The Living and Learning Environment: A Statement of Student Policies
## DIRECTORY OF INFORMATION

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Madison College

Volume I

June, 1974

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    Harrisonburg, Virginia 22801
"The diffusion of knowledge is the only guardian of true liberty."

James Madison
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COLLEGE CALENDAR 1974-75

Fall Semester, 1974

Sept. 1—Residence Halls open for Returning Students. Dining Hall opens with evening meal.
Sept. 2—Labor Day—Residence Halls open for New Students 9:00 a.m.
Sept. 2—Registration of Senior, Junior, Evening Session, and Graduate Students.
Sept. 3—Registration of Sophomore, Freshmen, and Transfer Students.
Sept. 4—Classes meet as scheduled.
Sept. 11—Last day on which class changes in schedules may be made without payment of $5.00 fee. Last day to add a new course to first semester program.
Sept. 26—Last day to drop a first block course with a “W” grade.
Oct. 9—Last day to drop a semester course with a “W” grade.
Oct. 10—Last day to drop a first block course with a “WP” grade.
Oct. 21—College Holiday—Classes do not meet.
Oct. 22—First block courses end.
Oct. 24—Classes begin second block courses.
Oct. 24—Mid-semester grades due in Records Office.
Oct. 26—Homecoming—Parents Day.
Nov. 5—Last day on which class changes in schedules for second block courses may be made without payment of $5.00 fee.
Nov. 14—Last day to drop a semester course with a “WP” grade.
Nov. 15—Last day to drop a second block course with a “W” grade.
Nov. 27—Thanksgiving vacation begins 5:00 p.m.
Dec. 1—Residence Halls open. Dining Hall opens with evening meal.
Dec. 2—Thanksgiving vacation ends and classes resume.
Dec. 6—Last day to drop a second block course with a “WP” grade.
Dec. 13—Last day of classes.
Dec. 14—Reading Day.
Dec. 16-20—Final Examinations.

Spring Semester, 1975

Jan. 12—Residence Halls open 2:00 p.m. Dining Hall opens with evening meal.
Jan. 13—Registration of Senior, Junior, Evening Session and Graduate Students.
Jan. 14—Registration of Sophomore, Freshmen, and Transfer Students.
Jan. 15—Classes meet as scheduled.
Jan. 22—Last day on which class changes in schedule may be made without payment of $5.00 fee. Last day to add a new course to second semester program.

Feb. 5—Last day to drop a third block course with a “W” grade.
Feb. 19—Last day to drop a semester course with a “W” grade.
Feb. 19—Last day to drop a third block course with a “WP” grade.

Mar. 4—Third block courses end.
Mar. 7—Mid-semester grades due in Records Office.
Mar. 7—Mid-semester recess begins 5:00 p.m.
Mar. 16—Residence Halls open. Dining Hall opens with evening meal.
Mar. 17—Classes resume. Fourth block courses begin.
Mar. 21—Celebration of Founders Day (March 14).
Mar. 21-Mar. 28—The Fine Arts Festival.
Mar. 24—Last day on which class changes in schedule for fourth block courses may be made without payment of $5.00 fee.

Apr. 4—Last day to drop a fourth block course with a “W” grade.
Apr. 4—Last day to drop a semester course with a “WP” grade.
Apr. 10—Honors Day.
Apr. 10—Last day for making application to the Records Office for degrees to be conferred May, 1975.
Apr. 18—Last day to drop a fourth block course with a “WP” grade.

May 2—Last day of classes.
May 3—Reading Day.
May 5-9—Final Examinations.
May 10—Commencement.

May Session, 1975

May 12—Registration for May Session only. For detailed dates and times, see Schedule of Classes, Summer Session, 1975.
May 13—Classes meet as scheduled.
May 13—Last day to add a course. Last day to change a course without a $5.00 fee.
May 16—Last day to drop a course with a “W” grade.
May 23—Last day to drop a course with a “WP” grade.
May 30—Final Examinations.

Summer Session, 1975

First Four-Week Term
June 15—Residence Halls open 2:00 p.m. Dining Hall opens with evening meal.
June 16—Registration. For detailed dates and times, see Schedule of Classes, Summer Session, 1975.
June 17—Classes meet as scheduled.
June 19—Last day to add a course for the First Four-Week Term. Last day to change a Four-Week Term course without a $5.00 fee.
June 26—Last day to drop a Four-Week Term course with a “W” grade.

July 4—Holiday. Classes do not meet.
July 7—Last day to drop a Four-Week Term course with a “WP” grade.
July 9—Last day for making application to the
Records Office for degrees to be conferred
August, 1975.

July 11—Final Examinations for First Four-Week
Term courses.

_Eight-Week Term_

June 15—Residence Halls open 2:00 p.m. Dining
Hall opens with evening meal.

June 16—Course Changes and Registration. For
detailed dates and times, see Schedule of
Classes, Summer Session, 1975.

June 17—Classes meet as scheduled.

June 24—Last day to add a course for the Eight-
Week Term. Last day to change an Eight-Week
Term course without a $5.00 fee.

June 30—Last day to drop an Eight-Week Term
course with a “W” grade.

July 4—Holiday. Classes do not meet.

July 14—Study Day. Classes do not meet.

July 15—Last day to drop an Eight-Week Term
course with a “WP” grade.

Aug. 8—Final Examinations.

_Second Four-Week Term_

July 14—Registration. For detailed dates and
times, see Schedule of Classes, Summer Session,
1975.

July 15—Classes meet as scheduled.

July 17—Last day to add a Second Four-Week
Term course. Last day to change a Four-Week
Term course without a $5.00 fee.

July 22—Last day to drop a Second Four-Week
Term course with a “W” grade.

July 28—Last day to drop a Second Four-Week
Term course with a “WP” grade.

Aug. 8—Final Examinations.

Aug. 9—Commencement.
I. STATEMENT ON RIGHTS AND RESPONSIBILITIES

(Adapted from recommendations of Carnegie Commission on Higher Education by the Student Government Association, with the assistance of faculty and administrative staff)

Madison College considers that the preparation of the student for a productive role in society and the assistance to the student in fulfillment of himself as an individual in a social setting are among the major objectives of the college. Furthermore, it is realized that these processes are mutually effective; that is, students, staff and administration, all, through their interaction and various interrelationships grow socially and individually. It is with these understandings that it becomes important to establish a statement of rights and responsibilities for students, realizing that comparable statements for the other members of the campus community are in existence in the Faculty Handbook and the Handbook for Classified Service personnel.

The following statements of rights and responsibilities are not viewed as a final accomplishment of a completed institution, but rather themes of a direction for a growing and changing educational environment:

I. As citizens, members of the campus enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others as are all citizens.

A. It is assumed that the student as a citizen has the rights of freedom of speech, freedom of the press, freedom of peaceful assembly and association, freedom of political beliefs, and freedom from personal force and violence, threats of violence and personal abuse.

B. The student as a citizen has a right to be considered equally for admission to, employment by, and promotion within the campus in accord with the provisions against discrimination in the general law.

C. It is held that at Madison College the campus is no sanctuary from the general law and, furthermore, that the campus is a community of growth and fulfillment for all, rather than a setting described in the concept of in loco parentis.

II. All members of the campus have other responsibilities and rights based upon the nature of the educational process and the requirements of the search for truth and its free presentation. These rights and responsibilities include:
A. Each member of the campus has the freedom, dependent upon level of competence, to teach; to learn; and to conduct research and publish findings in the spirit of free inquiry.

B. Members of the campus community have the right to pursue normal academic and administrative activities, including freedom of movement.

C. It is held by Madison College that students have the right to expect that records maintained on them contain only information which is reasonably related to the educational purposes or health and safety of the individual or others. Furthermore, it is assumed that the student has the right to protection from unauthorized disclosure of confidential material contained in college records.

D. Members of the campus community have the right to reasonable and impartially applied rules, designed to reflect the educational purposes of the institution and to protect the safety of the campus.

E. Members of the college community have the right to recourse if another member of the campus is negligent or irresponsible in the performance of his or her responsibilities or if another member of the campus represents the work of others as his or her own.

F. Members of the college community have the right to have their opinions about basic policy matters of direct concern to them heard and considered at appropriate levels of the decision making process. It should be noted that members of the campus who have a continuing association with the institution and who have substantial authority and security have an especially strong obligation to maintain an environment conducive to the respects and rights of others and fulfillment of academic responsibilities.

III. The institution and any division or agency which exercises direct or delegated authority for the institution has rights and responsibilities of its own. The rights and responsibilities of the institution include:

A. The institution has a right and an obligation to provide an open forum for members of the campus to present and debate public issues.

B. The institution has a right to prohibit individuals and groups who are not members of the campus from using its name, its finances, and its physical operating facilities for commercial or political activities.
C. The institution has the right to prohibit members of the campus from using its name, its finances, or its physical and operating facilities for commercial activities.

D. The institution has the right and obligation to provide, for members of the campus, the use of meeting rooms under the rules of the campus, including the use of space for political purposes such as political clubs; to prohibit the use of its rooms by individual members or groups of members on a regular or a prolonged basis as free headquarters for political campaigns; and to prohibit the use of its name, its finances, and its office equipment and supplies for any political purpose at any time.

E. The institution has neither the right nor the obligation to take a position as an institution in party politics and public issues, except on those issues which directly affect its autonomy, its academic functions, the freedom of its members, and its financial support.

F. The institution has a right and the obligation to protect the members of the campus and the visitors to it from physical harm, threats of harm, or abuse; its property from damage and unauthorized use; and its academic and administrative processes from interruption.

G. The institution has a right to require persons on the campus to be willing to identify themselves by name and address and to state what connection, if any, they have with the college.

H. The institution has the right to set reasonable standards of conduct in order to safeguard the educational process and to provide for the safety of members of the campus and the institution’s property.

IV. All members of the campus have a right to fair and equitable procedures which shall determine the validity of charges of violation of campus regulations.

A. The members of the campus have a right to expect that the procedures shall be structured so as to facilitate a reliable determination of the truth or falseness of the charges, to provide a fundamental fairness to the parties, and to be effective as an instrument for the maintenance of order.

B. All members of the campus have the right to know in advance the range of penalties for violations of campus regulations. The definition of adequate cause for separation from the campus should be clearly formulated and made public.
C. Charges of minor infractions of the regulations, penalized by small fines or reprimands (which do not become part of a permanent record), may be handled expeditiously by an appropriate individual or committee, but persons so penalized have the right to an appeal.

D. In the case of charges of infractions of regulations which may lead to a notation on a permanent record, or to more serious penalties such as suspension or expulsion, members of the campus have the right to formal procedures with adequate due process, including the right of appeal.

E. Members of the campus charged or convicted of violations of a general law may be subject to campus sanctions for the same conduct, in accord with campus policies and procedures, when the conduct is in violation of a campus rule.
II. COLLEGE POLICIES

1. ALCOHOLIC BEVERAGES - Possession or consumption of alcoholic beverages is expected to conform to the laws of the Commonwealth of Virginia. These, in summary, prohibit:

A. possession or use of liquor, wine, and beer by persons under 21 years of age (6.4 beer is permitted for those over 18)

B. consumption of alcoholic beverages in unlicensed public places

C. sale of alcoholic beverages without a license

D. public drunkenness

The Percy Warren Campus Center Restaurant facilities sell beer to students over 18. The ABC license applies only to this facility and only for beer. Any violation will jeopardize the continuation of the license and, therefore, the service. The staff of the Campus Center reserves the right to require adequate proof of age of the person requesting service.

The following regulations govern the use of alcohol in Residence Halls:

A. Individual residence hall rooms and private suite lounges in the N-Complex Halls are the ONLY areas, other than the Campus Center Restaurant where alcoholic beverages may be consumed. Hallways, recreation rooms, reception rooms, unit lounges, chapter rooms, meeting rooms, and kitchens are not included in the definition of residence hall rooms.

B. Storage of unopened beverages is permitted in residence hall refrigerators. Containers of alcohol which are to be transported through public areas must also be unopened.

C. Kegs of beer and grain alcohol parties are prohibited.

D. The sale of alcoholic beverages in residence halls is prohibited.

E. Intoxication, excessive noise, and other activities which infringe on the rights of others as a result of the consumption or possession of alcohol are prohibited.

2. BICYCLES

A. No bicycle may be kept anywhere inside academic buildings, administrative buildings or residence halls unless a designated area is provided.

B. All bicycles may be registered with the Office of Security and each bicycle numbered. This system of registration is voluntary, but strongly encouraged to discourage vandalism or theft.
3. COMPLIANCE WITH OFFICIAL REQUEST
   A. No student shall fail to comply with a reasonable and lawful request or directions by members of the faculty, administrative staff members, residence hall staff members, or other employees acting in the performance of their official duties.
   B. No student shall fail to answer promptly summons from faculty members or administrative officers of the College.
   C. No student shall intentionally provide or give false information to a faculty member or college staff member acting in the performance of their official duties.

4. DANGEROUS PRACTICES – No student shall engage in any activity which shall endanger the lives or safety of others in any building or in any property owned or operated by the College. (Activities carried out in science classes or laboratories under faculty guidance are exempt from this policy.) This includes, but is not limited to, activities such as:
   A. The use or possession of any dangerous chemicals or explosive materials such as fireworks, firecrackers, gunpowder, etc.
   B. Inappropriate or dangerous activities involving, fires, open flames, candles, matches or other flammable materials in all residence halls, apartments, or in any other building owned or operated by the College.
   C. Blocking or in any way preventing the use of fire exit doors, residence hall room doors, and building hallways.
   D. Improper use of electrical appliances or wiring as to create a fire hazard.

5. DEMONSTRATIONS – No student shall organize, plan, or participate in a demonstration or activity which does not comply with the Madison College policy on Demonstrations and Peaceful Assembly. (This policy is fully explained under the Administrative Policy section of the publication, Page 49.)

