



# Student Handbook 2014-2015

## TABLE of CONTENTS

Directory	pg. 3
Academic Calendar	pg. 4-5
Student Expectations	pg. 6-41
Code of Conduct	pg. 8-9
Disciplinary Review	pg. 9-10
Academic Integrity	pg. 10-11
Violence/Sexual Misconduct	pg. 11-15
Illicit Drugs	pg. 16
Alcohol	pg. 17-18
Property	pg. 18-19
Social Media	pg. 19
FERPA (Family Education Rights and Privacy Act)	pg. 19-20
Campus Residence	pg. 20-26
Parking	pg. 26-27
Communication	pg. 26-31
Miscellaneous	pg. 31-41
Financial Aid Information	pg. 31-37
Accommodation for Students with Disabilities	pg. 37-39
Campus Offices, Facilities & Services	pg. 42-46
Health, Safety & Security	pg. 46-48

\* The University reserves the right to change any of these policies or services at any time with or without notice.

## MIDLAND DIRECTORY

Academic Affairs	Ext: 6522
Academic Support Services	Ext: 6471
Admissions	Ext: 6503
Alumni Relations	Ext: 6056
Athletic Office	Ext: 6360
Campus Ministries	Ext: 6324
Career Development	Ext: 6401
Communications	Ext: 6054
Development	Ext: 6053
Financial Aid	Ext: 6520
Graduation Center	Ext: 6024
Human Resources	Ext: 6048
Information Technology	Ext: 6268
Library	Ext: 6250
Mailroom	Ext: 6120
Maintenance	Ext: 6130
President's Office	Ext: 6142
Registrar	Ext: 6220
Safety & Security	Ext: 6444
Spirit Store	Ext: 6136
Sodexo	Ext: 6136
Student Affairs	Ext: 6404
Student Billing	Ext: 6142
Student Health	Ext: 6450

**MIDLAND UNIVERSITY ACADEMIC CALENDAR**  
**Undergraduate Traditional Program**  
**2014-2015**

**FALL TERM 2014**

August	22	Friday	Faculty Workshop
August	22	Friday	First Year Students arrive on campus
August	24	Sunday	Continuing students arrive on campus
August	25	Monday	First day of Fall Term classes
August	29	Friday	Opening Convocation (11:00 am – Classes will be cancelled)
September	1	Monday	Labor Day Holiday – no classes
September	2	Tuesday	Last day to add a course
September	5	Friday	Last day to drop a course
September	9	Tuesday	Withdraw from a course beginning this date, receive a “W” grade
September	15	Monday	Last day to remove 2014 Spring Term incompletes
October	6	Monday	Last day to remove 2014 Summer Session incompletes
October	8	Wednesday	End of midterm, Last day to choose grading option
October	9-10	Thursday-Friday	Fall Break – no classes
October	14	Tuesday	Official Midterm Grade Reports due in Registrar’s Office by Noon
October	17-8	Friday-Saturday	Homecoming
November	14	Friday	Last day to withdraw from a course
November	26-28	Wed. – Fri.	Thanksgiving vacation – No Classes
December	5	Friday	Last day of regular class schedule for Fall Term
December	8-11	Monday-Thursday	Block Schedule for exams/projects/presentations
December	15	Monday	Fall Term Official Grade Reports due in Registrar’s Office by Noon

**INTERTERM 2015 (15 Class Days)**

January	4	Sunday	Students arrive on campus
January	5	Monday	Interterm classes begin
January	6	Tuesday	Last day to add/drop a course
January	8	Wednesday	Withdraw from a course beginning this date receive a “W” grade
January	12	Monday	Last day to withdraw from Interterm
January	23	Friday	Interterm ends
January	26-27	Monday-Tuesday	Interterm break – No Classes
January	27	Tuesday	Interterm Official Grade Reports due in Registrar’s Office by Noon

## SPRING TERM 2015

January	27	Tuesday	Faculty Development Day
January	27	Tuesday	New and returning students arrive on campus
January	28	Wednesday	First day of Spring Term classes
February	3	Tuesday	Last day to add a course
February	10	Tuesday	Last day to drop a course
February	11	Wednesday	Withdraw from a course beginning this date, receive a “W” Grade
February	16	Thursday	Last day to remove 2014 Fall Term incompletes
March	9	Monday	Last day to remove 2015 Interterm incompletes
March	16-21	Monday-Friday	Spring Break – No Classes
March	27	Friday	End of midterm, Last day to choose grading option
March	31	Tuesday	Official Midterm Grade Reports due in Registrar’s Office by Noon
April	3	Friday	Good Friday – No Classes
April	5	Sunday	Easter Sunday
April	6	Monday	Easter Monday – No day classes, Monday night classes resume
April	16	Thursday	Mission Day: Celebration of Learning and Achievement
April	17	Friday	Last day to withdraw from a course
May	15	Friday	Last day of regular class schedule for Spring Term
May	16	Saturday	Graduation
May	18-21	Mon-Thur	Block Schedule for Exams/Projects/Presentations
May	25	Monday	Memorial Day
May	26	Tuesday	Spring Term Official Grade Reports due in Registrar’s Office by Noon

## STUDENT EXPECTATIONS

Midland University is committed to providing an atmosphere conducive to the development of character, integrity, and personal responsibility. To that end, every Midland University student commits to maintaining high standards of conduct within our unique community for the purposes of furthering the accomplishment of the educational and social objectives of an institution of higher learning.

1. **Academic Integrity** – Midland University students have the right to an atmosphere in which principles are paramount. Academic honesty is the foundation of a learning community.

\_\_\_\_\_ I understand that I am expected to maintain personal honesty in all aspects of collegiate work.

2. **Violence/Sexual Misconduct** – Midland University students have a right to a safe, healthy environment and to be respected and valued in his/her person.

\_\_\_\_\_ I understand that I am expected to refrain from any act or threat of violence, or any sexual harassment, violence, or misconduct of a sexual nature.

3. **Illicit Drugs** – Midland University students have a right to an environment free from the harmful effects of controlled substances.

\_\_\_\_\_ I understand that I am expected to refrain from the sale, possession, distribution, or use of illegal drugs.

4. **Alcohol** – Midland University students have the right to a teaching-learning environment free from the harmful effects of underage and irresponsible alcohol use.

\_\_\_\_\_ I understand that I am expected to maintain an alcohol free environment on the entirety of the Midland University campus, and further that I am expected to comply with all state and local laws pertaining to alcohol use.

5. **Property** – Midland University students have a right to security and safekeeping of personal property, as well as for property of the university.

\_\_\_\_\_ I understand that I am expected to refrain from damaging or unlawful taking of personal or university property. I further recognize that I am expected to maintain renter's insurance for the protection of my personal property.

6. **Social Media** – Midland University students have the right to participate in social media outlets in an environment free from slander, discrimination, indecency, or intimidation.

\_\_\_\_\_ I understand that I am expected to maintain appropriate actions and behavior reflective of the values of Midland University in any and all use of social media.

7. **FERPA (Family Education Rights and Privacy Act)** – Midland University students have the right to certain protections of their personal information as prescribed by federal law and outlined in the Midland Student Handbook.

\_\_\_\_\_ I understand that I may waive FERPA regulation, by submitting a FERPA waiver, in order to facilitate communication between parents, guardians, & others and university officials.

8. **Campus Residence** – Midland University students have the right to an engaging, vibrant campus community facilitated by on-campus housing experiences.

\_\_\_\_\_ I understand that I am expected to reside in on-campus housing for 2 years/4 semesters and that I will be charged for housing fees if I fail to meet the requirements for a waiver of this requirement, or fail to adhere to the Student Expectations of my campus residence. Further, I understand that the residential requirements may be increased for certain groups, including students not in good academic standing.

9. **Parking** – Midland University students have the right to accessible parking within a reasonable walking distance from university facilities.

\_\_\_\_\_ I understand that I am expected to park in an assigned university parking area and that I will be subject to ticketing and fines for any unauthorized parking. I further understand that I am expected to refrain from any parking on city streets.

10. **Communication** – Midland University students have a right and a responsibility to regular communication regarding student life and university relations.

\_\_\_\_\_ I understand that I am expected to daily read and respond to e-communication in my university account.

As a Midland University student, I commit to the Student Expectations and understand that failure to adhere to these expectations or any other action unbecoming of a Midland University student may result in sanctions imposed by the university, as prescribed in the Student Handbook. I further acknowledge that I have access to the Student Handbook on the Midland University intranet and in the Office of Student Affairs.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## CODE of CONDUCT

Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action and review and possible sanctions:

1. Acts of dishonesty, including but not limited to the following:
  - a. Furnishing false information to any University official, faculty member, or office.
  - b. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Physical harm, verbal harm, threats, intimidation, harassment, sexual misconduct, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
3. Attempt of actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus. Theft includes, but is not limited to:
  - a. Use of another's Student ID card for the dining hall or to gain unauthorized entrance to a residence hall or campus activity, unauthorized use of another's Student ID card in regard to the declining balance program, or any other unauthorized use of a Student ID card.
  - b. Forgery to obtain products, services, or monetary gain via another's checks.
  - c. Knowingly possessing stolen property.
4. Hazing, which is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person.
5. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
6. Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
7. Intentionally, negligently or recklessly initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
8. Soliciting or offering funds or favors to obtain or furnish unauthorized information or material.
9. Knowingly, freely, or negligently allowing violations of University rules and regulations to take place.
10. Violation of any federal, state or local law.
11. Use, possession, manufacturing, or distribution of illegal drugs.
12. Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.
13. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
14. Disruption of any activity occurring on campus or participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
15. Conduct that is disorderly or indecent; breach of peace; or aiding or abetting another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University's premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, restroom, or other locations.
16. Manipulation of the Disciplinary Review System, including but not limited to:
  - o Failure to obey the notice from a University official or Conduct Committee to appear for a meeting as part of the Disciplinary Review Process.
  - o Falsification, distortion, or misrepresentation of information during the Disciplinary Review Process.
  - o Disruption or interference with the orderly conduct of a Disciplinary Review proceeding.
  - o Attempting to discourage an individual's proper participating in, or use of, the Disciplinary Review System.
  - o Attempting to influence the impartiality of a member of the Disciplinary Review System prior to, and/or during the course of, the Disciplinary Review proceeding.



- Harassment (verbal or physical) and/or intimidation to any professional or a member of a Conduct Committee prior to, during, and/or after a Disciplinary Review proceeding.
- Influencing or attempting to influence another person to commit an abuse of the Disciplinary Review System.
- Failure to comply with the sanction(s) imposed under the Disciplinary Review System.

### **DISCIPLINARY REVIEW PROCESS**

Any member of the University community may file a complaint against a student for alleged violations of Student Expectations. A complaint shall be prepared in writing and directed to the appropriate Student Affairs staff member. A complaint should be submitted as soon as possible after the event takes place.

The staff member will contact the accused student and facilitate a meeting to discuss the complaint. Attempts should be made to schedule this meeting within two (2) class days following initial contact with the accused student.

At the meeting the violation(s) allegedly committed by the student shall be presented to the accused.

Once the staff member has been presented with information regarding the alleged violation and the response of the accused student, the staff member has two primary options:

- 1) Find the accused student was not responsible for violating the Student Expectations.
- 2) Find the accused student was more likely than not, responsible for violating the Student Expectations and determine an appropriate sanction(s) for the student.

Please note that, at the discretion of the Vice President of Student Affairs, an incident may be referred to the Conduct Committee or a higher authority for consult or disposition for the purpose of conducting the Disciplinary Review Process.

Following the determination of the final outcome, a letter will be sent to the accused student usually within five (5) class days.

A record shall be kept of all Disciplinary Process meetings. The record shall be the property of the University.

If an accused student, with notice, does not appear before the appropriate Disciplinary Review entity, the information in support of the charges shall be presented and considered even if the accused student is not present, and the accused student gives up his/her right to appeal the finding(s) and sanction(s).

#### Appeal

If a student has new credible evidence to submit to the Conduct Committee, a written appeal may be filed with the appropriate appeal entity within two (2) class days of the decision. The student may only appeal if new credible evidence exists.

The Vice President of Student Affairs may facilitate an appeal hearing with the Conduct Committee or review the appeal him/herself.

The decision of the appeal entity is final, and there are no further appeals.

#### Sanctions

In most cases, and as part of the educational process, some form of disciplinary/learning sanction(s) will be assigned to students responsible for violating any of the Student Expectations. Although the following is not an exhaustive list of sanctions, it does provide examples of sanctions that may be assigned. Please note there may be specific minimum sanctions for certain policy violations.

- 1) Written warnings
- 2) Learning projects
- 3) Service to the community
- 4) Restitution
- 5) Monetary fines
- 6) Assessment
- 7) Referral for prosecution
- 8) Restrictions
- 9) Disciplinary probation
- 10) Residence hall suspension
- 11) Residence hall expulsion
- 12) Interim suspension
- 13) Suspension
- 14) Withholding a degree
- 15) Expulsion

## STUDENT EXPECTATIONS

### I. **ACADEMIC INTEGRITY**

Midland University students have the right to an atmosphere in which principles are paramount. Academic honesty is the foundation of a learning community.

#### Academic Integrity Policy

Midland University seeks to provide a learning environment that enhances academic excellence and integrity. The following policy has been adopted to deter acts, which are counterproductive to the attainment of this goal. Students are expected to conduct themselves in conformance with the highest of standards in regard to academic honesty. Breaches of this expectation include infractions such as cheating, plagiarism, collusion and fabrication/falsification of records. Students violating such standards will be disciplined under the following guidelines.

