Traditional Undergraduate Student Handbook and Residence Life Handbook

Office of Student Life

Revised June 2012

The contents of this publication are subject to change.

Mid-Continent University reserves the right to modify or change any rule, regulation, fee, or policy stated herein. This reservation includes, but is not limited to, the right to modify or change any academic program or disciplinary policy, subject to any limitations imposed by state law. It is the responsibility of each faculty member, each staff member, and each student to be aware of and comply with these policies and procedures.
Dear Students:

Welcome to Mid-Continent University! You have chosen to become one of us and as such, are now part of the family. The Mid-Continent University “family” consists of graduates, faculty, staff, and friends since the year 1949! This is a family of scholars, a family of faith, a family committed to Christ, and a family devoted to service.

You are important here. You are why we exist. Without you, who will represent Christ to the world of tomorrow? Who will go into the world to represent the Kingdom and insure the continuance of the family of faith through evangelism?

You are important to us, but far more important to God.

May your time here help equip you with the tools necessary for you to become all that God has designed for you to become.

To That End We Are Committed….

Robert J. Imhoff
President
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Mid-Continent University Mission Statement

Mid-Continent University is a Great Commission, Baptist, undergraduate and graduate, teaching institution whose primary purpose is to provide Christ-centered quality higher education. Instruction in the Bible and liberal arts is provided to traditional and non-traditional students through on-campus and off-campus programs that equip them for Christian leadership and service in a diverse society.

Furthermore, the university seeks to:

- Enable students to carry out the Great Commission of Our Lord (Matthew 28:18-20)
- Imbue students with a knowledge and understanding of diverse cultures.
- Provide a quality education in both the arts and sciences and Biblical studies from a Christian worldview.
- Facilitate student development by promoting the synthesis of academic knowledge and Christian values for spiritual, intellectual, social, and physical maturation.
- Encourage lifelong learning for people of diverse ages and educational levels in our communities.
- Cultivate student leadership and service.
- Foster competency appropriate to the degree level of the student in writing, reading, oral communication, fundamental mathematical skills, analytical reasoning, computer literacy, and library research.
RESPONSIBILITIES AND EXPECTATIONS OF COMMUNITY

Mid-Continent University (MCU) is a community of Christians intentionally joined together for academic progress, personal development and spiritual growth. We are a private, Baptist, Christ-centered, four-year, liberal arts institution. Mid-Continent University is a Christ-centered educational program committed to promoting the synthesis of academic knowledge and Christian values for spiritual, intellectual, social and physical maturation. The MCU community seeks to honor Jesus Christ by integrating biblical faith, learning, and living while our hearts and lives embrace the process of maturing in Christ. The MCU community consists of those who are living together in intentional, voluntary fellowship, aware that we are called to live our lives before a watching world.

It is impossible to create a community with expectations totally acceptable to every member. In fact, Mid-Continent University students may not agree with the values or beliefs of the school or find them acceptable. Nevertheless, certain responsibilities and expectations must be specified to assure orderly community life. When individuals (whether residential or commuter) join the MCU community, they freely and willingly choose to take upon themselves the responsibilities and expectations outlined in this handbook. Therefore, as members of the Mid-Continent community, students are expected to respect and to follow the Community Responsibilities and Standards while on and off campus throughout their time of enrollment.

The Community Responsibilities and Standards are not intended to measure spirituality or to promote legalism. Nevertheless, Galatians 5:13-14 reminds us that while we were called to be free, our freedom is best used when we serve one another in love (Romans 14:1; 1 Corinthians 10:23-33).

The Mid-Continent University community seeks to value the uniqueness of each individual while placing importance on relationships and recognizing the need for responsible behavior. Our Community Responsibilities and Standards describe the environment we seek to maintain. They are also an invitation for you to join us in a very special community experience.

Students with disabilities are encouraged to give advance notice to the Office of Student Life in order that the University may provide alternative formats in order to ensure comprehension of the Student Handbook, Residence Life Handbook, Mid-Continent University Catalog, etc. Additional information is provided on page 32 and in Appendix A.

The policies and standards published in the Mid-Continent University Student Handbook supersede and/or amend any previous document or publication. The University reserves the right to modify the content and requirements and/or related fees of the Student Handbook, including those stated in the Residence Life Handbook and the Mid-Continent University catalog and other publications, without prior notice and will determine when and how all changes, deletions, or additions become effective.
COMMUNITY RESPONSIBILITIES AND STANDARDS

Biblical Responsibilities

 Responsibilities for Loving God, Others, and Self

We glorify God by loving and obeying Him. Because we are commanded to love one another, relationships and behaviors which reflect such love, confirm our allegiance to God and are glorifying to Him (Matthew 22:36-40; John 15:11-14; Romans 15:5-6).

Living in daily fellowship with other Christians is a privilege and an expression of God’s will and grace. In recognition of this privilege, great value is placed on the quality of relationships in our community. We acknowledge that we are living in a fellowship where we are dependent on and accountable to one another. The New Testament word for fellowship is koinonia, which is translated as a close mutual relationship, participation, sharing, partnership, contribution, or gift. Members, therefore, are encouraged to seek opportunities to demonstrate koinonia (1Corinthians 12:12-31; Ephesians 4:1-6).

All persons are created in the image of God, and each person is known by God and knitted together in the womb with intentional design. God’s attention to creative detail is uniquely applied to each person with each given the capacity to love God with heart, soul, mind, and strength. The commandment to love our neighbor as ourselves reminds us of our potential to minister to others while at the same time recognizing our own need for care and support (Psalm 139:13-14; Mark 12:29-31; 1 Corinthians 6:19).

Responsibilities for Creating a Caring and Respectful Community

Within our community the greatest expression of fellowship and the highest principle for relationships is love. Since God first loved us, we ought to demonstrate love toward one another (1 John 3:11, 16, 18; 4:7-21). For the purpose of our community, we have identified the following specific expressions of love as being among the most desirable.

**Building Up One Another:** We ask each member of the community to strive consciously to maintain relationships that support, encourage, and build up one another (Romans 15:1-2).

**Understanding One Another:** Our tendency is to put ourselves before others, resulting in difficulties in relationships. In such cases, we are to respond with compassion, kindness, humility, gentleness, and patience, trying to understand each other and forgiving one another (Colossians 3:12-13).

**Caring for One Another:** We are responsible to care for others by coming alongside those experiencing grief, discouragement, illness, tragedy, or other personal trials. Expressions of bearing one another’s burdens include comfort, encouragement, consolation, and intercession (Galatians 6:2).
Respecting One Another: Each person has worth and dignity; therefore, each member of the community is asked to be sensitive to every person. Discrimination against others on the basis of race, national origin, age, gender, or disability is not acceptable. Any kind of demeaning gesture, symbol, communication, threat, or act of violence directed toward another person will not be tolerated (Colossians 3:11-14; 1 John 3:14-18).

Speaking the Truth in Love: A community like ours can be strengthened by speaking the truth to one another with love. Problems in relationships and behavior can be resolved constructively by confronting one another in an appropriate spirit. If the welfare of the one being confronted is valued and if the confronter is motivated by and acting in love, the process can produce growth (Ephesians 4:15).

Reconciliation, Restoration and Restitution: Healing broken relationships is necessary for a healthy community. When relationships have been harmed, regardless of the reason, individuals are expected to reach out to one another, forgive one another, restore relationships, and make restitution (Matthew 5:23-24; 18:15-17).

Responsibilities for Individual Attitudes and Behavior

Attributes of the Heart: Scripture gives us mandates for daily living through the Ten Commandments and the Sermon on the Mount (Exodus 20:2-17; Matthew 5-7). In addition, Scripture teaches that certain attributes are available through the Holy Spirit. These attributes include love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control (Galatians 5:22-24). This “fruit of the Spirit” is to be sought, encouraged and demonstrated in our relationships. We are also called to integrate the characteristics of peace and purity into our lives (Hebrews 12:14).

In contrast to encouraging these positive attributes of the heart, we all know we are often tempted to respond with negative attributes of injustice and attitudes such as greed, jealousy, pride, lust, prejudice, and hatred. Although these attitudes are sometimes difficult to discern, they can hinder relationships and lead to unacceptable behavior (Galatians 5:19-21; Ephesians 4:31; Micah 6:8).

Prohibited Behaviors: Certain behaviors are expressly prohibited and, therefore, are to be avoided by all members of the community. They include theft, lying, dishonesty, gossip, slander, backbiting, profanity, vulgarity, crude language, sexual immorality (including adultery, homosexual behavior, premarital sex and involvement with pornography in any form), drunkenness, immodesty of dress and occult practices (Mark 7:20-23; Romans 13:12-14; 1 Corinthians 6:9-11).

Academic Integrity and Truthfulness: As a Christ-centered community, we strive for honesty in all forms of academic integrity. We expect truthfulness and fidelity to be expressed in every learning context (Luke 16:10; Ephesians 4:25).

In order to understand academic integrity and truthfulness more clearly, explicit definitions regarding the lack of academic integrity and truthfulness are defined as follows:

Academic Dishonesty – stealing an exam; giving another student an answer during a test; handing in work or papers written by someone else; posing as someone else to take a test for her/him.
Attendance Problems – arriving late to class more than 3 times; missing too many classes.

Cheating – Copying an answer from another student’s paper or test, texting an answer to another student, using an answer received in a test message, using notes during an examination without the instructor’s permission, having another student take the examination, and using research papers found on the web. The submission of a paper or project originally used in another course is a form of academic dishonesty.

Plagiarism – consists of submitting a paper or project written or developed at least partially by another person or submitting an essay or research paper in which ideas of other people are paraphrased without documentation. Cutting and pasting notes from the internet into a paper is not research. Turning in a paper with this type of plagiarism and submitting it as the work of the student will result in a failing grade for the assignment at minimum, and possibly for the course. Students thought to be using work other than their own, collaborating inappropriately, copying work, submitting work not their own or not properly documenting the source of information will be notified by the instructor either orally or in writing.

Submission to Civil Authority: Members of the MCU community are expected to uphold the laws of the local community, the state and the nation. An exception would be those rare occasions in which obedience to civil authorities would require behavior which conflicts with the teaching of Scripture. On such occasions, each individual would submit voluntarily to the penalty for his or her behavior (Romans 13:1-17). Behavior resulting in arrest on or off campus is subject to review within MCU’s disciplinary procedures.
In addition to subscribing to the sections on “Responsibilities for Loving God, Others and Self,” “Responsibilities of a Caring and Respectful Community” and “Responsibilities for Individual Attitudes and Behavior,” members of the MCU community voluntarily commit themselves to the following responsibilities of behavior on and off campus. This commitment results from the conviction that these standards serve the common good of the individual, the institution and the local community. These responsibilities are set forth as principles and values of the MCU community that serve to preserve the ethos of the campus community. Furthermore, they reflect our commitment to helping each member of the community grow in maturity and in the ability to make wise choices.

Because of the importance of trust and responsibility to one another, choices in opposition to these standards (on-campus or off-campus) are regarded as a serious breach of integrity within the community. Out of care for students and their character, a member of the Student Life staff will talk with students when opposing choices are made (See “Helping/Confrontation Model,” page 27).

**Discriminatory Harassment:** Mid-Continent University is committed to providing an environment in which all persons are safe from harassment and intimidation based on the person's age, gender, appearance, disability, race, color, national origin or religion. Harassment can include physical or verbal overtures, annoyance calls, and electronically communicated messages. Such behavior toward any member of the University community, including students, staff, and faculty, provides grounds for disciplinary action. Such harassment may also be illegal. Persons who feel that their rights have been violated should follow the complaint procedures as described in the section of this Handbook entitled “Student Complaints Policy” (See page 17).

