security has a close working relationship with the Sioux City Police Department. All major crimes (felonies) are reported to the Sioux City Police Department, which assumes responsibility for any investigation that may be necessary as soon as possible. In the case of emergencies, the Sioux City Police Department or Sioux City Fire Rescue are notified immediately. Campus Safety and Security encourages victims to report crimes immediately and to call in the event of emergencies.

General services provided by Campus Safety and Security are walking and vehicle patrols, response to criminal and non-criminal activity, escorts, jump-starts and unlocking vehicles. Security officers make routine patrols of campus buildings and check exteriors of buildings. They also monitor the mechanical rooms of each building and report any potential problems to the Director of Physical Plant. If a fire is discovered or suspected, evacuate the building and then call 911, then contact Campus Safety and Security immediately by dialing 712-274-5234.

Campus Safety and Security makes, keeps, and maintains a daily log of reported crimes written in a form that is easily understood. The log is available to the public for inspection in the Campus Security Office. The monthly log provides the nature, date, time and general location of each crime. Additionally, the disposition of the complaint is given, if known. Information, including updates, is added as the information becomes available. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withdrawn until the damage is no longer likely to occur from the release of such information. As a matter of policy, names are not included in the monthly log.

## **Facility Security**

Most college facilities and corresponding programs are open to the public during respective hours of operation. College facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to the Facilities Department for repair or correction.

Residence halls are a special concern; therefore, all entrance and exit doors are locked 24 hours a day to ensure the safety and security of all living there. It is the responsibility of all RAs, Security Officers, and Facilities and Custodial personnel to close all propped doors. A fine of \$100.00 or more may be imposed on anyone caught propping doors in any residence hall or apartment.

Each resident is provided with a room key and/or fob that operate the room door lock as well as the main entrance. Doors marked "exit only" or "emergency exit only" are not accessible from the outside. Such doors are to be used for exit purposes only. Windows are equipped with locks operable by the room occupants. Campus security officers patrol the exterior of the residence halls and campus parking lots, while residence hall staff monitor the interior of the residence halls and secure all entrances and exits.

During low-occupancy periods, the residence halls are locked and key cores may be changed. Students who receive permission to stay on campus during such periods are registered with the Office of Residence Life.

## **Code of Conduct for Extracurricular Travel**

Students who participate in travel that is sponsored or sanctioned by the College are not only representing their own specific group, team or organization, but also Morningside College and our mission and values. As such, the College has established expectations that all students must adhere to when participating in extracurricular travel, which may include, but is not limited to athletic competitions, professional conferences and seminars, and organizational meetings that may occur on the local, regional, or national levels.

1. All students are expected to follow the Student Code of Conduct found in the Student Handbook/College Catalog. The following rules and regulations also apply to all Morningside students participating in extracurricular travel in which the name of the College is used in conjunction with the event.
2. Students traveling to or from, or during an event, must remember at all times that they are representing Morningside College. They are expected to behave with decorum, upholding and maintaining Morningside College's reputation through appropriate professional

behavior and respecting each other and others. This applies also when no formal activities are scheduled, such as late evening or early morning hours.

3. Participants will dress appropriately for each situation (e.g. no casual clothing at formal get-togethers and banquets).
4. Students are expected to attend ALL seminars, workshops, and other scheduled events, including scheduled social events. Please be prompt and prepared for all sessions.
5. Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.
6. For all officially sanctioned college conferences, workshops, etc., no student may consume alcohol, regardless of age.
7. The use and possession of illegal drugs will not be tolerated.
8. Participants responsible for theft and/or vandalism to properties during the course of an event will be held financially liable and will be subject to disciplinary action.
9. Due to liability, risk, and insurance reasons, guests/visitors (e.g. friends, relatives, significant others, etc.) are not allowed to attend/participate in student organization travel-related activities.
10. Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the student organization advisor.
11. When traveling as part of a Morningside College excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
12. Should a student be found violating state/local laws (e.g. possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended that the advisor contact/notify the local authorities. Consequences and/or punishment could include anything from possible expulsion for the activity to criminal charges.
13. Additionally, this is a Student Code of Conduct violation which will be discussed with the Dean of Students as soon as possible. Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a student traveler to be sent home immediately from the event or excursion at the traveler's own expense. The action may be reviewed and, depending upon the severity of the offense, the student may be removed from office or membership by the student organization and/or Dean of Students.
14. The advisor(s) to the student organization or group participating in the extracurricular travel that accompanies the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor's decisions and judgments and afford him/her to common courtesy and respect due by virtue of his/her position as the official representative of Morningside College.
15. Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office and/or the Student Code of Conduct.

## **Communication**

The official form of communication at Morningside College is campus email (Morningside Mail). All full-time undergraduate students are assigned an email address. It is the responsibility of all students to use email communication to stay apprised of official college notices and information. It is the expectation that students check their email every 24 hours during business days and every 48 hours during weekends and breaks. Students who fail to do so, resulting in missed deadlines or notices, will not be pardoned.

## **Computer Ethics and Network Acceptable Use Policy**

### **Computer and E-mail Usage**

#### **A. Use of Morningside College's Equipment**

All Morningside College equipment, software, data, and network connections including computers, email accounts, PDAs or other electronic devices, shall be used for Morningside College-related business only. Computers, computer files, the e-mail system, and software furnished to Morningside College students (hereinafter "Users") are Morningside College's property intended for educational use only.

Users are responsible for the use (and misuse) of their Morningside Network Account. Users must take reasonable precautions to prevent use their account by unauthorized persons, including password maintenance, and report all unauthorized use to the Technology Services Center.

#### **B. Confidentiality of Email Communications**

Users have no expectation of privacy with respect to any electronic communication and content created, viewed or saved while using Morningside College-controlled electronic devices. It is extremely important that: (1) all Users who send e-mail messages recognize that there can be no assurance that they will be seen only by the intended addresses; and (2) all Users act carefully, professionally, and responsibly with respect to e-mail messages. Users should take extra care when communicating highly sensitive or confidential information.

Morningside College reserves the right to access and disclose computer files on any Morningside College controlled electronic environment and messages sent over its e-mail system, for any purpose, including disclosure of appropriate e-mail messages or computer files to law enforcement officials, with or without notice to any User(s) who may have created such a computer file or sent or received such messages. It also reserves the right to destroy any and all computer files and messages at any time pursuant to Morningside College's Record Retention and Document Destruction Policy, subject to limitations required by law enforcement officials or other legal authority.

#### **C. Compliance with Morningside College's Policies and Procedures**

Users must adhere to all of Morningside College's policies and procedures when using Morningside College's equipment, including when using Morningside College's equipment to engage with other users online via social networking or in virtual spaces. This includes, but is

not limited to Morningside College's harassment and discrimination policies and FERPA policies. Users may not use Morningside College's computers or other equipment in a manner that violates another's rights under FERPA, HIPAA or any other applicable law pertaining to privacy or confidentiality.

Any conduct that would be prohibited by these policies is also prohibited online or in virtual contexts. Any violation of this policy or any other applicable policy will be grounds for discipline as defined in the student handbook up to and including suspension or expulsion.

For example, e-mail messages or social networking posts that include obscene statements or derogatory comments should never be created or transmitted. Similarly, e-mail messages or social networking posts containing improper or offensive materials on topics such as color, race, religion, national origin or ancestry, sex, age, disability or any other legally protected status should never be created or transmitted.

If Users receive external or internal e-mail that contains material that would violate Morningside College's harassment policy, they should immediately delete the e-mail and inform the sender to refrain from sending such e-mail in the future.

**D. Compliance with Intellectual Property Laws**

Morningside College purchases and licenses the use of various computer software for education purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Morningside College does not have the right to reproduce such software for use on more than one computer. Users may only use software on local area networks or on multiple machines according to the software license agreement. Morningside College prohibits the illegal duplication of software and its related documentation.

Use of Morningside College's logos, branding materials, or any other intellectual property is strictly limited to business use and only by those who are duly authorized to act on the Morningside College's behalf.

**E. Reporting Suspected Violations**

Users should notify the Dean of Students upon learning that a student has violated this policy. Failure to report another user's violation of this policy may subject the student to discipline as defined in the student handbook, up to and including suspension or expulsion.

Users should notify their advisor and the Technology Services Center if they suspect an unauthorized user has accessed equipment, software, or data belonging to Morningside College.

**F. Violations of this Policy**

Users who violate this policy will be subject to disciplinary action as defined in the student handbook, up to and including suspension or expulsion. Failure to report a known violation by another user is also a violation of this policy that may subject the user to discipline, up to and including suspension or expulsion.

**Blogging Policy**

**A. Scope**

This policy applies to any student (hereinafter "User") who engages in blogging activity on Morningside College's equipment. This policy also applies to any User who engages in blogging activity on any digital equipment that references or refers to Morningside College, its policies or its community members. Blogging activity is broadly defined as any communication posted on the Internet by a User.

**B. Compliance with Morningside College's Policies and Procedures**

Any User who engages in blogging activity must abide by all of Morningside College's policies and procedures that include, without limitation, Morningside College's non-disclosure policies, confidentiality policies, anti-discrimination policies, anti-retaliation policies, anti-harassment policies and computer use policies. Any conduct that would be prohibited by these policies is also prohibited when blogging.

Users are prohibited from making discriminatory, retaliatory, defamatory, libelous or slanderous, threatening, and/or sexually explicit comments when discussing Morningside College, its administrators, employees or students. Users should be aware that Morningside College's anti-retaliation policy prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, bullying, abuse, or the warning signs thereof, or who cooperates with an investigation regarding any matter covered by the policy. This includes retaliation against any individual who notifies Morningside College of inappropriate blogging activity by User.

Any User blog that references Morningside College, its policies or its community members, must clearly state that it expresses the views of the User and does not represent, in any capacity, the views of Morningside College.

**C. Compliance with Intellectual Property Laws**

Use of Morningside College's logos, branding materials, or any other intellectual property is strictly limited to business use and only by those who are duly authorized to act on the Morningside College's behalf.

**D. Violations of this Policy**

Morningside College reserves the right to take disciplinary action as defined in the student handbook, up to and including suspension or expulsion of any User whose blog violates any Morningside College policies.

Morningside College reserves the right to monitor User blogging activity that is conducted on Morningside College's equipment or server.

If Morningside College detect a violation(s) of its policies and/or applicable laws as a result of:

- (1) Activity conducted on institution-controlled equipment on any site (public or internal);or
- (2) Activity conducted on Morningside College's server or cloud on any site (public or internal) on any equipment;

Morningside College reserves the right to authorize its IT department to disable or remove any content from an institution controlled server, site, or institution-controlled equipment using any legally available means. .

### **Employee and Student Created Software Policy**

It is the policy of Morningside College that full rights of ownership, including copyrights, of software created by its employees or students be vested with the creator, subject to the following exceptions and conditions:

1. Software developed by employees or students of Morningside College under one or more of the following circumstances is owned by the college:
  - a. Morningside College owns conversions, modifications, or updates to software that already belongs to the college.
  - b. If a condition of employment for an employee, or a condition of an internship, class or project for a student is to develop software for the college, software created to fulfill such a condition is owned by Morningside College.
  - c. Morningside College will own the copyright to any software that is specifically ordered or commissioned by the college if there is a written agreement, executed prior to the creation of the software, in which the author(s) and college agree that the copyright shall belong to the college.
2. Ownership of software created by students for entities other than Morningside College in order to fulfill a class or project requirement should be determined before the work on the software begins.
3. Software developed by a student (or students working together) to fulfill a class requirement where the software does not fall under any of the circumstances of items 1 or 2 above, is affirmed by the creator(s) to be placed in the public domain when it is submitted for grading or evaluation. The office of academic affairs may, at its sole discretion, grant waivers to the requirement that student software created for a class be placed in the public domain on an item-by-item basis. Students desiring such a waiver must contact the office of academic affairs and request the waiver at least one week prior to submitting the software for grading or evaluation.
4. Ownership of software created under the sponsorship of a grant or contract should be determined before the project is undertaken. If terms of a grant or contract conflict with this policy, then the employee or student creating the software must secure a waiver of the conflicting parts of this policy from the college before entering into the contract or accepting the grant.
5. Ownership of software created jointly by any Morningside employee and students, which is not addressed by items 1-4 of this policy, should be defined before the project begins via a written memorandum of understanding agreed to in writing by all participants.

### **Copyright Materials**

The use of copyright materials, such as films, videos, filmstrips, electronic media, etc., for public performance must comply with the Federal Copyright Act (Title 17, United States Code, Section 101 and following), Digital Millennium Copyright Act (DMCA), and Technology, Education, and Copyright Harmonization Act (TEACH). Copyrighted materials used for educational purposes in a classroom setting must comply with the Fair Use Guidelines of the Copyright Act which may be found in the Copyright Act at Section 107. Further copyright exceptions for academia are found in Sections 108 (reproduction by libraries and archives), 109 (first sale), and 110 (use of materials in an educational setting). Copyrighted materials used for recreational purposes as public performance, outside of the private sphere of one's home, are required to obtain a public performance license. To access information on purchasing the rights to show copyrighted materials or purchase a public performance licenses, contact the Vice President for Business and Finance.

### **Discriminatory Harassment**

(see [https://my.morningside.edu/campus\\_offices/student\\_life/title\\_ix/](https://my.morningside.edu/campus_offices/student_life/title_ix/) for complete policies)

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Morningside's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

The sections below describe the specific forms of legally prohibited harassment that are also prohibited under Morningside College policy. When speech or conduct is protected by academic freedom, it will not be considered a violation of College policy, though supportive measures will be offered to those impacted. All policies encompass actual and/or attempted offenses.

#### **a. Discriminatory Harassment**

Discriminatory harassment constitutes a form of discrimination that is prohibited by Morningside College policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Morningside College does not tolerate discriminatory harassment of any employee, student, visitor, or guest. The College will act to remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a "hostile environment."



A hostile environment is one that unreasonably interferes with, limits, or effectively denies an individual's educational or employment access, benefits, or opportunities.<sup>2</sup> This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or pervasive *and* objectively offensive.

When discriminatory harassment rises to the level of creating a hostile environment, Morningside may also impose sanctions on the Respondent through application of the grievance process below.

The College reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature and not based on a protected status. Addressing such conduct will not result in the imposition of discipline under College policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternate Resolution, and/or other informal resolution mechanisms.

For assistance with Alternate Resolution and other informal resolution techniques and approaches, employees should contact the Director of Human Resources, and students should contact the Dean of Students.