6. DESTRUCTION OF PROPERTY – No student shall intentionally or maliciously damage or destroy property belonging to or in the care of the College or a member of the College community or a campus visitor.

7. DISORDERLY CONDUCT – No student shall make or excite any disturbance or contention in, on, or near any residence hall or any other building owned or operated by the College.

8. DRUGS – No student shall distribute or possess an illegal drug as defined by the Drug Control Act of the Commonwealth of Virginia and such distribution or possession is prohibited in any building or on any property owned or operated by the College. Students convicted of drug distribution charges in off-campus locations may be subject to College discipline.
9. FAILURE TO COMPLY WITH DISCIPLINARY DECISION — No student shall fail to comply with any disciplinary conditions imposed upon him by judicial body or hearing officer.

10. FALSIFICATION OF OFFICIAL INFORMATION
   A. No student shall alter or have in his possession an altered College identification card, nor alter or enter false information on an official College document.
   B. No student shall provide false information or fail to provide current information to the College for the purpose of defrauding the College.

11. FIRE DRILLS AND FALSE ALARMS
   A. No student shall knowingly disregard a fire alarm signal or refuse to evacuate a building or a section of a building where a fire alarm is sounding.
   B. No student shall ring any bell or attempt to operate or trigger any mechanical or electrical components or combination thereof for the purpose of creating a false alarm.

12. FIRE FIGHTING EQUIPMENT — No student shall without authorization knowingly operate or tamper with any fire fighting equipment except for the purpose of extinguishing a fire.

13. INTERFERENCE WITH JUDICIAL PROCESS — No student shall engage in any activity which disrupts, unfairly influences, or obstructs the judicial processes of Madison College. This includes, but is not limited to, activities such as:
   A. Attempting to influence, intimidate or threaten any witness, board member, or other participant involved in a judicial proceeding.
   B. Inappropriate or illegal distribution, announcement, or publication of confidential judicial information, letters, or decisions.
   C. Giving false information to a judicial body or hearing officer.

14. LITTERING — No student shall drop, deposit, discard, throw or otherwise dispose of cigarette butts, bottles, cans, papers, food, or refuse of any kind in or near any building owned or operated by the College except in receptacles provided for that purpose.

15. OBSCENE CONDUCT — No student shall engage in lewd, indecent, or obscene conduct or expression on College property or in College owned or operated buildings.

16. PERSONAL ABUSE — No student shall knowingly injure, threaten, offend, or degrade a member of the College community.
17. PETS — No student may bring any pet belonging to them or under their control into any College owned or operated building, or chain a pet outside any academic building where it may disrupt classroom activity through barking or other noise. Violations of this policy will be handled as follows:

A. In or near classrooms, academic buildings, administrative buildings, or Physical Education facilities, the person responsible for bringing the pet into the building will be asked to remove the pet immediately. If the individual refuses, or the owner cannot be found, Security Officers will be called and appropriate action taken.

B. In College owned or operated residence halls, houses, or apartment buildings, students found with a pet in their possession will automatically be given written notice that they are being charged $15.00 for each pet and that they have 24 hours to remove the pet or pets. Students failing to remove their pets within the 24 hour period will be charged an additional $15.00 per pet per day.

18. PROJECTILES — No student shall throw or cause to be projected from a window, roof, or porch of any building owned or operated by the College any object or substance which has potential for defacing or damaging College or private property or causing personal injury or disruption.

19. RESIDENCE HALL SECURITY — Students may return to their residence halls after closing hours by use of keys provided in the residence hall. A student without a key may be admitted to the residence hall by contacting the College operator and asking for assistance of a security officer.

A. No student may lend his or her front door key to any other student or non-student.

B. A student who enters or leaves the residence hall after a closing hour is responsible for securing the door.

C. A student may not prop open or in any manner fix the door so that it will not properly close.

D. Students are not to admit residents of the hall, other students, or non-students after the hall has been closed.

20. RESIDENCE HALL VISITATION

A. All residence halls close no later than 12 midnight on Sunday through Thursday and no later than 2 a.m. on Friday and Saturday. The halls open at 6 a.m. Monday through Friday and at 8 a.m. on Saturday and Sunday. No student of the opposite sex may enter or remain in any area of a residence hall (except a 24 hour study lounge) after the listed hall closing hours.
B. During the hours in which a hall is open to nonresidents, all guests of the opposite sex must remain in public areas of the residence hall unless an open-house period is in effect. The public areas include; main lounges, dating lounges, 24 hour study lounges, and TV lounges ONLY.

C. No student shall enter in or remain in non-public areas of a residence hall which houses members of the opposite sex except during specified open house periods.

D. No student shall accompany, entertain, or host members of the opposite sex in non-public areas of a residence hall except during specified open house periods.

21. SMOKING — Smoking is not permitted in the following places: laboratories, music practice rooms, Latimer Shaeffer Theater, and auditoriums.

22. SOLICITING, SELLING, AND PUBLICIZING — No student shall engage in the business of advertising or selling any services, activities, or goods or take orders to make contracts for the purchase or delivery thereof, or sell or offer for sale tickets for goods, activities, or services, or solicit for any purpose whatsoever in or near any building owned or operated by the College except upon the written approval of the Director of Student Activities. Non-students must receive authorization from Vice President of Business Affairs. Permission will not be granted for solicitation for personal gain.

23. SOUND-AMPLIFICATION EQUIPMENT — Various outdoor student activity programs require the use of sound amplification equipment. However, the College reserves the right to specify where and when such amplification equipment may be used. Permission and specification for use of sound amplification equipment on campus must be obtained from the Director of Student Activities in the Warren Campus Center.

24. THEFT — No student shall steal or attempt to steal or illegally use or appropriate any property belonging to the College or a member of the College community or a campus visitor.

25. TRESPASS — Any individual refusing to leave an area as directed by an authorized agent (e.g., a student renting the area, a residence hall staff member, an administrative officer or faculty member responsible for that area or a campus Security Officer) is guilty of trespass. Additionally, any unauthorized individual entering a closed College building, either at night or during periods when the College is not in session, shall be guilty of trespass.

26. UNAUTHORIZED ENTRY — No student shall enter or remain in a private room, office, or restricted area under control of another student, faculty member, or College official except by permission or invitation of the resident student or the appropriate College official or faculty member.
27. VIOLENCE TO PERSONS — No student shall engage or attempt to engage in any form of violence directed toward another person or group of people. Any act or attempted act of violence occurring on campus or involving a Madison College student in an off-campus location will be referred to the Commonwealth Attorney in addition to any action taken by the College Judicial Council.

28. WEAPONS — No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, or other lethal or dangerous devices capable of casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by the College. Rifles, shotguns, and bows which are to be used for hunting may be registered and stored one week before and during the appropriate hunting season. Weapons used for hunting must be checked out of the Security Office and removed from campus at the end of the appropriate hunting season.

29. UNAUTHORIZED USE OF COLLEGE PROPERTY OR DOCUMENTS— No student shall use, possess, or sell any parking decal, ID card, keys or official College documents issued by the College to another individual. Specifically this prohibits:

A. Use, possession, or sale of a parking decal which was not specifically issued to and paid for by the student holding the decal.

B. Use, possession or sale of a College identification card to obtain entry or services to which the individual is not entitled.

C. Use, possession or sale of any College keys not specifically issued to the student.

D. Use of official College documents by a student not authorized to do so.
III. RESIDENCE HALL POLICIES

1. ANTENNAS
   Outside antennas of any kind on residence halls or college operated
   apartments and houses are prohibited. Students are advised that
   splicing or connecting with college owned cables and antennas is
   prohibited by law and could result in arrest as well as restitution for
   damage.

2. CANDLES
   A. Candles may be burned only if they are securely fastened in a
      glass or metal holder which protects the flame from coming into
      contact with combustible materials. The holder should be
      constructed so that it is not easily knocked over.
   B. Students are responsible for ensuring that all candles are
      extinguished during those times when the room is not occupied.
   C. Students who burn candles in a non-prescribed manner or at a
      time when the room is not occupied are guilty of a violation of
      the College Policy on Dangerous Practices and may be referred
      to the College Judicial Board.

3. DELIVERY OF PACKAGES
   Package deliveries made to the residence halls will be accepted by the
   addressee or his/her designate only. The College accepts no responsi-
   bility for the loss of such deliveries.

4. ELECTRICAL APPLIANCES
   Because of the hazard of fire and the limits on the amount of electric-
   city which can be safely used on any given electrical unit, and the
   limited number of outlets in some halls, the following policies have
   been established by the City Fire Marshal and Campus Office of
   Safety and Security.
   A. Hot plates, space heaters, soup warmers, any appliances with an
      open heating element, air conditioners, refrigerators larger than
      2.2 cubic feet, and televisions (in all up campus halls except
      Hoffman) are prohibited in student rooms.
   B. Heavy drawing appliances such as hair dryers, electric irons,
      televisions, and refrigerators are to be plugged directly into
      sockets, not into three prong socket attachments.
   C. Only one three prong socket attachment may be used per room.
      Light drawing appliances such as electric razors, radios, record
      players, and intensity lamps may be plugged into a three prong
      socket attachment.
D. No more than one heavy drawing appliance may be plugged into a socket at one time.

E. If extension cords are used, they should be of the heavy duty type.

F. All appliances should be unplugged when leaving the room. This is especially important when leaving for a weekend or for vacation periods.

G. No student shall place tape over, tamper with, or disconnect a circuit breaker or a fuse.

H. Students have a responsibility for exercising good judgment in the use of electrical appliances in the residence halls.

5. FIRE ESCAPES
   Fire escapes are not to be used to enter or exit from a hall except during a fire drill or in the case of an actual fire.

6. HALL CLOSING
   All residence halls are closed during Thanksgiving vacation, spring vacation, and semester break. Closing hours will be announced by the Director of Student Life. No student may stay in a hall after it has been closed for a vacation period.

7. HOUSING CONTRACTS
   A. A housing contract is binding for the entire academic year. Students who desire to be released from a contract should contact the Director of Student Life.

   B. Students must occupy their rooms in person and may not sublet to another person. Students may change rooms only after first receiving authorization from their Head Resident. Violations will result in a $10 administrative charge and may result in the cancellation of the contract.

   C. Any student who changes his housing status must contact the Director of Student Life to make the necessary arrangements.

   D. Students who take less than 12 hours of credit and who wish to remain in a residence hall must contact the Director of Student Life. Failure to do so may result in the cancellation of the contract.

   E. Students who continually refuse to accept an assigned roommate may be moved to another space, may be charged for the space, or may have his/her contract cancelled.
E. The College reserves the right to change room assignments after due and reasonable notice to the assignee.

G. The College reserves the right to cancel or change room assignments in the interest of order, health, discipline, or other urgent reasons. Such action may be taken by the Director of Student Life. A student may appeal such action to the Dean of Students or to the College Judicial Council as appropriate.

8. KEYS

Keys to student rooms and to the front doors of residence halls are not to be duplicated. Lost keys are to be reported immediately to a residence hall staff member. The charges for replacing keys are: $25.00 for a front door key, and $5.00 for a room key. These amounts cover the expense of changing locks and issuing new keys.

9. MAINTENANCE AND DAMAGE CHARGES

A. All students shall be held responsible for any damages that occur in their room. Such damage includes: removed or lost screens, broken windows, doors, furniture, paint pulled from wall as a result of mounting posters and pictures with scotch tape (masking tape should be used for mounting objects on walls).

B. Students involved in damaging equipment or property in areas other than their room are responsible for damages and other related expenses.

10. MOVEMENT OF FURNITURE

No student shall move college equipment or furnishings from room to room or from hall to hall without first receiving authorization from the Head Resident. Movable furniture contained in individual rooms may be rearranged within the room to suit the taste of the occupants.

11. OPEN HOUSE

Madison College presently offers students four different Open House options. These are:
- Special occasions only
- Weekends only
- Five days per week
- Seven days per week (available to freshmen with parental permission)

The hours for Open House are as follows:

- Monday-Thursday: 12:00 noon to 12:00 midnight
- Friday: 12:00 noon to 2:00 a.m.
- Saturday: 9:00 a.m. to 2:00 a.m.
- Sunday: 9:00 a.m. to 12:00 midnight
The following policies are to be followed during all periods of Open
House:

A. Guests may be in non-public areas of a hall only during Open
House hours. Non-public areas include: hallways, stairways,
elevators (except to go to and from authorized areas), floor or
unit restrooms, suite lounges, and student rooms. Guests may
use: main lobbies, recreation rooms and hall television rooms,
during non-Open House hours but not prior to or past the
normal hall opening and closing hours. Refer to policy no. 18 for
information on twenty-four study lounges.

B. Guests must be escorted at all times by a member of the hall of
which he/she is a guest.

C. Students are responsible for the actions of their guests and
should not have more guests at any one time than they can
supervise and control.

D. In the event of an individual violation, the guest/guests will be
asked to leave the hall and the host/hosts and their guest/guests
will be reported. Such violations may be heard by the appropriate
Area Judicial Board. Non-residents who refuse to leave the
hall are guilty of trespass and are subject to arrest.

E. In cases of floor or section violations (parties, unescorted guests,
or excessive noise) the residence hall staff member on duty may
at his/her discretion, terminate the Open House for the floor or
section involved. If deemed necessary, the Open House may be
terminated for the entire hall. In the case of such violations
the Director of Student Life may revoke the floor, section,
or hall Open House privileges for a specified amount of time.

12. OVERNIGHT GUESTS

A. Overnight guests of the same sex are permitted in residence halls
and College-operated apartments provided an unassigned bed is
available or a roommate, suitemate, or friend has agreed in
writing to the use of his/her bed by the guest. All guests are to
be registered at the hall office. The written approval for the use
of a bed is to be presented to the staff member at the time the
guest is registered.

B. The host is responsible for the activities of his/her guest while
they are in the hall.

C. Residents are urged not to have overnight guests during final
examination week.

D. Guests may not stay overnight for more than two consecutive
nights without special permission from the Head Resident (or
the Director of Student Life in cases involving Showalter apartments).

