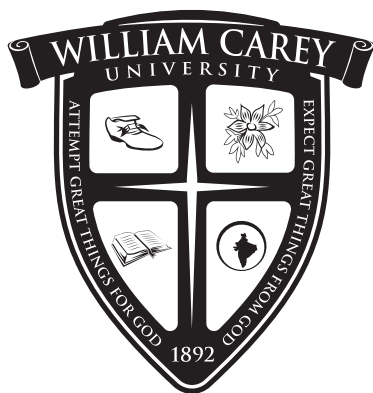


# *The Translation*

## Student Handbook

2014-2015



**WILLIAM CAREY UNIVERSITY**

Hattiesburg • Biloxi

## **Mission Statement**

As a Christian university which embraces its Baptist heritage and namesake, William Carey University provides quality educational programs, within a caring Christian academic community, which challenge the individual student to excel in scholarship, leadership, and service in a diverse global society.

## **Vision**

William Carey University is a community of learners which seeks to blend faith and learning with living. Within this unique nurturing and challenging environment, students prepare to fulfill their diverse callings in the larger global community.

## **The Carey Creed**

“Expect great things from God; attempt great things for God.”

## **Theme Verse**

Each year William Carey University chooses an annual theme which is designed to provide focus and unity for the university. The theme for 2014-2015 is *Acta Non Verba* which is a Latin phrase meaning “Action, not words.” This concept is similarly expressed in James 1:22a which states, “Be doers of the word, and not hearers only...” In the Sermon on the Mount, both the fool and the wise man heard the words of Jesus, but it was only the wise man who put the words of Jesus into action (Matt 7:24-27). Students at Carey will be challenged to put their education and faith into action.

# Table of Contents

## Introduction

|                                   |   |
|-----------------------------------|---|
| <i>The Translation</i> .....      | 5 |
| Nondiscrimination Statement ..... | 6 |
| Accreditation .....               | 6 |
| History .....                     | 7 |
| Letter from SGA Presidents—       |   |
| Hattiesburg .....                 | 8 |
| Tradition .....                   | 9 |

## Academic Life

|                                      |    |
|--------------------------------------|----|
| Classification of Students .....     | 10 |
| General Degree Requirements .....    | 10 |
| Attendance Regulations .....         | 11 |
| Examinations, Grades, and            |    |
| Quality Points .....                 | 11 |
| Repeating Courses .....              | 12 |
| Computation of Grades .....          | 12 |
| Academic Integrity .....             | 12 |
| Change of Class Schedule .....       | 12 |
| Withdrawal from the University ..... | 13 |
| Transcripts .....                    | 13 |
| Probation and Suspension .....       | 13 |
| Grade Appeals .....                  | 14 |
| Business Office .....                | 14 |
| Financial Aid .....                  | 14 |
| Computer Labs .....                  | 14 |

## University Libraries

|                          |    |
|--------------------------|----|
| Library Facilities ..... | 15 |
| Hours .....              | 15 |
| Collections .....        | 15 |
| Services .....           | 16 |
| More Information .....   | 16 |

## Emergency Warnings and

## Hazardous Weather Procedures.....17

|                                |    |
|--------------------------------|----|
| Tornadoes and Hurricanes ..... | 17 |
| Flooding .....                 | 18 |

## Campus Life

|   |    |
|---|----|
| Hattiesburg—Student Life .....          | 19 |
| Tradition Campus—Student Services ..... | 19 |
| Student Activities .....                | 19 |
| Student Government Association .....    | 22 |
| Honor Societies .....                   | 22 |
| Campus Clubs .....                      | 22 |
| Campus Ensembles .....                  | 23 |
| Student Honors and Awards .....         | 23 |

## Student and Other Campus

|                            |    |
|----------------------------|----|
| Publications .....         | 24 |
| Campus Calendar and        |    |
| Room Reservations .....    | 24 |
| Religious Activities ..... | 24 |
| Chapel .....               | 25 |
| Cultural Events .....      | 26 |
| Athletics .....            | 27 |
| Intramural Sports .....    | 27 |

## Residence Life/Housing

|                                       |    |
|---------------------------------------|----|
| Hattiesburg Campus .....              | 28 |
| Summer Housing Policy .....           | 28 |
| Residence Life Officials .....        | 29 |
| Residence Hall Facilities .....       | 29 |
| Residence Hall Programming .....      | 30 |
| Damage/Security Deposits .....        | 30 |
| Room Keys/Lost Keys .....             | 30 |
| Room Search .....                     | 30 |
| Room and Board Refund Policy .....    | 30 |
| Roommates .....                       | 31 |
| Being a Good Roommate .....           | 31 |
| Room Furnishings .....                | 32 |
| Room Changes .....                    | 33 |
| Roommate Conflicts .....              | 33 |
| Check-In .....                        | 33 |
| Check-Out .....                       | 33 |
| Vacation Periods .....                | 33 |
| Interim Housing .....                 | 34 |
| Guests .....                          | 34 |
| Hall Visitation .....                 | 34 |
| Visitation in Apartments .....        | 34 |
| Room Inspection .....                 | 35 |
| Apartment Cleaning .....              | 35 |
| Residence Hall Meetings .....         | 35 |
| Maintenance Requests .....            | 35 |
| Emergency Evacuation .....            | 35 |
| Safety and Security .....             | 37 |
| Telecommunications .....              | 37 |
| General Information and               |    |
| Regulations .....                     | 38 |
| Room Decor .....                      | 38 |
| Residence Hall Lobby Hours .....      | 38 |
| Violations and Citation Appeals ..... | 39 |
| Overnight Closing of Campus           |    |
| and Residence Halls .....             | 39 |
| Voter Registration .....              | 39 |

## Campus Services

|  |    |
|--|----|
| Identification Cards .....                         | 40 |
| Bookstore .....                                    | 40 |
| ATM Services .....                                 | 40 |
| Check Cashing .....                                | 41 |
| Tradition Campus Security .....                    | 41 |
| Hattiesburg Campus Security .....                  | 41 |
| Cafeteria .....                                    | 41 |
| Parking Permits and<br>Abandoned Vehicles .....    | 42 |
| Counseling .....                                   | 42 |
| Health Services .....                              | 42 |
| Insurance .....                                    | 43 |
| Lost and Found .....                               | 43 |
| Mail .....   | 43 |
| Career Services .....                              | 43 |
| Student Support Services .....                     | 43 |
| External Relations .....                           | 43 |
| Name / Address Change .....                        | 44 |
| Student Center .....                               | 44 |
| Hattiesburg Vehicle Registration .....             | 44 |
| Hattiesburg Parking Rules and<br>Regulations ..... | 46 |
| Traffic Violations (Hattiesburg / Tradition) ..    | 47 |

## Student Code of Conduct .....

|  |    |
|--|----|
| Harassment .....                       | 51 |
| Disciplinary Action .....              | 53 |
| Guide for Disciplinary Decisions ..... | 54 |
| Judicial Policies and Procedures ..... | 56 |
| Appeal Procedure .....                 | 57 |

## General Policies .....

|   |    |
|---|----|
| Solicitation Policy .....                                 | 58 |
| Annual Notification .....                                 | 58 |
| <i>The Red Book</i> .....                                 | 59 |
| Designation of Directory Information .....                | 59 |
| Students with Disabilities .....                          | 60 |
| Policy on Student Complaints .....                        | 60 |
| Drug Free Campus Policy .....                             | 62 |
| Health Risks Associated With<br>Drug or Alcohol Use ..... | 63 |
| Counseling and Rehabilitation<br>Resources .....          | 64 |
| Communicable Disease Policy .....                         | 64 |
| Drug Testing Policy .....                                 | 65 |
| Administrative Withdrawal .....                           | 65 |
| Annual Disclosure of Crime<br>Statistics / Policies ..... | 65 |
| Campus Directories .....                                  | 66 |
| Hattiesburg Office Locations .....                        | 67 |

## Appendix A

|                                 |    |
|---------------------------------|----|
| Academic Integrity Policy ..... | 69 |
|---------------------------------|----|

## Appendix B

|   |    |
|---|----|
| Intramurals Rules and Regulations ..... | 73 |
|---|----|

|                              |    |
|------------------------------|----|
| Alma Mater .....             | 80 |
| Hattiesburg Campus Map ..... | 81 |

## Student Rights and Responsibilities

|  |        |
|--|--------|
| Nondiscrimination Statement .....                      | 6      |
| Academic Integrity .....                               | 12, 69 |
| Academic Honor Pledge .....                            | 12     |
| Policy on University Withdrawal .....                  | 13     |
| Policy on Probation and Suspension .....               | 13     |
| Computer Labs .....                                    | 14     |
| Library .....  | 15     |
| Student <b>Government</b> Association .....            | 22     |
| Student Organizations .....                            | 19     |
| Chapel .....   | 25     |
| Athletic Attendance .....                              | 27     |
| Intramural Sports .....                                | 27     |
| Housing Requirements .....                             | 28     |
| Identification Cards .....                             | 40     |
| Book Return Policy .....                               | 40     |
| Counseling .....                                       | 42     |
| Vehicle Registration .....                             | 44     |
| Harassment .....                                       | 51     |
| Sexual Assault Statement .....                         | 52     |
| Family Educational Rights and Privacy<br>(FERPA) ..... | 58     |
| Directory Information Designation .....                | 59     |
| Students with Disabilities .....                       | 60     |
| Policy on Student Complaints .....                     | 60     |
| Annual Disclosure of Crime .....                       |        |
| Statistics / Policies .....                            | 65     |

## *The Translation*

The William Carey University student handbook is titled *The Translation*. Its purpose is to clearly communicate information that is needed by all WCU students. William Carey was a poor cobbler with limited education, but through persistence and hard work he became a world-renowned scholar. He mastered Latin, Greek, Hebrew, and most of the known languages of his time, translating the Bible into more than 40 languages and dialects. When the practice of Sati (widows being burned to death on their husbands' funeral pyres) was outlawed in India, Carey was chosen to translate the order into Sanskrit in order to communicate the new law to all the people. The purpose of this edition of *The Translation* is to communicate to you the information that you need in order to achieve the maximum benefit from your time at Carey.

The William Carey University mission statement, vision, creed and annual theme are intended to communicate an ethos that permeates who we intend to be as an institution. Policies, regulations, guidelines, and other information in this handbook are provided to communicate expectations of a WCU student. It is acknowledged, however, that policies, rules, and regulations cannot govern every conceivable condition or circumstance that may arise. It is therefore stated clearly that students are to adhere to Judeo-Christian ethics and moral standards as informed by the Baptist tradition. The current version of *The Baptist Faith and Message* is a clear statement of these beliefs. Any behavior on the part of any WCU student or employee that detracts from the kind of academic community that we seek to build, or any action that is in violation of the long-held beliefs stated in *The Baptist Faith and Message* is subject to disciplinary action as stated in this handbook or determined by university personnel.

Students who are admitted to William Carey University are special and will be held to high academic, moral and ethical standards while at Carey. By signing for this handbook and registering for classes, you accept the challenge described in this handbook.

**This handbook does not constitute a contract between William Carey University and its students. The plans, policies and procedures described in this handbook are subject to change by the university at any time.**

**Failure to read this handbook and other sources of regulations governing college life at William Carey University does not excuse the student from the requirements and regulations described therein.**

## NONDISCRIMINATION STATEMENT

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, gender, age, or disability in admissions or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school.

William Carey University College of Osteopathic Medicine (WCUCOM) will not discriminate on the basis of race, color, ethnicity, sex, gender, religion, national origin, age, or disabilities.

The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Academic Affairs, 498 Tuscan Avenue, Hattiesburg, MS 39401; (601) 318-6101.

## ACCREDITATION

William Carey University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award bachelor, master, education specialist, and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of William Carey University.

All normal inquiries regarding the operation of the university, including admissions, financial aid, educational programs, and other operational matters should be addressed directly to the university and not to the Commission. The Commission should be contacted only if there is evidence of significant non-compliance with the requirements or standards for accreditation.

The Winters School of Music and Ministry Studies is an accredited institutional member of the National Association of Schools of Music. The music therapy program is accredited by the American Music Therapy Association. The Joseph and Nancy Fail School of Nursing is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC, 20036-1120, (202-887-6792); by the board of trustees, Institutions of Higher Learning of the State of Mississippi, and the Louisiana State Board of Nursing.

William Carey University College of Osteopathic Medicine is accredited by the American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA), which is the recognized accrediting agency for the approval of colleges preparing osteopathic physicians. The address and phone number of the accrediting agency are: Secretary, COCA; American Osteopathic Association; 142 East Ontario Street; Chicago, IL 60611; Telephone 312/202-8124; Fax 312/202-8424.

The School of Education at William Carey University is accredited by the National Council for Accreditation of Teacher Education/Council for the Accreditation of Teacher Preparation (NCATE/CAEP), [www.ncate.org](http://www.ncate.org) / <http://caepnet.org>. This accreditation covers initial teacher preparation programs and advanced educator preparation programs at Hattiesburg and Biloxi.

## HISTORY

William Carey University had its earliest origins in Poplarville, Mississippi, when W. I. Thames opened Pearl River Boarding School in 1892. A disastrous fire destroyed the school in 1905. Professor Thames moved to Hattiesburg where he opened South Mississippi College in 1906. After only four years of operation as South Mississippi College, including two successful football seasons in 1908 and 1909, the massive administration-academic building, including a 1500 seat auditorium, was again destroyed by fire. Prominent Hattiesburg businessman W. S. F. Tatum secured title to the property and offered it to the Baptists. In 1911 the Mississippi Baptist Convention accepted the school as Mississippi Woman's College. The growth of Mississippi Woman's College was a source of pride for Mississippi Baptists. Tatum Court was completed in 1914 and named in honor of the college's major benefactor, W. S. F. Tatum. A few years later dormitories were added (Ross and Johnson Halls). In 1953 the college admitted men, and in 1954 changed its name to William Carey College in honor of the eighteenth century English cobbler-linguist whose decades of missionary activity in India earned him international recognition as the "Father of Modern Missions."

Under the leadership of Dr. J. Ralph Noonkester (1956-1989), William Carey College enjoyed significant growth, including 14 new buildings. The college attracted national attention for its athletic teams, traveling chorale, theatre performance groups, scientific honor societies, and student mission efforts. In 1968 William Carey College merged with the Mather School of Nursing to establish a nursing program in New Orleans. William Carey College on the Coast was established in 1976.

The college changed to a trimester system under the leadership of President James Edwards (1989-1997). The Lucile Parker Gallery opened on the Hattiesburg campus, and the Sarah Gillespie Art Gallery was upgraded. Dr. Larry Kennedy served as president from 1998 to 2006. Many physical improvements were made to existing facilities and several new buildings were constructed including Fail-Asbury Hall, Lorena Smith Hall, and Donnell Hall, which houses the Center for the Life and Work of William Carey. Hurricane Katrina destroyed the coast campus and significantly damaged the Hattiesburg campus. In 2006 the institution gained university status and changed its name to William Carey University.

In 2007, Dr. Tommy King was named the ninth president of the university, the first alumnus to serve in this position. In 2009 the coast campus was relocated to the newly constructed Tradition campus. Under Dr. King's leadership, the university's enrollment has grown 60% and numerous new buildings have been built, including the College of Osteopathic Medicine, Tatum Theatre, Jack Jones Field House and tennis complex, Byrd-Braswell Hall, Davis Hall, Bass Memorial Chapel, and a new School of Business building. Several new academic programs were added including four doctoral degrees. With the reinstatement of tennis and the addition of cross-country and track, the number of athletic teams increased to 14.

**The growth of the university, increased average ACT score, enhanced quality of programs, and continued affordability led *US News and World Report* to rank William Carey University as the 2014 #1 Best Value University among regional universities in the South.**



# William Carey University

## Student Government Association

Dear Crusaders,

On behalf of the Student Government Association, I would like to welcome you to William Carey University! I am ecstatic to have you here at William Carey and can't wait for you to discover all of the amazing things this university has to offer. I encourage you to become involved in one of Carey's many organizations. From theatre to math to music to rugby, Carey has an organization of interest for everyone!

One of these organizations is the Student Government Association. We, the Student Government Association, serve as the liaison between you (the student) and the administration. The function of said liaison is to ensure that each student at William Carey has his/her voice heard. If you have an issue around campus or see something on campus that needs to be changed, I would ask that you bring your concern before the SGA so that we may work with administration to remedy the issue.

I'm sure you've all heard the phrase "at college you're just a number," implying that no one at college will know your name or care about your struggles. However true those words may ring elsewhere, they are the antithesis of the atmosphere at Carey. I would like to take a moment to applaud you for choosing a university that wants to get to know you—that truly cares about your struggles. Trust me; the hospitality found here at William Carey University will overwhelm you in the best possible way.

The Student Government Association strives to make William Carey a home for its students. Not only do we as an SGA strive to resolve issues around campus, we also host numerous events throughout the year. Some of our biggest events include Carey Fest in the Fall and the Crawfish Boil in the Spring. Our events are designed to give you a break from class, provide you with a fun outing, and to allow you to meet other students at Carey! The more involved on campus you become, the more you will enjoy your time at William Carey.

Thus, I once again encourage you to become involved at Carey! Attend the various organization events to get to know one another, and attend the athletic events to express your school pride. Join an organization of your liking. Reach out and expand your horizon—that's the purpose of this time in your life! I am honored to be your student government president for this academic year. I cannot wait to serve you and to watch you fall in love with this university that many others already call home.

Here's to a great year,

Lydia Ulrich  
SGA President





## William Carey University—Tradition Campus

19640 Hwy. 67

Biloxi, MS 39352

Hello fellow students,

I would like to welcome all of you to an exciting school year at William Carey University—Tradition Campus. The school is an excellent place to meet new people, make friends, learn, and of course... HAVE FUN!

The SGA is an organization led by the students, and if you are a student, you are automatically a member. Being a member gives you a voice and allows you to speak your mind on any event or problem and be heard about the situation. So do not hesitate to speak up. We will listen.

As president of the SGA, I intend to plan a number of events to have fun around the campus and help with outside events to better the community. I hope that many of you will participate in these events as well.

The upcoming year will be filled with great excitement for us all, and I hope that all of you will become involved with these activities. With your help and participation, we can make this a year to remember. Always know that your college years can be the best years of your life, but you have to take that step to make them the best.

Sincerely,

Ashley Phillips  
SGA President

## Academic Life

A significant part of the student's life at college is spent in the classroom. The student's principle objective should be to acquire the knowledge, understanding and skills needed for effective living.

### CLASSIFICATION OF STUDENTS

|         |   |
|---------|---|
| 0 – 29  | semester hours passed is freshman status  |
| 30 – 59 | semester hours passed is sophomore status |
| 60 – 89 | semester hours passed is junior status    |
| 90+     | semester hours passed is senior status    |

### GENERAL UNDERGRADUATE DEGREE REQUIREMENTS

William Carey University offers eight undergraduate degrees: Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Science (B.S.), Bachelor of Music (B.M.), Bachelor of Science in Business (B.S.B.), Bachelor of Science in Nursing (B.S.N.), Bachelor of General Studies (B.G.S.), and Bachelor of Applied Science (B.A.S.).

All undergraduate degrees require the successful completion of a minimum of 128 semester hours, except for the B.S.N. and B.A.S. degrees, which require 120 hours, and the B.S. degree in health information management, which requires 121 hours. An average grade of C is required. This means that the number of quality points earned must be twice the number of hours attempted. Not more than eight hours of PEG activity credit may apply toward the degree.

William Carey University has a "service learning" requirement to obtain a degree. This requirement can be met in a number of ways—taking a course with a service learning component, participating in a mission trip, a project, or any recognized "organized" group service project.

A minimum of 25% of the course credit required for a degree and the last 32 hours (30 hours for B.S.N., B.A.S., and B.S. in health information management) for any degree must be earned at William Carey University. Students who are candidates for May degrees are required to file applications for their degrees in the registrar's office by October 15 prior to graduation. Candidates for August graduation must file application for their degrees by March 31.

See the university undergraduate catalog for specific degree requirements.

Students planning to earn a Mississippi teaching license should see their department chairs and the dean of the School of Education.

### GENERAL GRADUATE DEGREE REQUIREMENTS

William Carey University offers 12 master's, one specialist, and four doctoral degrees in the following areas: Biology (M.S.), Biomedical Science (M.B.S.), Business (M.B.A., M.S.N.-M.B.A.), Counselor Education (M.S.), Counseling Psychology (M.S.), Education (M.Ed., Ed.S., Ed.D., Ph.D.), English (M.A.), History (M.A.), Music Education (M.M.), Nursing (M.S.N., M.S.N.-M.B.A., Ph.D.), Osteopathic Medicine (D.O.).