## **b. Sexual Harassment**

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Iowa regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

Morningside College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex/gender or that is sexual that satisfies one or more of the following:

- 1) Quid Pro Quo:
  - a. an employee of the College,
  - b. conditions<sup>3</sup> the provision of an aid, benefit, or service of the College,
  - c. on an individual's participation in unwelcome sexual conduct.
  
- 2) Sexual Harassment:
  - a. unwelcome conduct,
  - b. determined by a reasonable person,
  - c. to be so severe, and
  - d. pervasive, and,
  - e. objectively offensive,
  - f. that it effectively denies a person equal access to the College's education program or activity.<sup>4</sup>
  
- 3) Sexual assault, defined as:
  - a) Sex Offenses, Forcible:
    - o Any sexual act<sup>5</sup> directed against another person<sup>6</sup>,

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<sup>2</sup> This definition of hostile environment is based on Federal Register / Vol. 59, No. 47 / Thursday, March 10, 1994: [Department of Education Office for Civil Rights, Racial Incidents and Harassment Against Students At Educational Recipients Investigative Guidance](#).

<sup>3</sup> Implicitly or explicitly.

<sup>4</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

<sup>5</sup> A 'sexual act' is specifically defined by federal regulations to include one or more of the following:

Forcible Rape:

- o Penetration,
- o no matter how slight,
- o of the vagina or anus with any body part or object, or
- o oral penetration by a sex organ of another person,
- o without the consent of the Complainant.

Forcible Sodomy:

- without the consent of the Complainant,
- including instances in which the Complainant is incapable of giving consent.<sup>7</sup>
- b) Sex Offenses, Non-forcible:
  - Incest:
    - 1) Non-forcible sexual intercourse,
    - 2) between persons who are related to each other,
    - 3) within the degrees wherein marriage is prohibited by Iowa law.
  - Statutory Rape:
    - 1) Non-forcible sexual intercourse,
    - 2) with a person who is under the statutory age of consent of 16. A close in age exemption allows teens aged 14 to 15 to consent to partners less than 4 years older.

- 4) Dating Violence, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a person,
  - d. who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—
    - ii. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - iii. Dating violence does not include acts covered under the definition of domestic violence.

- 5) Domestic Violence, defined as:
- a. violence,
  - b. on the basis of sex,
  - c. committed by a current or former spouse or intimate partner of the Complainant,
  - d. by a person with whom the Complainant shares a child in common, or
  - e. by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or
  - f. by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Iowa, or
  - g. by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Iowa.

\*To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

- 6) Stalking, defined as:
- a. engaging in a course of conduct,
  - b. on the basis of sex,
  - c. directed at a specific person, that

- 
- Oral or anal sexual intercourse with another person,
  - forcibly,
  - and/or against that person's will (non-consensually), or
  - not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:

- The use of an object or instrument to penetrate,
- however slightly,
- the genital or anal opening of the body of another person,
- forcibly,
- and/or against that person's will (non-consensually),
- or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

Forcible Fondling:

- The touching of the private body parts of another person (buttocks, groin, breasts),
- for the purpose of sexual gratification,
- forcibly,
- and/or against that person's will (non-consensually),
- or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

<sup>6</sup> This would include having another person touch you sexually, forcibly, or without their consent.

- i. would cause a reasonable person to fear for the person’s safety, or
  - ii. the safety of others; or
  - iii. Suffer substantial emotional distress.
- For the purposes of this definition—
- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
  - (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
  - (iii) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

**c. Force, Coercion, Consent, and Incapacitation<sup>8</sup>**

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., “Have sex with me or I’ll hit you,” “Okay, don’t hit me, I’ll do what you want.”).

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent is:**

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Morningside College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

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<sup>8</sup> Consent is not specifically defined in Iowa law. However, Iowa law defines “sexual abuse” as any sex act between persons where: the sexual act is done by force or against the will of the other (if the consent or acquiescence of the victim is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep or is otherwise in a state of unconsciousness, the act is done against the will of the other); or the victim is suffering from a mental defect or incapacity which precludes giving consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.

Consent in relationships must also be considered in context. When parties consent to BDSM<sup>9</sup> or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so Morningside’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this policy if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault policy violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

This policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs.

### **Response to Domestic and Dating Violence/Abuse or Sexual Assault**

If you have experienced or are experiencing violence, abuse, or assault, please consider the following:

- A. **Get to a safe place and seek out supportive people you trust to assist you.** Contact a friend, resident assistant (R.A.), apartment manager, head resident, area coordinator, residence life professional staff, campus security, campus nurse, college staff or faculty, or someone you feel safe with.
- B. **Create a safety plan.** The campus offices and resources listed above can help in identifying strategies and other measures that can be taken to enhance your personal safety and security. Safety plans may take into account your living situation, attending classes, and other regular campus activities and may aid in reducing any anxiety, fear, or intimidation after an incident. A safety plan can be obtained through Residence Life, Student Services, or Campus Security.
- C. **Get medical attention.** If you are injured, you should consider going to the hospital of your choice as soon as it is safe and possible. Getting medical attention will allow a trained medical professional to assess and treat any injuries you may have received and answer questions about your physical health.
  1. UnityPoint Health – St. Luke’s, 2720 Stone Park Blvd., Sioux City, IA
  2. Mercy Medical Health Center - 801 5th Street, Sioux City, IA
- D. **Write down (document) what happened.** Make some personal notes about the incident from your perspective, when it happened, how the events of the incident took place, etc. This information may be helpful if you choose to report the incident to the College or to the Sioux City Police. Personal notes may also help you remember what happened at a later time. If you have evidence (voicemails, texts, emails, social media, etc.) it is important to keep it so that it may be added to your case if necessary.
- E. **In instances of sexual assault, preserve all evidence.** Do not change your clothes, shower, bathe, or douche. If possible do not go to the bathroom. Save all clothing, linens, or other items that may have been touched by the assailant to be given to the Sioux City Police for evidence. Collect items in clean brown paper bags for transport to the hospital or to give to the Police. It is recommended that you DO NOT use a plastic bag as it can degrade the chemical composition of evidence. All physical evidence, including seminal fluids, hair, blood types, and other biological evidence are used in court.
- F. **Seek Help and Support.** Abuse, violence, or assault can be a traumatic experience. Students are encouraged to seek assistance from a therapist or counselor to help process the events.
- G. **Domestic and Dating Violence/Abuse and Sexual Assault are crimes and you are strongly encouraged to report it.** Reporting violence, sexual abuse/sexual assault **DOES NOT** commit you to filing criminal charges with the Sioux City Police Department. You can make that decision later.

### **Reporting Sexual Harassment**

Students have the following options to report any instance of Sexual Harassment. You have the right to choose to do any or all of these options, or to do nothing. The choice is yours:

#### Option I: Wait

Wait until you are ready to share with others. Do not allow well-intentioned individuals push you to report until you want to.

#### Option II: Confidential Reporting

If you wish that details of an incident be kept confidential, on-campus resources include Morningside’s personal counselor, chaplain, and

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<sup>9</sup> Bondage, discipline/dominance, submission/sadism, and masochism.

student health providers. Local resources such as crisis centers are also confidential and have no duty to report your information to the College. All College employees, except those deemed confidential resources above, have a duty to report sexual misconduct to the Title IX coordinator. Conversations will be kept discreet but not confidential.

**Option III: Report to the College**

Report the incident to Campus Safety & Security, Residence Life, or any employee not designated as confidential. Upon receiving a report, the Title IX coordinator will do a preliminary inquiry to determine if there is reasonable cause to believe a policy has been violated. If so, a formal investigation may ensue in order to provide a resolution internally.

**Option IV: Report to Law Enforcement**

You may wish to file an official report of the misconduct with the Sioux City Police. Filing a report does not obligate a student to follow through with legal action or action through the College.

**Option V: Report to College and Law Enforcement**

You may wish to have both the College and law enforcement investigate the misconduct. College proceedings and a criminal investigation of the incident occur independently.

**Confidentiality**

If you have been affected by an incident of sexual harassment, you may wish to seek confidential counseling and support. You could speak with any of the following people **confidentially**. They will listen and explain your options, and will maintain information received as private. They will not share confidential information with College personnel or others unless required to do so by law. All of the following resources are free of charge. **Talking to any of the following resources (even those on campus) DOES NOT constitute reporting the incident.**

On-Campus Confidential Resources	Off-Campus Confidential Resources
Judi Neswick, Student Health Nurse Olsen Student Center, Lower Level 712-274-5178	SafePlace (CSADV) 712-258-7233 <a href="http://www.safefromabuse.com">www.safefromabuse.com</a>
Bobbi Meister, Personal Counselor Olsen Student Center, Lower Level 712-274-5606	National Coalition Against Domestic Violence 1-800-799-SAFE/1-800-799-7233 <a href="http://www.ncadv.org">www.ncadv.org</a>
Rev. Andy Nelson, Chaplain Olsen Student Center, Lower Level 712-274-5148	RAINN (Rape, Assault, and Incest National Network) 800-656-HOPE/800-656-4673 <a href="http://www.rainn.org/get-help">www.rainn.org/get-help</a>
	Members of the Clergy, Pastor, etc.

**NOTE:** Morningside College complies with federal laws requiring the annual reporting of crime statistics. Morningside College must disclose non-personally identifiable information regarding incidents of sexual harassment.

**On Campus “Mandatory Reporting” Resources**

Students should be aware that almost all faculty and staff members and most offices on campus are considered “**mandatory reporting resources.**” This means that they are required by law to file an official report with the College if told about discriminatory harassment. Because the College takes allegations and reports very seriously, we expect faculty and staff to report all allegations. The following mandatory reporting individuals and offices are specially equipped to follow up on allegations of discriminatory harassment. These individuals and offices will do so with respect for the privacy of those allegedly involved in the incident:

On-Campus Resources for Reporting	Off-Campus Resources for Reporting
Dr. Karmen Ten Napel, Dean of Students / Title IX Coordinator	Sioux City Police Department
Student Services, Lewis Hall	712-279-6440
712-274-5191	911
<a href="mailto:tennapel@morningside.edu">tennapel@morningside.edu</a>	
Campus Safety and Security	
712-274-5234 (24 hours a day)	
Sheri Hineman, Director of Residence Life	
Olsen Student Center, Lower Level	
<a href="mailto:hineman@morningside.edu">hineman@morningside.edu</a>	
712-274-5335 (Office)	

**False Reporting**

Morningside College will not tolerate intentional false reporting of discriminatory harassment. It is a violation of College policy to make an intentionally false report, and it may also violate state criminal statutes and civil defamation laws.

#### **d. Other Civil Rights Offenses**

In addition to the forms of sexual harassment described above, which are covered by Title IX, Morningside additionally prohibits the following offenses as forms of discrimination that may be within or outside of Title IX when the act is based upon the Complainant's actual or perceived membership in a protected class.

- Sexual Exploitation, defined as: taking non-consensual or abusive sexual advantage of another for their own benefit or for the benefit of anyone other than the person being exploited, and that conduct does not otherwise constitute sexual harassment under this policy. Examples of Sexual Exploitation include, but are not limited to:
  - Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
  - Invasion of sexual privacy.
  - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually-related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of revenge pornography
  - Prostituting another person
  - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually-transmitted disease (STD) or infection (STI), without informing the other person of the infection
  - Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
  - Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections
  - Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
  - Knowingly soliciting a minor for sexual activity
  - Engaging in sex trafficking
  - Creation, possession, or dissemination of child pornography
- Threatening or causing physical harm, extreme verbal, emotional, or psychological abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive, limit, or deny other members of the community of educational or employment access, benefits, or opportunities;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Morningside community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity;
- Bullying, defined as:
  - Repeated and/or severe
  - Aggressive behavior
  - Likely to intimidate or intentionally hurt, control, or diminish another person, physically and/or mentally

Violation of any other Morningside policies may constitute a Civil Rights Offense when a violation is motivated by actual or perceived membership in a protected class, and the result is a discriminatory limitation or denial of employment or educational access, benefits, or opportunities.

Sanctions for the above-listed Civil Rights Offenses range from reprimand through expulsion/termination.

#### **Retaliation**

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. Morningside College will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

Morningside College and any member of Morningside's community are prohibited from taking or attempting to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

#### **Dismissal from Morningside College**

Students who are dismissed from the College must vacate their rooms within 24 hours, unless otherwise informed. No tuition, room, board, or fees will be refunded. If the student received federal Title IV Financial Aid and is dismissed prior to completing 60 percent of the term, the federal aid programs will be refunded in accordance with federal policies and based on percentage of the term not completed.

#### **Drones**

Indoor/outdoor use of drones for academic purposes is permitted when responsible faculty or other space owners have determined the space is suitable for such experimentation. Hobbyist use of drones is not permitted without the express prior permission of Campus Safety and Security.

#### **Early Support System**

The Early Support System, administered by the Dean of Students, requests that class instructors enter specific academic concerns into the students' records in Campus Web during a reporting window. Students and advisors are notified when the reporting window closes and are asked to consult to develop a plan that enables a student to address the concerns noted.

#### **Final Exams**

Final Exam Week occurs during the last few days of each semester. The schedule for final exams is listed on the websites for Academic Affairs and the Registrar's Office and at the Registrar's Office. No extracurricular activities may be scheduled during Exam Week. Such activities include athletic events (except given GPAC Conference Activities subject to review by the VP for Academic Affairs and/or Vice President of Student Life and Enrollment), student trips, theater productions, operation of the campus radio station, music recitals, faculty committee meetings, student organization activities, and other similar activities. There will be no meetings mandating student attendance during the final examination period. Students who have conflicts or desire a change in their final exam schedules must consult the Associate VP of Academic Affairs.

#### **Fire Equipment and Regulations**

Tampering with alarms, extinguishers, fire exit signs, or smoke detectors is against the law as stated in the Iowa code. Students pulling false alarms or tampering with fire equipment will be fined a minimum of \$100.00 and will face disciplinary action.

#### **Gambling**

Gambling of any kind is prohibited on the entire Morningside Campus, including residence halls.

#### **Graduation/Diploma**

Upon graduation the diploma will be held if there are financial obligations to the College. All graduates will receive a complimentary unofficial copy of his/her transcript.

#### **Hate Crimes Policy**

*Hate Crimes* as defined in Iowa Code # 729 A.2, means one of the following public offenses (assault, criminal mischief, trespass, arson) when committed against a person or person's property because of a person's race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, gender identity, age, or disability, or a person's association with a person of any of the above determinants.

