



1981-82

This booklet was compiled for you, the student. It was the dream and work of many people. It is their hope that you will read it and keep it as a ready reference for needed information.

Several people should be recognized for their participation in this handbook. These include: Mark Richardson, Barbie Sproule, Jim Dodd, Karen Hughes, and Carol Grimes, who wore her fingers to the bone typing. Thanks!

A special thanks is given to Katy Van Lew for bringing it over the hump.

The Eagle of Carson-Newman and The Eagle of Bridgewater College should be recognized for their sources of ideas.

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Sincerely,

 Patricia S. Allen, Jr.
 Dean of Students

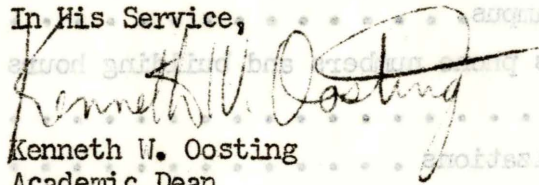
Dear Students:

Welcome to Milligan! Your time at Milligan is an investment of your time and energy in your future. The extent of the investment will depend upon you. The more you are willing to invest of yourself, the more you can expect in return.

The college will do its part. Milligan has a Christian Faculty committed with you toward your educational objectives backed by a Christian Administration and Staff with an equal commitment to you. In addition to our belief in Christ as our Lord and Savior, we at Milligan place a high priority upon the liberal arts, acknowledging that your work in the various disciplines will assist you as you seek success in life. Your major and minor will provide you with the specific knowledge, skills, and attitudes needed in your vocational choice.

Please let us know how we might assist you with advice, or you may just come by if you need to talk with someone. We want to do whatever we can to help you.

In His Service,


Kenneth W. Oosting
Academic Dean

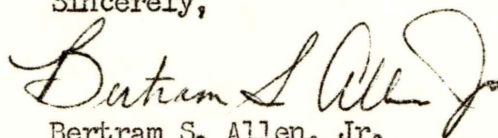
On behalf of all of the Milligan family, let me say "Welcome!" and "Welcome back!" It's good to have you here. In fact, think what the place would be like if you were not here. We'd all miss you and all you have to offer.

Milligan has a great deal to offer you, too. I hope that you will take advantage of those things. Allow your classes to challenge you. Join social and professional groups, participate in campus and community religious activities, and compete in intramural and intercollegiate athletics.

Milligan is a liberal arts college, but, unlike some others, Milligan is a Christian liberal arts college. We hold up values; Biblical, scholastic, and social. Please read the following material as well as the catalog, so that you may become familiar with the guidelines for our living together in a community of Christian scholars.

Have a successful, joyful, challenging journey through your chosen educational course.

Sincerely,



Bertram S. Allen, Jr.
Dean of Students

THE CAMPUS

Four buildings on or near campus provide for the student's basic needs: Mail, clean clothes, books, and recreation.

Post Office

The Post Office is located at the entrance to Milligan College. It is a federally regulated government agency which performs all the functions of any U.S. Post Office. Window hours for service are: Monday - Friday, 8 a.m. - 5 p.m.; Saturday, 8 a.m. - 12 noon. The postmaster notes the importance that all mail for students should have their box number on the envelope for better service. Since no mail is delivered to the dormitories, mail without a box number may become lost.

Laundry

A privately owned laundromat is located adjacent to the campus behind Webb Hall. The hours are 8 a.m. - 9 p.m., seven days a week. There are also other laundromats in nearby locations which make their services available to Milligan students, but there are no such facilities provided in the dormitories.

Library

The P. H. Welshimer Library is a modern, fireproof, air-conditioned building. Holdings consist of more than 100,000 volumes and 400 current periodicals. The office of the President is located on the second floor. The books are arranged in the Library of Congress Classification System. Library hours are: Monday - Thursday, 7:45 a.m. - 10:00 p.m.; Friday, 7:45 a.m. - 5:00 p.m.; Saturday, 10:00 a.m. - 4:00 p.m.; Sunday, 2:00 p.m. - 10:00 p.m. Further information can be found in the Milligan College Library Handbook.

Student Union Building

The Student Union Building supplies students with a place to gather, talk, and eat. Offering a pleasant opportunity for grabbing a bite before class, the S.U.B. presents a welcome change from the daily routine of cafeteria meals at an inexpensive price. Commuters are welcome to eat in either Sutton or the S.U.B. for a reasonable cost. The S.U.B.'s basement houses both the recreation area complete with electronic games and pool tables and the campus bookstore where all required textbooks may be purchased. The hours are: Monday - Friday, 8:00 a.m. - 10:30 p.m.; Saturday and Sunday, 7:30 p.m. - 10:30 p.m. In addition to its other services, the S.U.B. also cashes checks for Milligan students. Maximum amount of checks is \$25. (The S.U.B. is closed during convocation.)

TELEPHONE NUMBERS

Campus number: 929-0116, 8:00 a.m. - 5:00 p.m., Monday - Friday

Hardin Hall: 1st floor, 928-9749 929-9832
2nd floor, 928-9932 928-9701
3rd floor, 928-9902 929-9950

Hart Hall: 1st floor, 928-9912 and 928-9825
2nd floor, 928-9894 and 928-9884
3rd floor, 928-9922 and 928-9765

Sutton Hall: 2nd floor, 928-9991
3rd floor, 928-9960 928-9704

Webb Hall: Lobby, 928-9749
3rd floor, 928-9932 and 928-9902

Pardee Hall: 1st floor, 928-9966
2nd floor, 928-9781
3rd floor, 928-9631

Fire, Police, Ambulance: 926-3131
926-2111

Non-emergency police: 926-5134

BUILDING HOURS

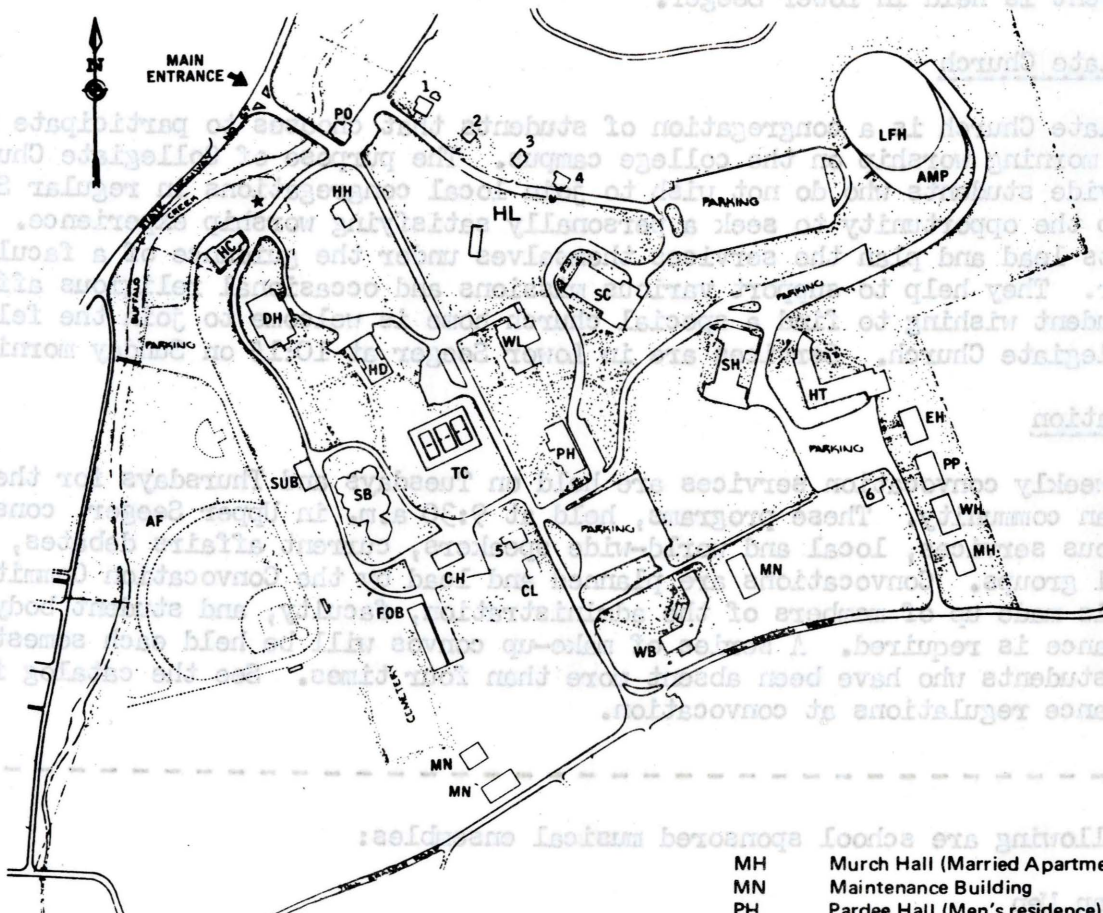
Library: Monday - Thursday, 7:45 a.m. - 10:00 p.m.
Friday, 7:45 a.m. - 5:00 p.m.
Saturday, 10:00 a.m. - 4:00 p.m.
Sunday, 2:00 p.m. - 10:00 p.m.

