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Campus Safety Procedures

1. Campus Safety Procedures:

- a. As found in the student handbook under campus safety Midway College has a significant concern for the safety and security of the campus community. This section of the Eagle Code Student Handbook provides students with information to make their college years at Midway College more safe and secure. Any unsafe situations you cannot correct, such as lights out in a stairwell, tripping hazards, should be reported to a safety officer as soon as possible by calling the security desk at ext. 5419. Special Report/Crime Log that lists incidents that present a safety or security threat to students or employees is posted on the campus webpage, www.midway.edu, within 24 hours after the first report of an incident is made to campus security authority or local law enforcement officials.

The campus safety department provides several services to the campus community.

- Campus safety officers are on duty 24 hours a day, 7 days a week and are available to offer services such as escort service, motorist assistance and assistance with criminal investigations.
- Safety officers carry a telephone/radio on which they can be called at any time by dialing ext. 5419 on campus.

- b. Personal Safety and property safety at Midway College are everyone's responsibility. The safety office urges all members of the Midway community to participate in making our campus as safe as possible. In the event of suspicious or criminal activity, notify the safety office at ext. 5419 immediately. Resident students should also notify their resident assistant and the resident director in their hall.

c. Residence Hall Safety

- Clear the building anytime the fire alarm sounds. Residence halls are not equipped with an automatic fire suppression system. Do Not Disregard the Fire Alarm!
- Lock your door when you leave the room.
- Notify the proper college officials of any suspicious persons loitering in the vicinity of your room or on college property.
- Never leave purses, jewelry, wallets, and other valuables unattended in laundry rooms, showers, or kitchen areas.
- Report door locks that are not working properly immediately.
- Never loan your residence hall entrance key or your room key to anyone.

d. Safety in Your Car

- Always lock your car.



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- Check the back seat before you get in.
- Have your keys in hand.
- Safety Outside and at Night
- Stay in well lighted areas as much as possible.
- Never work alone in an office or classroom on campus at night.
- Arrange a buddy system with someone you work or study with.
- While sunbathing, stay within designated areas on campus.
- When you feel in danger, attract attention any way you can.

e. Severe Weather Information

Severe weather can occur in the Midway, Woodford County, Lexington area at any time. Severe thunderstorms and tornadoes are most frequent during the months of March, April, and May.

Tornado Watch: This means that conditions are favorable for tornadoes to form in the area. Tune your radio or TV to a local station for information from local authorities or the US Weather Bureau.

Tornado Warning: This means that a tornado has been sighted in the area and all individuals should seek shelter. Campus shelter areas are indicated in each building

Belle Wisdom laundry room, ground floor lobby

Buster Hall bathroom on each floor

Starks Hall basement hallway, first floor hallway

Marrs Hall basement hallway, CRD foyer

Pinkerton Hall basement conference room

Peterson House basement

Student Center locker rooms, restrooms, hallway outside restrooms

Library basement

Occupants should vacate Patterson Building and Equine Barns during a tornado warning and seek shelter in other buildings.

Official statements from the National Weather Service are received through a weather alert radio monitored on campus. Should an official severe weather situation develop and a tornado warning be issued, the Safety Department will direct you to the nearest shelter. When you hear the Midway city siren, TAKE SHELTER IMMEDIATELY! The preferable place is a first floor interior area directly supported and free from exterior windows and glass. Places to avoid are top floors of buildings, elevators, food service areas, auditoriums, gymnasiums and other structures with wide roof spans. The director of the physical plant will issue specific emergency procedures during the school year.



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f. Motor Vehicle Information

Student vehicles operated on the Midway College campus must be properly registered, and students must abide by the following provisions pertaining to motor vehicles:

- All students who operate or park a vehicle on campus are required to register their vehicles and must display a current registration permit in their vehicles.
- To register a vehicle, a student must complete a vehicle registration form and pay a registration fee. Currently the fee is \$30. A vehicle registration is issued to the student at registration and must be displayed in the vehicle at all times while on campus.
- The security station in the lobby area of the Student Center can provide further information about parking and vehicles once the car is registered.
- Permits are valid from August 1st to July 31st each academic year, Students are required to purchase a new permit each academic year.
- In the event a student holding a valid permit occasionally uses a second vehicle, the student may transfer the permit to the second vehicle. A second vehicle that is used on a regular basis should also be registered.
- Disabled permits require the same information as required by state law.
- Disabled permits issued by Midway College are required. Application can be obtained through the business office.
- Parking is only permitted in designated areas, in lined spaces and zones, and within limits as designated for that space (i.e. reserved spaces, time limits, etc.).
- Parking areas will be designated and students should park in appropriate lots only.
- Vehicles parked in violation of college rules or regulations are subject to a written citation and/or vehicles being towed at the students' expense.
- Vehicles may be towed and/or impounded for the following reasons:
 - Vehicle is parked so as to create a fire/safety hazard or obstruct the free flow of traffic.
 - Vehicle is parked in a designated tow-away zone, is blocking a fire hydrant, is parked in a handicap zone without authorization, or is otherwise creating a hazard.
 - Vehicle is presumed to be abandoned or in a visible state of disrepair and the owner cannot be contacted.
- 11. Students are required to comply with all Midway College traffic regulations and observe the 15 mph campus speed limit.
- 12. The college assumes no responsibility for damage to or loss of any vehicle or its contents at any time it is operated or parked on the campus.
- 13. A student's transcript will be released only after all parking fines and/or fees have been paid.

g. Motor Vehicle Accidents

The operator of any vehicle (including college vehicles) involved in a traffic accident on campus is required to report or have the incident reported to Campus Security immediately. The driver of any vehicle involved in an accident should:



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- Seek first aid for any persons injured.
- Give name, address, tag number, insurance information and description of vehicle and shall, upon request, present driver's license to any Campus Security Officer and/or other persons directly involved in the accident.
- Whenever possible, not move vehicle(s) prior to the arrival of the officer.

Residential Safety Procedures

1. Residential Safety Procedures

- a. As found in the student handbook under the Safety and Security for Residential Students heading.
 - Accidents and Illness
 - Accidents or illnesses should be reported to your RA as soon as possible. Serious
 - Accidents or illnesses should be reported immediately to a residence life staff member or a Campus Safety Officer-who can help in calling any necessary emergency personnel. If an injury or illness is not too serious, see the campus nurse in the campus health clinic in Buster Hall. Any unsafe situations that you cannot correct and that may cause accidents, such as lights out in a stairwell, tripping hazards, etc., should be reported to a residence life staff member as soon as possible.
- b. Building Security
 - Residents may enter and leave their respective hall at any time during normal class sessions. Midway College is committed to providing a safe and secure living and learning environment. The College expects residents to take personal responsibility for security of themselves and their belongings. The responsibility of a secured residence hall rests with each resident.
 - For security purposes, all residence hall entrance doors are locked 24 hours a day. Students propping open locked doors are endangering fellow residents and will be dealt with appropriately. If you find doors that are propped open, please close the doors and then notify a residence life staff member immediately. Anyone found tampering with security alarms will be subject to disciplinary action.
 - Outside security phones are available to call extensions within that specific hall.
- c. Decorations
 - Anything hanging from the ceiling must be inflammable or flame retardant and resident directors should require proof that the materials have been adequately treated. Materials fastened flat to the ceiling will be permitted as long as they are securely fastened.
 - Natural Christmas trees are not permitted. You may have an artificial tree in your room. Such trees must be flame retardant.



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- Strings of lights may be displayed around windows and doorways. Exercise caution with window drapes and paper decorations near these lights. Be sure that the lights do not touch any flammable objects or materials. It is suggested that only miniature lights be used as they produce less heat and consume less electricity than the large bulbs.
- Extension cords without circuit breakers are prohibited. All lights and cords must be LTL approved. Do not leave strings of lights on and unattended. When you leave your room, unplug the lights.
- Other guidelines that must be followed include:
 - All materials used (paper, foil, cloth) must be flame resistant.
 - No painting is allowed directly on walls, floors, or ceilings.
 - Fire alarm boxes, smoke detectors, fire extinguishers and cabinets, and exit lights must not be covered and exits must not be blocked.
 - All decorations are to be removed before the halls close for official breaks. Strings of lights may be left up, but must be unplugged.
 - Candles may only be used as floor or room decorations. Candles may not be burned or show evidence of having been burned (blackened wick, melted wax). Any such candles found by residence life staff will be confiscated. Incense is not allowed.
 - Halogen lamps are not allowed.
 - Clear the building anytime the fire alarm sounds. Residence halls are not equipped with an automatic fire suppression system. Do Not Disregard the Fire Alarm!

