

2012-2013

EAGLE STUDENT HANDBOOK



CARSON-NEWMAN COLLEGE

Jefferson City, TN 37760

Official Publication of the Student Affairs Division

*See the Eagle Student Handbook online
at www.cn.edu (access Student Affairs)*

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A Message From The Vice President for Student Affairs

Welcome to Carson-Newman College! This is a special place and we are glad you are here, whether you're a freshman, transfer, or returning student, undergraduate or graduate. The Student Affairs team wants to help make your experience here a special one as you make Carson-Newman your college home.

College is a special chapter in your life. You will determine how this chapter unfolds as you make decisions and commitments which will influence the rest of your life. I want to share with you some basic advice to help you excel during your college years.

• **Have Fun!** LIFE IS A GIFT and is meant to be enjoyed. College encompasses some of the most significant years of your life. How do you have fun at CN? *Make this place your home.* Make friends who will last a lifetime. *Get involved!* Take advantage of the more than 60 student organizations and the fantastic intramural program we have here. *Serve!* Invest your time and energy in the innumerable opportunities we have for serving those around us, both locally and globally. *Have Fun being a scholar,* spreading your intellectual wings, gaining new skills and enhancing old ones. And especially, *Have Fun loving God* with all your heart, soul, mind and strength!

• **Pay Attention!** YOU ARE RESPONSIBLE FOR YOU! Every decision and every outcome, good or bad, positive or negative. *Pay attention to all you are responsible for academically.* Show up for class prepared. Meet every deadline for class assignments. *Pay attention to what is required of you in terms of conduct.* **READ THIS STUDENT HANDBOOK!** It is a valuable resource for your success at Carson- Newman. This handbook contains policies, procedures, and services offered here. I encourage you to read this document carefully, to become acquainted with the college code of conduct, and to ask questions if you need clarification. You can find additional valuable resources on our website (www.cn.edu/studentaffairs). *Pay attention to your inward self, your spiritual being.* No one is going to force you to be fed spiritually, but there are so many opportunities for you to grow spiritually while you are here- literally, every day of the week. Take advantage of several of them!

• **Work Hard!** Discipline, not desire, determines Destiny. Work hard at maintaining the discipline necessary to seek excellence and to attain balance within the academic, spiritual, physical and moral aspects of your life. Work hard in co-operating with God to call the best you have out of yourself and into the service of Christ and his Kingdom.

Carson-Newman College is a place of transformation. We are blessed to have you as a member of our community. Let us know if and when we in Student Affairs can aid you in your journey.

In Thanksgiving and Hope,
Ross Brummett
Vice President for Student Affairs

STUDENT AFFAIRS MISSION STATEMENT

In support of the college's mission the student affairs division is dedicated to creating a co-curricular environment conducive to student growth physically, spiritually, emotionally, socially, intellectually, and occupationally.

2012-2013 STUDENT AFFAIRS STAFF

Dr. Ross Brummett–Vice President for Student Affairs

Mrs. Shelley L. Ball – Dean of Students

Ms. Elaine Young – Director of Residence Life

Mr. Jimmy Hodges – Director of Safety & Security

Rev. Jim Wilson – Executive Director of Appalachian Outreach

Mrs. Jean Ann Washam – Director of Appalachian Outreach

Rev. Nenette Measels – Director of Campus Ministries

Rev. Chad Morris – Associate Director of Campus Ministries

Mr. Ricke Hester – Director of the MSAC and Recreational Services

Mr. Brent McLemore – Director of Student Activities

Mrs. Peggy Dalton, R.N. – Director of Health Services

Mr. Tommy Clapp – Director of First Year and Conference Services

Mrs. Mary Gatlin – Postmaster of College Post Office

Mrs. Jennifer Catlett – Director of Counseling Services

Mrs. Shannon Tuell –College Counselor

Mrs. Amy Humphrey – Director of the Life Directions Center

Mr. David Humphrey – Coordinator of Students with
Disabilities and Case Manager

Mr. Jimmy Wyatt – Discrimination and Harassment Officer

VICE PRESIDENT FOR STUDENT AFFAIRS

The Vice President for Student Affairs oversees the Division of Student Affairs. The Vice President is responsible for student development outside the classroom as well as the overall quality of campus life. The Vice President is available to all students and appreciates the opportunity to hear student concerns and ideas related to student life. Appropriate policies and procedures are developed and implemented through this division. The Vice President for Student Affairs has overall responsibility for the division.

The Vice President supervises the Student Affairs staff and oversees the areas of Dean of Students, Campus Ministries, Residence Life, Student Activities, Intramural and Recreational programs, Campus Post Office, Health Services, Orientation and Freshman Year Experience, Camps and Conferences, as well as Safety and Security. Coordination with The Life Directions Center, Center for Global Education, and Counseling Services ensures quality offerings designed to support a holistic learning environment. Student Affairs oversees and ensures the maintenance of records associated with student leadership and judicial affairs.

The Vice President serves as an advisor to chartered student organizations including the Student Government Association and the SGA President. The Vice President serves as a member of the President's cabinet and is the liaison for the student life committee of the Board of Trustees.

The Vice President oversees the appeal process for student discipline and reserves the right to contact a student's parent or guardian as appropriate in the event of problems associated with psychological concerns, health related problems or other areas related to Student Affairs.

The Vice President has responsibility for interpreting policies and overseeing procedures covered under the Student Affairs umbrella. The Vice President reports to the President of the College and is responsible to the Board of Trustees. Other areas of authority and responsibilities are listed in specific sections of the student handbook and/or as designated by the President.

DEAN OF STUDENTS

The Dean of Students serves as the chief judicial officer for the College and spearheads special projects related to alcohol and other drug prevention, violence prevention, program assessment and other areas as directed by the Vice President for Student Affairs.

Carson-Newman College strives to help students become responsible in all aspects of their lives. In situations where students exhibit irresponsible/disruptive conduct or violate college policy, disciplinary action may be implemented. Student conduct is governed by policies set forth in the *Eagle Student Handbook* and the *Guide to Residence Life*. When a violation of college policy occurs, students are afforded rights outlined by those documents. Infractions may be handled in a variety of ways depending on the severity and frequency of the violations. Please consult the Student Rights and Responsibilities section in the *Eagle Student Handbook*. The Dean of Students reserves the right to contact

a student's parent or guardian as appropriate in the event of problems associated with psychological concerns, health related problems, or other areas covered under the Student Affairs umbrella.

DIRECTOR OF RESIDENCE LIFE

The Director of Residence Life is responsible for providing a quality residence life program. The Director is responsible for selecting, training, supervising, and evaluating professional and student staff members within the department. Residence Life strives to meet student needs by creating cooperative learning environments that are conducive to studying and that promote development of life skills. Residence life staff members are responsible for coordinating room assignments, processing off-campus living requests, mediating roommate conflicts, reporting residence hall maintenance concerns, planning and implementing hall programs, supervising residence hall desk operations, and enforcing residence hall community living policies.

The Director of Residence Life is responsible for administering the residence hall disciplinary process and will impose appropriate sanctions for violations of the *Guide to Residence Life* (to include eviction from housing). The Director of Residence Life reserves the right to contact a student's parent or guardian as appropriate in the event of problems associated with psychological concerns, health related problems, or other areas covered under the Student Affairs umbrella.

The Residence Life staff creates student leadership opportunities through encouraging students to pursue resident assistant, desk staff, residence hall council, and summer staff positions throughout their Carson-Newman collegiate experience.

EXECUTIVE DIRECTOR & DIRECTOR OF APPALACHIAN OUTREACH

The Executive Director and Director of Appalachian Outreach provide opportunities of service and ministry for Carson-Newman students, faculty, and staff in the local community, and through disaster relief missions and Fall/Spring Break mission trips. Areas of mission service include: the Appalachian Outreach Ministry Center (food, clothing, home repair, Hispanic, children, benevolent, Christian Counseling and recycling ministries), The Potter's House (tutoring in English, computer training, budget/financial/accounting training, and small business training) and the Samaritan House (parenting/nutritional classes, Bible study and worship services, and housing for the homeless). The A.O. Ministries Center is located at 190 W. Old A.J. Highway. Samaritan House is located at 130 W. Old A.J. Hwy. The Potter's House is located at 246 W. Old A.J. Hwy.

DIRECTOR OF CAMPUS MINISTRIES

The Director of Campus Ministries seeks to foster a nurturing community where students, faculty, staff, friends and alumni of Carson-Newman College can grow together in Christian fellowship, discipleship and service. Campus Ministries serves as a resource and/or support for all Christian ministries at Carson-Newman, including the following: Baptist Collegiate Ministries, C-N United, Fellowship of Christian Athletes, iYADA, Officers Christian Fellowship, Supporting Women in

Missions and Ministry, Young Life, and Yoke. With representatives for each Christian group on campus, C-N United coordinates campuswide Christian emphases promoting Christian unity, as these individual organizations focus on Christian growth and ministry.

The Director is responsible for Baptist Collegiate Ministries and the Community Life and Worship (CLW) Program. The Director of Campus Ministries reserves the right to contact a student's parent or guardian as appropriate in the event of problems associated with emergencies related to family concerns. The Campus Ministries House (CMH) is located at 2214 Branner Avenue (adjacent to Holt Fieldhouse).

ASSOCIATE DIRECTOR OF CAMPUS MINISTRIES

The Associate Director of Campus Ministries assists with Baptist Collegiate Ministries (BCM). BCM is an organization of the Campus Ministries Department and is led by a student leadership team representing Christian growth, fellowship, missions, and outreach ministries. Students can attend B.A.S.I.C. (Brothers and Sisters in Christ—the weekly worship service on Wednesday nights), enroll in a discipleship/Bible study group, serve on a mission team during fall and spring breaks or as a summer missions volunteer, and audition for Seed Company (worship band). Student volunteers are also needed for DiscipleNow teams serving area churches, befriending residents in local nursing homes and international students on campus, and supporting other BCM ministries and campus concerns.

The Associate Director is also responsible for assisting with Community Life and Worship (CLW) programming and student spiritual/personal development. The Associate Director reserves the right to contact a student's parent or guardian as appropriate in the event of problems associated with emergencies related to family concerns.