**Entertainment and Recreation:** Mid-Continent University expects its members to use discretion and discernment in their choices of entertainment and recreation (some examples include media, Internet usage, and games). Activities and entertainment that are of questionable value to a Christian community or diminish a person’s moral sensitivity should be avoided. Consideration for others and standards of good taste are important, and all activities should be guided by this principle (whether on-campus or off-campus).

**Gambling:** Gambling (the exchange of money or goods by betting or wagering) is viewed as an unwise use of resources and is not acceptable in any form.

**Personal Appearance and Dress:** Students at MCU will dress neatly, cleanly, modestly and appropriately. The student is expected to demonstrate a high degree of responsibility, including use of good judgment and discernment. Appropriate dress is also determined by the occasion and place. Shirts and blouses must have modest necklines and covered midriffs. Any slogan, graphic or words imprinted on clothing must be appropriate and reflect the values of MCU.

The following are considered inappropriate on the MCU campus:

- Bare midriffs, halters, backless, transparent tops, tube tops or low cut neckline, spaghetti strap tops.
- See through garments.
- Mid-thigh length and mid-thigh slit skirts, dresses or mini-skirts.
- Shorts with little to no leg (shorts need to be a modest length).
- Pajamas or pajama style clothing, bedroom slippers.
- Grunge-look clothing, shorts, t-shirts, baggy shorts or pants (which ride below the waist and create visible undergarments – see below)
- Visible undergarments – sports bras or normal undergarments should not be visible on women and boxer shorts or other men’s undergarments should not be visible on men.
- Muscle shirts with extra large armholes.

Shirts and shoes are required at all times in all buildings on campus.

Student workers are to follow the standards of dress of the department wherein they are employed. Ask your supervisor what is acceptable for that area and events sponsored by the department.

**Residential Policy:** All students less than age 21, who live beyond a reasonable commuting distance and who are considered dependents, must live on campus. Students over 25 are not permitted to live on campus (exceptions will be considered on a case-by-case basis).

Residential living is a unique part of the college experience designed to integrate faith, learning, and living for the traditional age university student.

Appeals to this policy may be submitted in writing to the Office of Student Life. Student’s request to move off-campus must include documentation of financial savings and/or other significant reasons. A current residential student wishing to change his/her residential status in any way must submit in writing the nature and specifics of his/her case to the same office for a decision within the first two weeks of the semester. After the first two weeks of the semester, requests will be considered for the next term. Exceptions to this policy will be considered based upon unique individual circumstances.

For specific residential guidelines, please see the [Residence Life Handbook](#), which follows the [Student Handbook](#).

**Respect for the Property of Others:** Members of the community are expected to respect the property of others, including University property, private property on and off campus, and public property. The intellectual property of others is also to be respected. Also see the “Digital Millenium Copyright Act and Peer-to-Peer File Sharing Policies” on page 24.

**Sabbath:** Members of the community are to observe this day as a day set apart primarily for worship, fellowship, ministry and rest. While activities such as recreation, exercise and study may be a part of the day, University offices will be closed in order to facilitate a day of rest.

**Student Role in Institutional Decision Making:** Provisions have been made to assure that students who attend Mid-Continent University have a role in institutional decision-making. There are several committees at the University which provide for student representation. The President of the Student Government Association may also be asked to serve as a student representative when needed. The Dean of Students and the Director of Residence Life will also meet with students at regular intervals to discuss concerns and give and receive input of student life.
**Tobacco:** Recognizing that the use of tobacco is injurious to one's physical health, we encourage members of the campus communities not to possess, use, or distribute tobacco in any form on or off campus. In addition, our campus buildings are non-smoking areas. However, there is a designated smoking area outside of the classroom building.

**Worship:** Corporate worship, prayer, fellowship and instruction are essential for our community. Therefore, all residential students, all scholarship recipients, and those scheduled for classes on the days Community Connection and Community Chapel occur, are expected to attend both Community services each week (Monday and Wednesday, 9:30-10:20 a.m.). Community Connection, which meets on Mondays, will facilitate opportunities for us to learn more about life in community. Wednesday’s Community Chapel will be an opportunity for students to learn more about developing a personal relationship with Christ and becoming a devoted follower of Christ. You may not agree with the values and beliefs of the Mid-Continent University. However, we ask for you to respect the community’s expressions of faith. We also encourage students to regularly attend a local church.
SERIOUS OFFENSES AND CONSEQUENCES

Our experience as academic and student personnel professionals has shown that certain practices or activities may potentially endanger or adversely affect the physical and emotional well being of members of the University community. The purpose of the following section of regulations is to draw attention to the serious nature of these kinds of practices and activities and to describe the University’s position on them. We have listed consequences for these actions to underscore our concern for the welfare of each person at the MCU community.

Alcohol and Drug Free Schools and Campuses: In order to comply with the Drug-Free Schools and Communities Act Amendment of 1989, Public Law 101-226, Mid-Continent University has developed the following guidelines:

- Alcohol Policy – The community recognizes the potential risk to one’s physical and psychological well-being in the use of alcoholic beverages. It also recognizes that the use of alcoholic beverages can significantly and negatively impact the community. Accordingly, students will refrain from the possession and use of alcoholic beverages on and off campus.

- Drug Policy – The University does not condone the possession, use, manufacture, or distribution of illegal substances or drug paraphernalia of any kind in any amount. Also, the University does not condone the abuse or illegal use of legal substances, including prescription and over-the-counter medication of any kind in any amount. Students in violation of this policy may be jeopardizing their own well-being as well as the well-being of the University community.

- Health Risks – The use of certain products are known to be detrimental to physical and psychological well-being. Their use is associated with a wide variety of health risks. Among the known risks are severe weight loss, malnutrition, physical and mental dependence, changes in the reproductive system, damage to the lungs, heart problems and even death.

- Mid-Continent University Standards of Conduct – Students are to refrain from the use of alcoholic beverages and illicit drugs including, but not limited to, marijuana and other hallucinogenic drugs and substances, and narcotics not authorized by a physician. Under no circumstances are the above to be used, possessed, sold, or distributed on or away from campus. Students are also expected not to abuse legal substances. Students violating this policy will be subject to disciplinary procedures up to and including the possibility of dismissal and referral for prosecution (see below).

- State and Federal Legal Sanctions – In addition to the MCU sanctions, Kentucky and Federal law provides for fines and/or imprisonment for the unlawful possession, sale, manufacture, or distribution of drugs or alcohol. The amount of the fines and the length of imprisonment vary according to the type and amount of the substance involved, the offenders past record for such offenses, and a variety of other factors. Another particularly relevant factor is that the legal sanctions for the unlawful distribution of drugs increase if the substance is distributed to a person under twenty-one years of age or within one thousand feet of the property of a University.
MCU Consequences – Use, possession, selling of illicit drugs or abuse of legal substances may result in the following consequences: First offense – counseling and/or accountability, drug/alcohol awareness education, up to $250 fine, and up to 20 hours of community service (options and parameters of service determined by the Dean of Students). If the student fails to complete community service, the fine is doubled. The fine must be paid within 30 days of offense. Second offense – immediate dismissal from the university. MCU reserves the right to discipline or dismiss any student at any time including the first offense.

To maintain the University’s policy regarding alcohol and/or drugs, University officials reserve the right to perform a search (including use of trained canines) and seize illegal or otherwise prohibited items. These items may be used as evidence in subsequent disciplinary proceedings.

Penalties Related to Illicit Drugs – see state and federal legal sanctions at: www.lrc.ky.gov/krs/218a00/chapter.htm.

Alcohol/Drug Awareness Programs – Mid-Continent University regularly schedules educational programs regarding the use and abuse of alcohol and drugs.

Available resources – If you have questions, concerns, or need alcohol/drug education information and resources, contact Counseling Services, the Director of Campus Safety, or the Dean of Students. Where necessary, students will be assisted in connecting to other allied medical services, including physicians, counseling professionals, and group recovery programs.

Missing Student Policy: If a member of the University community has reason to believe that a student who resides in on-campus housing is missing, he or she shall immediately notify the Dean of Students or designee, who shall immediately notify the President.

If a preliminary investigation determines that the student has been unaccounted for or missing for more than twenty-four hours, the Dean of Students or the President shall notify law enforcement and parent, legal guardian or student’s emergency contact, if applicable.
Anti-Harassment Policy and Complaint Procedure

The Policy - Mid-Continent University is committed to the highest standards of Biblical conduct and intentional covenant, Christian community. With that commitment in mind the University intends to maintain an academic environment and a workplace free of sexual and other harassment and intimidation, including harassment based on race, color, sex (with or without sexual conduct), religion, national origin, protected activity (i.e. opposition to prohibited discrimination or participation in the statutory complaint process), age, or disability. It is the intent of this policy to affirmatively raise the subject of sexual and other harassment, to express strong disapproval against such actions, to identify a complaint procedure whereby students and employees have the right to raise harassment issues, to establish an investigative procedure for such alleged misconduct, and to provide for an effective and appropriate response to this type of conduct, including sanctions against anyone violating this policy.

The University is also committed to ensuring that others who may have a connection to our community do not subject its students and employees to harassment. Accordingly, this policy applies to visitors, management and non-management employees, vendors, and others with whom we have a relationship.

Sexual and other harassment is a form of misconduct, which undermines the integrity of the educational and/or employment relationship. Harassment is not only offensive, but it may also harm morale and interfere with the effectiveness and ability to fulfill responsibilities to students and others the University serves. All students and employees must be allowed to learn and/or work in an environment free from unsolicited and unwelcome sexual overtones and harassment in any form. Sexual harassment for purposes of this policy is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of the individual's academic progress or employment; (2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic progress, learning ability, work performance or creating an intimidating, hostile, or offensive academic or working environment.

Sexual harassment does not mean occasional compliments of a socially acceptable nature. However, sexual harassment does include, but is not limited to, actions such as: (1) sex-oriented verbal "kidding" or abuse, (2) possession, display, or distribution of photographs, drawings, objects, or graffiti of a sexual nature, (3) subtle pressure for sexual activity, (4) physical conduct such as patting, pinching, hugging, or constant brushing against another’s body, (5) explicit demands for sexual favors, whether or not accompanied by implied or overt promises of preferential treatment or threats concerning an individual’s academic or employment status, (6) offensive sexual flirtations, advances or propositions, and (7) any other offensive, hostile, intimidating, or abusive conduct of a sexual nature. In light of this, the best admonition for students, faculty and staff is to follow the Biblical principles of “avoiding the very appearance of evil” and to limit their own freedoms if their exercise could, or does cause others to stumble or to be seriously discomforted.
Harassment Complaint Procedure

The University encourages students and employees to report harassment and other inappropriate conduct before it becomes severe or pervasive. While not all incidents of harassment violate the law, the University does intend to prevent and correct harassment and other inappropriate conduct before it rises to the level of a violation of law.

Students who believe this policy has been violated in any way should contact the Dean of Students immediately. Students who believe that they are victims of some form of harassment prohibited by this policy must report this immediately to the Dean of Students or the Vice President for Finance and Administration.

No students will be subject to adverse treatment or retaliation because they report a violation or potential violation of this policy or provide information concerning such reports.

Fire Alarms: The student who Pulls a fire alarm when no fire exists can expect immediate dismissal from MCU.

Fire Equipment: Tampering with fire hoses or extinguishers and other protection equipment is against state law and will result in immediate dismissal from MCU. Any type of lighting in corridors or stairways and outside is part of the system of protection. Also included are the “exit” signs and “exit” lights.