13. PROPER CHECK OUT
A. Students must turn in their keys and have the condition of their room approved as part of the residence hall check-out procedure. This does not apply to those students who are leaving their hall for vacation periods.

B. Students who move from their hall without properly checking out will be charged a fee of $10.00.

C. In cases where the $10.00 fee does not cover the expense of returning a room to usable condition, students will be held responsible for the additional expense.

14. QUIET HOURS
A. The Hall Council and Residence Hall Staff of each hall are responsible for setting quiet hours and seeing that the hours and other pertinent information are posted in the hall.

B. Reported violations of quiet hours will be referred to the appropriate Area Board.

15. RADIO, STEREOS, AND SOUND AMPLIFICATION EQUIPMENT
Radios, stereos, and sound amplification equipment may be used by residence hall students for their personal enjoyment in accordance with the hall Quiet Hour policy.

16. ROOM INSPECTION
A. The College reserves the right to periodically enter college owned rooms to insure that safety precautions are being observed and that sanitary conditions exist.

B. College owned rooms may also be entered for cleaning, painting, repairs, and maintenance.

C. In the case of a routine inspection, residents will be given 24 hours advance notice.

D. In the case of requested service or a maintenance emergency, a room may be entered without notice.

E. Students who persist in living in unsanitary rooms will be assessed a fee for the cleaning of the room and may have their housing contract cancelled.

17. SUNBATHING
Sunbathing on roofs, decks, and porches of residence halls is prohibited. These areas were not constructed to accommodate the extra weight involved.
18. TWENTY-FOUR HOUR STUDY LOUNGES

Each residence hall may, through its student government, recommend that an area serve as a 24-hour study lounge. The Head Resident of each hall will approve or disapprove the recommendation. The designated area and the policies which apply shall be conspicuously posted throughout the hall. The following policies shall apply:

A. Students planning to use a 24-hour study lounge must be in the hall when the hall is closed.

B. Non-resident students who use the 24-hour study lounge must take the most direct route to and from the designated area and are not to enter the other areas of the hall.

C. Non-residents must be escorted by a resident of the hall at all times while using the 24-hour study lounge.

D. Non-students are not permitted to use the 24-hour study lounge except when permission has been granted by the Head Resident.

E. Hosts are responsible for the action of their guests.

19. WATER BEDS

Water beds are prohibited in college residence hall rooms and apartments because of their excessive weight and the danger to personal and college property from water.

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DINING HALL POLICIES

A. All students must properly identify themselves to gain admission to the dining area.

B. Meal cards are non-transferable and may not be used by any individual other than the student to whom the card was originally issued.

C. No food or beverage may be carried out of the dining hall.
IV. JUDICIAL PROCEDURES

I. INTRODUCTION

Whatever else a college may be, it is primarily a community of individuals who come together for the purpose of education. As with any community, it must establish behavioral boundaries which produce the type of environment and atmosphere necessary to best achieve its stated purposes and protect its academic integrity. The basic purpose of rules, regulations, and judicial systems must, of necessity, be to support and maintain an environment in which learning, growth, and maturity can take place. The disciplinary powers of the college and its judicial procedures should safeguard the educational process, protect the rights and freedoms of members of the community and insure the safety and security of people and property. The college has both a right and obligation to set reasonable standards of conduct consistent with the goals of the institution for students who voluntarily and willingly choose to become members of that college community. Students, in turn, have the right to fair and equitable procedures in the event they are ever charged with a violation of college policies.

Madison College views discipline and judicial proceedings as a part of the teaching process. As the United States District Court for Western Missouri has stated:

The discipline of students in the educational community is, in all but the case of irrevocable expulsion, a part of the teaching process. In the case of irrevocable expulsion for misconduct, the process is not punitive or deterrent in the criminal law sense, but the process is rather the determination that the student is unqualified to continue as a member of the educational community... In lesser disciplinary procedures, including but not limited to guidance counseling, reprimand, suspension of social or academic privileges, probation, restricting to campus and dismissal with leave to apply for readmission, the lawful aim of discipline may be teaching in performance of a lawful mission of the institution.

(General Order on Judicial Standards of Procedures and Substance in Review of Student Discipline in Tax Supported Institutions of Higher Education, 45 F.R.D. 133, 142 (W.D. Mo. 1968)

Judicial proceedings in the college community are administrative in nature rather than criminal and are not required to conform to the full extent of sophisticated procedures and rules demanded in a criminal law trial. The authority of the college to discipline students for violations of its regulations and the power of the civil authorities to deal with violations of general law are clearly separate proceedings, each with a somewhat different nature and purpose. The aim of these proceedings is to arrive at fair and impartial decisions which insure that individuals assume full responsibility for their actions and insure the rights, freedoms, and safety of all members of this educational community.
II. STUDENT RIGHTS

1. The right to a fair and impartial hearing before a duly constituted judicial body or Hearing Officer.

2. The right to a presumption of innocence until proven guilty.

3. The right to be notified of the charges against him, the specific rule or policy violated, and the time and place of the judicial hearing at least forty-eight (48) hours prior to the hearing, provided the student has informed the College of his current address. If the student has not informed the College of his current address, the College has only to make a reasonable attempt to notify him at the last address the student provided. (This right may be waived in writing by the student if he so desires.)

4. The student shall have the right to an advisor of his choice, provided that person is willing to serve as an advisor, to assist and advise the student during the investigation. Such advisors shall be selected from the College Community, i.e. any full-time student who is a member in good standing. This right shall extend to all judicial proceedings and pre-trial investigation.

5. The right to confront his accuser and cross-examine all witnesses testifying against him.

6. The right to present witnesses to testify in his defense. The judicial body shall have the authority to limit the number of witnesses by a two-third (2/3) vote of those members present, in order to avoid unreasonable delays where the testimony would be repetitious or unnecessary.

7. The right to be present during the entire hearing (except for closed judicial deliberation) and know all evidence used in the proceeding. He may, however, elect not to appear and his failure to appear shall not be construed as an admission of guilt.

8. The student has the right to remain silent and such silence shall not be construed as an admission of guilt.

9. The right to be notified in writing of the decision or recommendation of the judicial body or Hearing Officer within ten (10) days of the date of his hearing.

10. The right to one appeal to a higher judicial body or College administrative official within five (5) working days of receiving the judicial decision for any of the following causes:
   a. violation of due process and student rights
   b. new evidence
   c. inappropriate penalty
The Chairman of the appeals body or the Appellate Hearing Officer has the right to accept or reject all appeals.

11. The right to have access to an official record of his hearing involving any major violation (cases heard by the College Judicial Council) for the purposes of preparing an appeal. This record shall be prepared at the student’s expense and shall consist of either a written transcript of the hearing or a copy of the tape recording made at the hearing at the discretion of the College.

III. COLLEGE JUDICIAL SYSTEM

A. Life Style Conduct Boards

1. There are to be two (2) Life Style Boards each consisting of members nominated by the SGA Executive Council with Senate approval.

2. The two boards will be composed as follows:

   a. Life Style Board A will have one (1) member from each dorm that has the Life Style Option I, II, and III.

   b. Life Style Conduct Board B will have one (1) member from each dorm that has Life Style Options IV, V, and VI, and two (2) members consisting of day students (as defined by the College).

3. The duties of the Life Style Conduct Boards will be to act as the Judicial Body for all minor violations occurring in the dorms with the Life Styles they represent.

4. An accused person will have the choice of appearing before the appropriate Board or an administrative Hearing Officer.

5. The Chairperson of each Life Style Board will be appointed by the President of the Student Government with approval of the individual Life Style Board.

6. If a student wishes an appeal from either the Life Style Board or the Hearing Officer he will go to either another member of the Office of Student Services or to the Social Conduct Board.

B. Social Conduct Board

1. The Social Conduct Board will be composed of seven (7) members; one student from each of the Life Styles represented and one day student.

2. The Chairman of this Board will be appointed by the President of S. G. A. with the approval of the Board.

3. The duty of this body is to hear appeals from the Office of Student Affairs or from the Life Style Conduct Board.
MADISON COLLEGE JUDICIAL SYSTEM

Appellate Jurisdiction:
All Appeals from Lower Courts

Appellate Jurisdiction:
Minor Violations, Honor Violations

Appellate Jurisdiction:
Minor Violations

Original Jurisdiction:
Minor Violations

President of the College

College Council

Appeals Committee of College Judicial Council (4 members)

Judicial Control Board

College Judicial Council (5 students 5 faculty - chairman)

Social Conduct Board (7 students)

Honor Council

Appellate Hearing Officer

LIFE STYLE BOARDS A B

Hearing Officer

Exception: During last 2 weeks of any term, Appellate Hearing Office may hear cases involving major violations

Judicial Board Route 28

Administrative Route
4. This Board has no original jurisdiction.

C. Hearing Officer
1. The Hearing Officer is a Student Affairs staff member appointed by the Vice President for Student Affairs, after reviewing recommendations submitted by the Student Judicial Coordinator.
2. The Hearing Officer shall have the power to hear all minor violations.
3. Decisions of the Hearing Officer may be appealed for cause to either the Social Conduct Board or to the Appellate Hearing Officer at the discretion of the accused student.

D. Appellate Hearing Officer
1. The Apellate Hearing Officer shall be a Student Affairs staff appointed by the Vice President for Student Affairs, after reviewing recommendations submitted by the Student Judicial Coordinator.
2. This officer shall have the power to hear appeals from both the Life Style Boards and the Hearing Officer.
3. The Appellate Hearing Officer shall also be empowered to hear all cases involving major violations occurring during the last two weeks of any semester or summer school session. The student shall be able to appeal decisions made by the Appellate Hearing Officer in major cases to the Appeals Committee of the College Judicial Council.

E. College Judicial Council
1. Membership
   The Council shall have a total of twenty-two members, two of whom (the Chairman and the Student Judicial Coordinator) will be non-voting members. Five of the members shall be faculty members, selected by the President, none of whom shall hold an administrative position higher than Head of a Department. Five of the members shall be students who are selected by the President of the College from the student body, exclusive of Student Government officers. The Student Judicial Coordinator shall be an ex-officio member, eligible to attend either the original hearing or the appeal hearing for each case, but he may not attend both. Additionally, there shall be five alternate faculty members and five alternate student members appointed by the President.
2. Term
   Appointment to the Council shall be on an annual basis. Reappointment shall be made with consideration to the need for continuity while maintaining a system of orderly rotation; however, a rigid rotation system is not necessary at this time.
3. Chairman
   The Vice-President of Student Affairs or his designate serves as Chairman of the Council with no vote. In case of a tie vote the ruling goes in favor of the accused to withdraw charges or lower the penalty.
4. **Vice Chairman**

The Chairman shall appoint a Vice Chairman to assume Chairmanship in the absence of the Chairman. The Vice Chairman shall have the same privileges and limitations as the Chairman when he presides as Chairman, and an alternate must substitute for him as a voting member on the Council.

5. **For Cases of Original Jurisdiction**

The above Council will be divided into two committees, one of four for the Appeals Committee, and one of seven for the Hearing Committee. The Vice-Chairman shall be Chairman of the Appeals Committee which shall be appointed by the President of the College from the members of the Council. In cases of Original Jurisdiction, in which the Chairman must remove himself from presiding, the Chairman will appoint a Chairman Pro-Tem for the Hearing Committee from the regular membership to the Council. The Chairman Pro-Tem shall have the same privileges and limitations as the Chairman when he presides as Chairman, and an alternate must substitute for him as a voting member on the Council.

6. **Decision**

The decision of the Council is given to the President of the College and the accused student by the Chairman of the Council, in the form of a recommendation. If the student does not appeal the recommendation within three (3) working days, the President of the College reviews the case and informs the student of his decision. This decision is considered the final action of the College in this case.

7. **Record of the Case**

A complete tape recording is maintained for each case. This record is submitted to the President of the College.

The final recommendation to the President of the College is submitted in writing within twenty-four (24) hours of the conclusion of the hearing. The final decision is made by the President and he informs the student in writing. Copies of the decision are sent to the parents (for students under 18 years of age), the Vice President for Student Affairs, and the members of the College Judicial Council.

Notification of withdrawal will be sent to the Dean of Admissions and Records, the Vice President for Academic Affairs and the Vice President for Business Affairs. This notification will include only that information necessary for the office involved and not be a report of the disciplinary action itself.

If the decision is to terminate or interrupt the academic progress of the student at Madison College, an entry is made on the Student’s permanent record in the Records Office. If the student’s progress is interrupted, this entry is purged upon completion of this interrupted period (suspension).
8. Grades
If the decision of the President of the College is to terminate or interrupt the progress of the student, the student will be withdrawn from the College effective the date of the decision. Grades will be based upon the principle applied for college withdrawals with no consideration for dates and no incompletes ("WP" for courses which the Student is passing and "WF" for those which the student is failing).

9. Use of Advisors
The accused student may use as an advisor any student of his choice who is a full-time member of the Madison College community. Students may request that a lawyer act as their advisor during their hearing by contacting the College Judicial Coordinator at least thirty-six (36) hours prior to the hearing. Permission to have a legal advisor may be granted to insure the accused student's rights under constitutional law. If permission to use professional legal advice is granted, the status of the advisor as a participant in the hearing does not change, and the College Judicial Coordinator may have the legal advisor of the College to advise or speak for him.

10. Training of Council Members
The Chairman of the Council and the College Judicial Coordinator are responsible for the preparation of the members of the Campus Judicial Council for their responsibilities. Introductory meetings are to be conducted with those members selected for the following year, utilizing the assistance of the College Attorney and other appropriate assistance.

11. Excused Members
If any member of the Councils feels that he has such previous contact with the case of the students involved that he cannot render fair judgment, he must request that the Chairman excuse him from serving for that hearing. A voting alternate will be appointed in his place.

Should the Chairman, because of acquaintance with the case or students involved, feel that he cannot serve in his capacity, he will be replaced by the Chairman Pro-Tern.