Any student who plagiarizes, will at minimum, receive an F for the assignment. Any student who is caught twice within the same class will at minimum, be removed from the class with a final grade of "F" and will be referred to the Dean's office for disciplinary action. Multiple violations of plagiarism over the course of a student's time at Midland may warrant immediate expulsion.

Standards above those outlined here, may be put in place by instructors. All incidents of confirmed plagiarism will be communicated to the Dean's office for appropriate action.

Students have a responsibility to avoid acts of academic dishonesty. They also have an obligation to report known or observed acts of academic dishonesty to the instructor and/or their advisor. If such acts occur, disposition of the case is the prerogative of the instructor. Penalties may range from rejection of the assignment with the request that the work be resubmitted to a grade of "F" in the courses. Instructors may recommend a more severe penalty, such as dismissal from the University, to the Dean of the University.

#### Academic Concerns

The President, Administration, faculty, and staff of Midland University maintain an open door policy and invite students to discuss issues of concern. The following information is provided to assist with identifying what specific individual or office may be the most appropriate for a specific issue or question.

A student who has a complaint about an instructor should meet with that instructor to attempt to resolve the complaint. If that is unsuccessful, the student should then meet with his/her advisor before a possible progression to the Faculty Senate and/or Dean's office. In all cases, the objective is to resolve the problem at the lowest appropriate level with the goal of improving the educational process.

Students who wish to appeal academic decisions or who seek waiver of certain academic policies and standards may contact the Office of the Dean for assistance in filing an appeal to the Faculty Senate and/or the Academic Dean.

#### Academic Progress Requirements for Scholarships and Financial Aid

In order to receive or renew scholarships, federal and/or state financial aid, a student must meet certain academic requirements. These requirements are detailed in the Financial Aid Guide that was mailed with the student's Award Letter.

It is the student's responsibility to know, understand and comply with these requirements.

## **II. VIOLENCE/SEXUAL MISCONDUCT**

Midland University students have a right to a safe, healthy environment and to be respected and valued in his/her person.

### Part I. Statement of Policy

Midland University celebrates the diversity of its community, for we believe that learning to understand differences, as well as similarities, is an important dimension to education. To this end, we promote the values of tolerance, respect, understanding, and human dignity. Because of this, it is the policy of Midland University to prohibit sexual, racial, or ethnic harassment of its students, faculty, or staff, as well as harassment that victimizes persons on the basis of age, gender, religion, disability, or sexual orientation. Threats, intimidation, or creation of offensive academic, living, or work environment that grow out of slurs, epithets, derogatory comments, and unwelcome jokes related to a person's gender, age, religion, disability, or sexual orientation are prohibited at Midland University.

### Part II. Definitions

The term "racial harassment" refers to any unwelcome behavior, verbal or physical, that is derogatory or victimizes individuals on the basis of race, ancestry, creed, or national origin.

Examples of behavior that may constitute racial harassment include, but are not limited to:

- Racial slurs or epithets
- Derogatory comments
- Unwelcome jokes
- Verbal or non-verbal threats
- Offensive racial graffiti, pictures, cartoons, drawings, or posters
- Threatening or offensive telephone calls, cards, notes, letters, or E-Mail or Fax messages

The term "sexual harassment" refers to unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature.

Examples of behavior that may constitute sexual harassment include, but are not limited to:

- Subtle pressure for unwanted sexual activity
- Unnecessary brushes or touches
- Attempts to kiss or fondle
- Unwanted sexual teasing or jokes

- Disparaging remarks about one's gender
- Sexist comments about one's clothing, body, or sexual activities
- Pressure for dates
- Requests for sexual activity in exchange for grades, credits, promotions, or salary increases
- Offensive sexual graffiti, pictures, cartoons, drawings, or posters
- Obscene gestures
- Obscene or harassing messages by telephone calls, cards, notes, letters, or E-mail or Fax messages
- Physical contact by kissing, embracing, or groping

While harassment in any situation is reprehensible, it is particularly reprehensible when it exploits the educational dependence and trust between students and faculty or other relationships between persons of unequal power and authority. Persons in positions of authority (faculty/student; administrator/assistant; supervisor/employee; etc.) need to be sensitive to the fact that mutual consent is extremely questionable in such situations.

### Part III. Actions

Anyone who believes he/she has been a victim of harassment or has knowledge of harassment has the right to report such behavior and obtain redress through the informal and formal procedures outlined herein. Violation may result in disciplinary action, including discharge from employment or dismissal from attendance at the University.

### Part IV. Procedures for Dealing with Harassment

In order to react to situations, which involve allegations of harassment, Midland University has established both informal and formal procedures for handling concerns and complaints.

#### *Physical Harm Policy*

Midland University takes seriously any allegation of harassment or threat of physical harm, including sexual misconduct.

In the event of actual physical harm, students are encouraged to immediately seek medical assistance from FAMC or the Crisis Center. They should also contact the Director of Counseling, Vice President for Student Affairs, or Student Affairs staff. Contact information may be obtained from any Residence Hall staff personnel and other Student Development staff. This information is also available in the *Student Handbook* and Campus Directories. Residence Hall staff members may assist with suggested care following sexual misconduct.

#### *Harassment and Discrimination Policy*

In situations of perceived harassment that are student to student, these issues are to be taken to the Vice President for Student Affairs or his/her designee. If circumstances require disciplinary measures, appropriate action will be initiated.

In situations that are not resolved, or in situations that involve individuals of the university community other than student-to-student, the concerned party should initiate contact with the Vice President for Student Affairs.

#### ***A. INFORMAL PROCEDURE***

Individuals who believe they have been harassed or discriminated against are encouraged to seek the assistance of a supervisor or the Vice President for Student Affairs. The individual or individuals who are contacted may convene the committee or contact one or more of the members of the committee as deemed advisable. The individual, individuals, or committee, as relevant, shall advise the complaining individual of rights and procedures and offer general advice as deemed advisable. If the individual determines to proceed with a complaint, one of the designated persons shall promptly proceed as follows:

Obtain a taped or signed statement with all the details regarding the incident from the complainant as to what was said or done that is believed to have constituted harassment and details as to any document or other physical evidence and names of witnesses supporting the complaint.

Confront the person accused of the harassment and offer the accused person an opportunity to respond and to provide a similar taped or signed statement.

If necessary, interview and take statements from witnesses or others have knowledge of the incident.

If it is determined by the person, persons, or committee taking the foregoing steps 1-3, that harassment has occurred, again visit with the complainant and make an effort to resolve the issue in a manner satisfactory to the complainant and to reasonably assure no future similar actions.

If it is determined by the person, persons, or committee taking the foregoing steps 1-3, that harassment occurred, assure the complainant and advise the person charged that there must be no future harassment and that there may be no retaliation of any type by reason of the complaint and any action resulting there from.

Insofar as possible, retain confidentiality of the incident and the persons involved in the informal process. In the event it is determined by the individual, individuals, or committee taking the foregoing steps 1-3 that the allegations of harassment are false, the matter shall be referred to the Harassment and Discrimination Committee, and if the Committee is of the opinion that the allegations of harassment are false, the matter shall be referred to the appropriate disciplinary committee or person for such disciplinary action as deemed advisable by the appropriate disciplinary committee or person.

All complaints relating to a student and faculty relationship or other relationship between persons of unequal power and authority, or matters involving physical contact beyond incidental brushing, touching, or embracing, and all complaints relating to relationships of faculty, administration, and staff that do not involve a student shall be administered by formal procedure.

The Committee may convene at any time upon the request of any member and may advise and direct the investigation and handling of any report, including determinations and involvement in an effort to meet the intent of paragraph A4.

If the Committee determines that the remedy should be suspension or termination of student, faculty, or staff relationship with Midland University, it shall make such recommendation to the President who shall proceed pursuant to formal procedure.

The President shall receive prompt notice of all complaints, but other than as specifically stated herein shall not become involved in investigation or determination at the informal level.

Upon resolution of any complaint at the informal level, including the complaint and all investigative matters, correspondence, and memorandum relating thereto shall be maintained in the Office of Student Affairs, where the file shall be maintained in a secured and confidential status until such time as both parties involved in the complaint no longer have involvement with the University as a student or member of faculty or staff.

### ***B. FORMAL PROCEDURE***

Formal procedure shall be initiated at any time the complainant or accused is not satisfied with the results of the informal procedure, when the complaint is as described in paragraph A8, or when recommendation is made as described in paragraph A10.

Any person designated in section A who receives complaint as described in paragraph A8 or, in the absence of a complaint, anyone with knowledge of an incident of that nature shall promptly transmit to the Student Affairs office all known details and the results of any investigation. Upon receipt of such complaint or recommendation as described in paragraph A10, the Administration will direct an immediate investigation affording both the complainant and the accused an opportunity to examine the results of such investigation and to present his/her case in person, and through documents and witnesses in hearing before the Administration Officials.

The Institution shall be authorized to take immediate action as is deemed reasonably necessary to protect the complainant and accused, and the best interest of the University. The complainant and accused shall have the right to a hearing not later than ten days after receipt of the complaint. In the event of the absence or inability of the Administration Officials, they shall designate a person to stand in who shall have all duties and authority.

At the conclusion of the investigation, the Administration shall determine the validity of the complaint, the nature of the incident, and by negotiation or otherwise, decide the disciplinary action, if any is to be taken. Such action may include counseling, sensitivity training, suspension, dismissal, expulsion, termination, or any other action deemed advisable.

The confidentiality of all persons involved during and after the formal proceedings will be maintained as reasonably as possible.

In the event the Administration proceeds pursuant to an appeal from a decision made by the Harassment and Discrimination Committee, their decision shall be final.

In the event the Administration's decision is made as the initial decision pursuant to complaint as described in paragraph A8 or recommendation as described in paragraph A10, either party shall have the right of appeal to the Chairman of the Board of Directors. Such appeal shall be made by written notice, delivered or mailed, to the Chairman no later than one week after the decision has been delivered or mailed to the appealing party.

In the event the Administration determines, as an initial decision, involving an incident described in paragraph A8 that a dishonest allegation has been made, the Administration shall refer the matter to the appropriate disciplinary committee or person for such disciplinary action as deemed advisable by the appropriate disciplinary committee or person.

In the event the University President is the complainant or the subject of a complaint, the complaint shall be made to the Chairman of the Board of Directors, who shall proceed as would otherwise be required of the Administration. Either party shall have the right to appeal from any action by the Chairman of the Board of Directors to the Board of Directors without participation by the Chairman.

The University procedures are not exclusive and the individual complainant shall be advised of the right to obtain legal counsel and the right to file a formal complaint with the Office of Civil Rights (OCR), United States Department of Health, Education, and Welfare, Washington, DC.

#### *Sexual Assault Prevention and Response*

The primary educational opportunity Midland University utilizes to educate the student community about sexual assault is through new student orientation. Literature on sexual assault education, risk reduction, and University response is available through Student Health or the Student Development Division.

When a sexual assault victim contacts the Office of Safety and Security, the Vice President of Student Affairs will be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system, the University discipline system, both systems, or neither system. A University representative will guide the victim through the available options and support the victim in his or her decision. Counseling options are available from the Midland University Offices of Counseling or Student Health. Counseling and support

services outside the University can be obtained through the Fremont Police Department, Fremont Area Medical Center, or the Crisis Center.

University disciplinary proceedings, (timeline clarification and notifications) as well as guidelines for cases involving sexual assault, are addressed in the *Student Handbook*. The *Handbook* provides general case guidelines with the University's disciplinary proceedings for the victim and the accused individual (applicable to current students at Midland University). Depending upon the sensitivity of the case, a victim(s) and the accused individual(s) may be allowed to have a college advocate present during and disciplinary proceeding; however, advocates are only allowed to be present for support to the individual not to be part of the proceedings and need to maintain the confidentiality of the case's information. Victim(s) and accused individual(s) will need to notify the case's judicial officer of his/her request to have an advocate present during disciplinary proceedings in a timely manner. Both the victim and accused will be informed of the general outcome of the hearing. A student found responsible of violating the University's sexual assault policy may be suspended or expelled from the University for the first offense and could be criminally prosecuted in the state courts.

If you are a victim of a sexual assault at the University, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Office of Safety and Security strongly advocates that a victim of sexual assault reports the incident in a timely manner. The medical condition of the victim is the first priority and of course time is a critical factor for collection and preservation of evidence. An assault should be reported directly to the Office of Safety and Security. If an individual is not comfortable reporting the crime to the Office of Safety and Security, he/she is encouraged to seek assistance from one of the other listed areas: Student Affairs, Counseling Department, or Residence Life.

A victim may choose to file a police report with the appropriate law enforcement officials; however, this does not obligate the victim to prosecute. Filing a police report will:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests.
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to an examination)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

#### Hazing Policy

Acts of hazing are illegal. LB 1129 defines hazing and possible sanctions from the State of Nebraska. Hazing is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule.

Organizations whose activities are disruptive, harmful, or found to be hazing will be notified to discontinue such actions and referred to the appropriate governing body for disciplinary action. New member education or initiation should be consistent with the purposes for which the organization was formed and be within the mission and core values of Midland University.

### **III. ILLICIT DRUGS**

Midland University students have a right to an environment free from the harmful effects of controlled substances.

#### Drug Policy

Midland University prohibits the unlawful use /possession/association with/of illegal drugs.

As an academic institution, Midland University's goal is to eradicate the problem of illegal drug use. Midland University is subject to the same local, state and federal laws that govern all citizens, including those laws concerning the use, sale and possession of drugs. Therefore, engaging in such illegal action will be subject to disciplinary procedure. In addition, the University will cooperate with civil authorities in dealing with violations of these laws, and the University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws.