Fireworks: The possession and firing of some fireworks is against Kentucky state law. All fireworks are dangerous. Therefore, any student using fireworks of any kind while on campus is subject to immediate dismissal from MCU.

Firearms and Weapons: Mid-Continent University students are prohibited from possessing or storing on campus (including vehicles on Mid-Continent University property) ammunition, detonating and explosive devices, bows, crossbows and arrows, open blade knives, knives with blades greater than four inches, firearms and other edged weapons, devices that utilize aerosol or compressed air canisters to shoot projectiles of any type, sling shots, BB guns, pellet guns, paintball guns and martial arts weapons. Any student who stores a firearm/weapon in any location on campus (including vehicles) makes a public display of a weapon or replica weapon and/or discharges a firearm/weapon on the property of Mid-Continent University, is subject to immediate dismissal. This policy is intended for the protection of Mid-Continent and Mayfield community members and is not intended to interfere with academic instruction or provided services.

If a student enjoys hunting, their firearm must be insured, registered, and legally owned. The student will be required to check the firearm with Col. Andrew Stratton and the firearm will be stored in the designated MCU armory. Check-in and out of the weapon will be through Col. Stratton. Students under 18 will need to obtain the permission of their parents to store a hunting weapon in the MCU armory.

Hazing: Hazing at Mid-Continent University is defined as any on-campus or off-campus activity that results in mental or physical harassment, humiliation, degradation, ridicule, shock, endangerment, physical disfigurement, excessive fatigue, danger to health or the involuntary consumption of alcohol or drugs (e.g., initiations, responses to engagements, “kidnappings,” etc.) Hazing is not permitted at Mid-Continent University. Any student participating in either a “just for fun prank” or in a deliberate hazing activity will be held responsible for his/her behavior. Regardless of motive or intent, any student participating in a prank-type activity, which potentially endangers or adversely affects the physical and emotional well being of another student can expect immediate and serious disciplinary action. This includes the probability of dismissal from the University.
Furthermore, as of July 1986, hazing is a violation of Section 164 of Kentucky Revised Statutes. In pertinent part, the statute reads as follows:

“(This Statute) prohibits any action or situation which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization. In the case of a student or faculty violator, (violation of this statute shall result in) his suspension, expulsion, or other appropriate disciplinary action and, in case of an organization which authorizes such conduct, (violation shall result in) decision of permission for that organization to operate on campus property. Such penalties shall be in addition to any penalty pursuant to the penal law or any other Section (of Kentucky Revised Statutes) to which a violator or organization may be subject.”

Careless or irresponsible behavior of any type which endangers or adversely affects others or which is blatant disregard for property will be confronted in a similarly serious manner.

No Nudity/Indecent Apparel: As a Christian community, nudity or indecent apparel in any public setting will not be tolerated. Any student participating in these acts can expect immediate dismissal from MCU.

Racism and Racial Reconciliation: Racism and racial discrimination in any form will not be tolerated in community life on this campus. Therefore, the University has adopted and supports nondiscriminatory practices in hiring and promotion and expects all faculty, staff and students to live in a manner that consistently reflects God’s love and Biblical command that we love one another.

Any behavior, in word or deed, which shows disregard or disrespect for individuals or groups is inconsistent with the redemptive love of Jesus Christ and is not acceptable within the Mid-Continent University community. The University considers racism and racial discrimination to be serious offenses, which must be addressed firmly, and which may result in suspension or expulsion from the University.

Inappropriate behavior, which includes words or actions, should first be addressed in accordance with the "Helping/Confrontation" model explained in the Student Handbook. Continuation of inappropriate behavior should be reported to the Dean of Students.

Sanctity of Life: Scripture affirms the sacredness of human life, which is created in the image of God. Genesis 1:27, “So God created man in His own image, in the image of God He created him; male and female He created them.” Therefore, human life must be respected and protected from its inception to its completion.

Sexual Misconduct: Remaining sexually pure is God’s plan for our lives. Members of the MCU community are committed to responding to students involved in sexual misconduct with a caring and compassionate attitude. Both male and female students will be held equally responsible for the consequences of their sexual activity on and off campus.

Sexually Transmitted Disease: Mid-Continent University adheres to abstinence from any form of sexual behavior outside of marriage, sexual fidelity within marriage, avoidance of intravenous drug use/abuse, and clear education on communicable diseases from a Biblical perspective. These are the morally and medically safe ways to prevent the spread of communicable diseases.
**OTHER COMMUNITY REGULATIONS**

**Assessment:** Continuous assessment and institutional effectiveness is important at Mid-Continent University. Students are required to participate in a variety of assessment/evaluation activities that do not impact their grade, but assist MCU in its efforts to improve. One such test is the Academic Profile Test. All seniors are required to take this test prior to receiving their diplomas. Numerous other assessment instruments are also used. Students will be notified as to testing requirements and procedures as test dates approach.

**Children and infants:** Infants and children of any age shall not be left unattended in any of the buildings or on the campus. Students/parents are to refrain from bringing children to class and other study areas, as doing so may disrupt the learning environment. Students/parents are encouraged to provide alternate childcare arrangements that will not interfere with university classes or study times. Likewise, children and infants are not allowed in the residence facilities where the private property and rights of students to study and sleep must be respected.

**Communicable Disease:** Mid-Continent University may recommend that residents with certain communicable diseases be removed from the University’s housing or placed in isolation. Such action will generally follow the recommendation of a health care professional. Any student with the knowledge of someone with a diagnosed communicable disease must immediately notify the Dean of Students. A student, (residential or commuter), with signs or symptoms of a communicable disease may be asked to report to University officials for evaluation. The University reserves the right to withdraw a student (residential or commuter) from attendance and University housing whom has been diagnosed as having a communicable disease. Written documentation from a licensed physician will be required before reinstatement to the campus community.

**Medical or Emotional Withdrawals:** Mid-Continent University cares deeply about the physical and emotional health of its students. At times, however, a student may experience such extreme medical and/or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress may be delayed. The University will support student-initiated self-care plans and/or initiate actions that consider the welfare of the individual student and the University community, which could include a medical or emotional health withdrawal.

When a student voluntarily or involuntarily withdraws for medical and/or emotional health reasons, the University reserves the right to request professional medical or emotional health information in determining readiness to return. Re-admittance policies and procedures would also apply and are available in the Traditional Undergraduate Admissions Office.

**Pets:** Students are not allowed to have pets, such as dogs, cats, birds, reptiles, hamster, fish/aquariums, etc., in campus facilities, including the residence halls. Service animals are exempt from this policy.
Student Complaint Policy: The Mid-Continent University Traditional Undergraduate Student Complaint Policy is available to students who wish to have a concern resolved about a person or process of the University community not covered by existing policies, such as the grading policy, residential policy, student disciplinary policy, sexual harassment policy, etc. The objective of the MCU Traditional Undergraduate Student Complaint Policy is to resolve concerns as quickly and efficiently as possible at the level closest to the student.

Informal Resolution
Occasionally, a student will encounter a problem on campus that he or she does not know how to resolve. When this happens, students should always try to work out the problem by first discussing it with those most appropriately involved with the issue, whether it is faculty, staff member, or another student. Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Based on Matthew 18 principle encouraging believers to first go to each other and work out an issue, it is the hope that most issues and complaints could be amicably resolved through a process of discussion and negotiation.

Formal Complaint Process
If the complaint is not satisfied or not willing to address the issue with the individual, a formal process may be initiated. All formal complaints must be in writing, signed by the student, and submitted to the Office of Student Life. Complaints should be filed during the semester of occurrence but no later than 30 days from the date of the incident (unless there is sufficient reason for the delay).

Policies and Procedures: Compliance with day-to-day policies and procedures of the community is expected from members. These routine items are listed in the University Student Handbook, the Residence Life Handbook, the Employee Handbook, and the University catalog.
CAMPUS SAFETY INFORMATION

Campus Crime Statistics

Mid-Continent University maintains reports made in accordance with the requirements of Title II of Public Law 101-542, Crime Awareness and Campus Security Act of 1990 and in compliance with the Michael Minger Act. These reports are posted online www.midcontinent.edu/campus-safety.

For the Annual Safety Report, up-to-date crime data, and fire data for Mid-Continent University completed in compliance with the Clery Act, please see: www.midcontinent.edu/campus-safety.

Campus Safety

Emergency response information will be discussed in class and in residence hall meetings. Students should familiarize themselves with the nearest exit routes in the event evacuation becomes necessary.

Students will notify instructors and Student Life personnel at the beginning of the semester if they have special needs that will require assistance during an emergency evacuation. Students should familiarize themselves with emergency response procedures posted on campus and should willingly participate in all safety and emergency practice drills.

All accidents/incidents/crimes should be reported to the Dean of Students. Students are free to report a concern of any kind. Mid-Continent University strives to maintain a safe learning environment.

Mid-Continent University complies with Kentucky State law in regard to reporting crimes.

Disclosure of Personal Information: If Mid-Continent University determines there is a significant health or safety threat, we may disclose personal information to any person whose knowledge of the information is necessary to protect the health and safety of the student or other individuals.

Parking Regulations and Services: The only designated student parking lot is located near the Residence Halls. Please do not park in the lot near the Administration and Adult Programs buildings. Any student utilizing the parking area on campus must obtain a parking permit. Please observe the parking spaces that are reserved for handicapped persons and those reserved for kitchen staff. All vehicles on campus must be legally registered, display a parking permit, and be safe for operating. All vehicles should be parked in an orderly manner and consideration be given to others at all times. Replacement cost for a lost parking permit is $25.00. Students are expected to turn in parking permits upon withdrawal from the University. Failure to do so will result in a $25.00 charge. Parking citations may be issued by the Office of Campus Safety and are payable in the Business office. Speed limit is ten mph in all MCU parking areas.
EMERGENCY PROCEDURE GUIDELINES

No educational institution can be certain that it is completely free from threat. An emergency plan is vital in reducing injury, maintaining psychological well being and preventing the loss of life. In any emergency it is of vital importance to remain as calm as possible. The ability to think rationally and to have guidelines to follow is the two most important factors. For more detailed instructions on a variety of campus emergency and safety concerns, please refer to the Mid-Continent University Emergency Procedure Guide.

Fire, Gas Leak or Explosion

- Any person aware of fire or explosion should sound the fire alarm located within the building. Gas leak: Do not sound fire alarm and do nothing to create an open flame or sparks and evacuate building immediately.

- Notify nearest university official and the President.

- Implement evacuation procedure. See “Evacuation Procedures section of the MCU Emergency Procedure Guide.” (Staff checks all rooms, including restrooms, verifying that all persons have left the building).

- President/designee notify fire department, 911, and utility company.

- President/designee notify maintenance, custodial staff or other designee to shut off utility.

- President/designee activates the Campus Crisis Team, as needed.

- Qualified staff renders first aid as needed.

- President/designee arranges for transportation of students, as needed.

- Fire Department officials inspect building before staff/students return.

- Staff prevents unauthorized return of students to building.

- President/designee directs further action as required. Students and staff must not return to the building until fire department officials have declared the area to be safe.

- Do not make comments to the Press. Refer all press/media questions to the President or designee.
Tornado Procedures

General Information

1) Understand the difference between a tornado watch and a tornado warning.

   a) A watch means weather conditions are such that a tornado could form.

   b) A warning means a tornado has actually been sighted.

2) Tornadoes can occur during any month, but the maximum tornado season in this area includes April, May and June.

Emergency Procedures

In the event of a tornado watch the appropriate University officials will be alerted.

1) At the discretion of the instructor or staff member, all activities in the Cougar Center or outside will cease. Staff/Faculty members will supervise students assign to those areas within pre-assigned areas.