The accused student may request that any member of the Council excuse himself whenever he can justify a plea of bias on the part of the member. The Chairman of the Council will decide on such challenges and, if appropriate, ask the member to excuse himself. If the Chairman is challenged, the Council will by a majority vote decide whether or not he should be requested to excuse himself.

12. Appeal Procedure
a. In cases of original jurisdiction the student will be informed by the Hearing Chairman of the decision to be recommended to the President.
The student considering an appeal should notify the College Judicial Coordinator within twenty-four (24) hours that he wishes to secure a record of his hearing. The student will bear the expense of this process. If such a request is not made within twenty-four (24) hours, the original tape will be forwarded to the President of the College along with the Hearing Committee's recommendation.

Written request for an appeal must be received by the College Judicial Coordinator within 72 hours after the student has been notified of the recommendation. This request must specify the point(s) which the accused student challenges as defective.

b. Within forty-eight (48) hours of receiving a request for appeal the Chairman of the Appeals Committee will decide whether to dismiss the appeal or hear the appeal. If the appeal is denied, the student will be notified in writing. The President of the College and the Chairman of the College Judicial Council will also be notified.

If the Appeals Chairman elects to hear the appeal, the student and the accuser will be notified in writing of the time, place, and the date of the appeal hearing.

The hearing is to be restricted to a consideration of the points raised in the appeal request.

c. After examining records and hearing pertinent statements, the Committee will meet in executive session to consider its recommendation. If the appeal has included new evidence or contention of error, the Committee will vote first on innocence or guilt and then on the penalty. If only the penalty is in question, the Committee will first vote on whether or not to affirm the previous penalty. If the majority votes not to affirm, the Committee will then consider a new penalty which may in no case be more severe than that proposed by the original Hearing Committee.

The Chairman of the Appeals Committee will notify the Chairman of the Judicial Council of the Committee's action. The Judicial Council Chairman will then submit a full report including documents and tapes of both original and appeal hearings to the President of the College.

F. Honor Council

See Section VII of this document.

G. Student Judicial Coordinator

1. The office of Student Coordinator will be filled by a student nominated by the Executive Council and approved by the S. G. A. Senate.
2. The duties of this office shall be to work with the College Judicial Coordinator in investigating alleged violations and reporting them to the appropriate Judicial Body. The duties include performing all necessary work in helping this system to function.

3. The term of office of the Student Judicial Coordinator shall be from April 15 of each year to April 14 of the following year.

H. Judicial Control Board

1. A Judicial Control Board will be created consisting of one faculty member, one administrator, and two students.

2. One of the students will be appointed by the President of S. G. A with the approval of Senate or can be the President of S. G. A. with Senate approval. The other student member shall be the Honor Council President.

3. The Judicial Control Board reports to the College Council and its duties consist of monitoring the actions of the Judicial System, and insuring due process.

4. The Judicial Control Board is also the policy making board of this Judicial System.

IV. JURISDICTION: MAJOR AND MINOR VIOLATIONS

The original jurisdiction for all judicial cases shall be assigned by the joint agreement of the College Judicial Coordinator and the Student Judicial Coordinator. The Vice President for Student Affairs has final authority in deciding which judicial body shall hear each case in the event of a conflict.

A. “Major Violations” are those in which the student may be in jeopardy of separation from the college and are usually assigned for hearing to the College Judicial Council except during the last two weeks of any college term. The following policies (in abbreviated form) are generally considered major violations (See pages 13-24, for the complete description of any policy);

1. Improper demonstrations
2. Disorderly conduct
3. Use or possession of illegal drugs
4. Failure to comply with a disciplinary decision
5. Falsification of official information
6. Personal abuse
7. Trespass
8. Violence to persons
9. Unauthorized use or possession of weapons
10. Theft
11. Interference with Judicial Process
Additionally cases will be considered major violations which involve any of the following:

1. Repeated violations of any college regulations and policies
2. Cases involving the use of campus Security Officers or civil police
3. Cases involving prosecution in civil courts which affect the College’s pursuit of its educational mission.
4. Cases involving multiple violations of college or Residence Hall policies in one incident.

B. “Flexible Violations” are those which may be considered to be either major or minor depending on the circumstances involved in each case. Determination as to jurisdiction will be assigned as outlined earlier for violation of the following policies.

1. Obscene Conduct
2. Compliance with an official request
3. Destruction of Property
4. Fire Drill and False Alarm
5. Unauthorized Entry
6. Projectiles
7. Residence Hall Visitation
8. Dangerous Practices (including use or possession of fireworks)

C. “Minor Violations” are generally assigned to Life Style or Social Conduct Boards for hearing if the student involved has not been convicted of any previous violations. Infractions of the following policies are usually considered violations:

1. Alcoholic Beverages
2. Bicycles
3. Fire Fighting Equipment
4. Littering
5. Smoking
6. Soliciting, Selling, and Publicizing
7. Sound Amplification Equipment
8. Candles
9. Pets
10. Quiet Hours
11. Residence Hall Security and all Residence Hall policies (pgs. 19-24)

The College reserves the right to develop and implement new policies or regulations not presently included in this document. It is the responsibility of the College to make a reasonable attempt to inform the student body of any change in or addition to the current policies and regulations and to indicate whether an infraction of the policy is to be considered a major or minor violation.

V. PENALTIES

Any student found guilty of violating any of the regulations or policies of Madison College may be subject to one or more of the following penalties:

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A. Fines

Fines may be imposed by any judicial body or hearing officer and shall be no less than $3.00 and not greater than $50.00 depending upon the degree of the infraction. All payments are in cash only and are to be made to the College Cashier in Wilson Hall within two weeks of notification of judicial decision. Failure to pay the fine will result in further judicial action and the imposition of more severe penalties.

The money collected from fines will be used for emergency loans for students in need. The use of this money will be authorized by the President of the Student Government Association and the Dean of Students. No other use of these monies will be authorized.

B. Disciplinary Probation

The accused student is notified in writing that he has been found guilty of a serious violation of College policies or regulations and that conviction of any further violations of any nature will be justification for consideration of suspension within the range of appropriate penalties. Probation shall be for a specified period of time and may include loss of privileges or eligibility to participate in extra curricular college activities at the discretion of the judicial body or Hearing Officer.

C. Suspension from the Residence Hall

The student loses the privilege of living in the college residence halls for a specified length of time after which time he is allowed to reapply for residence hall living, through the Director of Student Life, and will be admitted provided there is space available.

D. Expulsion from the Residence Halls

The student loses the privilege of living in college residence halls at any time.

E. Restitution

Reimbursement by the student to the College or a member of the College community to cover the cost of damage to or misappropriation of community or personal property.

F. Suspension

Suspension means that a student is suspended from Madison College for a specified length of time after which he is allowed to return to the College. Judicial bodies may only recommend suspension to the President of the College who is the only official empowered to actually suspend any student.

G. Expulsion

The student loses the privilege of attending Madison College as a student
and is permanently separated from the College. Judicial bodies may only recommend expulsion. The President of the College must review and make the final decision on any expulsion penalty.

H. Range of Penalties Assigned to Each Judicial Body and Hearing Officer

1. **Life Style Boards** may assign any of the following penalties:
   a. Fines
   b. Disciplinary Probation
   c. Suspension from the Residence Halls
   d. Expulsion from the Residence Halls
   e. Restitution

   Additionally they may recommend a more severe penalty to the College Judicial Council if they feel that the violation warrants such a recommendation.

2. **Social Conduct Board** may assign any of the following penalties:
   a. Fines
   b. Disciplinary Probation
   c. Suspension from the Residence Halls
   d. Expulsion from the Residence Halls
   e. Restitution

   Additionally they may recommend a more severe penalty to the College Judicial Council if they feel that the violation warrants such a recommendation.

3. **Hearing Officer** may assign the same penalties as Life Style Boards.

4. **College Judicial Council** may assign any of the entire range of penalties listed in sub-section A through G.

5. **Appellate Hearing Officer** may assign the same penalties as the College Judicial Council.

I. Guidelines for Assignment of Penalties

In order to maintain fairness and uniformity in the assignment of penalties for certain offenses the following guidelines should be observed:

1. Any person found guilty before Life Style or Social Conduct Boards for a first violation of Open House Regulations will be fined not less than $5.00 and not more than $25.00.

2. Any person found guilty of a first infraction of the Alcoholic Beverage Regulation will be fined not less than $5.00 and not more than $25.00.

3. A second conviction for any College policy violation will be looked upon as a serious matter and may result in a recommendation for suspension from the College.
VI. JUDICIAL PROCEDURES

A. Charges

1. A charge may be made at the Dean of Student’s Office (Alumnae Hall) to the College Judicial Coordinator or Student Judicial Coordinator by any person alleging that a student has violated a college policy or regulation and giving the relevant details of the violation.

2. The Student Judicial Coordinator and the College Judicial Coordinator will conduct an investigation of all minor charges to determine:
   a. the validity of the charge, and
   b. whether there are grounds for a formal charge and the initiation of judicial proceedings.

   The College Judicial Coordinator will supervise investigations of major violations.

3. If the investigation produces sufficient cause to believe that a violation of College policies has taken place, the student will be contacted by mail, informed of the charge, and asked to make an appointment with the College Judicial Coordinator at the Office of the Dean of Students (phone 6167). The student may bring his advisor to this meeting if he so desires. At this meeting, the College Judicial Coordinator will explain the charges against the student, inform him of his rights and judicial procedures, and in the case of a minor violation, allow him to choose between having his case heard by a judicial board or by an administrative Hearing Officer. If a student fails to make an appointment with the College Judicial Coordinator within three days after being properly notified, the case will automatically be referred to the appropriate judicial body for hearing.

4. Proper notification shall consist of written notice mailed to the student’s last address on file with the college or placed in his assigned student mailbox. The notice will be considered received one day following the date the notice is posted at a U. S. Post Office facility or placed in the student’s mailbox. This shall apply to notification of both judicial conferences, official judicial hearings, and judicial decisions.

B. Hearing Procedures

1. All hearings are open unless the accused student requests a closed hearing. If the number of spectators or disorderly behavior disrupts the judicial hearing in any manner, the judicial chairman may order any or all spectators to leave the hearing room. The chairman may
also prohibit the use of cameras or unauthorized tape recording equipment.

2. The accused student shall receive all the rights guaranteed in the student rights section of this document, including the right to present his defense and cross-examine all adverse witnesses. The student's advisor is prohibited from addressing the judicial body or cross-examining any witnesses except in major cases heard by the College Judicial Council or the Appellate Hearing Officer.

3. The appropriate college staff member or accusor has the right to question all defense witnesses and the accused student.

4. The order of a judicial hearing will generally proceed in the following manner:
   a. Introduction of the board
   b. Answer any questions concerning rights or procedures
   c. The statement of charges is presented
   d. The accused student enters a plea:
      1. not guilty
      2. guilty
      3. withhold plea pending presentation of the evidence
   e. Presentation of evidence against the accused student:
      1. each witness is called individually
      2. the accused student or his advisor (in major cases) is given opportunity to question each witness
   f. Presentation of evidence in favor of the accused student:
      1. each witness is called individually
      2. The accusor or college representative is given opportunity to question each witness
   g. The board members may question the witnesses as they are called.
   h. The accusor or college representative presents his concluding remarks.
   i. The accused student or his advisor (in major cases) may present concluding remarks and enter a plea if one was not entered previously.
   j. All are excused from the hearing room except judicial board members.
   k. The board will consider only information introduced in the hearing and deliberate until a decision is made as to guilt or
innocence. The decision is based on the preponderance of the evidence and is decided by a simple majority vote.

1. If the decision is guilty, then the board decides on an appropriate penalty, using a simple majority vote.

m. The decision is announced in the presence of only the person(s) bringing charges and the person charged and the advisor.

n. The student is informed of his/her right of appeal and the appropriate procedure for initiating an appeal.

5. The chairman of the judicial body shall have the right to limit the length of testimony of any witness or participant in the hearing if it appears to be repetitious or does not contribute positively to the fair and efficient adjudication of the case currently being considered.

6. Hearing Officers will follow the same procedural guidelines as regular judicial boards except that a student may enter a written plea of guilty and waive his right to an extensive judicial hearing. If the student wishes to do this, the Hearing Officer will accept the guilty plea and decide only on an appropriate penalty after a statement by the accused student concerning any extenuating circumstances which may have affected his/her involvement in a violation. Decisions made in this manner may only be appealed on the basis of harshness of penalty.

7. If an accused student refuses or fails to appear at a hearing after being properly notified, the judicial body shall hear the case on the basis of the evidence accumulated as a result of the investigation and the testimony of witnesses and notify the accused student of the decision.

8. An accused student may request one postponement of a judicial hearing by contacting the College Judicial Coordinator (phone 6167) at least 24 hours prior to the scheduled hearing. Adequate cause for postponement must be demonstrated.

9. A minimum of five (5) members must be present in all Life Style and Social Conduct Board meetings in order to hear a case.

10. Any alleged minor violation which takes place during the last two weeks of any semester or school term shall be heard by a Hearing Officer only, with full right of appeal to the Appellate Hearing Officer.

11. When a student commits a major violation during the last two weeks of any semester or school term, if the case cannot be scheduled before the College Judicial Council, the student may choose, providing he is not a graduating senior, one of the following options in the adjudication of his case:
a. The case may be heard immediately by the Appellate Hearing Officer provided witnesses are available. (This is the only option available to graduating seniors.)

b. The case may be heard at a regular meeting of the College Judicial Council when the next school term begins provided witnesses are available. (Not applicable to graduating seniors.)

c. For cases occurring at the end of Spring semester, the accused student may request that the case be postponed during the summer and heard as soon as possible after the beginning of the Fall semester provided the witnesses are available. (Not applicable to graduating seniors or Summer School students.)