Rationale: Midway College has a significant concern for ensuring a safe hall environment. These guidelines should provide students with information on safely decorating their rooms and halls.

- d. Emergencies, severe weather and fire procedures can be found in policy 8, emergency procedures.
- e. Keys
 - Upon arrival, students will be issued their room keys. There is no initial deposit for room keys, but there is a \$25 fine for all lost room keys. There is a \$30.00 fine for all lost hall exterior door keys. For security reasons, students should notify the Director of Residence Life immediately when a key is lost.
 - It is a violation of college procedure to duplicate any room key, exterior door key or any keys that pertain to any of the residence halls. It is also a violation to loan your



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- keys to anyone. Duplicating or loaning keys is a serious matter and will be treated accordingly.
- You are urged to carry your keys at all times, even if you will be gone from your room for only a short period of time. However, if you are locked out and it is before 5:00 p.m. during the week, you should go to the Director of Residence Life to borrow a key. You are required to return the key immediately. Failure to return the key by 5:00 PM of the day on which you checked it out will result in a \$30 fine. If you are locked out after 5:00 p.m. during the week or during the weekend, you should contact the RA on duty who will unlock your door. Excessive lockouts may result in fines.
- f. Room Entry
- The rights of students to be secure in their residence hall rooms against unreasonable entry, searches and seizures are assured. In the event that civil authorities have cause to enter a student's room and present a proper search warrant, it is outside the jurisdiction of Midway College to prevent entry or search.
 - It is sometimes necessary for residence life staff to enter a student's room. Generally, this will occur under one of the following circumstances:
 - With the resident director's approval, to retrieve the personal belongings of another student where there is no apparent dispute as to the ownership of the property (that is, your name is written on the item in question) and there would apparently be no undue infringement of privacy.
 - Under appropriate circumstances, to correct any situation intruding upon the comfort of the residents in the surrounding area (alarm clock, loud stereo, open windows, et cetera). If entry is made for one of the above reasons, the residence life staff member will leave an explanatory note in the room stating what took place.
- College officials also reserve the right to enter a room for the following reasons:
- Midway College facilities personnel or their representative may enter your room to provide maintenance or other related activities. Male maintenance personnel will not enter the residence halls until 9:00 AM unless there is a maintenance emergency. During official college breaks, maintenance personnel will enter the residence halls at 8:00 AM if necessary. When maintenance personnel exit the room, they will lock the door whether or not the room was locked when they entered.
 - Residence life staff may enter your room to perform routine Health and Safety Checks as determined by the Director of Residence Life. In order to ensure a clean and safe environment and to minimize chances of health problems, fire or bodily injury, Health and Safety Checks focus on potentially hazardous situations within your room. Generally these checks are made several times each semester including any time the residence halls close for a holiday or break period. Furthermore residence life staff may enter your room when...



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- There is perceived imminent risk to the safety or health of occupant(s) or to college property.
- There is reasonable suspicion that a college procedure is being violated.
- Conducted pursuant to an administrative search permit authorized by the director of student affairs in advance of the search. See the following section Search and Seizure for further explanation.

It is a reasonable and lawful request for staff to ask residents to open doors in any situation. Failure to comply with the request is a violation of procedure. Any local or state fire marshal has the right to enter and inspect all buildings and premises of college property at any reasonable time for the purpose of examination and inspection.