2) All other classroom activities will be continued throughout the day, unless a warning is issued.

3) During a watch, the students will be dismissed at their designated time and will follow their customary schedules, unless a decision is made by the President or his designee to alter the schedule.

In the event of a tornado warning, students will be alerted, expected to take shelter and instructed to follow University emergency procedures. Students found in violation of the emergency procedures will face disciplinary action.

1) In the event of a tornado warning, staff/faculty members should take charge immediately and give instructions in a firm, calm voice, in order to prevent panic. Students should listen and follow all instructions promptly and in an orderly fashion.

2) The opening or closing of windows is not recommended, due to the limited amount of time available once a tornado warning has been issued.

3) Commuter students should not leave campus if a tornado warning has been issued for our area until they have been advised by an official designee that it is safe to do so.

Action Plan

1) Stay in the building. Do not try to return to your residence hall.

2) Stay away from windows.

3) In campus buildings, including residence halls, go to the interior hallway on the lowest floor.

4) Safe rooms:
   - Townhouse Residential Units: Restrooms or hallway on first floor
   - Cougar Den Residence Halls: Restrooms or hallways, away from glass
   - South Hall: Restrooms, hallway (away from glass doors), laundry room
• Dining Hall: Laundry room, restrooms
• Classroom Building: Restrooms (stay out of hallway due to glass)
• Library: Restrooms, any office that has no windows
• Administration Building: Hallway, any office with no windows, copy room
• Loft: Go to Student Life offices on bottom floor, restrooms, away from windows
• Cougar Center: Locker rooms; if necessary, lounge area
• Modular Units (Study Lounge, Admissions office): Move quickly to the safest area inside the nearest permanent building

5) Remain in the shelter area until the warning has expired.
6) Avoid the gymnasium or other structures with wide free-span roofs.
7) In open country where there is not a building or reinforced construction, go quickly to a reinforced building, to a ravine, or to an open ditch and lie flat.
8) President/designee activates tornado warning alert.
9) Staff/faculty directs students to their pre-assigned areas until President/designee issues all clear.
10) President/designee implements evacuation procedure if structural damage occurs.

Earthquake Procedures

In the event of an earthquake, follow the directions of a staff/faculty member and listen calmly to the instructions in order to prevent panic and assist with keeping order.

1) In classrooms or offices, MOVE AWAY from windows, shelves, suspended or heavy objects and furniture that may fall. TAKE COVER under a table, desk, counter or other heavy furniture.
2) If notebooks or jackets are handy, hold these over your head for added protection from flying glass and ceiling debris.
3) In halls, stairways or other areas where no cover is available, move to an inside wall or corner, turn away from windows, kneel alongside wall, bend head close to knees, cover side of head with elbows and clasp bands firmly behind neck.
4) In library, immediately move away from windows and bookshelves and take appropriate cover.
5) In laboratories, all burners should be extinguished (if possible) before taking cover. Stay clear of hazardous chemicals that may spill.
6) If outside, move to an open space, away from building, gas lines, and overhead power lines. Lie down or crouch low to the ground. Constantly be aware of dangers that may require relocation.
7) After the quake is over, evacuate the building and move students and staff to a safe outdoor area until the building has been declared safe by the Office of Disaster Emergency Services or an University official.

NOTE: Other safety procedures will be distributed annually to students through the Office of Campus Safety.
THE DIGITAL MILLENIUM COPYRIGHT ACT (DMCA) AND PEER-TO-PEER FILE SHARING POLICIES
(Updated 5.22.2012)

Copying, distributing, and downloading copyrighted materials, including music, videos, and games, for which you do not have the owner’s (copyright holder’s) permission is a violation of federal law. Compliance with federal copyright law is expected of all students, faculty, and staff at Mid-Continent University. If you download and/or distribute unauthorized copies of copyrighted music recordings and movies, you are breaking the law and may be held legally liable for thousands of dollars in damages. Federal law provides severe penalties for the unauthorized reproduction, distribution, or digital transmission of copyrighted materials. The FBI investigates allegations of criminal copyright infringement and violators are prosecuted. If the IP address leads to my computer, what happens next?

These notices come to the Director of Information Technology from organizations that represent the artists and copyright holders. When Mid-Continent University receives such a notice, staff in the Information Technology department, look up the network IP address and set filters to restrict access to and from the computer associated with the IP address where the infringing material allegedly resides. At this point, the computer loses access to any Internet resources. Once the identity of the individual is known, that person is notified that they must remove the infringing material from their computer and inform the Information Technology department of its removal before Internet access will be reinstated.

First-time Notifications: If this is the first notification that the University has received on an individual, Information Technology must be notified that the infringing material has been removed from the computer before Internet access will be reinstated. A report about the violation of copyright will be sent by the Information Technology department to the Dean of Student Life if you are a student; to your senior administrator and Human Resources. A warning letter will be generated and the individual will be asked not to repeat the behavior that resulted in the complaint. A copy of that letter will be kept in the individual's file.

Second Notification Process for Students: If students or staff are notified of copyright infringement a second time, their privileges to access the Internet from their personal computers, either through a wired port or through wireless, will generally be denied for an undetermined amount of time until a meeting is scheduled with the Dean of Student Life and Human Resources to determine what sanctions are appropriate. The Dean of Student Life and Human Resources will be notified when second infringements have occurred and may take additional action appropriate to the university’s disciplinary process. If the student or staff member tries to connect his/her computer to the Internet from a university port that is assigned to someone else, through an open port on campus or through the wireless service, further disciplinary action may take place.

Subsequent Notification Process for Students/Staff: If students or staff are notified of copyright infringement a third time, their privileges to access the Internet from their personal computers may be denied for a semester after action is taken by the Dean of Student Life and Human Resources to determine the severity of the infringement. Additional sanctions may be applied within the university’s disciplinary process. If the student or staff member tries to connect to the Internet from a university port that is assigned to someone else, through an open port on campus, or through the wireless service, further disciplinary action may take place.
Second Notification Process for Faculty, and Staff: Faculty, graduate students, and staff who are engaged in teaching and research functions are expected to understand and act in accordance with applicable copyright laws. The University is obligated to exercise greater responsibility to address instances of repeated infringing activity by these individuals. There are potentially serious implications for both the individual and the university if the university receives more than two notices of infringement against an individual within a three-year period. For this reason, in an instance of a second notification of an individual's infringing activities, the University's is notified of the infringement and a meeting with relevant administrators will be held to determine the action(s) to be taken.

Action Taken in Response to Subpoenas: Upon receipt of a valid subpoena, Mid-Continent University is obligated to turn over any electronic information regarding specific instances of infringing material that has been allegedly transmitted over its networks, in accordance with the standard procedures of our legal counsel.

HOW DO YOU REPORT A COPYRIGHT INFRINGEMENT?
You can report alleged copyright infringements on Mid-Continent University systems or direct other copyright questions to hr@midcontinent.edu

Notice Concerning Copyright Infringement and Peer-to-Peer File Sharing

Notice to all Students and Staff:
This is a reminder that unauthorized distribution of copyrighted material by any means including peer-to-peer file sharing is against Mid-Continent University policy. Downloading or sharing copyrighted materials such as music and movies without the owner's permission is a violation of Federal copyright law and a violation of Mid-Continent University's Computer and Network Policy. We are required by law to provide this notice to you each year. Copyright violations may result in University disciplinary action and even criminal prosecution. Per the requirements of the Digital Millennium Copyright Act (DMCA), when copyright holders or industry groups like the Recording Industry Association of America contact the University about specific incidents of infringement, the University must respond by removing or disabling access to the infringing material. Per University policy, disciplinary action may include loss of network access privileges or even dismissal, and the University will cooperate fully with any criminal investigation.

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject you to civil and criminal liabilities. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.
SUMMARY OF COMMUNITY RESPONSIBILITIES AND STANDARDS

The book of Colossians provides an appropriate summary of the goals for our community:
“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another if any of you has a grievance against someone. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the message of Christ dwell among you richly as you teach and admonish one another… And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” (Colossians 3:12-17 TNIV).
DISCIPLINE IN COMMUNITY LIFE

Philosophy
In order to live together in harmony and maintain an educational community, which is distinctively Christian, it is necessary to have behavioral responsibilities and standards. The responsibilities and standards, which apply to student life at MCU, are listed in this handbook. It is important to know the responsibilities and standards and how the University administers them.

Purpose of Discipline
The disciplinary process at MCU is to assist individual and community growth, and to aid the University in maintaining an environment conducive to living and learning. Personal growth and maturity is encouraged most when each member of the MCU community uses self-discipline and shares the responsibility to care enough about others to confront them when appropriate. The responsibility to confront one another in a loving manner should flow out of natural relationships with friends, peers, faculty and staff. This approach, if functioning properly, should enable inappropriate behavior to be corrected on a personal level.

Helping/Confrontation Model
Mid-Continent University has developed its Helping/Confrontation Model in order to clearly describe the confronting process. This model is a progressive one, which may be used for confrontation as well as securing help. This model is based upon a redemptive attitude and a progression for levels of confrontation. Members of the MCU community are expected to apply these principles in holding one another accountable. This model assumes that most students will conduct themselves appropriately by implementing the highest form of discipline, that of self-discipline. If that fails, friends, then staff and faculty, respectively, should assume the responsibility to confront anyone falling short of the community’s principles and standards. The Dean of Students may eventually be involved but only, as all other levels of response have failed to resolve the problem. This progression reflects the usual method for responding to disciplinary situations. Those situations, which are of serious consequence to the individual or to the campus community, may call for an immediate response by someone in a higher level of responsibility. In such cases, members of the MCU Student Life staff will make that determination in consultation with the Dean of Students.

Do You Know Someone Who Needs Help?
If a student is having difficulty with an issue in his/her life, whether it be in violation of the MCU Principles and Standards or not, he/she is strongly encouraged to seek help from some member of the campus community. When students come forward seeking help, every effort will be made by MCU to bring healing, wholeness and reconciliation. Professors and staff members of MCU are eager to listen and help students through difficulties.
Student Discipline and Appeals

As noted earlier in the Community Responsibilities and Standards, Mid-Continent University is committed to a community life which is characterized by both redemption and discipline. While these concepts may seem contradictory to some, we believe they go hand in hand to achieve mature and responsible growth in individuals. The purpose of discipline in the life of a Christian is to develop a consistent walk with Jesus Christ which draws others toward a relationship with Him as well. Consequently, a Christian community must be one which is governed by love and a commitment to see Christ dwell richly in the lives of each member of the community.

Restoration

The goal of the discipline process is individual redemption and the restoration of damaged relationships. The process for repairing a breach in a relationship varies from situation to situation depending on circumstances. Even in situations in which temporary separation of a student from the University is necessary, steps to restore the relationship will be established.

Discipline

Discipline in the Christian community should take several forms. First, each individual should discipline himself or herself in such a way as to be in harmony with the community. Secondly, individuals should confront one another privately in love and gentleness with a goal of restoring others to a right relationship within the community (Matthew 18:15-17; Ephesians 4:15; Galatians 6:1-2).

Informal Discipline: Informal discipline is intended to produce restoration and reconciliation within the community. All members of the community should strive to nurture the community through informal discipline motivated by a heart of love.

Students are encouraged to be accountable and responsible for their actions. Students who, prior to any administrative knowledge of an indiscretion, come to the Dean of Students for help and/or forgiveness will receive help and/or forgiveness as deemed appropriate by the administrator. This “growth initiative” will require the individual to forsake the activity which has created the rift and take the necessary steps to be reconciled to the community. The Dean will determine the steps necessary for restoration.