*Assault* as defined in Iowa Code #708.1 is any act committed without justification intended to cause pain or injury; insulting or offensive physical contact; intention to place another in fear; threats involving firearms or dangerous weapons.

*Criminal Mischief* as defined in Iowa Code #716.1 is any intentional damage, defacing, alteration, or destruction of tangible property. Trespass as defined in Iowa Code #716.7 is entering property without permission of owner with intent to commit public offense; remaining after being requested to abstain or vacate; or removing, altering, or damaging items. Arson as defined in Iowa Code #712.1 is causing fire or explosion; placing burning or combustible incendiary or explosive materials or devices in or near property with intent to destroy or damage such property or with knowledge that property will probably be damaged, whether damage results or not.

#### **Policy:**

The College may discipline any student in non-academic matters if he or she is found to have committed the following misconduct on college premises or functions sponsored by or participated in by the College:

- A. Any behavior that is directed at a specific person or group of persons, and which creates an environment wherein the behavior is inherently likely to provoke a violent action whether or not it actually does so.
- B. Behavior by any student, in class or out of class, which for any reason whether it stems from time, place, or type of behavior—disrupts the class work of others, involves substantial disorder, invades the rights of others, or otherwise disrupts the regular and essential operation of the College.
- C. Participation in a campus demonstration: See "Freedom of Inquiry and Expression."

- D. Behavior of any kind that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in college-sponsored extracurricular activities. The sanction or sanctions imposed by the College upon a student may be enhanced when the student has
1. violated the lawful regulations in the Student Code, and
  2. intentionally selected the person or persons against whom the underlying violation was committed or selected the property which was damaged or otherwise affected by the student code because of race, religion, color, disability, sexual orientation, national origin, or ancestry of that person or group of persons or the owner(s) or occupant(s) of that property. Whether the intent required (as specified in the paragraph above) is present shall be determined by consideration of all relevant circumstances.

#### **Identification Number and Identification Card (ID)**

A student photo identification card (ID) is provided when a student begins classes for the first time. The cost of replacing a lost ID is \$10.00 after the second re-print, paid directly to Business Office. For your safety and security, you may be requested to present your student ID to campus security or college officials. If you are asked for identification by security or any college official, you must present it. Your ID serves many purposes: library card, meal ticket, admission pass to theater performances, concerts, athletic events and more.

#### **Illness Policy**

Students should contact faculty in advance of any absences and should be aware of possible penalties as outlined on the syllabus of each class. Students are responsible for notifying faculty when they are required to not be in class in order to prevent others from becoming ill. The Dean of Students will only notify specific faculty of health-related absences if the student is excused from class and/or extracurricular activities from our on-campus health care provider.

#### **Immunizations**

All students registered for nine or more hours are required to submit proof of current immunizations upon entering Morningside College and before validating for classes. Questions concerning immunization records should be addressed to the Student Health Director at 712-274-5178.

#### **Internet Child Pornography**

Child pornography crimes are serious criminal violations with serious consequences. Possession, receiving or trading child pornography could lead to a minimum prison sentence of five years without any possibility of parole. After serving their time, those convicted of child pornography offenses must also register as sex offenders.

#### **Nondiscriminatory Policy as to Students**

Morningside College admits academically qualified students without regard to age, sex, religion, creed, race, color, gender identity, sexual orientation, marital status, disability, genetic information or national origin to the rights, privileges, programs, and opportunities generally available to students at the college. It does not discriminate on the basis of age, sex, religion, creed, race, color, gender identity, sexual orientation, marital status, disability, genetic information or national origin in administration of its educational policies or programs including admissions, financial aid, athletics and other school-administered programs.

#### **Title IX of the Education Amendments of 1972**

This portion of the Educational Amendments of 1972 requires 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.

A grievance procedure has been established for member of the Morningside College community who wish to make a formal notification to the College of violations of Title IX regulations. Information about those procedures is available from Title IX coordinator for the College, Dr. Karmen Ten Napel, Lewis Hall, [712-274-5191](tel:712-274-5191), [tennapel@morningside.edu](mailto:tennapel@morningside.edu)

#### **Parking**

Parking permits are required for all students, faculty, and staff during the school year (August - May) if they park on campus. This includes part-time students. Students who audit a course, qualify for senior citizen rate, are high school students enrolled in a course, or are HPER Center users will receive a special permit at no cost. Parking regulations are enforced at all times including the weekends and over breaks.

All permits may be picked up at Campus Safety and Security Office located in the Olsen Student Center and paid for in the Business Office in Lewis Hall. For parking regulations see the 2020-2021 brochure online or in the Campus Security Office. Only the first ticket for NO PERMIT will be voided if permit is purchased. Costs: All Student Permits are \$100.00 per year. Handicap Permits can be issued free to students to be used on campus only.

#### **Parking Appeals Process**

When a student, faculty, or staff member wishes to dispute a parking ticket, they should first contact the Director or Assistant Director of Campus Safety and Security to discuss the issue. If they are unable to resolve the parking issue, an appeal should be initiated within seven days of issuance of the ticket. The appeal form is available from the Campus Safety and Security Office. The written appeal should be submitted to the Administrative Coordinator in the Business Office. The appeal will then be distributed to the Parking Committee for review. For complete parking regulations for the current academic year refer to the parking brochure online or in the Campus Security Office.



## Postings Policy

Posters, notices, flyers and other documents are not allowed on any exterior glass doors or glass areas surrounding exterior doors of campus buildings. Postings or signs related to an emergency or safety issue are the only exceptions to this policy. Signs must include identifying contact information or be sponsored by a campus organization. Signs are expected to be removed by their owners after their expiration date.

## Refund/Repayment Policy

If a student officially withdraws from Morningside College prior to completing 60 percent of the term, institutional charges for tuition, room and board will be refunded based on the percentage of the term that has not been completed. Financial aid awarded will be returned to the federal, state, and Morningside programs based on the same percentage. Outside scholarships will remain on the student account unless this creates an “over-award” situation or the donor specifically requests a refund should the student withdraw. In simple terms – if the student officially withdraws after completing 20 percent of the term, the student will be charged for only 20 percent of the applicable tuition, room, and board and will retain 20 percent of their financial aid.

During the first week of the term and off-site terms (or the first day of May Term or Summer Sessions), 100% of the tuition, room and board charges will be refunded.

After the 60 percent point in the term, no refund will be granted nor will financial aid be reduced. The portion of the term completed is based on calendar days from the first day of the term through the last scheduled day of finals, including weekends and mid-term breaks of less than five days.

Withdrawal date is the date (determined by the school) that:

- the student began the withdrawal process prescribed by the school
- the student otherwise provided the school with official notification of the intent to withdraw
- is the midpoint of the payment period of enrollment for which Title IV assistance was disbursed (unless the institution can document a withdrawal date) if the student does not begin the school’s withdrawal process or notify the school of the intent to withdraw.

If the school determines the student did not begin the withdrawal process or notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstances beyond the student’s control, the school may determine the appropriate withdrawal date.

Music Fees \_\_\_\_\_ no refund after the first week of the term  
Parking Fees \_\_\_\_\_ no refund  
Student Teaching Fees \_\_\_\_\_ no refund  
General Fees (except technology fee) \_\_\_\_\_ no refund

To officially withdraw, a student must complete a Withdrawal Form, which can be obtained in the Dean of Students Office.

### Right to Withhold Transcript of Diploma

An official transcript will be released only when financial obligations for enrollment periods prior to the current period are paid in full. If a student has no financial obligation to the College, the transcript may be transferred, with the student’s written request to another institution. A composite record of grades will be released at any time to any currently enrolled Morningside student.

## Service Animals and Therapy (Emotional Support) Animals

Morningside College is committed to being in compliance with the Americans with Disability Act (ADA), Fair Housing Act (FHA), and applicable laws, regulations, and amended updates and reauthorizations regarding individuals with disabilities. In cases where a student is requesting a Service or Therapy (Emotional Support) Animal, the College will determine whether such animal is a reasonable accommodation on campus on a case-by-case basis. The College is mindful in its attempt to balance the needs to the individual’s request for reasonable accommodations and the impact that an animal may have on the health and safety of the campus community. The College may require appropriate formal documentation from a medical or mental health provider (signed and on office letterhead) that contains sufficient information for the College to determine whether the animal qualifies as a Service or Therapy animal under applicable law. In accordance with federal laws, the College has established the following definitions:

Service Animals: Under Titles II and III of the Americans with Disabilities Act, a service animal is a dog that is individually trained to do work and perform tasks for a person with a disability. Miniature horses may qualify as a service animal where reasonable, per ADA regulations. This may include, but is not limited to, work or tasks such as guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Students with a service animal are permitted to bring their service animals in all public areas of campus, including classrooms and residence halls as needed. Students with service animals must ensure that the service animal is under control at all times as outlined with College policy and requirements under ADA.

Therapy (Emotional Support) Animals: Accommodations for therapy animals (which also may be referred to as assistance animals, companion animals, or emotional support animals) are outlined in the Fair Housing Act (FHA) and Section 504. A therapy animal is defined as an animal whose sole purpose is to provide emotional support, comfort, or other therapeutic benefits to a person with a mental or

psychiatric disability to promote emotional well-being. A therapy animal does not receive any specific training and is not required to do so. A therapy animal may be subject to reasonable accommodation law and the reasonable accommodation policies as outlined by the College.

Students requesting accommodations for a service animal or therapy animal must contact the Coordinator for Disability Services. The coordinator will work with the student regarding the specific needs of the student's individual situation, will determine what accommodations may or may not be reasonable, and will coordinate subsequent appropriate efforts with other offices and departments (i.e., student's faculty, Residence Life, Sodexo Services, etc.) as needed.

### **Smoking/Tobacco/Vaping Policy**

Morningside College facilities and grounds, including vehicles owned or leased by Morningside College, are off limits for tobacco use, including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product, or leave Morningside College premises immediately.

### **Solicitation**

Only registered student organizations and College departments and organizations may solicit on campus. All sales persons or agents for any product, proposition, or cause are prohibited from soliciting members of the faculty, staff, or the student body in any building or part of the campus without prior approval from senior staff. Door-to-door solicitation in residence halls is strictly prohibited.

### **Theft**

Any intentional, negligent, or attempted acts of theft are prohibited. This includes, but is not limited to, the theft or possession of stolen College or personal property.

### **Unauthorized Entry or Presence in College Facilities**

Unauthorized entry or presence in college facilities is strictly prohibited and will be considered an act of trespass. Unauthorized entry or presence will include, but not limited to, the following violations: entry or presence in a facility when said facility is closed for a break period; remaining in a facility after closing hours; entry or presence in an office, laboratory, or residence hall room of another person without the permission of the appropriate authority. Unauthorized exit of facilities, such as out a window, is also strictly prohibited.

### **Weapons and Explosives**

The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals or fireworks are strictly prohibited. This rule applies at all times and in all facilities of the campus. No weapons are to be stored in residence hall rooms at any time.

Weapons may be defined as firearms (pistols, hunting rifles, air guns, etc.), blades (daggers, switchblades, archery equipment, machetes, etc.), or other items that are designed primarily for the purpose of causing death or injury to a human being or animal. This also includes items such as tasers, whips, swords, or weapon parts. A weapon may also include any instrument or device that is used in an aggressive manner with the intention of causing death or injury. Objects that strongly resemble weapons (toy guns, look-a-like firearms, etc.) or are used for recreational purposes may be subject to disciplinary action. Weapons are not allowed on any College property, including in student-owned vehicles parked in College parking lots.

Exemptions include, but are not limited to, knives designed for cooking and kitchen purposes, blades used for the sole purpose of an academic tool as designated by the student's academic program (utility knife for an Applied Ag class, etc.).

### **Weather Conditions and Weather Policy**

The College distinguishes between canceling classes and closing offices of the College. On most occasions when severe weather causes a change in our schedule, it requires us only to cancel classes, not close the offices of the College.

#### **Canceling Classes / Closing Offices of the College**

Since a fair amount of our students commute to the College, it may become necessary on occasion to cancel classes due to weather conditions. On such days, persons who are employed in the administration and staff will continue their responsibilities. The services of some offices are needed more than ever on occasions when classes are canceled, because residential students are still on campus. This work, therefore, will continue on those days.

Faculty and students should assume that classes are normally held at the time in which they are regularly scheduled. However, the decision to cancel classes will be made at the earliest feasible time. In terms of evening classes, whenever possible the decision will be made in the late afternoon or early evening of the preceding day.

If classes are not canceled, students commuting from long distances are urged not to take unnecessary risks at times when road conditions are hazardous. Students who are absent for this reason should inform their professors of the reason for the absence at the next class session.

A faculty member should not cancel classes unilaterally. Many students often make unusual efforts to reach their classes. Every effort, therefore, should be made by the faculty member to use the class time in an educational and valuable manner for the students who are present.

## RESIDENCE HALL POLICIES AND REGULATIONS (In conjunction with campus policies and regulations)

The Mission of Residence Life is to provide a safe, comfortable, and healthy living environment for all students. Through collaboration between students and staff, the Office of Residence Life has adopted the following policies, procedures, and regulations. It is important to recognize your rights as well as the rights of others and to take full responsibility for your own actions. Living in a residential community requires the cooperation and understanding of each and every individual.

Morningside College recognizes the importance of the living environment as an integral part of the total educational process of the college student. Therefore, the following inter-residence policies are based on specific principles, regulations, and controls.

- A. The program must take into consideration the total educational development of the individual student.
- B. The program must recognize and respect the rights of both residents of the residence hall room. It should be understood that the activities of one resident should not inhibit the freedom of others.
- C. The collective rights of a residence hall sub-living unit must be agreed upon and respected.
- D. Residential policies need both individual and collective cooperation of all students to formulate, implement, coordinate, and control the program. The responsibility for the success or failure of this program rests with the students.

### Need for Regulations and Controls:

Inherent in a residence hall is the need for certain guidelines for its residents. These guidelines, or regulations, are derived from the realistic expectations of all those who reside, study, and learn in the various halls. The regulations are primarily expected to protect the individual's freedom and safety. Some of these rules are in the form of city, state, and federal ordinances which protect the welfare of the general resident body. Other regulations are created by the residents and the college.

Many of the regulations that operate in the residence halls limit personal freedoms of individuals within a particular living unit; however, the total effect is that of greater freedom for the group as a whole. Visitations by the opposite sex to nonpublic areas, the use of alcoholic beverages, and the level of noise within the residence halls must be regulated to protect certain student rights to privacy, safety, and general living as that person desires. While individual freedom and development are of central concern, the resident is expected to make choices with awareness that his or her actions may affect the rights and freedoms of other individuals and groups. College personnel reserve the right to require students to change or remove room furnishings or alter behaviors to provide safety, security, and comfort to the residents of the community.