Derthick Hall: 1st and 2nd floors, Closing 10:00 p.m.
3rd floor, Monday - Friday, 7:45 a.m. - 12:00 midnight
Sunday, Noon - Midnight

Student Union Building: Monday - Friday, 8:00 a.m. - 4:00 p.m.
7:30 p.m. - 10:30 p.m.
Saturday & Sunday, 7:30 p.m. - 10:30 p.m.

Cafeteria: Monday - Friday, 7:00 a.m. - 8:00 a.m.
11:15 a.m. - 12:45 p.m.
4:45 p.m. - 6:00 p.m.
Saturday & Sunday, 8:00 a.m. - 9:00 a.m.
11:15 a.m. - 12:45 p.m.
4:45 p.m. - 6:00 p.m.

Campus Map



KEY TO CAMPUS

- 1 House "A"
- 2 House "B"
- 3 House "C"
- 4 House "D"
- 5 House "E"
- 6 House "F"

- AF Anglin Field
- AMP Amphitheatre
- CH Cheek Hall
- CL Clinic
- DH Derthick Hall (Ad. Bldg.)
- EH Ehrman Hall (Married Apartments)
- HH Hospitality House (Mary Hardin McCown Cottage)
- HL Hartland Hall
- HT Hart Hall (Women's residence)
- LFH Lacy Fieldhouse
- FOB Faculty Office Building
- HC Hopwood Church
- HD Hardin Hall (Men's residence and offices)
- HL Hartland Hall
- HT Hart Hall (Women's residence)
- LFH Lacy Fieldhouse

- MH Murch Hall (Married Apartments)
- MN Maintenance Building
- PH Pardee Hall (Men's residence)
- PO Post Office
- PP Phillips Hall (Married Apartments)
- SB Science Building
- SC Seeger Chapel
- SH Sutton Hall (Women's residence)
- SUB Student Union Building
- TC Tennis Courts
- WB Webb Hall (Men's residence)
- WH Welshimer Hall (Married Apartments)
- WL Welshimer Library
- ★ Visitor Parking - Prospective Students

The following is a listing and description of opportunities for religious and social activities on the Milligan College campus. All college-sponsored activities strive to develop the individual as a Christian.

Vespers

Sunday evenings at 9:00 p.m. are set aside by many Milligan students for Vespers. Vespers, under the direction of SCA's Religious Affairs Committee, is an informal time of worship in which all students are invited to participate. The program is varied, incorporating singing, sharing, speaking, special programs, and fellowship. Vespers has been an important part of the spiritual activities at Milligan College. This event is held in Lower Seeger.

Collegiate Church

Collegiate Church is a congregation of students that chooses to participate in Sunday morning worship on the college campus. The purpose of Collegiate Church is to provide students who do not wish to join local congregations in regular Sunday worship the opportunity to seek a personally satisfying worship experience. Students lead and plan the services themselves under the guidance of a faculty sponsor. They help to support various missions and occasional religious affairs. Any student wishing to find a special church home is welcome to join the fellowship of Collegiate Church. Services are in Lower Seeger at 10:15 on Sunday mornings.

Convocation

Twice-weekly convocation services are held on Tuesdays and Thursdays for the entire Milligan community. These programs, held at 9:30 a.m. in Upper Seeger, consist of religious services, local and world-wide speakers, current affairs debates, and musical groups. Convocations are planned and lead by the Convocation Committee which is made up of members of the administration, faculty, and student body. Attendance is required. A series of make-up convos will be held each semester for those students who have been absent more than four times. See the catalog for attendance regulations at convocation.

The following are school sponsored musical ensembles:

Milligan Men

Milligan Men is a choir of Christian men who have come together to sing for the enjoyment of those who hear them. This group performs several concerts during the year for various churches and organizations. They also travel on a Spring Tour during Spring Break. Membership requires a voice audition, but more importantly, a person must be willing to serve the Lord through song.

Women's Ensemble

The Women's Ensemble is a girls' choir with common faith in Christ and joy of singing. They perform area concerts for churches and organizations. All that is required is the desire to sing.

Concert Choir

The Concert Choir is a mixed-voice choir. This choir works together to achieve a very professional sound all aimed towards the praise of Christ through music. The choir demands strict discipline and dedication. Auditions are held at the beginning of the semester and placement is determined by the director. This choir takes an annual tour during Spring Break.

There are various other independent musical ensembles on campus.

Madrigals

A local tradition each Christmas season is the Madrigal Dinners at which college choral and instrumental groups provide a delightful program which entertains several thousand local diners.

Three organizations are provided for those students interested in the areas of photography and publishing:

Buffalo

The purpose of the Buffalo staff is to plan, prepare, edit, and produce the Buffalo (yearbook) annually. The editor, chosen the previous year, is responsible for obtaining a staff for the yearbook publication. Anyone with the desire to help is welcome on the staff.

Stampede

The purpose of the Stampede is to provide the Milligan community with a public forum of responsible discussion and intellectual exploration. The Stampede desires to be informative, enlightening, provocative, and enjoyable. Publication occurs monthly. Any student is welcome to contribute.

Helicon

The Helicon is an art and literary publication by and for the Milligan community. Any short story, poem, artwork, is welcome and wanted for the magazine. One issue is published each year. The Helicon concert is held each Spring to raise funds for publication. All the students and faculty are invited to attend.

The following organizations are primarily service oriented:

Service Seekers

The members of this group believe that ministering to the needs of others is an important part of the Christian life. Consequently, Service Seekers strives to spread Christ's love through various service activities on and off campus. Anyone with a desire to serve the Lord and others is welcome for membership.

Delta Kappa

Delta Kappa is a women's organization which serves to help others in any way. The organization sponsors such events as Blood Mobile, fund-raising for St. Jude's Hospital, and aid to the Children's Home in Elizabethton. All women are welcome.

Circle K

Circle K is an international college organization sponsored by Kiwanis International. Milligan's local sponsor is the Johnson City Metropolitan Kiwanis Club. Its purpose is to serve the campus and community. Fund-raisers, such as car washes and candy sales, help facilitate service projects such as contributions to local charities and the East Tennessee Christian Children's Home. Membership is open to those willing to serve.

Missions Club

This club's purpose is to promote awareness of what God is doing in world missions. Weekly meetings are held to learn about various mission fields abroad and in the neighboring community. Various fund-raising activities accumulate money which is sent to different mission fields. Any student interested in missions is welcome to join.

PROFESSIONAL ORGANIZATIONS

Several campus clubs have been formed to meet the needs of students studying for various professions. These include:

Music Educators National Conference

M.E.N.C. gives students an opportunity for professional musical orientation and development while still in school. Many planned activities are sponsored by M.E.N.C. each year. Membership is open to any Milligan student interested in music or music education. Yearly dues are \$7 which entitles the member to receive both the national and state magazines.

Association of Christian Ministries

The Association gives students an opportunity to meet and discuss topics which are related to Christian ministries. Many qualified speakers are invited to discuss issues which are relevant to this area. The Association holds three meetings a semester and at least one trip to Bethany College and Caine Ridge during the year. Any Milligan student is invited to attend. All Bible majors and minors are encouraged to join.

Phi Beta Lambda

Phi Beta Lambda is a club organized to expand the member's knowledge of the business community. Activities include guest speakers, field trips, service projects, and social events. Members must complete an application form and pay \$5 national and state dues.

Student National Educators Association

S.N.E.A. is composed of prospective teachers. They meet to discuss current issues in the education field. Yearly dues are designated to the national, state, and local groups which supply members with newsletters and magazines. Dues also cover insurance for student teachers.

RECREATIONAL ORGANIZATIONS

In addition to service and professional organizations, Milligan has two clubs which cater to more recreational interests.

Swim Club

The Swim Club was formed in an effort to promote the sport of swimming, both on a competitive and non-competitive level. It also provides an opportunity for all students interested in swimming to function as a group. Activities include competition with other college clubs, Stroke Clinics, a Stroke-a-thon (fund-raising),

water polo, parties, exercise, and plenty of enjoyment for all. Funds are used to purchase T-shirts and equipment for the team, including travel expenses to away meets. Requirements for membership include payment of dues and active participation in the club activities.