Formal Discipline: However, there are times when formal discipline becomes part of the redemption process. While these procedures may seem sterile and legalistic, the intention is to draw one back into the community with the least disruption within the community. These formal discipline procedures will be applied in a consistent and fair manner which will afford interaction between the individual and the institution.

Formal discipline may include one or more of the following:

Incident Notice: a documented statement of the standard violated with an official warning.

Fines: may be levied for community offenses. Remuneration for the cost of repairs/replacement, etc. may also be assessed. Fines are to be paid in cash.
Disciplinary Warning: a disciplinary status in which the student is required to meet with the Director for Residence Life and may include some form of campus community service and/or growth contract.

Disciplinary Probation: a disciplinary status which permits students to remain in school under specific terms designated by the Dean of Students. A student who is on disciplinary probation may not represent the University in any manner or hold any class, club or student body office.

Suspension: an action by the Dean of Students which separates the student from the University for a specified period of time not to exceed ten class days. During a suspension, a student is to go home immediately (unless the Dean provides another option) and not return to campus until the specified period has ended. The parents of dependent students and appropriate faculty/staff will be notified. No refunds will be issued for days missed. When the student returns to campus, he or she will be placed on Disciplinary Probation, which will include mandatory counseling. Academic consequences are determined by the Dean in consultation with faculty members.

Disciplinary Withdrawal: an action initiated by the student and approved by the Dean of Students for a student to withdraw without the privilege of re-enrollment for at least the following semester.

Disciplinary Denial of Re-enrollment: an action by the Dean of Students to separate a student from the University for at least one semester for disciplinary reasons.

Disciplinary Dismissal: an action by the Dean of Students to separate a student from the University immediately for disciplinary reasons. The length of the dismissal and the terms by which the student may qualify to return are determined by the Dean. Refunds for tuition and/or room and board will be prorated.

Note: In cases of dismissal, disciplinary withdrawal, or denied re-enrollment, the student must gain readmission through the Dean of Students.

In the formal discipline process, the student chooses to present their case to the Disciplinary Committee. The committee is composed of two faculty members, two staff members, and two students. The faculty and staff members are appointed by the President, while the students are recommended to the President by the Executive Committee of the Student Governance Association. The committee is chaired by one of the faculty members; the chair only votes to break a tie.

Both the student and the Dean of Students may present witnesses, written documentation, or other evidence to the committee. The committee will determine if there has been a violation of community responsibilities, expectations, and offenses.

The Committee’s decision is reported to the Dean of Students, who determines the appropriate consequences.
Appeals

Following any formal discipline, a student is guaranteed the right to one appeal to the next highest level of authority. The appeal must be made in writing within 48 business hours after receiving the discipline. The letter of appeal must establish at least one of the following: 1. new evidence, or 2. procedural error, or 3. the discipline decision is inconsistent with community standards, or 4. extenuating circumstances. The process should include an opportunity for the student and the individual who initiated the discipline to state and defend his or her position to the appellate authority. The decision of the appellate authority will be final. Appeals of discipline shall be made as follows:

- Discipline by a Resident Assistant may be appealed to the Director of Residence Life, who will respond within one work week after receiving the appeal.
- Discipline by the Director of Residence Life may be appealed to the Dean of Students, who will respond within one work week after receiving the appeal.
- Discipline by the Dean of Students may be appealed to the President.

Presidential Appeal

Students may appeal formal disciplinary decisions of the Dean of Students to the President. Appeals must be in writing and submitted to the President’s office during regular business hours (Monday through Friday, 8:30 a.m. to 5:00 p.m.) within 48 business hours of the decision. If the second day falls on a non-business day, appeals should be submitted via email to president@midcontinent.edu. In extremely unusual circumstances, students may request in writing to the President for more than 48 hours to appeal a decision. Such requests are rarely granted, and the decision to grant or deny an extension is within the sole discretion of the President (which for all purposes described in this section includes his designee).

A Presidential appeal must be in writing and consist of:

A statement outlining and supporting the specific grounds on which the student is appealing.

The appeal must be based on one or more of the following grounds:

- A process or procedural error was made that was significantly prejudicial to the outcome of the formal disciplinary process as it affects the student appealing.

- New information that was not available or known to the student appealing at the time of the formal disciplinary meeting has arisen which, when considered, may materially alter the outcome. Note: information that the appealing student chose not to present at the time of the hearing is not considered new information.

- The sanctions imposed are unfair – considering the nature of the violation, student attitude, previous history, impact of the student’s behavior on the community and other specific circumstances – that they demonstrate an abuse of discretion by the Dean of Students.
The appeal must address how the basis for the appeal was sufficient to alter the decision in the original proceeding. The appeal by an accused student will not result in increased sanctions. Instead, the sanctions may be decreased, modified or revoked.

During the appeal process, sanctions given by the original hearing body will be temporarily set aside. Any interim sanctions deemed necessary by the Dean of Students can still be imposed during the appeal process.

Appeal Process

The President will review appeals to determine if the basis for the appeal is sufficient to alter the decision in the original proceeding. As part of the review of the appeal, the President may consider all the material or testimony previously presented or a written summary of the previous proceedings. The President may also meet with the student, any witnesses and/or the original review body prior to making a decision regarding the appeal. Following a prompt and effective review of the appeal, the President will communicate his decision on the student’s appeal in writing no later than seven business days following receipt of the appeal. The President’s decision will be in one of the two following forms:

- Decision Upheld
  Where the information presented in the student’s appeal does not merit a new decision, the President will uphold the original decision. The President’s decision on the appeal is final and no other office will accept or review appeals following the President’s decision.

- Decision Modified
  Where the President believes that the facts and/or the information presented in the student’s appeal warrant an outcome different than that of the original proceeding, he will render a new decision. This decision may include sanctions being decreased, modified, or revoked. The President’s decision on the appeal is final and no other office will accept or review appeals following the President’s decision.
Rights of the Student Involved in Formal Disciplinary Procedure

A student involved in formal disciplinary procedure has:

- The right to be advised in writing of all charges.
- The right to decline to make statements.
- The right to be advised of the evidence and the identity of individuals who will be present at the meeting.
- The right to submit a written account relating to the alleged charges.
- The right to have an advisor from with the MCU community present during a disciplinary meeting for consultation only.
- The right to a period of time to prepare for a hearing.
- The right to request a delay of the meeting for academic or extenuating circumstances.
- The right to admit responsibility for any or all of the charges.
- The right to hear and question witnesses and the accuser unless responsibility is acknowledged.
- The right to present relevant evidence and witnesses.
- The right to present character references.
- The right to request an alternate hearing officer with the same disciplinary authority if it is established that a bias exists.
- The right to be free from double jeopardy (being charged twice by MCU for the exact same incident of misconduct).

CONCLUSION

We hope as you have read through this handbook that you have noticed our emphasis upon individual and community integrity. It is our sincere belief that the best path to a fruitful future is to practice honesty, care for others, and positive use of our talents now. These values are often tested in the work world. It is important that you are seeking to develop deep roots of integrity. This development requires each of us to be intentional in every decision, conversation and action in which we participate. We believe these qualities are best developed in community! We need one another in order to see ourselves from a different perspective in order that we may grow.

“Iron sharpens iron, and one person sharpens the wits of another.”
—Proverbs 27:17
SERVICES at MCU

ADA Accommodations for Students: Mid-Continent University is committed to providing the highest quality of education and supporting students’ academic success and safety. Therefore, in accordance with the Americans with Disabilities Act (ADA), MCU will provide reasonable accommodations and services to all students with documented disabilities in order to facilitate learning. Though a request for services may be made at any time, it is best to request services at or before the start of the semester. To receive accommodations and services, students should immediately contact Darlene Gibson, ADA Coordinator, Office of Student Life, 270.247.8521, ext. 354 (See Appendix A).

Business Office Services: Students may contact the Student Accounts Officer for assistance if questions arise about student billing process. The Cashier is available to make change and cash checks ($10 maximum) for students.

Career Services: The Office of Calling and Career seeks to provide guidance to students during their entire educational experience at Mid-Continent University. This office assists students with early assessment of gifts, abilities and values involved in discerning calling and career (expression of calling). The Office of Calling and Career provides resources for resume writing, interview skills, and graduate school selection.

All students have access to the online SIGI (System of Integrated Guidance and Information) program. SIGI³ (pronounced “siggy three” is a program produced by the Educational Testing Service (ETS). SIGI³ is a special tool that can help students create a career path that is right for them. SIGI³ may help students search and create a list of occupations based on their values, personality, interests, and activities that are preferred in work settings. It will search and compare occupations based on the information provided.

SIGI³ may prepare students for entry/re-entry into the workforce. It may help the student set goals and create a plan to achieve those goals. It also offers basic resume tips as well as links to popular job-search websites.

Counseling Services: Mid-Continent University provides free professional, personal counseling services for students and employees. Please contact the Director of the Counseling Center, Dr. Jodi McKnight, if you would like to request counseling services (Office located in Faculty Hall). Services include counseling in the areas of academic, vocational, personal, psychological, spiritual or social issues. Persons may be assured of confidentiality in every area of counseling. Fees incurred for off campus referrals will be at the expense of each student.

Computer/Technical Services: Mid-Continent University is committed to providing current technological resources necessary for all students, faculty and staff in order to facilitate an environment of learning and growth. Internet access is available in all on campus computer labs and residence halls. Students will receive an information sheet produced by the Technology Committee outlining MCU’s Acceptable Use Policies. Students are expected to abide by the policies state in that document. The Information Technology department is also available to assess any problems with your private laptop. They will perform this assessment as a free service to the student. Contact the Director of Information Technology for an appointment.
The University reserves the right to monitor all computer activity on University equipment or wireless service. Any user found to be using university electronic services for pornographic, unauthorized an/or illegal activities, or activities violating other university policies can be dismissed immediately, and his/her record may reflect the reason for dismissal.

Students who access online sites such as Facebook, Google+, Twitter, etc. via MCU internet services, must be aware that those online web-based social sites are not private. Incidents of “cyber stalking” have been documented around the country. MCU students must use discretion regarding personal information posted.

All MCU students are viewed as representatives of the University and a Christian community at all times. Therefore, students must be aware that information on these sites that clearly violates any of the established MCU Responsibilities and Standards, policies, and guidelines can be used as evidence in disciplinary hearings.

Recent developments in the use and practice of illegal downloading of music, movies, etc., from the internet are important to note. MCU students are to refrain from this practice. Please consult with the Director of the MCU Information Technology Department for further information on this subject.

**Cougar Center, Study Lounge, Loft, Fitness Center:** The areas listed are designed for student use and may serve as focal points of student activity. Students can relax in the lounge, watch TV, study, play table games, play ping pong, pool, practice athletic skills, etc. These areas are generally accessible several hours a day for the benefit of our students. On occasion, hours and usage of all noted areas may be adjusted for access of others within the university community. Please contact the Office of Student Life and/or the Athletic Department in order to schedule use of these facilities and the athletic fields.

Use of the Fitness Center is scheduled by the Strength and Conditioning Coach. All students accessing this area must abide by the health polices and the guidelines of each area.

**Financial Aid Services:** Mid-Continent University seeks to provide financial assistance whenever possible. Because funds are limited, early application is encouraged. Awards are determined on the basis of demonstrated financial need and scholastic and/or athletic achievement, depending upon the specific type of assistance. Financial aid is to be used only for educational costs. The MCU Financial Aid Department adheres to the Department of Education guidelines for the Lender Code of Conduct. Students should be aware that conviction of drug violations can cause a loss of financial aid eligibility. Steps for regaining eligibility can be obtained from the financial aid department and are printed on the FAFSA.