g. Search and Seizure

- A residence hall room may only be searched if there is "reasonable cause" to believe that the occupant(s) is (are) using the room for purpose(s) which is (are) in violation of federal, state, or local laws, or college regulations. "Reasonable cause" is defined as facts and circumstances sufficiently strong to warrant a reasonable person to believe that the room is being used in violation of federal, state, or local laws, or college regulations.
- If the director of student affairs and/or other appropriate administrative officials believe that such "reasonable cause" does exist, a search authorization will be issued and executed. A written memorandum of the facts upon which the determination of "reasonable cause" is based will be kept on file in the office of the director of student affairs.
- A search authorization will not be executed for any search that is to be made by police authorities or for anyone other than an appropriate, designated official of Midway College. If a search is to be made for evidence that is to be used by police authorities for the purpose of criminal prosecution, then such police officials are to obtain the proper search warrant. At no time should police officers be present or participate in a room search without a proper search warrant.
- In conducting a room search, an appropriate administrative official of Midway College will accompany the designated Midway College staff member. The occupant(s) of the room will be
 - Told the reason for the search.
 - Presented a copy of the search warrant, if applicable.
 - Informed that any contraband or illegal materials found may be used in a college judicial hearing, and/or possibly in a court of law. Should the search uncover other materials indicating illegal activity or violation of college regulations, such material will be seized.

h. Windows



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- Window screens must be kept in place at all times. Windows in the Buster lobby are to remain locked at all times. Belle Wisdom Lobby windows may be opened upon the discretion of the resident director for ventilation purposes. Windows in the residence hall rooms are not to be used for entering or exiting the building.

 - i. Visitation
 - Midway College is committed to providing a safe, secure, quiet and friendly residence hall living environment where the residents can enjoy the privilege and responsibility of a reasonable and fair visitation procedure. The department of residence life strives to provide optimum personal development in which the resident is given the opportunity to make decisions and take responsibility for their guests in a safe, quiet residence hall.
 - The following conditions of visitation must be followed:
 - Students are allowed to have male guests in their residence hall rooms or in residence hall lobbies during the designated visitation hours only.
 - Students are required to register their non-Midway College student guests, male or female, in the Visitor Log at the desk in each residence hall and to escort their guests at all times. A student may only register, escort and be responsible for a maximum of three guests at any given time.
 - Guests are required to present identification to safety officers upon request.
 - Male guests must use the men's bathroom located off the lobbies in the residence halls.
 - Any violations of the visitation procedure will be handled through the college judiciary process as breaches of the Code of Student Conduct.
 - Students are allowed to have male guests in the McManis Student Center until 2:00 a.m. seven days a week.
 - All males must leave the residence halls when visitation hours are over.
 - Midway students who do not have their exterior door key and need to get in their residence hall after 12:00 a.m. should go to the McManis Student Center, present their Midway College ID to a Safety Officer who will be stationed at the desk in the lobby, and ask to be let in.
- Visitation Hours
- | | |
|--------------------|-------------------------|
| Sunday: | 10:00 a.m. - 12:00 a.m. |
| Monday - Thursday: | 12:00 p.m. - 12:00 a.m. |
| Friday: | 12:00 p.m. - 2:00 a.m. |
| Saturday: | 10:00 a.m. - 2:00 a.m. |
- Each resident is responsible for the safety, security and privacy of all residents in their building and compliance with the following basic Guidelines is required:



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- All outside doors are to remain locked 24 hours a day—no exceptions! Visitors wishing admittance to a residence hall must call a resident from the outside security phone for admittance and escort.
- A resident may ask a visitor to leave at any time. Requests to leave may be made by the resident, hall staff, a College Safety Officer or, if necessary, the police, in that order.
- The Director of Residence Life or designee has the authority to modify or suspend all visitation procedures to maintain a safe, quiet residence hall living environment.