See the university graduate catalog for information related to the graduate programs. The graduate catalog can be accessed at the university's website ([www.wmcarey.edu](http://www.wmcarey.edu)). The Doctor of Osteopathic Medicine is described in a separate catalog which can be found at [www.wmcarey.edu/com](http://www.wmcarey.edu/com).

## ATTENDANCE REGULATIONS

Students are expected to attend classes. Excessive absences may seriously affect the work of the whole class as well as that of the individual students who are absent. Undergraduate students must attend 75% of the class meetings in order to receive credit for the course. Graduate students must attend 80% of their classes. The total number of absences of each student shall be reported for each class by each faculty member at the time of filing trimester grade reports.

Children are NOT PERMITTED to attend class with their parents. Children are NOT PERMITTED to remain outside the classroom either supervised or unsupervised while the parent attends class. Parents are responsible for making child care arrangements for their children.

## EXAMINATIONS, GRADES, AND QUALITY POINTS

Examinations are given during the last week of each trimester.

- No final examination may be held at any other time than that designated by the administration. A final examination by special arrangement may be given only by permission of the vice president for academic affairs.
- All fees must be paid before examinations may be taken.

No student will be granted a report of grades or a transcript of any kind until the account is settled in the business office.

Grades are issued to students electronically via the student's email account.

### Grades and Quality Points per Semester Credit Hour

|    |   |   |
|----|---|---|
| A  | Excellent.....  | 4 |
| B  | Above average .....                                     | 3 |
| C  | Average .....   | 2 |
| D  | Below average.....                                      | 1 |
| F  | Failure.....  | 0 |
| I  | Incomplete .....  | 0 |
| P  | Pass .....  | 0 |
| W  | Course dropped in the third week of the trimester ..... | 0 |
| WP | Withdrew passing.....                                   | 0 |
| WF | Withdrew failing.....                                   | 0 |

A grade of "I" (incomplete) will be assigned only when unavoidable circumstances prevent completion of the work of the course on schedule. When the work is completed satisfactorily, the "I" may be changed to any grade. If a grade of "I" is not changed to a passing grade by the end of the next trimester, it will automatically become an "F."

A junior or senior may take up to four courses on a pass/fail basis, but no more than one pass/fail course can be taken in a single trimester. The course must be selected at the time of registration, and it can not be in the core curriculum or in the student's major or minor fields.

## REPEATING COURSES

The first 18 hours of repeated courses, whether transferred in or taken at William Carey University, will count as grade replacements. Thereafter, all grades will be calculated in the grade point average. When courses are repeated, the initial grades remain on the record, but the last grade earned is the one that is counted for degree requirements and in the grade point average. Students who repeat courses taken at William Carey University must repeat those courses at William Carey University in order to receive course credit and quality points for the repeated courses. Scholarships may not be used to pay for repeated courses.

## COMPUTATION OF GRADES

Grade point averages are based on the number of hours attempted in the GPA rather than the number of hours passed. This will include all hours attempted at William Carey University and all transfer credits. Grades of “I” (current) “P,” “W,” and “WP” will not be counted in the total hours attempted. Also, for a course that is repeated, the most recent grade for the course will be counted in the hours attempted.

|                       |     |     |      |       |        |
|-----------------------|-----|-----|------|-------|--------|
| Sample on transcript: | ATT | ERN | *HRS | **PTS | ***GPA |
| <u>Term:</u>          | 12  | 9   | 12   | 27    | 2.25   |

## ACADEMIC INTEGRITY

William Carey University seeks to create an environment that encourages continued growth of moral and ethical values, including personal honesty and mutual trust. The university places high value on academic integrity and regards any act of academic dishonesty, including plagiarism, as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University’s academic standards and Christian commitment.

### Academic Honor Pledge

All students at William Carey University are bound by this pledge:

*I promise or affirm that I will not at any time be involved in cheating, plagiarism, fabrication, or any other acts of academic dishonesty as defined by university policy which explains the disciplinary procedure resulting from violations of academic integrity. I understand that violation of this code will result in penalties, which could include suspension or dismissal from the university.*

The academic integrity policy is found at the back of the Red Book in Appendix A.

## CHANGE OF CLASS SCHEDULE (Dropping and Adding Courses)

- No change of schedule, either in dropping or adding a course, may be made except by permission of the student's academic advisor and/or dean. Other signatures may also be required.
- No student may register for a course after **10% of classes have met**.
- Courses dropped **within the first three weeks** of a trimester will be recorded as “W” (withdrawn). Courses dropped **after these dates and before the middle of a trimester** are recorded as “WP” (withdrawn passing) or “WF” (withdrawn failing), and courses dropped **after the midterm** are recorded as failures. Any student dropping a course at any time without the required approval of the vice president for academic affairs receives an “F” in that course.
- Courses offered in mini-terms or with special schedules will have add/drop dates proportionate to length of course.

- After the registration period, there will be a \$75.00 drop fee for dropping a course and causing the number of hours to decrease. There is no fee for dropping and adding a course if the hours remain the same on the drop/add slip. There is no fee for adding a course.

## WITHDRAWAL FROM THE UNIVERSITY

- All students who desire to **withdraw from the university** must file a written request and obtain approval from the academic vice president. Resident students must also obtain approval of the vice president for student support.
- **Refunds** upon withdrawal will be made only on condition that official permission has been granted. See the procedure outlined in the catalog under the heading of “Financial Information.”

## TRANSCRIPTS

Transcripts are issued by the Office of the Registrar.

- An official transcript is one bearing the signature of the registrar and the seal of the university and is mailed directly or sent electronically to the person/address designated by the student.
- When a transcript (bearing the stamp “Issued to Student”) is given to the person whose credits are transcribed thereon, the university assumes no responsibility for its accuracy after it leaves the registrar’s office.
- Transcripts of credit will not be issued for those students who have any type of administrative holds on their records or accounts.
- There is a per transcript issued fee. See “Financial Information—Student Expenses” in the undergraduate catalog.
- After graduation a student’s transcript becomes a historical “snapshot” and the record is closed, so changes cannot be made. Documented errors will be corrected.

## PROBATION AND SUSPENSION

Students not meeting the minimum cumulative GPA for good standing will be assigned one of the following designations.

**Probation**—Upon initially failing to achieve good standing, the student is placed on probation and is limited to a load of 10 hours for the subsequent trimester.

**Continued Probation**—If a student has not achieved good standing after a trimester on probation but has a term grade point average (GPA) that is above 2.0 and shows significant progress toward good standing, the student may be continued on probationary status.

**Suspension**—If, after one trimester on probationary status, the student fails to make significant progress toward good standing and has a term GPA below 2.0, the student is subject to suspension.

Letters of probation and suspension will be mailed shortly after the end of each trimester. Suspended students who feel they have extenuating circumstances may appeal to the academic appeals committee. A student who is suspended may not take classes at William Carey University, but may apply for readmission after one academic trimester.

## GRADE APPEALS

Students who received a grade that they believe is incorrect may file a formal appeal. To initiate the process, the student must go to the office of academic affairs to pick up the grade appeal form. The process outlined on the form consists of meeting with the instructor, and if necessary, the department chair or program director, and then the school dean. If the issue is resolved at any of these levels, then the process is terminated. If the issue is not resolved, the student returns the form to the vice president for academic affairs who will forward the appeal to the Academic Appeals Committee for a hearing.

## BUSINESS OFFICE

The business office offers assistance to students needing advice concerning their financial obligations to the university. Information relating to tuition, fees, room and board, terms of payment and withdrawal/drop policies is listed in the "Financial Information" section of the university catalog. Business office policies can also be found on the website at [wmcarey.edu](http://wmcarey.edu) under the *Business Office* link.

## FINANCIAL AID

The Office of Financial Aid assists students in finding the means to pay for their educational expenses. WCU participates in all applicable federal and state programs and offers a wide range of scholarships for the first bachelor's degree. Academic scholarships are based on ACT for incoming freshmen and cumulative GPA for transfer students (with at least 12 hours of college work). WCU offers talent scholarships in areas such as music, speech and debate, journalism, theatre, and art, along with athletic scholarships in 14 different sports. Church related vocations (CRV) scholarships are available to Southern Baptist students who have made a public commitment to ministry. Students can apply for endowed and restricted scholarships before April 1 and reapply before February 14 of each year. Add-on scholarships are available for dependents of alumni, members of a Southern Baptist Church, and dependents of pastors and other full time ministerial employees of Southern Baptist Churches, and they can be stacked with talent, athletic, or CRV if the student has a 25 ACT or 3.50 GPA coming to WCU. Otherwise, it is the policy of the university not to stack scholarships.

Financial assistance is offered to students through scholarships, work-service, and grants. The office of financial aid handles all matters related to financial assistance. Any student receiving all F's or I's in any trimester will lose all institutional scholarship aid for the next trimester of attendance.

All students who receive any form of institutional financial assistance must maintain a passing grade for chapel in order to continue receiving assistance. This includes work study. Students receiving scholarships, work study, or other forms of financial aid are expected to conform to behavior and lifestyles that are consistent with a Christian institution as defined by the *Baptist Faith and Message*. Students who engage in behaviors that do not conform to this expectation, on or off campus, may have their scholarships revoked.

## COMPUTER LABS

The Hattiesburg campus provides students with computer access in each of the residence halls and through three computer labs on campus. One lab is housed in the Smith/Rouse library, another is located in room 131 of Lawrence Hall, and one computer lab is located in the new business building. The computer lab in the new business building is available for computer related courses only.

The Tradition campus provides students with computer access in B206. Classrooms on the Tradition campus have computer access, and all have wireless capability.

# University Libraries

The mission of William Carey University Libraries is to provide a learning environment that meets the information needs of the university's students, faculty, and staff. This mission is accomplished through the provision of information resources and services that support the teaching, learning, research, and service needs of the university community.

## LIBRARY FACILITIES

The Dumas L. Smith/I. E. Rouse Library, located in Hattiesburg, provides services, resources, and facilities that directly support students and faculty on the Hattiesburg campus. Library management and technical services for all WCU libraries are provided from this location. The library also provides a computer lab, wireless internet access, a classroom, and three small group study rooms. The Clarence Dickinson Collection, a special collection devoted to church music, the Sarah Ellen Gillespie Museum of Art, and the University Archives.

The Tradition Campus Library is located on the second floor of Tradition's academic building in Biloxi. The library houses books, DVD, and other audiovisual items while also providing access to WCU Libraries electronic resources. Furthermore, a computer lab and three small group study rooms are available to students within the library. A campus-to-campus loan service provides quick access to all materials within the William Carey University Library system located in Hattiesburg.

William Carey University also maintains a cooperative agreement with McBride Library at Keesler Air Force Base to provide resources and services to WCU students who are enrolled in classes at Keesler.

## HOURS

Library hours are scheduled to meet the needs of each campus and are subject to change. Regular trimester hours as well as summer, intersession, and holiday hours are posted at each campus location and are available online on the library's website at <http://library.wmcarey.edu>.

## COLLECTIONS

The William Carey University Libraries provide collections of print, media, and online resources that have been selected to support the curriculum offered at each campus. Smith Rouse Library houses over 74,800 print and media items, and the Tradition Campus Library houses over 8,700 print and media items. An online catalog, accessible through the WCU Library website, provides information about all library holdings including the location of physical items. All circulating items in the WCU Libraries collection are available for checkout at any WCU Library. The online collection includes 68 research databases and over 101,000 electronic books. WCU students, faculty, and staff can also access online collections from any off-campus location through the WCU Library website by utilizing their WCU E-mail addresses and passwords as logins when prompted for full-text access. Licenses for databases, electronic books and journals, and other online materials prohibit access to these materials by individuals who are not WCU students, faculty, or staff.

## SERVICES

A full range of library services is offered to WCU students and faculty at all locations, including the following:

- Reference services for answering research and directional questions;
- Internet accessible computers, with productivity software, including word processing, spreadsheet, and presentation programs;
- Instruction in the use of library services and resources, including workshops, research appointments, tutorials, and research guides;
- Study space, including small group study rooms;
- Interlibrary loan services from other WCU library locations or from libraries outside the WCU system;
- Photocopying and printing;
- Access to group study rooms;
- Online services, including email and text reference; off campus access to licensed databases, online renewal of circulating materials, electronic journals, and electronic books.

## FOR MORE LIBRARY INFORMATION

Homepage: <http://library.wmcarey.edu>.

Smith/Rouse Library in Hattiesburg: 601.318.6169

Learning Resource Center at Tradition: 228.702.1890

Text: 601.348.0287 (Standard Rates Apply)

Ask Us: <http://askus.library.wmcarey.edu/>



# Emergency Warnings and Hazardous Weather Procedures

William Carey University utilizes two different systems for notification of impending emergency situations and hazardous conditions. The primary emergency notification system is known as Sader Watch. In the event of an emergency, a text message will be sent to the mobile number and/or email registered with the system. This is a free service provided by WCU; however, normal text message fees may apply. To register for alerts, visit the website <http://wmcarey.edu/saderwatch>. All students are automatically enrolled in SaderWatch to receive e-mail alerts to student e-mail accounts. To manage your preferences, including adding text alerts, visit <http://wmcarey.edu/saderwatch>.

Announcements and other information regarding WCU operations will be provided by the institution and/or media outlets should it be necessary. The institution will maintain close contact with local law enforcement and civil defense agencies. Only under emergency or threatening conditions will the university be closed during normal operating hours.

The administrative dean for the Tradition campus will make the initial call for that campus location.

In addition, for the Hattiesburg campus, Carey's ALERT horn, siren and public address system can be activated to alert members of the university community of an imminent threat to public safety. The following horns and sirens are used as part of this system.

**EMERGENCY SIREN:** This 25-second signal is intended to immediately get the attention of members of the WCU community. When students, staff, and visitors hear this siren, they should immediately try to seek shelter in a secure location and follow any verbal instructions that may accompany this alarm.

**ALL CLEAR HORN:** This signal consists of three consecutive 5-second horn blasts and indicates that it is now safe to resume normal activities on campus.

**RED ALERT HORN:** This signal consists of a single 15-second horn blast and indicates that there is an imminent dangerous or hazardous situation on campus. When students, staff, and visitors hear this horn, they should immediately try to seek shelter in a safe location such as a building or vehicle away from the problem site until the "all clear" signal is given.

## TORNADOES AND HURRICANES

All faculty, staff, and students will be alerted as to the emergency situation by Sader Watch, Emergency Siren, and by word of mouth. Upon notification of a tornado warning for the immediate area, all students and university personnel should go immediately to an interior room or hallway, stay away from glassed areas, and remain until the alert is lifted. Security and Sader Watch will be responsible for notifying persons on campus of warnings that occur in the evening or on weekends. Upon notification of a threat, residential staff will follow outlined procedures for student housing.

In the event of a hurricane threat to Mississippi, the Office of the President will make the official call for continued operation or closing of the university. Detailed hurricane procedures are available for each campus location. Should the university officially close because of a hurricane, notification of re-openings will be conducted via the website [www.wmcarey.edu](http://www.wmcarey.edu), local media, or by telephoning 1-800-962-5991. No structures on William Carey's campus are approved Red Cross shelters; therefore, no one will be allowed to remain on campus.

Residential students on the Hattiesburg campus will follow specific evacuation guidelines outlined through the housing office.

## **FLOODING**

In the case of heavy rain that results in flooding, students and personnel will be instructed to evacuate buildings that are flooded until facilities and campus security approve re-entry. No one should wade or play in flooded areas.

The safety of all William Carey students, faculty, and staff is the utmost concern of the administration.

# Campus Life

## HATTIESBURG—STUDENT LIFE

The student life staff consists of the student activities director, intramurals director, residence life director, area coordinators, and support personnel. Staff members work together to assist students in many aspects of campus life. Examples should include the following:

| <b>Student Life</b>                 | <b>Student Activities</b> | <b>Housing/Residence Life</b> |
|-------------------------------------|---------------------------|-------------------------------|
| Rm. 127 Lawrence Hall               | Student Center            | Room 129 Lawrence Hall        |
| Questions about <i>The Red Book</i> | Student organizations     | RA applications/scholarships  |
| Judicial policies                   | Student government        | Roommate requests             |
| Student rights and responsibilities | Intramural sports         | Room assignments/changes      |
| Parking permits                     | Cheerleaders              | Maintenance needs             |
| Honors and awards                   | Homecoming events         | Moving in or out of room      |
| Student ID cards                    | Student Center            | Interim housing               |
|                                     |                           | Meal plans                    |

Please refer to this and other sections of *The Red Book* for details on these and other aspects of student life and services.

## TRADITION CAMPUS—STUDENT SERVICES

The student services staff is responsible for providing services and activities necessary for a student's successful university experience and for the student's well-being. Staff members work together to assist students in many aspects of campus life. Examples include:

|   |                        |                                |
|---|------------------------|--------------------------------|
| Leadership development                    | Judicial processes     | Career development             |
| Parking decals                            | Honors Day             | Career and well-being seminars |
| Undecided major advisement                | Study skills resources | Career counseling              |
| Conditionally accepted student advisement | Personal counseling    | Student ID cards               |
|   | Job fair               |                                |

## STUDENT ACTIVITIES

The office of student activities in Hattiesburg offers social, physical, and educational programs and services within the context of a Christian community. Campuses in Hattiesburg and at Tradition each have an office of student activities.

The office coordinates campus student programs. The director of student activities is available as a resource to students and organizations in topics such as leadership development, effective event management, and conflict resolution. Because involvement in one's college community is integral in student success, the office of student activities prides itself on meeting student needs and encouraging personal growth.

### Student Organizations

All student organizations on the Hattiesburg campus operate under the supervision of the office of student activities. Any club organized at William Carey University should be in keeping with the university's objective of intellectual excellence in an atmosphere of spiritual maturity.

To be approved at William Carey University, an organization must fulfill the following steps:

- Submit to the SGA (in Hattiesburg) or the director of student services (Tradition) a constitution with detailed information concerning (but not limited to) the name, nature and purpose, membership standards, goals, cost of initial and annual membership, time and place of regular meetings, and preferred sponsor's name.
- Upon SGA approval, the request for an organizational charter is forwarded to the Hattiesburg director of student activities or the Tradition campus administrative dean for final approval.

**Annual renewal for student organizations**—Active student organizations (at least five active members) at William Carey will be required to submit a request for renewal in order to continue as a campus organization for the following school year. This will provide an accurate account of all organizations, sponsors, presidents, and participation in the community service requirement.

**Student activities calendar**—All student activities, regardless of the group, must be placed in the master student activities calendar each year. This calendar has online access at [www.wmcarey.edu](http://www.wmcarey.edu) in addition to the hard copy version from the student activities office. These calendars will be distributed the first week of school. Items for the calendar must be submitted to the director of student activities by the announced spring deadline. Noncompliance with this policy may result in unavailable facility services.

**Organization Community Service Form**—Active student organizations at William Carey will be required to report each community service activity by turning in the community service form found in the student activities office. This will allow the student activities office to document all community service events performed by student organizations in an effort to ensure that each organization is fulfilling all community service requirements.

**Campus fundraisers**—A student organization making a proposal to have a fundraiser on campus must submit the requested activity along with the organization's annual activity calendar during the announced spring deadline. All fundraisers and calendar of activities must be approved by the director of student activities and vice president for student support. Any fundraiser that is not submitted for the activities calendar will need to submit a request form (found in the student activities office) no later than two weeks prior to the fundraiser date. Any organization wishing to host a fundraiser on campus must also meet PRT (president's roundtable) meeting attendance requirements. Fundraiser and PRT attendance procedures and requirements are as follows:

I. Fundraiser procedure

A. Approved through student activities office, SGA, and the vice president for student support.

1. In order to have a fundraiser, organization must be in good standing:
  - a. Must have turned in a renewal
  - b. Submitted/approved a constitution
  - c. Reps at all PRT meetings (see II. below)
  - d. First come, first served

B. Strictly for fundraisers that go fully towards your budget:

1. 100% profit to fulfill mission of your organization
2. Only 2 per month
3. On alternating weeks
4. Precedence for already on calendar

- C. Donation fundraisers:
    - 1. No minimum required
    - 2. Each organization once a month
    - 3. Limit 1 per week
    - 4. First come, first served
  - D. Unlimited off campus fundraisers
  - E. Must submit a request for fundraisers to student activities office two weeks prior to intended fundraiser.
- II. PRT attendance requirements
- A. Must have a representative at *all* PRT meetings.
  - B. First offense: No fundraisers
  - C. Second offense: No events
  - D. Third offense: Removal of charter by the SGA.
- **Requirements for hosting an event or fundraiser on campus**—Organizations that wish to schedule any event or fundraiser during the school year must follow appropriate procedures to get their events on the master calendar.
    - Fill out an activity request form for every event.  
Facilities setup, food services, and the student conference sound room.
    - Submit packet by deadline established by student activities.
    - New events not on master calendar must be approved by the student activities office. Fill out activity request form at least two weeks before the event.  
Noncompliance may result in unavailable facility services. The activity request form is available in the student activities office, located in the student center.
  - **Annual membership lists**—Tracking student involvement is very important to each organization, student activities, and the university. Each organization will be required to submit a membership list along with membership fee and coverage period each trimester to the director of student activities on a specified date.
  - **Financial requirements for student organizations**—All student organizations with established revenue from membership dues, fundraisers, etc., must obtain and keep accurate an account in the name of the student organization through the university business office. No off-campus accounts are allowed.
  - **Organization accountability**—All student organizations are expected to act in accordance with WCU policies and mission. As the overseer of student organizations on the campuses of William Carey University, the director of student activities and the vice president for student support may request a committee review of a student organization. An organization found acting against the policies and mission set forth by the university will be addressed by the director of student activities and the vice president for student support.