Buffalo Ramblers

Buffalo Ramblers is for the adventurous outdoorsman (or woman). It allows students to get away from campus for a day (or weekend) and see different parts of the countryside. It helps to promote the appreciation of nature and the teaching of many outdoor activities. Such activities as hiking, weekend backpacking, cross-country skiing, rock-climbing, caving, spelunking, and white-water rafting are planned during the year. Anyone who enjoys the outdoors may participate in the club. Some activities require strenuous exercise, so being in good physical condition helps.

Student Union Board

SUB is an organization designed to bring activities to the Milligan campus for the benefit of those students who have bought activity stickers. SUB activity stickers are sold at the beginning of each semester during registration. Stickers allow the holder to attend all SUB-sponsored movies, concerts, dinner theatre, and Wonderful Wednesday. New members to the SUB are chosen their freshman year by the present members of the board.

Student Government Association

SGA exists to formulate and execute a Christian student government whose duties are to stimulate communication and cooperation among students, faculty, and administration. It also helps to coordinate student activities, to participate in the determination of college procedures, to labor in the interest of improving academic standards, and to develop a greater spirit of progressive citizenship. SGA holds open meetings where anyone can come and voice concern. Voting membership consists of class presidents and representatives, the dorm presidents, a commuter representative, and the executive council. Non-voting members are the Chairmen of Academic, Athletic, Religious, and Social Affairs Committees and the Chief Judge of the Traffic Court. Meetings are held each Tuesday evening at 6:00 in the Thompson Room of the Science Building.

Presidents' Council

Membership in this organization consists of presidents and chairmen from official school organizations. It is designed to help clubs and organizations to coordinate their activities. In addition, the Presidents' Council aids or supports activities in need of assistance. The council itself plans no activities during the year. Meetings are called and announced as needed.

SGA MEMBERS

SGA President - Jim Green
 Vice President - Ross Brodfuehrer
 Secretary - Charles Sanders
 Treasurer - Donna Kidner

Senior Class
 President - Dave Jones
 Representatives- Scott Hundley
 Paul Sutherland
 Sue Miller
 Lane Thompson

Junior Class
 President - John Green
 Representatives- John Hall

Jeff Russ
 Susie Ross
 Candy Witcher

Sophomore Class
 President - Dave Bowyer
 Representatives- Jim Burgen

Gregg Alexander
 Sherry Detraz
 Brenda Garfield

Dorm Presidents

Hardin - Laura Arnold
 Hart - Kathy Suchan
 Pardee - Ty Johnson
 Sutton - Daphne Hill
 Webb - Dave Boden

President's Council

Membership in this organization consists of presidents and chairmen from official school organizations. It is designed to help clubs and organizations to coordinate their activities. In addition, the President's Council aids or supports activities in need of assistance. The council itself plans no activities during the year. Meetings are called and announced as needed.

Milligan College Rules and Regulations

Milligan College is committed to the belief that persons can develop into serious scholars and into responsible professional persons in a Christian environment. The more than one hundred years of fulfilling this goal convinces Milligan leaders that this difficult process will continue to be possible. The fact that a group of Christian adults have gathered together to form a higher education community is still not unusual in the United States, but these communities are now smaller and less common. Continuing this objective will take the conscious effort and cooperation of everyone involved.

Administration, faculty, and students have prepared a schedule of classes, independent study, worship experiences, and a series of cultural and entertaining activities to help the student fulfill his goals toward becoming a Christian scholar. Each student should find real satisfaction in the inquiry, the dialogue, and the acquiring of new knowledge. All of this is done in a setting of fellowship, caring, and a striving for a personal Christian moral character.

Admission to membership in Milligan College carries with it a pledge of responsibility by the student that he will subject himself to the discipline inherent in the College's principles of conduct. Men and women who choose to decline this responsibility forfeit the privilege of membership in the College. The College, therefore, reserves the right to refuse, suspend, or dismiss any student without assignment of reasons, if such action is deemed to be in the interest of the College. Public disclosure of reasons shall be at the discretion of the President.

The following rules have grown through the years and may be useful as a written reminder:

1. Persons leaving the dormitory at the end of the year must check out with the dormitory resident. Students will pay a \$10 deposit for their room key which they should value and not duplicate. If students are properly checked out with the Resident and there is no room damage, the \$10 and the \$50 room deposit will be returned when the student has completed his/her program at Milligan College and returned the key.
2. In order to save student costs, the student is responsible for the cleaning of his/her own room. Students are required to refrain from painting or using nails in doors, furniture, and walls of the room. Furniture should remain in the dormitory room where it has been placed.
3. Because of limitations in the wiring, electrical appliances for cooking and refrigerating (2 cu. ft. units are permitted in some dormitories) will be used only in centrally located designated areas in the dormitories. The electrical service in the room will allow for small appliances, such as hair dryers, electric razors, electric typewriters, clocks, record players, TVs, and radios. Women have ironing rooms in their own dormitories.
4. The Milligan dormitories will be locked at 12:00 midnight Sunday through Thursday nights and at 1:00 a.m. on Friday and Saturday nights. Students under Requirement A are encouraged to be in their dormitories by the time the doors are locked. There will be a resident assistant at the door for one hour after the doors are locked for those who have some emergency to keep them out after closing time. Persons who must return still later than the emergency period should find the night watchman who will unlock the door and admit the students into the dormitory when shown a valid ID card. The night watchman will be in the Webb-Pardee lot for the first hour after the RAs go off duty except when making a run to a dormitory.

Students under Requirement B are to be in their room by the closing hour each evening with parental permission needed to be away overnight. Students with Requirement B may come in one hour late not more than five times during the semester.

5. There will be sign-out cards in each of the dormitory rooms. Students are to leave word on this sign-out card so that they can be found in case of some emergency. All students must contact the Head Resident before leaving the campus overnight. If this leaving is an emergency and the Head Resident cannot be located, the student must contact the Head Resident in another dormitory or his or her resident assistant.

6. The residence halls will be open at 6:00 a.m.

7. Men may call on women students after 9:00 a.m. on Sunday. Guests in all the dormitories may be entertained in the reception rooms from 11:00 a.m. until closing time. Both men and women visiting the other dormitories should always use the main entrance door.

8. The Dean of Students and Head Residents will plan a series of weekend open houses in the different dormitories. During these open houses all the rooms will be open and students may visit other students in their rooms. This tradition seems to provide excellent fellowship and to encourage students to take greater pride in their living areas.

9. A study time will be from 7:30 to 10:30 p.m. in the dormitories. Radios and record players should be played softly or with earphones in order to help create a good study environment.

10. Overnight guests are welcome, but they should pay a \$3 fee per night if they stay longer than two nights.

The student host will be responsible for the collection of the fee.

11. Pets are not allowed in the dormitory. Carefully maintained aquariums are permissible.

12. Milligan students may not use (or have in their possession*) alcoholic beverages or illegal drugs. Violators will be subject to disciplinary action, suspension, or dismissal.

13. Social dancing is not permitted on the Milligan campus or as part of a sponsored social activity.

14. Smoking is permitted on the Milligan campus only in the dormitory area which each dorm council will designate and in an area close to the entrance of the Student Union Building.

15. Possession* of explosives, knives, or dangerous weapons is prohibited.

16. Sunbathing is permitted only in designated areas.

17. Milligan students are encouraged to select clothing which is suitable for the different activities of Milligan College. For instance, shorts should not be

*Possession shall be defined to include not only on one's person, but within one's area of the dormitory room.

worn to class, the Library, or to offices on the campus. Shorts (not short shorts) may be worn in the cafeteria at the evening meal and at breakfast on class days and at lunch on Saturdays. Sunday noon is considered a dress-up affair for all students.

18. Conduct within the dormitories that deprives the rights of others or damages College property is subject to disciplinary action.

The College reserves the right to inspect dormitory rooms at all times.

Infractions of the above rules and regulations may be dealt with by a Resident Assistant, the Head Resident, or Dean of Students. However, the Dean may choose to refer the matters to the Discipline Committee. In this case the procedures entitled, "Disciplinary Guidelines for the Milligan College Community," are in effect.

Counseling is available from the Dean of Students. In addition, students are encouraged to see their Faculty adviser concerning academic choices and other matters. The Academic Dean and Registrar also are interested in helping students upon request.

The College has historically maintained the belief that we are all ministers of Christ. We have a responsibility described in the New Testament to lift up and support one another. We also have a responsibility to submit ourselves to those persons in authority (Romans 13:1).

Advertisements advocating the use of beer, liquor, and wine as well as paraphernalia showing the trademarks or slogans of these beverages have not been, nor will be, permitted on the College property.

Guidelines which students might use in determining the appropriateness of the decorations in their own rooms include the following:

1. Through this, am I an effective minister of Christ?
2. What impact am I having on those around me? Am I a witness of Christlike characteristics?
3. What values do my behaviors, language, attitudes, and attire convey to those around me?
4. Paul said, "Do nothing that causes your brother to stumble." What does this mean to me?
5. "Finally, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable - if anything is excellent or praiseworthy - think about these things."