To ensure maximum group and individual freedoms, the quiet hour guidelines must be followed. An infraction is a violation of another's right. Therefore, penalty for an infraction must be strong enough to ensure that it deters further infractions, and that the student learns from the experience.

### Alcohol Policy

Morningside College is well aware of the problems and concerns associated with the use of alcoholic beverages. In light of these concerns, the College has adopted the following policy strictly adhering to state law prohibiting minors from possessing or consuming alcohol. The College believes that it is important for students to learn the responsible use of alcoholic beverages, and part of that responsibility lies in following the laws society has set up. Please see Alcohol and Drug Use Policy in the Campus Policies and Regulations section of the Student Handbook for further information.

#### Definitions:

*Alcoholic Beverages:* Any beverage with an alcoholic content including beer, wine, and liquor.

*Covered Beverage:* An alcoholic beverage which is covered. Coverage shall consist of any method whereby the container cannot be visually identified as an alcoholic beverage. Placing a container under an article of clothing is not acceptable coverage.

*Disciplinary Action:* This includes any action taken by or through the Office of Residence Life, Student Services, or the Resolution Team, with the student having the right to appeal. Specific action can be one or a combination of the following: a cash fine, social probation, a warning letter, suspension from college housing, or any other action deemed appropriate.

*Minor:* Any person who has not yet attained the legal drinking age (21 years of age).

*Possession:* When a person is found to be in the presence of alcohol or to have ownership of empty alcoholic beverage containers. Residents are responsible for alcohol found in their rooms even when not present at the time.

*Public Areas:* Any area of the residence hall other than the individual student rooms. This includes central lounges, reception areas, hallways, restrooms, and stairwells. This also includes the entire campus, particularly any outdoor areas that are on campus. Individual student rooms are designated private areas.

*Residence Hall:* All on-campus living units: Roadman Hall, Dimmitt Hall, Residence Complex, Poppen Hall, Waitt Hall, Lags Hall, and the Garretson Houses.

*Restitution:* An amount of money or time a student must pay for violating a policy or regulation.

*Suspension:* Removal from Residential Halls.

- **Emergency:** Will take effect immediately, cannot be appealed, term of length is dependent on the judgment of the Dean of Students after careful consideration of all the information, but is not permanent.
- **Permanent:** The resident is no longer allowed in any campus housing facilities for the duration of their suspension period.

## Alcohol Guidelines and Violations

1. The laws of the State of Iowa pertaining to the possession and use of alcoholic beverages shall be followed specifically. Therefore, it is a violation of the alcohol policy for students under the legal drinking age (21 years of age) to consume or possess alcoholic beverages on campus.
2. Alcohol containers, full or empty, are not allowed in the rooms of minors. Persons of legal drinking age who room with minors give up their right to have alcohol in their rooms. In the apartments where minors reside, alcohol may only be consumed in individual's bedrooms where all occupants are of legal drinking age. Alcohol may not be consumed in common areas of the apartment if minors reside there. Alcohol may be possessed or consumed only in those rooms where all persons who live there and all persons who are present are above the legal drinking age. If anyone is found to be in violation of the alcohol policy, all alcohol will be confiscated and emptied by a residence life staff member.
  - a. Morningside is a "wet" campus in that alcohol is allowed in rooms of students 21 years of age or older. A room is considered "wet" only when both roommates are 21 and everyone in the room, including visitors, is 21 or older. If an underage student were to walk in or be present in the room, it automatically becomes a "dry" room.
3. Morningside College cannot accept responsibility for the conduct of individuals while they are off campus unless they are on a college sponsored and approved trip. The college encourages those who represent Morningside to handle themselves in a responsible manner while away from the campus.
4. Any alcoholic beverage with a broken seal, covered or not, must remain in the room with the door closed. Alcohol containers must be covered completely by opaque covering when being transported into the residence halls or other public areas on campus.
5. Alcoholic containers, full or otherwise, should not be visible from residence hall hallways, windows, or other public areas on campus.
6. Possession of kegs, tappers, and/or party balls (empty or full) is strictly forbidden. Such items will be confiscated and not returned.
7. Those students of legal drinking age are expected to behave responsibly when consuming alcohol. Any loud or disruptive behavior or disorderly conduct associated with alcohol consumption will be subject to disciplinary action in accordance with the violation of that specific policy.
8. Common source mixtures of alcohol and juice, Kool-Aid, or other mixes (Jungle Juice, etc.) are not permitted because of the potential danger of unknown alcohol content or presence of other substances.
9. Hazing, drinking games, or other potentially dangerous drinking behaviors are prohibited. Devices designed for the rapid consumption of alcohol, such as (but not limited to) funnels beer pong tables, and beer bong are not allowed and will be confiscated.
10. All Morningside College students are responsible for the conduct of their guests. The host will be responsible for any fines or damages that occur from their guests.

### System of fines and disciplinary actions regarding alcohol policy violations may include:

1. The first offense in an academic year. Violation of this type may result in a \$80.00 minimum fine and possible community service. Deferred judgments may be given if the student is cooperative with staff, the offence is not overly egregious, or aggravating circumstances (e.g. property damage) are not present. This is at the discretion of the Office of Residence Life.
2. The second offense in an academic year. A \$100.00 minimum fine, possible notification of parents under the guidelines given by FERPA, possible community service, meeting with the Office of Residence Life, and/or possible housing probation if deemed necessary by the Office of Residence Life. The fine may be reduced to \$80.00 upon successful completion of an online Alcohol Education Program. Any deferred judgements from a first offense are revoked and the initial fine and/or sanctions will be reinstated in addition to the second offense fine and/or sanctions.
3. The third offense in an academic year. \$200 minimum fine, mandatory meeting with the Dean of Student or his/her designee, possible mandatory alcohol assessment\*, notification of parents, possible housing relocation and/or housing probation, and possible notification of campus support employees (coaches, advisors, support staff, etc.).
4. The fourth offense in an academic year. A \$300 minimum fine, mandatory meeting with the Dean of Students, mandatory alcohol assessment\*, notification of parents and campus support employees, and possible housing suspension.
5. Possession of a keg, tapper, party ball, or alcohol punch: \$100.00 minimum and confiscation of prohibited items in addition to the appropriate sanctions for the offense.
6. Additional college disciplinary action, up to and including housing suspension, may be taken in the event of flagrant and repeated violation of these rules by a student. Failure to respond to a violation notice will result in a doubling of the initial fine which will be placed on the student's student account with the Business Office.
7. Students living on campus during Christmas break, Spring break, May term or summer who violate this policy may face immediate housing suspension for the remainder of that break as well as other disciplinary action at the discretion of the Office of Residence Life.

\* Mandatory alcohol assessment is to be completed by a licensed mental health professional. Students must complete the regimen of meetings and activities as directed by the mental health professional until a time in which you both agree the services are no longer needed. You must sign a waiver allowing your counselor to provide the Office of Residence Life with documentation of your attendance and evaluation outcomes. Failure to complete the full regimen of meetings and activities or to provide the Office of Residence Life with documentation of your progress will result in immediate sanctions including, but not limited to, housing suspension. Arrangements for alcohol assessment can be made through the Office of Residence Life. Any costs associated with the alcohol assessment are the responsibility of the student and are typically done at a reduced rate.

## **Drug Use Policy**

1. Possession or use of controlled substances or paraphernalia, including marijuana is strictly prohibited on the Morningside College campus. This includes private residence hall rooms as well as public areas. Those violating this policy will be fined a minimum of \$200 and the requirement of completing an online drug education course. Subsequent violations may result in housing suspension or dismissal from the College.
2. The misuse of prescribed and over-the-counter drugs is destructive to the welfare of students. The illegal possession, distribution, or use of drugs except as directed on over-the-counter drugs or as prescribed by a medical doctor, is prohibited.
3. Any student found to be possessing, using, or distributing such drugs will automatically be in violation of this policy and turned over to the local authorities.
4. Smell, haze in a room or area, and other evidence that strongly leads a reasonable person to believe that marijuana is being used is also in violation of this policy.
5. Any student found in violation may be sent for substance evaluation. Any violation of this policy will result in disciplinary action including possible suspension from the residence halls and other action as deemed necessary by the Dean of Students or the Office of Residence Life. Students found distributing drugs may be suspended from the institution. The College reserves the right to notify parents.

## **Appeal Process:**

Students of Morningside College have the right to appeal a decision concerning any sanction imposed by the Office of Residence Life. The process will be similar to the Resolution Procedures appeal process, except the Dean of Students will assign two people from the Resolution Team to hear and determine the outcome of the appeal.

## **Good Samaritan Policy**

### **Purpose:**

Morningside College is concerned about the safety and welfare of all students, faculty and staff and their guests, and is committed to creating and maintaining a healthy and secure living and learning environment. The Good Samaritan Policy has been implemented to encourage students and members of the campus community to come forward and seek help and support of College personnel when in the judgment of others, a student needs medical attention due to alcohol, drug, or substance use. The intention of this policy is to encourage students to seek help from campus resources (residence life, campus security, etc.) without fear of disciplinary action being taken against those asking for help, or the intoxicated student. This policy is rooted in the ideas of civic responsibility and ethical leadership, and is in accordance with the Behavioral Expectations and Self-Care Statements as outlined in the Student Handbook.

When seeking assistance for an intoxicated individual by informing Morningside staff (residence life, campus security, chaperones at events, etc.) neither the intoxicated individual nor those asking for help will be subject to formal disciplinary action through the campus conduct process. Those calling for help and seeking assistance must stay with the intoxicated/impaired individual until College staff arrive.

This policy applies only if the intoxicated individual follows the medical, health, and safety recommendations of the assisting staff, including those of off-campus emergency medical personnel. While no formal disciplinary sanctions will be filed in a student's record, intoxicated individuals may need to meet with College personnel to discuss the incident and may be required to complete an alcohol, drug, or substance abuse educational course depending on the severity of the incident and by the determination of the Dean of Students and/or his designee.

### **Policy Interpretation**

The Good Samaritan Policy applies to incidents involving alcohol, drug, or substance use poisonings only. This policy does not apply to individuals involved in policy violations such as vandalism, harassment, and assault. The Dean of Students will make a final determination as to whether the Good Samaritan Policy is applicable if necessary.

Morningside College cannot guarantee that criminal charges will not be brought against an individual if local law enforcement is required for assistance during the incident.

When it is determined by emergency medical personnel that a student must be transported to the hospital or detoxification center, and is unconscious, incapacitated, or in serious physical harm, the College reserves the right to contact the student's parents. This is not for the purpose of disciplinary action, but rather for the concern of the student's health and safety.

## **Frequently Asked Questions**

*What if I call for help and do not stay with the intoxicated individual?*

There is no reason not to stay with a severely intoxicated or impaired individual. Leaving them may put them in even more danger. Although it may be difficult or uncomfortable situation, you can make a difference by choosing to make the right decision when medical assistance is needed for another student. Leaving an individual will mean that this policy does not apply to you.

*What will happen to me in response to a Good Samaritan Policy situation?*

Students involved in these situations will not be subject to formal disciplinary action; however, students involved will need to meet with the Dean of Students or his/her designee to discuss the incident. Non-disciplinary action, such as an alcohol/substance abuse education program, or counseling referral may be required at the discretion of the Dean of Students.

*Can the Good Samaritan Policy be used for a student more than once in an academic year?*

Repeated instances and flagrant offenses will be determined at the discretion of the Dean of Students. Each instance will be assessed on the specific circumstances of the incident, behavior of those involved, and the reports filed by College staff at the time of the incident.

*When can the College call my parents?*

The College may contact parents regarding alcohol and drug violations as stated in FERPA. The College reserves the right to contact parents in the event that a student has compromised his/her own health, safety, and security. If a student is transported to a hospital by emergency personnel and the student is unable to contact parents on their own, it is the College's common practice to contact parents on the student's behalf.

*Where does this policy apply? Who does this policy cover?*

The Good Samaritan Policy only pertains to incidents that occur on-campus that involve Morningside students.

*What if I seek help for a friend if we are off-campus?*

This policy does not apply to incidents that occur off-campus. Local police and emergency personnel will respond to a situation and assess it based upon their procedures and training.

*If a College staff member (RA, Head Resident, Residence Life staff, Campus Security, etc.) comes upon a situation before I call, can I claim Good Samaritan afterward?*

No.

*What if a student does not comply with the recommendations and/or requirements of the Dean of Students as a result of the use of the Good Samaritan Policy?*

If a student chooses not to comply with the recommendations of the Dean of Students or his/her designee, the student may be subject to formal disciplinary action through the student conduct process, which may include but is not limited to monetary fines, housing probation, or suspension.

### Check-In/Check-Out

When you initially move into your room, you will be asked to verify and sign a Room Condition Report. You should make certain that the condition of your room is accurately described before signing. You are responsible for all damages not listed at the time of check-in. If at any time during the year, you change rooms, you must properly check out of your old room and complete a new Room Condition Report. Students failing to follow the proper procedure for check-out will be fined \$50.00. Sliding keys under staff members' doors is not acceptable. Trash left in room and/or hallway at check-out time will be considered an improper check-out and charged accordingly. You may be charged for room damages found by housekeeping or maintenance after you are checked out.

### Damage and Repair Charges

The college expects normal wear and tear through the everyday use of a student's room and the residence hall in general. However, any damage(s) to the room and furnishings or to the public areas or community property of the hall caused by a student's carelessness, negligence, or improper conduct will be charged to the student. Costs are equally divided among all residents for unclaimed damages on their floor or section of the building. All fines will be added to the student's account. Fines for damages not listed will be determined by the Office of Residents Life in collaboration with the Maintenance Department. The Maintenance Department reserves the right to use preferred vendors and service providers.

This is a sample of common damage charges. Items or damages not on the list will be charged repair/replacement value plus labor.