DIRECTOR OF SAFETY & SECURITY

The Director of Safety and Security is tasked to develop, implement and manage a Safety and Security Department licensed non-commissioned officers that maintain security patrols. The Department of Safety and Security ensures all criminal and non-criminal issues are investigated and/or referred to both local police and campus judicial authorities, and that appropriate statistical investigative data is submitted to federal and state agencies as mandated by law.

The department maintains a daily crime log in its office that is open to the general public to view upon request. The Eagle Eye Security Guide, published annually by the department, depicts all crimes occurring on the campus or adjacent to the campus (as required by the Campus Safety Act and the Department of Education) for the past three years. The guide may be found on the C-N website (www.cn.edu), under Student Affairs and within the subsection Safety and Security. Please note that the Department Of Education and the Tennessee Bureau of Investigation crime reporting requirements differ from one another as defined within the guide.

Additionally, the Director provides educational programs for the campus community on topics such as personal security, sexual assault prevention, alcohol and drug

awareness, and fire prevention. The department oversees the internationally sexual defense program for women, Rape Aggression Defense Systems, Inc. which is taught in both fall and winter semesters and is an one hour credit course. The Director also oversees an emergency response plan and an emergency response team for handling emergency protocol for the campus. The local emergency responders within the county as well as State agencies such as the TN Emergency Management Agency, provide emergency assistance in the event of an event that would cause either a partial of a total closure of the campus.

The College also has an emergency contact service called e2Campus Alert System which is designed to disseminate text messages to cell phone users when any serious emergency situation exists, to include criminal offenses, inclement weather and pandemic events. Users may sign up for the text alert by logging onto the C-N website at: <http://cnweb.cn.edu> and follow the simple instructions. The system allows members to maintain the service for a total of two (2) years and then they must reenroll. There is no charge for being a member, except for any text charges from your respective phone providers.

The department further regulates the parking program on campus, sells parking hangtags, issues parking tickets for parking violations and holds traffic appeal hearings for those who wish to appeal their alleged violations. For more information, refer to the section of this handbook labeled CAMPUS PARKING REGULATIONS.

In the event of a life-threatening emergency, please dial the Jefferson County E-911 dispatch and ask for immediate assistance. For all other emergencies, contact the campus security patrolman on duty by dialing (865) 548-9067. When reporting suspected criminal offenses or other unsafe activities, please contact the campus security officer on patrol or the local Jefferson City Police Department by dialing (865) 475-2002, from 8:00 AM – 4:00 PM (M-F). The local Jefferson County E-911 dispatch office may be contacted after hours by dialing (865) 475-3482. If the local police are contacted, please request the officers to notify campus security as soon as possible.

The Carson-Newman campus website provides copies of the Eagle Eye Guide and other security literature about safety and security protocol on campus, to include inclement weather advice, campus emergency response plan and the pandemic influenza plan. Please take time to go over each of the security related guides in order to be better prepared for your own safety.

The administrative offices of the Department of Safety and Security are located at 2209 Branner Avenue in the small brick residence directly behind Stokely Memorial Cafeteria. The phone number is (865)471-3559 and the primary cell phone number for the security patrolmen is (865) 548-9067. The backup or alternate cell phone number is (865) 389-9380.

DIRECTOR OF THE MSAC & RECREATIONAL SERVICES

The Director of the MSAC and Recreational Services manages the Maddox Student Activities Center and administers the intramural program. The Director is responsible for scheduling the MSAC and maintaining the facility calendar; managing the swimming pool, weight room, gyms, track, multipurpose room, game room and lounge; selecting, training and supervising the MSAC student

work staff; organizing maintenance and housekeeping requests with the maintenance department; coordinating the use of the MSAC by off-campus groups; managing facility budgets and equipment; and directing the walker's club and MSAC advisory council. The Director plans, promotes and administers the annual schedule of intramural activities; employs, trains and supervises intramural student Directors, Supervisors and officials; schedules facilities for intramural events; manages budgets and equipment; and enforces policies on intramural behavior and administers disciplinary action as necessary.

DIRECTOR OF STUDENT ACTIVITIES

The Director of Student Activities provides the general direction for the Student Activities program at Carson-Newman College. The responsibilities include planning, coordinating and implementing campus programs and activities, and providing leadership training and direction for campus organizations in conjunction with the Vice President for Student Affairs.

The Student Activities office coordinates many of the traditional campus-wide events such as Welcome Week and Spring Formal. The department of Student Activities through Eagle Production Company (EPC) presents concerts, Movies-on-the-Lawn, dances, homecoming festivities, carnivals, and a variety of campus wide events for students to enjoy. The campus calendar is filled with many special events for students.

In addition to entertaining and educational campus events, students may get involved in a wide array of campus organizations. Approximately 60 student organizations are chartered annually, providing a variety of opportunities for students to develop leadership skills and pursue special interests. Organizations include academic honor societies, social groups, service organizations, political clubs, and special interest groups. The Director of Student Activities enforces policies related to the governance of student organizations and administers disciplinary action as necessary. The Student Government Association (SGA) offers a wonderful opportunity for student involvement. SGA's officers and representatives take an active part in campus life and service. Through the cooperative efforts of the college and student leaders, C-N provides an enjoyable and productive college atmosphere.

DIRECTOR OF HEALTH SERVICES

The Director of Health Services is a Registered Nurse and is responsible for the health needs of Carson-Newman students. Health Services is located in the Kathleen Manley building on the corner of Russell Avenue and College Street next to Burnett Residence Hall. Treatment is available to all students for minor illness or injury and, if needed, appointments can be made to see the doctor or volunteer nurse practitioners for special care. Additional services include: screenings for strep throat, mononucleosis, blood sugar, urinary infection, TB, loan of crutches, over-the-counter medicines, first aid supplies, and health education materials.

Hours of operation follow those of administrative offices (8:00am-4:30pm, Monday-Friday) and college holidays are observed. Residential students needing urgent care after hours should contact residence life staff for assistance. Jefferson Memorial Hospital emergency department is open 24 hours, 7 days a week, and is located on Hwy 11-E, west of campus.

DIRECTOR OF FIRST YEAR AND CONFERENCE SERVICES

The Director of First Year and Conference Services administers a comprehensive First Year Experience program, including learning communities, mentoring, transition programming, and success programming. First Year Services coordinates and facilitates efforts across the campus to provide a unified approach to interventions aimed at increasing success rates of new students. First Year Experience programs include new student orientation, college success programs and welcome events. Conference Services coordinates the camps and conference groups that visit Carson-Newman College through the summer. The First Year and Conference Services Office is located in Butler-Blanc Gymnasium.

ADDITIONAL PROFESSIONAL RESOURCES:

COUNSELING SERVICES

Counseling services mission is to support C-N students in defining and reaching their full potential academically, emotionally, socially, and spiritually. We will connect with, care for, and comfort students to enhance their success and well-being. The process of sorting out life's difficulties is often a struggle, but it can also be a time of great personal growth. It is also possible to experience relief that comes from self-understanding, making healthy decisions, and not feeling alone. Carson-Newman College provides its students with the opportunity to receive individual, couples, and group counseling in a confidential, Christian environment at no cost. Counseling services also provides psycho-educational programs, 10 week personal growth seminars, and alcohol and other drug education programs. Counseling services maintains the highest ethical standards associated with the profession. For help with any issue or just a listening ear, please call Counseling Services at 471-3350 to set up an appointment or just stop by the Kathleen Manley Building. Should students choose to seek counseling at off campus sources, we respect and encourage this decision. Counselors will assist with referral to other treatment services when requested. For further information please visit www.cn.edu/counseling.

LIFE DIRECTIONS CENTER

The Life Directions Center, located on the 3rd floor of the Baker Building, offers a wide range of services to assist students. Study Group sessions and academic counseling help students who are having difficulties in their classes. Career Services helps students with making a decision about a major, with resumé writing, interview skills, and the job search process. The Coordinator for Students with Disabilities is a member of the Life Directions Center staff and assists students with the process of collecting documentation and requesting accommodations. The mission of the Life Directions Center is to nurture students so they can achieve success.

A Message From The Student Government Association President

My Fellow Students,
It is my honor as your Student Body
President to welcome you all to the 2012-
2013 school year at Carson-Newman.



This year your Student Government Association plans to facilitate more student led events on campus that cater to your interests. With a focus on weekend events, our hope is to encourage your appreciation for our Jefferson City community, as well as our campus, that you might fall in love with our amazing school as much as we, your committed SGA, have. We also want to hear your ideas for making your C-N Eagle experience as enjoyable as possible. If you have an idea that will increase the quality of student life here at C-N, please let us know.

As SGA officers, our mission is just that: to enhance the quality of student life on our beautiful campus. If you have the desire to work toward a more perfect C-N, please join SGA. We are extremely dedicated to serving our peers.

I hope you all have an amazing year here at Carson-Newman, and please let me know how SGA can make it better.

Thank you,
Devin Gosnell
Student Body President

STUDENT ORGANIZATIONS

Student Life at Carson-Newman is overseen by the Division of Student Affairs. It includes both curricular and co-curricular programs to help students develop holistically in preparation for life after college. Student development at Carson-Newman is based on the wellness model, which has six dimensions: spiritual, intellectual, social, physical, emotional, and vocational.

Approximately 60 student clubs, groups and organizations are chartered each year which provide opportunity for student learning, leisure, and leadership development. Each organization must be chartered through the Student Activities Office on a year-to-year basis. Campus wide events must be scheduled a minimum of five days in advance through the Student Activities office. The Office of the Provost and appropriate professors should be informed of activities which could affect class attendance.

In terms of planning campus wide events, a first-come-first-served policy is followed for reserving dates, times, and places. Any change must receive the approval of the Student Activities office and notice of cancellation of any event must be submitted at least 24 hours in advance of the event. This allows for utilization of the facilities on that date and time by another group. Activities involving the securing of outside musical groups or professional acts must be arranged with the approval of the Student Activities office.

Each student group is classified as either a "club," "group," or "organization" and is listed in the Directory for Chartered C-N Clubs, Groups, and Organizations provided by the Student Activities office annually. To be listed in the Directory, a club, group, or organization must keep its yearly registration current. Chartered organizations will be allowed to meet in college facilities, receive organizational information from the Student Activities office, be invited to participate in activities, and be included in publications associated with the co-curriculum.