It is to be noted that any amount of illicit drugs, residue from illicit drugs, and/or paraphernalia present on campus constitutes a violation. Abuse of prescription drugs may constitute grounds for required counseling, education, and/or disciplinary action. In addition, being present in an environment where substances are being used illegally constitutes grounds for disciplinary action. The University prefers to prevent drug abuse through educational opportunities offered throughout the year. A listing of local evaluation, counseling, and rehabilitation agencies and resources is available from Student Affairs.

#### Drug Violations

If a student commits a first violation on campus and is found responsible through review, or is convicted of a drug-related offense off campus following admission to Midland University, the student may be suspended for the remainder of the semester in which the instance occurred, which could mean loss of all credits for that semester, may be suspended for the next full semester thereafter, and may be permanently expelled from the University. The student may be restricted from the residence halls, campus, and classes. An evaluation with appropriate counseling from a certified/licensed agency/professional will be required. Documentation of the evaluation and recommendations may be requested by Student Affairs. The student must pay for all costs incurred.

If a student commits a second violation, on or off campus, the student will likely be suspended for the remainder of the semester in which the instance occurred and may lose academic credits for that semester due to the inability to complete academic work, may be suspended for two full semesters thereafter, or may be permanently expelled from the University.

#### Voluntary Request For Assistance With Substance Abuse

A student may request assistance with a drug related use/abuse problem without risk of penalty, provided the request is not the result of a violation. All such requests, counseling, and visitations related thereto shall be held in confidence, unless the student is in physical or psychological danger or if such behavior puts others at risk.

A voluntary request for assistance may also include referral for a perceived problem related to other drug use/abuse by a staff or faculty member, other students, parents, or may be a referral resulting from University and NAIA (National Association of Intercollegiate Athletics) required testing.

Staff support will be provided. Assistance with evaluation cost may or may not be available by the University depending on circumstances. The cost of continued counseling is the responsibility of the student. The University reserves the right to require an evaluation and education depending upon circumstances; this may include cases of non-violation.

## **IV. ALCOHOL**

Midland University students have the right to a teaching-learning environment free from the harmful effects of underage and irresponsible alcohol use.

#### Alcohol Policy

Midland University prohibits the unlawful and/or on-campus use/possession/association with/of alcohol.



As an academic institution, Midland University's goal is to alleviate the problem of underage and irresponsible alcohol use, preferably in an educational manner. However, Midland University is subject to the same local, state and federal laws that govern all citizens, including those laws concerning the use, sale and possession of alcohol. Therefore, engaging in such illegal action will be subject to disciplinary procedure. In addition, the University will cooperate with civil authorities in dealing with violations of these laws, and the University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws.

It is to be noted that being present in an environment where alcohol is being used illegally constitutes grounds for disciplinary action. The University prefers to prevent alcohol and drug abuse through educational opportunities offered throughout the year. A listing of local evaluation, counseling, and rehabilitation agencies and resources is available from Student Affairs.

#### Alcohol Violations

Violations of the Alcohol Policy will be referred to Student Affairs for action. The Vice President for Student Affairs or his/her designee will refer the student allegedly committing a violation for review by the appropriate Student Affairs staff. Student violations occurring in the Residence Hall may be referred to the Vice President for Student Affairs and/or the respective trained residence life professional.

Individuals not of the Midland University community who violate this policy may be restricted from the campus for a minimum period of one semester or indefinitely, depending on circumstances.

#### Alcohol Organization Policy

Midland University does not authorize or condone the use of alcohol at events sponsored by student organizations on or off campus. However, any student organization that sponsors an event, on or off campus, where alcohol is provided and/or made available, even though a third party vendor, must seek prior approval from the Office of Student Affairs and understand the organization may be held responsible for the event and related participation under the laws of the state of Nebraska as well as the Midland University Student Expectations. Midland University reserves the right to review and/or investigate such activities and, if appropriate, consider judicial action.

The Office of Student Affairs offers assistance to student organizations in developing educational and social events, and organizations are encouraged to utilize these resources.

The use, possession, sale, or distribution of alcohol by any student organization is prohibited under all circumstances in any activity associated with initiation, induction, or new member induction.

#### Voluntary Request For Assistance With Substance Abuse

A student may request assistance with an alcohol-related use/abuse problem without risk of penalty, provided the request is not the result of a violation. All such requests, counseling, and visitations related thereto shall be held in confidence, unless the student is in physical or psychological danger or if such behavior puts others at risk.

A voluntary request for assistance may also include referral for a perceived problem related to alcohol/other drug use/abuse by a staff or faculty member, other students, parents, or may be a referral resulting from University and NAIA (National Association of Intercollegiate Athletics) required testing.

Staff support will be provided. Assistance with evaluation cost may or may not be available by the University depending on circumstances. The cost of continued counseling is the responsibility of the student. The University reserves the right to require an evaluation and education depending upon circumstances; this may include cases of non-violation.

## **V. PROPERTY**

Midland University students have a right to security and safekeeping of personal property, as well as for property of the university.

### Fire & Safety Equipment

Fire and Safety Equipment (alarms, extinguishers, fire doors, sprinklers, heat sensors, and smoke detectors) is present for the protection of all community members. For your own safety, know the location of all such equipment.

False fire alarms and tampering with fire safety equipment may result in a minimum fine of \$250. The identified person responsible or the appropriate community member(s) will be assessed the monetary charge. Accidental alarms will also be subject to similar and/or additional sanctions.

Any student found responsible for turning on a false alarm or tampering with fire safety equipment will be subject to university disciplinary action and/or civil action. *This includes tampering with any smoke detectors.*

Help make your community safe by keeping fire doors closed, keeping hallways clear, and promptly reporting equipment that has been tampered with. Posted fire and safety materials must stay intact and should be referred to often.

### Personal Property

Students are responsible for their own personal property at all times. Midland University assumes no responsibility for loss or damage to residents' property at any time. Midland University does not insure residents' personal belongings; residents are expected to maintain renter's insurance for the protection of their personal property. The University provides an inexpensive personal property policy that is available through an independent organization. Information is available in the Residence Life office. Residents are strongly encouraged to register identification numbers of personal items such as TVs, stereos, etc. with their insurance company.

### Personal Effects Insurance

Midland University does not insure students' personal effects. Residents are expected to maintain renter's insurance for the protection of their personal property. The University makes available an inexpensive Personal Effects policy through an outside organization. Brochures regarding this policy are distributed to on-campus residents at the beginning of the fall semester. Additional copies are available from Student Affairs. Equipment for etching identification on appliances and electrical equipment is also available through Campus Security. Students are encouraged to document valuable belongings, including a description and serial numbers on appliances, electronic equipment or other valuables and leave a list with parents or an insurance agent.

### Weapons Policy

Unauthorized use, possession, or storage of any weapon (other than in an approved locale for selected weapons) on campus constitutes a campus violation. No handgun is allowed on the Midland University campus, nor will such a weapon be stored. All weapons are strictly prohibited in students' rooms and elsewhere on campus.

“Weapon” is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate, or damage personal property, and includes, but is not limited to, all firearms, BB guns, potato guns, paint ball guns, pellet guns, knives (with blades three inches or more in length and all automatic knives and box cutters), and bows and arrows (if student is enrolled in archery, or is an archer and will need the weapon other than hunting season, the bow and arrow must be stored with a designated professional staff member in the Department of Safety and Security).

Exception: Pepper mace, or similar product, that is designed for self-defense, is acceptable for student use provided the product is used only in circumstances of self-defense. If such a product is used in circumstances other than self-defense, then the action constitutes a weapons policy violation and disciplinary measures will apply.

In the event a student wishes to have a hunting weapon available and has a current hunting license in his/her possession, the weapon must be registered with and left in the possession of a designated professional staff member in the Department of Safety and Security.

#### Weapons Violations

Upon the discovery of any weapon used, possessed, and/or inappropriately stored, the weapon will be confiscated. The Vice President for Student Affairs or his/her designee will refer the student allegedly committing a violation for review by the appropriate entity. All weapons violations are subject to a minimum fine of \$100.00. Circumstances may suggest that immediate interim suspension, full semester suspension, or expulsion is appropriate. Possession of a handgun will result in a \$500.00 fine and immediate suspension with possible expulsion.

### **VI. SOCIAL MEDIA**

Midland University students have the right to participate in social media outlets in an environment free from slander, discrimination, indecency, or intimidation.

Students are permitted to have profiles on social networking websites but are expected to use appropriate pictures, language and tone in postings. Also, information placed on the website(s) should not violate the ethics or intent behind the Midland Student Expectations and other applicable state, federal and local laws.

### **VII. FERPA (FAMILY EDUCATION RIGHT AND PRIVACY ACT)**

Midland University students have the right to certain protections of their personal information as prescribed by federal law and outlined in the Midland Student Handbook.

#### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student educational records.

Midland University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose non-directory information from students' educational records without the written consent of students except to personnel within the institution, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The institution may disclose educational records, without written consent of a student, to parents of a student who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152.

The University routinely publishes material classified as directory information, which is acceptable within the Act. Examples include student directory, recipients of honors, lists of participants in student activities, and the like. Directory information may include majors, minors, dates of attendance, date of birth, email address, enrollment status (full-time or part-time) and date of graduation. Individuals may direct that their names not appear in directory information by notifying the Registrar in writing at the time of their registration.

#### Notification

According to the 1998 Higher Education Amendments to the Family Educational Rights and Privacy Act (FERPA), postsecondary institutions are permitted to disclose to parents and legal guardians of students under the age of 21, information regarding a student's violation of laws or policies governing the use or possession of alcohol or a controlled substance. In addition, Student Affairs staff may notify specific staff or faculty as appropriate of a student alcohol or drug policy violation. Failure to complete sanctions or to follow recommendations may result in notification of those listed with consideration for review and suspension until needed progress is documented.

On campus professionals trained to assist with these situations and should be contacted include: Vice President for Student Affairs, Director of Counseling, Director of Student Health, or Residence Life professionals.

## VIII. CAMPUS RESIDENCE

Midland University students have the right to an engaging, vibrant campus community facilitated by on-campus housing experiences.

### Required Residence Policy & Room Assignments

New students experience many transitions during their first year of college. Research indicates that students who live on campus are more likely to be engaged in both academic and co-curricular endeavors and are more likely to utilize campus resources. In addition, having a roommate can support a student's successful transition from high school to college. Because residential living and having the support of a roommate are critical to a full college experience, all regularly admitted students are required to live in campus housing for a minimum of their first two years unless they meet at least one of the following criteria:

- You are married.
- You have a dependent child (ren) living with you.
- You are over the age of 21.
- You have a minimum of four semesters on-campus residential living.
- You will be living at home with your parents that reside within a 30 mile radius of campus.

Students new to Midland University should complete a housing application (available at [www.MidlandU.edu](http://www.MidlandU.edu)). Students returning to the University the following academic year will receive information about the housing renewal process during the spring semester.

All requests to live off campus must be approved in advance by the Office of Student Affairs by completing an off-campus request form available in the Residence Life Office. Any student who neither completes a housing application nor has an off-campus request form approved will be charged for campus housing.

### Residence Hall Access

All residence halls are secured 24 hours a day by means of an electronic security system. Residents gain entry to the halls with their proximity keys.

Making a room key, ID card, or proximity key available to others is prohibited. If this occurs, keys and cards may be confiscated and the resident(s) will be responsible for all replacement costs. Any violations that may occur following inappropriate access to the halls are the responsibility of the key and/or card owner.

### Room Arrangements/Alterations

Residents at Midland University are encouraged to personalize their rooms and make them as comfortable as possible.

In order to promote a safe and secure living and learning environment, the following guidelines apply to each residence hall and/or room:

- Nails and tacks may not be used on doors, walls, woodwork, or furniture belonging to the University.
- Screens may not be removed from windows. Residents may be charged \$50.00 if they remove their window screens.
- No one is permitted on rooftops or ledges.
- Waterbeds are not allowed. Failure to comply will result in removal of the bed.
- One refrigerator up to 4.3 cubic feet (21" x 19" x 34") in size is allowed per room. If more than one refrigerator is found in a room, resident(s) will be asked to remove one. If the resident(s) does not comply, the refrigerator will be confiscated.
- Toasters and any cooking device with exposed coils are not allowed.
- While fans may be used, personal space heaters and air conditioners are not allowed in residents' rooms. The resident(s) will be asked to remove any such item(s) found in the room. If the resident(s) does not comply, the item(s) will be confiscated.
- Materials containing foul language, nudity, sexual innuendoes, racial slurs, comments/photos relating to alcohol, drugs or weapons or otherwise unacceptable behavior must be kept free from public view. If such materials are visible to the public, they will be removed and may be destroyed.

### Roommate Conflict

Although roommates may attempt to get along with each other, there may be times when disagreements occur. Conflict allows students the opportunity to examine situations from another's point of view, acquire new information and explore creative and innovative solutions. Learning to resolve conflict can help roommates have a better understanding of each other and increase their problem solving skills. The choices made in resolving or escalating conflict will determine the future dynamics of the relationship.

Residence Hall Directors are trained to work with students who find themselves in conflict. In order to work toward resolution, roommates should take the following steps:

- Talk about the issue that is causing the conflict.
- Utilize the roommate contract provided by the Office of Student Affairs as a tool to discuss ways to solve the issue.
- Discuss the issue with a student staff member.

If the issue is still not resolved after completing the steps above, contact the Residence Hall Director assigned to the hall to discuss the issue.

The Office of Student Affairs must approve all roommate change requests. Residents in traditional residence halls who make unauthorized room changes will be charged a fine.

The University reserves the right to change housing assignments at any time due to unforeseen circumstances, behavioral concerns, or an emergency.