Beds:		vinyl/tile	varies by building
mattress replacements	\$150	Improper Check Out	\$50
loft replacement	\$600	Lights:	
safety rail or support rail	\$80	replace	\$125
re lofting	\$25	lens for fluorescent light	\$40
Ceiling tile:	\$40	exit light	\$200
Chairs:		Locks & Keys:	
replacement	\$120	Access/room key	\$60
Custodial per hour	\$30	lost fob	\$15
Desk:		Maintenance per hour	\$40
replace drawer	\$65	Mini-Blinds: replacement	\$100
replacement	\$500	Nail holes: (each)	\$5
Doors		Tape or sticky (each)	\$5
replacement	varies by building	Paper towel dispensers	\$50
door knobs	\$350	Peepholes	\$15
Dressers: replacement	\$500	Power Strip: replacement	\$10
Fire Extinguisher:		Toilet paper dispensers	\$50
missing	\$150	Soap Dispensers	\$30
depressurized	\$100	Towel Bars: replacement	\$25
tampering	\$100	Walls: repainted	\$100 minimum
Floor:		Repair holes	\$125
carpet hole repair	\$100 minimum	Room not cleaned	\$50 minimum
carpet shampoo	\$50	Windows:	
duct tape residue	\$20	Screen	\$65
replacement	varies by building		

## **Themed Housing**

First-Year Floors are located in Dimmitt Hall, Roadman Hall, and the Plex (Residence Complex). First-Year Floors provide additional programming that focuses on transition to college and acquaints students with Morningside College and the community.

New students who wish to live in a substance free room should indicate this on their housing application and discuss it with their roommate(s) when roommate agreements are completed. Substance-free is defined as refraining from the use of tobacco, illegal drugs, and alcohol. Returning students should discuss it with their chosen roommates.

Themed Housing options may vary from year to year and are subject to changes based upon occupancy levels, general interest, and other factors as determined by the Office of Residence Life.

## **Housing Policy**

All full time students under the age of 23 who have not attained senior class standing (minimum 91 credit hours) are required to live in on-campus housing unless otherwise excused by the Office of Residence Life. Prior to living off-campus, the student must complete an off-campus housing petition from the Office of Residence Life. If students are not granted permission to live off-campus, they will be charged housing costs.

Students who have gained senior status (91 credits) prior to the validation of any semester or are 23 years old or older, have the privilege of living off-campus if they wish to make such arrangements. Prior to moving off-campus, the student must sign an off-campus housing agreement from the Office of Residence Life. The college believes that residence hall living provides many valuable, educational experiences, and encourages all students to remain in campus housing.

The Office of Residence Life may also make individual allowances to the on-campus housing requirements for students whose lifestyle may not be compatible to residence living or in the event the college residence halls are at full occupancy. Housing priority will be given to those required to live on campus as outlined in this policy.

Every freshman living in campus housing will be assigned a roommate. Students who have attained senior status (91+ hours) may request a single room if such accommodations are available. There is an additional cost assessed for a single room for each semester.

Students are assigned roommates without regard to race, color, religion, sexual orientation, age, or disability. Students assigned to single-sex floors (men's first year hall, women's traditional hall, etc.) or housing units (apartments in Waitt, Poppen, and Lags) are placed in individual rooms based upon their legal sex classification the College has on record for the student. The Office of Residence Life makes every effort to match students according to preferences; however, we are not able to honor all preferences.

## **Gender Neutral Housing**

Morningside College is committed to working with students to ensure safe, inclusive, and healthy living options for all students. The College also recognizes that not all students may identify with the male/female classification of sex and/or gender. Differently gendered and transgender students are encouraged to contact the Office of Residence Life to discuss gender-neutral housing options that may fit their specific needs. Spaces identified as gender-neutral housing options are limited, so students are strongly encouraged to contact Residence Life as soon as possible after making the decision to live on campus (prior to February 1st for returning students, prior to May 1st for new students).

## **Housing Registration/Selection Process**

Students returning to Morningside in the fall will have an opportunity to register for housing for fall semester each spring. The Office of Residence Life will publish dates, location, and other detailed information a few weeks prior to Housing Registration. Students seeking to register for housing will be required to bring with them a completed Residence Life Housing Agreement, the \$30 room registration fee, and any additional contracts or applications that are required for the area in which the students are trying to register. Housing Agreements, applications for themed or apartment housing, and other information regarding the Housing Registration process are available outside the Office of Residence Life, located in the lower level of the Olsen Student Center, or by stopping by either Residence Life Office. A \$30 room registration fee (in the form of cash or check) is required from each student to register for a residence hall room or apartment unit. Registration fees are used for residence hall programming, game room supplies, and front desk supplies. If a student cannot pay the \$30 room registration fee, they should make contact with the Office of Residence Life to make alternate arrangements for housing registration.

The housing registration periods are on a first-come, first-served basis, unless otherwise specified (such as when using the Housing Points System). Priority will be given to incoming freshmen, sophomore, and junior students, as they are required to live on campus.

Morningside College reserves the right to make the final roommate selections and transfer room/building assignments. The housing sign-up process is used for housing preferences only. By signing up for a room preference, a specific room is not guaranteed. If roommate situations change, Residence Life may consolidate rooms either by changing room assignments or assigning students to a different room. Students may not "exempt themselves" by refusing to participate in the Housing Sign-up Process. Any student who has not signed up for a room and has not been approved to live off campus will be charged the value of a basic double room.



Incoming first-year and transfer students will be assigned housing and placed in rooms over the summer on a first come, first served basis once their initial housing deposit, housing agreement, and roommate selector forms have been turned into the Office of Residence Life. Room placements are sent to students on or around July 15th.

For more information regarding the Housing Registration Process, the point systems, or additional information regarding room selection, please contact the Office of Residence Life.

### **Housing Cancellation and Off-Campus Waivers**

To cancel a housing assignment, an Off-Campus Housing Petition must be completed and approved. Cancellations must be put in writing (or email) and sent to the Office of Residence Life ([morningsidehousing@morningside.edu](mailto:morningsidehousing@morningside.edu)). Students will be notified of the status of their Off-Campus Housing Petition in writing or over email as soon as a decision is made by the Office of Residence Life. Off-Campus Housing Petitions are available from the Office of Residence Life.

Request for Housing Policy Exemption must be completed by the deadline of May 1<sup>st</sup> to avoid the following penalties:

- Any students who cancel their housing after May 1, 2020 for Fall 2020 (November 30, 2020 for Spring 2021) WILL NOT receive their \$30 registration fee back. Students who cancel housing must have either completed an off-campus housing petition and been approved or officially withdrawn from the college.
- Any student canceling their housing after June 30, 2020 for Fall 2020 (December 13, 2020 for Spring 2021) will be charged a \$200 late cancellation fee.
- Any student canceling their housing after July 15, 2020 for Fall 2020 (January 6, 2021 for Spring 2021) will be charged for the fall semester.

Students may be required to vacate their on-campus residence due to certain violations of College policy as outlined in the Student Handbook. Should a student have their housing contract cancelled as a result of being suspended from campus housing due to violations of College policy, this will be treated as if the student voluntarily broke their housing agreement without notice or justification. Financial arrangements, fees, and refund policies remain the same as if the student voluntarily terminated their housing agreement. For more information regarding the cancellation of housing, please contact the Office of Residence Life at 712-274-5161.

### **Inter-Visitation Policies and Procedures**

#### **Definitions:**

*Inter-visitation:* The privilege of a student living in college housing to invite guests of the opposite sex to his/her residence hall room during established inter-visitation hours.

*Visitor:* Any person not assigned to the room.

*Disciplinary action:* Any action taken by or through the Office of Residence Life or the Student Services Office. Specific action can, for example, be one or a combination of the following: loss of inter-visitation privileges, residence hall hour restrictions, suspension, or any other action deemed appropriate.

*Private areas:* Private areas shall include individual student rooms, hallways, restrooms, and stairwells within the designated living areas of the hall. This includes Dimmitt 3EC and 3WC lounges.

*Residence hall:* For this statement, residence hall means all on-campus living units.

All rules are enforced throughout the entire calendar year, including all breaks and vacations.

### **24 Hour Visitation**

The following rules apply for residents in Dimmitt, Roadman, and the Residence Complex. Residents of Poppen, Waitt, Lags, and the Garretson Houses will determine their own inter-visitation rules at the beginning of each semester.

24-hour visitation is a privilege for Morningside College sophomore, junior and senior students only. This status will be determined by Morningside College's academic credit hour status.

- 24-hour visitation will be on Friday and Saturday nights only.
- Guests must be 18 years of age or older unless they are a family member.
- All college policies are in effect during this time.
- Repeat offenders of this policy will receive disciplinary sanctions. These include having the 24-hour visitation privilege revoked (plus a monetary fine as stated). If guest(s) are too loud or behavior is disruptive to other members living on that hall, guests will be asked to leave the building or return to their rooms (if Morningside College residents) and will be subject to sanctions as set forth in the Quiet Hours Policy.

A telephone is available at the front desk in each hall. The host is responsible for escorting his/her guests at all time. People who loiter in the halls are subject to disciplinary action as set forth by the policy. A minimum of \$50.00 fine will be assessed when a guest is found in the building without an escort no matter the gender of the guest/resident.

## 24 Hour Lounge

The Inter-Visitation Policy on the Morningside College campus has been extended to include the privilege of inviting guests of the opposite sex to the following areas on a 24- hour basis:

- Roadman Hall - Ground floor lobby, lounge areas, TV room, study room, kitchen, laundry room.
- Dimmitt Hall - Lobby, formal lounge, TV lounges, print lounges, informal lounge, laundry room, kitchen, lounges on 3rd West Central, and 3rd East Central
- Residence Complex - Both lounges, laundry room, kitchen. This privilege is granted to students with the understanding that all other campus housing regulations are in effect in these areas. Students will conduct themselves in an appropriate manner by being considerate to and respecting the rights of other students and guests who use these areas.

## Inter-visitation Hours

### Maximum inter-visitation hours

Sunday	10 AM to 1 AM
Monday	10 AM to 1 AM
Tuesday	10 AM to 1 AM
Wednesday	10 AM to 1 AM
Thursday	10 AM to 1 AM
Friday	10 AM to 2 AM*
Saturday	10 AM to 2 AM*

\* Fall Semester Freshmen only

### General Inter-visitation guidelines and regulations

1. The responsibility for the successful conduct of the inter-visitation program rests individually and collectively with each resident student, along with the administrative staff of the halls.
2. It is the responsibility of each student to understand the working procedures of the inter-visitation program including hour limitations.
3. The individual host or hostess must assume complete responsibility for his or her visitors. All visitors must be escorted by their host when they are in the public areas of the residence hall.
4. All college and/or residence hall rules and regulations are in effect during inter-visitation hours. The hours will begin and end according to the designated clock at the front desk of each residence hall.
5. Visitors should use only the restrooms provided in the public areas of the hall. Male floor restrooms are for males only, and female floor restrooms are for females only.
6. Any individual found violating the inter-visitation policy or regulations is subject to disciplinary action as set forth under System of Fines and Disciplinary Action below.
7. Inter-visitation hours are in effect the entire calendar year. This includes vacation and school cancellation periods such as snow days, three-day weekends, midterm break, spring break, Easter break, etc.
8. Weekend inter-visitation is granted to upperclassmen (students who have obtained sophomore status or higher). Should an upperclassman room with a freshman during fall semester, then that upperclassman gives up weekend inter-visitation privileges whether the roommate is present or not.
9. Visitation hours for all fall semester freshmen during weekends are to be between the hours of 10am and 2am.
10. All non-freshmen and spring semester freshmen will have 24-hour visitation with the consent of his/her roommate(s) during the weekends, beginning at 10am on Friday and ending at 1am on Sunday. The rights of the roommate(s) will always supersede that of the guest. Freshmen must abide by weekend inter-visitation hours in their rooms and when visiting others.

### Violations of inter-visitation shall include:

1. Having a guest of the opposite sex in your room beyond the stated hours.
2. Visitation of the opposite sex in the residence hall not during designated inter- visitation hours, except in 24 hour lounges.
3. Using the restrooms on floors of the opposite sex.
4. Failing to escort guest(s).

### System of fines and disciplinary action:

A student will be penalized for failure to leave the private areas of the residence hall at the designated closing hour of inter-visitation or failure to leave the residence hall at the closing hour when applicable.

1. First offense is a minimum of \$50. This includes students entering college housing units in the morning hours before inter-visitation hours and students using restrooms designated for the opposite sex.
2. Second and subsequent offenses within a semester: A fine of \$100.00, plus disciplinary action.

## Quiet Hour Policies and Procedures

### Definitions:

*Courtesy Hours:* Courtesy hours are any time not designated as quiet hours.

*Quiet hours:* The period of time during which excessive noise is not allowed in the residence halls.

*Final exam week:* The Registrar's office will publish the dates prior to the beginning of the semester.

*Disciplinary action:* Any action taken by or through the Office of Student Services. Specific action can, for example, be one or a combination of the following: residence hall restrictions, suspension, or any other action deemed appropriate fines.

*Private areas:* Private areas include individual student rooms.

*Residence hall:* All on-campus living units: Roadman Hall, Dimmitt Hall, and the Residence Complex.

#### Quiet Hours

Sunday	10PM to 10AM
Monday	10PM to 10AM
Tuesday	10PM to 10AM
Wednesday	10PM to 10AM
Thursday	10PM to 10AM
Friday	12 Midnight to 10AM
Saturday	12 Midnight to 10AM

#### **General quiet hour guidelines and regulations**

1. The responsibility for the successful administration of the quiet hour program rests individually and collectively with each resident, along with the administrative staff of each residence hall.
2. Each resident is responsible for understanding and knowing the working procedures of the quiet hour program.
3. The individual host or hostess must assume responsibility for his or her guests. The host or hostess should inform his or her guests about the inter-residence hall quiet hour policy, and is held responsible for controlling the noise level of his or her guests. In a party situation, all hosts or hostesses and guests who are also residents, are subject to disciplinary action as set forth in the System of Fines and Disciplinary Action Section of the Student Handbook.
4. Any individual found violating the quiet hour policy or regulations is subject to disciplinary action set forth under the Systems of Fines and Disciplinary Action Section of the Student Handbook.
5. The quiet hour program is in effect for the entire calendar year, including all breaks, vacation, school cancellations, May term, and summer.
6. During the week of final exams, quiet hours will be in effect for twenty-three hours/ day. The time from 6:00pm to 7:00pm is the designated loud hour during this week.
7. Waitt, Poppen, Lags, and the Garretson Houses set their own quiet hour policies. However, campus quiet hours apply in study rooms and hallways. Excessive or flagrant abuse of acceptable noise levels during courtesy hours will be treated as a noise violation without need for a warning or courtesy call, under the same guidelines as a quiet hours violation.

#### **Violations**

Violations of quiet hours encompass anything that is judged to be disruptive by any resident student or residence life staff member. Disruptive activities will include loud stereos, loud TVs, shouting, singing, and slamming doors.