ORGANIZATIONAL VALUES STATEMENT

Chartered clubs, groups, and organizations at Carson-Newman must be consistent with the mission of the college. They enrich campus life, promote student growth, and advance the purposes of the institution. These organizations reflect the following values, central to the college's purpose, in their programs, activities and events.

Scholarship

The fundamental pursuit of higher education is to acquire the academic foundation for effective citizenship and a productive life. Each chartered organization should contribute to this pursuit by rewarding, encouraging, and supporting the academic achievement of its members.

Philanthropy

A commitment to the welfare of others is central to the identity of Carson-Newman College. Effective organizations exhibit this commitment through volunteerism, fundraising, and service activities benefiting the campus and community. Members should be encouraged to participate in such opportunities as they provide valuable learning experiences, improve public relations, and build unity among participants.

Character

Carson-Newman prepares men and women of strong character to serve society. Organizations assist in this preparation by setting and maintaining high standards of conduct for members, and by enlisting members in the kind of active leadership, service, and interaction that test and refine character.

Leadership

The development of Christian leaders is a primary focus of the Carson-Newman experience. Organizations contribute to this process when they invest in the success of their members through developmental programs and activities that recognize, refine, and rely upon effective leadership skills.

Community

A community characterized by cultural awareness, social concern, aesthetic sensitivity, personal responsibility, and a Christian understanding of life is integral to the college's success. Organizations help create this community when they engage the campus in activities, encourage campus-wide involvement by members, develop partnerships with other campus entities, and celebrate diversity in programs and policies.

CLASSIFICATIONS, DEFINITIONS, AND REPORTING RESPONSIBILITIES ASSOCIATED WITH CLUBS, GROUPS AND ORGANIZATIONS

It is important to note the distinctions and definitions associated with clubs, groups, and organizations. Classifications denote responsibility and direct or indirect oversight.

What is a club? A club reflects a special interest. It is a chartered entity that meets regularly for this specific purpose. Special interest clubs may not conflict with the college's values and mission. All such student entities are required to be chartered with the Student Activities Office and must do so to use campus email, reserve a room on campus, setup an agency account or put up posters and flyers. Clubs do not receive college funding and are advised by faculty/staff members.

What is a group? A group is a chartered entity with a stated purpose that supports the mission of the college and is service-oriented. Groups do not receive college funding and are advised by faculty/staff members.

What is an organization? An organization is defined as a chartered entity operating with funds designated by the college or Baptist denomination and is advised through the division of Student Affairs. Only recognized and chartered organizations may use the Carson-Newman seal, letterhead, and name for promotion and publication. These organizations contribute to the development of students in conjunction with Student Affairs. Baptist Collegiate Ministries, Eagle Production Company, Student Ambassadors Association, and Student Government Association are currently the four chartered and recognized organizations at Carson-Newman College.

Persons may not utilize a student club, group or organization meeting for any purpose that is different from or inconsistent with the organization's stated purpose. Compliance is the responsibility of the advisor. Complaints associated with improper use of chartered or recognized entities should be addressed first to the faculty/staff advisor and second to the Student Activities Director. It is the department head's responsibility to review concerns and discuss them with the organization's advisor and officers. The Director may take appropriate action if deemed necessary. Clubs, groups and organization charters may be revoked by Student Activities if found not to be following the stated purpose for which they were chartered.

GUIDELINES FOR ALL CLUBS, GROUPS, AND ORGANIZATIONS

1. All members and organizational activities must maintain a standard of behavior that is consistent with college values as stated in the Eagle Student Handbook. Activities that involve hazing or any violation of the college code of conduct are prohibited.
2. All organizations must comply with federal, state and local laws, including but not limited to all federal and state non-discrimination laws.
3. An annual petition for charter must be submitted for approval through the Student Activities office; final approval rests with the Vice President for Student Affairs. The application must clearly state the purpose of the club, group, or organization. The purpose will be consistent with the mission of the college. A copy of the club, group, or organization constitution and by-laws must accompany the application and be included on a yearly basis.
4. Chartered clubs, groups, and organizations that are nationally affiliated must submit a current copy of the national constitution and by-laws (if applicable).
5. Each organization shall have an advisor (C-N faculty or staff) who is approved and registered with the Student Activities office. Organizations may not be chartered without an advisor. Organization advisors are to participate in information sessions related to responsibilities and potential liabilities associated with being an advisor. The organization shall keep its advisor fully informed of the organization's activities. The faculty/staff advisor has the prerogative to question the club, group, or organization on its activities related to its mission. If at any time the advisor feels that

he/she must step down, he/she may do so and the organization must secure another approved advisor (subject to approval of the Student Activities office). Organizations may only operate for two weeks without an advisor. Both the organization and the advisor are responsible for keeping the Student Activities office informed.

6. All activities for the year must be scheduled with the Student Activities office. The online Event Registration tool may be used for this purpose. It may be found on the Student Activities webpage.
7. All pledge activities, and accompanying programs, whether on or off campus, must be approved by the Student Activities Office.
8. The college reserves the right to revoke the registration or deny the operation of any organization that does not abide by the guidelines for campus organizations.
9. Organizations requesting to use campus owned or leased vans or other vehicles must do so with the approval of the Director of Student Activities and the Safety and Security Department. Organizations must use these vehicles only for official trips and drivers must take the college's driving class and then be placed on the college's insurance list. The organizations and drivers must adhere to all of the college's rules and regulations related to driving college owned and/or leased vehicles. Copies of the van policies may be obtained in the Director of Safety and Security's office. Guests or other persons engaged in official college business or other approved activity may be transported in college owned or leased vehicles with the approval of the Director of Safety and Security.
10. All fund-raising activities must be approved through the Student Activities Office and then forwarded to the Advancement Office for final approval (a form for this approval is available online at the Student Activities webpage or in the Student Activities Office).
11. Funding designated to student organizations and Student Affairs departments by the college is to be used for purposes related to supporting student life. College funds may not be redirected to other agencies or services not directly related to this designated purpose. Service projects are supported by the college, when appropriate, to raise funds for charitable and service-related needs. (Example: Car wash sponsored to raise funds for earthquake relief efforts.)
12. All registered clubs, groups, and organizations may set up an agency account through the Treasurer's Office (student accounts windows). This account allows student organizations to accumulate funds derived from fund-raising activities and special gifts or donations for current or future use. Funds provided by the college or ministry associations on an annual basis may not be co-mingled with these student organization agency accounts. Approval for creating accounts and managing them is obtained through the Student Activities office (forms are provided for these purposes).

13. Incentives used to entice students to participate in campus clubs, groups and organizations must be authorized through the Student Activities Office to ensure that they are appropriate to the mission of the college. Incentives or "give-aways" can become the primary focus of a club, group or organization meeting. In such a case, they have become inappropriate and distort the purpose (i.e. mission statement) of that club, group or organization. Discretion is given to the Student Activities Director to require any club, group or organization to cease any incentive or give-away program if the Director finds it to be inappropriate.
14. Activities and meetings associated with student clubs, groups, and organizations are not to be held during the final exam period (Friday through Wednesday). Special approval may be granted by the division of Student Affairs.
15. Chartered clubs, groups, or organizations will not plan programs or set up structures that are a duplication of or are in competition with the club, group, or organization itself or other clubs, groups, or organizations without the approval of Student Activities and the Vice President for Student Affairs.

RECOGNIZED "ORGANIZATIONS"

For a chartered organization to hold the additional status of "recognized organization" the following criteria must be met:

1. Must be initiated by the Vice President for Student Affairs and/or approved by the College President's cabinet. Once the status of "organization" has been obtained, it may be renewed through the annual registration process with the approval of the Vice President for Student Affairs.
2. Must have an advisor who is a member of the college faculty/staff and approved through student activities.
3. Must complete the following process:
 - a. Application submitted through the Student Activities office. The application must include a current constitution and copy of the organization's by-laws.
 - b. A review process will take place to consider the organization's request for recognized status and to review the organization's constitution and by-laws.
 - I. Reviewed by the Director of Student Activities.
 - II. Reviewed by the Vice President for Student Affairs.
 - III. If recommended by the Vice President for Student Affairs, the President's cabinet.
4. Changes to the organization's constitution at any time must be approved through the Student Activities office in consultation with the Vice President for Student Affairs.

5. A copy of the organization's constitution and by-laws must be kept on permanent file with the Student Activities office and the college archives.
6. Only recognized organizations are allowed to use the College name and seal.
7. Funding provided to organizations is to be used in line with the purpose and mission of the organization as stated in the constitution. Funding is overseen through the Student Activities office and approved by the Vice President for Student Affairs.
8. Student organizations holding recognized status are responsible for submitting reports and minutes and are accountable for their activities and expenditures to Student Affairs. Dispensing of funds associated with required services will be incremental and may be suspended as necessary to ensure follow-through and services.
9. Student organization elections are to operate under the supervision of the Student Activities office with approval of candidate election by the Vice President for Student Affairs. When possible, an electronic or web-based election processes shall apply. In the event of a paper ballot, a review will automatically be conducted through a third party as designated by the Vice President for Student Affairs (e.g. the Dean of Students, Director of Residence Life, Campus Ministries, etc.). Forms are provided in the Student Activities office for the verification of all elected officers.
10. The makeup of committees related to any chartered organization should include consideration for diversity. A cross-section of class standing, gender, and race, etc. should be taken into consideration in order to insure a representative group.

Recognized Organization Constitutions

Constitutions and their by-laws play an important role in the heritage of student leadership at Carson-Newman College. Changes and/or updates to these constitutions are to be a thoughtful process. Additions, deletions, or corrections are to be discussed with the organization advisor and Student Activities. Consideration related to the purpose of current information, which has already been ratified is to be given full discussion. A committee of the organization comprised of at least 5 active student members, the organization advisor and Student Activities must oversee the constitution review process. The committee is to be in on-going discussion with the Vice President for Student Affairs during such a review. The committee is to submit a formal request for any change in writing. The committee must submit the current ratified constitution and by-laws, which the organization is operating under. A "marked copy" tracking additions, deletions, and corrections is to accompany the proposed new constitution and by-laws. The Vice President for Student Affairs may return the constitution to the committee for acceptance, rejection, rewrite, or changes as necessary. Once the draft copy has been approved by Student Affairs, the committee will then present a copy to the organization for review. A minimum of two weeks between receiving the review and vote for acceptance or rejection is to be provided. A simple majority is required to pass the constitution. The adopted constitution is to be returned to the Vice President for Student Affairs for signature and

submission to the college archives providing an on-going history and resource for organizations in the future. Generally, the constitution review process should take place in the spring to allow for ratification with implementation to be designated for the next academic year (fall).