Judicial Guidelines for Residential Students

1. Judicial Guidelines for Residential Students as found in the student handbook under the residence life section with the heading Judicial Guidelines for Residential Students.
 - a. The central purpose of the department of residence life judicial guidelines is to maintain a living and learning environment where all students can succeed. Only through the delicate balance of rights and responsibilities can the order of a residence hall be maintained in such a way as to promote its purpose. These judicial guidelines provide for a decision-making and conflict resolution process that ensures maximum freedom and necessary order. Actions are taken in a manner to promote student growth and understanding and not primarily to penalize students for misconduct.
 - b. The guidelines are a part of the educational process and are designed to help students practice behavior that is appropriate in a living and learning community. The procedures do not require the sophistication of civil law, but do provide students with basic civil rights including a fair hearing before a judicial board that includes their peers. Appropriate due process safeguards have been incorporated including appeal procedures.
 - c. Depending on the nature of the violation or inappropriate behavior, the student will be subject to disciplinary sanctions as determined through the judicial guidelines. Through the disciplinary process, actions are taken to promote student growth and understanding and to develop behavior, which is appropriate to our living and learning community. The disciplinary process consists of four levels.
 1. Verbal Warning
 2. Written Warning
 3. Referral to Director of Residence Life
 4. Campus Judiciary Board
 - d. At all levels the accused student has the right to appeal. Appeals from Levels I and 2 go to the Director of Residence Life. Level 3 and 4 appeals go to the director of student affairs. All appeals must be made in writing by the accused student within five (5) working days of receipt of notification of action.

Level 1-Verbal Warning

If a residential student violates a residence hall or college procedure or regulation, or exhibits inappropriate behavior and if the violation or behavior is not of a serious nature (serious violations include, but are not limited to, alcohol, drugs, assault, visitation, thefts, arson, tampering with fire equipment, physical or verbal abuse, etc.), a member of the residence life staff will issue the student a verbal warning. This warning will be documented.

A verbal warning is merely a documented conversation between a staff member and a student regarding the student's behavior in the residence halls. Although no formal



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actions are taken, the violation or behavior is documented in the student's disciplinary record. The accused student has the right to appeal the verbal warning in writing to the Director of Residence Life within five days of the actual warning.

Level 2-Written Warning

If a residential student violates a residence hall or college procedure or regulation, or exhibits inappropriate behavior; if the violation or behavior is not of a serious nature; and if the student has been involved in a previous violation, residence life staff will issue the student a written warning.

The purpose of the written warning is simply to explain the violation or inappropriate behavior and to inform the student of the probable consequences that may result from future violations or inappropriate behavior. No further formal action is taken although the warning becomes a part of the student's disciplinary record. The accused student has the right to appeal to the Director of Residence Life.

The resident director may refer a student to the Director of Residence Life if she believes the violation or behavior justifies surpassing Level 1 or 2.

Level 3-Referral to the Director of Residence Life

If a residential student is involved in additional violations of residence hall or college procedure or inappropriate behavior or if the incident is of a serious nature, the RD will refer the student to the Director of Residence Life. The Director of Residence Life will have a disciplinary conference with the student. The purpose of the conference with the Director of Residence Life is to explore in greater depth the reason for the inappropriate behavior and to help the student understand the expectations and standards of behavior in a residence hall community. In addition to issuing a letter of censure, the Director of Residence Life may also impose one or more of the following sanctions:

- ◆ Restriction of privileges (visitation, use of common areas of hall, use of stereo, TV, et cetera)
- ◆ Special action (performance of a special project to improve residence life)
- ◆ Restitution
- ◆ Change of hall or room assignment.

The accused student has the right to appeal the decision of the Director of Residence Life to the director of student affairs.

Violations of certain procedures will automatically be referred to the Director of Residence Life. These include, but are not limited to, procedures pertaining to candles and incense, visitation, alcohol and drugs.



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Level 4--Campus Judiciary Board

If a residential student violates a residence hall or college procedure or regulation or exhibits inappropriate behavior in an extremely serious nature or has been involved in a Level 3 violation, she will have the following options:

- I. To have a hearing to determine responsibility for the behavior and for subsequent sanctions before the Campus Judiciary Board.
- II. To waive the right to a hearing, admit responsibility for the behavior and have the director of student affairs issue sanctions.

If the student chooses a hearing, the Director of Residence Life will review the student's rights in a disciplinary hearing with the student and set a date, time, and place for the hearing. If the Judiciary Board is not in session, an administrative hearing will be held.

When a board hearing is scheduled, the Director of Residence Life will notify the residential student in writing at least five (5) days prior to the scheduled hearing regarding the following information:

1. The date, time and place of the hearing.
2. A statement of the specific charges.
3. A copy of the student's rights in a disciplinary hearing.
4. Names of witnesses that Midway College may have appear before the board at the hearing. Rebuttal witnesses may testify, although not identified before hearing.