Entertainment and activities, whether sponsored on or off campus, should coincide with the mission and purpose of William Carey University. All William Carey University policies apply to organizations and all events, including:

- Any social function must be cleared on the university calendar of activities through the office of student services/student life.
- Each person present at a function must adhere to the rules and standards of the university.
- No alcoholic beverages, tobacco, or illegal drugs are allowed at any university activity on or off campus.

- William Carey University has a zero tolerance policy for sexual assault. Sexual assault or sexual harassment will be dealt with according to the university policy.

## STUDENT GOVERNMENT ASSOCIATION

The SGA is the recognized voice of the student body in the decision-making process of the university. Each student enrolled in six or more hours at William Carey University is a member of the SGA and may attend meetings any time. Officers are elected annually and are given voting power during all SGA meetings. To be eligible for a student government office, an individual must be a full-time student in good standing and maintain a satisfactory academic average. The SGA Constitution is located online on the student activities website or in the SGA office.

## HONOR SOCIETIES

Alpha Chi, academic and leadership  
 Alpha Psi Omega, theatre arts  
 Delta Omicron, music  
 Kappa Mu Epsilon, mathematics  
 Kappa Pi, art  
 Omicron Delta Kappa, leadership honor society for juniors/seniors only  
 Phi Delta Kappa International, education  
 Pi Gamma Mu, social sciences society  
 Pi Kappa Delta, speech and debate  
 Sigma Beta Delta, business  
 Sigma Tau Delta, English  
 Sigma Theta Tau, nursing

## CAMPUS CLUBS

Bold indicates both Hattiesburg and Tradition campuses; asterisk indicates New Orleans campus; regular type indicates Hattiesburg only. College of Osteopathic Medicine student organizations are listed in the COM student handbook, which is available online.

African American Cultural Society Plus  
 Art Club  
 Association of Campus Presidents (Presidents' Roundtable)  
**Baptist Student Union, BSU**  
 Carey Connection  
 Carey Jitsu  
 Carey Scholars  
 Church Related Vocations Fellowship, CRV  
 Cobbler Newspaper  
 Crusader Cheerleading  
 Crusader Yearbook  
 Crusaders for Life (Students for Life)  
 Diamond Girls  
 Fellowship of Christian Athletes  
 Gamma Chi, women's social sorority  
 International Justice Mission  
 International Student Organization  
 Intramural Sports Program  
 Panhellenic Council  
 Pi Omega, women's social sorority  
 Pine Belt Reading Council  
 Pre SOMA  
 Rugby  
 Serampore Players, theatre arts

Society for Advancement of Management  
Speech and Debate Team  
Student Foundation  
**Student Government Association, SGA**  
Student Music Therapy Organization  
**Student Nurses Association\***

## CAMPUS ENSEMBLES

Carey Carillon  
Carey Chorale  
Carpenter's Wood  
Chapel Choir  
Instrumental Chamber Ensemble  
Jazz Band  
Pep Band  
Spirit of Carey  
String Ensemble  
Symphonic Winds

## STUDENT HONORS AND AWARDS

Outstanding undergraduate students are honored by the university and recognized at the annual Honors Day Convocation. Student-elected honors are chosen by the student body at-large, while university awards are chosen by faculty committee selection. All students honored must have passing grades in chapel for the current year.

**Academic Area Award**—Faculty selected awards are presented to students in each academic area and are announced at the Honors Ceremony.

**Beauties and Beaus**—Elected campus-wide annually, one man and one woman shall be chosen from each class to be honored as campus beau and beauty. The students must have a passing average in chapel in the school year in which they are elected.

**Favorites**—Each year, students vote on a man and woman from each class to be honored as Class Favorites. The students nominated must have a passing average in chapel in the school year in which they are elected.

**Homecoming Queen**—Selected by students in a spring campus-wide election, the queen presides over homecoming activities surrounded by maids from each class. Two freshmen, two sophomores, two juniors, and three seniors are elected each year with one of the senior maids becoming homecoming queen. These students must have a passing average in chapel in the school year in which they are elected.

**Jenkins-Chastain Award**—Established in 1957, the Jenkins-Chastain Award serves as the university's highest honor. Selected in the spring by a faculty committee, it recognizes men and women who exemplify outstanding character, scholarship, leadership, and service. Traditionally this award is presented to one or more graduating seniors.

**Leadership Award**—The student life committee annually selects that senior student who best demonstrated and practiced leadership potential in all phases of college life. The honor is then announced at Honors Day Convocation.

**Mr. and Miss William Carey University**—Reserved for the undergraduate senior man and woman who best represent the ideals of William Carey University. This is the highest-elected honor of the student body. Nominated by the faculty/staff, this award is elected by the student body. The students nominated must be graduating seniors, and they must have a passing average in chapel in the school year in which they are nominated.

**Scholarship Award**—In recognition of high academic standards, the university honors at commencement the senior graduating first in the class.

**Who's Who**—Nominations for Who's Who in American Colleges and Universities are submitted by university faculty and are based on outstanding contributions made in various phases of campus life.

## STUDENT AND OTHER CAMPUS PUBLICATIONS

Student publications include *The Crusader* (yearbook), *The Cobbler* (newspaper), and *The Indigo* (literary journal). *The Crusader* and *The Cobbler* are funded by the university, supervised by the mass communications faculty, and are governed by the university's general policies on student publications. *The Indigo* is produced through the language and literature department and is funded in part by sales of the journal. A complete description of the policy governing student publications is available in the offices of student life in Hattiesburg or the administrative dean at Tradition.

Student publications and other campus publications include the following:

***The Crusader***—*The Crusader* yearbook is published annually by a staff of volunteer students. Scholarships are available for the editor and co-editor position. Advisor is appointed by the president of the university.

***The Cobbler***—*The Cobbler* newspaper is published periodically throughout the year reporting special events and highlights of campus life. Scholarship available for editor. Advisor is appointed by the president of the university.

***The Indigo***—*The Indigo* is a collection of literary works written by students and staff, published annually.

***The Red Book***—*The Red Book*, the student handbook, is published annually and distributed at the beginning of each academic year.

***The Carey Call* (Hattiesburg)**—*The Carey Call* is printed weekly and distributed at chapel services as a chapel program and news bulletin. Anyone interested in placing an announcement in the *Carey Call* should email the announcement to [btillery@wmcarey.edu](mailto:btillery@wmcarey.edu) by noon on the Tuesday preceding chapel. All announcements should relate specifically to the activities of William Carey University.

***Student Activities Calendar***—The student activities calendar is published annually and distributed at the beginning of each academic year.

Anything identified with William Carey University must be in keeping with the Mission Statement. Examples of such student speech exchange includes flyers, program content, or printed material text.

## MASTER CAMPUS CALENDAR AND ROOM RESERVATIONS

One may place a meeting or activity on the university master calendar and/or reserve a meeting space on campus by calling the Office of External Relations at ext. 6192 in Hattiesburg and the dean of academic programs at ext. 1829 on the Tradition campus.

## RELIGIOUS ACTIVITIES

As a Christian institution, William Carey University considers a student's spiritual growth and enrichment a primary responsibility. Many events are planned for the personal benefit of the student. The student is encouraged to take the initiative to become involved and profit from such. Spiritual Emphasis Week, Missions Week, chapel services, and other special events comprise a large part of the spiritual atmosphere at the university. Organizations such as the Baptist Student Union and the Church-Related Vocations Fellowship work to promote the ideals of Christian service in all areas.

Under the supervision of the BSU director, the **Baptist Student Union** seeks to provide opportunities for fellowship, recreation, and Christian service by conducting weekly devotional services, missions fund drives, retreats, and Bible studies.



Ministries include summer missions appointments, annual missions trips, and local community mission projects. The BSU is an open fellowship to students of all denominational backgrounds.

The **Church-Related Vocations Fellowship** (Hattiesburg campus) meets each month for fellowship and dialogue. It is open to all students considering a career in any area of church vocation including pastor, church staff, missionaries, chaplains, and student workers.

**Fellowship of Christian Athletes** is a student-led organization focusing on spiritual growth of all students. FCA works to serve local communities by equipping, empowering, and encouraging people to make a difference for Christ. The organization holds regular Bible studies and athletic/social events throughout the year.

Other important events include the William Carey Lecture series, which focuses campus attention on missions, and the Christian Leadership Lectures.

## CHAPEL

Chapel is held in Smith Auditorium on the Hattiesburg campus from 9:25–10:10 every Wednesday morning during the fall, winter, and spring trimesters unless a special convocation is scheduled on a Monday.

The purpose of chapel is to provide, through the regular assembly of the entire university, an opportunity for worship and inspiration, for learning in an inspirational context, and to help build a sense of community. Therefore, all William Carey undergraduate students are expected to attend chapel. Commuting students who do not have class on Wednesday mornings may request an exemption for the trimester in which they have no Wednesday morning classes.

All undergraduate students who live on campus and commuting students who have a Wednesday morning class will automatically be enrolled for chapel.

Students who receive institutional scholarship, work study, participate in athletics, theatre, forensics, musical ensembles, campus honor organizations, officers of campus clubs, or who represent the university in any capacity are required to pass chapel each trimester. In order to be chosen for any university honor or to be recommended by the university for licensure, certification or for graduate school admissions a student must maintain a passing average for chapel. In order to receive a passing grade, a student must attend seven chapel programs each trimester. Opening Convocation, Christmas Vespers, and Honors Day Convocation require mandatory attendance.

Chapel is held on the Tradition campus on Mondays at 11:30 a.m.

**Chapel Regulations**—On the Hattiesburg campus, attendance cards will be available at the auditorium for a period of 15 minutes prior to each service. No chapel attendance cards will be issued after 9:35 a.m. Each student is to **print** his/her name and I.D. number on the card and give it to student development office personnel at the end of the program. Cards will not be accepted after these personnel have left the auditorium. Only one attendance card will be accepted from each student and the student's I.D. card may be requested as a condition for acceptance of the attendance card.

Any student who is tardy due to being detained in class should follow these procedures:

- Attend the chapel program.
- Notify the department of biblical studies office (Lawrence Rm. 112) of his/her attendance **immediately** after the conclusion of the chapel program.
- Present a written excuse from the professor to the department of biblical studies office by 4:00 p.m. Friday of that same week.
- Complete a chapel attendance card or attendance sheet.

**Chapel Attendance Exemptions**—Requests for exemptions from the chapel requirement may be made by completing an exemption request form available in the Hattiesburg campus' department of biblical studies, Room 112 in Lawrence Hall. Students may be exempted from chapel attendance requirements for reasons of employment, student teaching, off-campus internships or practicums, or nursing clinicals. Groups who participate in extracurricular activities or varsity sports and who must be absent from chapel because of these activities must have their sponsor submit their names to the department of biblical studies office. Such excused absences will not alleviate the student's responsibility in attending the required number of chapel programs in order to pass chapel, unless such excused absences prohibit the student from attending the required number of chapel programs in order to pass. Students participating in the chapel program who are required to attend chapel must complete attendance cards.

## CULTURAL EVENTS

In addition to those that are planned as auxiliaries to academic classes, a number of cultural activities are available for student development.

The School of Music sponsors special music programs and recitals throughout the academic year.

Three theatrical productions are featured by the theatre department each year plus a series of one-act plays, and two dinner theatre productions in the summer.

The Lucile Parker Gallery, located in the 512 Tuscan Building on the Hattiesburg campus, is named after the nationally known artist and former Carey instructor. It features a collection of paintings in oil and pastels, drawings in pen and ink, and watercolors of wild flowers, portraits, and abstracts by Ms. Parker. The gallery also houses the Larry H. Day Collection and the William Carey Collection. Other works are exhibited on a regular basis. The gallery is open Tuesday-Friday, 1:00-4:00 p.m., except during university holidays.

The Sarah Ellen Gillespie Museum of Art houses more than 600 works by Mississippi artists collected by Ms. Gillespie over six decades. It is the most complete collection in existence of 20th century art works by Mississippians. The museum hosts special exhibits and related cultural programming. The museum is open Monday-Friday, 1:00-4:00 p.m., except during university holidays.

The Center for the Life and Work of William Carey, D.D. (1761-1834), located in Donnell Hall on the Hattiesburg campus, is a museum and research facility which houses a collection of artifacts from and about the British cobbler, botanist, and linguist who is known as the "father of modern missions" for his work in India. William Carey is also the university's namesake. The museum is open Monday-Friday from 1:00-5:00 p.m., except during university holidays.

The Clarence Dickinson Collection is housed in the Smith/Rouse Library on the Hattiesburg campus. Named for the "Father of American Church Music," Clarence Dickinson (1873-1969), the collection contains over 5,000 books, including many rare hymnals and psalters, scores, manuscripts, recordings, an antique piano, and memorabilia relating to the history of hymnology. The collection may be viewed by appointment by calling 601-318-6169.

## ATHLETICS

The intercollegiate athletic program consistently produces nationally ranked teams in several sports. These athletic teams are a focal point for school spirit and provide students with an excellent opportunity for sports entertainment.

The university fields men's and women's teams on the Hattiesburg campus, including intercollegiate basketball (M & W), baseball (M), fast-pitch softball (W), golf (M & W), soccer (M & W), tennis (M & W), cross country (M & W), and track and field (M & W). The athletic program is a highly respected member of the National Association of Intercollegiate Athletics (NAIA). The institution is a member of the Southern States Athletic Conference (SSAC). Other SSAC institutions are located in Mississippi, Louisiana, Alabama, Georgia, Tennessee, and South Carolina.

Students should present their identification cards for free entrance to regularly scheduled games and matches.

## ATHLETIC TEAM NAME

When Mississippi Woman's College became co-educational and started competitive athletic teams, the name "Crusader" was chosen. In modern parlance, a crusader is one who is dedicated to a worthy cause, who is committed to achieving a goal, and upholds the highest standards of integrity and character. Should a military image be involved, it is a spiritual one as described in Eph. 6:10-17—truth, righteousness, peace, faith, salvation, and the Word of God.

## INTRAMURAL SPORTS

Individual and team sports such as softball, soccer, volleyball, ultimate frisbee, flag football, tennis, basketball, dodge ball, kickball, badminton 3 v 3 basketball, home run derby, free throw contest, 3-point competition, sports trivia bowl, pool and ping pong tournaments, laser tag and bowling nights are offered throughout the year under the direction of student activities. Rules and entry forms may be obtained from the coordinator of intramural sports. See Appendix B at the back of this handbook for intramurals rules and regulations.

The William Carey intramural sports staff invites you to participate in an action-packed competitive intramural sports program. More than 21 activities and events are offered, featuring team and individual/dual competition. The goals of intramural sports are to be as diverse as possible and to offer each student the opportunity to participate, regardless of ability.

# Residence Life/Housing

Hattiesburg: Lawrence Hall, Room 127, ext. 6102, or 6214

**Purpose and Philosophy**—Campus living areas are designed to support the educational mission of the university by providing convenient, comfortable, and affordable residences in a living-and-learning environment. Living on campus provides an increased opportunity for developing better student relationships, encourages the exchange of cultural and intellectual thought, and promotes an environment for living and learning as part of the overall educational mission of the university.

## HATTIESBURG CAMPUS

All full-time undergraduate students are required to live on campus with board unless they meet one of the following criteria: age 21, commute from home of parents (within a 50-mile radius), are married, or have children. Resident Hall students who turn 21 during the term in which they wish to live off campus, have senior classification, and are in good standing with the university may apply to live off campus. Any unmarried student under age 21 living off-campus without official approval will be required to pay full room and board charges for the trimester in which the violation occurs. Students who are on scholarship and either choose to move off campus or are required to move off campus for disciplinary reasons, will have financial aid reduction.

Students must furnish their own linens, pillows, and, if desired, window curtains. Mini-blinds are furnished. Local telephone service is available through the university's telecommunications system for students in Polk, Bryant, Bass, and Ross Halls. However, students must furnish their own telephone set. Students must inform the housing staff if they want their phone activated during the first week of the trimester. A \$50 phone activation fee per academic year will be accessed.

All residential students must make room reservations prior to each trimester. A one-time \$150 deposit (\$200 for Braswell, Byrd, Davis, Johnson, and Penton apartments) is required of all new campus residents (see Damage/Security Deposits). Upon receipt of a written request from the student, the deposit will be refunded within 90 days of the student's permanent check-out. The amount of the refunded deposit is reduced by any unpaid charges, fines, or assessments for damage to the room or its furnishings.

The university reserves the right to inspect rooms and to move any student to another assignment for reasons of space management or for the maintenance of order. At the beginning of each school term, students without roommates may choose one of three options: 1) move together voluntarily with another student who is without a roommate, 2) be reassigned with another student who is without a roommate, or 3) pay the private room rate if space is available. Whatever the option chosen, the student must coordinate his or her actions with the resident hall director.

Students will not be allowed to remain in student housing for any period of enrollment in which they are not registered for course work.

## SUMMER HOUSING POLICY

Student housing may not always be available during summer terms, since the majority of major repairs and renovations take place during the summer. If housing is available, students may elect to live on or off campus. All students who choose to live on campus during the summer must participate in a campus meal plan. This includes Johnson and Penton apartment residents.

## RESIDENCE LIFE OFFICIALS

Supervision of the residence hall system is provided collectively by the vice president for student support, director of residence life, hall directors, and the RA (resident assistant) staff. Operating under the jurisdiction of the university administration, hall directors and RA staff members are considered university officials and are vested with the level of authority necessary for supervising activities within their respective halls. Descriptions of each of the residence life official positions are as follows:

- **Director of housing and residence life:** (Lawrence Hall, Room 127, ext. 102) The senior administrator for residence life and housing; directly supervises hall directors and area coordinators; oversees all operations of residence life; plans, coordinates, and implements the overall program of resident education, RA recruitment, selection, and training; room reservations /assignments; and other system-wide functions such as coordination of the opening and closing of the residence halls throughout the year. Makes recommendations concerning major maintenance and or equipment needs to the vice president for student support.
- **Area coordinator:** A mid-level administrator in housing and residence life who serves as director of one hall, and is responsible for all housing operations in a particular area of campus. Supervises RAs and RDs in their area of responsibility. Actively participates in RA recruitment, selection, and training. The area coordinator is responsible for many residence life functions, including communicating and enforcing university policy among campus residents, coordinating residence hall opening and closing, making room assignments and assisting the director of housing and residence life as needed.
- **Resident director (RD):** the live-in advisor for a particular residence hall; directly supervises the RA staff of his/her hall; participates in process of RA recruitment, selection, and training; assists director of residence life with implementations of educational programming and room assignments; serves as advisor to Hall Council; makes work order requests for minor maintenance needs and recommends major maintenance and equipment needs to the director of residence life.
- **Resident assistant (RA):** serves as a peer advisor, student advocate, and administrative representative to students in his/her residence hall; remains available to assist students at **all** times; enforces university policies and individual hall regulations; conducts educational, and social programming for hall residents; provides a listening ear, offers encouraging words, and models good citizenship and scholarship.

## RESIDENCE HALL FACILITIES

### Men's Halls

- **Braswell Hall** accommodates approximately 89 men at full occupancy. Single occupancy rooms may be available at additional charge.
- **Bryant Hall** accommodates approximately 100 men at full occupancy. Single occupancy rooms may be available at additional charge.
- **Polk Hall** accommodates approximately 95 men at full occupancy. Single occupancy rooms may be available at additional charge.
- **Penton** apartments accommodate approximately 40 senior men at full occupancy.

## Women's Halls

- **Bass Hall** accommodates approximately 140 women (all classifications) at full occupancy. Single occupancy rooms may be available for additional charges.
- **Byrd Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge.
- **Davis Hall** accommodates approximately 89 women at full occupancy. Single occupancy rooms may be available at additional charge.
- **Johnson Hall Apartments** accommodate approximately 46 women (junior and senior classifications only) at full occupancy. Each apartment accommodates either three or four women.
- **Ross Hall** accommodates approximately 55 sophomore, junior, and senior women at full occupancy. Single occupancy rooms are not available in Ross Hall.