**First Aid/Health Services:** All on-campus injuries must be reported to the Office of Student Life and the Business Office (Greg Slusmeyer). Minor first aid is provided for anyone needing minor medical assistance by the School Nurse, Mrs. Yvonne Yates, R.N., in the Administration Building. After 4:30 p.m., please see the Director of Residence Life. In emergencies, please call 911.

**Food Services:** Mid-Continent University has contracted with Pioneer College Caterers to provide a healthy and well balanced menu for the campus community. All students are required to present their Cougar ID cards at the door. Off campus students are encouraged to utilize the dining area and may purchase meal tickets via Pioneer College Caterers.
**Identification Cards:** Identification cards will be issued by the Information Technology Department to each student, for an annual fee of $10.00 at the onset of enrollment. There are no costs for updates, however, the fee for replacement of a lost card is $25.00. Students who change residential status are required to have that change noted on the student Cougar ID card by the Office of Student Life. Any student who allows someone else to use their personal ID card will be fined $50.00. The person attempting to use the card will also be fined $50.00.

**Insurance:** Students are encouraged to come to Mid-Continent University with a personal medical plan in place for coverage in the event it is needed. Any student who cannot provide proof of medical/health insurance will be charged a fee and basic medical insurance will be provided. Please refer to the MCU Business Office (Greg Slusmeyer) for more information on this plan. Residential students are encouraged to purchase renters insurance to protect personal property while living in the residence halls. MCU requires all International students to be purchase the medical insurance plan.

**Intercollegiate Athletics:** Mid-Continent University provides intercollegiate athletic opportunities for men and women as an aspect of student development and social maturation. Mid-Continent is associated with the following Athletic organizations: Tran South Athletic Conference, NAIA, and NCCAA. Schedules for each season are available through the Athletic Department. Registered students generally are permitted access to home sporting events at no charge, but a Cougar ID may be required for access. Guests are required to pay the normal fee for admission.

**Library:** The Anne P. Markham Library contains bound volumes and subscribes to over 150 periodical and serial titles annually. Library hours are posted and have been designed with students in mind. The library houses the entire circulating collection, reference sources, periodicals, and audio and video cassettes. All classified materials of the libraries' holdings are accessible on-line through the Sagebrush Electronic Catalog. This program provides faculty, staff and students access to information regarding library resources. In addition, the Library Web Catalog enables anyone with Internet access to utilize the Library's Electronic Catalog.

The reserve collection consists of books and photocopied materials assigned by faculty members for class use in the library or for a limited checkout period. A centralized interlibrary loan service for faculty and students is maintained for the borrowing of research materials from other libraries. Online information searches are also provided by the library. Photocopying services are available for self-service use at a minimum rate. The seating areas combined with individual carrels allow for a diversified study atmosphere.

The Education Resource Lab, located in the library, serves as a library and a laboratory for students enrolled in the teacher education program. Its collection includes a variety of specialized materials such as audiovisual aids, curriculum guides, textbooks and reference materials. Media equipment and development equipment are also housed in the lab.

**Lost and Found:** Should any article be lost, please check with the University Receptionist located in the Administration Building. If any article is found and the owner cannot be located, then the article should be turned in to the University Receptionist or the Office of Student Life.

**Making Copies:** The copier in the Library is for the use of students at a cost of 10 cents per sheet. Copying fees are to be paid to the Library supervisor on duty. Additional options for printing may be available via the Computer Lab in the Classroom Building. Please contact the Director of Information Technology for more information.
Mail Service: Students wishing to send mail from the campus may do so by seeing the University Receptionist in the front hallway of the Administration Building and may use the University address for the purpose of receiving mail. Residential students will be issued a campus mailbox. Fee for a lost mailbox key is $15.00. Students receiving packages that will not fit in student mail boxes may pick those packages up in the Office of Student Life between 9 a.m. and 4:30 p.m., Monday - Friday. Students may also pick up packages at the Receptionist area by showing their student ID or a photo ID. Students may not pick up mail or packages for each other. Students may take outgoing mail to the University Receptionist. Students may buy stamps from the Receptionist during normal business hours. Mail or packages that are larger than normal must be taken a block north to the Hickory Post Office for mailing.

First class mail will be forwarded for 30 days after a student leaves MCU if a current address is on file with the university. Unclaimed mail will be taken to the Mayfield US Postal Office in accordance with postal regulations.

Parking Regulations: The only designated student parking lot is located near the Residence Halls. Please do not park in the lot near the Administration and Adult Programs buildings. Any student utilizing the parking area on campus must obtain a parking permit. Please observe the parking spaces that are reserved for handicapped persons and those reserved for kitchen staff. All vehicles on campus must be legally registered, display a parking permit, and be safe for operating. All vehicles should be parked in an orderly manner and consideration be given to others at all times. Replacement cost for a lost parking permit is $25.00. Students are expected to turn in parking permits upon withdrawal from the University. Failure to do so will result in a $25.00 charge. Parking citations may be issued by the Office of Campus Safety and are payable in the Business office. Speed limit is ten mph in all MCU parking areas.

Student Activities: Each semester a series of activities are provided to supplement both social and academic life. These activities are an integral component of the collegiate experience, and are available to all students. At least one representative of Mid-Continent University Student Life will be involved in the planning, implementation and fruition of all student related activities.

Visitors: Students wishing to bring friends or family members on the campus are encouraged to do so. Visitors wishing to visit the campus for the purpose of sitting in a particular class are also welcome but must first clear the visit with the Instructor of the class and with the Associate Dean for Admissions. Please note the posted visiting hours for the Residence Halls. All overnight guests must be approved in advance via the Office of Student Life. The University presently does not have accommodations for guests and family members to rent. Please contact the Office of Student Life for information on nearby hotels/motels for parents/friends to utilize. All visitors are expected to comply with campus policies and guidelines. Special visits or tours may be arranged by calling the Office of Admission.

Voter Registration and Election Information: All students can obtain the voter registration forms from the Registrar’s office in order to meet with deadlines for the year’s elections. Further, students are encouraged to use the Internet address available on the site: (http://www.state.ky.us/agencies/sbe/sbehome.htm) if you prefer this medium to the voter registration form. Students from out of state are encouraged to take the proper steps to register for absentee ballot voting.
STUDENT ORGANIZATIONS

Alumni Association: The Alumni Association consists of the alumni and former students of Mid-Continent University. Voting privileges are granted to those members who are alumni only. The purpose of the Alumni Association is to enhance the ability of Mid-Continent University to provide quality education in a Christian environment. Each member of the association receives letters/emails periodically throughout the year regarding the University and its development.

The Association also provides an avenue whereby its members may support the University financially on a regular basis. The money generated from the alumni of Mid-Continent University is given to the University for its general operational expenses or for other designated purposes. The Alumni Office is located in the Administration Building.

Psychology Club: The purpose of the Psychology Club is to teach students (members) how to integrate service and what is taught in the classroom. They get involved in local ministries that provide “hands on” experience relating to class studies.

Student Government Association: The Mid-Continent University Student Government Association (SGA), as a body of student representatives, stands behind the Mid-Continent University mission, and further exemplifies the body of Christ through its work and leadership. One of its primary responsibilities is to plan an integrated schedule of activities for students throughout the school year.

Elections for SGA positions are held during the spring semester for the following year. Elections may also be held early in the fall semester in order to fill any vacancies.

International Student Fellowship: The purpose of the International Student Fellowship is two-fold: 1) assist International students throughout the entire college process and to enhance the Christian college educational experience for International students, and 2) to encourage International and American students to interact positively with students from other cultures. The desired result being that all students benefit from the diversity of culture, background and global experience created by students from a variety of cultures.

Ministerial Student Association: The purpose of the Ministerial Association is to provide fellowship, mutual support, and enhancement of skills for those who are planning a career in ministry. The MSA, in cooperation with our faculty advisor, University of the Bible faculty members, Mid-Continent University administrators, and area associational Director of Missions, will seek opportunities to apply their ministries in local church settings. The MSA consists of students enrolled in any academic program at Mid-Continent University, who are currently serving or anticipating serving Christ via ministry leadership, i.e. pastors, Christian education workers, youth and children’s directors, music ministers, missions, and evangelism. The MSA will meet monthly during the academic year.
**Sigma Beta Delta Chapter:** Sigma Beta Delta is a national honor society that recognizes exceptional academic achievement for Business and Management students. Invitation to participate in Sigma Beta Delta will be offered to Juniors and Seniors who rank in the upper 10% of their class at the time of the invitation to membership. Those students who have been nominated for membership will be contacted by Sigma Beta Delta. The founding officers for the MCU chapter are Dr. William Ward, President, Dr. Shelley Tapp, Vice President, and Dr. Janet Jones, Faculty Advisor. The first induction ceremony for the MCU Chapter of Sigma Beta Delta occurred fall, 2006.

**MCU Book Club (a.k.a. Retrospections):** The purpose of Retrospections (a.k.a. MCU Book Club) is to provide students with opportunities to critically examine the great works of literature. Members meet to read and discuss novels, short stories, plays, and poems from an assigned reading list. Retrospections is open to all MCU students, staff, and faculty.
Appendix A

NOTICE UNDER THE AMERICANS WITH DISABILITIES ACT

In accordance with the requirements of title II of the Americans with Disabilities Act of 1990 (“ADA”), the Mid-Continent University will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: Mid-Continent University does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under title I of the ADA.

Effective Communication: Mid-Continent University will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in Mid-Continent University programs, services, and activities, including qualified sign language interpreters, documents in Braille, and other ways of making information and communications accessible to people who have speech, hearing, or vision impairments.

Modifications to Policies and Procedures: Mid-Continent University will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in Mid-Continent University offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of Mid-Continent University, should contact the office of Darlene Gibson, ADA Coordinator, 270-247-8521 ext 354 as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the Mid-Continent University to take any action that would fundamentally alter the nature of its programs or services, or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of Mid-Continent University is not accessible to persons with disabilities should be directed to Darlene Gibson, ADA Coordinator, 270-247-8521 ext 354.

Mid-Continent University will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs.
Mid-Continent University
Grievance Procedure under the Americans with Disabilities Act

This Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA"). It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by Mid-Continent University.

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem. Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 20 calendar days after the alleged violation to:

Darlene Gibson
ADA Coordinator
99 Powell Road East, Mayfield, KY 42066
270-247-8521 ext 354

Within 15 calendar days after receipt of the complaint, the ADA Coordinator or her designee will meet with the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the meeting, the ADA Coordinator or her designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. The response will explain the position of the Mid-Continent University and offer options for substantive resolution of the complaint.

If the response by the ADA Coordinator or her designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to the Vice-President for Finance and Administration for employee complaints or the Vice-President of Academic Affairs for student complaints or his/her designee.

Within 15 calendar days after receipt of the appeal, the Vice-President for Finance and Administration or the Vice-President of Academic Affairs or his/her designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the Vice-President for Finance and Administration or the Vice-President of Academic Affairs or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by the ADA Coordinator or her designee, appeals to the Vice-President for Finance and Administration or the Vice-President of Academic Affairs or his/her designee, and responses from these two offices will be retained by the Mid-Continent University for at least three years.
The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by the person’s pursuit of other remedies such as the filing of a Section 504/ADA complaint with the responsible federal department or agency, such as:

The OCR office for Kentucky is located at:

The OCR National Headquarters is located at:
U.S. Department of Education Office for Civil Rights Customer Service Team 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Telephone:1-800-421-3481 FAX: 202-245-6840; TDD: 877-521-2172 Email: OCR@ed.gov
“How very good and pleasant it is when brothers and sisters live together in unity!”
— Psalm 133:1

Our mission at Mid-Continent University includes facilitating the growth and development of the student through the integration of faith into every aspect of life. We believe this happens best within community. The residence hall is the place where students have the opportunity to put their faith and learning into practice. Living in community helps us to learn more about ourselves and the creativity of God through the uniqueness of each person. In a society which values and promotes individualism, our hope is that the residence hall experience will provide an opportunity for our students to learn more about living out the “one another” verses of Scripture — to truly live as the Body of Christ!