If the student wishes to have his case heard when witnesses are not available, he may waive in writing his right to cross-examine the witnesses and the written statements of all witnesses will then be accepted as legal evidence and testimony by the judicial body or hearing officer. The accused student may, however, challenge the testimony given in these statements by presenting witnesses in his own behalf.

12. The Judicial Board Chairman or Hearing Officer rules on the admissibility of all evidence introduced during the hearing. Because the hearing is administrative, rules of criminal evidence do not apply.

C. Emergency Procedures

1. If the College President or his designee determines that the presence of an accused student presents a clear and present danger to the orderly operation of the College or to the safety and welfare of members of the College community, the President or his designee may immediately suspend that student.

   a. The suspended student may within 48 hours of being notified of such suspension, request an informal hearing before the Appellate Hearing Officer to determine only the validity of the suspension and to determine if the interim suspension should continue.

   b. A formal judicial hearing shall take place within seven (7) working days of the date of the interim suspension hearing to fully adjudicate the case.

2. If the President of the College determines that additional judicial bodies are required during an emergency situation to hear cases involving major violations, he shall be empowered to appoint Emergency Judicial Councils.
a. These Emergency Judicial Councils shall be composed of four (4) student members and four (4) faculty members with a non-voting faculty chairman. All members shall be appointed by the President.

b. These Councils shall operate under the same procedures and have the same powers as the College Judicial Council.

c. Decisions of these bodies may be appealed to the Appeals Committee of the College Judicial Council.

d. These Councils shall be dissolved when all cases arising from the particular emergency situation which necessitated their creation have been fully adjudicated.

D. Appeals

1. Any student found guilty by a Judicial body or Hearing Officer shall have the right to appeal for cause within five (5) working days of receiving notice of decision by filing a written petition for appeal with the College Judicial Coordinator at the Office of the Dean of Students. Any other party, including the College, significantly affected or injured by the decision may also petition for appeal.

2. Decisions as to whether to hear or reject the appeal shall be made by the appropriate judicial board chairman or Hearing Officer within 48 hours of the filing of the request for appeal. If there is inadequate time for a judicial body to hear an appeal, it must then be heard by a Hearing Officer.

3. Appeal hearings will be concerned only with the points raised in the written appeal form.

4. Appeal bodies and Hearing Officers with appellate jurisdiction may take the following actions:
   a. affirm the findings and penalty of the lower judicial body or Hearing Officer
   b. determine new findings and/or increase the penalty (only in appeals brought by an affected party other than the accused student)
   c. reduce the penalty
   d. dismiss the charge(s) against the student

5. A student found guilty of a violation may not be given a more severe penalty as the result of his or her decision to appeal to a higher judicial body. If the appeal is brought by another affected party, including the College, the decision may be changed and a more severe penalty assigned.
6. The College in adopting an adjudicatory system with extensive participation by students and faculty recognizes that imperfections in procedures and errors in rulings of judicial bodies are inevitable. Appellate bodies reviewing appeals based on technical, procedural, or interpretative errors will act upon two principles: first, that the disciplinary format adopted by the College is administrative and not judicial in spirit and that considerable latitude of discretion must be permitted if excessive judicialization and legalisms are to be avoided; second, that only errors that significantly prejudice or may reasonably have prejudiced in a significant way the interests of an accused student are to be grounds for reversal. Further, only the party so prejudiced may appeal such errors. Further, the provisions of this Resolution as to scope of review are to be applied in manner calculated to achieve substantial justice and not to be results forced by technicalities.

E. Changes and Amendments
The procedures, definitions, and powers described in this document are subject to change by the President or Judicial Control Board at any time. If any change is deemed necessary, such changes shall continue to guarantee a fair hearing with the full protection of due process as defined by the Courts. Students shall be informed in writing of any changes in this document.

VII. SUMMER SCHOOL

Section 1. There shall be a summer session Social Conduct Board who, in conjunction with the regular Hearing Officer, shall hear cases, involving minor violations during the summer school.

Section 2. A Committee composed of the Student Judicial Coordinator and Life Style and Social Conduct Chairpersons shall nominate seven (7) students to this Board who plan to attend the summer session. Individuals nominated must be approved by the Executive Council of Student Government. Students with previous Board membership will be given preference over students who do not. Should vacancies exist when the summer session convenes or otherwise occur, the summer Student Government President shall appoint members from the summer student body with approval of the Student Judicial Coordinator.

Section 3. Should the Student Judicial Coordinator not attend any of the summer sessions, the Vice-President of the summer Student Government shall act as Student Judicial Coordinator.

Section 4. The Student Judicial Coordinator shall nominate a secretary from the summer Social Conduct Board with approval of that Board.
Section 5. The appeal body of the summer Social Conduct Board shall be
the summer Judicial Council or the Appellate Hearing Officer, at the
discretion of the defendant.

Section 6. All trial rights, procedures, and processes included in the
Statement on Campus Justice not inconsistent with this summer session
article shall apply to the summer sessions.

VIII. THE HONOR COUNCIL

The following is reprinted from the Honor Council Constitution for your
information. A complete copy of the constitution may be obtained from the
Honor Council office in the Warren Campus Center.

Article IV. Scope of the Honor System

Section 1. The jurisdiction of the Honor Council shall extend to all cases
involving cheating or related academic matters.

A. Deliberately failing to tell the truth when questioned by faculty
   or members of the Honor Council during investigations, hearing
   shall constitute an honor violation.

B. Falsification of records such as deliberately signing class rolls for
   absentees is a violation of the Honor System.

Section 2. All scholastic work, whether in the classroom or out, shall be
the student’s own, and shall be done in accordance with the requirements
of the professor. Students may work together, if the professor permits it.
Otherwise, all papers, parallel reading, experiments, and tests shall be each
individual student’s work. Deliberate plagiarism is a violation of the Honor
System. Each professor shall explain his requirements to each class, and a
copy of these requirements shall be filed with the Honor Council. If there is
any doubt, the students should consult the professor.

Section 3. All tests and examinations are administered under the Madison
Honor System. The student who gives illegal aid is as responsible as the student
who receives it. A student’s signature on a paper shall be his pledge that he
has not violated the Honor Code.

Section 4. It is each student’s obligation and responsibility both to
himself as part of his individual honor, and to Madison College to report any
violation of academic dishonesty. Proper procedure for reporting offenses are
defined in Article V.

Section 5. Any member of the College community may be present at
Honor Council hearings if requested by the members of the Council or other
parties involved to clarify pertinent information concerning the hearing.
Article V. Procedure

Section 1. Any student, conscious that he has violated the Honor System, shall report himself to a member of the Honor Council.

Section 2. Any student who observes a violation of the Honor System shall, if possible, solicit the aid of a witness to the act and the two must promptly investigate the violation. If they feel they have sufficient evidence, they shall ask the accused for an explanation. If it is unsatisfactory, they shall request the accused to report himself to the Honor Council within forty-eight hours. When he reports himself he shall also give the names of his accusers, who shall be notified by the Honor Council that he has reported himself. If the accused does not report himself within forty-eight hours, the accusers shall report the violation to any member of the Honor Council.

Section 3. A faculty member observing a violation of the Honor System will speak to the student recommending that he report himself to a member of the Honor Council. If he fails to do so within the forty-eight hour period, the faculty member shall then report the offense to the Honor Council.

Section 4. If any student observes a violation of the Honor System, it is his responsibility to report it. Reporting an offense is preserving the integrity of the group.

Section 5. Any student who reports himself or is reported to the Honor Council shall have the right of a full and impartial hearing by a simple majority of the full membership of Council. Any conviction shall be based on a two-thirds vote of the voting members present. If the charges are not upheld, details of the hearing shall be deleted from the minutes.

Section 6. The Investigation Procedure shall be conducted by the Investigating Committee of the Honor Council which will consist of three members of the Council appointed by the President for a one month term. The President is reserved the right to create auxiliary committees if a back log of cases arises to speed the process. The chairman of the committee will be appointed by the President.

A. All members of the Investigating Committee will be present throughout any investigating interviews.

B. The accused will receive a written statement containing the charge filed against him and will be referred to his student rights and informed of the time of the first preliminary investigation interview. If the accused attends this interview without an advisor, he will be requested to secure one. If the accused feels unable to find a competent advisor, Honor Council shall give him a list of students who have offered their services. One of these people will be contacted and a future meeting shall be scheduled. If the accused desires to waive the right of a student advisor, he
shall be asked to sign a form stating so. Without an advisor, the accused shall not be represented during investigation interviews.

C. After an advisor is secured, the investigating committee shall set up appointments with accusers and witnesses at which all members of the investigating committee and the advisor must be present. Repeated failure to cooperate on the part of the student advisor will result in the continuing of the investigation without the advisor, but with his knowledge of the appointment.

D. All evidence to be presented at the hearing shall be made available to the accused and his advisor before the hearing date and the accused and the advisor will be given 48 hours notice of the hearing date.

E. A decision to drop a case must be unanimous. If there is enough evidence for a hearing, then the final function of the Investigating Committee shall be to present the facts of the case at the hearing.

F. The accused and all witnesses in the case shall write statements stating in their own words what happened.

Section 7. All hearings shall be conducted by the President according to parliamentary procedure.

A. All hearings shall be open to the student body unless there is a request from the accused for a closed proceeding.

B. Members of the Council, the student advisor, or the accused if the right of the advisor has been waived, may question and/or cross examine any testimony given in the hearing.

C. At the beginning of the hearing, all witnesses, accusers, accused, advisor, and spectators enter the room. The only time during the proceedings of an open hearing that the room shall be cleared is to be during deliberation of the Council. All deliberation of the Council shall be kept in confidence.

D. After all facts have been presented and questioning transpired, the advisor (or the accused in absence of an advisor) shall present a summation of the case. The accused may add or emphasize any points he wishes at this time.

E. The room shall again be cleared and deliberation of innocence or guilt must be decided. If a guilty verdict is found the Council must further deliberate on an appropriate penalty.

F. Only parties directly involved in the case shall be present at the pronouncement of verdict. If a student is placed on Honor Probation, he is informed of this at the time. If the penalty is
recommendation for suspension, the accused shall be told that the case shall be referred to the College Judicial Council before a final decision on a penalty can be made.

**Article VI. Penalties**

**Section 1.** In determining penalties, the Honor Council shall take into consideration whether a person (a) reported himself without being spoken to, (b) reported himself after being spoken to, or (c) had to be reported by others.

**Section 2.** Penalties of the Honor Council consist of:

A. **Probation** - This is the penalty given by the Honor Council. The student is permitted to remain in college; if the student appears before the Honor Council again, his previous penalty of probation is considered and weighs in the final penalty of the second offense.

B. **Suspension** - A recommendation shall be sent to the College Judicial Council that a student is suspended from Madison College for a specified length of time after which he is allowed to return to the college.

**Section 3.** Honor Probation shall be entered on the student’s record in the Office of the Vice President for Student Affairs. Suspension shall be entered on the student’s record until the time specified has been met - at such time it will be removed.

**Section 4.** In all cases, except those involving suspension, the decision of the Honor Council shall be final. All cases involving suspension, the recommendation of the Honor Council shall be submitted to the College Judicial Council of the College for review and recommendation to the President, who may suspend or dismiss students for such violation. The College Judicial Council shall serve as the Appeal System for the Honor Council and the accused.

**Article VII. Honor Pledge**

I understand the privileges and responsibilities of self-government in group living, and I realize that I am pledging my full cooperation in maintaining our honor system. I promise that, by personal actions and attitudes, I will uphold the principles of the Honor Code of Madison College.

Every student who matriculates at Madison College agrees to accept the principles of the Honor Code and to be held accountable, through the Honor Council, for upholding them.
V. ADMINISTRATIVE POLICIES

COLLEGE GOVERNANCE

THE PRESIDENT OF THE COLLEGE

In the implementation of his over-all administrative responsibility for the College, the President utilizes the advice and assistance of faculty, students and administrative personnel. This is accomplished primarily through elected faculty representatives, elected student representatives and appointed administrative persons. It is in this way that the faculty member and the student share in the decision-making process of the College.

THE COLLEGE COUNCIL

The functions of the College Council are to advise the President of the College on matters of college governance; to implement the functions and exercise the authority delegated to it by the President of the College; to review and make recommendations on matters proposed by the faculty, staff and students, or through Faculty Senate, Student Senate, Commissions or Committees; to refer appropriate matters to the Faculty Senate, Student Senate, Commissions, Committees, groups or individuals for consideration and recommendation.

The members of the College Council are twelve administrators, ten faculty members (six senators and two elected from each division) and six students (President SGA, President Honor Council, Chairman Campus Program Board, one full time graduate student, one student senator, one student elected from the senior class).

COLLEGE COMMISSIONS

The College Commissions are:

Commission on Undergraduate Studies
Commission on Graduate Studies and Research
Commission on Faculty Affairs
Commission on Student Services
Commission on Planning and Development

These Commissions report to the College Council. The Commissions are responsible for those decisions delegated to them by the College Council.

The Commissions shall seek the position of those immediately concerned on matters affecting them. Any member of a commission who believes there is a need for clarification on the position of the Faculty, or the Student Senate, or believes there is a general faculty or student concern, may request referral to the appropriate senate, whereupon when seconded, Commission action will be deferred until the Faculty Senate, or the Student Senate, reports, or thirty days have elapsed. Such action may occur only once on a given matter.
BOARD OF VISITORS

PRESIDENT

COLLEGE COUNCIL

Commission on Undergraduate Studies

Commission on Graduate Studies and Research

Commission on Faculty Affairs

Commission on Student Services

Commission on Planning and Development

Student Government Association
Executive Council and Student Senate

Faculty Senate

Student

Faculty
DEMONSTRATIONS AND PEACEFUL ASSEMBLY POLICY

Madison College seeks to preserve and to encourage the exercise of the rights of expression, conscience, affiliation, and peaceful assemblage. The College is equally mindful that a reasonable and lawful scheduling and assignment of College facilities, resources, and personnel, consistent with the civil liberties expressed in the first amendment of the United States Constitution, are necessary in order to assure the pursuit of educational programs, to accommodate the needs of all persons, and to respect the rights of all members of the College community.