## RESIDENCE HALL PROGRAMMING

Residence halls are more than just a place to sleep. They are also centers for learning and socializing. Each hall is a small community in which the residents can have an active role in its growth and progress. The residence life staff in each hall assists students in planning and organizing activities and programs of common interest. Programming in residence halls is intended to help students grow and develop life skills that will assist them in college and beyond.

## DAMAGE/SECURITY DEPOSITS

Applicants for campus housing must pay a one-time deposit of \$150 before receiving a room assignment in Bass, Bryant, Polk, and Ross Halls. Residents of Johnson and Penton Apartments, Braswell, Byrd, and Davis Halls must post a deposit of \$200. This deposit is refundable less any assessment for damage or neglect of the room, its furnishings, or other areas of the residence hall, provided the proper procedures for check-out are followed (see section on "Check Out"). Damage or neglect includes, but is not limited to nail holes, cleanliness, furniture damage or loss, and similar offenses.

## ROOM KEYS/LOST KEYS

A charge of \$50.00 is levied for a replacement key. Each time a student forgets his or her key, requiring the resident assistant or hall director to unlock the door, a fine of \$5.00 will be levied. A fee of \$10 will be charged for unlocking doors after midnight.

## ROOM SEARCH (also see Room Inspection)

The vice president for student support or a designee may, at any time, conduct a room search for the following reasons: (a) in the event of an emergency; (b) health and safety concerns; (c) to retrieve missing or stolen property; (d) suspicion of violation of university policy.

## ROOM AND BOARD REFUND POLICY

Students withdrawing from the university after the start of classes will not receive a refund for residence hall or board fees. Deposits are returned in accordance with the agreements under which they are made.

## ROOMMATES

Students may request other students as roommates. Efforts will be made to honor such requests; however, due to space limitations and other factors, requests may or may not be possible. Private rooms are available only if space allows and if an even number of students are requesting roommates. At the beginning of each term, students without roommates may choose one of three options: 1) move voluntarily into the room of another student who is without a roommate; 2) be assigned to the room of another student who is without a roommate; 3) pay the private room rate. Again, all room changes must take place with written permission from the director of residence life.

## BEING A GOOD ROOMMATE

Living in a residence hall at William Carey University provides the opportunity for students to become involved in the total life of the university and to develop human relations skills essential for success in all areas of life. For many students, this will be their first experience of living in a small room with another person who is not an immediate family member and in sharing the life of a small community as an independent citizen.

Residence halls are, indeed, small closely-knit communities. It is important that students seek to establish positive rapport with their roommate and those living in close proximity as soon as possible after receiving their room assignment. These suggestions are intended to help you achieve those goals.

Above all others, three basic principles should govern the relationship roommates establish with each other:

- Roommates should be open and honest with each other. Small problems and points of conflict can become major issues if they are not resolved early. A healthy relationship is not one in which there are no problems, but one in which those problems can be discussed and resolved.
- Roommates should recognize that each is a unique person with his/her own likes and dislikes and accept those differences in each other. Neither should expect the other to conform totally to his/her lifestyle, but rather to seek to come to a common understanding in those areas where values and preferences differ.
- Roommates should acknowledge that each person has certain rights that should be honored. They should also understand that there are reciprocal responsibilities that accompany those rights. Residents must also understand that living in a residence hall community within the standards and values of the university place limitations on the individual rights of students.

Experience has shown that certain aspects of living with a roommate frequently can become points of conflict. In addition to simply getting to know your new roommate, you should be certain to discuss these sensitive topics and reach agreement on how you will handle each.

- **Sleeping habits.** In addition to the basic decision of the time each goes to bed and gets up, roommates should agree on the use of lights, computers and radios when the other person wishes to sleep.
- **Study habits.** Where and when does each person plan to study? How quiet does the room have to be?
- **Room cleanliness.** Student rooms can be found in conditions from complete clutter to perfect neatness. Roommates should agree on the condition they will maintain their room.
- **Music and TV tastes.** Preferences range widely on these items and roommates should agree on type, time and loudness of radios and TVs.

- **Food and snacks.** Roommates should talk about if they are willing to share or keep their own items.
- **Using each other's property.** Determine a mutual policy regarding the use of your and your roommate's personal property including everything from clothing to cars, what items are OK and which are strictly off limits. Do not go through your roommate's personal belongings (in their closet, desk, chest of drawers, etc.) without permission; respect their "turf" in the room you share.
- **Room decorations and furnishings.** Roommates should determine in advance which items each will bring (such as TV, phone, etc.) and what type decorations are acceptable to both as the room is totally shared space. If you are in an apartment, do the same for the space that is shared by all roommates.
- **Guests in the room.** Some students value privacy more than others. Be sensitive to your roommate's wishes to have or not to have friends in the room. Talk about it in advance!

Always keep in mind that the resident assistants (RAs) are there to help you discuss these issues with your roommate. They are your resource!

The quality of the relationship you will have with your roommate is largely up to each of you to determine. Some specific suggestions have already been listed. Personal attitudes are very important also. Keep these additional helpful tips in mind as you and your roommate build your relationship:

- Never assume things. Always ask questions or permission before doing something with which your roommate might agree.
- Discuss your feelings and opinions openly and do not let small problems or disagreements become major issues before talking about them.
- Ask permission before using your roommate's personal property or before having friends in your room. Express appreciation when your roommate does you a favor.
- Avoid being judgmental. Recognize your roommate's right to be him/herself just as you expect to be allowed to be yourself.
- Be willing to compromise. A solution achieved by both parties reaching agreement is always better than when one decides over the other.
- Truly listen to your roommate and make sure you understand how he/she feels; listen as much as you speak.
- Be willing to talk to your RA or resident director when you need help or advice.

The skills, abilities and attitudes you develop in being a good roommate will have lifetime application. Give your best to this relationship and hopefully, you will have friendships you will value forever.

## ROOM FURNISHINGS

Each student rooming in a university residence hall is responsible for the condition of his/her room, its furnishings, and the appearance of the residence hall in general. Charges will be made for damage or neglect of the furnishings, walls, ceilings, floors, windows, screens, and the hall doors of rooms, payable by the resident(s) of the rooms so damaged or neglected. Charges for the damages to the halls, lobbies, fixtures, etc. of any university residence will be pro-rated among the particular residents if individual responsibility for such damages cannot be established.

Furniture may not be arranged for use which is incompatible with its intended design. All original equipment (beds, chests, dressers, desks, etc.) must remain in the room. Students moving furniture out of the room will be fined. Furniture and appliances brought into the



halls must be agreeable to all occupants of the room. Damage to university property will result in a fine equal to the cost of repairing or replacing the damaged property. Students may not bring in extra beds or construct loft beds.

## ROOM CHANGES

Hall directors will designate a “room-change day,” roughly two weeks into the fall trimester. Students wishing to change rooms and/or roommates may do so at this time through a carefully coordinated process led by the resident director. At no time (including “room-change day”) may residents change rooms without permission from either the hall director or the director of housing. After this designated day, room changes will only be considered for **very serious reasons**. Any room change after this special day must be approved in writing by the director of housing.

**There is a \$25 charge** to change rooms after the designated “room change day,” unless approved. To request a room change, students must obtain a “permission to move” form from the Residence Life Office and have it signed by the director of residence life. Students who move or exchange keys without permission will be subject to disciplinary action.

## ROOMMATE CONFLICTS

Serious roommate conflicts are rare; however, such conflicts are the most often cited reason for requesting a room change. Conflict, however, is viewed not as a negative experience, but as an opportunity for learning. Rather than avoiding conflict, residents are encouraged to work through these situations in order to develop important life skills such as communication, conflict management, assertiveness and individual responsibility. Resident directors and the RA staff are available to assist residents as they work together on their differences. A room-change request will be considered after all parties have exhausted all attempts to reconcile differences.

## CHECK-IN

The resident assistant will go with the student to his/her assigned room to fill out a room inventory sheet and issue a room key.

## CHECK-OUT

A student must have all of his/her belongings out of the room before an official check-out procedure begins. The resident assistant will check the room for cleanliness and damages and will furnish a check-out form to the student on the day he/she vacates the room. The student then presents his/her room key to the resident assistant, who then presents the key and the check-out form to the hall director. The resident director submits the key and check-out form to the director of housing and residence life. Students must vacate and check-out of rooms by the housing closing time as posted in the residence halls. **Students who fail to follow this procedure completely will be charged \$100.00. Students who fail to return the room key will be charged \$50.00. Students who return the room key without checking out properly will be charged \$75.00. A minimum charge of \$50.00 per person will be assessed for room damages and rooms left uncleaned.**

## VACATION PERIODS

The residence halls and cafeteria may be closed at any time the university is not in official academic session. Because these breaks involve multiple weeks throughout the year, residents should make plans for alternative living arrangements during holidays and breaks. Examples of such holidays include (but are not limited to) Thanksgiving week, Christmas week, New Year’s week, and spring break. Residence halls do not close during “one-day” holidays such as Good Friday, Labor Day, or trimester breaks.

## INTERIM HOUSING

Interim housing may be available during the academic year for the week-long break periods (Thanksgiving, Christmas, and spring break). Students with no history of financial or disciplinary problems who have no other housing alternatives may apply to live on campus during these time periods at a rate of \$60 per week. Application must be made at least one week in advance. Payment must accompany the application. Students may or may not be assigned to their regular room during the interim period.

## GUESTS

Students may host overnight guests, age 15 and older, by obtaining prior permission from the area coordinator for their area of campus. For the safety, security, and comfort of both guests and residents, no one under 15 is allowed in the residence halls at any time. Handbook regulations apply to all guests. Student hosts are responsible for the behavior of their guests. Guests must be registered in the residence life office (Lawrence Hall, room 127) from 9 a.m. to 5 p.m. If permission to host a guest is made prior to 5 p.m., the rate is \$10 per night. Requests made after 5 p.m. may be made in the host's residence hall and will carry a \$15 per night charge. Receipts serve as a "pass" for guests and may be required for admission to campus. Requests made after 10 p.m. will be denied. Guests are limited to spending three nights total per trimester on campus (in any room). Carey students may host no more than three guests per trimester. Students hosting unauthorized guests will be subject to disciplinary action, and guests will be asked to leave campus immediately. Any unregistered guest is required to be off campus by midnight.

## HALL VISITATION

Residence halls are designated as single-gender facilities. As such, visitation is permitted **ONLY** in the lobby of the hall between the hours of 8 a.m.–12 midnight daily. Visits outside of these times must be cleared by the hall director. Visitation in individual rooms and apartments will be allowed on a bi-weekly basis in each residence hall. Each residence hall will have two nights of visitation (one night being Saturday) two weeks each month. The specific nights will be determined by the hall staff at the start of each term. All visitors must check in with the housing staff in the lobby and sign the visitation contract. Failure to do so will result in progressive disciplinary action.

## VISITATION IN JOHNSON AND PENTON APARTMENTS

Opposite gender visitors are allowed in Johnson and Penton apartments only at the designated days and times as established by the director and staff of the office of residence life and housing in conjunction with the student life committee. The residents of Johnson and Penton will receive a schedule of visiting hours. Residents are responsible for the behavior of their guests and for ensuring that visiting hours are strictly observed by opposite gender guests. All opposite gender guests must sign the guest book and log entrance and exit times when visiting Johnson and Penton apartments. Failure to do so will result in progressive disciplinary action, including loss of all visitation privileges for both the host and the guest.

Visitation will be a maximum of two nights per week (one night being Saturday) two weeks each month. The specific nights for visitation will be determined by apartment residents and housing personnel during each term.

## ROOM INSPECTION (also see Room Search)

University administrators and the residence life staff reserve the right to inspect student rooms at any time for any reason. Regular weekly inspection for cleanliness and orderliness will be made by RA staff members. Citations are issued to students who fail to meet inspection standards. Repeated citations may result in more severe penalties. Sweeping or placing debris out of the room and into the hallways will result in an automatic failure of room inspection. Students are responsible not only for the conditions of their individual rooms, but collectively, as a floor unit, must not abuse the privilege of professional house keeping services by excessive or improper use of common areas.

## JOHNSON AND PENTON APARTMENTS CLEANING

It is the responsibility of Johnson and Penton Apartment residents to assure the cleanliness of their apartments (bathrooms, fixtures, and appliances) are maintained per the university's standards. Additionally, apartment residents must regularly dust baseboards and vacuum carpets. Air filters, light bulbs, and smoke detector batteries will be replaced by facilities personnel unless abuse is taking place. Johnson and Penton Apartment residents will be assessed for abuse or neglect of apartment furniture and furnishings.

## RESIDENCE HALL MEETINGS

Attendance at all residence hall and floor meetings is required. A minimum 24-hour notice will be given for all meetings. A fine of \$15 will be levied for missing a meeting. Any student who needs to be excused from a floor or hall meeting must notify the resident director prior to the meeting. Only in cases of extreme circumstances will students be excused from residence hall meetings. Students who have an assigned room but do not actively live on campus must complete a form with the director of residence life in order to be exempt from meetings.

## MAINTENANCE REQUESTS

Residents may make maintenance requests through the housing office (ext. 6102), from 8 a.m. to 4 p.m., Monday through Friday. Requests may be made through an RA or resident director at other times as the need arises.

## EMERGENCY EVACUATION

These procedures should be observed for your own safety and protection. Be certain your roommates and your guests know what to do if an emergency arises. The evacuation routes posted on your floor should be used, if at all possible, in the event of an actual emergency.

***If your normal evacuation route is not passable during an actual emergency, use the best exit available.*** If you need to report an emergency, contact your resident director, resident assistant, security (601-318-6300) or (601) 318-6214.

### **When the alarm sounds...**

*Leave immediately, no matter what you are doing! Leave your valuables, clothes, etc., in the room. If you don't it may be too late for you to get out of the building. It is your responsibility to evacuate the building.*

### **Walk out exit**

1. Walk, don't run or stampede.
2. Watch out for other students in the hallways and on stairways.
3. Don't cause a jam and possible injury to fellow students.

**In case of fire...**

1. Feel the door and observe cracks around the door. If the door is hot or there is smoke, *do not open the door*.
  - A. Under these conditions, stuff the cracks around the door and open your window.
  - B. If the window is too high for a safe exit, stay by the window and wait for a fireman to bring a ladder. Raise blinds and turn on the lights so that firemen can see into your room.
2. If door is not warm, open it cautiously, checking both for smoke and noxious fumes. If the hall is clear, proceed to the nearest fire exit. Wear shoes and coat. Carry towel or coat to protect your face from flames or smoke.
3. If you find yourself in a hallway suddenly enveloped by smoke or fumes, the safest spot is close to the floor and against the wall. Cover nose and mouth and proceed to exit.

**Do not try to locate or fight fire when alarm sounds...**

1. By this time, it is usually too late to do any good and you could be trapped inside.
2. If you are not near your assigned exit, leave through the nearest safe exit and report to your designated area outside the building for roll call. It is your responsibility to see that your presence is recorded.
3. Remain at your assigned evacuation meeting place until you are given further instructions.

**In case of tornado or other inclement weather...**

Go to the first floor of your building and stay away from windows until the emergency passes. *Do not go outside!*

**FIRE OR SMOKE ASSEMBLY AREAS:****Bass Hall:**

1st floor—Tatum Court, front porch  
2nd floor—Tatum Court, front steps  
3rd floor—Tatum Court, front sidewalk

**Braswell Hall:**

All residents—Wilkes sidewalk on west side

**Bryant Hall:**

1st floor—Lawrence Hall, west wing parking lot  
2nd floor—Lawrence Hall, back center parking lot  
3rd floor—Lawrence Hall, east wing parking lot

**Byrd Hall:**

All residents—Wilkes front porch

**Davis Hall:**

All residents—Wilkes front porch

**Johnson Hall:**

All residents—Clinton gym entrance

**Penton Apartments:**

All residents—Asbury Admin. Building, sidewalk on southwest side

**Polk Hall:**

1st floor—Green Science, near front glass doors

2nd floor—Green Science, front concrete area

3rd floor—Green Science, concrete area

**Ross Hall:**

1st floor—Tatum Court, southwest parking lot

2nd floor—Tatum Court, southwest steps

**512 Tuscan Apartments:**

All residents—Tuscan parking lot

## SAFETY AND SECURITY

Residence halls are not public buildings and their facilities, including soft drink and vending machines, rest rooms, laundry machines, and water fountains, are not to be used by the public. Unauthorized persons, including children, are to be reported to the resident director or resident assistant.

Firearms, such as rifles, shotguns, pistols, weapons, explosives, ammunition, stun guns, tasers, firecrackers, air guns, pepper spray, bows and arrows, etc., are not permitted in the residence hall. Violators face disciplinary dismissal.

Students are encouraged to leave messages with the resident director when they will be gone overnight or for several hours, indicating where they can be reached in case of an emergency.

If a student finds an item missing, he/she should provide the resident director with a written description of the same immediately. Homeowners or family insurance policies should be consulted for coverage of lost or damaged personal property inasmuch as the university is not responsible for such.

A **smoke detector** is provided in each room. It is not to be removed, disconnected, tampered with, or rendered inoperative in any way under subject of fine and/or imprisonment by the City of Hattiesburg as per Ordinance 2378 in accordance with Standard Fire Prevention Code, Section 603.6.1 (Fines range in amount to \$550). The student is to report any defective or malfunctioning smoke detector to the resident director immediately. Periodic inspections of detectors will be made by university officials. An inoperative smoke detector which has not been reported will result in a fine of \$25.00.

## TELECOMMUNICATIONS

Students may request to activate the phone line located in their residence hall room (with the exception of Davis, Byrd & Braswell Halls). A \$50.00 phone activation fee will be accessed each academic year to the student's account with the university if this service is requested. Students must inform the housing staff during the first week of the trimester in order for the phone line to be activated. Students must provide their own phone. Long distance calls can be made by using prepaid phone cards.

## GENERAL INFORMATION AND REGULATIONS

The following represent a general, but not exhaustive list of additional regulations that students should know.

### **Food—**

- All students living in the campus housing must participate in a cafeteria plan.
- There are to be no hot plates or other excessive electrical appliances such as toasters, ovens, electric frying pans, indoor grills, etc. used in rooms.
- Students may purchase and use small refrigerators up to 4.4 cubic feet capacity.
- Permissible appliances include: coffee maker, popcorn popper, microwave oven.

See section on Cafeteria for additional requirements about food service.

**Noise—**Courtesy quiet hours are in effect 24 hours a day. Enforced quiet hours are in effect daily from 10:00 p.m. until 7:00 a.m.

**Pets—**Pets are not permitted in the residence halls. Aquariums approved by the resident director are allowed for an additional \$50.00 damage deposit.

**Babysitting—**Babysitting is not allowed in the residence halls, and children in general are not allowed for reasons of safety and comfort.

**Tobacco—**Tobacco is prohibited in campus buildings and anywhere on campus.

**Dartboards—**Dartboards are prohibited in the residence halls. There will be a \$50.00 fine for anyone found to have a dartboard in the residence hall.

**Skateboards and Skates—**Skateboarding and skating are prohibited on the campus at all times.

**Laundry—**Only officially assigned residents may use the campus laundry equipment.

**Fire Safety—**The burning of candles and incense is not allowed in campus residence halls, including Johnson and Penton apartments.

## ROOM DECOR

Resident directors will advise students of the specific device for each residence hall. No “sticky squares” are to be used, nor are decals to be placed on doors, each of which receives a minimum \$10.00 citation. No furnishings advertising alcoholic beverages or tobacco products (posters, pictures, lamps, etc.) are permitted. Pornographic or obscene materials are strictly prohibited.

## RESIDENCE HALL LOBBY HOURS

8:00 a.m. - 12:00 midnight daily.

Every visitor to a hall lobby must be accompanied by a hall resident. The visitor is the responsibility of the hall resident. Visitors who are not accompanied by a hall resident will be asked to leave the lobby.

## VIOLATIONS AND CITATION APPEALS

- Payment of fines is required within five business days in the residence life office. Failure to comply will result in increased fines.
- Fines may not be paid with financial aid or scholarships.
- Uncollected fines must be paid before a student's account is cleared in the business office.
- Disciplinary action will be taken against behavioral disturbances such as excessive noise, repeated room inspection failure, vandalism, and excessive public display of affection.
- Appeals: citations may be appealed to the director of housing.

## OVERNIGHT CLOSING OF CAMPUS AND RESIDENCE HALLS

The campus may be closed to all persons not associated with the university between 12:00 midnight and 6:00 a.m. daily. Only those persons who can identify themselves as faculty, staff, and resident students will be allowed to enter the campus while it is closed.