College shall appoint four members, plus one substitute member. All necessary action to appoint the student members shall take place within ten days of the beginning of each fall semester. Freshmen will not be eligible to serve on the Discipline Committee.

- C. Term of Service (Student Members) - Student Members shall serve a one-year term, beginning with date of appointment and ending with the close of the spring semester. No student may serve on the committee more than two full terms. During summer school, students who plan to attend both sessions may be appointed and will be selected in the spring semester. Summer school service will not be considered in the two term limitation of service for student members.
- D. Faculty Members - Faculty members shall be selected by the President of the College. All faculty members shall be appointed to two-year terms. One substitute member shall also be appointed. No two members from the same sub-area shall serve on the committee at any given time.
- E. Term of Service (Faculty Members) - Terms of faculty members shall begin at time of appointment and end at conclusion of the summer session of the second academic year following the term of appointment. Faculty members may be reappointed at the discretion of the President of the College.
- F. Vacancies - Vacancies occurring on the committee shall be filled by the President of the College, such appointee to fill out the unexpired term. Student vacancies during the year shall be filled by having three nominees presented for each vacancy by the President of the Student Body to the President of the College.
- G. Substitute Members - Substitute members of the committee shall serve when a regular member is absent or is otherwise disqualified. A member of the committee shall be considered as being disqualified in any matter in which he may have an interest. Substitute members shall be appointed in the same manner as is used in filling a vacancy.
- H. Chairperson - The President of the College shall appoint one additional faculty member as chairperson of the committee, to be appointed within five days after final appointment of all other members of the committee as herein provided. In the event that the chairperson may not be available, the President may appoint another chairperson temporarily.
1. Term and Duties - The chairperson shall serve at the pleasure of the President of the College. The duties of the chairperson shall be to determine the time and place of meetings, to notify the members of each meeting, to preside over meetings of the committee, and to vote only in case of a tie vote by other members of the committee.
 2. Record of Proceedings - It shall be the duty of the chairperson to cause a verbatim record of all proceedings of the committee to be made, at the cost of the College, either by use of a court reporter-stenographer or tape recording. When the committee is in executive session, the chairperson shall determine whether a verbatim record of the session shall be made.
- I. Original Hearing Board - This Board shall consist of a faculty Discipline Committee member, a student Discipline Committee member, and the Dean of Students. The student and faculty members of the Discipline Committee shall serve on a rotating manner, to be chosen by the chairperson of the Discipline Committee for each specific hearing. The Dean of Students shall serve as the chair and will have a vote in the decision of the Board.

There will be no provisions for a quorum. In the event of the absence of a member, the hearing will be postponed.

J. Appellate Hearing Board - This Board shall consist of three faculty Discipline Committee members, three student Discipline Committee members, and the chairperson. Those Discipline Committee members who participated in the Original Hearing will be excused from the Full Hearing Board. Appellate Hearings are chaired by the chairperson of the Discipline Committee.

There will be no provision for a quorum. In the event that a member may not attend, it will be that person's responsibility to contact the substitute member. If a panel of seven is not present, the hearing will be postponed.

III. OFFENSES

Offenses which may be referred to the Discipline Committee are those included but not limited to those in the Hilligan College Bulletin, the most recent Student Handbook, and "Hilligan College Rules and Regulations" (a copy of which is distributed to each student). All publications are subject to change from time to time by the Board of Trustees and the President of the College.

IV. PROCEDURE FOR DISCIPLINE COMMITTEE HEARINGS (ORIGINAL AND APPELLATE HEARINGS)

A. Charges to be Specified - Upon accusation being made to the Original Hearing Board or appeal taken from the Director of Student Life to the Original Hearing Board, the chairperson thereof shall cause to be made a written statement of charges, a copy of which will be given to the accused. Such statement shall contain a concise statement of the offenses, date and time committed, and the name(s) of the accuser(s). The chairperson of the Discipline Committee shall determine and notify the accused and members of the committee of a time and place for a hearing, the time of notification to be at least twenty-four hours before the hearing. The accused shall have the absolute right to one continuance for a period not to exceed one week, but any other continuances shall be granted by the chairperson in his/her sole discretion, only as justice may require.

B. Due Process - All matters constituting due process shall be observed. Due process is defined as 1) notice of charges, 2) the right to counsel at each stage of the proceedings. Counsel, as herein defined, shall be anyone designated as counsel by the accused and does not necessarily mean an attorney-at-law. Neither the committee nor the College shall be obligated to furnish counsel, nor pay a fee thereof, 3) the right to face the accuser, 4) right of cross examination, and 5) right to produce witnesses. Note: Character witnesses may participate in the Original Hearing with permission of the chairperson.

C. Open or Closed Hearings - The accused shall have the right to either open or closed hearings. All hearings shall be closed unless the accused has filed a written request with the chairperson not less than twelve clock hours prior to the hearing requesting that the hearing be open to the public. No record of the proceedings of the committee nor information concerning the case shall be made public without the written consent of the accused except under legal compulsion.

D. Evidence - In arriving at a decision, only relevant evidence introduced at the hearing shall be considered. Evidence which violates the following regulations will not be admitted by the hearing boards for consideration:

1. No evidence may be considered unless the accused has been informed of the name of the witness and the content of his testimony prior to the hearing, provided the accused shall have requested such information from the chairperson or accuser(s) at least 4 hours prior to hearing.
2. Information disclosed during a counseling session shall be privileged and may not be admitted for consideration.
3. Evidence concerning other violations will not be admitted nor considered by the hearing board on the substantive charge; however, the same may be considered on the question of degree of sanction(s) to be imposed.
4. Accused persons shall not be compelled to give testimony which they may determine will tend to incriminate them and such refusal shall not be considered as evidence of guilt.

E. Conduct of the Hearings - After the board is called to order, the chairperson shall, for the record, identify the accused; counsel, if any; and indicate date, time, place of hearing, plus identity of committee members present. The accused shall have the right to challenge committee members sitting in judgment on his/her case. This question shall be decided by the committee, by vote, in the same manner as the vote; hereinafter provided, on question of guilt or innocence.

The statement of charges will then be read and the accused asked to plead thereto. If the accused refuses to plead, the chairperson shall enter a plea of not guilty.

1. Plea of guilty - If the charges are admitted, the accused may then proceed to offer evidence in mitigation of the sanctions to be imposed. The accuser(s) may offer evidence in enhancement of the sanctions to be imposed. The committee will then go into executive session to determine the sanctions to be imposed.
2. Plea of not guilty - If the charges are denied, the committee will then proceed to hear evidence. Evidence will be presented in the following order:
 - a. Evidence in support of the charges. Accuser(s).
 - b. Evidence to deny the charges. Accused.
 - c. Rebuttal and closing oral argument by accused or counsel.
 - d. Rebuttal and closing oral argument by accuser(s).

Members of the committee may ask questions of any witness or of the accused at any stage of the proceedings. However, others must seek permission of the chairperson to speak or ask questions.

F. Decision - At conclusion of all evidence and argument, the Board will go into executive session to decide questions of guilt or innocence. Action taken in executive session, other than the decision, is confidential.

1. Vote - A majority vote of the Board shall convict or acquit; the vote is to be taken by secret ballot. If the vote is to convict, the Board shall then go back into open session and listen to any evidence in mitigation or enhancement of the sanction(s) to be imposed. After hearing such evidence, if any, the Board shall then go into executive session and decide the sanction(s), as outlined in Section VI hereof, to be imposed. A majority vote of the Board shall be necessary to impose the sanction(s).
2. Notice of Findings and Right to Appeal - Immediately following the decision, the Board shall inform the accused of its decision. Upon request of the accused, he shall be given a copy of the transcript of

the Discipline Committee Hearing (that portion not in executive session only), the cost thereof to be paid by the College. (See Section V for Rights and Limits of Appeal).

3. Verdict of Acquittal (No Appeal) - There shall be no appeal from a verdict of acquittal by the committee.

V. RIGHTS AND LIMITS OF APPEAL

A. Appeals from Administrative Hearing

1. An appeal may be taken by one convicted before the Dean of Students by notifying in writing the chairperson of the Original Hearing Board within five days of the findings of the Dean of Students. The notification must specify the errors committed by the Dean of Students as grounds for an appeal; however, an appeal may be based upon the severity of sanctions imposed.
2. Time Limits for Original Board Hearing - The Board shall be required to convene within seventy-two hours of the acknowledgment of the receipt of the written appeal by the chairperson (specified above).