The orderly conduct of classes is basic to the primary purpose of the College. Demonstration procedures are established to guarantee the continuation of this function and the continued health and safety of the members of the campus community. The College neither permits nor forbids demonstrations off campus by students or student organizations. The students or student organizations demonstrating off campus are reminded that they are expected to act in a manner that will conform to all national, state, and municipal laws and ordinances. The College is particularly concerned that this responsibility be fulfilled when students or student organizations demonstrating off-campus identify themselves as students of Madison College.

A demonstration is considered to be a public manifestation of welcome, approval, protest or condemnation through a mass meeting, procession, picketing, or occupation of a building, as by a "sit-in," "lie-in," or other unauthorized gathering. (Exhibitions commonly associated with social or athletic activities are not within the purview of this definition and the supporting regulations.)

In order to achieve all purposes above, to provide regulations in the event of demonstrations on campus by students or student organizations, and to assure the administration of this policy consistent with all the purposes expressed above, the following procedures are established:

A. The demonstration is to be registered with the Office of Student Activities in advance. It is expected that the demonstration will be registered 48 hours in advance. Registration is in no way to be used as a means of restricting freedom of speech, but is a means of providing for appropriate utilization of space.

B. At the time of the registration, the registrant is advised regarding reasonable demonstration activities, including location of areas, and length of time for completion of demonstration activity.

C. Demonstrations are not to block traffic.
D. Demonstrations are forbidden in the areas of the Health Center (College Infirmary), congregating in location of fire hydrants, and inside any buildings. (The restriction forbidding demonstrations “inside any building” does not apply to meetings or gatherings inside buildings for which requisitions are granted in advance, or those authorized in residence hall lounges or recreation rooms, or other spaces therein authorized by the dormitory regulations and/or policies; or in lounges or other spaces of the Campus Center, as authorized by regulations or policies governing use of that facility.)

E. The number of pickets may be limited by reasonable consideration of space in the proposed demonstration areas. Students are to be informed at the time of registration.

F. The right of expression is not to be confused with license to incite violence or to use indecent language, which is prohibited, because these are beyond legal and reasonable espousal of any cause for which demonstrations are conducted.

G. Students participating in an unauthorized demonstration, such as an assembly of students by a “sit-in” or “lie-in” in a restricted building, or any unauthorized gathering, shall disband within the time stipulated when directed to do so by the Vice President for Student Affairs, Dean of Students, or any other administrative official of the College.

H. If disturbance from observers begins to develop, the demonstrators are expected to refrain from altercations with observers.

I. Observers are expected to maintain a reasonable distance between themselves and the demonstrators at all times.

J. Observers may not obstruct legitimate demonstrations by physically blocking the path, by blocking other observers, throwing objects, or in any way acting to limit the right of free expression.

K. Both demonstrators and observers are expected to follow the directions of the campus police.

The Director of Student Activities shall submit to the Vice President for Student Affairs a summary of the advice given the applicants for demonstrations, and inform the Chief of the Campus Security Force of the proposed demonstration.

The Vice President for Student Affairs assigns one or more of the members of his staff to observe the demonstration. A complete report is made by the observing representative on the following day. This report is kept on file.

In the event that an assembly appears to be a demonstration related to grievances, those present should be advised that orderly procedures for the hearing of grievances are available and must be adhered to.
Penalties:
Any student found guilty of conduct contrary to the foregoing policy may be subject to suspension.

Appeals:
Any student or student organization convinced in good faith that arbitrary, unlawful, or unreasonable limitations have been imposed upon any demonstration or proposed demonstration may appeal to the College Judicial Council whose recommendation is submitted to the President of the College.

Any student or student organization subjected to disciplinary action under the provisions of the policies and requirements governing demonstrations may request a hearing before the College Judicial Council Hearing Committee. Appeals of the Decision of the Hearing Committee are submitted within 48 hours to the Chairman of the Appeals Committee. The recommendation of the College Judicial Council is submitted to the President of the College.

**RELEASE OF STUDENT INFORMATION POLICY**

Information contained in student records maintained by the College is divided into two major categories for purposes of release to individuals or agencies outside the College.

**PUBLIC INFORMATION**
The following kinds of information are considered a matter of public knowledge and will be released on an individual basis to those who have a reasonable and legitimate interest in the student:

1) campus mailing address 2) residence hall assignment 3) listed telephone number 4) home address 5) current enrollment status 6) dates of attendance 7) date of graduation 8) physical description 9) major and 10) date of birth. The distribution of rosters, or computer printouts of students, however, is not permitted except in exceptional cases approved by the Vice President of Student Affairs.

**CONFIDENTIAL INFORMATION**
All other information contained in student records, except for the public information listed previously, is considered confidential and will not be released to any outside source without the express written permission or request of the student. This includes all psychological, disciplinary, and academic information. The student must indicate on a signed request exactly what type of information is to be released and the specific individuals or agencies to whom the information is to be delivered.

In accordance with this policy, the student has a right to be notified whenever new material, which may be released to outside sources, is added to his student personnel file. It should be the responsibility of the Dean of
Students to inform the student of new additions to his student personnel file. If a student wishes to review the confidential information in his student personnel file which he may release, he can make an appointment with a Student Affairs staff member to discuss the contents of his file. In some cases, confidential material is added to a student's file which is to be used for College purposes only. This information is never released to any outside source and the student will not be permitted to review this material.

Occasionally, a personal reference may be requested of a Student Affairs staff member by a student. In such cases, the staff member must use his professional judgement in relating material which has come to his attention and consider carefully both objective facts and his personal opinions.

All requests concerning information involving psychological or medical matters should be addressed to the Director of the Counseling Center or the Director of the Health Center. All academic information will be maintained and distributed by the Records Office. Requests for disciplinary records or any other information should be directed to the Dean of Students Office.

**POLICY ON STUDENT PERSONNEL RECORDS**

Student Personnel records are maintained in the Dean of Students Office, the Counseling Center and the Health Center.

The Dean of Students Office maintains a separate file for each full time undergraduate student. It includes personal data, correspondence, reports, records of contact with staff members and disciplinary records. This file is destroyed when the student graduates. Records of students who withdraw or fail to re-enter before completing a degree will be maintained in an inactive file for three years after the last session of attendance and will be re-activated should the student be re-admitted within that period. After three years these records will be destroyed. It is the responsibility of the Dean of Students to maintain this file.

Items of public information included in the Dean of Students file may be released to those members of the college community who have a reasonable and legitimate interest in a student. These items include campus mailing address, residence hall assignment, listed telephone number, home address, current enrollment status, dates of attendance, date of graduation, major, physical description and date of birth. Other information is considered confidential but is available to (1) the student personnel staff (2) the Faculty Advisor (3) the President of the College and (4) the Vice-President for Academic Affairs. No other person - faculty, staff or students may have access to the student's file. If a student, parent or high school counselor desires information from the student's record, a member of the Student Affairs staff is available to discuss the record with him.

Each student is required to submit a physical examination record to the College Health Service prior to enrollment and at the beginning of his third
year of attendance. These forms along with other pertinent medical information are filed in the Health Center Office. Responsibility for their maintenance rests with the Health Center’s secretary. Health Center records are considered confidential and are handled as are all professional medical records. No person - faculty, staff or student - is permitted access to these records. Health records are kept on file for a period of ten (10) years.

Counseling Center records consist of the counseling psychologist’s personal notes of contacts with clients. These confidential records are maintained according to ethical standards of the American Psychological Association. No information will be released to individuals or college officers unless required by law or court order. Confidential material will be released to competent professional persons, who are engaged in the continuing treatment of the client, only if the professional so requests and the client has signed a statement authorizing this release.

SEARCH POLICY

Because a college is viewed as an educational community with special behavioral requirements, the courts have upheld the College’s right to enter and search student rooms with just cause, so long as they do not do so in an arbitrary and capricious manner which unnecessarily deprives a student of fundamental constitutional protection. The intent of this policy is to provide protection for the rights of each individual student while at the same time providing residence hall staff members and College officials the means to maintain and protect the educational environment necessary for the College to fulfill its primary purpose.

EMERGENCY ENTRY

A residence hall staff member may, without verbal or written authorization from a higher authority, enter a student’s room either forceably or with a building master key in cases of fire, explosion, bomb threat, attempted or suspected suicide, or other situations which call for the immediate entry in the interest of safety and security both for the residents of the room and the physical plant.

Any unauthorized or illegal items observed in student rooms during an emergency entry will not be confiscated and will not be used as a basis for disciplinary action or criminal prosecution. However, in the event of suspected vandalism, arson, assault, or other action which may have occurred in a room, Campus Security will be called in to conduct an investigation. The results of such an investigation may result in disciplinary action or criminal prosecution.

AUTHORIZED ENTRY

In the case of a known violation of a residence hall policy, e.g., Open
House, Pets, Fire Drills, Removal of Furniture, Quiet Hours, Guests, Disorderly Conduct, the Head Resident of a hall may request permission to make an Authorized Entry into a student’s room. The request would be made to the Duty Student Affairs Staff Member who would determine the merits of the request and either approve or disapprove the entry. In cases where the entry is approved, the Duty Student Services Staff Member would indicate to the Head Resident what information to include on the approval form. The Head Resident, accompanied by a Resident Advisor, would then notify the resident/residents of the room that authorization to enter the room had been obtained and enter the room using whatever means necessary. An authorization to enter form would be filled out by the Head Resident which would state exactly which areas may be inspected. When a room is entered on an Authorized Entry, the purpose would be to make a visual inspection of the room and bathroom (if appropriate). The staff member may look in the bathroom and also in the closet and under the bed. Cabinets, drawers, luggage, and other small storage areas would not be searched when a room is entered on an Authorized Entry.

An authorized entry would be requested only after a staff member had made an attempt to gain entry into the room through the permission of the occupant. In cases where a violation was believed to have occurred or was occurring within a room and permission to enter the room is not given, the residents would be informed that an Authorized Entry was being requested. If the door remained closed, a staff member should remain by the door while the Head Resident phones the Duty Student Services Staff Member to request permission to make an Authorized Entry. A copy of the approved Authorized Entry must be executed immediately. A complete report of the incident would be submitted to the Associate Director of Student Life by 9:00 a.m. the following morning.

AUTHORIZED ENTRY AND SEARCH

When a residence hall staff member has personal knowledge or information which indicates that a student has a weapon/weapons, dangerous materials, projectiles, firecrackers, or other dangerous items, with the exception of drugs, concealed in his/her room, a request should be made for an Authorized Entry and Search. The request would be directed by a Head Resident to the Duty Student Affairs Staff Member who would then inform the Dean of Student Services. If approval were given, the Director of Campus Security and Safety would be informed. The Director of Campus Security and Safety would then contact a Duty Security Officer and give verbal authorization to conduct an authorized entry and search of a student’s room for a specific item/items. An Authorized Entry and Search form would be filled out by the Duty Security Officer. A copy of the completed form would be given to the resident/residents of the room if they were present. In the event that the Dean of Students was not available, the Duty Student Services
Staff Member would contact the Director of Campus Security and Safety or the Director of Campus Police who would then contact the President of the College.

Resident Hall Staff Members would be available to assist the Security Officer in the execution of the Authorized Entry and Search. A complete report of the incident would be submitted by the Head Resident of the hall involved by 9:00 a.m. the following day. The Security Officer would make his own report to the Director of Campus Security and Safety.

SEARCH WARRANT ENTRY

In those cases where a staff member had personal knowledge or other information of a violation of a criminal nature, such as drugs, theft (not including the removal of large furniture into a room within the same hall), or acts of violence, Campus Security would be contacted. Campus Security would then determine whether or not sufficient evidence existed to request a Search Warrant. Residence hall staff members would be available to assist Campus Security in the procurement and the execution of any search warrants within their hall.
VI. STUDENT ACTIVITIES
POLICIES

RECOGNITION OF STUDENT ORGANIZATIONS

All new student organizations must be approved by the Student Clubs & Organizations Sub-committee of the Commission on Student Services, the Commission itself and the President of the College. This process is referred to as "recognition." ("Recognition" does not imply endorsement, by the College or SGA, of the group itself or of the purposes or activities of the group.)

First, a core of interested students with the active support of at least one Madison College Faculty member should begin meeting as an organizing committee. This committee will be responsible for designing the organization, establishing purposes and functions, and drawing up a constitution. The chairman of this organizing committee should obtain from the Director of Student Activities a copy of the "Criteria for Recognition of Student Organizations" as soon as the committee begins work. This material will help to make the organizing committee aware of what will be expected of it and its constitution by the Student Clubs & Organizations Sub-committee, the Commission on Student Services and the President.

An attempt should then be made to gather members. Forming organizations may use campus facilities to meet for the purposes of organizing and attracting new members. These facilities must be requested through the Director of Student Activities. The forming organization may maintain this temporary status for a period of one semester only. If it has not achieved recognition within one semester, use of facilities will be withdrawn until the organization has had its constitution approved by the Student Clubs & Organizations Sub-committee, the Commission on Student Services, and the President of the College.

When the group has completed its constitution and obtained its charter members, the Chairman of the Student Clubs & Organizations Sub-committee (Director of Student Activities) should be contacted, so that a date may be set for review of the constitution by that committee. The forming organization will be expected to prepare ten (10) copies of its constitution one week prior to the review. They will also be expected to have an advisor and at least one member present at the review.
If the forming organization is approved by the Student Clubs & Organizations Sub-committee, then the Chairman (Director of Student Activities) will submit the constitution to the Commission on Student Services Chairman (Vice President for Student Affairs). The Commission on Student Services will review the constitution and forward it to the President for final approval.