From midnight until 6:00 a.m., students may be escorted to their residence hall by a nonresident guest. However, the guest must leave campus immediately upon reaching the residence hall. Students may not congregate outside between midnight and 6:00 a.m. except for activities and programs authorized by university officials such as director of student activities, director of athletics, etc. Also, residence halls are closed daily from midnight until 6:00 a.m. to anyone who is not a full-time resident of that particular hall. This includes campus residents from other halls. **Vehicles entering and exiting campus between 7:00 p.m. and 6:00 a.m. must stop and present identification and other relevant information to campus security officers upon request.** This does not apply to students or guests who are exiting campus following the conclusion of a class or event. Security personnel may request identification at any time.

## VOTER REGISTRATION

William Carey University encourages all students to participate in the electoral process by registering to vote, and voting in every election. To expedite this process, voter registration forms for the State of Mississippi are available to residential students upon checking into the residence hall and in the Student Life Office, Lawrence Hall, room 125. According to Mississippi law, you must register to vote at least 28 days prior to each election to be eligible to vote in that election.

You may register to vote either by mail or by visiting the Forrest County Circuit Clerk, 630 N Main Street, Hattiesburg, MS.

# Campus Services

## IDENTIFICATION CARDS

Every student should secure an identification card (ID) from the office of student life on the Hattiesburg campus or the Office of Student Services on the Tradition campus. Students must present their copy of the registration form in order to be issued an ID card. The ID card is the student's official university identification and should be carried at all times. **University officials, including faculty, staff, and security officers may ask students to present a valid WCU student ID at any time. Failure to present one's ID will result in severe disciplinary action.** Full-time students use the card for admission to school-sponsored activities, as a voting permit during student body elections, for securing a copy of the *Crusader*, and for library privileges. Part-time students have library privileges through the use of their ID card.

Misuse of ID cards subjects the user to disciplinary action.

A fee of \$10.00 is charged for the replacement of ID cards. **Only one free ID card will be issued to a student during a five year period.**

Student life office hours are 8:00 a.m.–5:00 p.m. Monday–Thursday; 8:00 a.m.–4:30 p.m. on Friday; 8:00 a.m.–6:00 p.m. the first week of each trimester.

## BOOKSTORE

The university bookstore carries not only textbooks, but also school supplies, art materials, snacks, soft drinks, Carey gifts, and clothing.

**Store Hours**—Monday through Thursday from 8:00 a.m. to 5:00 p.m., and 8:00 a.m. to 4:30 p.m. on Friday. During the first week of classes, the bookstore will be open Monday through Thursday from 8:00 a.m. to 6:00 p.m., and 8:00 a.m. to 4:30 p.m. on Friday. The bookstore will also be open the Saturday prior to classes beginning and the first Saturday of each term.

**Book Return Policy**—Full refunds will be given on textbooks returned by Saturday of the first week of classes. All returns must be accompanied by a receipt.

The following conditions also apply:

- To receive a full refund of the price of new books, the books must be in new condition (no marks, no bent comers or pages, no name or other damage). The bookstore manager's decision on condition and salability is final.
- Packaged books must be unopened to be eligible for a refund.
- The refund will be credited to students' accounts for those students having account balances.

**Book Buy-Back**—Textbooks may be sold back to the bookstore at the end of each term. The best prices will be offered between the last day of classes and the last day of final exams. Textbooks will not be bought back after the last day of final exams or at the beginning of a term.

Books for the Tradition campus will be available at [www.wmcarey.bkstore.com](http://www.wmcarey.bkstore.com) or call 601-318-6123.

## ATM SERVICES

The Hattiesburg campus has two ATM machines located on campus.

One ATM machine is located inside the entrance to the post office in the McMillan building. The service is available from 7:00 a.m. – 11:00 p.m. An additional ATM is located inside the library. It is available for use during library hours.



## CHECK CASHING

On the Hattiesburg campus, students may cash personal checks in the business office. The amount of the check must not exceed \$30.00. A \$40.00 charge is made for each returned check. Check cashing hours are 8:00 a.m. until 5:00 p.m. Monday through Thursday, and 8:00 a.m. until 4:30 p.m. on Friday.

## HATTIESBURG CAMPUS SECURITY

Security officials at the Hattiesburg campus are private law enforcement officers who are licensed by the Hattiesburg Police Department. These officers have the authority to apprehend and detain persons engaged in suspicious or criminal activity. The mission of Campus Security is to provide protection and assistance to students, faculty, staff and guests, and to safeguard the physical property of the university. Officers are available at any time to provide security escorts between on-campus buildings or to personal vehicles parked on university property. Campus security officers also enforce parking regulations, and issue citations for parking, and other violations of campus policy. Two-way radio contact is maintained between Campus Security and the Hattiesburg Police Department, Forrest County Sheriffs' Office, Hattiesburg Fire Department, and the Hattiesburg/Forrest County Emergency Management Office. Campus security can be reached at 601-318-6300.

## TRADITION CAMPUS SECURITY

Tradition campus security may be reached by telephone at 228-223-1807. Security officers serve to enhance and protect the safety and security of the entire campus community. Officers are also available to provide security escorts between on-campus buildings or to personal vehicles parked on university property. In time-sensitive or emergency situations, campus security officers are authorized to make the necessary decisions to ensure the immediate safety and security of faculty, staff, and students. Such decisions must be in agreement with local, state, and federal laws, university policies and/or special directives (written or verbal) from the university official to whom security officers report.

All incoming and outgoing traffic must stop at the main entrance/exit. Security personnel will record the names and tag numbers, and destination of all entering traffic, and the names and tag numbers of all exiting traffic.

## CAFETERIA (HATTIESBURG CAMPUS)

Located in Wilkes Hall, the cafeteria serves meals on a set schedule:

|            |  |
|------------|--|
| Breakfast: | 7:30–9:00 Monday-Friday<br>9:00–9:30 Continental<br>9:00–10:00 Saturday (self-serve) |
| Lunch      | 11:00–1:30 Monday-Friday<br>12:00–1:30 Saturday and Sunday                           |
| Dinner     | 4:30–7:00 Monday-Friday<br>4:30–6:30 Saturday & Sunday                               |

Occasionally changes in serving hours are necessary and will be posted in the cafeteria as the need arises.

All students living on campus are required to have a meal plan. Exemptions may be granted to those student teaching, in the last term of nursing school, or with special medical needs. Please contact student life for further information.

The university offers three meal plans for campus residents—12, 14, or 20 meals over a seven-day period. The board rates are figured on a nonprofit basis on the average number of meals taken during the term by all campus students; therefore, no allowance can be made for meals missed. If a student wishes to change his/her meal plan, the student life office must be contacted by the end of the first week of classes for the term.

Meals may be carried out for students who are ill. Permission must be granted by the student's residence director or the director of housing.

Dishes, silverware or glassware must not be carried out of the cafeteria without permission of the cafeteria manager.

Appropriate dress is required for all meals. Students are to wear shoes and shirts in all food service areas. As the cafeteria also serves members of the community for the Sunday noon meal, students are to dress appropriately.

Students are expected to conduct themselves in a courteous manner while waiting to be served and eating. Questionable behavior will be dealt with by the designated authorities in the Office of Student Services.

School groups may schedule meetings in private dining rooms by consulting the Office of External Relations.

## **PARKING PERMITS AND ABANDONED VEHICLES**

As a security measure, all vehicles driven or parked on campus on a regular basis must properly display a current William Carey University parking permit. Parking permits are available in the student life office. Vehicles without a current WCU parking permit will be ticketed.

Vehicles that are parked on campus for 72 hours (or more) without current parking permits, or special permission from the student life office, will be considered abandoned. A professional towing service of the university's choosing will be authorized to tow abandoned vehicles at the owner's expense. William Carey University assumes no responsibility for any damage or inconvenience that may result from the enforcement of this policy.

The university is not responsible for damage to automobiles left parked outside of the view of the security guards.

## **COUNSELING**

Personal counseling is available to students free of charge. To schedule a confidential appointment on the Hattiesburg campus, contact the office of the vice president for student support at (601) 318-6188. On the Tradition campus, contact the administrative dean at 228-702-1802.

## **HEALTH SERVICES**

Hattiesburg and the Coast area are well-equipped with excellent hospitals and emergency outpatient treatment centers. Students are responsible for the financial obligations resulting from such medical services.

William Carey University does not provide emergency medical services to students who are in need of medical attention. Students are advised to take all appropriate precautions to protect their own health and safety. When a medical emergency arises, persons are advised to call 911 to summon emergency assistance. The student support office (Hattiesburg) or the student services office (Tradition) also should be notified. Students are responsible for paying the cost of medical services.

## INSURANCE

Students are strongly encouraged to participate in a medical plan which meets their needs. All **international students** are required to carry United States hospitalization policies. Insurance information may be obtained in the office of international admissions.

## LOST AND FOUND

Lost articles found on campus are to be turned in at the office of student support. Call 601-318-6779.

## MAIL

The post office is open from 8:00 a.m. to 4:45 p.m. Monday through Friday and is located in McMillan Hall on the Hattiesburg campus. All on-campus students are required to have a post office box; off-campus students may have one if so desired. Students can acquire a post office box by filling out a form in the post office. Mail is usually distributed by 10:00 a.m. Monday through Friday and is picked up and taken to the Hattiesburg post office by 2:30 p.m. Mail should be addressed to:

Student Name  
WCU Box \_\_\_\_  
498 Tuscan Avenue  
Hattiesburg, MS 39401

A student may retain a box throughout his/her tenure at Carey. Upon leaving Carey, students should notify the post office of their forwarding address.

Mail will not be delivered to names other than registered students.

## CAREER SERVICES – Hattiesburg Campus, Lawrence Hall, Room 122

Career services at William Carey University is designed to facilitate the transition of students from academic life into a rewarding career experience. Career services offers assistance aimed at the improvement of student job search skills in areas such as resumé preparation, interviewing techniques, and networking. The career library is maintained to assist students in locating possible job opportunities. In addition, the center offers testing to help students identify career areas of interest, which can be beneficial to determine a course of study.

## STUDENT SUPPORT SERVICES – Hattiesburg Campus, Lawrence Hall

Student Support Services is 100% federally funded by a grant from the U.S. Department of Education. It is an academic support program for students who are first generation, disabled, or from low income families. Services include reading and study skills improvement, academic classes, a computer laboratory, tutorial services, career services, academic advisement, vocational and personal counseling, new student mentoring, as well as referrals to appropriate agencies or schools when needed.

## EXTERNAL RELATIONS – Wheeler Alumni House, Hattiesburg (for all campuses)

The office of external relations supplies news releases for local and hometown papers. A photographer is available for coverage of various on-campus events, and students are encouraged to avail themselves of the opportunity of publicity in their hometown papers as well as in the university's publications.

## NAME/ADDRESS CHANGE

All students are expected to notify the office of the registrar of any change in name or address during their enrollment.

## STUDENT CENTER

The student center provides for the enjoyment of the campus community. Hours of operation are posted.

### Use of Center

- Facilities are intended for use by students, faculty and staff for extra-curricula activities only.
- Meetings of groups and organization must be scheduled and details must be arranged in the office of student activities.
- All patrons must adhere to university dress regulations.
- Alcoholic beverages and gambling are strictly prohibited.
- Tobacco use is **NOT** permitted.
- Individuals shall be held responsible for any negligent or intentional damage to student center property.
- Posters or any other type of display or decoration may **NOT** be attached to the walls, doors, or windows of the student center.
- Posters and notices to be placed on the student center bulletin boards are subject to approval by the student activities director.
- Equipment and furnishings assigned to the student center shall not be removed from the building or rearranged except by permission of the student activities director.
- Children under 13 years of age are not permitted in any area of the student center unless accompanied by an adult.
- Pets (animals, birds, etc.) are not permitted in the student center.

### Games

Individuals shall be responsible for any damage to the games and may be asked to leave the student center if they do not act responsibly.

## HATTIESBURG VEHICLE REGISTRATION

All faculty, staff, employees and students, full or part-time, who operate and park a vehicle on university property regularly or occasionally, are required to register their vehicles and display a parking decal. Complete information is required on the registration form including tag number.

### Registration Procedure

- The office of student life (Lawrence 127) will issue decals during regular office hours (8:00 a.m.–5:00 p.m.) Monday through Thursday, and 8:00 a.m.–4:30 p.m. on Friday when the university is in session.
- Students may also obtain a parking decal through the WCU Indigo Portal (online). A student may choose to register his/her vehicle online and pick up the decal in the student life office or have it mailed.

- Before a motor vehicle may be registered, the person whose name in which the motor vehicle is being registered must present a copy of current student registration at the university and proof of insurance.
- Upon being registered and having required fees paid, each motor vehicle will be issued an appropriate decal which shall be valid up to the stated expiration date and for the zoned locations specified.

### **Parking Decals**

- Decals must be displayed in the lower left hand (driver's side) corner of the front windshield.
- Decals may not be traded or switched between different motor vehicles. Every vehicle must be registered with the university.
- Individuals sharing or using a decal not issued to that vehicle will be ticketed and subject to fines.
- University personnel will be issued decals that identify the appropriate zones in which university employees may park. Spouses of university personnel driving cars which display these decals will be given the privilege of parking in zones reserved for university personnel. Dependents of university personnel are not authorized with employee privileges.
- Lost decals may be replaced for both students and university personnel at a cost of \$5.00 per decal.
- Replacement decals will be issued upon payment of a \$5.00 fee only in the following cases:
  - If a registered motor vehicle is no longer to be used on campus (i.e. replaced by a new or different motor vehicle.)
  - If the decal of a registered motor vehicle is stolen or destroyed. (Documented evidence will be required.)
  - If the decal is defective due to faulty manufacturing. In this case, the decal will be replaced free of charge.
- Any motor vehicle operated on campus by a student or university personnel must have a decal and be registered according to the regulations stated.
- Only one valid decal will be displayed on any vehicle at one time.
- To be considered valid, decals must be displayed in the lower left hand (driver's side) corner of the front windshield of the registered vehicle with the decal number facing outward.
- Reproducing, altering, or defacing a decal or permit in any way is prohibited. Lost or misplaced decals must be replaced immediately.

## HATTIESBURG PARKING RULES AND REGULATIONS

All vehicles are to be parked on the streets and parking lots on the campus only in areas assigned and marked as parking areas. All "NO PARKING" areas are in effect 24 hours a day, seven days a week. Failure by any person to find a legal parking space shall not be an excuse for a violation of the regulations. Anyone who operates a motor vehicle on campus must possess a valid driver's license and have current insurance. A suspended driver's license results in automatic suspension of driving privileges on campus.

Students and university personnel are to park in the appropriate zone. Residential students: parking outlined in red. Commuting students, faculty, and staff members: parking outlined in white.

### Color Indicators:

|              |                               |
|--------------|-------------------------------|
| Green .....  | COM student parking           |
| Blue .....   | Handicapped parking only      |
| Yellow ..... | No parking area               |
| Red .....    | Residential students          |
| White .....  | Commuters, faculty, and staff |

Any motor vehicle, which is parked in violation of university regulations, will be subject to ticketing. Specific violations of the parking regulations include the following:

- Parking on campus without a current registration decal or permit, with the exception of short-term visitors on campus.
- Parking in an area of the campus that is restricted to a specific time limit in excess of the posted time limit (e.g. spaces in front of the post office and bookstore).
- Parking in a "No Parking Zone" or service drive. These areas are restricted 24 hours a day, seven days a week.
- Double parking.
- Parking against the flow of traffic.
- Parking in a pedestrian crosswalk.
- Parking in or blocking a street, driveway or impeding the free movement on any street or parking area at any time.
- Parking on a sidewalk or grassy area of the campus without special permission.
- Parking outside the lines that identify an individual parking space.
- Parking in any space other than the assigned zone during restricted hours (7:30 a.m.–3:30 p.m.)
- Parking any trailer, camper, or other personal property on campus without special permission from the student life office. Any vehicle, trailer, etc., in violation of this regulation will be towed at the owner's expense.
- Parking of a second vehicle on campus by the same owner requires a \$200 annual parking fee.

### Parking Vehicles on Campus During Breaks

Students and employees are not to park vehicles in remote areas of the campus for extended periods of time during breaks or when students are away. If you park your vehicle for more than a day or two while you are on mission trips, breaks, choir tours, athletic or forensic trips, etc., leave the vehicle parked in well-lighted areas of the interior campus, clearly visible from a security station. WCU is not responsible for damage to vehicles left on campus during owner's absence.

TRAFFIC VIOLATIONS (HATTIESBURG/TRADITION))

Reported traffic violations will be subject to fines. Fines are to be paid in the student life office within five days of the traffic violation notice. Appeals for violations must be in writing and turned in within five school days of the notice to the facilities office.

All matters pertaining to traffic violations will be handled by the traffic committee. All decisions of this committee are final.

Speed Limit

The speed limit on campus is 10 m.p.h.

Traffic violation fines

- Traffic violations:
  - a. Speeding (over 11 mph).....\$30.00
  - b. Reckless driving\* .....100.00
  - c. Driving wrong way in traffic lane.....50.00
  - d. Noise violations.....50.00

\*Reckless driving is a broad category that consists of any unsafe operation of a motor vehicle.

- Parking violations:
  - a. Blocking trash dumpster.....\$50.00
  - b. Parking in handicapped space.....60.00
  - c. Parking in tow away zone.....50.00
  - d. Parking in a "Visitors Only" space .....30.00
  - e. Parking on grass or other area set aside as lawn.....50.00
  - f. Parking out of assigned zone.....15.00
  - g. Parking in a "No Parking" zone.....15.00
- Displaying a decal not registered to vehicle in question.....60.00
- Parking or operating a vehicle on campus without current decal .....40.00
- False registration .....40.00

Students who falsely register their vehicles could lose their on-campus vehicle privileges.

- Uninsured vehicle on campus .....75.00
- Driving while eligibility is suspended—not less than \$20.00
- The student life office will collect all traffic fines or parking fines imposed by the university. Grades and transcripts will be withheld from the students who have unpaid violations from the university. Unpaid fines will be turned over to the business office.
- Repeated traffic violations could result in the termination of on-campus vehicle privileges.
- Second offense of parking in a tow-away zone will result in vehicle being towed at student expense.

# Student Code of Conduct

Community life at William Carey University is founded upon the moral principles of Jesus Christ. Simply stated, the Student Code of Conduct is a pledge on the part of each student to conduct himself or herself in a manner befitting a Christian at all times.

The university prohibits personal behavior whether on or off campus that: 1) interferes with the university's pursuit of its educational and Christian objectives; 2) fails to exhibit a regard for the rights of others; or 3) shows disrespect for the safety of persons and property. The following statements of prohibited conduct are not inclusive but are intended to give a student an idea of the types of behavior that may result in disciplinary action.

- **Alcohol and other drugs.** William Carey University has a zero tolerance policy for the possession or consumption of alcohol and other drugs. This is in accordance with the commitment to remain a “drug-free campus.” Possession shall be defined to include the presence of alcohol or illegal drugs in the student’s university residence or automobile. The prohibition against the use, possession, or distribution of alcohol and illegal drugs shall include the possession of alcohol containers, promotional literature and/or drug paraphernalia. Whether a student has violated this policy’s prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs, either in the room or on the student’s person, or conduct suggesting that the student is under the influence of such substances. Students in violation of this policy will face disciplinary action up to and including expulsion. This policy applies to students who return to campus under the influence of alcohol or drugs.
- **Theft and property violations.** William Carey University has a zero tolerance policy for the intentional or unintentional taking, damaging, or destroying of property belonging to the university, members of the university community, or visitors of the university.
- **Pornographic material.** Pornography is addictive, degrading, and destructive. As such, pornographic material will not be tolerated. Campus policy prohibits possession of pornographic material anywhere on campus including dorm rooms, cars, lockers, etc. Students in possession of pornography in any media form including, but not limited to print, audio, video, photography, and/or electronic media will face disciplinary action.
- **Computer responsibility.** The computer resources at William Carey University are intended to be used for its programs of instruction and research and to conduct the legitimate business of the university. Users are responsible for seeing that computer resources are used in an effective, ethical, and legal manner. Policy violations generally fall into four categories:
  - \* harassing or threatening specific individuals or class of individuals
  - \* interfering with the activities of others
  - \* downloading, installing or transporting across university networks material that is illegal, proprietary, in violation of license agreements or copyrights, or otherwise damaging the institution including the distribution of pornographic materials
  - \* damaging or interfering with computer or network resources or computer data, files, or other information
- **Social media responsibility.** William Carey University supports usage that leads to positive outcomes for its students. Social media technology affords interaction with individuals and organizations that establish strong connections and participation. Social media can also be a factor for increasing student engagement on campus and assistance for transitioning to college life, all of which may be considered positive effects. The negative effects of social media technology are likewise a university concern that stems from the limited context available in digital communication. Online social spaces provide privacy limitations, and students using social media are expected



to be careful, respectful, responsible, and accountable. Unacceptable behavior by university students through such technology includes but is not limited to the following:

- \* behavior that promotes or produces an unlawful end;
- \* action that promotes an act of violence or harm;
- \* action that meets university standards of harassment, defamation, and obscenity;
- \* action that is counterproductive to the mission of the university;
- \* action that violates guidelines outlined in the handbook.