B. Appeals from Original Hearing Board

1. An appeal may be taken by one convicted before the Original Hearing Board by notifying in writing the chairperson of the Appellate Hearing Board within five days of the announcement of the findings of the Original Hearing Board. The notification must specify the errors committed by the Original Hearing Board as grounds for an appeal; however, an appeal may be based upon the severity of the sanctions imposed.
2. Time Limits for Appellate Board Hearing - The Board shall be required to convene within seventy-two hours of the acknowledgment of the receipt of the written appeal by the chairperson of the Appellate Hearing Board (specified above).

C. Appeals from Appellate Hearing Board to Administrative Appeals Board

1. Appeals from decisions of the Appellate Hearing Board shall be to the Administrative Appeals Board. An appeal may be taken by one convicted before the Appellate Hearing Board by notifying, in writing, the chairperson of the Administrative Appeals Board within five days of the finding of the Appellate Hearing Board. The notification must specify the errors committed as grounds for an appeal; however, an appeal may be based upon the severity of the sanctions imposed. Appeals based on severity of sanction(s) imposed may not be made on the sanctions of: A. General, B. Warning, C. Counseling, D. Reprimand, or F. Campusing.
2. Time Limits for Board Hearing - The Board shall be required to convene within seventy-two hours of the receipt by the chairperson of the written appeal (conditions specified in V, B, 1).

VI. ADMINISTRATIVE APPEALS BOARD

- A. General Provisions - Appeals from decisions of the Appellate Hearing Board shall be to the Administrative Appeals Board. An appeal may be taken by one convicted before the Appellate Hearing Board by notifying, in writing, the chairperson of the Administrative Appeals Board within five days of the findings of the Appellate Hearing Board.
- B. Composition - The Administrative Appeals Board shall consist of two members of the faculty, other than an advisor of the accused, appointed for

each hearing by the President of the College. The President shall designate one member of the administration to be chairperson for an indefinite term of service.

- C. Transcript - Upon written notification of an appeal, the chairperson of the Administrative Appeals Board shall cause a copy of the notification to be given to the chairperson of the Discipline Committee, who shall, as soon as is practicable, supply to the chairperson of the Administrative Appeals Board a copy of the transcript of the hearing before the Discipline Committee.
- D. Jurisdiction - The appeal before the Administrative Appeals Board will consist only of the record made before the Appellate Hearing Board. The Administrative Appeals Board will consider only the errors assigned by the accused or severity of the sanctions imposed.
1. Limited Review - The Administrative Appeals Board will not substitute its judgment if the Discipline Committee committed error in its procedure, admission of evidence, or otherwise abused discretion allowed the Discipline Committee in its hearings. If the Administrative Appeals Board finds that error was committed or sanctions imposed are too severe, it may, in its discretion, remand the case to the Discipline Committee for another hearing or it may finally dispose of the case. If the Administrative Appeals Board finds that the Discipline Committee has committed no error or has not been too severe in its sanctions, the judgment of the Discipline Committee will be affirmed.
 2. Appeal on Sanction(s) Only - The Administrative Appeals Board may, upon an appeal presented as to the severity of the sanction(s), deem that justice may best be served by a lighter sanction(s). The Administrative Appeals Board may not impose a more severe sanction than that imposed by the Discipline Committee.
- E. Argument - In making its determination, the Administrative Appeals Board may, in its sole discretion, allow oral argument or it may dispose of the case without such argument and solely on the record. The Administrative Appeals Board will make and declare its own procedure, giving due notice to all concerned.
- F. Participation - All members of the Administrative Appeals Board will participate in every decision unless a member thereof shall have a conflict of interest. If any member be thus ineligible to serve, the President of the College shall designate a temporary member to serve.
- G. Decisions - All decisions of the Administrative Appeals Board shall be by majority vote of the Board with both members present and the chairperson voting. The decisions will be rendered in writing as soon as practicable after appeal. A copy of the written decision will be delivered to the accused, the chairperson of the Discipline Committee, and to the President of the College. All decisions of the Administrative Appeals Board will be final unless appeal is taken to the President of the College.
- H. Appeal to the President of the College - Notwithstanding the provisions of this document, an appeal may at any stage of any proceeding be taken directly to the President of the College in such manner and at such times as he may provide. An appeal to the President of the College shall serve as a forfeiture of any rights the accused may have to actions by any authoritative group under the President.

VII. DISCIPLINARY SANCTIONS

Only the following sanctions may be imposed:

- A. General - Compulsion either to do or avoid doing action specified which shall be commensurate with the offense(s).
- B. Warning - Notice in writing that continuation and/or repetition of the conduct will be cause for more serious disciplinary action. This warning should expire in a specified length of time (no more than the length of one semester).
- C. Counseling - The student will be directed to a person or office for counseling. Any related costs will be borne by the student.
- D. Reprimand - A written censure for violation of any specific disciplinary rule, warning the student that continued violation of this rule will be cause for more serious action. The reprimand should expire in a maximum of one month.
- E. Work on Campus - The Discipline Committee may specify the type and duration of work to be performed.
- F. Campussing - The student shall be directed to stay within the confines of the student's dorm room from 7 p.m. to 7 a.m. for a specified duration which shall be determined by the Hearing Board. The written directive shall be given to the student by the chairperson within twenty-four hours of the hearing.
- G. Restitution/Apology - Reimbursement for damages and/or appropriate apologies to affected persons.
- H. Exclusion from Extracurricular Activities - Exclusion for a designated period of time of the student from participation in extracurricular activities or organizations which represent the student body or college.
- I. Disciplinary Probation - Exclusion from participation in privileged activities specified for a specified period of time.
- J. Suspension - Recommendation to the President of the College that accused be dismissed from school for a specified length of time. At the end of this time, student status would resume.
- K. Expulsion - Recommendation to President of the College that the student be dismissed from school. Readmission would not be automatic and the conditions for readmission would be decided by the President of the College at the time of application for the readmission.
- L. Interim Suspension - If in the opinion of the President, the presence of a student pending a hearing poses a serious threat, the Dean of Students may suspend him/her immediately. In such a situation, a hearing shall be held at the earliest reasonable time.

Informal Discipline R.A., Head Resident, or Dean of Students

Original Hearing Revolving Panel
1 faculty
1 student
+ chair
Appeal finding
Unlimited Appeal

Appellate Hearing Revolving Panel
3 faculty out of 4
3 students out of 4
+ chairperson
Appeal finding
Limit Appeal to Section VII, E-K

Administrative Appeals Board Panel - 2 faculty
as appointed by President 1 administrator - chair
Limit Appeal to Section VII, J-K

Supreme Appeal President of College

- 7. The person to whom a vehicle is registered is responsible for his car at all times and must assume responsibility for any infraction of regulations which may occur if others are allowed to drive his vehicle.
- 8. Any Michigan student who borrows a vehicle from an off-campus owner is responsible for registering that vehicle and operating it in an appropriate manner according to the rules of Traffic Court.
- 9. A fee of \$25 per school year will be paid at the time of registration. The parking sticker must be displayed on the back of the vehicle, specifically the right rear bumper. (For cars with painted bumpers, the rear window may be substituted.)
- 10. In-campus driving is not allowed. Vehicles should be parked and remain in an authorized lot while the student is on campus, e.g., dormitory, students' cars should be in the lot closest to their dormitory, commuters' cars should be in the commuter lots.
- 11. All vehicles must be operated in a safe and cautious manner. Speeding, damage to property, and any unnecessary disturbances will result in a ticket. A car must not be parked in such a manner as to impede the flow of

RULES AND REGULATIONS FOR USE OF MOTOR VEHICLES

A. The Policy and Procedure:

1. Driving on the Milligan campus is a privilege, not a right.
2. Milligan College will not be responsible for any personal or public liability resulting from the use or possession of a vehicle on or off campus.
3. All students owning and/or operating a motor vehicle permanently or temporarily while enrolled at Milligan College must register the motor vehicle with the College and pay a license fee for parking and/or driving privileges.
4. Any student receiving a parking ticket must pay his or her fine within two (2) weeks in the Business Office. The ticket must accompany the payment. If a student waits until the ticket is two weeks old (14 days), he or she waives the right to contest the ticket and must pay the fine. A student with an unsettled parking ticket will not be able to enroll for the subsequent semester, have transcripts sent out, or graduate.
5. Traffic Court will meet once every week, at a time to be announced, in the Student Council room in the basement of Sutton Hall.
6. The initial fine for an infraction of traffic rules (other than those specifically set at higher amounts) will be \$4. Tickets that are not paid after the two (2) week period will then carry an additional charge of \$2 per week that said ticket(s) is not paid. Thus:

1st and 2nd week	- Initial amount of ticket
3rd week	- Initial amount plus \$2 = \$6
4th week	- \$6 plus \$2 = \$8
5th week	- \$8 plus \$2 = \$10, etc.
7. The person to whom a vehicle is registered is responsible for his car at all times and must assume responsibility for any infraction of regulations which may occur if others are allowed to drive his vehicle. Any Milligan student who borrows a vehicle from an off-campus owner is responsible for registering that vehicle and operating it in an appropriate manner according to the rules of Traffic Court.
8. A fee of \$15 per school year will be paid at the time of registration.
9. The parking sticker must be displayed on the back of the vehicle, specifically the right rear bumper. (For cars with painted bumpers, the rear window may be substituted.)
10. Intracampus driving is not allowed. Vehicles should be parked and remain in an authorized lot while the student is on campus, e.g., dormitory students' cars should be in the lot closest to their dormitory, commuters' cars should be in the commuter lots.
11. All vehicles must be operated in a safe and cautious manner. Speeding, damage to property, and any unnecessary disturbances will result in a ticket. A car must not be parked in such a manner as to impede the flow of

11. traffic, speeding, damage to property, and any unnecessary disturbances will be \$6.
12. All students are to inform Dr. Allen's office if any exchange of vehicles, change of license plates, or loss of the car sticker is made during the school year. This information must be presented within one week after the change is made.
13. Students who need special parking privileges because of a physical handicap or other impediments should apply for these privileges in Dr. Allen's office.
14. Any student who receives more than three parking tickets in any semester will be required to remove his/her vehicle from campus immediately when notified by the Office of Dean of Students. This removal shall be for the equivalent of one-half semester. The second time this occurs will result in removal of driving/parking privileges for one calendar year.

B. Violation of Rules

Anyone operating a vehicle on the Milligan College campus must comply with the General Policy and the following rules. Any violation of the rules, unless otherwise stated, will result in a fine for each ticket received.

1. Failure of a student to register his car with the College will result in a \$10 fine for each ticket marked "unregistered vehicle."
2. Areas in front of the dorms are fire lanes and NO PARKING will be permitted at any time. The road between Hart and Sutton Halls is a No Parking Zone. The fire lane at Pardee Hall is the road directly behind the building. The road to Webb Hall from the county road is a fire lane. Parking in a fire lane will result in a \$10 fine.
3. Parking illegally in a handicapped space or across such a space will result in a \$20 fine. Areas for handicapped parking include, but are not limited to:
 - a. The entire lot next to the back of Derthick Hall.
 - b. The first three spaces on the right hand side of the road leading to Lacy Fieldhouse closest to Hart Hall. These spaces are marked off by a white line.
4. Anyone parked in an area designated as No Parking or Loading Zone will be subject to a ticket at all times.
5. Areas marked by a white line across the entrance to the parking space are reserved for FACULTY and STAFF. Under no circumstances are students to occupy these spaces between 7:30 a.m. and 5:00 p.m., Monday through Friday.
6. Due to the shortage of parking spaces available to Hardin residents, the parking spaces at upper and lower Hardin are reserved for Faculty, visitors, and Hardin residents only.
7. The first ten spaces in the first row of the back Hart parking lot are reserved for the cooks at all times.
8. Parking at the SUB is allowed on the right hand side of the street. No parking is permitted between Anglin Field and the Science Building, in front of the SUB, or on the road between Hardin and the Science Building.

The gravel area next to the SUB porch is reserved for delivery trucks only.

- 9. Parking at Hopwood is reserved for Faculty and Staff.
- 10. Commuter parking is located at Anglin Field and Cheek parking lot.
- 11. There is one parking space for each apartment and the parking spaces are numbered according to the apartment number. A second car must be parked in the Hart parking lot and visitors of apartment residents must use the Hart parking lot. No parking is allowed on the grass on the other side of the road across from the apartments.
- 12. Parking is not permitted around the flagpole island at Sutton Hall. There are loading areas in the vicinity of both Sutton and Hart Halls. The maximum time allowed in a loading zone is fifteen minutes.
- 13. All freshmen are required to park in the canyon parking lot located between Seeger Chapel and Lacy Fieldhouse.

1. Failure of a student to register his car with the College will result in a \$10 fine for each ticket marked "unregistered vehicle."

2. Areas in front of the dorms are fire lanes and NO PARKING will be permitted at any time. The road between Hart and Sutton Halls is a No Parking Zone. The fire lane at Pardee Hall is the road directly behind the building. The road to Webb Hall from the county road is a fire lane. Parking in a fire lane will result in a \$10 fine.

3. Parking illegally in a handicapped space or across such a space will result in a \$20 fine. Areas for handicapped parking include, but are not limited to:

- a. The entire lot next to the back of Partridge Hall.
- b. The first three spaces on the right hand side of the road leading to Lacy Fieldhouse closest to Hart Hall. These spaces are marked off by a white line.

4. Anyone parked in an area designated as No Parking or Loading Zone will be subject to a ticket at all times.

5. Areas marked by a white line across the entrance to the parking space are reserved for FACULTY and STAFF. Under no circumstances are students to occupy these spaces between 7:30 a.m. and 5:00 p.m., Monday through Friday.

6. Due to the shortage of parking spaces available to Hardin residents, the parking spaces at upper and lower Hardin are reserved for Faculty, visitors, and Hardin residents only.

7. The first ten spaces in the first row of the back Hart parking lot are reserved for the cooks at all times.

8. Parking at the SUB is allowed on the right hand side of the street. No parking is permitted between Anglin Field and the Science Building, in front of the SUB, or on the road between Hardin and the Science Building.

GENERAL INFORMATION

Baggage and Storage

Storage facilities on campus are limited and must of necessity be reserved for critical or emergency situations and are not for any and every student. The college exercises normal care to secure personal belongings, but students who leave their belongings in storage do so at their own risk. Storage space will be available only when the student is leaving school and has reserved a residence hall room for any subsequent semester within one calendar year from the date of storage.

Any student who wishes to leave his/her belongings for storage must consult the Head Resident for instructions. The conditions for storage will be subject to approval by the Head Resident.

Cafeteria

The purpose of the cafeteria is to give the student the best available service. A great deal of attention has been given to providing the student with cheerful, pleasant surroundings and to service him/her good, wholesome food.

The serving hours are posted at the cafeteria. These hours are arranged to provide the best service for the majority of the students and are subject to change. Since exceptions cannot be made without harming the majority of our customers, cafeteria lines must close as scheduled, and the dining area must be cleared as soon as possible.

The I.D. Card issued each student also serves as the meal ticket for students eating in the cafeteria. The I.D. Card must be shown to the cashier at each meal. Students are not allowed to use an I.D. Card belonging to someone else. No one is allowed to use another's I.D. Card because of the need to protect the student and to insure that those paying for meals are those receiving them.

The State Health Department requires sanitary measures in handling food, dishes, silverware, glassware, trays, etc. Therefore a student is not allowed to carry any of these items from the cafeteria without permission from the Director of Food Services. Bringing cats or dogs into the cafeteria is a violation of State Health Department regulations.

All students in college residence halls take their meals in the cafeteria.

Lost and Found

All articles found on the campus are to be turned in at the Registrar's Office.

Mailing Lists

In order to prevent the flooding of the campus post office with advertising materials, circular letters, etc., which create an overload in the work of the post office, it has become necessary to place controls on the publishing of lists containing the names and addresses of students. Therefore, no person should compile such a list for any off-campus organization or individual without specific permission from the Registrar.

Objectives of Student Personnel Program

The student personnel program encompasses all areas of the college students' life outside the academics and provides a well-balanced co-curricular program which is consistent with the overall purposes of the college. Objectives of the student personnel program are as follow:

1. To orient new students to the educational philosophy, facilities, services, and opportunities at Milligan.

2. To encourage and assist individual students to participate in the social and co-curricular activities of the college.
3. To provide housing that will be conducive to academic and social adjustments.
4. To provide for the mental and physical health needs of the students.
5. To consult with students about their problems and assist them through counseling services or referral to proper professional help to realize, develop, and make optimum use of their capabilities.
6. To provide social opportunities which are appropriate to the general philosophy of the college.
7. To develop necessary guidelines and rules of conduct for successful individual group living and to establish formal procedures for discipline that include a guarantee of the individual's right by ensuring due process.

Placement Office

There are a number of services which the Placement Office is engaged in rendering. While the primary function is to assist seniors in securing employment after graduation, the Placement Office also assists all interested students in securing parttime and summer employment as well as alumni seeking a change of employment. Interviewers come throughout the year seeking employees from among our graduating seniors. Seniors are welcome to schedule interviews with these representatives in the Placement Office. Seniors must have data sheets (personal resumes of experience and training) prepared before interviewing at the Placement Office.