**DISBANDMENT OF STUDENT ORGANIZATIONS**

There are two ways an existing organization may be disbanded:

(1) During the Fourth eight weeks of each school year, the Director of Student Activities will request that each recognized organization submit a list of new officers and an up-to-date version of its constitution with changes marked. Three weeks prior to the end of the second semester if an organization has not provided this information, it will be considered non-functioning and can be disbanded by a vote of the Student Clubs & Organization Sub-committee.

(2) Each year the Student Clubs & Organizations Sub-committee will review a portion of all recognized organizations in an attempt to ensure that existing organizations meet the same criteria by which newly forming organizations are judged. If these criteria cannot be met by an organization, it may be disbanded.

An organization which has been disbanded by either of these procedures, must go through the recognition process if it is to again be considered recognized.

**ALLOCATION AND DISBURSEMENT OF STUDENT FEES**

At the beginning of each school year funds from student fees will be allocated by the Board of Visitors to recognized student clubs designated by S. G. A. These funds are designed to support a balanced program of social, cultural, and recreational student activities.

**PROCEDURES FOR ALLOCATIONS:**

1. In the Spring of the year there will be a meeting of the Comptroller, Director of Student Activities, Vice-President for Student Affairs, Budget Director, President of Student Government, Treasurer of Student Government, and two members of the Campus Fees Committee of S. G. A. to project total amount of student fees available for the following year and to discuss general philosophy and percentage allocations.
2. The Executive Council of the Student Government Association will hold budget hearings for all recognized student groups seeking funds. The Director of Student Activities will be available for budget hearings if needed.

3. The Executive Council of Student Government will draft budget recommendations when budget hearings are completed. The Advisory Committee, comprised of the College Director of Budget, Executive Council of the Student Government Association, Comptroller of the College, Director of Student Activities, and Vice President for Student Affairs, will develop an understanding of the organizations to be funded and the objectives of funding.

4. The President and Treasurer of Student Government will present the budgets to the Student Government Senate for confirmation.

5. The Comptroller will establish separate accounts for each funded organization. An accounting manual will be developed by the Comptroller, President of Student Government, the Treasurer of Student Government, and the Director of Student Activities for the funded organizations.

6. The fiscal year operating budget printout for each funded organization and the accounting manuals will be distributed by the Director of Student Activities to the appropriate organizations. The Director of Student Activities will be available during regular office hours to consult with funded groups on questions involving the expenditure of funds.

PROCEDURE FOR EXPENDING FUNDS:

Once the allocations are made, groups may begin to draw on their accounts. The following procedure will be observed:

1. Signature cards will be made available by S. G. A. to the appropriate student organizations. These cards should be signed by the person responsible for the clubs’ finances. (This same signature must appear on the two pink purchase requisitions.) The cards will then be delivered by S. G. A. to the College business office.

2. In order to draw on the accounts, two pink purchase requisitions must be completed and the appropriate signature must appear on both requisitions. When appropriate the invoice must accompany the two pink purchase requisitions.

3. The Director of Student Activities will sign each requisition, other than those for SGA, and will be available when assistance is necessary.

4. The purchase requisitions must then be taken to the College business office. A check in the amount requested will then be written to the party indicated on the pink requisition.
SPACE REQUISITIONS

Recognized student organizations and members of the faculty and staff desiring to requisition space for activities such as meetings, dances, productions, picnics, bonfires, etc., will submit the request in person, through the Activities Coordinator or the Student Activities Office. A Madison College Activity Request and Space Contract will then be prepared for the activity. After the form has been initialed by approving authorities and returned to the Activities Coordinator or to the Student Activities Office, the space is then reserved for the organization or individual for the time requested. Special services to be made available to members of the campus community are listed on the Madison College Activity Request and Space Contract form. Copies of the Space Contract form will be available at the Campus Center Director's Office and from the Activities Coordinator. Requests for space assignments should be made at least one week prior to the scheduled event.

Faculty departmental classroom assignments are requested through the Records Office, Wilson Hall. The coordinator of classroom scheduling will have the authority to assign and approve classroom space requests for all purposes. Scheduling of classroom spaces for non-academic purposes is considered upon the request of the Activities Coordinator.

The following are available to be requisitioned through the Activities Coordinator. (His office is located in Room 112 of the Campus Center, Telephone 6330).

- Auditoriums
- Sinclair Gym
- College Farm
- Classrooms (Student requests, only)

The following is available to be requisitioned through the Student Activities Office, Room 102, Campus Center, Telephone 6321.

- Campus Center

NOTE: The coordination and control of the activity remains with the reserving agent.

CAMPUS GROUNDS

Newman Lake is not available for recreational purposes at this time. Skating, swimming, and boating are prohibited. A fishing permit may be secured from the Director of Recreational Facilities.

Constructing shelters, camping and sleeping out on college grounds (except the College Farm) is prohibited at all times.
COLLEGE FARM

The farm consists of 80 acres of land with a farm house located near Port Republic approximately 13 miles from main campus. It is available for use by members of college community by requisition through the Activities Coordinator, Campus Center. The farm is closed from Nov. 15 through March 15th. The College prohibits the use of amplification equipment at the College Farm.

SOUND AMPLIFICATION EQUIPMENT

Sound amplification equipment may be used for such outdoor student activities as concerts, sing-ins or programs of a similar nature at or near the Campus Center, the East Patio of Godwin Hall, and the patio of the M Complex residence halls. All outdoor student activity programs on campus will conclude no later than 11 p.m.
VII. ACADEMIC INFORMATION

This section of the Handbook is designed to give the student selected academic information with which every student should be familiar. The complete academic regulations governing the academic program, including the requirements for graduation, are explicitly stated in the College Catalog. Each student must meet the graduation requirements given in the catalog for the year he is admitted. It is very important that the student keep this catalog for future reference.

CREDIT BY EXAMINATION

Examinations for credit in courses offered by Madison may be offered to enrolled students who believe they have already mastered the material of the course through private study, technical employment, or the like. The following regulations govern the granting of credit by examination:

1. Any enrolled student may make application to take an examination for credit in any course in the undergraduate curricula. The student should be certain that he has the minimal preparation and background required before he attempts an examination.

2. Examinations may not be given to students in sequential courses numbered lower than those the student has already completed.

3. Permission to take an examination for credit must be obtained from the instructor, the head of the department in which credit is sought and the dean of the school in which the student is majoring.

4. Each department will use its own discretion in developing the form of the examination and its administration.

5. Students may earn as much as 30 semester hours through Departmental Credit by examinations, with no more than 12 semester hours in one area.

6. To receive credit the student must make a grade equivalent on the examination of at least a C in the course.

7. The examination for each course can be taken only once in a given semester.

8. A fee is charged for the administration of an examination for credit.

ACADEMIC ADVISORS

A new student is assigned a faculty advisor at the beginning of his first year of study. The faculty advisor will assist new students with program planning and provide general academic advisement during the first semester and up to and including registration for second semester. After the beginning of the second semester the student will be assigned a permanent advisor in his academic field.
ATTENDANCE

A student’s participation in the work of a course is clearly a precondition of his receiving credit in that course. Because of the wide variety of courses and teaching methods at Madison, the College recognizes that the nature of a student’s participation in the work of a course cannot be prescribed on a College-wide basis. For this reason classroom attendance is not a matter subject to regulations by the College. A student’s attendance in class and laboratory is rather a matter between him and the professor in that class or laboratory.

GRADING SYSTEM

The College keeps a complete record of each student’s work and sends a grade report to the student’s permanent address at the end of each session.

Mid-semester reports on courses in which a student is doing failing work are sent to each student and to his advisor; and, in the case of freshmen and sophomores, to his parents also. Mid-semester grades in all courses are sent to freshmen and to their parents.

Academic achievement of a student on a specific course is expressed by letters as follows:

A Superior
B Good
C Average
D Passing
F Failure
I Incomplete
P Passable Achievement (pass-fail option)
W Withdrawal
WP Withdrawal Passing
WF Withdrawal Failing

INCOMPLETE GRADES. The “I” symbol is used to indicate incomplete work in a given course and is awarded only when a student is unable to complete the course work because of illness or some other equally compelling reason. Courses in which a student receives a grade of “I” must be completed by the end of the next regular semester or the grade is recorded permanently as “F”. Consideration may be given to special circumstances upon written request by the student to the Vice President for Academic Affairs.

Withdrawal from a course:

A. Up to the end of the fifth week of semester courses (third week for block courses) a student may withdraw from any course with a “W”, with the permission of his advisor only, regardless of whether he is passing or failing at the time of withdrawal.
B. After the end of the fifth week of semester courses (third week for block course without (a) the permission of his advisor, (b) the signature of the instructor and the indication by the instructor that the student is passing at the time of withdrawal. If the student does not have a “D” or above grade at the time of withdrawal, the grade will be recorded as “WF”.

C. After the end of the tenth week of classes (sixth week for block courses) no student may withdraw from a course without receiving a grade fo “WF” unless the withdrawal stems from extenuating circumstances beyond the student’s control. Withdrawal after the tenth week requires approval by the student’s advisor and the Dean of the School. Dropping without permissions incurs the grade of “F”.

AUDITING COURSES

Students may be enrolled in classes, other than laboratory classes, as auditors, if they have permission of their advisors and class instructors. Auditors may not take an examination for credit later and may not transfer to regular status in a class after the last day to enter classes.

Students who register as auditors will pay the same General Fee (or tuition if a part-time student) as one who registers for credit.

PASS FAIL OPTION

Under the option allowed for pass-fail grading the following conditions and policies are to be observed:

1. A student is eligible to take a course on a pass-fail basis if he has completed at least twenty-eight (28) semester hours at Madison and has attained a 2.25 cumulative grade point average. A transfer student may take courses on the pass-fail option if he has completed twenty-eight (28) semester hours with at least fourteen (14) semester hours at Madison. Note: A student is permitted to register for physical education activity courses (one credit hour each) on a pass-fail basis at any time without regard to minimum hours completed on grade point average.

2. Courses which may be taken on a pass-fail basis are:
   (a) Basic Studies and degree requirement courses outside of the student’s major or minor field, and
   (b) electives outside of the student’s major or minor field.

3. A total of fifteen (15) semester hours may be taken on a pass-fail basis with a maximum of four (4) semester hours per semester or one course of more than four (4) semester hours.
4. Students must declare at registration the course or courses they plan to take on a pass-fail basis.

5. Changes from pass-fail to letter grades, or letter grades to pass-fail, will not be allowed later than one week after classes begin.

6. Pass-fail grades will apply only to final grades. All course work and quizzes will be graded as for other students in the course.

7. Students taking a course on a pass-fail basis will not be identified to the instructor.

8. Letter grades will be submitted by instructors to the Dean of Admissions and Records, who will change all grades of “A” through “D” to “P” for those enrolled under the pass-fail option.

9. A grade of “P” will not affect the student’s grade point average in any way; however, a grade of “F” in courses taken pass-fail will be treated in the same way when calculating grade averages as an “F” in any other course.

**QUALITY RATING SYSTEM**

Quality points are assigned per semester hour of credit as follows: A grade of “A” is assigned 4 quality points; “B”, 3 quality points; “C”, 2 quality points; and “D”, 1 quality point. Thus a grade of “B” in a course bearing 3 semester hours of credit would be assigned 9 quality points and a grade of “C” in that course, 6 quality points. A grade of “P” carries no quality point designation, and the semester hours of “P” credit earned are not used in determining a student's quality point average. However, an “F” grade earned in a pass-fail course is computed in the average.

The quality credit average is computed by dividing the number of quality points by the number of semester hours of credit. Thus, if a student takes sixteen (16) semester hours of work and earns forty (40) quality points, his quality credit average is 2.50. Only courses taken at Madison are used in computing the quality credit average.

A, B, C, D, and F grades earned at Madison are used in computing the quality credit average. A student has the privilege of repeating a course in an attempt to improve the grade previously made. The grade earned the last time the course is taken is the grade that will be considered as the final grade and used in the computation of the grade point average.

To enroll in Education 360, 369, 370, 470, and 480, Directed Teaching, or other junior or senior Education courses prerequisite to student teaching, a student must have a quality credit average of 2.00.
PROGRAM OF SCHEDULE CHANGES

Students who desire to make changes in courses or schedule are required to do this on the days set aside for that purpose. Students who make adjustments at times other than the designated dates, as shown in the College calendar, are subject to a fee. This fee may be excused if circumstances requiring changes are beyond the student's control and if the change is approved by the Dean of Admissions and Records.

A student who wishes to change his major or change to a program of study in a catalogue more recent than that under which he entered may do so by completing the necessary forms available in the Office of the Dean of Admissions and Records. A transfer student may elect a program as set forth in the most recent catalogue, or the one being used by the class with which he plans to graduate.

The "Request for Change in Program of Study" requires the signatures of the department head and faculty advisor of the new program.

WITHDRAWAL FROM A COURSE

Up to the end of the fifth week of semester courses (third week for block courses) a student may withdraw from any course with a "W", with the permission of his advisor only, regardless of whether he is passing or failing at the time of withdrawal.

After the end of the fifth week, no student may withdraw from a course without (a) the permission of his advisor, (b) the signature of the instructor and the indication by the instructor that the student is passing at the time of withdrawal. If the student does not have a "D" or above grade at the time of withdrawal, the grade will be recorded as "WF."

After the end of the tenth week of classes (sixth week for block courses) no student may withdraw from a course without receiving a grade of "WF" unless the withdrawal stems from extenuating circumstances beyond the student's control. Withdrawal after the tenth week requires approval by the student's advisor and the Dean of the School. Dropping a course without permission incurs the grade of "F."

All withdrawals must be processed on a course adjustment form available from the student's advisor. There is a fee, payable to the Cashier, for any adjustment made after the close of the "no fee adjustment period" as specified in the College calendar.
ACADEMIC APPEAL

If a student wishes to appeal a grade he should first confer with the course instructor. If the result of such a conference is not satisfactory, he may take his appeal to the following academic administrators, in this order: (a) the Department Head, (b) the Dean of the School (c) the Vice President for Academic Affairs. At each level of appeal, there is the responsibility to confer with the faculty member and the authority to require the faculty member to review the basis used in determining the grade which was awarded.