CRITERIA FOR SPEAKERS SPONSORED BY CLUBS, GROUPS, & ORGANIZATIONS

Speakers may not libel, slander, or facilitate non-truths. Any speaker's message must be in line with the mission of the college.

STUDENT GOVERNMENT ASSOCIATION

General Purpose

The Student Government Association exists to serve and represent the interests, concerns, and ideas of the Carson-Newman student body in association with Student Affairs. It assists in creating an active Christian campus community. The association seeks to promote the welfare of every student and to create an opportunity for students to practice leadership and assist in determining the policies that shape their college experience. SGA is advised by the Director of Student Activities in conjunction with the Dean of Students and the Vice President for Student Affairs. Funding is afforded through the Division of Student Affairs.

Membership

The Student Government Association is composed of every student who pays a student activity fee. All elected and appointed officials of the association shall be full-time students while seeking office and throughout the duration of their term in office. Specific eligibility requirements and the duties of each position are described in the association's Constitution and Bylaws. The constitution is supervised and supported through Student Affairs. Copies of these documents are available to any student upon request in the Student Government Association office, the Student Activities office, and Student Affairs. Information regarding specific officers and representatives is available upon request from the SGA office.

SGA Sponsored Bills/Resolutions

The SGA Senate votes on bills as recommendations to the college. If a recommendation is passed by the Senate, it is then presented to the chief administrator in charge of the area related to the legislation (e.g. Director of Residence Life, Safety and Security, Campus Dining). The administrator assesses the validity of the recommendation and may support the recommendation, ask for further review, make suggestions, or decline support. If support is denied, the recommendation is returned to the Senate.

After review and support of the Chief Area Administrator, the recommendation goes through the same procedure with the Vice President for Student Affairs. If support is denied, the recommendation is returned to the Senate.

If the recommendation is supported by the Vice President for Student Affairs, the bill is considered passed and with the signature of the Vice President is enacted, however the Vice President may, in consultation with the President, also submit the bill for review and recommendation to the Cabinet and/or the Student Life Committee of the Board of Trustees. If supported by the Cabinet and/or the Student Life Committee of the Board of Trustees, the recommendation goes to the President of the college for revision, rejection, or approval.

Student Generated Petitions

While The Student Government Association does not generate petitions, it is the responsibility of SGA as the official student voice to field student petitions. If considered appropriate by the Senate to convert a petition into appropriate bills or resolutions, then SGA will follow the process as indicated in the student handbook. Petitions should be submitted to the President of SGA for consideration. The President of SGA is not under obligation to present petitions to the Senate unless deemed appropriate.

STUDENT CLUBS, GROUPS, and ORGANIZATIONS (Examples)

A Cappella Choir	College Democrats
Alpha Chi	College Republicans
Alpha Psi Omega	Community Connections
American Guild of Organists	Council for Exceptional Children
Amnesty International	Delta Omicron
Baptist Collegiate Ministries	Eagle Production Company
Best Buddies	Fellowship of Christian Athletes
Beta Beta Beta	Forensics/Debate Team
Blue Key	Gamma Sigma Sigma
Chi Lambda Sigma	Gamma Ray
C-N Association for the Education of Young Children	Institute of Management Accountants
C-N Association of Family and Consumer Science	Interior Design Association
Kappa Delta Pi	International Club
Kappa Mu Epsilon	Psi Chi
Kappa Omicron Nu	Psychology Club
Mortar Board	Student Ambassador Association
NAfME: National Association for Music Education	Students for Campus Diversity
Outdoor Club	Student Dietetic Association
Pi Sigma Alpha	Students for Environmental Action
	Student Government Association
	Student Nurses Association

STUDENT RIGHTS & RESPONSIBILITIES

Carson-Newman College encourages its students to actively participate in and contribute to the academic community. As a Christian institution of higher learning, Carson-Newman strives to promote the development of educated, poised, and refined men and women who share a social and civic conscience. All who are admitted to study at Carson-Newman are welcomed into this special community and are expected to help sustain the college's values.

Carson-Newman College depends upon the willingness of its members to cooperate with one another to promote shared community values and ideas. While this cooperation should extend to all community members and guests, it is especially important to cooperate with those members of the college who have been entrusted with responsibility for the enforcement of behavioral policies and regulations. Such cooperation must include a willingness to identify oneself when asked to do so and a commitment to exclude all actions clearly identifiable as hostile or threatening.

Carson-Newman's expectations regarding student conduct commence when the college initially accepts a student. They apply to the student's conduct wherever the student may be, on or off campus, and when the student is engaged in college related activities and when the student is not.

Community members responsible for enforcement of behavioral policy include administration, faculty, residence life staff, safety & security, students, and student staff. Students who fail to cooperate with these individuals are subject to disciplinary action.

An appropriate administrative judicial board and/or administrative representative, depending on the nature and severity of the violation, will handle violations of policies, and their sanctions. The Student Affairs division makes decisions regarding case assignments.

A student who believes he or she has been the victim of discrimination should make that belief known immediately, and in writing, to the Discrimination and Harassment Officer. If said discrimination occurs during the course of a judicial hearing, the student must immediately bring the concern to the attention of the convener of the hearing.

The President is authorized by the Carson-Newman Board of Trustees to require the withdrawal of any student whose presence in the college for reasons of health, conduct or scholarship does not meet Carson-Newman's expectations, or whose influence, whether by word or deed, is injurious to other students or to the welfare of the institution.

Carson-Newman students have the right to pursue an education in an environment that is supportive of academic, social, and spiritual growth. Individuals have freedom of expression and inquiry within legal parameters, college policy, and Christian values as noted within Carson-Newman's mission statement. Students have the right to voice their concerns and opinions through various channels within the college community. Students who have been accused of violating the

Carson-Newman Code of Conduct have the right to address specific concerns and opinions as outlined in the Student Handbook with an appropriate college administrator.

COLLEGE CODE OF CONDUCT

The college expects for all students to adhere to a set of ethical and behavioral standards that are reflected in the following code of conduct. Students are thus expected to be honest, respectful of others, helpful to the college's pursuit of its purpose, law abiding whether on or off campus, and to act in compliance with college policy.

The purpose of publishing this code of conduct is to give students general notice of expected and prohibited conduct. The code is not written with the specificity of a criminal statute. Among the offenses that are subject to disciplinary action are the following:

- A. Adherence to the Student Handbook
Violations include, but are not limited to, failure to comply with the expectations set forth in the Student Handbook.
- B. Alcohol and Illicit Drugs
A violation of alcohol or drug laws while enrolled at the college will subject the student to disciplinary action by the college. In addition, the college prohibits the possession, use, distribution or manufacture of alcohol or of illicit drugs and drug paraphernalia, and the misuse or abuse of prescription medications, over-the-counter drugs, and synthetic drugs on its property or as a part of any of its activities, including but not limited to off-campus activities sponsored by the college or engaged in by any recognized student organization. Any student who violates the college's policy is subject to the college's disciplinary sanctions and to applicable criminal penalties. (For further information, see the ALCOHOL AND DRUGS section in this handbook.)
- C. Assault
Violations include but are not limited to a physical or verbal attack that places a reasonable person in immediate danger or in apprehension of such harm or contact. Further examples include but are not limited to physical contact that is extremely offensive or provocative.
- D. Computer Misuse
Violations include, but are not limited to, use of college-provided Internet access systems and/or equipment to transmit or receive obscene, abusive, threatening or other messages deemed inappropriate by the college. Additionally, students are to refrain from using a computer or related equipment to disseminate, transfer, enter, alter or gather data by using another person's or organization's access code and/or computer without their permission.
- E. Discrimination
Harassing another person because of his or her race, religion, sex (physiology), national origin, political ideology, age or disability is not

tolerated. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual and: (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 educational or employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the college community including: students, staff and faculty. (For further information, see the Discrimination and Harassment section in the Student Handbook.)

F. Disrespectful Behavior

Violations include, but are not limited to, disruptive, contemptuous or disrespectful treatment of college students, administrators, faculty, staff members, college guests, local authorities, or local community members. Further definition includes interference with the duties of any college administrator, faculty, staff member or local authority.

G. Failure to Comply

Violations include, but are not limited to, failure to comply with the expectations set forth in the Eagle Student Handbook or failure to comply with the reasonable requests of college officials, security officers, or law enforcement officers acting in performance of their duties. This includes failure to identify oneself to these persons when requested to do so. Further definition includes failure to complete disciplinary sanctions assigned by judicial officers.

H. Fighting

Violations include, but are not limited to, assault and/or contention with another person in a physical altercation.

I. Fire Safety Violations

Violations include, but are not limited to, damaging, defacing, destroying, canceling, removing, ignoring or tampering with a fire alarm or other fire safety equipment. Further definition includes 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 official. Unsafe and/or uncontained burning on campus, including the ignition of fireworks, also constitutes a violation.

J. Forgery

Violations include, but are not limited to, the alteration, creation, completion, execution or authentication of any data, document, instrument, or identification card with the intent to defraud or harm any individual.

K. Fraud

Violations include, but are not limited to, the act of deception, trickery, or misrepresentation with the intent of defrauding another individual. Examples include, but are not limited to, misuse of an ID card in the dining hall, residence hall, or library, and the misuse of a CLW attendance card.