William Carey University's policy on student and employee use of social media will be strictly enforced.

- **Tobacco.** The use of tobacco is not permitted on the university premises. This includes streets and right of ways adjoining the campus. Violation of this policy may result in loss of any scholarships, ineligibility for participation in any campus organization / activity, suspension from the university or repeated violations may result in expulsion from the university.
- **Academic dishonesty (see also Academic Integrity).** Plagiarism, dependence on others for assistance in assignments, tests and exams, as well as aiding others in their academic work beyond that expressly approved by the instructor are prohibited.
- **Harassment.** Harassing another person because of his or her race, color, gender, sex, national origin, age, disability, or any other reason is prohibited. This includes verbal harassment such as antagonizing or taunting.
- **Abuse.** Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person is prohibited.
- **Criminal Convictions.** Any student arrested for a crime involving moral turpitude will be suspended from the university pending a disposition of the charge or charges, and if convicted, the suspension may be permanent. If found not guilty, the student may apply for re-admission.
- **Disruptive behavior.** Conduct that disrupts or interferes with the educational purposes of the university is prohibited.
- **Fire safety violations.** Damaging, defacing, destroying, cancelling, removing, ignoring or tampering with a fire alarm or other fire safety equipment is prohibited. Failing to vacate a residence hall when a fire alarm sounds, or returning to a residence hall following the activation of a fire alarm without the permission of an appropriate university official are grounds for disciplinary action.
- **Gambling.** Engaging in or encouraging, promoting or aiding participation in any game of hazard or chance for money or other valuable items is prohibited.
- **Hazing.** Recklessly or intentionally endangering the mental or physical well being, health or safety of an individual for the purpose of initiation, admission, or membership, or affiliation with an organization is not allowed. Prohibited activities include: whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, sleep deprivation, forced exclusion from social contact, or forced conduct that could result in embarrassment.
- **Dating faculty.** Student and faculty dating relationships are not permitted.
- **Immoral social conduct.** Students are prohibited from engaging in or advocating conduct which is contrary to the Christian values and principles of the university.

- **Sexual misconduct.** Engaging in or advocating engagement in sexually immoral acts or lifestyles is not permitted. Such acts and lifestyles deemed sexually immoral by the university are participation in sexual relations outside of marriage, adultery, incest, premarital and extramarital behavior, and sexual abuse.
- **Vulgar or abusive language.** The university has a no tolerance policy for abusive, lewd, obscene, or vulgar language or expression that is contrary to its Christian values and principles.
- **Lying and falsification.** Intentionally giving false information, whether written or oral, to student government councils, judicial councils, university officials or faculty members is not permitted. The falsification, alteration, fabrication, or misuse of a university form, document, record or identification card is prohibited.
- **Failure to cooperate.** Failure to cooperate in investigations, including withholding information, and failure to respond to requests to meet with a dean or committee is not permitted.
- **Violation of residence hall guidelines.** All students are expected to uphold the guidelines stated in the residence hall section of *The Red Book*.
- **Disrespectful behavior.** The university will not tolerate contemptuous or disrespectful treatment of university students, administrators, faculty members, or staff persons. Interference with or the failure to cooperate with the reasonable requests of any university administrator, faculty member, or staff person is prohibited.
- **Firearms and weapons.** The use or possession of firearms, explosives, fireworks, or weapons is prohibited. This includes such items as guns, knives, or "homemade" weapons.
- **Trespass.** Students are not permitted the unauthorized entry into or occupation of university facilities.
- **Unauthorized recording.** The university does not permit the unauthorized recording of the voice of a member of the university's governing board, an administrator, faculty member, staff person, or other student.
- **Inappropriate dress.** Awareness of the appropriate dress for each occasion is an essential element in the social development of the individual. The university expects students to dress in a manner that complements the activity in which they are engaged and within the bounds of good taste. An administrator or faculty member may determine whether a given mode of dress disrupts the office or classroom process. More formal dress, if announced by the appropriate authority, may be required for special events or occasions. Shoes are required in all buildings except the living areas of the residence halls. Shirts are required in the dining hall. Sagging pants on students are strictly prohibited at WCU.
- **Body piercing.** Visible tattoos and body piercings that are inappropriate in a Christian setting or pose a health or safety hazard are not permitted. Students involved in student organizations or performing groups that represent the university may not have body piercings or tattoos that shed a negative light on the university.
- **Financial irresponsibility.** A student is responsible for making certain that his/her financial obligations to the university are met. Continuation in the university may be dependent upon timely payment of university charges.
- **General infractions.** Students are expected to comply with all the rules and regulations, whether found in the student handbook, the university catalog, the SGA constitution, or departmental policy statements. Further, students must adhere to standards of public and private behavior consistent with the philosophy and purpose of the university, and with state and local laws. WCU students who are charged with a felony while enrolled at Carey may be subject to suspension until the charge is

resolved. Cases will be considered on an individual basis, due process will be afforded, and should the charge be resolved in the student's favor, and at the discretion of WCU, the student will be readmitted and all tuition and fees may be refunded.

## **HARASSMENT**

William Carey University is committed to providing an environment in which all persons are safe from the behavior of another that threatens or torments, especially persistently. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive environment; (2) has the purpose or effect of unreasonably interfering with an individual's academic or job performance; or (3) otherwise adversely affects an individual's education or employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the university community, student, staff, and faculty.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge. Students who have a complaint regarding harassment should contact the vice president for student support on the Hattiesburg campus, or the administrative dean on the Tradition campus. The designated person on each campus will conduct an investigation in accordance with the complaint and grievance policy.

### **Discriminatory Harassment**

William Carey University is committed to providing an environment in which all persons are safe from harassment that is based on his or her race, color, gender, national origin, age, disability, or any other reason. Discriminatory harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, gender, national origin, age or disability, or that of his/her relatives, friends or associates.

Harassing conduct includes but is not limited to the following: (1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, gender, national origin, age or disability; and (2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, national origin, age or disability.

### **Sexual Harassment**

William Carey University is committed to providing an environment that fosters learning, living, and working and promotes an environment free of all forms of harassment. The university utilizes education, equal educational and employment opportunity, training, and establishment of procedures to ensure the protection of student rights.

William Carey University reaffirms its commitment to adhere to all provisions of Title IX of the Civil Rights Act that all students have a right to be free from sexual discrimination in the form of sexual harassment/sexual violence. Harassment can include any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment, activities, or education; or

(2) submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting said individual; or

(3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic, activity, or work performance or creating an intimidating, hostile, or otherwise offensive working or educational environment.

A student may report an alleged violation of this policy to the administrative dean of the Tradition campus or the vice president for student support on the Hattiesburg campus. An investigation will be conducted in accordance with the complaint and grievance policy for students, faculty, or staff as it relates to the complaint. The university will consider the welfare of the alleged victim and the university community as well as the rights of the accused. Retaliation against a student who brings a complaint is prohibited and will not be tolerated.

In addition to violating the university's policy, sexual harassment may be a violation of state and federal laws. Therefore, a student who feels that his/her rights have been violated may bring legal action, in addition to making a complaint to the university.

### **Sexual Assault**

William Carey University will not tolerate sexual assault or sexual violence in any form to include acquaintance or date rape and forced and unwanted sexual contact. The use of alcohol or drugs by either party will not diminish the responsibility for sexual assault. Acts of this type not only violate the policies of the university and its community, but also the criminal laws of the State of Mississippi. In cases involving allegations of sexual assault, mediation will not be used to resolve sexual assault complaints. William Carey urges students who believe they have been victims of sexual assault to initiate a complaint not only with the university, but to pursue criminal or civil charges against the individual(s).

### **Procedures for Reporting a Sex Offense**

- The student should go to a safe place as soon as possible.
- The student should seek medical treatment immediately for assessment of injuries, determination of risk of sexually transmitted diseases, and collection of evidence in case criminal prosecution is pursued. The student should not shower, bathe, or change clothes until after medical treatment is obtained.
- Contact the vice president for student support. The student will be provided with options regarding counseling and other resources for dealing with the situation.

### **Procedures for Responding to Accusations of Sexual Offense**

- The victim of an alleged sexual offense is entitled to and will receive the following:
  - 1) a caring response to the complaint with emphasis on a concern for his/her well being;
  - 2) a complete investigation of all allegations;
  - 3) notification of the outcome of the investigation and, if applicable, the hearing;
  - 4) the opportunity to appeal an unsatisfactory decision.
- A student accused of a sexual offense is entitled to and will receive the following:
  - 1) a clear description of all charges;
  - 2) advance notification of a hearing;
  - 3) a fair hearing conducted without unnecessary delay after the investigation;
  - 4) prompt notification of final decision by the person or judicial council which hears the case;
  - 5) the opportunity to appeal an unsatisfactory decision.
- After the incident is reported, the vice president for student support will initiate an investigation in which the alleged victim, the accused, and others may be questioned.

- A written report of the results of the investigation will be prepared. The accuser will be notified of the outcome of the investigation. If evidence confirms the allegations, the vice president for student support will then implement appropriate disciplinary action.
- The victim of a sexual offense will also be notified of any disciplinary action taken.
- If the accused or the accuser has a complaint about the way in which the case was handled or about the outcome of the process, he/she may appeal the case to the president of the university.

### **Legal Options of the Student**

The student is not obligated to pursue disciplinary action or legal prosecution. However, hospitals are required by law to report anonymously incidents of rape and institutions of higher education are required to report anonymously all crimes on campus which are officially reported.

### **Available Campus and Community Counseling Services**

Free and confidential counseling services are available for enrolled students through a local licensed counselor who is under contract to the university. Students should contact the office of student support for information on these services.

Confidential counseling services are also available through the Sexual Assault Crisis Center in Hattiesburg (601-264-7777) and the Gulf Coast Women's Center in Tradition (228-435-1968) or toll free 1-800-800-1396.

### **Options for Changing Academic and Living Arrangements**

The university will make every effort to provide appropriate academic and residential environments for all parties involved in sexual offenses.

## **DISCIPLINARY ACTION**

Disciplinary action is a consequence of violation of university regulations hereafter defined. Disciplinary action may also be initiated against students by the university for misconduct which may originate off campus when the student is in violation of federal, state, or local laws and which materially and adversely affects an individual's suitability as a member of the university community.

Not all infractions of William Carey's regulations and standards of behavior are of equal seriousness. Violations are divided into four levels according to severity and sanctions, and each offense is progressive. This means that a second offense in any of the four levels in any trimester or consecutive trimesters will result in the second offense automatically moving to the disciplinary action of the next level. Examples of offenses by level include but are not limited to those listed.

The president of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university.

## **Guide for Disciplinary Decisions**

### **Level I Offenses**

Possible sanctions: A letter of warning, fine, or work assignment is the usual disciplinary action taken; however, other disciplinary action may be added by the adjudicating officer or committee. Fines may not be paid with scholarships or grants.

Fine Level — \$20 – \$150

Visitation policy - \$150

Failure to identify or comply

Fire safety (candle policy, incense, unauthorized use of fire doors)

Health/safety hazard

Inappropriate disposal of trash/garbage

Noise

Traffic

Tobacco

### **Level II Offenses**

Possible sanctions: A letter of disciplinary probation and fine, work assignment, restitution, restrictions, and/or living unit probation is the usual disciplinary action taken; however, other disciplinary actions and restrictions may be added by the adjudicating officer or committee.

Fine Level — \$40 – \$300

Repeat of "Level I" offenses

Demonstration of flagrant disregard for living unit policies

Minor vandalism and criminal damage

Fire safety (fireworks unauthorized use of fire extinguisher)

Tobacco—2nd offense \$50

Visitation policy—\$300

### **Level III Offenses**

Possible sanctions: A letter of disciplinary probation, living unit dismissal, and restitution is the usual action taken; however, other disciplinary actions and restrictions may be added by the adjudicating officer, committee, or president of the university.

Fine level \$100 – \$500

Alcohol violation

Theft

Physical or emotional abuse

Major vandalism or criminal damage

Fire safety (false fire alarm, tampering with fire safety equipment)

Any violation committed while on disciplinary probation

Demonstration of flagrant disregard for living unit

Harassment

Tobacco—3rd offense \$75

### **Level IV Offenses**

Sanctions: A letter of disciplinary dismissal is the usual disciplinary action taken.

Any offense or series of offenses which indicates that the student is a threat to the university community and/or himself/herself is grounds for dismissal from the university.

Discriminatory or sexual harassment

Sexual assault

Possession of firearms, knives (except nonspring pocket knives), or other weapons

Use, possession, sale or distribution of illegal drugs or alcohol

## Counseling

In some cases when there is a violation of the Student Code of Conduct, participation in the university's counseling program may be required as part of the required disciplinary action.

## DEFINITION OF TERMS

A student found to be in violation of the Code of Conduct or any specific policies or social regulations in this handbook may be disciplined according to the nature of the offense. The following disciplinary actions represent standard and recognized university-wide sanctions:

*Written warning*—a written notice to the student offender that he/she has violated university rules and that further violations will result in more severe disciplinary action.

*Fine*—a monetary sanction imposed by the vice president for student support, director of student services on the Tradition campus, or housing director, or designee for violation of university regulations.

*Work assignment*—the requirement that a student perform some service or engage in some activity (usually having some relationship to the offense) that would benefit both the student and the university community.

*Living unit probation*—a prescribed period during which another violation of policy may result in the student forfeiting the privilege to live in a university residence hall and reduction of scholarship.

*Living unit dismissal*—the requirement that a student leave his/her residence hall. The student may not be entitled to any refund from room and board including deposit.

*University probation*—a prescribed period during which another violation of policy will result in added restrictions, suspension, or dismissal.

*Restrictions*—additional sanctions imposed along with the period of probation appropriate for the offense (work details, research, etc.) Restrictions may also take the form of the privilege to

- hold a position/office in a campus residence hall, and/or
- represent the university in intercollegiate athletics or other public events.

*Disciplinary suspension*—exclusion for the offending student from the university campus, its classes, and other privileges or activities for a prescribed period.

*Disciplinary dismissal*—permanent termination of student status effective upon the date of dismissal specified.

No refund is issued when a student is dismissed for reasons of misconduct.

## JUDICIAL POLICIES AND PROCEDURES

### Philosophy, purpose, and authority.

The purpose of the student judicial process is to investigate allegations of student misconduct, and in those cases in which it is determined that the student has engaged in misconduct, to impose appropriate sanctions. The goal of disciplinary sanctions is to redirect inappropriate student behavior toward behavior which will contribute to the social and academic development of the student and the overall well being of the university community.

The president of the university has delegated responsibility (subject to review hereinabove mentioned) for the student judicial affairs to the vice president for student support, who has in turn, delegated it to the director of student services (Tradition campus). It is the responsibility of these designees to initiate, implement, and supervise the student judicial process. These designees are assisted in the judicial process by various councils including the following:

- administrative /student judicial council
- Student Government Association judicial council

### Procedures for Judicial Review

Campus security, resident hall staff, faculty members, students, and any other member of the university community should report incidents to the vice president for student support (Hattiesburg) or the director of student services (Tradition). This official or designee will initiate the investigation. Once the investigation is complete, the adjudicating officer will determine if there is sufficient reason and evidence to continue the judicial process.

1. **Pre-hearing conference:** If the process is to continue, the adjudicating officer will meet with the student and determine the course of action. At this time, the accused will have the opportunity to provide information pertaining to the charges.
2. **Judicial hearing:**
  - A. Notice of hearing. Student accused of misconduct will receive prior notice of his/her obligation to appear for a hearing, usually 24 hours in advance. However, the vice president /dean or designee, may forego this waiting period in unusual or serious cases, or where urgency is necessary.
  - B. Representation & witnesses. The accused may not be represented at the hearing by anyone other than himself/herself. Witnesses for the accused will be permitted if approved in advance by the vice president /dean or designee. Witnesses must appear at the time and place of the hearing.
  - C. Decisions and sanctions. Decisions will be sent in writing to the accused student. If the decision calls for disciplinary sanctions(s), a description of the sanction(s) or action will also be included. Failure to comply with sanctions will result in additional penalties of greater or equal severity.

At any stage of this process, a student will be deemed to have pled guilty of charges if he/she fails to cooperate, ignores, or does not respond with 24 hours of notification of incident.

The adjudicating staff member will review the incident, taking into consideration the information provided by the student. For complex violations, the adjudicating staff member may refer the hearing to the student life committee for student disciplinary decisions. A determination will be made and the student advised of the decision. *Judicial decisions that do not involve suspension or loss of housing privileges are final.*



Student(s) will be verbally advised of the decision with written notification to follow. In cases of suspension or loss of housing privileges, a student may appeal to the student life committee on the Hattiesburg campus; Tradition appeals should be made to the Coast administrative dean. A written letter of appeal must be received within 48 hours. The president of the university may hear final appeals and take whatever action he deems to be in the best interest of the university.

Conduct violations of a less serious nature may be handled by the director of housing or his/her designee. Citations written by a member of the housing/residence life staff and traffic appeals may be appealed through the SGA judicial council.

### **Student Life Committee Standing Members**

The committees have representation from administration, faculty, and students. Each faculty member serves a one-year term; members of administration may have standing appointments. Student appointment is made from the Student Government Association judicial council. If any of the faculty and/or administrators are unavailable, the vice president, dean, or directors may choose up to two substitute members in order to avoid delaying the adjudication of the case. The vice president, dean, or directors will convene the group, moderate the meetings, and present any witnesses or pertinent evidence.

Hattiesburg—director of athletics, housing director, registrar, two faculty, and two students

Tradition—associate dean of academic programs, four faculty, and two students

*No student representatives will be called for committee action on Level IV violations.*

## **APPEAL PROCEDURE**

1. Only decisions of suspension and dismissal may be appealed by an accused student.
2. The student must write a letter of appeal and submit the appeal within 48 hours after receiving notice of disciplinary sanctions.
3. The appeal form must be complete and detailed. The student life committee for Hattiesburg will review appeals for Hattiesburg students; the administrative dean in Tradition will review appeals for Coast students; and the vice president for student support will review Hattiesburg appeals when the student life committee is delegated the adjudicating responsibility. Extended appeals coming from Tradition students will be reviewed by the vice president for student support.
4. The student will be provided an official written notification detailing the decision to accept or deny the appeal within 48 hours.

The president of the university reserves the right to review all disciplinary action by any person or council and take whatever action he deems to be in the best interest of the university.

# General Policies

The William Carey University board of trustees adopted the following policy governing access to the WCU campuses by outside groups:

## SOLICITATION ON OR ACCESS TO CAMPUS BY OUTSIDE INDIVIDUALS OR GROUPS

It is the policy of William Carey University that solicitation by outside groups, or access to WCU property by outside groups, shall not be permitted unless such activity is by invitation of William Carey University and contributes to the achievement of the mission of William Carey University. In cases where solicitation or distribution by outside groups has been authorized, such authorization will be revoked where any activities or conduct by outside groups results in the disruption or interference with university, administrative, educational, or operational activities. The university will not, under any circumstances, provide any access to outside groups whose activities, in the judgment of designated university officials, are inconsistent with the stated mission of William Carey University.

For purposes of this policy "solicitation" shall mean commercial and noncommercial activities, including, but not limited to, campaigning, canvassing, demonstrating, distributing or posting books, coupons, flyers, leaflets, literature or other documents, lecturing (outside of regularly invited and approved speakers for scheduled courses), petitioning, or selling.

The purpose of this policy is to ensure that any solicitation or distribution on university property by an outside group does not interfere with the university's commitment and mission to provide quality higher education and related activities to its students. Access and regulation of nonuniversity related individuals, groups or organizations on all WCU property is intended to safeguard the health, safety, and freedom from harassment of university personnel, students, and guests.

A request to distribute information (advertise) to students and university departments must be submitted and approved by the Office of Student Services prior to solicitation. Persons requesting approval should mail or present in person samples of all material to student services before any distribution or set-up takes place. The office of student support is located in Lawrence Hall; the telephone number is 601-318-6188; e-mail [vbridgeforth@wmcarey.edu](mailto:vbridgeforth@wmcarey.edu).

Similar requests for the Tradition campus should be submitted to the administrative dean of the campus at 228-702-1802; e-mail [jbracey@wmcarey.edu](mailto:jbracey@wmcarey.edu).