COURSE LOAD

In all programs the normal load per semester is sixteen (16) hours of credit. The number of actual class hours will vary according to the number of laboratory courses in the program. Any student, including incoming freshmen, may add to the normal load one of the one-credit courses in applied music or physical education, without securing special permission, thus making a load of seventeen (17) credits.

A full-time undergraduate student is one enrolled for a minimum of twelve (12) credit hours per semester. Only full-time students are permitted to live in the residence halls during the regular session.

Students of sophomore, junior, and senior standing who have a cumulative rating of “B” (3.00) or better may carry as many as nineteen (19) credits without special permission. Seniors who have a minimum average of “C” (2.00) and who need an additional three-credit course for one or more semesters in order to meet graduation requirements may also take nineteen (19) credits without special permission. When required, special permission is obtained from the Dean of the School.

A student on probation may not take more than twelve (12) semester hours of work.

Students who enroll in Education 480c or 480x, Directed Teaching, are not permitted to enroll in additional courses during the eight-week period of full-time student teaching. The recommended semester course load is fifteen (15) semester hours for students who enroll in Education 480a or 480b on the semester plan.

CLASSIFICATION

The classification of a student depends on the number of semester hours of credit he has received.

Freshmen are students with fewer than 28 semester hours of credit.
Sophomores are students with 28-59 semester hours of credit.
Juniors are students with 60-92 semester hours of credit.
Seniors are students with more than 92 semester hours of credit.

THE ACCELERATED PROGRAM

The Degree in Three Plan is a four-year curricula programmed into three years by taking courses during summer sessions and winter sessions. Students should complete the following steps:

1. Inform the Dean of the School in writing of the desire to participate in this plan.
2. Plan with his faculty advisor a semester by semester by summer program of courses for three years.
3. After approval of the program by the Dean of the School, a student will be given special consideration when registering for courses as long as a 2.00 quality point average is maintained.

DEANS LIST

To qualify for the honor of being placed on the Dean’s List, a student must earn a scholarship index of 3.25 and carry a course load of at least fourteen (14) semester hours, twelve (12) of which must be in addition to any courses taken on pass-fail.

ACADEMIC STATUS AND RETENTION

Academic status for a student is denoted as follows:

1. Good standing
2. Academic Warning
3. Academic Probation
4. Academic Suspension

The retention policy defines the minimum scholarship requirement for good standing and permission to enroll in a subsequent semester or summer session.

1. Quality point deficiency is twice the number of semester hours attempted at Madison minus the number of quality points earned at Madison.
2. A student is subject to suspension if fewer than six (6) semester hours are passed in any semester.
3. If a student is on academic probation for two successive semesters, he is not eligible to return the following semester unless probation has been removed prior to the beginning of the semester.
4. A student who is placed on academic suspension may apply for readmission after one calendar year and must have his record reviewed before admission is granted.

5. Retention standards are the same for transfer students as any other student except that semester hours include all semester hours accepted for transfer credit.

“Good Standing”

A student is in “Good Standing” if his quality point average is 2.00 or above.

“Academic Warning”

The status of “Academic Warning” indicates that a student has a cumulative grade point average of less than 2.00, but that his grade point deficiency is not sufficient to warrant his being placed on “Academic Probation.”

“Academic Probation”

1. A student on “Academic Probation” may not take more than twelve semester hours of work.

2. A student may not hold a major student government position while on “Academic Probation.”

3. A student on “Academic Probation” may not represent the College in athletics or performing arts.

4. A student on “Academic Probation” is expected to confer regularly with his academic advisor and is encouraged to participate in the Study Skills Laboratory.

“Academic Suspension”

A student who is placed on “Academic Suspension” may apply for readmission after one calendar year. However, if there are extenuating circumstances associated with his academic deficiency, he may appeal to the Retention Committee for reinstatement the following semester. The appeal must be in writing and should be sent to Dean Julius B. Roberson, Secretary of the Retention Committee.

APPLICATION FOR GRADUATION

A student expecting to graduate at the end of any semester must file a written application with the Dean of Admissions and Records at the beginning of that semester.

Responsibility for meeting the requirements for graduation rests with the student. (See College Catalog.)
PROGRAM FOR IMPROVING BASIC ACADEMIC SKILLS

The College provides professional staff for students who need assistance in improving basic academic skills which might be influencing their ability to do satisfactory work in their course assignments. Any student who wishes to take advantage of these services may do so. Students can also be referred to a Laboratory on a voluntary basis by any professor, academic advisor, or the Counseling Center. There is no charge for these services.

THE STUDY SKILLS LABORATORY. The Study Skills Lab provides an opportunity for the student to examine his study habits and attitudes that may be influencing his college life. The lab is well equipped and provides assistance in such areas as listening, note-taking, reading and comprehension, writing skills, etc.

THE WRITING LABORATORY. The College expects students to be able to demonstrate a satisfactory level of proficiency in the writing of English. For those who show a marked deficiency in writing ability or English proficiency, the College has provided a Writing Lab to improve these skills.

THE READING CENTER. The Reading Center provides a Reading Improvement Program designed to help students build their reading efficiency. Students are tested and provided materials and equipment in accordance with their needs. The materials used are designed for independent study in the Center and are available free although students may purchase the text if they desire.

TRANSCRIPT

The transcript of a student’s permanent course record is released only upon the written request of the student or former student and for authorized research purposes. The transcript is the official record of grades earned to date and includes the date of graduation, degree received, and date of withdrawal or dismissal. Official transcripts (with the College seal attached) are not released directly to the student, but are mailed directly to another college or authorized agency. The first transcript is sent without charge. For subsequent copies the fee is two dollars ($2.00) for one transcript. If a request is for two or more copies to the same address, the fee is two dollars ($2.00) for the first copy and fifty cents (50c) for each additional copy. Payment must accompany the request.
VIII. BUSINESS AND FINANCE

PAYMENT OF FEES

All fees and expenses are to be paid prior to the beginning of each semester. Registration materials will not be furnished until all fees and expenses are satisfied in compliance with the following policy. A Permit to Register will be included with each student’s registration materials and must be presented in order to enter the registration process. This permit will be issued to those students whose bills are paid in full, who are prepared to pay in full at registration, or who have College approved financial aid for any unpaid balance.

With the use of this Permit to Register, the student certifies that he/she has paid his/her bill in full prior to date of registration, or is prepared to pay in full at the Registration Center before registration is completed, or that they have College approved financial aid for any unpaid balance.

No student having unpaid fees and/or fines due for a previous session will be permitted to register until they are paid in full.

ADVANCE PAYMENTS: An Readmission Fee of $10.00 is required of all students (commuters, boarding, part-time, and special). For new students, a $15.00 application fee must accompany the application for admission; for the upper-class students, the payment must accompany the re-admission application and made made to the Treasurer before April 1 by those planning to return to college during the following session. This fee is not refundable, will not be transferred to another session, and will not be credited to the student’s account.

For residence hall students (both new and upper-class), an advance payment of $100.00, with a completed housing contract, will be required in order to hold the room reservation. Upper-class students wishing to reserve space in college housing facilities must return their housing contract together with their readmission application and $110.00 advance payment to the Treasurer by April 1. The $100.00 room deposit will be credited to the student’s account when registration is completed in September. This payment is not refundable after May 1 except for personal illness certified by a physician, for unavoidable emergency or other extenuating circumstances approved by the Vice President for Business Affairs, or for upper-class students who do not have the required quality point rating by the end of the summer session.

DELINQUENT ACCOUNTS

Any unpaid bills are subject to the following regulation enacted by the Board of Visitors of Madison College which require (1) that no credit for
college work may be given to any student for a diploma, or a teacher's certificate, or for transfer purposes, until all debts to the College, other than student loans, have been paid; (2) that students will not be eligible to take examination unless accounts are paid in full for the current session; and (3) that upon recommendation of the Vice President for Business Affairs and with the approval of the Vice President for Academic Affairs, students who are deficient in their accounts may be restricted from attending classes until satisfactory arrangements have been made for payment of their past due obligation to the College.

Prior to the end of a semester, students are expected to satisfy all financial obligations to the College. These obligations may include:

- Traffic Fines
- Library Fines and the return of all materials
- Residence Hall damage assessments
- Personal checks written with insufficient funds
- Other outstanding financial obligations

Students failing to satisfy outstanding financial obligations may not register for a subsequent semester (registration materials will not be furnished), will not receive their diplomas and will not have requests for their official transcripts honored.

REFUNDS AND REBATES

The following charges and refunds apply to students withdrawing from the College and to late entrances. Refunds will be figured from the effective date of withdrawal, which is not necessarily the date of leaving campus.

FEES: The room deposit for residence hall students will not be refunded after May 1 except for reasons as provided. The dates for determining pro-rata refunds of board and laundry will be those stated in the College Calendar for the opening of the Dining and Residence Halls.

Students who formally withdraw from the College on or before September 11 for the Fall Session and January 22 for the Spring Session will be refunded all General Fees except a withdrawal fee of $15. Students changing status from full to part-time within these dates will be charged only the General Fees applicable to the remaining hours being carried. Dormitory students will be refunded a pro-rata share of board and laundry. Students withdrawing between September 12th and October 25th and January 23rd and March 7th respectively will be refunded one-half the Tuition Fee and a pro-rata share of the board and laundry fee. After October 25th and March 7th, there will be a pro-rata refund of only the board and laundry fees.

Students who withdraw due to illness certified by a physician or for unavoidable emergency or extenuating circumstances approved by the Vice
President for Business Affairs, will be refunded a pro-rata share of all fees including the room deposit.

ROOM RENT, BOARD AND LAUNDRY: Room rent will be charged in full unless fees are adjusted on the basis of the preceding paragraph. Table board and laundry will be pro-rated for the actual time in residence.

ENFORCED WITHDRAWAL: Students whose connection with the College terminates on account of disciplinary action or enforced withdrawal will receive a pro-rata refund of all fees except room rent.

LATE ENTRANCE AND ABSENCES: No adjustment in the charge for room and board will be made for late entrances of less than ten days or for absences of less than fourteen days, except in case of hospital confinement where adjustment is made for absences of seven days or more.

GUESTS

Students may invite relatives or friends to meals at the College by obtaining permission from the Food Service Director and by purchasing the necessary meal tickets. Alumni of the College are always welcome. Meal tickets for alumni may be purchased from the Food Service office. Overnight guests in residence halls must be registered with the Head Resident. Alumni eligible for this privilege must have attended the College for at least one full academic year.

VIRGINIA STATUS CLASSIFICATION

All initial determinations concerning classifications of in-state and out-of-state students for the purpose of paying fees are made by the admitting office. For further details of domiciliary in Virginia and the appeal procedure, contact the Office of the Comptroller.

Guidelines used by the College are furnished by the office of the Attorney General of Virginia as established in the Code of Virginia, Section 23-7 as follows:

“No person shall be entitled to the admission privileges, or the reduced tuition charges, or any other privileges accorded only to domiciliaries, resident or citizens of Virginia, in the State institutions of higher learning unless such person is and has been domiciled in Virginia for a period of at least one year prior to the commencement of the term, semester or quarter for which any such privilege or reduced tuition charge is sought, provided that the governing boards of such institutions may set up additional requirements for admitting students.
A person who enrolls in any such institution while not domiciled in Virginia does not become entitled to admission privileges, or reduced tuition charges or any other privileges accorded only to domiciliaries, residents or citizens of Virginia by mere presence or residence in Virginia. In order to become so entitled, any such person must establish that, one year before the date of his alleged entitlement, he was at least eighteen years of age or, if under the age of eighteen, he was an emancipated minor and he abandoned his old domicile and was present in Virginia with the unqualified intention of remaining permanently in Virginia after leaving such institution. The burden of establishing these matters by convincing evidence is on the person alleging them.

Notwithstanding marriage to a person who is not domiciled in Virginia, a person who is classified or classifiable at the date of his or her marriage as eligible to receive the privileges herein described, may receive or continue to receive such privileges until he or she abandons his or her Virginia domicile other than through any presumption of law attaching to the ceremony of marriage."

**MEDICAL AND HEALTH SERVICES**

The Madison College Health Center provides health and medical services for all students enrolled for 7 or more credit hours. This service will not include the cost of prescriptions, private nursing, hospital care, surgical operations, or the service of specialists not on our staff.

Commuter students who are eligible for health services will receive the same medical services as residence hall students, but will be charged for room and board for any period of confinement.

**HEALTH INSURANCE**

Students are required to have adequate insurance coverage to protect them in case of serious accident or illness. The health services at Madison College Health Center are provided on the basis of the fee mentioned above. Hospital services are at the student's expense.

**FOOD SERVICE**

The boarding contract obligates the College to serve the contract holder in the Dining Hall during meal hours while the College is officially in session. The boarding student has the obligation to properly identify himself to gain admission to the dining area. Since Boarding Contracts are not transferable, non boarding students and guests must pay established meal prices to gain admission to the dining area. Board contracts are guaranteed only to residence hall students, but may be made available to commuters with authorization of the Vice-President for Business Affairs.
MEDICAL AND HEALTH SERVICES

The institution offers Medical and Health Services to its students. These services include the provision of health care, mental health services, and wellness programs. The services are provided by licensed professionals and are available on a fee basis to all enrolled students. The institution also partners with local healthcare providers to offer discounted services to its students.

WITNESSES

HEALTH INSURANCE

All registered students are required to carry health insurance. The institution offers a variety of health insurance plans to students. The plans are designed to cover medical, dental, and vision care. Students can choose from a range of plans to meet their specific needs.

FOOD SERVICE

The institution provides food services to its students. The cafeteria offers a variety of meal options to meet the needs of students. The cafeteria is located on the first floor of the campus center. The institution also offers vending machines and coffee shops for students to purchase snacks and beverages.

INFORMATION OF THE VA Deputy for Pension and Medicine