- L. **Gambling**
Violations include, but are not limited to, engaging in or encouraging, promoting or aiding participation in any game of hazard or chance for money or other valuable items, and/or possession of gambling paraphernalia, on or off the campus.
- M. **Harm to person**
No student shall cause physical harm or threaten to cause physical harm to person and/or self. In addition, no student shall take any action, which creates a danger to any person's health, safety, or personal wellbeing (including one's self).
- N. **Harassment**
Violations include, but are not limited to, harassing another person because of his or her race, religion, sex (physiology), national origin, age or disability. Acts of harassment include but are not limited to: threat, intimidation, coercion, assault, acts of violence, physical abuse, verbal abuse (e.g. written or graphic material, slurs, epithets, etc.), or conduct which threatens or endangers the health or safety of any person. Other acts of harassment also include: (a) actions which cause one to reasonably believe they are endangered; (b) reporting an offense or incident knowing the offense or incident did not occur or knowing the information relating to the matter is false; (c) intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false; (d) acting to prevent or interrupt the use of any building or other facility or the activities of the college. (For further information, see the college's policy on Discrimination and Harassment in this handbook.)
- O. **Hazing**
Violations include, but are not limited to, any act, whether physical, mental, emotional or psychological, which subjects another, voluntarily or involuntarily, to anything which: (a) abuses, mistreats, degrades, humiliates, harms or intimidates, (b) endangers the mental or physical health or safety of another; or (c) induces or coerces another to endanger his or her mental or physical health or safety. (For further information, see the college's policy on Hazing in the Student Handbook.)
- P. **I.D. Card Misuse**
Use of an I.D. card by a person whose name and picture do not appear on the card. Violations include, but are not limited to, borrowing, taking or lending I.D. cards for access into the residence halls, dining hall, or MSAC and/or for transactions in the Eagle's Nest, Java City, and the Library.
- Q. **Improper Language**
Violations include, but are not limited to, lewd, obscene or vulgar language or expression that is contrary to the Christian values and principles the college strives to uphold.
- R. **Improper Social Conduct**
Improper social conduct includes participation in or exhibition of any social conduct that does not fall within the values or traditions of a Christian college campus.

- S. Key Misuse
Violations include, but are not limited to, unauthorized possession, duplication, or use of keys to any college premises.
- T. Lying
Lying is defined as intentionally giving false information. Examples include written or oral communication given to student government councils, judicial boards, college officials or faculty members.
- U. Residence Hall Infraction
A violation(s) of the guidelines as stated in the Guide to Residence Life constitutes a residence hall infraction.
- V. Sexual Offenses
Sexual Misconduct - Engaging in or advocating engagement in sexually immoral acts. Such acts deemed sexually immoral by the College include, but are not limited to, participation in sexual relations outside of marriage.
- Non-Consensual Sexual Intercourse – Non-Consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal), with any object, without consent, by threat, force or intimidation.
- Non-Consensual Sexual Contact- Non-Consensual Sexual Contact is any intentional sexual touching, with any object, without consent, by threat, force or intimidation.
- Sexual Exploitation – Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual offenses. Examples of sexual exploitation include, but are not limited to: prostituting another student, the non-consensual video or audio-taping of sexual activity, engaging in Peeping-Tommery, knowingly transmitting an STD or HIV to another student. (For further information, see the SEXUAL MISCONDUCT POLICY section in this handbook).
- W. Smoking/Tobacco Violation
The use of all tobacco products, including chewing tobacco, is prohibited in any campus buildings (For further information including designated smoking areas, see the SMOKING POLICY section in this handbook).
- X. Stealing and Property Violations
Violations include, but are not limited to, the intentional or unintentional taking (or attempt to take), damaging or destruction of property belonging to the college, members of the college community, visitors of the college, or another person.
- Y. Trespassing
Violations include, but are not limited to, the unauthorized entry into or occupancy of college facilities, grounds, and/or property of others.

Z. Unauthorized Recording

Violations include, but are not limited to, recording or causing to be recorded the voice or likeness of a member of the college's governing board, an administrator, faculty member, staff person or other student without first having obtained the recorded person's expressed permission.

AA. Violation of Law

A student who violates the law, anywhere, anytime, is subject to disciplinary action by the college. Students are expected to immediately report any known criminal violations to either the Dean of Students or the Director of Safety and Security. Students convicted of criminal offenses while enrolled at the college will be subject to disciplinary sanctions.

BB. Weapons

Violations include, but are not limited to, the use or possession of firearms, explosives, fireworks, weapons, or ammunition on the campus or at an off-campus activity. Please refer to your Eagle Eye Safety & Security Guide under firearms/weapons for additional information.

Involuntary Withdrawal

A student will be subject to immediate involuntary administrative withdrawal from the College or from College housing, if the student engages or threatens to engage in behavior which (a) poses a danger of causing imminent physical harm to the student or to others, or (b) directly and substantially impedes the lawful activities of other members of the campus, or (c) engages, or threatens to engage in behavior which would cause property damage. A decision to implement involuntary withdrawal may be implemented by the Dean of Students (or Director of Residence Life for involuntary withdrawal from a residential facility). If a student is withdrawn under the provisions of this paragraph, the student will be entitled to request an appeal of the decision by giving written notice of an appeal request to the Vice President for Student Affairs. Upon receipt of notice of appeal, the Vice President will follow the criteria as outlined in the appeal process. The college reserves the right to initiate behavioral agreements when deemed appropriate. Violations of such agreements will result in stated consequences.

Disciplinary Procedures

Any member of the college community may bring an accusation against a student for misconduct. College disciplinary proceedings are separate from civil litigation or criminal arrest and prosecution and will be carried out prior to, simultaneously with, or following civil or criminal proceedings. Rulings associated with the college code of conduct are not linked to decisions related to legal matters and may differ in outcome.

Upon receipt of information, the Division of Student Affairs will conduct a preliminary review to determine whether further action is needed. A student accused of misconduct will be notified of the alleged rule violation, the conduct upon which the accusation is based, and which judicial board will be handling the case (see section labeled Judicial Board Definition and Composition). If deemed appropriate, the Dean of Students or his/her designee will proceed with a formal judicial charge of a violation of the code of conduct.

The charge letter from the Dean of Students shall constitute notice of the charges. The student will be asked to sign a charge sheet indicating that the student understands the charges and understands that they will be afforded a hearing unless they choose to admit responsibility for the misconduct as charged, waive a hearing, and submit to the Dean's Court for sanctions as specified subsequently in this procedure statement.

A student may have up to twenty-four hours to select either the Campus Judicial Board process or the Dean's Court process. If the student selects the judicial board process, the Dean of Students will appoint a campus judicial board to hear the case. If the student chooses the Dean's Court process, the student must admit responsibility for the charged misconduct, waive any hearing and any appeal, and submit to the sanctions determined by the Dean of Students. This choice, and the student's understanding of the ramifications of the choice, will be evidenced in writing and signed by the student. If a student fails to select between the judicial board process and Dean's Court, the judicial board process will be followed. If a student fails to appear at a judicial hearing, the judicial board will proceed in the student's absence.

Students are responsible for responding to the Dean of Students or his/her designee related to judicial matters within the time frame specified. The Dean of Students may request the response in person or in writing. If no response is provided, the Dean of Students will follow the process as outlined related to the campus judicial board, therefore the student will lose his/her privilege to select between dean's court and the judicial board process. Responses related to judicial matters must be in the student's own words. Statements from outside sources will not be accepted in lieu of the student's statement in his/her own words.

The student may not be represented by another in any phase of the college's disciplinary process, nor may the student invite any other person to participate in the processes except as a scheduled witness. Students may give written permission for the appropriate college official to discuss judicial matters with parents or legal guardians. Students may bring witnesses for the sole purpose of providing pertinent information. Witnesses attend the judicial hearing for the singular purpose of providing testimony and are not party to the hearing as a whole. The student will be heard in his/her own defense, and allowed to offer material evidence. If disciplinary action is taken, sanctions will be administered on the basis of all the circumstances deemed relevant to the alleged violation including, but not limited to, the regulations, evidence, precedents, and past conduct of the student.

In the event that another student has been injured or violated in some way as a result of a violation of college policy, the student victim will be given an opportunity to speak and present witnesses at the judicial board hearing.

The disciplinary process will be conducted privately. Decisions and sanctions will be disclosed to the charged student and otherwise only as permitted by law. Officers, employees, faculty members, and students of the college hold discipline matters in confidence and reveal them to other members of the college community only on a need-to-know basis. The college may record the evidentiary portions of Campus Judicial Board proceedings. Tapes are the property of

Carson-Newman College, include only hearing testimony, and are available to the Vice President for Student Affairs or his/her designee to be used in the event of an appeal.

A student accused of violating the college's expectations may choose to withdraw from the college. In such event, the disciplinary process will end, although the college may continue its investigation, create and maintain a confidential evidentiary file. If the student applies for readmission, the college may consider the previous conduct violation charges and the evidence the college has gathered concerning that charge, and, if the college deems it appropriate, the college may require the student to provide court documents or other evidence which the college deems relevant to the readmission decision.

Disciplinary records from judicial boards and dean's court procedures are confidential records. The records are kept in a locked area within Student Affairs with direct access by the Vice President for Student Affairs and the Dean of Students. Other college officers have access on a need-to-know basis including but not limited to, the Director of Safety and Security, the Director of Residence Life, the Director of Counseling, etc. as determined by the Dean of Students or Vice President for Student Affairs.

Judicial Board Definition and Composition

A. General Discipline

This process addresses minor conduct violations within the Student Affairs division. Residence Life Professional Staff and/or the Director of Residence Life may hear violations regarding residence hall behavior of this kind (e.g. violations of the Guide to Residence Life such as noise violations, visitation violations, property violations) and may impose sanctions. The Director of the MSAC and Recreational Services may hear cases related to un-sportsmanlike behavior in intramurals and may impose sanctions related to participation in intramural activities. The Director of Student Activities may hear violations regarding club, group or organization misconduct and may issue sanctions. General discipline is dispensed by Student Affairs professionals through an informal hearing process. The administrator will meet with the accused student who will be notified of misconduct complaints and/or charges, and the administrator will issue a sanction not to exceed disciplinary probation.

B. Student Activities and Organizations Board

This board hears violations of the college code of conduct (e.g. Hazing) related to campus clubs, groups, and organizations as well as any student violations.

Board Composition:

Administered by the Director of Student Activities and/or Student Affairs administrator
Minimum of two appointed faculty/staff members chosen by the Director of Student Activities
Minimum of two student representatives chosen by the Director of Student Activities

C. Traffic Board

This board hears violations of parking guidelines or numerous unpaid parking tickets.

Board Composition:

Administered by the Director of Safety & Security Minimum of two appointed faculty/staff members chosen by the Director of Safety and Security Minimum of two student representatives chosen by the Director of Safety and Security

D. Campus Judicial Board

Violations of the college code of conduct (e.g. alcohol, drugs, stealing, violation of law, vandalism, fraud, etc.) are considered by this board.