#### **System of fines and disciplinary action**

To ensure maximum group and individual freedoms, the quiet hour guidelines should be followed. An infraction is a violation of another's rights. Therefore, penalty for an infraction must be strong enough to ensure that it deters further infractions, and that the student learns from the penalty. Failure to be quiet during the designated quiet hour periods will result in the following disciplinary actions:

1. A \$50 fine will be placed on the student's account in the Business Office.
2. Subsequent offenses may result in housing probation or suspension.
3. During Final Exam Week, when there are 23-hour quiet hours, no warnings are given. There is an automatic \$50.00 fine.

## MISCELLANEOUS RESIDENCE HALL/CAMPUS POLICIES AND REGULATIONS

### Abandoned Property

Students are responsible for maintaining their personal property at all times. Students are encouraged to keep their personal property secure in their residence hall rooms. The College does not store student's personal property (see Storage policy). Students should not store their personal property in hallways or other common areas. If students continue to store items in public or common areas despite warnings from staff, the items may be considered abandoned property and removed or disposed of by staff.

Students are also responsible for removing all of their personal property (clothes, books, posters, appliances, etc.) when checking out of their residence hall rooms. Students should not formally check out and complete the Room Condition Report until ALL of their personal property is removed from the facility. If items remain in the room once a student no longer occupies it, including if the student does not formally check out of the room and follow proper check out procedures, remaining personal property of that student may be considered abandoned property.

Abandoned property will be removed from the residence hall room by residence life staff and/or maintenance and housekeeping staff. Food and perishable items will be immediately disposed of. All other items will be bagged and stored in the residence hall facility for up to two (2) weeks so that the student may have a chance to reclaim the abandoned property. Efforts may be made to contact the student regarding the abandoned property; however, the College cannot guarantee that efforts to contact the student will be successful. Students are responsible for reclaiming their own abandoned property and may be charged costs associated with it that are incurred by the College. If, after two (2) weeks, abandoned property is not claimed it will be disposed of at the discretion of the Office of Residence Life.

### Antennae/Cable

Antennae, satellite dishes, and any other type of reception devices which require attachment to the building in any way or placement on college property without consent are prohibited. If a reception device is found, it will be confiscated. Cable TV is available in TV lounge areas and individual rooms. The college provides cable hook-ups in individual student rooms and expects all students to follow the guidelines set by Cable One and the FCC. (The college does not provide coaxial cable to the student or residence hall room.) If students want extended cable in their rooms, they must arrange for it and pay for it through the local cable company.

### Bed Lofting/Bunking

Please note: Lofts are to be used only to support beds. Platform lofts supporting other types of furniture are prohibited. Lofts are not allowed in Lags Hall, Waitt Hall, Poppen Hall, Dimmitt Hall and Roadman Hall rooms 30-41, 130-142, 330-349. These rooms have newer furniture, which is loftable. All loft equipment in residence halls must be approved by Residence Life professional staff. Morningside does not lease or rent lofts. Retailers such as Menards and Lowes may have kits or plans for purchase on how to construct a free-standing loft.

Student Construction: As a safety precaution, these guidelines for student construction within the room must be followed.

1. The structure must be free-standing, not fastened to the walls, ceiling, or other furniture provided by the college.
2. All supporting structures in the loft must be assembled with carriage bolts and/or lag screws, and make no use of nails. (Nails work loose over time and pose a possible hazard.)
3. The College recommends that all lofts include a safety rail or board to prevent injury.
4. The loft must be structurally able to support a student's or students' weight.
5. The structure must not block the doorway, window, or heating system. The door must be able to open perpendicular with the door opening.
6. The structure must not restrict exit from any portion of the room. A minimum width of 22 inches must be allowed for exiting from a student room from any interior room arrangement.
7. Only structures used to loft beds are allowed. No other platform construction is acceptable.
8. The construction must not include any materials or any design of a particularly hazardous and/or flammable nature, including suspended flammable fabrics, carpeting applied anywhere except as a floor covering, and flammable plastics such as Styrofoam.
9. There must be at least three (3) feet from the top of the main construction frame to the ceiling. (The reason for a minimum height to the ceiling is to prevent head injuries. Also, in the event of a fire, smoke and toxic gases tend to rise to the ceiling and a person could be overcome-even from the fumes of a wastebasket fire.)
10. Residents must be prepared to respond to concerns of staff about the hazardous nature of construction and decorative materials and must remove materials that are judged to be particularly hazardous by the housing staff.
  - Approximate mattress dimensions to help in constructing your loft.
  - Extra-long beds: 80" long x 38" wide x 6" deep
  - Standard beds: 76" long x 38" wide x 6" deep

Although not required, it is also recommended that some form of nonflammable padding be applied to the loft at any point that touches the wall(s) so as to prevent damage to the wall paint, which would carry a fine to the student for repainting.

### Bicycles/Bikes

Student bikes may be stored in the student's assigned room or on the bike racks located around campus. Unmaintained bikes on the bike racks and bikes left around campus will be disposed of at the discretion of the Office of Residence Life and/or Maintenance and Facilities.

### **Building Security**

In order to maintain the security and safety of our residents, door propping is prohibited in all the residence halls. This may include exterior access doors and access doors between halls, at the discretion of the Office of Residence Life. Tampering and vandalizing with the doors and locks will result in a minimum fine of \$500, as well as any costs incurred repairing the alarm or lock. Propping open a door for any reason without authorization from the Office of Residence Life will result in a minimum fine of \$100.

### **Candle/Open Flame Policy**

All candles are strictly prohibited in all residential facilities, including halls, suites, apartment and houses. Additional sources of ignition that are prohibited include but are not limited to: incense, lanterns, charcoal, lighter fluid, Bunsen-type burners and propane. Grills and grilling material are subject to approval by the Office of Residence Life. Violations will result in a minimum fine of \$50.

### **Closing Procedures for the Residence Halls (Break Housing)**

Residence halls close the day after the end of the semester. Housing is not provided during winter and spring breaks. Routine safety inspections will happen during this time. Food Service is not provided when the institution is on academic break. Student teachers and international students are allowed to stay during breaks for no charge. Students who are athletes, involved in a musical performance or other business of the College, or are working for an office over the break period must be listed on a roster provided to the Office of Residence Life by their coach, director or supervisor. Other students staying in the residence halls must have the explicit permission of the Office of Residence Life to remain in the halls over a scheduled break and are subject to additional housing charges.

### **Cooking Policy**

No cooking of any kind within the individual rooms is permitted with the exceptions of hot air popcorn poppers, hot pots, and coffee machines or Keurigs. Any device having exposed heating elements or requiring grease is prohibited in the rooms but may be used in designated utility rooms. Violation of the cooking policy will result in a \$50.00 fine.

### **Damage to Public Areas and Community Charge**

Common areas of the residence halls (lounges, study areas, patios, lobbies, restrooms, hallways, etc.) are designed for the use of members of the residential community. It is the responsibility of everyone in that residential community to help maintain these areas and ensure they are in good condition. When damage to public areas does occur, the following may be applicable:

1. Damage to the common or public areas within a residential community is the responsibility of all members of that community.
2. When the individual(s) responsible for the damage can be identified, that individual(s) may be held responsible for any damages or restitution necessary or appropriate for the repair or replacement of the damaged item, as outlined in the Student Handbook.
3. When damages are repetitive, extreme, or formal warnings regarding such behavior are given from residence life staff and go unheeded, a community charge may be assessed to a hall or residence hall if an act of vandalism takes place in a common area (lobby, lounge, kitchen, etc.) and the responsible parties cannot be identified.

For more information about community charges that may result due to damage in public areas, please contact the Office of Residence Life.

### **Disorderly Conduct**

Students are expected to act as responsible citizens of their campus community, as behavior is integral to the ethical leadership and civic responsibility components of the mission of the College. Behavior that is disruptive and negatively impacts persons or property within the campus community may be addressed through the disciplinary process. Disorderly conduct is defined as:

- unreasonable or reckless behavior or actions by an individual or group that is inherently or potentially unsafe to other persons, their personal property, or property of the College; and/or
- conduct by an individual or group that disrupts the peace or interferes with the normal operation of the College or College-sponsored activities.

Disorderly conduct includes, but is not limited to: disruptive behavior in public places on campus and in the residential communities that may interfere with the normal operations of the College, urinating and/or vomiting in public, indecent exposure, forcefully opening secured doors by kicking, shouldering or other inappropriately violent means, and overt misuse and/or damage of College furnishings or property.

### **Electrical Appliances**

Electrical appliances such as TVs, stereos, radios, and clocks may be used in residence hall rooms. Because of fire safety regulations, no cooking is permitted in student rooms. Microwave ovens, toasters, frying pans, grease popcorn poppers, items with exposed heating elements, etc., are not allowed and will result in a fine and possible confiscation of the appliance. Please use the kitchens and utility rooms for cooking and ironing. Students are not permitted to plug in their cars to any outside building or room electrical outlet. Window air conditioning units are not allowed in residence hall rooms. Halogen lights are strictly prohibited.

### **Escort Policy**

You must escort your guest(s) anywhere they need to go, no matter what gender. At all times, individuals found without an escort will be escorted off the hall and may be subject to a monetary fine.

### **False Information**

Any misrepresentation of acts, names, or giving false information will be subject to a minimum \$50 fine.

### **Fire Equipment and Fire Regulations**

All students, including apartment residents, must leave the building if a fire alarm is sounded. You must not assume that a fire alarm is false. There will be a \$50 fine for failing to leave the building when the fire alarm is sounded. Students may be charged restitution for any damages that may be incurred as a result of violating these policies. For their own safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following regulations:

1. No cooking of any kind within rooms.
2. No appliances with exposed heating elements or fire pits may be used in student rooms or residences.
3. Light fixtures must not be tampered with in any way and items should not be hung from or near them.
4. No candles, incense, or potpourri simmer pots may be used or burned in student rooms.
5. Motorbikes and hoverboards may not be stored in the residence halls.
6. Holiday decorations will be permitted within guidelines issued by the Office of Residence Life.
7. Only fire-resistant wastebaskets are permitted in student rooms.
8. Fire Code allows for two-person occupancy in rooms other than those designated as suites, triples, and singles.
9. Halogen lamps are strictly prohibited.
10. Real/live Christmas trees are prohibited.
11. Propane and kerosene tanks are not permitted in the residence halls.
12. Items should not be attached to or hanging from the ceiling.
13. Personal belongings and furnishings may not block smoke detectors, sprinkler heads, or other fire equipment.
14. Any pulled fire alarms, tampering with fire equipment, or setting off a false alarm will result in a minimum \$100 fine as well as possible legal action in accordance with the Sioux City Fire Department.
15. Tampering with or covering smoke detectors or any fire equipment in residence rooms, hall ways, and common areas is prohibited. Any violation of the above will result in a fine, set at the discretion of the Office of Residence Life.

### **Grill Policy**

Grills are provided for student use on the patio outside of Roadman South, outside the Plex, the Dimmitt East courtyard, and the Apartments Clock Tower patio. Students are responsible for providing their own grilling supplies (charcoal) and are responsible for cleaning up the area after use. Abuse and misuse of the grills will result in their immediate removal. Student-owned grills are subject to approval by the Office of Residence Life. Grills are not to be used within 25 feet of any residence hall or building structure. Charcoal, lighter fluid, propane tanks, and other combustible materials are not to be stored within the residence halls or apartments. For more information, please contact the Office of Residence Life.

### **Guest Policy**

Residence hall facilities are intended for sole use of Morningside College students. Therefore, off-campus visitors, including students who live off campus, are restricted to stays of three days or less. Any stay extending beyond three days must be preregistered with the Office of Residence Life. Every unregistered night beyond 3 days carries a \$25 charge per night. All Morningside College students are responsible for the conduct of their guests. If the guest is not a student attending Morningside College, the host will be responsible for all fines relevant to that individual. Students who live off campus are held liable for all hall fines. Students who allow strangers access into the building assume responsibility for the entirety of their stay.

### **Keys and Fobs**

Students will be issued keys and/or fobs as they check into their residence hall room. Keys and/or fobs are for the use of the assigned individual student, and should not be passed from person to person. Keys and/or fobs are considered property of the College. Keys and/or fobs must be returned when students check out of their room. If keys and/or fobs are not returned during the check-out process, the lock will need to be replaced for that room and additional keys reissued, resulting in the student being charged for the costs to replace the lock.

Students who lose or misplace their keys should contact their RA or the Office of Residence Life IMMEDIATELY. Lost keys are considered a security and safety concern, and staff will work to get replacements made or locks re-cored as quickly as possible. Students who lose their keys may be responsible for costs associated with issuing new keys and/or fobs or re-coring the room and charged accordingly. Students are strongly encouraged to lock their room when leaving.

### **Lounge Furniture**

Moving furniture from public areas deprives others of its use. Furniture and accessories may not be moved from public areas to student rooms or hallways in the residence halls. Theft charges may be made or conduct action may occur for lounge furniture found in student rooms. Furniture misuse may result in a minimum fine of \$50.00, plus damages. Theft will result in the cost of the item(s).

## **Meal Plan**

Morningside College requires all resident students to purchase a meal plan. These plans are available for 2020-2021:

### **140 meals plus \$175 flex points meal plan:**

This Flex plan is a combination of 140 meals per semester, 9 meals per week on average, in the Olsen Student Center Dining Hall and \$175 worth of points to use in the Mustang Grill or in the Spoonholder Cafe. These declining balance points will work the same as cash. You can purchase food for yourself or anyone else in the Mustang Grill or the Spoonholder Cafe with your points and you can take the food with you. The price of this plan is **\$2,330.00** per semester.

### **120 meals plus \$250 flex points meal plan:**

The Flex plan is a combination of 120 meals per semester, 8 meals per week on average, and \$250 worth of points. Everything applies same as above. The price of this plan is **\$2,330.00** per semester.

### **19 meals weekly plus \$25.00 flex points meal plan:**

The 19 meal Plus 25 plan offers 19 meals per week in the Olsen Student Center Dining Hall plus \$25.00 worth of points to spend in the Mustang Grill or in the Spoonholder Cafe. The price of this plan is **\$2,330.00** per semester.

### **14 meals weekly plus \$75.00 flex points meal plan:**

The 14 meal Plus 75 plan offers 14 meals per week in the Olsen Student Center Dining Hall plus \$75.00 worth of points to spend in the Mustang Grill or in the Spoonholder Cafe. The price of this plan is **\$2,330.00** per semester.

### **Commuter Plan:**

All commuters are required to purchase \$50 in Flex points per semester.