Release of Information Policy

The college makes every effort to keep student records in line with federal regulations. The Family Rights and Privacy Act stipulates the guidelines by which the college makes decisions in regards to the release and use of student records. Milligan follows the Family Rights and Privacy Act in releasing any information. Only directory information, such as name, address, etc. is released without the student's consent. Students can file a form in the registrar's office if they wish to be excluded from the directory. The directory is for use within the college. Anyone outside the college who desires student information is directed to the registrar. Every semester the following statement appears in the "Instructions for Registration" which each student receives:

The Milligan College Directory includes the following information:

name, home address, school address, classification, major, adviser, and church affiliation. Additional information sometimes published

includes honors received and participation in officially recognized

activities and sports. If you do not wish the release of this infor-

mation, you may request that your name be deleted by filing the

proper form in the Registrar's Office by _____ (a certain

date is given each semester). All other information is confidential

and never is released without your permission.

Solicitation

No one, including faculty, staff members, and students, as well as outsiders, is permitted to sell, solicit, or conduct any business operation or distribute literature in the residence halls without a written permission from the Office of the Dean of Students. The Head Resident and the dorm council must also be notified of the permission, and a note signed by the Head Resident or the Dean of Students must be placed on the bulletin board in each residence hall. The termination date of such permission shall be published and observed.

Residence Hall Information

It is the head residents and their staff who are responsible for the total supervision of the residence halls. The head residents and their staff are considered college officials and they operate under the jurisdiction of the college administration.

A. Residence Hall Officials

1. Head Residents

The Head Resident is responsible for the overall supervision, counsel, and direction of life and activities in the residence hall.

2. Resident Assistants

Resident assistants are students who assist the Head Resident in providing supervision, counsel, and direction of life and activities in the residence hall.

3. Residence Hall Council Members

The functions of the residence hall council are as follows:

- a. Each council passes regulations affecting the welfare of residence hall students, hears complaints and requests from residence hall students, and makes an effort to relieve such complaints and to meet such requests as far as is possible.
- b. Each council works out a flexible report system applied to offenders on the basis of reason and justice and passes regulations for the application of the report system.
- c. Each council may work out a system of penalties other than reports when such is deemed necessary by the council.

B. Information for Men and Women

All students living in college residence halls must take their meals in the college cafeteria.

Each student rooming in a college residence is held responsible for the condition of his/her room and its furnishings. Charges will be made for damage to the furnishings, walls, ceilings, windows, screens, and the hall door of each residence hall room. Charges for damages to the hall, lounge, etc., of any college residence will be prorated among the particular residents if individual responsibility for such damages cannot be established. Failure to abide by the regulations adopted for the comfort and safety of the residence may forfeit the right to live in a college hall of residence and the privilege of continued enrollment in the college.

Dormitory walls may not be painted. Tacks, staples, and nails are not permitted in walls or wood trim. Masking tape is permissible, but Scotch tape is not since it removes paint.

College furniture, including lounge and study room furnishings, must not be taken to student rooms, shifted from one room to the other, or taken from buildings for any purpose.

Lofts in any form are prohibited and will be removed. Dismantling or reconstructing beds or other furniture provided in the room is also prohibited. (This includes, but is not limited to unbolting of backrests, standing of beds on end, stacking of furniture.)

Students are expected to be away from campus over designated all-school holidays. Students should be out of their dormitories at the time set by the Dean of Students and should not return to the dormitory more than 18 hours prior to the beginning of classes.

Any student finding it an absolute necessity to remain in the dormitory after official holiday closing times must present a written request to the Dean of Students at least two weeks before the holiday begins.

Reasonable quiet should be maintained in the residence hall at all times and is mandatory after 10:30 p.m. Musical instruments, radios, record players, TV

sets, and stereos must be played on low volume in order not to disturb other students, staff, or neighbors. The use of earphones is encouraged.

Students are not permitted to affix antennas to the building or attach leads to college antennas or existing TV cables. There is a \$20 fine for attaching leads to the TV cable. Other infractions will be dealt with according to the severity of the violation.

Students living away from home and who are permitted to live off campus are expected to live under the same standards of conduct as students living on campus.

Tampering with fire equipment on campus constitutes a serious threat to the safety and welfare of the community and is sufficient grounds for expulsion. Fire regulations require that passageways and fire exits remain clear at all times. No student shall knowingly disregard a fire alarm or refuse to evacuate a building during a drill or an actual fire. No student shall set off a false alarm.

Residents of the dormitories may wish to consider personal property insurance for their belongings, especially if they bring to campus expensive electronic equipment (e.g., stereos, televisions, radios, etc.). The college carries no insurance on student property and accepts no responsibility or liability for its security.

Harassment, threats, or intimidation, whether verbal or physical, of residence hall staff, security personnel or any other member of the college community is considered a very serious offense and will be dealt with accordingly.

The college acknowledges the fact that student life sometimes includes occasional good-natured pranks and practical jokes. However, students tempted to engage in such activities are urged most emphatically to consider carefully ahead of time such possible implications as property damage, disruption of individual rights and privacy, infringement on an orderly campus environment, unusual hardship to the college maintenance staff, and interruption of the normal functioning of the campus schedule.

Water battles inside the dormitories always cause extra cleanup for the student custodial staff, and often result in damage to personal belongings and serious personal injury. Water (battles, fights and raids) inside residence halls are prohibited. Water thrown inside or from within the dorm is prohibited.

Sales representatives are not permitted to make solicitations in the dormitories. Frequently dorm students are sought as hosts by companies wishing to sell various products to groups of residents. Attractive sounding gifts are often promised (examples: crystal, china, silverware, etc.). Sometimes these companies are high pressure and misleading; therefore, students should not act as sales representatives. Likewise, the use of student directory material for either direct or indirect solicitation or for mail order businesses is prohibited.

Any resident who is required to take special medications should make this known to the Head Resident and the college nurse.

All maintenance requests from the individual students or residence hall councils are to be channeled to the Maintenance Department through a Resident Assistant to the Head Resident. Attendance at all residence hall meetings is required when the meeting is deemed mandatory by the Head Resident or president of the residence hall. A twenty-four (24) hour notice must be given for all mandatory hall meetings.

Due respect should be paid to other residence hall students at all times. Excessive noise, such as loudly played musical instruments and stereos, will not be tolerated.

Obscene language, literature, or pictures are not tolerated in and around the residence halls.

All pets except tropical fish are prohibited in the residence halls.

Firearms such as rifles, shotguns, pistols, weapons, war souvenirs, explosives, ammunition, firecrackers, air guns, etc., are not permitted in any residence hall or residence unit occupied by a student, nor are they permitted on the campus.

Public property such as signs, furniture from the residence hall lobby, etc., will not be allowed in any residence room.

A student who fails to turn in his/her room key when checking out of the residence hall will be charged \$10.

If a room is left uncleaned or damaged at the end of the semester, a charge will be deducted from the room breakage fee.

If a student fails to check out of the residence hall properly, a charge will be deducted from the room breakage fee.

The college affirms the right of each student to a degree of privacy. The dorm rooms and furnishings are the property of the college, and the college has the obligation to insure the safety of its residents and their property, to protect college property, and to prevent the use of college rooms for purposes that are either illegal or in violation of campus regulations. Therefore, the college administration (or its authorized personnel) reserves the right to enter rooms at any time for inspection and search purposes. Any such room inspections or searches will be conducted with valid reason and discretion. Students agree to take care of their room and furnishings in a satisfactory manner and pay for damages (beyond normal wear) which occur while they are assigned to that room.

1. Inspection - The entry by college officials into an occupied room in order to ascertain the general welfare of students, to determine health and safety conditions in the room, to check the physical conditions of the room, to make repairs on facilities, or to perform cleaning and janitorial operations. Inspection is not necessarily conducted in the presence of the room occupant.
2. Search - The entry by college officials into an occupied room for the purpose of (1) investigating suspected violations of campus regulations and/or city, state or federal law and (2) investigating circumstances which require immediate attention.

In order to enforce college policies, college officials upon "reasonable cause to believe" may enter an individual room, make a search and seizure of illegal or otherwise forbidden items which may be used as evidence in any subsequent disciplinary proceedings. Such searches will be in the presence of the student concerned except in situations that require immediate attention thus making said presence impractical. Searches will be conducted by a college official, accompanied by at least one other person. Searches conducted by local, state or federal police without a college official's request to do so will require a valid search warrant or consent of the party whose person or property is to be searched.

3. Emergency - The entry by college authorities into an occupied room when there is imminent danger to persons, properties or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant.

Campus Security

Campus security is everyone's responsibility. It is necessary to maintain sound and sensible precautions. While the college is private, small, and intimate, it is at the same time a part of a larger community and subject to occasional outside visitors and guests with highly divergent life-styles. It is therefore necessary for any member of the college community to report any and all questionable incidents, unlocked doors or windows, and suspicious activities on campus. During the day such reports should be made to the Head Residents or Director of Maintenance. In the evenings report any such alarming incidents to a head resident or the night security guard.