The rules governing the Campus Judiciary Board are detailed in the Campus Procedures section of this Handbook.

The listed sanctions for each Level are a minimum, and additional actions can be taken at any level if deemed appropriate. The college may, in addition to action it takes, turn the information over to the civil authorities. Referral of a matter to law enforcement will not require suspension of disciplinary proceedings nor delay imposition of discipline.

In order for the Residence Life Judicial Guidelines to work effectively, students and staff must cooperate and fulfill their responsibilities. A student who fails to appear before a member of the residence life staff or other judicial agency in a situation involving the investigation or processing of an alleged violation of college procedure after clear and repeated notice may be suspended from the college by the director of student affairs. Failure of a student having pertinent testimony regarding a disciplinary matter to provide such information (except as it may incriminate them) may likewise result in disciplinary suspension.



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- e. Campus Judiciary Board
- Procedure as found in the Campus Procedures section under the heading hearing procedures in the student handbook.
 - The Judiciary Board consists of the Director of Residence Life, a faculty or staff designee and three student members, two of whom are elected by their peers to serve a one-year term. The third student member is the vice president of the Student Government Association.
 - Student elections are held in the early fall to elect Judiciary Board members, and it is the responsibility of the director of student affairs or designee to apprise members of their responsibilities. If members of the Judiciary Board are found to be biased or unable to uphold the confidential nature of the disciplinary process, they will be removed from the board. Judiciary Board members may also be removed if they are found to be in violation of the Code of Student Conduct or college procedures. If a Judiciary Board member is removed from office, a special election will be held as soon as possible to fill the vacancy.

Hearing Procedures

When a Judiciary Board hearing is to be held regarding an alleged incident of nonacademic prohibited conduct, the accused student will be given written and/or verbal notice of the charges against her, and the date, time, and place of the hearing.

The Judiciary Board hearing will be informal. Strict rules of evidence do not apply. The hearing will be closed to everyone except the Director of Residence Life, the Judiciary Board, the accused student, advisor to the accused student, (consistent with the definition of "advisor") the complainant, who may have initiated or reported the alleged violation, advisor to the complainant,(consistent with the definition of "advisor") and witnesses during the actual time of their testimony. The accused student and the complainant have the right to

- Be present at the hearing. However, if either or both the student and complainant fail to appear at the hearing, the hearing may be held in the absence of either or both of them.
- Present evidence by witness, or by affidavit or disposition if a witness is unable to attend the hearing. It is the responsibility of the accused student and the complainant to notify their witnesses.
- Bring an advisor to the hearing. The advisor shall be a member of the Midway College academic community -- a member of the administrative staff, the faculty or student body.
- Question all witnesses.



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Finding of Fact

- After the hearing, the Judiciary Board shall conduct a careful and thorough review of all facts concerning the alleged violation. On the basis of that review, the Judiciary Board will make a finding of fact that the student is either responsible or not responsible of violating a specific provision of the code of conduct. The board will report its findings of responsible or not responsible to the director of student affairs. If the finding is responsible, the board will recommend specific disciplinary action to director of student affairs. A finding of not responsible by the Judiciary Board will be final.

Disciplinary Measures

- If the Judiciary Board makes a finding of guilt, the Judiciary Board will make a recommendation as to appropriate disciplinary action, selecting from among the possible sanctions enumerated in the following section. The Judiciary Board will observe a procedure of progressive disciplinary action when making recommendations as to appropriate disciplinary action. The Judiciary Board will take into careful consideration the severity of the violation and the student's prior history relating to Code of Student Conduct violations. The student will be notified in writing of all disciplinary action.

Disciplinary Sanctions

- **Reprimand:** Notice of violation of specified regulations and warning that further such conduct may result in a more severe disciplinary action. This may include repair or replacement of college property when loss or damage is part of the offense.
- **Disciplinary Restrictions:** Loss of or limitation of certain privileges or practices of the individual(s) involved in the offense.
- **Community Service Requirements:** Community service requirements may be issued consistent with the nature of the violation and may include service to the college, residence life, the community, or an organization or agency within the community at large.
- **Attendance at Workshops, Seminars, Lectures:** Intervention measures such as attendance at workshops, seminars, lectures provided on the Midway campus or in the community may be imposed for certain violations and in addition to other sanctions.
- **Monetary Fines:** The college reserves the right to issue monetary fines applicable to certain violations. Causes for fines may include, but are not limited to, damage to college property, violations of the no-pet guidelines, or damage from theft or fire.