## **Musical Instruments**

With the exception of acoustic guitars, no musical instruments may be played in residence hall rooms. Musical instruments shall include any string, keyboard, or wind instrument as well as drums and other percussion instruments. Pianos are available in the lounges of Dimmitt Hall, Roadman Hall, and the Residence Complex, but may not be played during quiet hours. The term acoustic guitars shall broadly define other such instruments as ukuleles and banjos. Amplified guitars will be allowed under the following stipulations. Violation of this policy will result in a \$50.00 fine.

1. That the intent of playing the instrument will be for the sake of practice; no full bands will be allowed.
2. Instruments will only be allowed in individual rooms. No playing will be allowed in hallways, lobbies, lounges, etc., with the exceptions of the Dimmitt Hall music room, which is designed for this purpose.
3. Each individual room is allowed as many instruments as capacity of room (Single room-1 guitar, Double room-2 guitars, etc.).
4. That such instruments will be under the same rules and regulations of normal, household stereo systems.
5. That such instruments will not be played during regular quiet hours.
6. That such instruments will be subject to courtesy calls from either the R.A. of the residence hall and/or other residents within the given hall.
7. That such instruments will not be played without consent from each individual roommate.

## **Off-Campus Students**

Morningside College Students who do not live in the residence halls are still held accountable for their actions when they are in the residence halls. This includes the rules and regulations set forth in the student handbook. If you are found violating any of these policies and regulations, you will be subject to fines and disciplinary action.

## **Painting**

Students are NOT allowed to paint their rooms or their hallways.

## **Peephole Policy**

Covering, tampering with, removing and vandalizing peepholes is prohibited.

## **Pets**

For reasons of health and sanitation, pets are not permitted in the residence halls. Exceptions to the rule include fish and any animals trained to assist the disabled (See policy on Service Animals and Therapy (Emotional Support Animals). Fish may only in an appropriate fish tank no more than 10 gallons in size. Violation of this rule will result in a fine of \$50.00 plus repair and cleaning costs. Students requesting accommodations for a service animal or therapy animal must contact the Coordinator of Disability prior to bringing the animal to campus. Information regarding service animals and therapy (emotional support animals) is outlined in a separate policy in the Student Handbook.

## **Pools**

The unauthorized use of a pool, Slip 'n Slide, or homemade version of either in a college building or on property without approval is prohibited and may result in, but is not limited to a fine and/or restitution.

## **Refrigerators**

A student may bring his or her own refrigerator providing it complies with all of the following specifications.

1. The unit capacity is no larger than 5.0 cu ft.
2. The power required is not greater than 2.0 amps, 100-12 volt, 60 cycles AC.
3. Due to electrical constraints, only one refrigerator per double or triple room will be allowed.

Acceptable sanitation standards must be maintained in all units. If not, the college reserves the right to remove the refrigerator from the room. Over holiday break, students must remove all perishable items, unplug and defrost refrigerators, and prop the refrigerator door open.

### **Renter's Insurance**

Students are encouraged to have renter's insurance policies to cover the replacement value of possessions. Morningside College does not carry insurance to cover residents' belongings, such as clothing, notebook computers, computers, stereos, and other personal possessions. In the event of loss or theft, a student will be responsible for the replacement costs.

### **Roofs**

No residents are allowed on the roof of any residence hall. Violators of this regulation will be subject to a minimum \$100.00 charge, plus a \$25.00 charge for removing their window screen, plus a \$65 charge if the screen must be replaced.

### **Room Changes**

Students are required to have roommates unless they are granted special permission for a single. In the event the residence halls are not full, residence life may offer single rooms to upperclassmen. The Office of Residence Life realizes that there may not always be a perfect "fit" between roommates and therefore allows for room change requests. Students are encouraged to work out difficulties with their roommates and to seek the help of their Resident Assistant. After consultation with the RA, if the situation is still not resolved, the roommates may apply for a room change. Applications and information on room changes may be obtained from the Office of Residence Life. The College also reserves the right to change a student's room assignment for medical, disciplinary, health, and room consolidation reasons. In general, no room transfers will be approved for the first four weeks of classes. After the four week waiting period, students may complete a room change form, available from the Office of Residence Life. Once the completed form is submitted to the Office of Residence Life the student will be notified via email of the approval or denial of the request within 2 business day. Once a room change is approved students will have a period of not more than 5 business days to "officially" check into their new room and "officially" check out of out of their old room. Official check out is defined as arranging a time to meet with an RA to complete check out paperwork and turn in keys/fobs, and following through with the meeting. Official check in is defined as arranging a time to meet with an RA to complete check in paperwork and receive keys/fobs, and following through with the meeting.

### **Room Consolidation**

The Office of Residence Life reserves the right to consolidate students in order to better use available space. When such a situation arises, a student may be assigned a new roommate, be asked to move to another room, or given the option of having a single room for an additional fee.

### **Room Entry**

Your room is your private domain. It will not be entered without your permission except for the following reasons:

1. There is reason to believe that a danger to health, safety, and welfare of any person or property exists.
2. College personnel are reasonably certain a college policy is being violated or to remove unauthorized college-owned property.
3. To insure proper maintenance of the facility. Room safety inspections will occur within the first month of each semester and over Winter Break.

### **Room Furnishings**

Residence hall room furnishings must remain in a student's room. The college does not have the capacity to store furniture during the year. If college furnishings are not in the room at the end of the year, the residents of the room are held accountable and billed the replacement cost of the items missing. Residents are also billed for any damages created by the moving or removal of any room furnishings. Apartment furnishings should not be stored in the bathrooms of the apartments as the steam/humidity of those rooms will damage the furniture and the student will be held responsible for damages.

### **Room Modifications (Bed Lofting or Bunking)**

Shelves, mounted TV stands, and other room furnishings that are required to be secured to the wall via a screw, nail, or other device that enters the wall is strictly prohibited. Charges may be assessed on a case by case basis depending upon the damage that is incurred. Lofts are subject to approval of the Office of Residence Life and should follow the policies and procedures outlined under the Bed Lofting/Bunking Policy. All loft equipment in residence halls must be approved by the Office of Residence Life.

### **Roommate Issues**

The College recognizes that not all roommates may be a "fit" for one another and is committed to working with students so that they can be comfortable in their living environment. When roommate issues arise, students are strongly encouraged to communicate their concerns with their roommate to address their issues and see if it can be resolved. Students who are not comfortable addressing their roommate(s) about their concerns should seek assistance from their Resident Assistant (RA) or Apartment Manager (AM), who are trained at facilitating these conversations and mediating conflicts. All Residence Life staff are trained at facilitating conversations about roommate issues and may request or require roommates to complete a Roommate Agreement. If a student still has concerns after speaking with the roommate



and working with the RA/AM, or in more severe cases, students should speak to the Residence Life Professional Staff person (Area Coordinator or Assistant Director of Residence Life) responsible for their building.

### **Shared Responsibility**

All students in a room or area where a policy is being violated will be responsible for behavior or objects in the area, even if they are not directly engaging in the behavior.

### **Solicitation**

No solicitation is allowed within the residence halls or residential areas by off-campus businesses, groups, or other organizations. Residence Life has the right to limit and/or prohibit student organization solicitation where it disturbs or disrupts the campus community. This may include, but is not limited to, prohibiting door to door solicitation, tabling in lobbies, or posting excessive signage throughout the building.

### **Sports/Balls in Hallway**

Engaging in sports activities such as, but not limited to Frisbee, football, soccer, rollerblading, using a scooter, tag, catch, etc., inside the residence halls is prohibited. If the action continues the resident(s) will be charged \$25.00.

### **Storage**

Morningside College does not have the space to store student belongings or room furnishings on campus. Anything left behind will be disposed of after two (2) weeks as noted in the College's Abandoned Property Policy. Students may be charged for attempting to store items in vacant rooms, common areas, or places not assigned to the student (i.e. housekeeping and linen closets). Room furniture and personal items must remain in the student's room. Morningside College is not responsible for personal items or room furniture left in common areas. Students will be charged for replacement furniture if original room furniture is not present at check-out. Items such as grills and furniture may not be left outside the building. Fees for improper storage may be assessed.

### **Tobacco Policy**

Morningside College facilities and grounds, including vehicles owned or leased by Morningside College, are off limits for tobacco use, including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product, or leave Morningside College premises immediately.

### **Trash**

Students are responsible for disposing of trash from their rooms and hallways. They must deposit it regularly in a designated hall dumpster, not in bathroom waste containers. Students leaving trash in undesignated/public areas will be subject to a fine at the discretion of the Office of Residence Life.

### **Vandalism**

Vandalism is not permitted in or around the residence halls. Vandalism includes but is not limited to damaging bulletin boards, signs, water/food fights, tampering with equipment, and/or other acts which cause loss or value of service. Tampering with items such as washing machines/dryers or vending machines is prohibited. Individuals who vandalize will be subject to disciplinary action and restitution costs.

### **Verbal and Physical Abuse**

Verbal and physical abuse of any student, staff or faculty member will not be tolerated. This includes fighting, punching, spitting and other aggressive contact between students, staff, and faculty. Disciplinary action will be taken if such abuse occurs. Additional disciplinary actions will be assessed if a student is rude or abusive to a resident assistant during a documented conduct violation situation.

### **Weather Emergencies (Tornadoes)**

If a severe weather warning is issued through the media or through the college alert system, go to the lowest level of the building. When in residence halls, go to the following areas:

- Residence Complex – kitchen/laundry room of Residence Complex and adjacent hallway
- Roadman Hall North – apartment hallway (north side of building),
- Roadman Hall South – ground and 1<sup>st</sup> South lounge and hallway
- Dimmitt Hall – the ground floor laundry room, ground floor hallway near laundry room, 1<sup>st</sup> East lounge, 1<sup>st</sup> wing B hallway
- Poppen and Waite, - internal hallways and bathrooms (without windows) of each apartment
- Lags – 1<sup>st</sup> floor hallway or internal hallways and bathrooms of 1<sup>st</sup> floor apartment
- Garretson Houses – Basement of each house away from windows

Students are responsible to be aware of weather conditions and take shelter as warnings are issued; building alarms will NOT sound for weather emergencies.

### **Windows/Screens**

Window screens must stay in the windows at all times. If removed, a \$25.00 fine will be assessed to each occupant of that room. If your screen is broken or damaged, replacement charges will be assessed.

## SERVICES AND FACILITIES

### Hickman-Johnson-Furrow Learning Center

The Learning Center cultivates life-long learners with resources, expertise, and an inspiring place to study in the center of campus. Students can access the library catalog, databases of information, subject specific study guides, and instant message reference assistance from their computers both on and off-campus. A library of books, journals, and periodicals is available in-house, and inter-library loan services are available.

Writing, math, research and other specialists are available as tutors and help with class assignments, research, and exam preparation. Consultation services are free to students, and specialized tutoring may be available upon request. Study spaces include quiet private rooms, group areas with projectors, computer stations, open and quiet reading areas, and the Spoonholder Cafe that serves coffee, sandwiches, and snacks.

Regular fall and spring semester hours are:

MONDAY – THURSDAY:	7:30 AM - 12 PM
FRIDAY:	7:30 AM - 5:00 PM
SATURDAY:	10:00 AM - 3:00 PM
SUNDAY:	1:00 PM - 12:00 AM

Holiday Hours are posted on the library website. Hours are subject to change.

### Academic Support Center – Learning Center, Second Floor

Academic Support Center: The Academic Support Center helps students with academic questions and concerns. Services include help with writing assignments, subject area tutoring, and study group sessions. All services are free. The Academic Support Center is open during library hours. Specific tutoring hours are published each semester.

### Campus Safety and Security – Learning Center, First Floor

The Office of Campus Safety and Security has two locations: 1) the lobby of the Olsen Student Center; 2) the first floor of the Learning Center. Campus Safety and Security can be reached by calling 274-5234.

### KMSC

The offices, production studio, and DJ booth for KMSC, the campus radio station, are in the Mass Communications Center, located off the rear hallway of the Learning Center.

### Hindman-Hobbs Center (The HPER)

The center includes three multipurpose courts for basketball, volleyball, and tennis. Directly above the court area is a 3-lane jogging track. A 6-lane 25-yard pool is available for recreational and competitive swimming. Handball-racquetball and weight training/body conditioning rooms are open during building hours. The facility houses a multipurpose room for dance and aerobics, classrooms, locker rooms with saunas, and administrative offices for Men's and Women's Athletics. Recreational programs offered to students, faculty, and staff include intramural, aquatics, open recreation, and special events.

### Career Services

Career Services guide students through the process of selecting a major, as well as evaluating career options, including job shadowing and observational experiences. They also assist students with resume and cover letter writing, interviewing techniques, job search tips, on-campus recruiting, and their search for internships or externships. For job openings and internships, or to make an appointment, visit: [www.joinhandshake.com](http://www.joinhandshake.com). Career Services is located in the Krone Center.

### Lewis Hall – First Floor

#### Business Office

Morningside students may pay on their account, file paperwork for work study or campus payroll, or cash personal checks up to a maximum amount of \$50.00, Monday through Friday from 8 AM to 5 PM. There is a charge for returned checks.

#### Registrar's Office

This office helps students by dropping or adding classes; changing advisors; declaring or changing majors, minors, and clusters; tracking progress toward graduation; processing applications for graduation; completing deferment papers; changing addresses; processing transcript requests; processing claims for veteran benefit.

### Student Life

Student Life aims at providing positive out-of-classroom experiences for all Morningside students in order to support them in achieving their present and future goals and the college's goals for them.

### Lewis Hall – Central Scheduling

The Central Scheduling Office is responsible for scheduling and coordinating campus events. It can be reached by calling 274-5175.

## **Student Financial Planning**

This office helps guide students through the financial aid process and to answer questions along the way. They are committed to providing students with access to the financial resources needed to finance a Morningside education in the following ways:

- Understanding the financial aid process.
- Completing and/or electronic filing of the Free Application for Federal Student Aid (FAFSA).
- Scholarship programs, grant programs, work programs, loan programs, payment plans, etc.
- Assisting with special circumstances a family may experience. This may include loss of income and/or major medical expenses, which may necessitate an adjustment to financial aid.
- Publicizing part-time employment opportunities.
- Searching for scholarships and/or completing the financial aid application online. Lewis Hall.

## **Maintenance Building/Print Shop**

### **Physical Plant**

The Morningside College Physical Plant's mission is to provide safe, functional, and attractive facilities to allow other departments to perform their missions in a clean, high quality, physical environment. The Physical Plant strives to effectively manage human, financial and physical resources provided by the College.