### Residence Hall Management

Residence halls are supervised by a combination of professional and student staff members who are responsible for the general welfare of each resident, safety of the building and the day-to-day operation of each hall.

### Emergency Phone Numbers

Residence Life On-Duty Phone:	402-720-9091
Safety & Security—Anytime	402-941-6444
Ambulance/Fire/Police:	911

Professional and student Staff members are on duty every evening from 9:00 p.m. through the following morning. During this time, staff members conduct rounds through all residence halls and apartments, interact with residents and check for safety concerns. Staff members can also be reached by calling the Office of Student Affairs at 402-941-6404.

### Room Entry

Midland University respects and seeks to ensure the privacy of students living in the residence halls. As a private institution in operation of residence halls, Midland University also maintains certain legal rights of room entry. It may be necessary for staff members to enter a resident's room when determined essential for community or individual welfare, such as in the case of medical emergency, fire alarm, flood, or when staff have a reason to suspect a violation of university policy has occurred or is occurring. If it is deemed necessary to open drawers, closets, refrigerators, etc., the resident(s) of the room will be asked to do so first. If the resident chooses not to or is unavailable, the staff member entering the room has the authority to search such areas. Student Affairs staff may also enter a resident's room to turn off a stereo, alarm clock or smoke detector if the resident(s) is not present.

### All-Hall Searches

Should an emergency situation transpire where an All-Hall search is necessary, the residence life staff will conduct a search according to university policy.

If illegal drugs or dangerous materials are suspected, the Fremont Police Department may be called to intervene.

Student Affairs staff enter rooms at the beginning of Christmas Break to ensure that all safety precautions have been taken in preparation for the break. Any policy violations found will be documented and discussed when the break period is over.

Student Affairs will not honor requests to enter another resident's room other than the situations listed above without prior permission from the resident.

### Room Keys/Lock Out Procedures

Residents with a lost/stolen room key or proxy key must report it immediately to their Resident Advisor (RA). Residents are charged \$50 for the fabrication of new keys and a new lock.

Students who find themselves locked out of their room for any reason must call the Residence Life Duty Phone (402-720-9091) to gain entrance to their room. The first time lock out fee will be waived, but additional lock out occurrences will result in a \$10 charge.

### Room Deposit

A \$100.00 deposit is required from all students to reserve housing. The room deposit will be refunded to students once they will not be returning to live on campus the following year (due to graduation, granting of an off-campus request, etc.). Any charges for room damage, loss or other personal outstanding financial responsibilities due to the University, such as unpaid fines will be deducted from the deposit before it is returned. If the amount owed is greater than the amount of the deposit, the student will be billed for the balance.

### Housing During Breaks

Residents are entitled to occupy the traditional residence halls during the academic year excluding scheduled breaks when traditional residence halls are closed. **ALL HALLS (excepting Midland East) ARE CLOSED DURING CHRISTMAS AND SPRING BREAKS.** Refer to the academic calendar for hall closing/opening dates and times. All residents must vacate the halls by specified times and may not return until the halls officially re-open.

After residents have vacated the halls for a break, rooms are inspected to ensure that residents have taken the following steps:

- Unplug all electrical appliances/equipment, with the exception of aquariums.
- Close and lock all windows.
- Turn lights off.
- Trash and refrigerators are free of perishable items.
- Turn thermostat to 65 degrees. (Center section of Beegle turns the radiator to zero.)
- Lock and shut room door.

This is done for the benefit and safety of residents and their belongings. Although not required to do so, residents are encouraged to take plants and fish home with them during Christmas and Spring Break.

Residents of Midland East are allowed to reside in the apartments during Christmas and Spring Break.

#### Interterm

Only residents enrolled for Interterm and attending classes, or working for Student Affairs or Security are eligible to live in the traditional halls during Interterm.

Residents of Midland East are allowed to reside in these apartments regardless of whether they are enrolled for Interterm classes.

#### Part-Time Students

It is expected that all residents will be full-time students. If a resident falls below 12 credit hours during any semester, he/she may reside in the residence hall providing that a positive, cooperative attitude is displayed and there are no violations of Student Expectations. Failure to fulfill these guidelines will result in a meeting with a Student Affairs staff member to determine continued residency.

#### Summer Housing

On-campus summer housing is available for students who are enrolled in summer courses and/or working for the University. The designated summer residence hall is co-ed by floor, and every effort is made to provide this housing in an air-conditioned hall. Residents are charged on a weekly basis according to individual employment/student status. (Food service is not available.) Residence hall living during the summer months is considered a privilege, and residents are required to adhere to guidelines in the most current *Student Handbook*.

#### Personal Property

Students are responsible for their own personal property at all times. Midland University assumes no responsibility for loss or damage to residents' property at any time. Midland University does not insure residents' personal belongings; residents are expected to maintain renter's insurance for the protection of their personal property. The University provides an inexpensive personal property policy that is available through an independent organization. Information is available in the Residence Life office. Residents are strongly encouraged to register identification numbers of personal items such as TVs, stereos, etc. with their insurance company.

#### Personal Trash

Personal trash is considered to be any room trash, including all fast food containers, pizza boxes, etc. Personal trash must be placed in dumpsters outside, not in the entryway, lobby, lounge or bathroom receptacles. For improper disposal of personal trash, a minimum of \$25.00 will be assessed to the individual, the floor, or hall if the individual cannot be identified.

### Housekeeping & Maintenance

The public areas (hallways, bathrooms, lounges, computer labs and laundry rooms) of each residence hall are cleaned and maintained regularly by custodial staff. Any concern or need may be communicated to the Resident Advisor (RA). If a response does not occur in a reasonable amount of time, residents should contact the hall's Residence Hall Director.

It is the residents' responsibility to clean and maintain their own private living areas.

The University reserves the right to conduct health and safety checks in private residential areas to assure upkeep of the facility and prevent health hazards to the residential community. There will be at least 48 hours' notice provided to residents if their private living area is subject to an upcoming health and safety check.

### Cable Television

Cable television is available in every residence hall room. Time Warner Cable provides the extension cable in order to obtain basic cable as well as premium channels. This extension cable must remain in the resident's room at the end of the academic year or when checking out. For an extra charge, students may obtain digital tier channels or a cable box. It is the resident's responsibility to contact the company if interested in digital tier channels or the cable box and to return the cable box to Time Warner Cable located at 1780 East 23rd Street (phone: 402-727-1271) at the end of the academic year or when checking out of the hall.

### Guests

A guest is defined as anyone who is a non-resident of the specific room. Entry is established when a guest goes inside any hall entrance. Residents are responsible for their guests and their guests' behavior, and guests are expected to abide by University policies and the Student Expectations. Guests who fail to comply with the policies and Student Expectations may be asked to leave the premises immediately or be escorted out of the hall by a Student Affairs staff member, Safety and Security staff member or a Fremont Police Officer.

Guests 17 years of age and under who are not relatives of residents are not allowed in the residence halls without prior approval from the Vice President for Student Affairs or his/her designee.

Within the apartments, there will be a maximum of twelve people in any one suite at any given time. Those wishing an exception to this policy must register their request with the Vice President for Student Affairs or his/her designee 48 hours in advance. If approved, Safety and Security and Student Affairs staff will be notified.

-Guest Hours end at Midnight Sunday-Thursday/1:00 AM on Friday & Saturday

-Lounges & Apartments are guest-friendly 24/7

### Overnight Guests in Residential Facilities

Overnight guests must not be of the opposite gender and/or romantic interests of their hosts. Guests may not stay more than two consecutive nights without approval from the Vice President for Student Affairs or his/her designee. All guests and their hosts must complete a guest registration form with a student staff member to be on file for emergency contact purposes.

### Pets

Due to health and safety hazards the only pets allowed in the residence halls are aquarium fish. Failure to comply with this policy will result in the removal of the pet either by the student, the Humane Society, Fremont Police Department or a Student Affairs staff member.

### Smoking/Tobacco Use

The University has a "No Tobacco" policy in all buildings on campus, including the residence halls (both in public areas and in residents' rooms). Tobacco use is limited to outside of any building. Students are asked to be considerate and dispose of their cigarettes, cigars, tobacco, and/or ashes in appropriate receptacles outside of the buildings as well.



### Roller Blades, Bicycles, Skateboards, & Wheeled Device

Under no circumstances are roller blades, bicycles, skateboards, long boards, or any wheeled device permitted to be ridden inside any on-campus buildings.

### Safety and Security

The campus is patrolled by Safety and Security officers seven days a week. If assistance is needed, officers may be contacted Monday through Thursday between 4:00 p.m. and 6:00 a.m. daily and from 4:00 p.m. on Fridays to 6:00 a.m. on Monday at 941-6444. Daytime Safety and Security calls will be answered by Student Affairs staff members.

### Fire & Tornado Safety

Fire regulations and safety procedures in the residence halls are in accordance with state and local fire codes. Each resident has a responsibility for the safety and well-being of themselves and others within the residence hall.

### Fire Alarm/Drill

A minimum of one unannounced fire drill will be held in each residence hall during the fall each semester. The University is required by law to ensure all residents participate in drills. Failure to leave the building immediately or re-entering before an “all clear” is given by a Student Affairs Staff member may result in disciplinary action. The silencing of an alarm does not constitute permission to re-entering the building.

When the fire alarm sounds, the following procedures are to be taken:

- Close all windows.
- Leave the lights on.
- Take a towel or cloth to place over face in case of smoke.
- Close the door after exiting.
- Go to the nearest exit in single file. Do not use the elevator.
- Stay to the right side of the hallway.
- Walk swiftly. Do not run or push.
- Assemble outside at a safe distance from the hall or in a designated area.
- Stay clear of fire lanes and equipment.
- Do not re-enter the hall until an official all-clear is sounded by Residence Life staff.

Locations of where to proceed in the event of a fire alarm include:

- Lund & Atchison- South of the apartments in the Augustine parking lot.
- Augustine Hall- East of the building in the parking lot across the street.
- Beegle Hall- South of the building between Beegle and Olson Student Center.
- Gunderson Hall-West of the building and across the street by Men’s Memorial Hall.
- Men’s Hall- North of the building between Men’s and Olson Student Center.

### Fire Safety Precautions

For the safety of all, the following guidelines must be observed:

- Propping fire doors open is prohibited. (All exterior doors are fire doors.)
- Hallways and exits must be clear of all objects (i.e. boxes, bicycles, doormats, garbage, shoes or any other personal articles.)
- All exit doors must be clear of signs and posters.
- Live cut greenery (i.e. Christmas trees or boughs) are prohibited.

- No candles or candle warmers are allowed.
- Sun/heat lamps, hot plates, toasters, and most other electrical heating appliances are not allowed in residents' rooms. Currently, the only exceptions include one personal microwave per room or a coffee maker. There is at least one microwave located in each hall for residents' use. Appliances with exposed wiring are prohibited. No appliance should be left unattended.
- The use of common cooking appliances (toaster, electric grills, etc.) will be allowed in the kitchen areas in Lund & Atchison Halls only.
- Personal space heaters and air conditioners are not allowed in residents' rooms. Fans may be used.
- Halogen lights are prohibited.
- For safety reasons it is requested that a power strip be used for plugging in appliances.
- Any failing smoke detection equipment must be reported to the Resident Advisor (RA) immediately.

Failure to comply with these regulations will result in disciplinary action, as well as confiscation of item(s). Confiscated items may be picked up when checking out of the residence hall. Items that are not picked up by the end of the year will be discarded.

Misuse of fire equipment (including the covering of smoke detection devices, removal of their batteries and inappropriate use of fire extinguishers) is subject to both state and Midland University disciplinary action. Repairs and /or replacement costs are also the responsibility of the person(s) involved in such an incident.

### **Tornado Information**

In the event of severe weather and the tornado siren sounds, students should move as quickly as possible to the hallway on the interior, lowest floor of the building, taking a blanket for protection if possible. Do not leave the building and try to avoid windows and glass as much as possible.

## **IX. PARKING**

Midland University students have the right to accessible parking within a reasonable walking distance from university facilities.

### **Parking Regulations**

All vehicles parked on Midland University property are required to display a valid Midland University parking permit. To receive the permit, you must register your vehicle with the Office of Student Affairs on the 2<sup>nd</sup> floor of the Olson Student Center. Permits are mandatory and issued at no additional cost. Permits may be obtained from 8 a.m. to 4:30 p.m., Monday through Friday. All members of the Midland Community (residents, commuters, faculty/staff) are assigned a specific color-coded parking lot. Parking permits are enforced August 1-May 31 and are non-transferable.

Please observe the marked areas and be considerate of other drivers and our campus neighbors. Maps are available in the Office of Student Affairs or through the Midland University website. While parking on campus, please keep your vehicle locked and do not leave personal property or valuables in plain sight.

## **X. COMMUNICATION**

Midland University students have a right and a responsibility to regular communication regarding student life and university relations.

### **Computer Services**

All students will be provided a Midland University email account. The purpose of these accounts is to ensure a high level of communication between faculty, staff and students and to ensure the success of the student. Student

usernames will be the first eight letters of the last name followed by first and middle initials. First year students will be assisted with the accounts in their Midland University 101 class. Upper-class students may stop by the IT Help Desk in the Library if assistance is needed to access their accounts.

Students are required to use their Midland University email account. A student's Midland University email is a means of official communication as is the student's mailbox and permanent mailing address. Faculty and staff often contact students using their Midland University email account and expect these accounts to be referred to on a regular basis. Midland University accounts can be set to automatically forward to a personal email of the student's choice.

Networked computer labs are available in various locations on campus. Swanson offers two Microsoft Windows labs in the basement. These labs are available for general use when not reserved for classes. A schedule of open and reserved hours is posted outside each lab. Luther Library, Olson Student Center, and Anderson 306 house small clusters of Windows systems. All residence halls are wired for network access from each residence hall room and offer a cluster of Windows systems and a printer in a small lab area.