## ANNUAL NOTIFICATION

Each year this institution gives notice of the various rights accorded to parents or students pursuant to the Family Educational Rights and Privacy Act (FERPA). You are notified of the following:

- **Right to inspect:** You have the right to review and inspect substantially all of your education records maintained by or at this institution.
- **Right to prevent disclosures:** You have the right to prevent disclosure of education records to third parties with certain limited exceptions. It is the intent of this institution to limit the disclosure of information contained in your education records to those instances when prior written consent has been given to the disclosure, as an item of directory information of which you have not refused to permit disclosure, or under the provisions of FERPA which allow disclosure without prior written consent.

- **Right to request amendment:** You have the right to seek to have corrected any parts of an education record which you believe to be inaccurate, misleading or otherwise in violation of your rights. This right includes the right to a hearing to present evidence that the record should be changed if this institution decides not to alter the education records according to your request.
- **Right to complain to FERPA office:** You have the right to file a complaint with the Family Educational Rights and Privacy Act Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, concerning this institution's failure to comply with FERPA.
- **Right to obtain policy:** You have the right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA. A copy may be obtained in person or by mail from: Registrar, William Carey University, 498 Tuscan Avenue, Hattiesburg, Mississippi 39401. A copy is also available in its entirety on the registrar's page of the WCU website. The document is entitled, "Institutional Policy on the Privacy Rights of Students."

## THE RED BOOK

The university updates the student handbook annually, and current and new students are issued current copies at the opening of the academic year. Residential students sign for copies when checking into the resident hall. Returning commuter students sign for copies in the student life office when renewing vehicle campus permits. New students sign for the handbook at orientation at each of the campus locations or in the student life office when a student identification card is made.

## DESIGNATION OF DIRECTORY INFORMATION

The university has designated certain information contained in the education records of its students as directory information for purposes of the Family Educational Rights and Privacy Act (FERPA).

The following information regarding students is considered directory information: (1) name, (2) address, (3) telephone number, (4) date and place of birth, (5) major field of study, (6) participation in officially recognized activities and sports, (7) weight and height of members of athletic teams, (8) dates of attendance, (9) degrees and awards received, (10) the most recent previous educational agency or institution attended by the students, (11) academic level, (12) enrollment status (FT/PT), and (13) other similar information.

Directory information may be disclosed by the institution for any purpose in its discretion, without the consent of a student. Students have the right, however, to refuse to permit the designation of any or all of the above information as directory information. In that case, this information will not be disclosed except with the consent of a student, or as otherwise allowed by FERPA.

Any student refusing to have any or all of the designated directory information disclosed must file written notification to the effect with this institution at the registrar's office on or before the first day of classes of each trimester/term. Forms for this purpose are available in the registrar's office.

In the event a refusal is not filed, this institution assumes that a student does not object to the release of the directory information designated.

## **STUDENTS WITH DISABILITIES**

### **Policy**

Every reasonable effort will be made to meet the special needs of students who qualify under Section 504 and ADA disability criteria. Eligibility for special accommodations will be available to students who are officially enrolled at William Carey University, who meet all university program requirements, and who meet the definition of disability as defined by the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The definition of disability includes any person who "...has a physical, emotional, or mental impairment which substantially limits one or more of life's major activities; has a record of disability, or is regarded as having a disability" (P . L. 101-336).

### **Obtaining services**

To obtain service, a student must first identify him/herself as one in need of special considerations. This must be done by contacting the office of student support. Depending upon the nature of the special request, the student will be asked to present documentation from an appropriately licensed or certified professional with expertise related to a student's disability. Such documentation must explain how the disability limits a major life function, thus impacting a student's participation in courses, programs, services, activities, and facilities. Detailed documentation requirements for specific disabilities may be obtained from the Office of Student Services as well as an application for services. In some cases, evaluations for the purpose of documentation must have been completed within three years. After providing the required documentation, the student must meet with the coordinator of disability services in the office of student services and submit a written request for specific accommodations and services. The request for services must be renewed for each academic term. Please contact the vice president for student support at 601-318-6188 for more information.

Accommodations are designed to meet the individual student's needs and are planned and implemented in consultation with the student. The university may, however, be unable to meet a need or implement an accommodation, adjustment, auxiliary aid, or service which would impose a fundamental alteration on a program or activity of the university, or which would impose undue hardship on the university, or which would substantially modify academic standards, programs, or course work.

### **Grievances**

If a student's request for accommodations or special service is denied and the student wishes to appeal the decision, the appeal should be in the form of a typewritten, signed letter to the vice president for student support. The president of the university or designee may hear final appeals in such matters.

## **POLICY ON STUDENT COMPLAINTS**

William Carey University seeks to provide each student with a positive educational experience. Students who experience difficulty are encouraged to make every attempt to resolve the problem informally by discussing the problem with those who are closest to the source. However, students who wish to file formal complaints related to university policies, procedures, faculty, employees, or other issues may do so by following the guidelines presented below. The following chart is intended as a guide for successfully completing the four procedural steps outlined below the chart. None of the parties involved in a student complaint may be represented by anyone other than himself/herself during any phase of the complaint procedure.

**Direct the typewritten complaint to (in sequential order:  
For complaints relating to:**

- |  |  |
|--|--|
| 1. Academics<br>(course-related issues<br>that are not grades)   | 1) faculty member, 2) department chair,<br>3) dean of school, 4) vice president for academic<br>affairs  |
| 2. Academics<br>(course and grade-related issues)                | 1) faculty member, 2) department chair,<br>3) dean of school, 4) vice president for academic<br>affairs  |
| 3. Academics<br>(issues related to faculty)                      | 1) faculty member, 2) department chair, 3) dean of<br>the school, 4) vice president for academic affairs |
| 4. Academics<br>(issues related to college<br>academic policies) | vice president for academic affairs  |
| 5. Admissions  | director of admissions   |
| 6. Athletics   | 1) head coach of the sport involved, 2) director of<br>athletics   |
| 7. Business Services   | student accounts supervisor  |
| 8. Counseling  | vice president for student support   |
| 9. Discriminatory Harassment                                     | vice president for student support   |
| 10. Financial Aid  | director of financial aid  |
| 11. Housing & residence life                                     | 1) director of residence life, 2) vice president for<br>student support                                  |
| 12. Physical facilities  | director of physical facilities  |
| 13. Sexual offenses  | vice president for student support   |
| 14. Student activities   | 1) director of student activities, 2) vice president for<br>student support                              |
| 15. Student support<br>services                                  | 1) director of student support services, 2) vice<br>president for student support                        |
| 16. Student judicial<br>affairs                                  | vice president for student support   |
| 17. Other student issues:<br>(security, cafeteria, etc.)         | vice president for student support   |

### **Procedural steps:**

STEP 1) A typewritten, signed complaint should be filed with the faculty member or administrator who is closest to the source of the complaint except for course and grade appeals. Course and grade appeals must be initiated on the appropriate form within 10 working days of the beginning of the subsequent term. The Grade Appeal Form must be picked up in the office of the vice president for academic affairs. Complaints not resolved at one level should be presented to those at increasingly higher levels of responsibility and authority as outlined above.

STEP 2) After receiving a complaint in the first three categories (numbers 1-3) above, the faculty member will respond to the complaint within seven working days after receiving the complaint. If the student is not satisfied with the response, he/she may appeal to the higher level of authority. Each level of authority must respond to the complaint within seven working days of receiving the complaint. If the student does not receive a response in the allotted time, he/she may proceed to the next level of authority without the previous level signature.

If the complaint is related to any category after the first three above (numbers 4-17) an administrator will initiate a full investigation of the complaint which will be completed in 30 working days or less. If an investigation is required to deal with the complaint during this investigative phase, the investigator will determine a response to the complaint that will provide as much corrective action as possible from his/her level of authority.

During the investigation, none of the parties involved may have an attorney present.

STEP 3) The investigator will then meet with the student who filed the complaint and explain what action will be taken to correct the situation.

STEP 4) The complainant may then accept the corrective action as offered, or appeal the decision to the person at the next level of authority. Any complaint not resolved at the highest level should be presented in writing to the president of the university (or designee) who will provide the final response to the complaint.

For clarification of any part of this process, please contact the office of student services.

## **DRUG FREE CAMPUS POLICY**

William Carey University expects its students to obey the law. A violation of alcohol or drug laws while enrolled at the university violates the university's expectations of its students.

Further, William Carey University prohibits its students from using, possessing and distributing or causing the use, possession or distribution of alcohol and illegal drugs on campus, at any university-related, sponsored, or recognized activity, whether on or off campus, and off campus in a student's university residence. Students are prohibited from using prescription drugs in any fashion other than as directed by a physician.

Possession shall be defined to include the presence of alcohol or illegal drugs in the student's university residence or automobile. The prohibition against the use, possession or distribution of alcohol and illegal drugs shall include the possession of any alcohol containers, promotional literature and/or drug paraphernalia. Whether a student has violated this policy's prohibition against use of alcohol or illegal drugs may be determined by circumstantial evidence such as the aroma or smell of alcohol or drugs or conduct suggesting that the student is under the influence of such substances. William Carey University reserves the right to go forward with campus judicial procedure regardless of the status of local, state or federal investigations into conduct in violation of this policy. Sanctions may include suspension or expulsion. In addition to university sanctions, any student found in violation of the drug and alcohol policy may be referred to the appropriate authorities for criminal prosecution.

Students who observe or learn about conduct in violation of this policy shall immediately report the conduct to the vice president for student support.

A detailed description of the state penalties for operating a vehicle while under the influence of alcohol or drugs, illegal alcohol, and the uniform controlled substance laws can be found in the Mississippi Code of 1972, which is available at <http://www.lexisnexis.com/hottopics/mscode/>.

## **HEALTH RISKS ASSOCIATED WITH DRUG OR ALCOHOL USE**

Narcotics such as opium, morphine, and heroin can cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. The symptoms of an overdose of narcotics are slow and shallow breathing, clammy skin, convulsions, coma and possible death. Persons experiencing withdrawal from addiction to narcotics can experience watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating.

Depressants such as barbiturates and quaalude can cause slurred speech, disorientation and drunken behavior. An overdose of a depressant results in shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma and possible death. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions and possible death.

Stimulants such as cocaine and crack can cause increased alertness or euphoria, an increased pulse rate and blood pressure, insomnia, and loss of appetite. An overdose of stimulants results in agitation, an increase in body temperature, hallucinations, convulsions, and possible death. Withdrawal symptoms include apathy, long periods of sleep, irritability, depression, and disorientation.

Hallucinogens such as LSD and amphetamines cause illusions and hallucinations, and poor perception of time and distance. The effects of an overdose include psychosis and possible death.

Marijuana and hashish can cause euphoria, increased appetite, relaxed inhibitions, and disoriented behavior. The effects of an overdose include fatigue, paranoia, and possible psychosis. Withdrawal symptoms include insomnia, hyperactivity, and decreased appetite.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase in the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

COUNSELING AND REHABILITATION RESOURCES

Students who experience problems with alcohol or other drugs may seek help from several sources. The university provides individual counseling through the office of student support (Hattiesburg ext. 6779) or Dr. Carol Jones on Tradition campus (ext. 7237).

Information and assistance are also available from several off-campus sources:

Hattiesburg

Pine Belt Mental Healthcare Resources .....601-544-4641  
Alcoholics Anonymous.....601-544-5666

Tradition

Harrison County Mental Health Center.....228-863-1132  
Alcoholics Anonymous.....228-865-0156

Toll-free Numbers

Alcohol Abuse Accredited 24 Hour  
Helpline and Treatment. ....1-800-238-2600  
National Institute on Drug Abuse Helpline.....1-800-967-5522  
Narcotics Anonymous .....1-800-627-3543  
Al-Anon. ....1-800-356-9996  
American Council on Alcoholism Helpline .....1-800-527-5344  
Cocaine Hotline .....1-800-477-6751  
National Institute on Drug Abuse Hotline .....1-800-662-HELP  
Alcohol Abuse 24-hour Helpline .....1-800-417-6237

William Carey University does not endorse or affirm the competency or effectiveness of the services offered by these agencies.

In accordance with the Drug Free Workplace Act of 1988, any student who receives a federal Pell grant and who is convicted of a criminal drug offense that occurred during a period of enrollment covered by the Pell grant must report the conviction in writing to the Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W., Room 3124, GSA Regional Service Building No. 3, Washington, D.C. 20202-4571. This report must be made within ten calendar days of the conviction. Failure to report such a conviction may subject the student to suspension or termination of the Pell grant, and ineligibility for other types of federal financial assistance.

COMMUNICABLE DISEASE POLICY

It is the policy of the university that students with contagious, infectious, long-term, life-threatening, or other serious diseases may continue to participate in the university's programs and activities as long as, with reasonable accommodation, they physically and mentally meet the academic and technical requirements of the program without undue risk to their own health or that of other members of the campus community.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate students with contagious diseases. Their determinations will be based on the consideration of factors. Among the factors to be considered are:

- The duration of the risk;
- The nature and severity of the potential harm;
- The likelihood that the potential harm will occur; and
- The imminence of the potential harm.



## **DRUG TESTING POLICY**

It is the policy of William Carey University to conduct entry and random drug testing to meet the requirements of agencies receiving William Carey University students in clinical settings, practica, internships, athletics, performing and competitive groups, and other such courses. University administration are also authorized to develop procedures for testing of other groups of students who represent the university in some official capacity. All drug testing procedures will receive the approval of legal counsel before implementation.

## **ADMINISTRATIVE WITHDRAWAL**

William Carey University reserves the right to require the immediate withdrawal of any student whose conduct poses a direct threat to the health and safety of others.

## **ANNUAL DISCLOSURE OF CRIME STATISTICS/POLICIES**

In compliance with its duties under federal law, William Carey University makes annual disclosure of campus crime statistics and campus security policies. These disclosures are made to current students and, upon request, to prospective students.

## Hattiesburg Campus Directory

|  |            |
|--|------------|
| Academic Affairs.....                    | ext. 6101  |
| Admissions Office .....                  | 6103       |
| Alumni Office .....                      | 6561       |
| Arts, Humanities, and Sciences .....     | 6118       |
| Athletic Department .....                | 6415       |
| Baptist Student Union .....              | 6161, 6386 |
| Baseball Office .....                    | 6110       |
| Bass Hall Director.....                  | 6303       |
| Bass Lobby.....                          | 6226       |
| Biblical Studies Department .....        | 6115       |
| Biology Department.....                  | 6119       |
| Bookstore .....                          | 6123       |
| Braswell Hall Director .....             | 6634       |
| Bryant Hall Director.....                | 6359       |
| Bryant Lobby.....                        | 6304       |
| Business Office.....                     | 6127       |
| Business, School of .....                | 6199       |
| Byrd Hall Director.....                  | 6635       |
| Cafeteria.....                           | 6132       |
| Chapel .....                             | 6115       |
| Chemistry Department.....                | 6532       |
| Christian Ministries Department .....    | 6431       |
| Common Grounds .....                     | 6448       |
| Copy Room .....                          | 6146       |
| Education Department .....               | 6600       |
| English Department.....                  | 6592       |
| Financial Aid Office .....               | 6153       |
| Gym .....                                | 6588       |
| History and Social Science Dept. ....    | 6164       |
| International Student Affairs .....      | 6564       |
| Housing/Residence Life .....             | 6102       |
| Intramural Sports .....                  | 6443       |
| Languages<br>(Spanish/Hebrew & Greek) .. | 6440/6115  |
| Library .....                            | 6169       |
| Maintenance .....                        | 6155       |
| Math Department.....                     | 6173       |
| Menu Line .....                          | 6472       |
| Music and Ministry, School of.....       | 6175       |
| Nursing, School of.....                  | 6147       |
| Osteopathic Medicine .....               | 6610       |
| Physical Education Department .....      | 6186       |
| Polk Hall Director .....                 | 6356       |
| Polk Lobby .....                         | 6471       |
| Post Office.....                         | 6158       |
| President's Office.....                  | 6495       |
| Psychology Undergrad Dept. ....          | 6122       |
| Psychology Graduate Office .....         | 6470       |
| Registrar's Office .....                 | 6195       |
| Religious Activities .....               | 6161       |
| Ross Hall Director .....                 | 6234       |
| Ross Lobby .....                         | 6362       |
| Security .....                           | 6300       |
| SGA.....                                 | 6742       |
| Softball Office.....                     | 6551       |

|                                      |      |
|--------------------------------------|------|
| Student Activities .....             | 6444 |
| Student Life .....                   | 6214 |
| Student Support.....                 | 6779 |
| Student Support Services .....       | 6208 |
| Switchboard Operator .....           | 0    |
| Theatre and Communication Dept. .... | 6218 |
| Theatre Box Office.....              | 6221 |
| Transcript Request .....             | 6195 |
| Tutoring.....                        | 6208 |

## Tradition Campus Directory

1-228-702-xxxx

|                             |              |
|-----------------------------|--------------|
| Admissions Office .....     | ext. 1815    |
| Art Department .....        | 1775         |
| Biology Department .....    | 1880         |
| Baptist Student Union ..... | 1835         |
| Business Office .....       | 1810         |
| Business, School of.....    | 1848         |
| Dean's Office.....          | 1802         |
| Education Department.....   | 1842         |
| Financial Aid Office.....   | 1809         |
| Library .....               | 1889         |
| Nursing Department .....    | 1825         |
| Psychology Department.....  | 1851         |
| Registrar .....             | 1814         |
| Religion Department .....   | 1835         |
| Security .....              | 228-223-1807 |

## WCU Campuses

|                          |                             |
|--------------------------|-----------------------------|
| Hattiesburg .....        | 800-962-5991 / 601-318-6051 |
| Tradition (Biloxi) ..... | 228-897-7100                |
| Keesler.....             | 228-377-0090                |

## Hattiesburg Office Locations

|   |  |
|---|--|
| Academic Affairs .....                                      | Tatum Court, main floor                                    |
| Admissions (Undergraduate).....                             | Tatum Court, main floor<br>Lawrence Hall, 1st floor        |
| Admissions (Graduate) .....                                 | Tatum Court, main floor                                    |
| Advancement Office.....                                     | Wheeler Alumni House                                       |
| Alumni Office.....  | Wheeler Alumni House                                       |
| Art Department.....   | Tatum Court, 3rd Floor<br>Art Trailer behind Lawrence Hall |
| Art Galleries   |  |
| Lucile Parker Gallery .....                                 | 512 Tuscan   |
| Sarah Gillespie Museum.....                                 | Library  |
| Arts and Letters, School of.....                            | 3rd floor Tatum Court                                      |
| Athletic Department .....                                   | Larry W. Kennedy Sports Complex<br>Gymnasium               |
| Biblical Studies Department.....                            | Lawrence Hall  |
| BSU (Baptist Student Union) .....                           | Crawford Hall  |
| Biology Department.....                                     | Green Science Hall   |
| Bookstore (Barnes & Nobles).....                            | McMillan Hall  |
| Business Office.....  | Tatum Court, Main floor                                    |
| Business, School of .....                                   | School of Business Building                                |
| Cafeteria – MMI Dining .....                                | Wilkes Hall  |
| Career Services .....                                       | Lawrence Hall  |
| Carey Center  |  |
| (Center for Study of the Life & Work of William Carey)..... | Donnell Hall   |
| Chemistry Department.....                                   | Green Science Hall   |
| Christian Ministries Department.....                        | Lawrence Hall  |
| Coffee House.....   | Common Grounds   |
| College of Osteopathic Medicine Offices.....                | Asbury Administration<br>Medical Arts Buildings            |
| Communication Department                                    |  |
| (Dept. of Theatre & Communication).....                     | 1st floor Tatum Court                                      |
| Copy Room/Desktop Publishing.....                           | Tatum Court, main floor                                    |
| Education, School of.....                                   | Fairchild Hall and Lorena Smith Hall                       |
| English Language Center .....                               | Lawrence Hall  |
| External Relations.....                                     | Wheeler Alumni House                                       |
| Facilities Department.....                                  | Facilities Building, County Line Drive                     |
| Financial Aid Office .....                                  | Tatum Court, main floor                                    |
| Foreign Language – English Dept. ....                       | 3rd floor Tatum Court                                      |
| Forensics Department (Speech & Debate Team) .....           | 1st floor Tatum Court                                      |

|  |                                    |
|--|------------------------------------|
| Graduate Office .....                          | Tatum Court, main floor            |
| History & Social Science Department .....      | Green Science Hall                 |
| Housing / Residence Life Office .....          | Lawrence Hall                      |
| Human Resources .....                          | Tatum Court                        |
| Institutional Effectiveness.....               | Lawrence Hall                      |
| Institutional Research .....                   | Green Science Hall                 |
| Information Technology Dept.....               | McMillan Hall                      |
| Language & Literature Department.....          | 3rd Floor of Tatum Court           |
| Library .....                                  | Smith/Rouse Library                |
| Math Department.....                           | Green Science Hall                 |
| Music and Ministry, Winters School of.....     | Thomas Fine Arts Center            |
| Natural & Behavioral Sciences, School of ..... | Green Science Hall                 |
| Nursing, School of.....                        | Fail-Asbury Nursing Building       |
| Physical Education Department .....            | Clinton Gymnasium & Fairchild Hall |
| President's Office.....                        | Tatum Court, main floor            |
| Psychology Department (Undergraduate) .....    | 2nd floor Green Science Hall       |
| Registrar's Office .....                       | Tatum Court, main floor            |
| Religion Department.....                       | Lawrence Hall                      |
| Security .....                                 | Security Building, campus entrance |
| Speech & Debate Team (Forensics).....          | 1st floor Tatum Court              |
| Student Activities.....                        | Student Center                     |
| Student Government Association (SGA).....      | Student Center                     |
| Student Life Office .....                      | Lawrence Hall                      |
| Student Support Office .....                   | Lawrence Hall                      |
| Student Support Services.....                  | Lawrence Hall                      |
| Switchboard .....                              | Tatum Court                        |
| Theatre and Communication Department .....     | 1st Floor Tatum Court              |

# **APPENDIX A**

## **Academic Integrity Policy**

It is the policy of William Carey University to provide an environment that encourages continual growth of moral and ethical values within a caring Christian academic community. This includes personal honesty and mutual trust. The university places high value on academic integrity and regards any act of academic dishonesty as a serious offense. Academic dishonesty is considered unethical and in violation of William Carey University's academic standards and Christian commitment.