The Physical Plant understands the vital role that the appearance of the campus plays in customer satisfaction and comfort. This point is of critical importance because the success of the College is determined by being able to meet the selection criteria of students and parents, which is heavily dependent upon presenting a safe, aesthetically pleasing, and comfortable environment.

### **Print Shop**

Morningside students may use the services of the print shop. Copies of research papers, fliers, invitations, posters, resumes, etc. may be printed for a charge. Two to three days' notice is recommended. Call 274-5198 for details.

## **Olsen Student Center**

### **Bookstore**

The college bookstore is located on the lower level of the Olsen Student Center. It carries textbooks, school supplies, greeting cards, stationery, calendars, Morningside College clothes and souvenirs, plus miscellaneous personal items. Required textbooks can be charged to the student accounts through the Business Office the first three weeks of fall and spring semesters.

### **Campus Ministry**

Campus Ministries seeks to support and develop the spiritual life of Morningside students, staff, and faculty. Opportunities include interdenominational worship of various formats, weekly Bible studies, faith formation groups, mission trips, service projects, and other opportunities designed to help the Morningside community grow in faith.

## **Food Service**

Morningside College contracts with Sodexo to provide campus meals to residence hall students. Food Service is provided in the Wikert Dining Hall, Mustang Grill (Located at Buck's) and the Spoonholder Café. Sodexo also provides catering services to meet the needs of the campus and local community.

The Wikert Dining Hall is located on the upper level of the Olsen Student Center. The Spoonholder Cafe is located on first floor of Hickman-Johnson-Furrow Library. The Mustang Grill is located on the lower level of the Olsen Student Center.

### **Food Service Contacts:**

General Manager:	712-274-5303
Executive Chef:	712-274-5177
Catering Manager:	712-274-5580
Retail Manager:	712-274-5301
Mustang Grill:	712-274-5305
Spoonholder Café:	712-274-5200

The meal schedule for 2020-2021 is as follows:

### **Wikert Dining Hall**

Monday - Friday

Breakfast:	7:00 a.m. - 9:45 a.m.
Continental Breakfast	9:45 a.m. - 10:45
Lunch:	10:45 a.m. - 1:30 p.m.
Dinner:	4:30 p.m. - 7:00 p.m.

Saturday and Sunday

Brunch:	11:00 a.m. - 1:00 p.m.
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Dinner: 4:30 p.m. - 6:30 p.m.

**Mustang Grill (Located at Bucks Snack Bar)**

Monday – Thursday: 7:30 a.m. - 11:00 p.m.  
Friday: 7:30 a.m.-7:00 p.m.  
Saturday: Closed  
Sunday: 6:00 p.m.-11:00 p.m.

**Spoonholder Cafe**

Monday – Thursday: 7:30 a.m. - 3:30 p.m. & 7:00 pm-10:00 pm  
Friday: 7:30 a.m. - 3:30 p.m.  
Saturday: Closed  
Sunday: 7:00 pm – 10:00 pm

**Campus Dining Policies**

Students using meal plans or flex points must have their Morningside ID in order to eat in any of the dining areas. Guests will be charged a set meal price in the Wikert dining hall and have the option to pay with cash or credit cards. All customers (students, faculty, staff and guests) must wear appropriate clothing and footwear in the dining areas at all times. With the exception of Grab ‘n Go meals, no food may be removed from the Wikert Dining Hall. Dishes, cups and utensils also must remain in the dining areas. No outside beverage containers, except Sodexo cups, are allowed in the Wikert dining hall.

Students with dietary concerns should contact Disability Services at 712-274-5034, for accommodations.

**Health Services**

Student Health Services, located in the lower level of the Olsen Student Center, is staffed during the academic year by a registered nurse. Local physicians have regularly scheduled hours each semester. All records are confidential and cannot be shared without a student’s permission. There are no charges for seeing the nurse or physician. Services are available to all FT students that pay the health fee.

Office Hours (subject to change):

Monday: 7:45 a.m. – 4:00 p.m.  
Tuesday: 7:45 a.m. – 4:00 p.m.  
Wednesday: 7:45 a.m. – 4:00 p.m.  
Thursday: 7:45 a.m. – 4:00 p.m.  
Friday: 7:45 a.m. – 4:00 p.m.

Doctors’ hours may vary so please call for more information at 712-274-5178.

Student Health Services reserves the right to refuse service for non-compliance or for not following medical advice as directed.

Massage Chair (multi-functional electronic) is available. Appointments must be made in advance. Contact the health center for more information. In case of extended illness, hospitalization, or family emergencies, the Student Services office should be notified.

In cases of minor illness that causes a student to miss class, the student is responsible for informing instructors. **No notes will be issued.**

**Personal Counseling**

Morningside meets the needs of the individual by providing counseling services for various emotional, transitional, behavioral, relationship, and mental issues. A full-time licensed counselor is available throughout the academic year, August through May. The counselor provides free and confidential short-term counseling for full-time undergraduate students. Various counseling services and treatments are available including individual, couples, and group sessions. In addition, by maintaining working relationships with community professional agencies, the counselor is able to make referrals to resources needed outside of the college setting.

Personal counseling staff are obligated to strictly follow federal and state laws concerning confidentiality. In cases where staff have reasonable cause to believe that a student or someone else is in imminent physical danger and/or their health is severely compromised, or the information involves concerns about a minor who is being abused, information regarding or concerning a client receiving services with a Morningside Personal Counselor may be shared with appropriate College officials and emergency personnel without the client’s consent. This includes parents of students who are over 18 years of age, as well as College faculty and staff. Confidentiality waivers are available from Personal Counseling and Student Health staff so that necessary information can be shared regarding the client’s specific case, but only with those identified at the client’s discretion. For more information about confidentiality and counseling services, please consult with the Personal Counselor and/or Dean of Students.

**Residence Life**

The Office of Residence Life is located on the lower level of the Olsen Student Center. Please refer to the RESIDENCE HALL POLICIES AND REGULATIONS section of the handbook for more information on Residence Life. Additionally, Residence Life is responsible for a

number of student programs, student organizations, and other campus life initiatives throughout the year. For questions about on campus housing or student life concerns, please contact Residence Life at 274-5161.

### **Student Post Office**

The Student Post Office is located in the lower level of the Olsen Student Center across from the bookstore. All residential students with 12 or more credit hours will be assigned a post office box on campus and are encouraged to check it daily. Commuter students will not be assigned post office boxes. If you lose your post office box information, stop by the Post Office during open hours, or the Office of Residence Life, lower level of the Olsen Student Center, to get your box number and combination information. The Student Post Office also has 1<sup>st</sup> class stamps and envelopes available for purchase. Mail needs to be sent to students in the following format.

YOUR NAME  
3609 Peters Avenue PMB (YOUR BOX NUMBER)  
Sioux City, IA 51106

PMB: Private Mailbox

**\*\*\*\*DO NOT put "PO Box" in your address as your mail may not reach Morningside College.**

Mail can be received and sent from the Student Post Office. Packages can be received and sent, if postage for them has been paid for or UPS, FedEx or other delivery service has been notified by the student to pick up the package.

**FORWARDING YOUR MAIL:** If you cease to be a student at Morningside College, either by graduating, withdrawing, or transferring, your mailbox will be closed. Please complete a forwarding address card, available from the Student Post Office. By completing a forwarding address card, your First-Class Mail and parcels with proper postage will be forwarded to the address given for up to 1 year. Magazines will be forwarded for 90 days. Campus mail will not be forwarded. The Student Post Office will forward your 1<sup>st</sup> class mail and magazines to your home address during the summer.

Commuters, who wish to keep their mailbox after moving off campus, must email their request to the student post office at [postoffice@morningside.edu](mailto:postoffice@morningside.edu) prior to moving off campus to ensure their box is not reassigned to another student.

### **Student Government**

Student Government is comprised of the Executive Council and the Senate. These bodies are directly responsible for regulations, supervision and coordination of all student government functions, and campus involvement. Student Government is also responsible for allocating funds for registered student organizations and being a voice for the student body. Copies of the constitution, election procedures, and membership requirements are available in this office. The Student Government and Morningside Activities Council (MAC) offices are located on the lower level of the Olsen Student Center.

### **MAC**

The Morningside Activities Council is a student board that coordinates a variety of cultural, recreational, educational, and social programs for the campus.

### **Technology Services**

The Technology Services Center is located in the lower level of the Olsen Student Center. This department provides computer and media services for the college. Some of the services provided include: audio/visual classroom equipment, password questions, the campus printing program, and service for college-issued computers. Their phone number is (712) 274-5544.

Hours during the academic year (excluding holidays & school breaks):  
Monday-Friday: 8 a.m. - 5 p.m.

# Campus Map



**COVID-19-Related Policy Updates** (see <https://www.morningside.edu/campus-life-and-arts/campus-safety/morningside-health-update-coronavirus-covid-19/> for the most up-to-date information)

### **Face-Covering Policy**

FACE COVERINGS are REQUIRED for students:

- In ALL academic buildings, classrooms, and meeting/conference rooms, unless you have received an administrative or medical exemption. Please contact Disability Services for details if you plan to pursue an exemption.
- In Olsen Student Center, except in dining areas.
- In public spaces, high-traffic areas, or any place where physical distancing isn't possible. Examples include hallways, stairwells, and elevators.
- In designated common spaces within residence halls and any other space designated with face covering requirement signage.
- When another Morningside community member requests you wear a face covering (including in residence halls) as we work to protect our community and one another.

FACE COVERINGS are NOT REQUIRED for students:

- In your residence hall room, which is considered your home at Morningside.
- While dining with individuals you reside with or teammates/classmates with whom you have regular close contact; these individuals are considered part of your Morningside family.
- While outdoors on campus and physical distancing is possible.
- In situations where you are able to physically distance and all individuals present are comfortable not using face coverings.

Buildings Requiring Face Coverings:

- Buhler Rohlf's Hall
- Charles City Hall
- Eppley Fine Arts Building
- Hickman-Johnson-Furrow Learning Center
- Klinger-Neal Theatre
- Lincoln Center
- MacCollin Classroom Building
- Walker Science Center
- 

Academic and Administrative Buildings - Face coverings are required in all classrooms and meeting/conference room spaces, Olsen Student except in dining areas, high-traffic areas, and as prescribed by departments; some spaces within these buildings may not require full-time use of face coverings.

Buildings with Possible Face Coverings Requirement Exceptions:

- Hindman-Hobbs Center
- Krone Center
- Lewis Hall
- Longfellow Building
- Olsen Student Center
- Physical Plant Buildings, Print Shop, Mail Room

Residence Hall Room, Individual Office & Department Face Covering Requirements & Protocols:

- Some residence hall common spaces, as well as residence hall rooms, individual offices, and campus departments, may have face covering requirements.
- Students and employees that wish to require face coverings in their space will receive a removable sticker to place in a visible area on or outside of doorways. Faculty, staff, and students should watch for these red stickers and wear face coverings in areas where this sticker is present.

**Fixed Tuition**

Some or all instruction for all or part of Academic Year 2020-2021 may be delivered remotely or in a hybrid format. Tuition and mandatory fees have been set regardless of the method of instruction and will not be modified or refunded in the event instruction occurs remotely or via a hybrid model for any part of the Academic Year. In the event Morningside College cancels in-progress courses because of a campus closure or institution-wide transition to remote instruction and such cancellation results in a change in a student's enrollment status, Morningside College may, at its discretion, refund a portion of the student's tuition and/or course-specific fees (such as lab fees).

We believe the value of a Morningside College education and degree, whether in-person or remote, continues to greatly exceed tuition. Moreover, our main educational costs are continuing, as the services they provide are continuing; our infrastructure costs are continuing; and we are incurring additional costs for online education and actions we are taking to respond to the pandemic. As such, Morningside College does not refund tuition because of changes to the method of instruction.

We continue to work with students and families who are in financial distress due to the coronavirus pandemic, and we encourage you to reach out if you need help. Please contact the Morningside College Office of Financial Planning for more information.

**Course Catalog, Student Handbook, and Similar Documents**

Every effort has been made to ensure the accuracy of the information presented in Morningside's catalog, student handbook, website, and other materials. However, all courses, course descriptions, materials, schedules, sequences of courses in programs, instructor designations, curricular degree requirements, methods of instruction, locations of instruction, and fees described herein are subject to change or elimination without notice. This information is provided solely for the convenience of the reader and does not constitute or create a contract between prospective or current students and Morningside College. Students should consult the appropriate department, school, college, or graduate division for current information, as well as for any special or temporary rules or requirements imposed by the department, school, college, or graduate division.

**Changes in Method of Course Instruction**

Some or all instruction for all or part of Academic Year 2020-2021 may be delivered remotely or via a hybrid model. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely or via a hybrid model for any part of the Academic Year.

Temporary or permanent changes to the method of instruction, regardless of when they are implemented, are not grounds for refunds under this policy.

**Student Housing and Meal Agreements**

Students are required to comply with health and safety rules, policies, and guidance adopted by Morningside College or relevant governmental authorities in response to public health crises, including COVID-19.

Students are required to comply with requests from Morningside College Residence Life to adopt COVID-19 control measures, including, but not limited to, required wearing of face masks or observance of social distancing protocols. Morningside College reserves the right to take de-densifying and other disease management measures it deems appropriate, including, but not limited to, relocating some or all residential students to alternative housing. Morningside College reserves the right to implement and modify student residence cleaning protocols, including by temporarily reassigning students to other residences or temporarily restricting access to their residences, to address COVID-19 or other public health emergency.

Dining service, including where and how it will be offered, is subject to modification at Morningside College's sole discretion to address public health concerns or other emergencies, including COVID-19. Morningside College may limit the occupancy of dining halls or the amount of time students may reside within dining halls and may make other operational adjustments needed to address health and safety concerns. Such measures do not constitute a termination of a residential student's housing and/or dining agreement(s).

Upon reasonable notice, which may be as short as a day or a week, depending on the circumstances, Morningside College reserves the right to terminate housing contracts due to public health emergency needs, including COVID-19. In the event Morningside College terminates housing contracts due to public health concerns, Morningside College will offer fair and reasonable reimbursements for impacted students as Morningside College deems appropriate based on information available at the time.

**Fees**

All fees are subject to change. *Note: Some or all instruction for all or part of Academic Year 2020-2021 may be delivered remotely. Tuition and mandatory fees have been set regardless of the method of instruction and will not be refunded in the event instruction occurs remotely for any part of the Academic Year.*