### Technology Use Policy

Midland University provides a variety of technology to the campus community. Every student is provided with their own account on the Midland University network. This account gives access to Midland University computers, Internet, network storage, email, Moodle and more. Individuals who are provided access to Midland University technology, labs, and services will assume responsibility for the appropriate use of these privileges. Please direct any questions or concerns related to technology, to the online computer Help Desk at [helpdesk@MidlandU.edu](mailto:helpdesk@MidlandU.edu).

### Student's Technology Responsibilities

Every student is given a username and password. It is the student's responsibility to keep information secure (including passwords, personal data and files), respect the rights of others, value the integrity of the systems, act responsibly and exhibit ethical behavior. Failure to observe federal, state and/or campus technology regulations will subject the student to the appropriate penalties.

Examples of misuse include, but are not limited to:

- Use of a Midland University computer account other than your own
- Use of the Midland University network to gain unauthorized access to any other computer system
- Knowingly committing an act that disrupts others usage of Midland University technology resources
- Knowingly installing or propagating software that could result in network or system performance issues.
- Attempting to circumvent data protection and networking schemes
- Violating terms and stated software licensing agreements or copyright laws
- Use of campus technology resources for activities that are unrelated to campus productivity or are otherwise unauthorized by Midland University
- Masking the identity of an account or machine
- Use of the network to distribute information that violates laws or Midland University policies
- Attempting to monitor, tamper with, read, copy, change, or delete another user's electronic communications, files or data without their explicit permission.

### Student-Owned Computers

A student who uses their own computer in the residence halls, on wireless Midland University connections, or elsewhere on campus is expected to do the following:

- Register your computer within the Midland University network (this can be done online once your computer is connected to the network)

- Fully read and agree to the Midland University Technology Use Policy (available through the online network registration process)
- Perform operating system updates on your computer as they are available
- Install antivirus software; setup to do daily downloads of the latest virus definitions and daily scans of all files
- Install popup blocking software; setup to do daily downloads of the latest definitions and daily scans of all files
- Remove any peer-to-peer (P2P) download software (i.e. BitTorrent, eDonkey, Kazaa, LimeWire, Morpheus and WinMX) or when necessary Internet gaming software

If you are uncertain on any of these matters mentioned above, it is your responsibility to schedule an appointment with the Help Desk to have your computer checked. The Help Desk will generally (dependent upon operating system) be able to provide you with assistance, antivirus software, popup blocking software and updates at no charge. Visit the IT Help Desk for additional services and information.

#### Midland University Provided Computers and Computer Labs

There are several locations throughout campus where students are able to use computers provided by Midland University. Computer labs are located in Anderson, Fremont Hall, Luther Library, Olsen Student Center, Swanson Hall, Augustine Residence Hall, Beegle Residence Hall, Benton Residence Hall, Gunderson Residence Hall, and Men's Residence Hall. The hours for these labs can vary and should be posted near the lab door.

All the computers provided by Midland University have basic software installations (i.e. Internet Explorer, Firefox, Chrome, and MS Office). Some lab computers also include specialized software for instructional use in the areas where they are located. Each lab is also equipped with or has access to a printer.

#### Peer-to-Peer File Sharing

Midland University requires all students to comply with federal policy and law regarding legal sharing of peer-to-peer files. The University's website defines the University's current and effective policy. The policy is introduced and communicated in courses and posted in computer labs on the campus. Lack of compliance will lead to appropriate discipline through judicial system of Student Development as specified in the Student Handbook.

#### Data and File Storage

**WARNING:** Do not store data files on the Midland University computer hard drives. These computers are periodically cleaned, restored or even moved. If you save your files to these computers you are taking a risk that your files will be deleted. There are other alternatives for saving your files. Other alternatives include the following:

- An individual network 'Home Directory' or 'H: Drive' is available to every student when logged into the Midland University network. A 'Home Directory' is a secure storage area on a network server that only the individual user has access to when logged into the network. To use your Home Directory, open the 'My Computer' icon on the desktop and locate the H: drive. You can then use this drive just as you would any other drive on the computer.
- USB Flash drives are small self-contained drives that plug into the USB ports on the computers.
- CD-ROM discs are an excellent choice for backing up large volumes of data. Most Midland University computers are equipped with the ability to write CDs.
- Floppy disks are still an option for storing data, but are far less reliable than the other options mentioned above. Every year we have several students that loose files due to a damaged floppy disk. We do not recommend using floppy disks unless you have copies of your files on other media.
- Always remember to make a backup copy of your important files.

#### Reporting Misuse

It is to your advantage to report the misuse of the campus network or its labs. Damaged equipment and network slowness are usually caused by a few, but the effects are felt by many. It is the responsibility of the students to help maintain computer labs by properly using the equipment and reporting problems immediately to the Help Desk at x6270 or to the IT Director at x6171.

### Enforcement of Policies

Network usage is monitored and regulated. Any excessive or abusive use will result in possible termination of network privileges until the issue is resolved. Failure to comply with any of the policies may result in the termination of the student's Midland University network privileges. Midland University reserves the right to terminate any network connection without notice if it is determined that any of the policies are being violated.

### Help Desk

A Help Desk for computer related issues can be reached through an online system at [helpdesk@MidlandU.edu](mailto:helpdesk@MidlandU.edu). The email will automatically generate a ticket for the IT help desk staff and email the originator on any updates to the ticket. If the online option is not appropriate, the Help Desk is physically located in the Luther Library building. The Help Desk provides students with assistance for computer support issues and related purchases (hardware, software and media). The phone number for the Help Desk is 402-941-6270.

### Emergency Response & Evacuation Procedures

Midland University has a university-wide communication system called "Midland Alert," designed to give students, faculty and staff immediate access to emergency announcements, notifications and updates.

The University has pre-enrolled the email address of all Midland University community members with the service, plus a cell phone if provided to the University. The messages can cover a range of topics, including security or safety threats, evacuations, weather-related announcements, site/building closures and delayed or early closings. Those registered for the service will automatically receive all university emergency notifications.

The other primary method of communicating about safety-related emergencies will be the Midland University web site ([www.MidlandU.edu](http://www.MidlandU.edu)). Depending on the situation, various communication outlets are used, including, but not limited to, email, voicemail, website postings, radio and television broadcasts, and personal contact. In an emergency, a variety of these outlets, as well as the Midland alert system, will likely be used.

Parents will be notified in a timely manner of an emergency situation on campus through website updates. The main university website will be the primary source of follow-up information during an emergency. Please visit [www.MidlandU.edu](http://www.MidlandU.edu) for details about an emergency. It is imperative to keep telephone lines open during an emergency situation. As soon as additional information is available, it will be reflected on the university web site.

### Cancellation of Classes Due to Inclement Weather

Since the majority of Midland University students reside on-campus, it is the general policy of the University to hold classes if at all possible. Members of the faculty, staff and commuting students are encouraged to make individual judgment as to whether or not they can safely reach the campus. In those rare instances when inclement weather forces cancellation of all university activities, notification is made via KHUB/KFMT (1340 AM, 105.5 FM) and other local and regional radio and television stations, along with the Midland University Emergency Alert System and the MidlandU Mobile App.

### Information Posting

#### Posting and Distribution of Written Material

Midland University defines "posting" as publicly placing any written materials including posters, flyers, banners and signs for display on any campus property and/or in students' campus mailboxes. In order to post any materials on Midland University campus these guidelines must be followed:

- All materials (flyers, table tents, hand-outs, manual distributions, mass mail distribution, sandwich boards, sidewalk chalk, window paint, outdoor displays, and all related advertising methods.) must be approved by

an authorized staff member in the Student Affairs Office prior to advertising and distribution. Materials not stamped will be removed.

- All materials must clearly identify the sponsoring Midland University group or organization. This may include a recognized student organization/group or a university department or organization.
- Organizations and groups are responsible for removing their posted materials within one business day after the event has taken place. Not doing so could forfeit the right to post items.
- Materials may be posted only in designated areas. Materials may not be posted on painted walls, brick, tile, or wood surfaces including banisters and doors. Due to fire regulations, doors and windows in campus buildings are not to be used for announcements or posters.
- Persons defacing or removing approved, unexpired materials are subject to the disciplinary review process.
- Advertisements from off-campus vendors and/or individual for-sale or service postings must be approved by the Office of Student Affairs and must be posted in designated areas only.
- All materials to be distributed through the Midland University Mailroom must be no smaller than one-fourth sheet of paper or they will not be inserted into boxes. Any mass distribution by student organizations must be approved by the Office of Student Affairs. In addition, all materials must include a return address and the name of the individual or sponsoring organization distributing the material. Mass mailings will be distributed by mailroom staff or by student organization members under the supervision of the mailroom staff. Persons should allow two business days for on-campus mail to be delivered
- Sandwich boards may be reserved through the Office of Student Affairs by recognized student organizations or university departments or by organizations of particular interest to our community for distribution of information, approved fundraising activities, elections, or related campus event.

#### Outdoor Displays and Chalking

- Student organizations must register outdoor displays or chalking with the Office of Student Affairs. Registration includes submitting a full description or drawing of the display or chalking to the Assistant Director of Student Life for approval.
- The display or chalking must clearly indicate the recognized student organization's name.
- The display or chalking must not be lewd, indecent, or obscene nor disrupt the academic activities or other normal operations of the University.
- The display must be removed by the sponsoring student organization immediately following the end of the approved display date.
- Chalking and/or marking walls, brick, outdoor fixtures or the exterior on any building or the Cross at the Center of Campus and surrounding sidewalks is prohibited.

#### Student Organization E-mails

Student organizations have the opportunity to request an organization email account to enable organizations to send out emails to other students about their events. If student organizations would like to request an organization email account, please contact the Information Technology department (ext. 6270).

- The Office of Student Affairs receives emails sent to students and will monitor e-mail usage.
- The Office of Student Affairs will send out one all-campus event email every Monday during the academic year (except during holiday breaks) compiling all of the campus happenings for that week. To be included in that week's event listing, the email must be sent to [dvorak@midlandu.edu](mailto:dvorak@midlandu.edu) the Friday before by 4:30 p.m. Information received after the requested deadline will not be guaranteed to be included in the weekly campus event email.

#### Standards of Design Policy

Organizations may choose to design their own apparel and publicity to use for functions, events, or group promotions. Midland University encourages organizations to use designs that are in good taste and portray a positive image of the student organization and the university. Organizations that choose to design clothing apparel or other merchandise must obtain written approval from their advisor prior to placing their order. The

Midland University logo and athletic logo may not be used in any design without permission of the Director of Communications or his/her designee.

Failure to comply will result in disciplinary sanctions.

All members of the academic community have the responsibility to create and support an educational environment, which will reflect the core values and mission of Midland University.

## XI. MISCELLANEOUS

### Financial Aid Information

#### ***Refund and Withdrawal Policy- Undergraduate Programs***

The U. S. Department of Education requires that institutions participating in Title IV federal financial aid programs must have a fair and equitable refund policy. Under these guidelines, the institution refunds unearned tuition, fees, room and board and other charges when a student withdraws or otherwise fails to complete the period of enrollment for which the federal aid was intended.

In the event that a student finds it necessary to cease enrollment at Midland University, the following policies respective to charges, credits, refunds and repayment apply. These policies may be revised at any time to comply with federal, state or institutional rules and regulations.

A refund refers to the reduction in charges for which a student is assessed. Students who cease enrollment at Midland University prior to the end of a semester or term may be entitled to a partial refund of those charges, depending on the date he or she ceases studies. The refund may be applied to an outstanding balance on the student's account. If the refund results in a credit balance on the account, the credit will be refunded to the student.

Special Circumstances-Students called to active duty in the Armed Forces of the United States, or leaving the University because of illness or other causes beyond their control, may receive special consideration. Each case will be considered individually based upon the special circumstances involved. The University President may authorize tuition, room and board refunds on a pro-rata basis or such other adjustments as considered necessary in the circumstances. The decision of the President is final. (Such exceptions apply only to the refund of institutional charges and do not affect the outcome of the federally mandated recalculation of eligibility for recipients of federal financial aid.)

Voluntary Withdrawal-Students who withdraw voluntarily receive no refund of the application, matriculation, university or special fees. The first "week," as used for refund purposes, starts on the first day classes are held each semester.

Dismissal - Students dismissed from the University for inattention to their studies or infringement of university rules are allowed no refunds of any kind, other than those provided by the withdrawal policy applicable to them. The student's financial aid eligibility will be based on his/her last date of attendance and will be adjusted accordingly.

Incomplete Aid Processing-Any student not completing the financial aid process as of the last date of attendance may forfeit eligibility for financial assistance that otherwise might have been available during that period of enrollment.

Additional Charges-Students may incur other expenses for which they will be personally responsible and for which no refund is required. These may include, but are not limited to, any fines, insurance fees, damages, or charges for storage, shipping or incomplete checkouts. These charges are billed from the Student Billing Office.

Traditional tuition refunds are determined as follows:

- Withdrawal within the first week (calendar days 1-7) – 100 percent refund
- Withdrawal within the second week (calendar days 8-14) – 60 percent refund
- Withdrawal within the third week (calendar days 15- 21) – 40 percent refund
- Withdrawal within the fourth week (calendar days 22- 28) – 20 percent refund
- Withdrawal after the fourth week (calendar after day 28) – 0 refund

Room and board refunds follow a slightly different refund schedule and are outlined on the MU Housing Contract. There are no refunds for room and board after 30 days. There may also be a \$500.00 early termination fee for those who choose to terminate their housing contract prematurely.