## Forms of Academic Dishonesty

Any act done to misrepresent one's knowledge and/or ability in an attempt to gain an academic advantage is considered to be an act of academic dishonesty. This includes but is not limited to the following actions or attempted actions:

1. **Cheating on examinations:** (a) utilizing any materials not authorized by the instructor for assistance on an examination; (b) utilizing any information on an examination that was obtained from another individual and not authorized by the instructor; (c) allowing another individual to take an examination and presenting that work as his/her own.
2. **Cheating on course assignments:** (a) obtaining any form of assistance not authorized by the instructor on a class assignment; (b) submitting the same work in more than one course without the knowledge and permission of the instructors.
3. **Plagiarism:** (a) submitting an assignment as one's own original work when all or part was done by another individual; (b) knowingly representing the ideas of another person as one's own in any academic exercise.
4. **Fabrication:** Inventing or falsifying information used in an academic exercise.
5. **Misrepresentation:** (a) intentionally providing false or misleading information regarding absences in class, missed exams, late class work, or class drop dates in order to avoid the penalties associated with these actions; (b) intentionally providing false or misleading information on official university documents such as applications for admission and financial aid.
6. **Unauthorized access:** (a) unauthorized access to and/or alteration of any class records or documents such as grade books, class rolls, and examinations; (b) unauthorized access to and/or alteration of any official school documents such as transcripts, admissions files, and financial aid records.
7. **Facilitation:** Intentionally helping another individual to commit any act of academic dishonesty.

## Academic Integrity Guidelines

1. These guidelines are based on the principles of redemption and growth and are intended to allow students to learn from their mistakes, master the expectations of academic integrity, and accept responsibility for their own actions.
2. It is the position of the trustees of William Carey University that emphasis should be placed on the prevention of breaches of academic integrity.
3. Faculty should require students in their classes to utilize available technology (Turn-It-In) to detect possible plagiarism before turning in major assignments.
4. Please note that the definition of plagiarism includes, “. . . knowingly [emphasis added] representing the ideas of another person as one's own . . . .” Students are responsible for learning to correctly give credit for others' work. Faculty should differentiate between incorrectly citing sources and failing to give credit to sources when considering whether a student's performance involves plagiarism.

5. In all cases, faculty are to have a conference with a student observed in or suspected of an act of academic dishonesty and allow the student to respond to the charge.
6. Prior to the conference, the faculty member should contact the office of the vice president for academic affairs to determine whether the student has had prior offenses.
7. All academic integrity offenses are to be reported to the office of academic affairs.
8. A student may not drop a course or withdraw from the university to avoid the penalties incurred as a result of an act of academic dishonesty.
9. For any case involving an egregious offense, or lack of cooperation on the part of the student, the instructor may confer with the school dean regarding referral to the honor board.
10. Students have the right to appeal any penalty given by an instructor to the academic honor board. Students have the right to appeal any penalty given or upheld by the academic honor board to the vice president for academic affairs.
11. When an incident is sufficiently serious to request an honor board hearing, the faculty member shall prepare a written statement summarizing the offense, results of the conference with the student, and requesting the academic vice president to convene the academic honor board. The student will be asked to read and sign the statement acknowledging that he/she has been informed of the charge and the penalty. If the student refuses to sign, the instructor will make that notation on the report and forward it, through the department chair/dean, to the academic vice president. Student appeals of faculty action must, likewise, be in writing, signed, and forwarded to the academic vice president. The student will be allowed to remain in class pending the outcome of the honor board hearing. The student's final status in the class will be determined by the outcome of the hearing. When a case is referred by the teacher, or the decision of the teacher is appealed by the student, the academic vice president shall notify the chair of the honor board who will schedule a meeting and notify the teacher and the student at least five working days prior to the meeting.
12. The honor board may recommend suspension or dismissal from the university for egregious or repeated offenses. Other penalties available to the honor board and the procedures to be followed by the honor board are found in the *Policy and Procedures Manual* of the university, Policy Number 407 "Academic Integrity."
13. The table on the next page gives penalties for academic dishonesty that may be charged by the instructor.

## Penalties

| Type of Offense  | First Offense  | Second Offense                           | Third Offense                        |
|--|--|--|--------------------------------------|
| Cheating on exam or assignment   | Highest failing grade on exam or assignment  | Grade of zero for the exam or assignment | Fail course and refer to honor board |
| Plagiarism   | 1. Refer to library for research and plagiarism tutorial<br>2. Redo/correct paper with penalty of one letter grade | Grade of zero for the paper              | Fail course and refer to honor board |
| Fabrication  | Highest failing grade on assignment  | Grade of zero on assignment              | Fail course and refer to honor board |
| For offenses of misrepresentation, unauthorized access, and facilitation, the student will be referred to the honor board. |  |  |                                      |



## **APPENDIX B**

# **Intramurals Rules and Regulations**

# Carey Intramurals Rules and Regulations

## How to Enter

To enter any activity, please follow the suggested guidelines:

Team entries will be accepted at the intramural sports office. Check the activity information sheet for the times and dates of the sport entries. All individual and dual sports registration will take place on site at the event. Each participant must present a William Carey Student ID card and fill out the proper entry form in order to participate.

For team sports, an organization's intramural chair or team captain may register his/her team. All team rosters must be filled out completely on the proper entry form before 5:00 p.m. of the deadline date. Each roster must have the minimum number of required participants, with their WCU student ID number for that sport/event.

Individuals desiring to play in a team sport but who are not affiliated with any team or organization may come by the intramural sports office and sign up as a free agent. Team captains who are short a player or two are encouraged to draft players from the free agent list.

## How to Organize and Manage

Fraternities, sororities, residence halls, and independent organizations should choose a manager or chair to be in charge of intramurals. Managers will be given information to pass on to other members of their team.

## Assumption of Risk

Individuals are encouraged to have a physical examination and obtain adequate health and accident insurance *prior to participation* in recreational sports activities. Individuals who participate in recreational sports will be doing so at their own risk. William Carey University is not responsible for any injury that may occur to an individual participating in any intramural sports activity. Participation in intramural sports is on a voluntary basis.

## Ambulance Policy

The William Carey University intramural department will follow the following guidelines for the use of an ambulance:

1. The intramural coordinator will determine if an ambulance is to be called.
  - a. Head trauma
  - b. Uncontrollable bleeding
  - c. Spine/Neck injury
  - d. If injured player would need the immediate skills and/or equipment of paramedics or emergency medical technicians.
  - e. If injured player's condition could worsen and become life-threatening on the way to the hospital
2. If an ambulance is not an absolute need, the intramural director will then let the injured player decide if he/she wants to use an ambulance or not. Since students participating in intramural sports at William Carey University are responsible for their emergency care costs, they should have the choice if they want an ambulance or not.
3. If the injured player decides he/she does not want an ambulance, the intramural coordinator will be in charge of arranging transportation to the hospital.

## **Intramural Sports Program Competitive Concept**

The intramural sports program is designed to match equally skilled organizations in various activities to meet physical as well as recreational needs. Team, individual, and dual competitions will take place. Awards for active participation and success should not be the only goal in an intramural program, but such awards do add to the competitive spirit of such an activity. It is with this idea in mind that the intramural sports program will offer awards to the champions of each sport.

The intramural sports program reserves the right to put into effect emergency rules relative to the program in order that the program might function in a secure manner.

### **Eligibility Rules**

Each participant must present a current WCU student ID card before each contest to be eligible to participate in intramural sports.

*Eligibility Investigations:* The intramural sports staff will assume responsibility for investigation of the eligibility of all participants, upon request. WCU student ID cards will be required during all intramural activities. If an individual in question cannot provide valid identification, that individual, or his/her team, will forfeit the game or match.

*Professional Athletes:* Students ineligible for varsity competition because of professional rank are prohibited from competition in the intramural sports program.

*Varsity Letter Winners:* A person who has received a varsity award at any university or four-year college within the last year is ineligible to compete in the sports for which they received the award.

*Junior College Letter Winners:* A junior college letter winner shall be eligible in all sports.

*Student-Athletes:* No athlete whose name appears on a varsity, junior varsity, or freshman roster will be eligible in intramural sports for that particular sport during that academic school year. Red-shirted athletes may participate if they obtain a written consent from their intercollegiate coach.

*Alumni:* All alumni are ineligible for participation in intramurals. You must be a current student/faculty/staff member of WCU to participate in intramurals.

*Rosters:* In order for an individual to be considered eligible for intramural competition, his or her name and WCU student ID number must appear on the team roster. Additions or deletions to the team roster may be made during the hours of 8 a.m. – 5 p.m., Monday through Friday, at the intramural sports office.

*Competing on Two Teams:* Players participating with one intramural team are not eligible to play for another team in the same sport.

*Exception:* Individuals may play in either the men's or the women's program, plus the co-rec program.

*Team Transfer:* Any individual wishing to transfer from one team to another team must have the approval of the coordinator of intramural sports.

*Ineligible Player:* Any person participating in an intramural activity without his/her name and WCU student ID number on the team's roster or who is found in violation of the rules and regulations of intramural sports is ineligible.

1. Any person participating in an intramural activity found to be ineligible shall be suspended from that activity for the remainder of the season.
2. Any team using an ineligible player shall forfeit all games in which the ineligible player participated.

3. A player competing under an assumed name will be suspended from intramural competition for the remainder of the season and placed on probation for the remainder of the school year.
4. All players participating in a game/match using a player who is not a current WCU student, faculty, or staff member shall be suspended from intramural sports for the remainder of the trimester and placed on probation the remainder of the school year.

### **Forfeit Policy**

Forfeit time is game time; however, a 15-minute grace period will be allowed. After this time the intramural director will declare the contest a forfeit, thus resulting in the following:

1. The forfeiting team will automatically relinquish the points designated for that game.
2. The winning team must record its lineup for the forfeited games and must have at least a minimum of the official number of players for that sport.
3. If you think your team will not have enough people for a game, please notify the intramural director at least 24 hours before the scheduled game.

### **Postponements**

Intramural sports program is willing to cooperate in extraordinary circumstances by allowing occasional postponements of contests, but because of the number of entries and short seasons, these must be kept to a minimum. For such postponements, the coordinator of intramural sports must be notified at least one working day prior to the scheduled time of the contest.

### **Rain-outs**

These will be rescheduled at the discretion of the coordinator of intramural sports.

### **Protests**

In order for a team to be eligible to file a protest in a sport, an organization's intramural chair (or someone from the team's roster) must attend the mandatory preseason managers' meeting.

### **Rule Interpretations**

Protests involving rule interpretations will be considered on the field or court immediately following the incident in question. The game is suspended, and the intramural supervisor will be called to the game site. Play should not continue until the supervisor renders a final decision. **NOTE:** If a team continues to play without calling the supervisor to the game site, then that team forfeits its right to a protest.

### **Player Eligibility**

Protests concerning player eligibility must be made to the intramural sports supervisor before, during, or immediately after the contest in question. The protest will be ruled on by the coordinator of intramural sports the following day.

# **Conduct of Teams, Individual Participants, Coaches, and Spectators**

## **Sportsmanship**

A part of the philosophy of the intramural sports program is that good sportsmanship is vital to every intramural contest. In order to encourage proper conduct during games, officials, supervisors, and administrative personnel shall make decisions to warn, penalize, or eject players/teams/spectators for poor sportsmanship. These decisions are final.

## **Prohibited Conduct**

No player, coach or spectator shall:

- use abusive language, threaten or abuse any other player or intramural sports employee before, during, or after any intramural contest. Any offending language is not tolerated and will result in ejection and possible suspension from program.
- participate in a game for which he/she is ineligible.
- argue with the game official. Only the captain may address (courteously) the game official concerning the interpretation of a rule.
- intentionally strike, shove, or exhibit any other unsportsmanlike conduct towards another player or employee of intramural sports.
- mistreat the facility, equipment, or supplies of intramural sports.

## **Fighting**

Under no circumstances will fighting be tolerated. Participants involved in any fighting shall be immediately removed from the contest and subject to further disciplinary action. (See Mandatory Penalties)

## **Spectators and Equipment**

Team captains are responsible for their own spectators and equipment. Spectators are subject to the policies and regulations of the intramural sports program. (See Mandatory Penalties)

## **Verbal Abuse**

Verbal abuse of intramural sports employees will not be tolerated. William Carey University specifically prohibits the use of grossly abusive language that insults, taunts, or challenges another person. This includes swearing, obscenities, epithets directed at an individual's race, color, ethnic identity, religion, sex or that which is personally abusive, degrading, and insulting.

## **Alcohol or Drug Abuse**

Alcoholic beverages and drugs are not permitted on or in the vicinity of intramural sports contests or facilities on WCU property. Participants who are considered to be under the influence of alcohol or drugs will not be permitted to participate in intramural sports contests.

## **Mandatory Penalties**

1. Any individual who is ejected from a contest must leave the facility (sight and sound) immediately upon notification by the intramural supervisor.
2. No individual may participate in or watch any intramural activity during his or her suspension.

*Violation:* Shoving, striking, or physically abusing an official or supervisor

*Penalty:* Automatic suspension from intramural sports for one full calendar year

**Note:** Penalty also includes being reported to the vice president for student support and possible assault charges at the county courthouse. Penalty may also include the individual's team's elimination from further participation in that sport for the remainder of the sport's season.

*Violation:* Ejection or misconduct during or after the last game of a season in a sport

*Penalty:* Possible suspension from all intramural sports activities during and including the next major team sport

**Note:** Each case is heard separately by the coordinator of intramural sports.

*Violation:* Continuous evidence of unsportsmanlike conduct by individuals, teams, or organizations

*Penalty:* Suspension from intramural sports for a minimum of one trimester

*Violation:* Ejection from a game due to a rule infraction

*Penalty:* Suspension from the team's next game and probation for the remainder of the sport's season.

**Note:** Each case will be heard separately by the coordinator of intramural sports

*Violation:* Ejection from a game due to unsportsmanlike behavior

*Penalty:* Automatic suspension from the team's next scheduled game and probation for remainder of the sport's season.

*Violation:* Ejections from a game due to fighting (individuals)

*Penalty:* Automatic suspension from team's next two scheduled games and probation for the remainder of the sport's season.

**Note:** Any player, coach, or spectator who leaves the team area and enters the playing field/court during a fight is considered to be involved in the fight.

*Violation:* Sidelines emptying onto the playing field (team)

*Penalty:* Automatic forfeit of game by both teams and mandatory meeting of team captains with the intramural sports director. The offending team or organization will be placed on probation for the remainder of the trimester (1st violation). A second violation of this rule by a team will result in automatic forfeit of the game and mandatory meeting with intramural sports director by the following day. In addition, a second violation will result in that team or organization not being allowed to have spectators for the remainder of that semester.

**Note:** If only one sideline empties onto the playing field, the game will be forfeited to offending team's opponent.

## **Disciplinary Cases**

Cases involving individuals or teams violating the rules and regulations of the intramural sports program will be heard by the intramural sports disciplinary board. The individuals or teams involved will be suspended from intramural competition pending a decision by the board.

## THE ALMA MATER

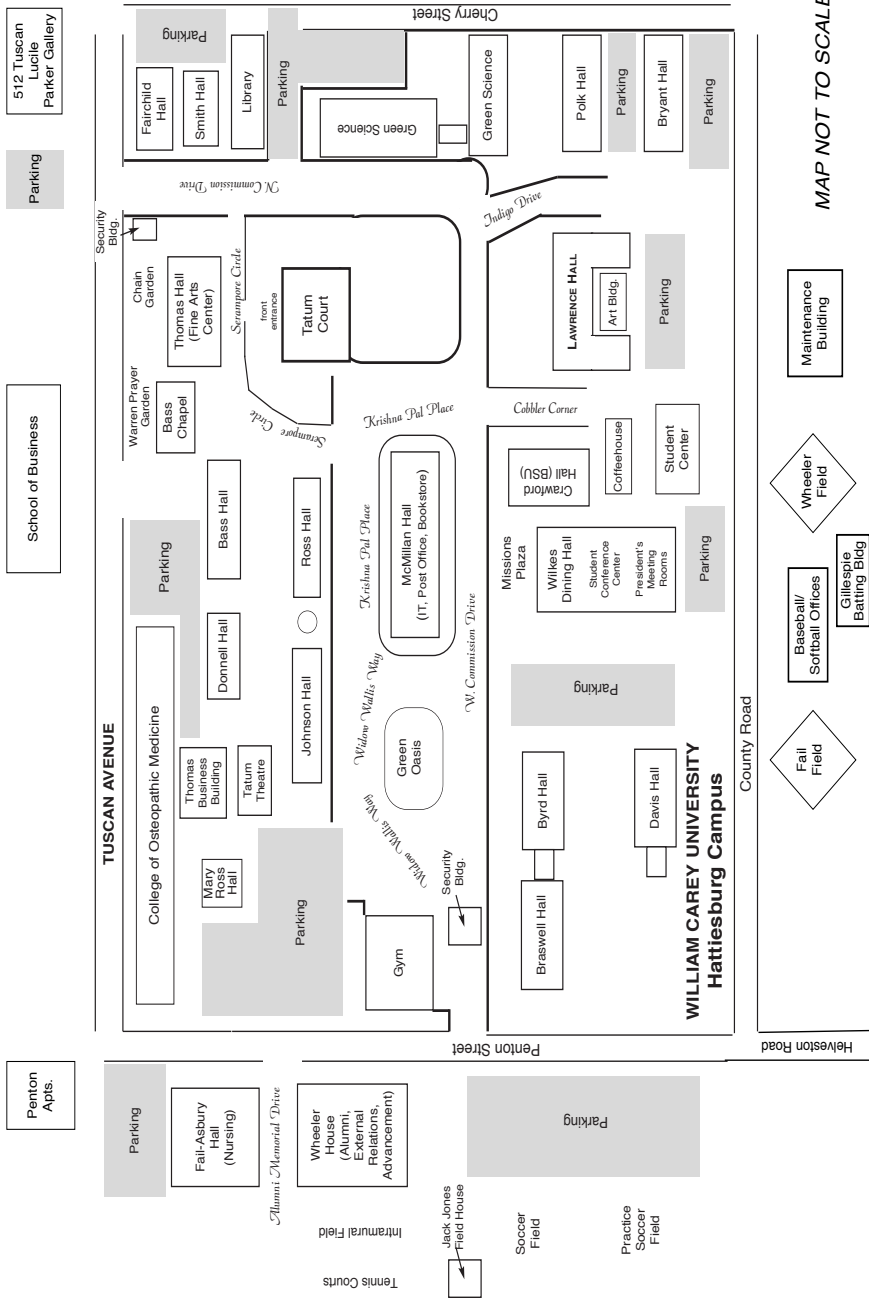
Text: Ruth Joan Geiger

Music: Robert L. Gauldin

William Carey, we will love thee,  
Loyal we will be  
And we will ever sing thy praises;  
Hail, all hail to thee.  
Lifting high the light of knowledge,  
Answering the clarion call,  
Thou hast made thy sons and daughters  
Staunch crusaders all.

Thou hast taught us love and honor,  
Taught us truth and right,  
While fitting ev'ry new crusader  
With thine armor bright.  
May the God, who made thee worthy,  
Keep thee ever truly free;  
May His spirit, Alma Mater,  
Ever dwell with thee.





MAP NOT TO SCALE.