General Housing Policy
Mid-Continent University is a residential campus by design; therefore, all single undergraduate students must live in University owned housing or in the home of their parent(s)/legal guardian(s). Students over the age of 25 must live off campus (exceptions may be considered on a case-by-case basis).

Residence Hall Living
The residence halls at Mid-Continent University are intentional communities designed to enhance the educational experience of our students. Residence hall living is an integral part of the personal development of each student. By living together, students are exposed to a variety of people and shared experiences. The residential experience is supplemented with planned hall programs and services. Among these programs and services are seminars, personal discipleship, social activities, Bible studies and other group activities. Residence hall programs, combined with the interpersonal experiences of living together, complement the overall philosophy of MCU to educate the total person.

Professional Staff
The residence halls of MCU are under the supervision of a trained professional who is a member of the Student Life staff. The Director of Residence Life is responsible for assisting students in their personal growth and coordinating the entire residence hall program.

Student Staff
Living in each residence hall is a student staff person known as a resident assistant or “R.A.” R.A.s are students who are carefully selected on the basis of experience, maturity and demonstrated ability to work with others. R.A.s interact with students individually and in groups. It is their responsibility to be resource persons for residents, to facilitate campus communication, to help maintain an atmosphere conducive to successful academic achievement, to plan a variety of programs, and to assist residents with various issues.
Off-Campus Housing Policy

The number of students approved to live off-campus is based on projected enrollment and retention. Because these figures change from year to year, an application and approval process has been established. Upper-class students have the opportunity to apply to live off-campus but only married students and students over the age of 25 are automatically approved to live off campus, as well as those in certain academic programs and/or significant financial need.

All freshmen and sophomore classified students and all students less than age 21, who live beyond a reasonable commuting distance and who are considered dependents, must live on campus.

Residential living is a unique part of the college experience designed to integrate faith, learning, and living for the traditional age university student.

Appeals to this policy may be submitted to the Office of Student Life with the completion of a “Request to Move Off-Campus” form (available in the Director of Residence Life’s office and the Office of Student Life). A student’s request to move off-campus must include documentation of financial savings and/or other significant reasons. A current residential student wishing to change his/her residential status in any way must submit in writing the nature and specifics of his/her case on the same form to the same office for a decision within the first two weeks of the semester. After the first two weeks of the semester, requests will be considered for the next term. Exceptions to this policy will be considered based upon unique individual circumstances.

Students currently on disciplinary probation are not eligible to request to live off campus. Students who are not in good standing with the MCU community may also be denied.
STUDENT ROOM POLICIES AND PROCEDURES

General Policy

Mid-Continent University will provide each student with a properly painted and prepared room. Each room will be furnished with a desk, dresser, chair, closet space/wardrobe, window coverings and a bed. Students will assume responsibility for damage or loss to the room and its contents in excess of normal depreciation. Mid-Continent University does not assume responsibility for loss or damage to a student’s personal property from any cause. The University is not responsible for loss of personal items of any kind due to weather related damage, theft, etc. Students are encouraged to check their parents’ homeowners’ insurance policy to investigate potential coverage for their belongings. The University reserves the right to open and inspect student rooms for cleanliness, damages, violations and illegal items.

Students are encouraged to furnish and decorate their rooms for convenience and comfort. When arranging room furniture, students in every building should remember to keep at least one window completely clear in order to provide free and easy access for emergency rescue personnel.

Appliances: Appliances such as refrigerators, microwaves, etc. and other electrical items are allowed in the residence halls. Refrigerators should not exceed two cubic feet in size. No large or upright refrigerators or freezers are permitted.

Students are to consider the amount of appliances in their room due to electrical availability. Stereos and televisions are allowed, but we encourage students to consider the combination of appliances to insure safety.

Also, video games, stereos and televisions must be operated at a volume, which is considerate of others. Students must exercise special care in respecting the rights of fellow students. Students failing to respect others will forfeit the privilege of having those items. Refer to quiet hours policy.

Extension Cords/Surge Protectors: Students are encouraged to use surge protectors and minimize the use of extension cords. Electrical cords are not to cross the doorway or hinder the exit of the room in case of emergency. Residence Life staff and Facilities staff members will determine if excess electrical appliances and/or use of extension cords meet established safety standards.

Furniture/Windows/Room: University furniture must remain in the room assigned to the student. Additional items of furniture may be used as long as doorways are not blocked, and exit of the room is unhindered in case of emergency.

Wooden or rubber door stops may be used only when residents are in the rooms. When occupants are out of the room, doors must be closed and locked for compliance with safety and fire codes. If at any time you wish to remove an item of furniture from your room, you may request permission from the Director of Residence Life. Any student removing furniture without prior approval will be asked to return the furniture to the room. If not returned, further consequences will be discussed.

Any student who desires to change the bunk bed structure in any room must request permission in advance. Certain pieces of the bed frames must be adjusted/removed in order to bunk or unbunk beds. Students will be charged for damage to university furniture. Therefore, please communicate your request to the Director of Residence Life, and arrangements will be made for Facilities to complete your request.
Removal of window screens, light bulbs, and shower curtains is prohibited. Screens are not to be opened or removed for any reason. A $10 service fee will be charged any time a screen is removed and/or damaged. There will be a $25 fine for anyone throwing objects in, out or at windows. Due to noise and privacy concerns, conversations should not occur through residence hall windows, and playing music out of residence hall windows is also prohibited.

For student and campus safety, crawling in and out of windows is prohibited.

Maintenance issues and repairs should be reported to the R.A. as soon as possible.

Cleanliness Responsibility: Students are responsible for the cleanliness of their rooms and bathrooms. Students are expected to leave the rooms clean when moving out of the residence hall. A fee will be charged when cleaning is necessary. For health and facility care reasons, regular, announced room inspections will be conducted.

Each student is responsible for placing his/her trash in plastic bags and carrying it to the dumpsters located south of the residence halls. Each student is required to provide a small trash can for the bedroom and bathroom.

Damage Responsibility: A student is responsible for damages to his/her room from the outside of the door to the outside of the window screen. Any damage to rooms or school owned property in the residence halls will be paid promptly by the individual(s) responsible. An inspection will be made at check-out to determine if any such damage has been done.

Room Assignments and Changes: Returning students make room reservations in the spring. The residence life staff makes room assignments for incoming students. Roommate preferences are honored within the limits of available space. Changing roommates or rooms during the term or between terms is not permitted under normal circumstances. Any questions or concerns regarding room assignments should be directed to the Director of Residence Life. The University reserves all rights concerning the assignment and reassignment of rooms and halls or the termination of occupancy.

Room Decorations Policy:

1. Decorations that mark or damage walls, ceilings, floors, closets, windows, fixtures, or furnishings (e.g., glues, contact paper, hooks, wallpaper, tacks, pins, etc.) are not permitted. Check with your Resident Assistant regarding what types of adhesives are permitted.

2. Tapestries, carpet tiles, posters, pictures, or similar wall hangings are permissible as long as they cover less than half of the entire wall. These items may not be used as partitions in student’s rooms.

3. If the Director of Residence Life determines that a room needs to be painted, the Facilities Department will paint the room. Students are not permitted to paint their rooms.

4. Alcoholic beverage containers, advertisements or paraphernalia are not permitted in student rooms.

5. Displaying offensive or insensitive racial or sexual materials will not be permitted in student rooms. Questionable materials are subject to the Director of Residence Life's discretion.

6. Occupants must restore their rooms to their original condition prior to checking out or one week before the end of spring term, whichever comes first. Failure to do so will result in a $25 fine.
**Room Guests:** Students are permitted to have overnight guests in their rooms. For security reasons, all visitors must be pre-approved by the Director of Residence Life.

A guest is anyone not currently paying to live in a MCU residence hall. Guests may remain in the hall for a maximum of three nights. However, the Director of Residence Life may ask a guest to leave the hall sooner if problems arise. Guests are subject to the same behavioral guidelines as all MCU students. Students or guests are not to be in the housing area of the opposite sex without prior approval of the Resident Assistant or Director of Residence Life.

**Room Keys:** Each resident is issued a key for his/her room and the residence hall entrance door. There is a $25 charge for each key and a $15 charge for mailbox keys, which are lost or not returned. Students should keep their doors locked whenever they are out of their rooms.
HALL FACILITIES AND SERVICES

Airport Shuttle: Airport shuttle service is available at pre-determined times at the beginning and end of the semester for currently enrolled students. Students will need to plan their flight itinerary accordingly. A shuttle request form is available from the Office Assistant in the Student Life office. The cost of the shuttle is $70 one way and is to be paid before leaving for the airport and immediately upon return to campus to the Office Assistant in the Student Life office. Checks made out to “Mid-Continent University” or cash are acceptable means of payment. The first shuttle request of a new student is free of charge. Charging the fee to the student’s bill is not an option.

Dining Hall: Residential students may eat in the dining commons during the posted times. Students must show an MCU ID to obtain entrance. If you lose your ID card, you must report the loss to the MCU Information Technology office in the Advantage building and the Office of Student Life. If you choose to use another student’s ID, you and the other student will meet with the Dean of Students. A fine of $50 per student will also be considered. If illness requires a take-out tray, please contact a member of the Residence Life staff.

In order to minimize dining hall costs, please leave all items (plates, cups, silverware, etc.) in the dining hall.

A small kitchenette (full stove/oven and double sinks) is located in the north end of the Study Lounge for residential students. Use of the kitchen is available during specific times only. If you wish to utilize the kitchen area, you must see a Residence Life staff member. You will need to leave your Student ID in exchange for access to the kitchen. Proper and thorough clean-up of all equipment, dishes, countertops, etc., will be required.

Damage or loss of equipment during your usage will be at your expense.

Fitness Center: The Fitness Center is open at specific posted times for general use. A coach must be present for a student to use the facilities. Please be courteous and leave the area clean after your use and return equipment to the proper areas. Please note that MCU athletic teams may use this area during designated times of conditioning. During team use, this area may be temporarily unavailable.

Health Services: Mid-Continent University provides a health care consultant for residential students. Mrs. Yvonne Yates, R.N., (office located in the Administration Building) can be contacted for minor first aid and other health related issues. She can also refer students to a physician, if necessary. Please notify a Residence Life staff member if you are not feeling well or if you have specific health care needs. In the event of severe illness or emergency, do not delay in requesting assistance.

Epidemics and outbreaks may require isolation or immediate attention to insure that you and others are safe and well. It may be necessary to require a residential student to return home due to illness. A written document from a physician will be required for re-admittance to the residence halls.

Internet Services: Internet service is provided in all residence halls. Mid-Continent University does have a significant filter in order to prohibit the use of sites which do not reflect the values of the University. If a web address is blocked, you may obtain a form to request access to the site. The request forms are located in the Information Technology office in the Advantage building.
Just a reminder: Downloading and viewing pornography in any form (including animation) is considered to be inappropriate and contrary to MCU values. Illegal downloading of movies, music, etc., is not permitted, and violators are subject to penalty via the University, the Commonwealth of Kentucky and/or Federal law.