**Withdrawal before the Beginning of a Term:**

It is the responsibility of the student to register for and drop or withdraw from classes at Midland University in accordance with the policies and procedures outlined in the University Catalog and/or Student Handbook. If you do not attend classes, they will remain on your record and you will owe all tuition and fees for the courses. It is not the responsibility of the faculty or staff to drop students from classes. This is the sole responsibility of the student. If you register for classes and decide to attend another university or educational institution you must drop the Midland University class before the 100% refund deadline or you will be responsible to pay the appropriate tuition and fees. No exceptions will be made. Students should follow the same procedure for a withdrawal before the beginning of the term as for withdrawals during the term by contacting Student Development.

***Refund and Withdrawal Policy – Masters Programs***

The U. S. Department of Education requires that institutions participating in Title IV federal financial aid programs must have a fair and equitable refund policy. Under these guidelines, the institution refunds unearned tuition, fees, room and board and other charges when a student withdraws or otherwise fails to complete the period of enrollment for which the federal aid was intended. In the event that a student finds it necessary to cease enrollment at Midland University, the following policies respective to charges, credits, refunds and repayment apply. These policies may be revised at any time to comply with federal, state or institutional rules and regulations.

A refund refers to the reduction in charges for which a student is assessed. Students who cease enrollment at Midland University prior to the end of a semester or term may be entitled to a partial refund of those charges, depending on the date he or she ceases studies. The refund may be applied to an outstanding balance on the student's account. If the refund results in a credit balance on the account, the credit will be refunded to the student.

**Withdrawal before the Beginning of a Term:**

It is the responsibility of the student to register for and drop or withdraw from classes at Midland University in accordance with the policies and procedures outlined in the University Student Handbook. If a student does not attend classes, the courses will remain on the student's record and the student will owe all tuition and fees for the courses. It is not the responsibility of the faculty or staff to drop students from classes. This is the sole responsibility of the student. If a student registers for classes and decides to attend another university or educational institution the student must drop the Midland University class before the 100% refund deadline or he/she will be responsible to pay the appropriate tuition and fees. No exceptions will be made. Students should follow the same procedure for a withdrawal before the beginning of the term as for withdrawals during the term by contacting Student Development.

Withdrawal Date:  
Official



The official withdrawal date is the date that the student began the withdrawal process prescribed by the institution, or the date the student officially notified the institution, in writing or orally, of his or her intent to withdraw. This may not be the same date as the first inquiry about the policies related to withdrawal. As a good practice, written notification will be requested from a student who orally notifies the institution of his or her intent to withdraw.

#### Unofficial

For an unofficial withdrawal, the withdrawal date is the last date the student either attended classes or completed an academic-related activity, as determined by the the faculty teaching the coursework.

Whether official or unofficial, this date is critical in determining the student's charges and refunds, in addition to the amount of funding the student has earned from federal, state and institutional aid programs. Any remaining balance due from the student is determined by this date as well.

No accrediting agency requires that attendance be taken. However, faculty are required to verify class attendance or non-attendance by the census date each term to determine enrollment. Faculty may choose to use various methods to document attendance and to evaluate student progress throughout the year, with a primary method being the use of the Academic Progress Reports.

#### Withdrawal Process

Any student who intends to withdraw from all classes at Midland University shall notify The Graduation Center (Graduate students must notify their graduate Program Office) of his or her intent to do so, either in writing or orally. An exit review of the student's enrollment at Midland University will be conducted, consisting of the reason for his or her withdrawal, the last date the student either attended classes or completed an academic-related activity, as determined by the faculty teaching the coursework, and a review of any unusual or extenuating circumstances that prevented the student from withdrawing officially. A review of any other financial obligations due to the University, such as library fines will also be conducted.

The official withdrawal date used for the recalculation of financial aid eligibility is the date that the student began the withdrawal process prescribed by the institution, or the date the student officially notified the institution, in writing or orally, of his or her intent to withdraw. This date is critical in determining the amount of funding the student has earned from federal, state and institutional aid programs. Any remaining balance due from the student is determined by this date as well.

Students who unofficially withdraw may be charged for a greater portion of the semester than the time he or she was actually in attendance, and will be given "AW" grades ("administrative withdraw"), which are calculated into the cumulative grade point average. Therefore, it is always in the student's best interest to go through the official withdrawal process starting with The Graduation Center (or graduate Program Office).

*Special Circumstances* - Students called to active duty in the Armed Forces of the United States, or leaving the University because of illness or other causes beyond their control, may receive special consideration. Each case will be considered individually based upon the special circumstances involved. The University President may authorize tuition, room and board refunds on a pro-rata basis or such other adjustments as considered necessary in the circumstances. The decision of the President is final. (Such exceptions apply only to the refund of institutional charges and do not affect the outcome of the federally mandated recalculation of eligibility for recipients of federal financial aid.)

*Voluntary Withdrawal* - Students who withdraw voluntarily receive no refund of the application, matriculation, university or special fees. The first "week," as used for refund purposes, starts on the first day of the term as published in the term calendar.

*Dismissal* - Students dismissed from the University for inattention to their studies or infringement of university rules are allowed no refunds of any kind, other than those provided by the withdrawal policy applicable to

them. The student's financial aid eligibility will be based on his/her last date of attendance and will be adjusted accordingly.

*Incomplete Aid Processing* - Any student not completing the financial aid process as of the last date of attendance may forfeit eligibility for financial assistance that otherwise might have been available during that period of enrollment.

*Additional Charges*-Students may incur other expenses for which they will be personally responsible and for which no refund is required. These may include, but are not limited to, any fines, unpaid telephone charges, insurance fees, damages, or charges for storage, shipping or incomplete checkouts. These charges are billed from the Student Billing Office.

Master's Degree Program Tuition refunds are determined as follows:

Deposits are always non-refundable.

Withdrawal prior to the start of the first day of the term as published in the term calendar: 100% tuition

Withdrawal between calendar days 1-6 of the term: 75% tuition

Withdrawal between calendar days 7-13 of the term: 50% tuition

Withdrawal after calendar day 13 of the term: 0% tuition

### ***Return of Federal Title IV, State and/or Institutional Funds – Undergraduate Degree Programs***

Federal law specifies how the University must determine the amount of Title IV assistance a student has earned if he/she withdraws from school. The Title IV programs that are covered by this law are: Pell Grants, FSEOG Grants, TEACH Grants, Direct Loans, PLUS Loans, and Perkins Loans. In calculating the days enrolled, all calendar days in an enrollment term are used, except any scheduled breaks of at least five days in length.

When a student withdraws during a payment period or term, the amount of assistance that is earned up to that point is determined by a specific formula. A student who received less assistance than the amount earned may be able to receive additional funds (see post withdrawal disbursement). If a student received more assistance than was earned, the excess funds must be returned by MU and/or the student. The amount of federal assistance that is earned is based on a pro-rata calculation. For example, if a student completed 30% of the term, he/she earned 30% of the assistance that was awarded. Once at least 60% of the term is completed, the student is considered to have earned 100% of the funds awarded for that period.

The percentage of federal aid earned is determined by the following calculation:

Days attended in the period

Total days in the period

Institutional and state aid, on the other hand, is based on the % of the charges assessed. For example, if a student was charged 40% for his or her term, 40% of the student's institutional and state aid would be applied toward the student's charges.

A student who did not receive all funds that were earned may be eligible for a post-withdrawal disbursement. Any post-withdrawal disbursement of funds will be automatically credited toward any unpaid charges for tuition, fees, room and board.

In some cases, a student may have been awarded Title IV funds that he/she is no longer eligible to receive after the withdrawal if the student failed to complete a step in the financial aid process.

If the amount of aid disbursed exceeds the amount of earned aid, the unearned portion of the funds must be returned to the Title IV programs from which the student received aid during the term, in the following order:

1. Unsubsidized Federal Direct Loan

2. Subsidized Federal Direct Loan
3. Federal Perkins Loan
4. Federal PLUS Loan
5. Federal Pell Grant
6. Federal SEOG Grant
7. TEACH Grant

The school must return a portion of the excess equal to the lesser of:

1. The student's institutional charges multiplied by the unearned percentage, or
2. The entire amount of excess funds.

If the amount to be returned exceeds the amount that MU is required to return, the student has an obligation to return the remaining amount. Any loan funds that must be returned by the student are repaid according to the terms of the promissory note. If a repayment is due to a grant program, the student is required to pay only half of the remaining unearned amount.

Upon notification that a student has withdrawn, the Financial Aid Office will calculate the student's earned and unearned aid. The student will be notified of any funds returned by MU to the aid programs, as well as any repayment for which the student is responsible.

Example 1. Willis Warrior began his classes August 23, 2011, and notified the Office of Student Development that he intended to withdraw on October 14, 2011. Willis's aid for fall consisted of a Federal Pell Grant of \$2775, a Midland Grant of \$4500, a Nebraska Opportunity Grant of \$750, a Federal Perkins Loan of \$1000, a Federal Direct Subsidized Loan of \$1750 (\$1742 net after fees) and a Federal Direct Unsubsidized Loan of \$3000 (\$2985 net after fees). Based on the refund calculation, Willis was charged for 100% of his tuition, room, and board, or \$15,308. By dividing the days attended by the total days in the enrollment period, we find that Willis earned 58.2% of his federal institution aid and 100% of his institutional and state aid. Willis's Federal Unsubsidized Direct Loan of \$2985 and \$1419 of his Federal Direct Subsidized Loan was repaid back to the U.S. Department of Education. Had Willis completed the entire semester, his portion of his educational costs would have been \$1695. However, after withdrawing, he would owe the University a total of \$5960 because of the adjustments to his awards.

Example 2. Wendy Warrior began classes on January 31, 2012, and notified the Office of Student Development that she was withdrawing on March 6, 2012. Wendy's spring semester aid included a Federal Pell Grant of \$2775, a Federal SEOG Grant of \$500, a Federal Subsidized Stafford Loan of \$1750 (net disbursement \$1742), a Federal Unsubsidized Stafford Loan of \$3000 (net disbursement \$2985), a Federal Perkins Loan of \$750, a Nebraska Opportunity Grant of \$1250 and Midland University scholarships totaling \$3,000. Based on the refund calculation, Wendy was charged 100% of her tuition and fees, or \$12,375. By dividing the days attended by the total days in the enrollment period, we find that Wendy earned 34.0% of her federal and 100% of her institutional and state aid. Wendy's Federal Unsubsidized and Subsidized Direct Unsubsidized Loan funds, as well as her Perkins Loan, were returned to the U.S. Department of Education. \$299 of her Federal Pell Grant was also returned to the U.S. Department of Education. Had Wendy completed the semester, her portion of her university costs would have been \$0, and she would have had a credit balance refund of \$627. However, after her withdrawal, Wendy would owe a total of \$5649.

***Return of Federal Title IV, State and/or Institutional Funds – Master's Degree Programs***

Federal law specifies how the University must determine the amount of Title IV assistance a student has earned if he/she withdraws from school. The Title IV programs that are covered by this law are: Direct Loans and PLUS Loans. In calculating the days enrolled, all calendar days in an enrollment term are used, except any scheduled breaks of at least five days in length.

When a student withdraws during a payment period or term, the amount of assistance that is earned up to that point is determined by a specific formula. A student who received less assistance than the amount earned may be able to receive additional funds (see post withdrawal disbursement). If a student received more assistance than was earned, the excess funds must be returned by MU and/or the student.

The amount of federal assistance that is earned is based on the following pro-rata calculation:

Days attended in the period

Total days in the period

For example, if a student completed 30% of the term, he/she earned 30% of the federal assistance that was awarded, processed and approved. Once at least 60% of the term is completed, the student is considered to have earned 100% of the funds awarded for that period.

If the amount of aid disbursed exceeds the amount of earned aid, the unearned portion of the funds must be returned to the Title IV programs first in the following order:

Unsubsidized Federal Direct Loan

Subsidized Federal Direct Loan

Federal or Direct PLUS Loan

Students who withdraw from a Master's program are not entitled to any institutional aid that may have been awarded for that term. Those funds will be refunded 100% to their respective programs.

Any additional refunds will be returned in the following order:

1. Outside agency programs
2. The student

A student who did not receive all funds that were earned may be eligible for a post-withdrawal disbursement, depending on their aid status at the time of the withdrawal. Any post-withdrawal disbursement of funds will be automatically credited toward any unpaid charges for tuition, fees, room and board.

If the amount to be returned exceeds the amount that MU is required to return, the student has an obligation to return the remaining amount. Any loan funds that must be returned by the student are repaid according to the terms of the promissory note. If a repayment is due to a grant program, the student is required to pay only half of the remaining unearned amount.

Upon notification that a student has withdrawn, the Financial Aid Office will calculate the student's earned and unearned aid. The student will be notified of any funds returned by MU to the aid programs, as well as any repayment for which the student is responsible.

*Outstanding Balance Due*

Any student leaving Midland University (for any reason) who owes an outstanding balance of any kind will not be issued a transcript and/or diploma until this balance is paid in full.

*Credit Balance Refunds*

Student account credit refunds are issued weekly via direct deposit to a student's Warrior Card or other designated bank account. The student billing office must be notified by the end of the day on Tuesday to receive their credit refund on Friday.

Academic Progress Requirements for Scholarships and Financial Aid

In order to receive or renew scholarships, federal and/or state financial aid, a student must meet certain academic requirements. These requirements are detailed in the Financial Aid Guide that was mailed with the student's Award Letter.