Board Composition:

Administered by the Dean of Students or designated Student Affairs professional Minimum of two appointed faculty/staff members chosen by the Dean of Students

E. Dean's Court

This process addresses violations of the college code of conduct where the student admits responsibility for their actions (with the understanding of no appeal) and is willing to accept sanctions at the discretion of the Dean of Students or his/her appointee. A first offense alcohol violation is an example of an offense, which may be heard by the Dean's court. The Dean of Students has the right to employ the judicial board process as deemed appropriate.

Board Composition:

Administered by the Dean of Students (requires admitted responsibility; no appeal)

Disciplinary Sanctions

A. Expulsion

Termination of student status at the college.

B. Probated Expulsion

Notice that further violations and subsequent convictions may result in expulsion.

C. Suspension

Termination of student status at the college for a specified period of time.

D. Interim Suspension

Administrative termination of student status pending completion of the disciplinary process. Students may also be barred from campus if deemed necessary.

E. Probated Suspension

Notice that further violations and subsequent convictions may result in suspension.

F. Residence Life Suspension

Notice that the student is not eligible to live in a residence hall for a designated period of time. The student will not receive a refund for room and board. A

student placed on residence life suspension must vacate his or her residence hall room within the timeframe specified by the conduct officer. The conduct officer may choose to require the student to vacate the residence hall immediately.

G. Social Probation

Notice that the student may not represent the college in athletics, contests, debates, drama productions, choirs, intramurals, etc., for a designated period of time. Students may practice but may not perform or compete.

H. Disciplinary Probation

Official warning that a student has been found responsible for violating Carson-Newman College policy, and future violations may result in more severe sanctions (which may include suspension or expulsion). The student will not be in "good disciplinary standing" with the college for a designated period of time, and may face specific restrictions on his or her behavior and/or privileges.

I. Community Restitution Hours

Designated work hours assigned to be completed at a location selected by the college. Substitution of community restitution hours for a fine is at the discretion of the Dean of Students.

J. Report/Reprimand

Oral or written warning that further misconduct may result in a more severe sanction.

K. Restriction

Loss of privileges to participate in campus activities or benefits (i.e., intramurals, residence hall visitation, parking, other).

L. Administrative Suspension of Privileges

A designated college administrator may suspend the privileges of a student prior to the beginning of an administrative process. A student will receive written notification of any suspension of privileges, and will be afforded the opportunity to be heard by a designated hearing board in an expedient fashion. Examples of suspension of privileges include, but are not limited to, loss of parking privileges, eviction from housing, and restriction from participating in intramural activities.

M. Restitution

Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct.

N. Alcohol Education Program

Requirement to attend an alcohol and drug education program sponsored by counseling services. A minimal fee may be charged for a workbook.

O. Fines/Administrative Fees

A fine requires a student to pay a sum of money. An administrative fee is assessed to assist with costs associated with an educational workshop or program. Fines may be imposed separately or in addition to any other sanction(s). Substitution of a fine for community restitution hours is at the discretion of the Dean of Students.

P. Other Sanctions

Other sanctions may be imposed instead of or in addition to those specified.

Examples may include but are not limited to: loss of membership/office in an organization, service or research projects, counseling through the college's counseling center (free of charge), and evaluation and/or approved treatment program, at the student's expense. Treatment may also be a condition of readmission to or remaining at the college.

NOTE: A student may be more severely penalized for violations of student regulations and expectations when it is determined that the violation was motivated in part by prejudice toward the victim or hatred of the victim. Examples include but may not be limited to different race, sex, religion, national or ethnic origin, age, disability, veteran's status.

Disciplinary Appeals

It is understood that a disciplinary appeal is not considered to be a second hearing of a case, but an opportunity to review a case in light of grounds for appeal. Accused students have the right to request an appeal of a decision or sanction that is imposed by a Campus Judicial Board, but not a Dean's Court ruling. Additionally, in cases involving a violation of the Sexual Misconduct Policy or a Title IX complaint, complainants also have the right to request an appeal of a decision or sanction imposed by a Campus Judicial Board.

Requests for appeal shall be made to and are considered by the Vice President for Student Affairs or her/his designee, with any assistance he/she may request from others (including the selection of an appeal board to recommend action to the Vice President for Student Affairs at her/his discretion). Appeals shall be in writing and submitted by the student within 48 hours of notification to the student of the application of sanctions. The appeal must state whether the student is appealing the decision, the sanction, or both. The correspondence must also state the grounds for which the appeal would be heard: (1) evidence was not available at the time of the college code of conduct decision, but now is available and is directly related to the case, (2) the college did not follow proper procedure, or (3) the sanction is too extreme (or too lenient) in relation to the violation.

The appeal process will consist of reviewing initial discipline reports, gathered evidence, and board proceedings. Appeals are not automatic and must be requested. The administrator may choose one of the following: uphold the findings and sanctions levied by the judicial board; modify the findings and/or modify the sanctions; direct the judicial board to perform certain specified tasks (i.e. retry the case) and to report back to the administrator; or take jurisdiction of the matter and conduct further investigation and/or hold an additional hearing or hearings and reach a decision and declare sanctions.

In the case of a granted appeal, if there is a student who has been injured or violated as a result of a violation of college policy and has testimony relevant to the information being considered, the student may be given the opportunity to be heard during the appeal process.

There is no appeal for a Dean's Court ruling and application of sanctions. The Dean's Court is available only to those who have admitted responsibility for the misconduct as charged and agreed to accept that court's sanctions.

ADMINISTRATIVE POLICIES & PROCEDURES

ACADEMIC DISHONESTY

Academic dishonesty may include but is not limited to the following: giving or receiving aid on tests; plagiarizing papers, assignments, or book reviews; removing and/or copying test questions from office files. Incidents of suspected dishonesty will be addressed by the course instructor/professor with the department chair and/or the respective Academic School's Dean. After hearing the student and considering all the evidence, sanctions will be assessed if the student is deemed to have acted inappropriately in regards to academic dishonesty. Academic dishonesty may result in sanctions including but not limited to an F and loss of credit for the course and, upon a recurrence or gross dishonesty, expulsion from the college. Any finding of academic dishonesty, and the sanction applied or recommended, shall be reported to the Provost who shall assess any sanction more severe than the loss of credit for the course. A student may appeal a finding and/or a sanction assessed to the Provost. Otherwise, no appeal shall be allowed. For updates and questions related to this area, please contact the Provost's office.

ACADEMIC PROGRAMS

Information pertaining to academic matters, including withdrawal and readmission, may be found in the current Carson-Newman College Catalog.

ADVERTISING

Individuals or groups who wish to advertise on campus must receive approval from the Director of Student Activities, who will designate appropriate areas for advertisement. Separate policies governing advertising in the residence halls are listed in the Guide to Residential Living. Specifics related to student organizations are listed in the Student Activities Guide. Persons not coordinating with the Director of Student Activities will be asked to terminate the process immediately. Students may be subject to disciplinary action.

ALCOHOL AND DRUGS

Standard of Conduct

Carson-Newman College is an alcohol and drug-free community. A violation of alcohol or drug laws while enrolled at the college will subject the student to disciplinary action by the college. In addition, the college prohibits the possession, use, distribution or manufacture of alcohol or of illicit drugs and drug paraphernalia, and the misuse or abuse of prescription medications, over-the-counter drugs, and synthetic drugs on its property or as a part of any of its activities, including but not limited to off-campus activities sponsored by the college or engaged in by any recognized student organization. Any student who violates the college's policy is subject to the college's disciplinary sanctions and to applicable criminal penalties.

The prohibition against the use, possession or distribution of alcohol and illegal drugs also includes possession or distribution of empty alcohol containers and/or drug paraphernalia. Whether a student has violated the alcohol or illegal drug policy may be determined by evidence such as the odor of alcohol or drugs or questionable conduct suggesting that the student is under the influence of

such substances. The College reserves the right to report any illegal act occurring on campus or at any College-sponsored activity to the appropriate authorities for criminal prosecution.

It is a violation of the College's expectations for any person to use, possess, sell, deliver, distribute, transport, transfer, trade, barter, exchange or purchase any synthetic drug as defined herein, on College property or while in attendance at a College-sponsored event.

Synthetic drugs are defined as:

(a) any substance, however denominated, and no matter the common street, brand or trade name of such substance, which mimics the effects of any controlled substance (to include, but not limited to, any opiates, opium derivatives, hallucinogenic substances, methamphetamine, MDMA, cocaine, PCP, marijuana, cannabis, cannabinoids, cannabicyclohexanol, and tetrahydrocannabinols), to include, but not limited to, "bath salts," "incense," "plant/fish food" or "insect repellent."

(b) any chemical substance designed to mimic the molecular structure of both legal and illegal drugs which when inhaled, or otherwise ingested, may produce intoxication, stupefaction, giddiness, paralysis, irrational behavior, or in any manner, changes, distorts, or disturbs the auditory, visual, or mental process. Brand names of prohibited substances include, but are not limited to; K2, Spice, Spice Gold, Spice Diamond, Yucatan Fire, Solar Flare, K2 Summit, Genie, PEP Spice, Fire n' Ice, Vanilla Sky, Cloud Nine, Ivory Wave, Blue Silk and Mr. Smiley.

The College maintains the right to define and determine if any substance violates this policy on a case-by-case basis at the College's sole discretion, and our definitions of a synthetic drug are not limited to the above definition.

Criminal Sanctions

The following are some of the state and federal sanctions for unlawful use of alcohol and drugs. The College does not guarantee this listing is either complete or free of error. Jefferson City ordinances prohibit the following acts and provide for these penalties:

Possessing beer or liquor in an open container in a public place not licensed for the consumption of alcohol is subject to a fine of \$10.00, and city court costs of \$78.55.

All other offenses related to alcohol or illegal drugs, (including underage consumption), are now mandated to the state's county general sessions courts or, if warranted, to a criminal court. The Jefferson County General Sessions Court is located in Dandridge, TN, the county seat.

Federal and State Regulations

Tennessee statutes criminalizing drug and alcohol related activity include the following: It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of employment), or consume alcoholic beverages, wine, or beer, such offense being classified a Class A misdemeanor punishable by imprisonment for not more than 11 months, 29 days, or a fine of not more than \$2500, or both. It is also unlawful for an adult to buy alcoholic beverages for or furnish them for any purpose to anyone under 21 years of age.