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- **Cancellation of College Housing Contract:** Dismissal from the residence halls for violations relevant to status as a residential student or continued violation of residence hall procedures and regulations.
- **Disciplinary Probation:** A student may be placed on probationary status that may include the loss of privileges. Documentation of disciplinary probation may be placed in the student's permanent college record. Disciplinary probation may also be issued in conjunction with and in addition to one or more of the above disciplinary actions. Students on disciplinary probation will be warned that more severe penalties may be imposed if further infractions occur or if probation is violated
- **Disciplinary Suspension:** Dismissal from the college for a specified period of time. Suspension is considered to be a very serious disciplinary action, and documentation of the suspension may be placed on the students permanent college record.
- **Disciplinary Expulsion:** Immediate, permanent dismissal from the college.

SUSPENDED AND EXPELLED STUDENTS: A student who is dismissed is immediately denied use of any campus services or facilities and may not participate in campus sponsored activities. Keys belonging to the college, especially to the residence hall room and the residence hall, and the student's college ID card must be turned in to the office of student affairs and the premises vacated within 24 hours of dismissal. The director of student affairs must authorize any exceptions.

If a student, who is under the age of 18 or who is financially dependent on her parents or guardians, is suspended or dismissed from the college or the residence halls, then her parents or guardians will be notified of the disciplinary action taken. Additionally, college staff may notify the parents or guardians of any student involved in a serious disciplinary action, such as probation, suspension or expulsion.

2. Violation Appeals Process

- a. Judicial Board Appeal as stated under the section Campus Procedures heading Appeals Procedures as stated in the student handbook
 - If the accused student is dissatisfied with the hearing or the decision rendered, the student may appeal the decision to the director of student affairs. The student must submit a written appeal within five (5) working days after the hearing decision. The reason for requesting the appeal review must be clearly stated. The appeal decision will be rendered within seven (7) working days after the appeal letter has been received. The decision rendered by the director of student affairs is final.
 - Director of Residence Life Sanction Appeal as found in the student handbook under the section Residence Life and heading Level 3-Referral to Director of Residence Life.



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- The accused student has the right to appeal the decision of the Director of Residence Life to the director of student affairs.
 - Director of Student Affairs Sanction Appeal as stated in the student handbook under the section Campus Procedures, heading Appeals Procedure.
 - If the accused student is dissatisfied with the hearing or the decision rendered, the student may appeal the decision to the director of student affairs. The student must submit a written appeal within five (5) working days after the hearing decision. The reason for requesting the appeal review must be clearly stated. The appeal decision will be rendered within seven (7) working days after the appeal letter has been received. The decision rendered by the director of student affairs is final.
 - Non-residential student judicial procedures
 - Non-residential procedures as stated under the section Campus Procedures heading Adjudication of Cases as found in the student handbook.
 - Adjudication of Cases
 - The director of student affairs or the Judiciary Board will handle individual or student organization violations of the Code of Student Conduct.
 - The Director of Residence Life will handle violations of residence life procedures not covered under the Code of Student Conduct.
 - Traffic regulations will be handled by the student affairs office and director student affairs.
3. Disciplinary Procedures
- Disciplinary proceedings may be initiated by any member of the college community, whether faculty, staff, or students by submitting a written information report or written complaint about an alleged violation of the Code of Student Conduct to director of student affairs. The director will conduct a preliminary investigation of the alleged violation to determine if there is sufficient evidence to support the charges. The director's determination of whether there is sufficient evidence to support the charges is final. If the director determines there is sufficient evidence to support the charges, the student shall be informed of the charges and asked to meet with the Student Judiciary Board (*see judiciary board information above*) for a hearing and possible disciplinary action. Prior to the hearing, the student will be provided with a copy of the written incident report or written complaint against her.