### Accommodation for Students with Disabilities

Section 504 of the Vocational Rehabilitation Act of 1973 and The Americans with Disabilities Act and Americans with Disabilities Act Amendments of 2008 (ADA) assure persons with disabilities equal opportunities for access. Midland University is committed to providing an accessible learning environment and willingly makes reasonable accommodation for individuals with documented disabilities.

The University strives to offer an environment where opportunities for learning and personal development are available to all students who meet admission criteria. Upon acceptance to Midland University, students seeking accommodation are responsible for notifying designated Academic Support Services staff. Appropriate written documentation of disability is required and any accommodation provided is based upon individual need and existing academic requirements. All accommodation must be consistent with established academic requirements and standards of Midland University, and a student with accommodation continues to be responsible for his/her education and personal needs.

Midland University supports each student's efforts to become a self-sufficient learner and encourages any student needing accommodation to seek support as early as possible. For further guidelines on accommodation, please contact the Coordinator of Academic Support Services.

The following guidelines are provided for students with disabilities who seek accommodation.

#### *Guidelines*

The student seeking academic accommodation is responsible for notifying designated Academic Support Services staff of the nature of his/her disability and the accommodation that may be sought. A student who is seeking accommodation(s) will continue to take responsibility for his/her education and personal needs throughout his/her academic career at Midland University.

- The student is strongly encouraged to contact Academic Support Services immediately upon admission to University.
- Accommodation is based upon reasonableness, appropriateness, individual need and request.
- Academic requirements may be altered as a matter of accommodation, but standards will not be lowered.
- Accommodation for one student will not impinge upon the rights of other students.
- Academic accommodation may include faculty choice of procedural guidelines.

#### *Definitions*

**Self-Identify:** The student who seeks accommodation must self-identify, as having or believing to have a disability, to Academic Support Services.

**Documentation:** The student will typically be required to present acceptable documentation verifying an existing disability. Documentation is to be provided by a licensed/certified (testing or medical) professional agency and may include, but is not limited to, a written diagnosis of the disability, its perceived impact on learning and recommended or suggested accommodation.

**Testing/Documentation Requirements:** Testing and documentation may be required to have occurred within five years of formal request for accommodation.

**Development of Accommodation Plan:** Appropriate faculty and/or staff members will work with the student to identify appropriate and necessary accommodation regarding coursework and curriculum requirements. Appropriate faculty and staff may include, but are not limited to, the academic advisor, the Coordinator of Academic Support Services, instructor(s), a University Counselor, and/or other staff

members as mutually agreed upon by the Coordinator of Academic Support Services and the student. Student responsibilities will be reviewed at this time.

#### *Plan Implementation*

The faculty and staff identified in the plan will work with the student to implement an accommodation in the following ways:

Assistance of the student in plan development and course choices will occur early enough to allow for accommodation to be made prior to the beginning of each semester. The exception will be the first semester of attendance for the student. Time and staff constraints may limit creation or implementation of a thorough plan for the first term of attendance at Midland University or for the first academic term the Coordinator of Academic Support Services is contacted. This circumstance suggests urgency that the student contacts the Coordinator of Academic Support Services as soon as possible following admission to the University.

Instructors may meet individually with the student to discuss accommodation and the responsibilities of the parties involved.

A staffing of involved parties will meet with the student to evaluate academic accommodation and adjustment as needed. The student, faculty or Academic Support Services staff may call this meeting.

#### *Problem Resolution*

A student who finds the accommodation unsatisfactory, or believes implementation is inadequate, is encouraged to discuss the matter with the faculty member or Academic Support Services staff.

If the student's concern is not resolved, he/she may appeal to the President's Council (see Appeal Process).

The same appeal process and rights are also available to faculty members.

The following procedures are presented in compliance with federal law, Section 504 of the Rehabilitation Act of 1973, the Rights of Individuals with Disabilities.

If a student believes he/she is being excluded from participating in or being denied the benefits of, the education process based on his/her disability, and required appropriate and reasonable accommodation has not been provided, the student may appeal to a broader body.

If the outlined process and plan implementation was processed in accordance with the Midland University ADA guidelines, and if the accommodation, or lack thereof, is perceived by the student with disabilities as not satisfactory, the following recourse is available:

- The student is to inform Academic Support Services of the problem. The student is also encouraged to seek consultation and advocacy from the Academic Support Services staff.
- The student is to discuss the lack of accommodation with the person(s) perceived as the source of the problem. Resolution should be sought at the lowest level possible.
- If no resolution is found, the student is to forward his/her request for an appeal to Academic Support Services. The designated staff will serve as an advocate for the student.

The request for an appeal will be forwarded to the President's Council. The student and Academic Support Services staff will be provided an opportunity to present the request to the Administrative Council. The decision of the President's Council is final.

#### *Campus Access Guidelines*

The Americans with Disabilities Act and Americans with Disabilities Act Amendments of 2008 (ADA) requires disabled persons to have reasonable rights and access to public buildings. The Act requires that the programs at Midland University be appropriately and reasonably accessible to non-exempt disabled persons, and that appropriate and reasonable modifications be made as necessary to allow for participation by

individuals with such disabilities. A reasonable effort will be made to provide such adjustments for access in cooperation with the student. This may include such actions as relocating a class meeting space or making some adjustment in a residence hall.

#### *Procedure*

Students with disabilities who need special accommodation with classroom facilities or classroom equipment should contact Academic Support Services.

Appropriate and reasonable accommodation is based on individual need and request.

The request for accommodation is to be presented in writing. In some cases the Vice President for Finance and Treasurer and the Director of the Physical Plant will review the request. Faculty or Residence Life staff will be consulted as needed.

#### Communicable Diseases Policy Statement

In dealing with communicable diseases upon diagnosis or known history, Midland University follows the principles of the Department of Health of the State of Nebraska and the American College Health Association. In cases of conflict, enforceable Nebraska law will be followed.

In the event of an epidemic, anyone not properly protected against the listed communicable diseases will be barred from being on campus until the epidemic is over.

#### *Procedure*

The disease is reported to the State Department of Health as required by Title 173, Chapter 1. Directions are then received from the Department concerning the physical treatment, e.g. isolation, etc.

In addition to the directions given by the State Department of Health, the guidelines outlined by the American College Health Association will apply.

In circumstances where a communicable disease is diagnosed by a physician and is not on the State of Nebraska's list of reportable diseases or addressed by the American College Health Association, the treatment will be as defined in *Control of Communicable Diseases in Man*, edited by Abram S. Benenson, and published by the American Public Health Association, 1985.

In unusual or sensitive situations that may arise, a committee consisting of the following may take individual cases under advisement:

- President of the University
- Vice President for Student Affairs
- Student Health Director
- Attorney for the University

#### Missing Student Notification

If an individual believes a student has been missing for 24 hours, he/she should notify Campus Safety & Security (1<sup>st</sup> OSC) at 402.941.6444 or Student Affairs Office (2<sup>nd</sup> OSC) at 402.941.6404. Any received missing student statement will be referred immediately to both Midland University Campus Safety & Security department and the Fremont Police Department. If there are various circumstances warranting the implementation of this protocol to be sooner than 24 hours, the University will make this decision in conjunction with local law enforcement officials.

If law enforcement professionals believe the incident occurred on campus, an alert notifying the campus of the current situation and the safety precautions members should take to protect themselves and the community will be distributed. The University will then work with local law enforcement to provide a secure presence of safety and security officials. If law enforcement professionals have information or determine the missing student was abducted away from the university campus and there is no direct correlation to the University, notification will still be sent; however, safety procedures and practices will be determined depending on the individual case.

### Reporting of Criminal Offenses

To report a crime:

Contact Midland University's Office of Safety and Security at (402) 941-6444. Any suspicious activity or person seen in campus buildings and parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to the Office of Safety and Security. In addition, individuals may report a crime or suspicious activity to the following areas:

- |  |              |
|--|--------------|
| 1. Student Affairs Office              | 402.941.6404 |
| 2. Residence Life Staff Duty Personnel | 402.720.9091 |

### Confidential Reporting Procedures

If you are the victim of a crime and **do not want to pursue action** within the University discipline system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Safety and Security and Vice President of Student Affairs of Midland University can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution

### Solicitation

Soliciting by anyone other than a Midland University student, faculty or staff member with appropriate Midland University identification is strictly prohibited. Discovery of solicitation by a non-Midland University individual is to be reported immediately to a Student Affairs staff member and/or Safety and Security personnel. Anyone found soliciting who does not have legitimate business in the residence hall must leave immediately. Failure to leave immediately may require intervention from Midland Safety and Security staff and/or Fremont Police officers.

Soliciting for charity or business reasons by Midland University individuals or organizations, including members of the residence hall, must be approved in advance by the Vice President of Student Affairs or his/her designee.

### Smoking/Tobacco Use

The Midland University campus buildings are smoke free. This includes all academic buildings and residence halls. For residence hall regulations, see the Residence Life Section. Smoking will only be allowed outside of campus buildings. Smokers are asked to be considerate and dispose of their cigarettes, cigars, tobacco, and ashes in appropriate receptacles.

### Student Organization responsibilities include:

- Having at least one advisor who is associated with the University.
- Notifying the Office of Student Affairs of any changes in sponsor or officers.
- Maintaining a current copy of the organization's constitution approved by the Office of Student Affairs.
- Assuming financial responsibility for debts.
- Reserving meeting space on and off campus.
- Maintaining compliance with Midland University policies and procedures on fund raising, organizational alcohol policy, standards of design policy, and registration of organization events.
- Having all student organization members in good academic standing and individuals holding a leadership position should have at least a 2.00 grade point average; however, a student organization's constitution that outlines any higher grade point average requirements takes precedence.



### Raffles/Small Lotteries

Any student organization must receive approval from the Office of Student Affairs and the Development Office for any fundraiser, as well as the Athletic Director should the fundraiser be held at an athletic event. The organizations are responsible for complying with the Nebraska State Gaming Law when engaging in these activities. Procedures are available in the Office of Student Affairs and include these steps:

- Register your raffle with the Office of Student Affairs and the Student Billing Office.
- Make sure that the proceeds will not exceed \$1,000 and a percentage will be used for charitable or community betterment purposes.
- Determine sales tax on the prizes have been or will be paid.
- Purchase or print tickets that are validated; sequentially numbered; and the same size, shape, and weight.
- Return any remaining raffle tickets, and report amount of money collected to the Office of Student Affairs within one business day after you have finished your fundraiser.

If proceeds are expected to exceed \$1,000, please contact the Student Billing Office regarding the appropriate procedure.

The Midland University logo and athletic logo may not be used in any design without permission of the Director of Communications.

## CAMPUS OFFICES, FACILITIES & SERVICES

### **Campus Ministries**

Midland University, while founded in the Lutheran tradition, endeavors to provide a wide variety of opportunities for students to express one's faith, explore theological questions, and be exposed to the saving message of the Gospel. The Office of Campus Ministries, in partnership with Nebraska Lutheran Campus Ministries, coordinates a variety of opportunities to worship, pray, study, and explore life in Christ across multiple denominations, and all Midland University students are encouraged to actively engage in campus ministry.

In addition, all faculty, staff, and students are welcomed and encouraged to attend weekly campus worship, coordinated by the Office of Campus Ministries.

### **Career Development Office**

Students are encouraged from their first year to utilize Career Services for assistance in developing their career goals.

Career Development offers:

- Individual career counseling
- Networking opportunities with employers throughout the academic year
- Career fairs
- On-Campus interviewing opportunities for employers
- Resources containing unique combinations of majors and minors, skills and talents will lead
- Materials and counseling to aid in personal goal setting
- Resume and cover letter critiquing
- Mock Interviews
- Assistance in researching occupational outlooks and profiles
- College Central Career Services portal: web-based software used for uploading resumes, applying to opportunities (part-time, full-time, internship and volunteer), communication tool with employers and cloud-based lifetime Career Portfolios
- JobZone (hosted by the Nebraska College Recruiting Consortium)
- FOCUS: web-based career and educational planning system that can help students make career decisions, choose an academic major, and map out career and/or educational plans

Information maintained for student exploration:

- Graduate school bulletins and study guides
- A list of alumni and professionals in a wide variety of fields with whom you can discuss career options through an information interview or shadowing
- Listing of area part-time jobs and summer jobs
- Internship resources for all majors

### **Dining Hall Services**

Sodexo Dining Services provide the regular dining hall meals, a Warrior Grille in the Olson Student Center and catering services for university events. Hot meals are served three times daily (Continental breakfast on Saturday and no Sunday breakfast) however, the dining hall is open during the day and several menu options are available. Serving hours are posted at the beginning of the school year.

### **Meal Prices for Non Meal Plan Visitors**

Off campus students and/or guests are most welcome to eat as they wish in the Dining Hall by paying as they enter. Prices are subject to change.

	Adults	Under 12 Years
Breakfast	\$4.00 + tax	\$2.00 + tax
Lunch	\$5.50 + tax	\$3.00 + tax
Dinner/Special Events	\$7.25 + tax	\$4 - 5.00 + tax

Students who are on a limited meal plan (15 or 10-per week) can purchase meals at the visitor's price, if needed to extend their meal plan.

\*All prices are subject to change.

### **Faxing Services**

There are multiple fax machines available on campus. One is located in Luther Library and another in the Student Billing Office. If you wish to send materials, provide either the original or a good Xerox copy and the fax number of the receiving fax machine. If you wish to receive materials, the staff should be made aware of the transaction so that proper routing of the materials will be assured either by a phone call or through campus mail. Please make sure your name is on the fax so the staff knows whom to contact.