It is illegal to be intoxicated in public and such behavior can result in up to 30 days in jail and/or a \$50 fine.

It is illegal to consume or possess alcohol on the premises of an elementary, junior high or high school. Punishment includes up to 30 days in jail and/or a \$50 fine.

Driving under the influence of alcohol or drugs is subject to eleven months and twenty-nine days, a \$1,500 fine and loss of driving license for one year for the first offense; \$10,000 fine and loss of license for up to ten years for third offense. Further, a court may order inpatient treatment.

If one kills a person while driving under the influence, one can be sentenced up to fifteen years in prison and fined up to \$10,000, and suffer the loss of license.

Consuming or possessing in an open container any alcoholic beverage or beer while operating a motor vehicle is illegal and may result in up to 30 days in jail and/or a fine of \$50.

The casual exchange of even a small amount of an illegal drug with a minor can result in up to life in prison and a \$500,000 fine.

Inhaling, selling, giving or possessing glue, paint, gas aerosol or gas for an unlawful purpose is punishable by a term of up to six years and a fine of up to \$3,000.

It is illegal to sell or buy an item represented to be an illicit drug or controlled substance and one may be punished by up to six years in prison and a \$3,000 fine.

It is illegal to sell, deliver or possess jimsonweed seed on the premises of any elementary or secondary school, and the penalty for such an act is 11 months and 29 days in jail and/or a fine of up to \$2,500.

It is illegal to possess with the intent to manufacture or deliver an anabolic steroid, and conviction will result in up to twelve years in prison and a fine of up to \$50,000.

It is illegal to possess with the intent to manufacture, deliver or sell an illicit drug and one convicted of this offense may be sentenced to up to life in prison and a \$500,000 fine.

Federal law prohibits the manufacture, distribution, dispensation and possession of controlled substances unless specifically permitted by statute. Schedule I drugs have a high potential for abuse, with no accepted medical use. Schedule I drugs include, but are not limited to, heroin, marijuana, hashish, LSD and other hallucinogens.

Schedule II drugs have a high potential for abuse, but some medical use, and include opium, morphine, codeine, barbiturates, cocaine and its derivatives, amphetamines, phencyclidine (PCP) and other narcotics. Schedule III, Schedule IV and Schedule V drugs have some potential for abuse, but less than Schedule I and II drugs, with Schedule III drugs having the most potential for abuse and

Schedule V the least. Schedule III, IV and V drugs include chloral hydrate (IV), certain barbiturates (III and IV), benzodiazines (IV), glutethimide (III), other depressants and narcotics (III and IV), amphetamines (III) and other stimulants (III and IV). A complete listing of controlled substances and their classifications is contained in Title 21 of the United States Code at Section 812.

Penalties for the unauthorized possession, manufacture, sale, distribution or delivery of drugs varies according to the type and quality of drug, the existence of prior offenses and whether death or serious injury results from the drug involved.

The federal penalty for the manufacture, sale or distribution of small amounts of Schedule I and II drugs, for the first offense, is from five to 40 years imprisonment and/or not more than a two million dollar fine for an individual (where death or serious injury occurs, not less than 20 years imprisonment and not more than life imprisonment); for a second offense, not less than 10 years imprisonment and not more than life and/or a fine of not less than four million dollars for an individual (where death or serious injury occurs, not less than life imprisonment). Penalties are doubled in many cases for the manufacture, sale or distribution of larger amounts of Schedule I and II drugs. The federal penalty for the manufacture, distribution or sale of Schedule III, IV and V drugs of any quantity is:

Schedule III Drug:

not more than five years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense.

Schedule IV Drug:

not more than three years imprisonment and/or a \$250,000.00 fine for a first offense; penalty is doubled for a second offense.

Schedule V Drug:

not more than one year imprisonment and/or a \$100,000.00 fine; penalty is doubled for a second offense.

Federal law provides separate penalties for the manufacture, sale or distribution of marijuana, hashish, or their derivatives. Penalties vary according to the quantity involved, the existence of a prior offense, and whether death or serious injury results. For a first offense involving small amounts (less than 50 kilograms of marijuana; less than 10 kilograms of hashish), the penalty includes not more than five years imprisonment and/or a \$250,000.00 fine for an individual. Penalties are doubled for second offenses. For larger quantities (between 50-100 kilograms marijuana; between 10-100 kilograms hashish), the penalty includes not more than 20 years imprisonment and/or a fine of one million dollars. Penalties are increased for second offenses. Where death or serious injury results, penalties are increased to include not less than 20 years imprisonment and not more than life for a first-time offender; not less than life for a second-time offender.

In addition to the manufacture, distribution or sale of controlled substances, federal law prohibits unauthorized possession of controlled substances. Penalties for simple possession include up to one year imprisonment and/or at

least a \$1,000.00 fine (but less than \$10,000.00) for a first offense; up to two years imprisonment and/or at least a \$2,500.00 fine (but less than \$250,000.00) for a second offense; up to three years imprisonment and/or at least a \$5,000.00 fine (but less than \$250,000.00) for subsequent offenses. Special sentencing provisions apply to the possession of crack cocaine. Special federal penalties apply to the sale or distribution of controlled substances to persons under age 21 or within 1,000 feet of school, college or university property.

Health Risks

The following are summaries of the major health risks of and common symptoms associated with alcohol and other drug use and abuse. This is not a complete listing but an overview. Each individual will experience the effects of alcohol and other drugs in a slightly different way given his or her tolerance, body size, family history, gender, and other physical and psychological factors. Abuse of alcohol and other drugs can lead to chemical dependency and can be harmful during pregnancy.

Alcohol

Alcohol in moderate amounts causes dizziness, dulling of the senses, impairment of coordination, reflexes, memory and judgment. Increased amounts of alcohol produce staggering, slurred speech, double vision, mood changes and, possibly, unconsciousness. Larger amounts result in death. Alcohol causes damage to the liver, heart and pancreas. It also may lead to malnutrition, stomach irritation, lowered resistance to disease and irreversible brain or nervous system damage. Symptoms: Glazed eyes, obvious odor, pale and dry skin, broken blood vessels in facial area, slowed motor coordination and enlarged stomach.

Marijuana

Marijuana use leads to a substantial increase in heart rate. It impairs or reduces short-term memory and comprehension, and motivation and cognition are altered. With extended use it can produce paranoia and psychosis. Smoking marijuana damages the lungs and pulmonary system. Marijuana contains more cancer causing agents than tobacco. It also lowers male sex hormones, suppresses ovulation, and causes changes in the menstrual cycle and possibly causes birth defects. Symptoms: Someone who uses marijuana may laugh inappropriately and have bloodshot eyes, dry mouth and throat, a tell-tale odor of the drug, a poor sense of timing and increased appetite.

Cocaine and Crack

Cocaine and its derivative crack produce dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. They may also cause insomnia, loss of appetite, tactile hallucinations, paranoia, seizure and death. Symptoms: Someone using cocaine may experience muscle twitching, panic reactions, anxiety, numbness in hands and feet, loss of weight, a period of hyperactivity followed by a depression, a running or bleeding nose and sustained depression.

Barbiturates

In small doses, barbiturates produce calmness, relaxed muscles and lowered anxiety. Larger doses cause slurred speech, staggering gait and altered

perception. Very large doses taken in combination with other central nervous system depressants (e.g., alcohol) cause respiratory depression, coma and sometimes death. Symptoms: A person who uses barbiturates may have poor muscle control, appear drowsy or drunk, become confused, irritable, inattentive or have slowed reactions.

Amphetamines

Amphetamine use causes increased heart and respiratory rates, elevated blood pressure, and dilated pupils. Larger doses cause rapid or irregular heartbeat, tremors and physical collapse. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, high fever and heart failure. Symptoms: An individual using amphetamines might begin to lose weight, have periods of excessive sweating, and appear restless, anxious, moody and unable to focus. Extended use may produce psychosis, including hallucinations, delusions and paranoia.

Hallucinogens (including PCP, LSD, Mescaline, Peyote, Psilocybin)

PCP, or angel dust, interrupts the part of the brain that controls the intellect and impulsive behavior. PCP blocks pain receptors. Violent episodes, including self-inflicted injuries, are not uncommon. Chronic users report memory loss and speech difficulty. Very large doses produce convulsions, coma, heart and lung failure, or ruptured blood vessels in the brain. LSD, mescaline, peyote, etc. cause dilated pupils, elevated body temperature, increased heart rate and blood pressure, and tremors. Symptoms: Someone using PCP might appear moody, aggressive or violent. Such an individual may become paranoid and experience hallucinations and have time and body movements slowed. LSD users may experience loss of appetite, sleeplessness, confusion, anxiety and panic. Flashbacks may also occur.

Narcotics (including Heroin, Codeine, Morphine, Opium, Percodan)

Because these narcotics are generally injected, the use of contaminated needles may result in AIDS and hepatitis. Symptoms of overdose include shallow breathing, clammy skin and convulsions. An overdose may result in a coma or even death. Symptoms: Some signs of narcotic use are euphoria, drowsiness, constricted pupils and nausea. Other symptoms include itchy skin, needle or "track" marks on the arms and legs, nodding, loss of sex drive and appetite. When withdrawing from the drug, sweating, cramps and nausea occur.