In regard to campus security, each student has certain individual responsibilities which lend themselves to an orderly campus environment. These responsibilities include the following:

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing hour.
2. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other college employees acting in the performance of their duties.

3. No student shall intentionally provide false information to a college faculty member or staff member acting in the performance of his/her duties.
4. It is against the law for adults to wear masks in public. Therefore, students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned college activities call for the participants to come in costume.
5. When requested by an official of the college (who properly identifies himself/herself) students must show proper identification or their college I.D. card.

These are to be considered very important responsibilities and will be enforced as such.

In cases of severe disruptive or threatening behavior on campus, or where the security of any campus personnel or the well being of college property is potentially in danger, the Dean of Students (or his official representative acting for the administration) is authorized to immediately remove a student from the campus to provide necessary campus security. Obviously the student in such a situation will be informed of the reason for his removal which is subject to review.

Class Attendance

Hilligan College makes no provision for a system of allowed absences, sometimes called "cuts." The student is expected to attend each meeting of the class in which he is enrolled. Absence from a session of the class involves a loss in learning opportunity for which there is no adequate compensation. The teacher's evaluation of the work done by the student will necessarily be affected by such absence. More than four unexcused absences in a three hour course will require the instructor to place an evaluation of "F" on the student's record for that course.

It is recognized that the student may have legitimate reasons for absences. Such reasons may include sickness as certified by a physician or nurse, death in the family, and participation in college activities off campus. Except in the case of sickness and death, all such absences must be approved in advance by the Academic Dean.

Withdrawal

No student may withdraw from the college without the permission of the Academic Dean. Upon securing the consent of the Dean, the student is expected to meet all obligations involving his instructors, fellow students, deans, head residents, Business Manager, and Registrar.

Any student who leaves the college without fulfilling these obligations will receive an "F" in each course in which he is enrolled and will forfeit any returnable fees he may have paid the college.

Students withdrawing officially from classes before mid-term will receive "W's." Students withdrawing after the mid-term will have their achievement evaluated by the grade "W" or the grade "F."

Refunds

Upon proper notice, a student who withdraws from the college within the first four weeks of a semester will be refunded one-half of his tuition and the prorata share of his board. Room rent and fees will not be refunded.

After the fourth week there is no refund except for the prorata share of board. An exception will be made for illness, in which case the refund period will be extended to the ninth week. Illness must be certified by a physician's written statement.

There is no refund to a student who withdraws or is dismissed for disciplinary reasons.

In the event of withdrawal, no credit will be given for scholarship or grant-in-aid.

Since work on the campus has a cash value only when applied toward college expenses, there is no refund given to self-help students who have a credit balance to their accounts. A credit balance may, however, be transferred to the account of members of the immediate family, providing it is transferred not later than the fall semester of the following college year. A student wishing to make such a transfer must notify the Business Office before leaving the college.

Incompletes

Incompletes should be given only in the case of severe personal emergency on the part of the student. When the instructor and the student have determined that this is appropriate, a contract form should be filed in the Registrar's Office which indicates the date the incomplete is to be resolved.

Examination Policy

Final examinations are given in all classes except student teaching, readings, fieldwork, and physical education activity courses unless the Faculty member has scheduled a regular class meeting for the assigned final exam time. Seniors may be exempted from finals at the discretion of the professor.

Advisers

All students entering Milligan College are assigned a faculty adviser. At the beginning of his junior year the student automatically becomes the advisee of the chairman of the discipline in which the student is majoring.

The student must have his schedule of classes approved by his adviser before he is eligible to complete registration. Mid-term and semester grade reports are made available to the student through his adviser. Students are encouraged to consult with their advisers on a regular basis.

Book Return

Books can be returned during the first three weeks of each term. No return after that time.

Books that have been written in or damaged will be accepted for half-price during the first three weeks of that term. No return after that time.

There will be one "book buy back" each year in the spring.

MILLIGAN COLLEGE CALENDAR

Fall Semester, 1981

Dorms Open to Freshmen	August 22
Conference for Parents of Freshmen	August 22
Freshmen Orientation	August 22-25
Faculty Conference	August 24
Dorms Open to Upperclassmen	August 24
Registration (Upperclassmen)	August 25
Registration (Freshmen and Transfers)	August 26
Classes Begin	August 27
Matriculation	August 28
Freshmen and Transfer Reception	August 28
Fall Break	5:00 p.m., October 7 to 8:00 a.m., October 13
Founder's Day	November 13-14
Thanksgiving Holidays	5:00 p.m., November 25 to 8:00 a.m., November 30
Last Day of Classes	December 14
Final Examinations	December 15-18

Spring Semester, 1981

New Student Orientation	January 11
Registration	January 12, 13
Classes Begin	January 14
Spring Break	Noon, March 12 to 8:00 a.m., March 22
Awards Dinner	April 29
Final Examinations	May 10-14
Baccalaureate and Commencement	May 16

Summer Session, 1982

Registration	June 14
First Term Classes	June 14-July 14
Second Term Classes	July 15-August 13

USEFUL TELEPHONE NUMBERS AT MILLIGAN

		<u>Extension</u>	<u>Home</u>
Dr. Johnson, Chancellor	615-929-0116	24/33	615-928-8328
Mr. Wigginton, Executive Vice President	" " "	59	615-282-0904
Dr. Oosting, Academic Dean	" " "	12	615-926-0527
Dr. Clark, Chair, Area of Professional Learning and Education	" " "	54	615-926-6745
Dr. Crowder, Chair, Area of Social Learning	" " "		
Dr. Gwaltney, Chair, Area of Humane Learning	" " "	55	615-928-7864
Dr. Leach, Chair, Area of Scientific Learning	" " "	42	615-928-3641
Dr. Webb, Chair, Area of Biblical Learning	" " "	55	615-282-4953
Mr. Price, Chair, Area of Professional Learning	" " "	13	615-743-4992
Mrs. Fontaine, Registrar and Director of Admissions	" " "	18	615-928-1605
Mr. Sommer, Business Manager	" " "	15	
Mr. Huff, Financial Aids Director	" " "	52	615-929-2917
Dr. Allen, Dean of Students	" " "	35	615-753-8478
Mrs. Miller, Head Resident - Hart	" " "	28	
Mrs. Kirk, Head Resident - Hardin	" " "	46	
Miss Reeves, Head Resident - Sutton	" " "	39	
Mr. Walker, Head Resident - Webb	" " "	16/37	615-926-7008
Mr. Howard, Head Resident - Pardee	" " "	36	615-926-8949
Assistant Head Resident - Webb	" " "	26	
Mrs. Lyons, Nurse	" " "	40	615-543-2796
Mr. King, Security	" " "	32	615-543-3740

HOSPITALS

Medical Center, Johnson City	461-6111
Northside, Johnson City	282-4111
Carter County, Elizabethton	543-3151

Counseling Service

The dean of students provides counseling assistance for those students who need to share a concern with someone. The counseling relationship is one which gives the students support and assistance.

Areas of difficulty or question which might be considered in counseling include social, academic, and personal issues. The counselor may help with questions of vocational direction, career choices, and major field. Help may be given regarding issues such as getting along with a roommate, studying more effectively, preparing for tests, reducing anxiety about exams, losing weight, writing resumes, interviewing for professional positions, etc.

The service is, with very limited exceptions, confidential. The counselor will explain those exceptions at the outset, if desired. There is no additional fee for the counseling service.

To make an appointment, come to the Dean of Students' Office (Room 205, Derthick Hall). The dean will be happy and pleased to talk with you and to try to help you gain a fuller understanding of the concerns you have.

615-928-1605	18	"	"	"	Mrs. Fontaine, Registrar and Director of Admissions
	15	"	"	"	Mr. Sommer, Business Manager
615-928-2917	25	"	"	"	Mr. Huff, Financial Aids Director
615-753-8478	35	"	"	"	Mr. Allen, Dean of Students
	28	"	"	"	Mrs. Miller, Head Resident - Hart
	46	"	"	"	Mrs. Kirk, Head Resident - Hardin
	39	"	"	"	Mrs. Reeves, Head Resident - Sutton
615-928-7008	16/37	"	"	"	Mr. Walker, Head Resident - Webb
615-928-8499	36	"	"	"	Mr. Howard, Head Resident - Pargoe
	26	"	"	"	Assistant Head Resident - Webb
615-243-2196	40	"	"	"	Mrs. Lyons, Nurse
615-243-3740	32	"	"	"	Mr. King, Security

HOSPITALS

- 461-6111 Medical Center, Johnson City
- 282-4111 Northside, Johnson City
- 243-3121 Carter County, Elizabethton

S. S. Shanks
D. A.