### **Financial Services**

#### **Emergency Student Loan Fund**

A special emergency loan fund is available for students through Student Development. Fifty dollars (\$50.00) may be withdrawn to be repaid within 30 days of withdrawal. A student I.D. card must be presented at the time the loan is taken out. A fee for past due loans is assessed. Reminder notices of due dates or past due dates are not sent; repayment is solely the responsibility of the student. Loans are not available within 4 weeks of the end of each semester. Failure to repay loans will result in termination of emergency loan privileges and a hold will be placed on the student's account.

#### **Check Cashing**

The Student Billing Office has funds available to cash checks for faculty, staff, and students of the institution.

1. Personal or non-Midland University issued checks cannot exceed \$100.
2. Midland University picture I.D. card will be required.
3. There will be a \$25.00 charge for any check returned by the bank for any reason.
4. Returned checks must be taken care of in the Student Billing Office within five working days of notification.
5. A student loses check-cashing privileges for 180 days if two returned checks are returned within a 30-day period.

### **The Learning Center**

The Learning Center (TLC) is located in the southeast corner of the Luther Library. Services are available at no charge to all students who wish to improve their academic performance. Approximately 20 peer tutors work in TLC during fall and spring semesters and provide assistance in many courses. Peer tutors and professional staff are available to assist students with time management and note-taking skills as well as course-specific assignments such as understanding vocabulary or preparing for a quiz/exam. Students seeking academic support are served on both a drop-in basis and by appointment. A schedule of times tutors and professional staff are on duty is posted in TLC.

### **Library**

The library is open daily, except for university holidays and some weekends near holidays. Library hours will be posted each term by the library front door and on the library home page.

Students must present a current Student ID to check out library materials. Books can be checked out for three weeks and may be renewed. Books on reserve may be checked out at the Circulation Desk and are to be used in the library. Some items may be checked out for overnight use within one-half hour of closing, but they must be returned to the library one-half hour after opening the following day. Periodicals may be checked out overnight. A book drop is available for returning materials after hours.

Fines for overdue library books are ten cents per day. Fines for reserve materials and periodicals are fifty cents a day. Students are responsible for the cost of replacement or restoration of materials lost or damaged while charged to them.

The library's online catalog and magazine index are available on the campus computer system and can be accessed from off-campus. Additional library resources are available through the library's home page. Computers are available to the students in the library. A fax machine and copy machines are also available for use by students. Laminating can be done at Luther Library for \$0.80 a foot.

Students are encouraged to use interlibrary loans for materials to supplement the local collection in their research. Contact a library staff person for interlibrary loan information.

Luther Library's collection of CDs, videotapes and DVDs is listed on the online catalog at [www.MidlandU.edu/luther-library](http://www.MidlandU.edu/luther-library). Laptops, for library use only, may be checked out at the Circulation Desk. Headphones, digital voice recorders, and flip video cameras can also be checked out at the Circulation Desk.

### **Lost and Found**

The Reception Desk in Anderson serves as a lost and found center 402-941-6516. Students are also encouraged to check in the Student Affairs office on the 2<sup>nd</sup> Floor of the OSC for lost and found items 402-941-6404.

### **Mail Services**

Mailboxes, located in the Student Center, are provided for each student. Mail slots are provided for Federal outgoing mail and on-campus mail.

Your mailing address is as follows:

Your Name  
Olson Student Center (Mailbox #)  
907 N Logan Street  
Fremont, NE 68025

A new mail box number is assigned each school year. At the end of the academic school year the mailbox key needs to be returned to the Student Development Office or a \$10 fine will be assessed.

Mail delivery is available Monday through Friday with the exception of holidays when the campus is closed. Hours of service depend on Federal delivery; three hours minimum is allowed for sorting. Hours of service are shown on blue package notices and on the Anderson Mailroom window just by the north entry to the Anderson Building in the breezeway.

If you are unsure what the postage might be on your envelope or package, take it to the Anderson Mailroom for weighing. Proper postage is then placed on your envelope or package. Outgoing international packages weighing more than four pounds are to be taken to the Fremont Post Office located at 348 E 6th Street. International packages weighing less than four pounds need to have a customs declaration form filled in and attached to the package plus correct postage. Governmental mail needs correct postage because no governmental agency accepts postage due.

USPS Certified Mail and packages with delivery confirmation on all USPS packages and packages brought to Midland University by the delivery services such as UPS, Fed EX, and other delivery services must be signed for at the Anderson Mailroom. A blue package notice in your box from Mail Services indicates a package is on the University's campus, what service delivered it, who it is from and that you should come to the Anderson Mailroom to sign for and pick up your package.

### **Registrar**

The Office of the Registrar is responsible for maintaining academic records and the schedule of classes, evaluation of transfer credit, awarding degrees, athletic eligibility, and degree audit. Many of the functions available through the Office of the Registrar are available online through Campus Connect, including grade reports, enrollment verification, unofficial transcripts, degree audit, and class schedules. We strongly encourage students to become familiar with Campus Connect as soon as possible. To contact this office you can call (402)-941-6221.

### **Spirit Store**

The Spirit Store is where individuals can buy University apparel and supplies. It is located on the 1<sup>st</sup> floor of the Olson Student Center by the Warrior Grille. The Spirit Store hours will be posted at the beginning of the school year. Hours may vary due to campus events and holidays.

Merchandise Return Policy:

Return of non-textbook items must be made with 30 days of purchase and the receipt is required. Sale items are returnable for store credit only. (Art supplies are non-refundable.)

### **Student Employment**

Students seeking work have several resources available to them. Those students interested in on campus work-study positions will find a list of available jobs at <http://www.MidlandU.edu/finaid-aid>. Additional assistance can be sought out through the Financial Aid Office located on the second floor of the Anderson Complex.

Students seeking part-time work off campus can find a listing of area positions available in Career Services, first floor Anderson located in the Development Office. Students are invited to check the part-time listings and to register with Career Services for login information to the web-based software which also promotes part-time positions. Students can also "like" Midland University Career Services on Facebook to use as another resource which is constantly updated with part-time job postings in the Fremont area.

### **Transportation**

CITY CAB (402-721-2121) provides taxi service from 7:00 a.m. until 1:30a.m., Monday through Saturday and is closed on Sundays.

FREMONT CITY BUS has a number of routes running throughout the city. For further information, please call Fremont City Bus at 402-727-2690.

### **Virtual Warrior Bookstore**

All required and recommended textbooks and printed course materials are available at the virtual bookstore. Textbooks are available in a variety of formats: new, used, rentals, e-book and custom course packs. The virtual bookstore may be accessed at [www.MidlandU.edu/textbookx.com](http://www.MidlandU.edu/textbookx.com).

In addition to the added convenience of 24 hour/7 day per week shopping for new and used books, check out these features:

- Textbook Rental Program: Instead of purchasing a textbook, Midland University students can consider renting textbooks. For a much reduced cost, students can rent a textbook during the selected term and then return the text via a prepaid shipping label at the end of the term. Renting textbooks can typically save 75% off the new textbook price. This is a great option for textbooks that won't be used again in other courses or as a resource. (Note: A valid credit card is required to be able participate in the rental program.)
- eBooks: Some textbook selections will be available in an eBook format. An eBook can be a cost-effective option to a printed text for students who prefer reading on a computer. eBooks can often be highlighted and annotated just like a regular book. These books are typically only available to the student in an electronic format and *cannot* be printed.

Textbook Return Policy:

Textbooks purchased directly from TextbookX (denoted as the Midland Bookstore powered by textbook) may be returned within 30 days of purchase for a full refund. New books must be returned in new condition and shrink-wrapped items must remain unopened. Please visit [www.MidlandU.textbookx.com/returns](http://www.MidlandU.textbookx.com/returns) to begin processing your return. Books purchased from the “marketplace” are subject to return policy set forth by the seller.

#### **Textbook Buy-back Policy:**

Students may sell back textbooks online any time and on campus at the end of the Fall and Spring semesters. The virtual bookstore provides a convenient way to sell any textbook, whether or not it was originally purchased through Midland University’s virtual bookstore.

#### **Warrior Bucks**

This program is available for all students, faculty and staff. Warrior Bucks can be used at the Dining Hall, Warrior Grille, and Spirit Store. Funds can be added to your Warrior Bucks by cash, check, or credit/debit cards at the Student Billing Office. Warrior Bucks are non-refundable, but will carry over each semester until the student graduates or is no longer a student. A request for a refund of remaining funds must be made in writing after your departure, and will be subject to a \$25 processing fee.

#### **Warrior Grille**

The Warrior Grille is located on the first floor of the Olson Student Center. Hours/openings will be posted at the beginning of the school year. Cash, credit/debit cards and Warrior Bucks can be used at this location. The Warrior Grille may be the venue for on-campus students to utilize their meal plan during specific holiday breaks and/or campus events.

## **HEALTH, SAFETY & SECURITY**

#### **Campus Safety and Security**

Safety for all persons of the Midland University community and the protection of their property and that of the University is every individual's responsibility. To assist with community safety, a watchful presence is provided by Midland University’s Safety and Security. Professional security officers and a staff of student officers are selected and employed by Midland University to aid in maintaining a desirable campus environment. Midland University’s Safety and Security is responsible for providing security on the campus grounds and buildings, parking areas, residence halls, and at athletic and social events.

The campus is patrolled by Safety and Security officers seven days a week. For immediate assistance contact Midland University’s Safety and Security Office at 941-6444. If assistance is needed, officers may be contacted Monday through Thursday between 4:00 p.m. and 6:00 a.m. daily and from 4:00 p.m. on Fridays to 6:00 a.m. on Monday. Daytime Safety and Security calls will be answered by Student Affairs staff members.

Among other things, students may call officers to provide escort service across campus during the evening. Midland University encourages individuals to also report any crime accurately and promptly. Please notify Midland University’s Safety and Security: if you are the victim of a crime; to report a crime; to report a traffic accident on campus; or if you have information that would aid in solving a crime. If you are reporting an emergency situation, you should call 911 (or 9911 if from a campus phone). Fremont’s 911 emergency phone systems allow you quick access to police, fire and rescue units.

#### **Health Services**

The Director of Student Health directs the care of students needing such services. The Director may be contacted at the office or by telephone, during the hours posted on the door of the Student Health Office while classes are in session. Limited hours are available during Interterm and will be posted during that time. Student Health is located on the second floor of the Olson Student Center. Each student is responsible for completing the Required Health

Record in order to receive services free of charge from the Health Center. Additionally, all full-time, residential students are required to submit the Required Health Record including, but not limited to, documentation of 2 MMRs and the meningitis date of vaccination or waiver.

The Student Health Office provides students with information to assist them in self-care and preventing subsequent illnesses. Selected over-the-counter medications and health-care supplies are available, in limited quantities, for use. Students are responsible for the prudent use of both.

Several physicians and a state-of-the-art hospital are available in Fremont.

### **Allergy Clinic**

The Director of Student Health is available to give allergy injections to any Midland University student. Allergy injections are administered at a local clinic once a week. If you are interested in this service, please contact the Director of Student Health to make arrangements. Students must provide currently dated extract and documented instructions for administration. The equipment and procedure are without charge to the student. Following the administration of the allergy extract injections, students are required to remain in the clinic for a minimum of 20 minutes. There are no exceptions to the above requirements. Failure to comply will result in forfeiture of the injection service.

### **Student Health Visits and Medical Emergencies**

Examples of situations which do not require immediate attention and are not medical emergencies are: minor symptoms of the common cold and flu, sore throat, fever less than 101 degrees or not relieved with Tylenol or ibuprofen, swollen glands, minor cuts, scratches and abrasions, minor nose bleeds, and generalized symptoms of not feeling well. Rest is important in any illness to avoid complications. Students are encouraged to visit Student Health if they have any of these symptoms. Physician visits, when necessary, can be arranged. Residential Advisors are also available in the residence halls on all floors to assist students in finding appropriate resources.

Emergency room visits at the hospital are for emergencies only and not for situations that do not require immediate attention. Student university fees do not cover emergency room or physician charges.

An emergency is an unexpected serious happening, demanding immediate action; e.g. suffocation, choking, convulsion, severe bleeding [hemorrhage], poisoning, unconsciousness or attempted suicide. In cases of self-inflicted wounds or suicide ideation, immediately contact a university professional, such as a Residence Hall Director (RHD), university counselor or the Vice President of Student Affairs.

When an emergency occurs on the campus, the role of the student shall be:

- Dial 911 or 9-911, if using a campus phone. Provide information as to exact location on campus including building, floor, room number, and nature of emergency.
- Immediately notify university employee, i.e. instructor, Residence Hall Director, Director of Student Health or the Vice President for Student Affairs.

### **Student Mental Health**

On-campus, professional confidential counseling services are available to all Midland students through the Student Mental Health office. Arrangements to see a psychotherapist in Student Mental Health can be made directly by calling 402-941-6449. Please leave a message on voicemail and your call will be returned as soon as possible. If it is an emergency you should contact 9-1-1 to get the appropriate assistance. The Student Mental Health office is located on the third floor of the Olson Student Center. These services are available at no charge.

Counseling fees with private counselors or agencies are the responsibility of the student or their family.

Midland does not offer substance abuse counseling.

### **Health and Accident Insurance**

Personal health and accident insurance is required for all full-time Midland University students for the duration of the academic year. If students do not provide proof of insurance, they will be billed for the insurance arranged by the

University. Students who have insurance need to decide if they will purchase this additional coverage or waive the opportunity to have this insurance. Information on a health and accident plan can be obtained from the Student Billing office. This insurance does not cover injuries incurred while participating in intercollegiate athletics. Athletes must have primary insurance coverage before participating in any intercollegiate sports at Midland University.

Midland University does provide each student with a \$1,000 accident-only policy at no charge to the student; however, this is additional coverage, payable only in excess of any expenses payable by other valid and collectible insurance, and is not for general health concerns and illness.