**Laundry and Vending:** Free laundry facilities are available. Any non-resident students found using the laundry facilities will be fined $50 and face disciplinary action. Any mechanical difficulties with the washers and dryers should be promptly reported to the Director of Residence Life.

Please be considerate of others who will come after you in the laundry room. Please clean out the dryer vents, pick up dryer sheets, etc. Please, out of consideration of others, attend to your laundry — do not leave it in a machine after the wash or dryer cycle is complete.

If student loses money in the campus vending machines, please see Greg Slusmeyer in the Administration Building. Anyone tampering with vending machines is subject to disciplinary action.

**Recreation Areas:** Recreation areas — such as outdoor basketball court, tennis court, running track, sand volleyball court — are for your fun and convenience.

The Cougar Center gym has a new floor. Please follow the shoe policy — avoiding the use of street shoes! It is important to keep the floor clean and protected.

**University Switchboard:** The University switchboard is open from 8:00 a.m. to 4:30 p.m. each workday for incoming calls. The Mid-Continent University phone number is (270) 247-8521.
GENERAL HALL POLICIES

Alcohol, Drugs, and Firearms Policy: No storage or use of tobacco products (including dip), illegal drugs, alcohol or firearms, weapons, knives or fireworks are allowed in any residence hall at any time. A designated smoking area for residential students will be determined and strict observance of this area will be required. See specific guidelines and consequences in the Student Handbook. If a student enjoys hunting, their firearm must be insured, registered, and legally owned. The student will be required to check the firearm with Col. Andrew Stratton and the firearm will be stored in the designated MCU armory. Check-in and out of the weapon will be through Col. Stratton. Students under 18 will need to obtain the permission of their parents to store a hunting weapon in the MCU armory. To maintain the University’s policy regarding alcohol, firearms, and/or drugs, University officials may enter individual rooms, perform a search (including use of trained canines), and seize illegal or otherwise prohibited items which may be used as evidence in subsequent disciplinary proceedings.

Early Return: Students are not permitted to live in residence halls at times other than those included in the residence hall contract.

Hall Safety: In order to provide for the safety of residents and visitors alike and to avoid damage to the University property, students are not to throw water or objects in the hallways. Frisbees, or any kind of ball, etc., are not to be used in the residence halls. Use of any type of athletic equipment in hallways is prohibited. Violation of this policy will result in a $50 fine. All hallways, stairwells and lounges must be clear of personal belongings, bikes, etc.

The safety of community members requires that fire extinguishing equipment, fire alarm systems (including smoke detectors, emergency evacuation lights, sprinklers), and fire doors are kept for authorized use only, other use is prohibited by law. Violators are subject to a minimal fine of $250 by the University and possible further consequences.

For the safety and security of students, periodic emergency and safety drills will be performed. Student participation is required. Failure to evacuate the building during a drill or actual alarm will result in severe consequences.

The deliberate setting of fires on campus is also prohibited. Use of the bonfire pit is granted via the Director of Residence Life. Requests must be submitted in advance.

Hall/Building Security: The Study Lounge and the Loft will close daily at 2 a.m. The Library computer area will close at midnight Monday through Friday.

The residence hall doors are locked 24/7 for the safety and security of residents and their belongings. Students are expected to maintain the security of the hall by making sure doors shut as they exit.

For safety reasons, it is imperative that students refrain from propping doors open. Anyone found propping an exterior door or otherwise altering the safety closure systems will incur a $50 fine and can expect disciplinary action.

Hours Policy: All students are permitted to be out of their respective halls and to gain access to their respective halls at any time. This policy allows residents freedom of access to the hall 24 hours a day without penalty. However, the spirit of the policy would not encourage excessive or frequent entry at late hours. Students who evidence academic, physical, emotional, or other effects from excessive late entry will be contacted by an appropriate staff person.
**Housing Deposit:** A housing deposit of $200 is required for students to be considered for placement in the residence halls. This amount is a continuing deposit, which is retained by the University during the student's entire period of enrollment for the purpose of reserving a room and providing security against damages. The housing deposit will be refunded when a student withdraws, graduates, or leaves University-owned housing, pending payment of all outstanding debts. Final decisions regarding charges, which are to be deducted from the deposit, are the responsibility of Mid-Continent University.

**Musical Instruments:** Musical instruments, with the exception of acoustic guitars and electric keyboards, are not to be played in rooms or hallways.

**Open Visitation and Open House:** Open house hours have been established by the department of residence life and are treated as a formal hall program. During certain established hours, students may visit the residence hall rooms of members of the opposite sex. Students are made aware of open house hours at the beginning of each semester and those hours are posted throughout each residence hall.

Students entertaining guests during open house are responsible to ensure the following: room doors must be completely open, room lights must be kept on at all times and guests must leave as soon as the open house hours have ended. Although the residence life staff monitors open house, all students are responsible for the above stated policies.

Students or guests (including relatives) are not to be in the housing area of the opposite sex without prior approval of the Resident Assistant and/or Director of Residence Life. All students present in a room where an open house violation occurs will be subject to a $50 fine. Additional disciplinary action may be taken if deemed necessary.

**Overnights and Weekends:** All students are encouraged to follow the sign-out procedures as determined by the Office of Student Life when leaving the campus for the weekend or overnight. This sign-out form is located on the hall bulletin board. The purpose of this procedure is to help locate students in an emergency such as illness, accident, or death in the family.

Freshmen are strongly encouraged to limit their weekends away from campus during the first term, exclusive of holiday vacations. This guideline has been established to encourage new students to become involved in campus life and activities.

**Parking Lots and Roadways:** Parking lots are provided near each residence hall. Parking on any sidewalk is prohibited. The only designated student parking lot is located near the Residence Halls. Please do not park in the lot by the Administration and Adult Programs buildings. Any student utilizing the parking areas on campus must obtain a parking permit. Please observe the parking spaces that are reserved for handicapped persons and those reserved for kitchen staff. All vehicles on campus must be legally registered, display a MCU parking permit, and be safe for operating. All vehicles should be parked in an orderly manner and consideration be given to others at all times. Replacement cost for a lost parking permit is $25.00. Students are expected to turn in parking permits upon withdrawal from the University. Failure to do so will result in a $25.00 charge. Parking citations may be issued by the Office of Campus Safety and are payable in the Business office. Speed limit is ten mph in all MCU parking areas.

**Pets:** Students are not allowed to have pets, such as dogs, cats, birds, reptiles, hamster, fish/aquariums, etc., in campus facilities, including the residence halls. Service animals are exempt from this policy.
Public Displays of Affection: Public displays of affection are in poor taste and infringe upon the rights and sensitivities of others. Inappropriate public displays of affection will not be tolerated. Students violating this policy will be confronted.

Quiet Hours: Quiet and consideration hours have been established as a necessary part of community life in order to provide residents with the opportunity for adequate study and rest. The policy has been created to encourage a sense of community responsibility and to demonstrate consideration for all residents.

Quiet hours are in effect from 11:00 p.m. to 9:00 a.m. every day. All residents are expected to refrain from causing any noise or disruption that would infringe on the rights of fellow students to study or sleep. Noise should be kept at a low level, with room doors closed. Stereos and other forms of noise are not to be heard outside of the room for which they are intended.

All times other than quiet hours will be consideration hours. Consideration hours are defined as times when noise is kept at lower levels in order to be considerate of others’ needs. The effectiveness of the quiet and consideration hours policy is a community concern; to ensure its effectiveness, the policy will be evaluated periodically throughout the year and discussed in hall meetings.

Because the policy can be effective only if the hall works together, residents are expected to ask for cooperation from others. Each member of the residence hall is responsible to confront others concerning noise. When those confrontations are not heeded, the R.A. will be involved. Students who refuse to cooperate with the R.A. or who continue to violate the policy will be subject to discipline by the Director of Residence Life and/or the Dean of Students.

Residence Hall Meetings: Hall meetings are held when necessary. All residents are required to attend, and permission for an absence must be secured from the Director of Residence Life or a resident assistant in advance of the meeting time.

Storage: No storage is provided for student belongings during the summer and/or vacation periods.

Sunbathing: Sunbathing is permissible on the deck adjoining North Townhouse. Appropriate bathing suits may be worn only in sunbathing areas.

Vacation Periods: Written notification containing checkout procedures, meal schedules, hall closing hours and dates are distributed to all students prior to vacation periods and at the close of each academic term. Residence halls are closed during all breaks throughout the academic year with the exception of Thanksgiving and Spring break. For the safety and security of students staying during the break, the student will submit a request to stay prior to the break.

Withdrawal Policy: Students planning to transfer or withdraw from school should begin the cancellation process at the Office for Student Life. Students are required to remove their belongings within 48 hours of their official withdrawal date and must check out of the residence hall room with their resident assistant or the Director of Residence Life. Failure to comply with this policy will result in a fine.
**HALL SAFETY POLICIES AND PROCEDURES**

**Fire Alarms:** A student who pulls a fire alarm when no fire exists can expect immediate dismissal from the University.

**Fire Equipment:** Tampering with fire hoses or extinguishers and other protection equipment is against state law and will result in immediate dismissal from the University. Any type of lighting in corridors, on stairways and outside the residence halls is part of the system of protection. Also included are the “exit” signs and “exit” lights.

**Fire Hazards:** Students are expected to be alert to fire hazards and to use good judgment when potential hazards exist. It is impossible to list all fire hazards, but the following regulations are basic to fire safety in residence halls:

**Appliances Not Permitted:**
Care and caution should be taken whenever any type of appliance is used. Grills, hot plates, open-coil appliances, toasters, space heaters and halogen lamps are not permitted. Students are discouraged from having a large number of appliances in their rooms. Air conditioners and sun lamps are not permitted.

**Appliances Permitted:**
The following items typify appliances, which are permissible: radios and clocks, stereos, televisions, refrigerators (2 cu. ft. maximum), hair dryers and small microwaves

**Decorative Items Not Permitted:**
- Due to significant dangers, candles or other flame producing items may not be burned in residence halls.
- Halogen lamps are not permitted.
- Burning incense is not permitted.
- Lanterns or lamps using kerosene fuel or other similar combustible fuels are not permitted. Storage of combustible fuels is prohibited.
- Natural Christmas trees are not permitted in rooms or in the residence halls.

**Electrical Items:**
1. Under no circumstances should a student tamper with existing electrical equipment, lighting, wiring and switches.
2. The use of extension cords is strongly discouraged by the University. If an extension cord is needed, a surge protector is preferred.

**Corridors, Stairways, etc.:**
1. Corridors, stairways, landings, doorways and exits are to be kept clear at all times.
2. Items such as shoes, boxes, clothing racks, bikes, furniture, etc., are to be kept out of all the areas listed above. Appropriate University personnel will dispose of any items left in these areas.
3. Outside doors and other fire doors are to be closed at all times.
**Fire Procedures and Drills:** Fire drills are held regularly throughout the year. Fire drill information, including escape routes and exits, is posted in each residence hall. Each student should familiarize himself/herself with this information.

1) Leave immediately upon the sounding of the fire alarm.
2) If time permits, all windows should be closed. Doors are to be left closed and unlocked.
3) Wear shoes, a coat and carry a towel.
4) Evacuate in a neat and orderly fashion.
5) Resident assistants will be present to facilitate drill procedures.
6) Clear the building by at least 75 feet.
7) Fire equipment is to be used only in case of emergency.
8) Do not interfere with firemen, fire trucks or other fire equipment.
9) Anyone not leaving a building during a fire drill/alarm will be fined a minimum of $50 and will be subject to disciplinary action.
10) Do not re-enter buildings until the fire department gives permission to re-enter.