Counseling

Carson-Newman College is concerned about a student who has a problem with substance abuse. Assistance is available through campus and community resources. Please do not hesitate to reach out for support by contacting the people and/or agencies listed below. If you are concerned about your alcohol and/or other drug use or you feel someone close to you may have a problem with alcohol and/or other drug use, you are encouraged to contact Counseling Services at 865-471-3550, located in the Kathleen Manley Building, located directly across from First Baptist Church on the corner of Russell Avenue and College Street next to Burnett Hall. You may also contact the Dean of Students at 865-471-3238, located in room 2012 of the Maddox Student Activities Center. Carson-Newman College currently offers an Alcohol and Drug Program for students who are found in violation of the Colleges Code of Conduct policies regarding alcohol and illicit drugs. Counseling Services personnel are also able

to provide more time-intensive drug and alcohol counseling using the BASICS substance program. Referral to community treatment facilities may also be made in appropriate cases. Some community treatment options are:

Out Patient Services

- Cherokee Health Systems: Newport (423) 623-5301; Morristown (423) 586-5032; Knoxville (865) 544-0406; Jefferson City: (865)- 471-0312
- New Hope Recovery Center Morristown: (423) 581-2411
- Bendel Associates: (423)-317-0057
- Helen Ross McNabb Center: Knoxville (865) 637-9711
- Peninsula Outpatient : Knoxville (865)970-9800
- Alcoholics Anonymous, Central Office: (865)974-9888, Helpline 9am-10pm: 865-522-9667
- Narcotics Anonymous, 1-866-617-1710; Emmanuel Baptist Church, Jefferson City, TN 865-475- 9424
- Celebrate Recovery, Manley Baptist Church, Morristown, TN: 423-586-8665
- Celebrate Recovery, Cokesbury United Methodist Church, Knoxville, TN: 865-693-0353

In Patient Services

- Helen Ross McNabb Center (CenterPointe), Knoxville, TN (865) 523-4704
- Peninsula's Women in Treatment, for women ages 18-64 who do not have insurance or have exhausted their insurance benefits Knoxville, TN (865) 374-7262
- Peninsula Lighthouse, Louisville, TN (865) 970-9800
- St. Mary's, Knoxville, TN (865) 545-7228
- Focus Health Care of Tennessee (An Alcohol and Drug Abuse Treatment Center), 7429 Shallowford Road, Chattanooga, TN : 1-800-675-2041
www.FocusTreatmentCenter.com

Disciplinary Sanctions

Carson-Newman College will impose sanctions against students who are determined to have violated the College's rules regarding alcohol and drugs. Sanctions range from required counseling and abuse education classes, monetary fines, community service hours, disciplinary probation to, in appropriate cases, suspension from the College. In addition, residence hall students may be removed from the housing system. The College may also refer cases to law enforcement authorities.

Notification

The College encourages students to talk to their parents, ministers, and counselors about problems they encounter with alcohol and drugs. The College may disclose to the parents or legal guardians of a student information regarding the student's violation of any law or College rule regarding alcohol and controlled substances if the student is under the age of 21 and the College has determined that the student has violated the College's rules. The College may notify the parents or guardians of students under the age of 21 who have been transported or admitted to a medical facility and treated because of alcohol or drug use, have caused harm to themselves or others, or have caused vandalism or property damage while under the influence of alcohol or drugs. Regardless of the age of a student, the College may contact parents or guardians in connection with an emergency to protect the health or safety of the student or of another.

Review

The College will review its alcohol and other drugs programs annually for effectiveness and consistency of application and, where necessary, make appropriate changes.

ARMY ROTC (Extracurricular Activities)

ROTC students may participate in the Color Guard, Ranger Club, Officers Christian Fellowship, annual Military Ball and many social functions sponsored by cadets and cadre. Each year the Ranger Club attends a regional, multistate intercollegiate competition of physical stamina, leadership ability and teamwork.

ATHLETIC DRUG AND ALCOHOL TESTING

The athletic department utilizes a drug-testing program to detect alcohol or illegal drug use among student athletes. Students who fail drug tests will be reported to the Office of the Dean of Students for disciplinary action.

CAMPUS CRIME REPORTING AND STATISTICS

All members of the campus community are urged to report criminal incidents, emergencies and suspicious activity to the Department of Safety and Security at (865) 471-3559. The department maintains a daily crime log in its office that is open to the general public to view upon request. The Eagle Eye Security Guide, published annually by the department, depicts all crimes occurring on the campus or adjacent to the campus (as required by the Campus Safety Act and the Department of Education) for the past three years. The guide may be found on the C-N website (www.cn.edu), under Student Affairs and within the subsection Safety and Security. Please note that the DOE and the TBI crime reporting requirements differ from one another as defined within the Guide.

CAMPUS HOURS

1. Academic buildings: All academic buildings will be closed between the hours of 11:00 p.m. and 7:30 a.m. Written permission from an appropriate faculty member along with proper identification must be presented to the security guard in order to remain in or enter an academic building between 11:00 p.m. and 7:30 a.m. Students having written permission are prohibited from having guests with them.
2. Recreational areas: The recreational areas (gyms, track, weight room, etc.) of the Maddox Student Activities Center are open at the following hours during the fall and spring semesters:

6:00am – 11:00pm	Monday – Thursday
6:00am – 9:00pm	Friday
1:00pm – 6:00pm	Saturday
1:00pm – 6:00pm	Sunday

The swimming pool is open at special hours that are posted. The summer schedule is posted each summer. The Maddox Student Activities Center is available for study purposes until 12:00 a.m. throughout the week of the fall and spring semesters.

3. Residence halls: Please see the Guide to Residential Living for the times and locations permissible for opposite gender visitation.

CHECK CASHING

Personal checks not to exceed \$50.00 per day may be cashed in the Treasurer's Office. Carson-Newman identification is required of all persons. A \$25.00 charge is made for each returned check. Checks not covered within 10 days of notice from Treasurer's Office will be subject to additional penalty.

COLLEGE EMBLEM AND NAME

The use of the college's seal or the sale as appropriate of an item bearing the college's name, seal or emblem may only be used by recognized organizations. Others must obtain written permission from the Vice President for Student Affairs.

COMMUNICABLE DISEASES

In an effort to promote public health as well as an understanding of communicable diseases, health services provide medical information and awareness programs for the college community. Medical referrals will be made when necessary. Education and awareness programs designed to prevent the spread of disease are provided to students through residence hall presentations, classroom discussions, and campus-wide events.

A student who has a communicable disease has an ethical responsibility to other members of the college community to report that fact to health services. All students will be allowed access to campus facilities unless such access presents a health hazard to others. If a health hazard does arise, decisions about use of facilities will be based on the nature of the illness, severity of the illness, persistence of the illness, and the potential to infect others. Each situation will be evaluated through Student Affairs on a case-by-case basis. Communicable diseases listed as noted by the Tennessee Department of Health are the following:

Acquired Immunodeficiency

Syndrome (AIDS)

Anthrax

Botulism- all types

Brucellosis

Campylobacteriosis

Chancroid

Cholera

Chickenpox deaths

Chlamydia trachomatis

Cryptosporidiosis

Cyclospora

Diphtheria

Disease Outbreaks:

1. Foodborne

2. Waterborne

3. Related to industrial substances

4. All other outbreak

Ehrlichiosis

Encephalitis, Arboviral

1. California/LaCrosse serogroup

2. Eastern Equine

3. St. Louis

4. Western Equine

Legionellosis

Leprosy (Hansen Disease)

Listeriosis

Lyme Disease

Malaria

Measles

Meningococcal Disease

Meningitis - Other Bacterial

Mumps

Pertussis

Plague

Poliomyelitis

Psittacosis

Q Fever

Rabies

1. Human/ 2. Animal

Ricin poisoning

Rocky Mountain Spotted Fever

Rubella & Congenital Rubella Syndrome

Salmonellosis-other than S. typhi

Shigellosis

Shiga-like positive stool

Smallpox

Staph enterotoxin B pulmonary poisoning

5. Venezuelan Equine
 6. West Nile-like
 Escheriichia coli, 0157:H7
 Giardiasis (acute)
 Gonorrhea
 Group A Strep Invasive Disease
 Group B Strep Invasive Disease
 Haemophilus influenza
 Invasive Disease
 Hantavirus Disease
 Hemolytic Uremic Syndrome
 Hepatitis, Viral
 1. Type A (acute)
 2. Type B (acute)
 3. Type C (acute)
 4. HBsAg positive pregnant female
 Human Immunodeficiency Virus (HIV)
 Influenza – weekly count

Strep pneumoniae Invasive Disease
 1. Penicillin Resistant
 2. Penicillin Sensitive
 Syphilis
 Tetanus
 Toxic Shock Syndrome
 1. Staphylococcal
 2. Streptococcal
 Trichinosis
 Tuberculosis-all forms
 Tularemia
 Typhoid Fever
 Viral Hemorrhagic Fever
 Vancomycin Resistant Enterococci
 Vibrio infestation
 Yellow Fever
 Yersiniosis

COMMUNITY LIFE AND WORSHIP PROGRAM POLICIES AND INSTRUCTIONS

The Community Life and Worship Program provides student-focused events which integrate faith, learning and community for students, faculty and staff. The events will consist of chapel on Tuesday mornings (Community Worship) and other specified co-curricular programming (Community Life) open to the entire campus community.

Attendance

All full-time undergraduate students are required to attend at least ten (10) community life and worship (CLW) events per semester for a total of seven (7) semesters. A student may bank CLW credits by attending more than 10 events in a semester. Attendance at CLW will be monitored through the Campus Ministries Office. To receive CLW credit for an event a student is required to bring her/his valid C-N ID card to each event attended. IDs will be scanned at the conclusion of the event. A student must remain for the duration of the event, which will vary according to the event.

The student's attendance record for an event will be available for review on C-N Connect within 24 hours. The student is responsible for checking his/her attendance and reporting in person with C-N ID any discrepancy to the Campus Ministries Office within seven (7) days of the event. After seven days, credit will not be earned. If a student fails to attend 10 CLWs each semester, the student is placed on CLW warning at the end of the semester of the deficiency. To be removed from CLW warning, a student must make up the shortage of CLWs plus the current semester's requirement. For example, if 7 CLWs were attended in the first semester, 3 plus 10, or 13 would have to be attended during the next semester enrolled to be removed from CLW warning.

If, during the next semester of enrollment, the student fails to attend 10 CLWs plus the shortage of CLWS from the first semester, the student is placed on CLW probation. If the probationary student fails to attend a total of 30 CLWs (a minimum of 10 per semester) by the end of the third semester of deficient CLW attendance, the student will be suspended from the college.

If the student has attended 10 CLWs for each semester of full-time enrollment, CLW attendance will not be required during the student's semester of graduation as indicated on an approved degree plan.

A transfer student is required to attend every semester while enrolled as a full-time student, except during the student's semester of graduation. A student who has completed 128 credit hours is not required to attend CLW. A student who has previously received a baccalaureate or graduate degree or a non-traditional student (twenty-five years of age by the last day of the semester) is waived from the CLW requirement.

Schedule

A printable CLW Schedule of events is located on the C-N website (www.cn.edu—click on Administration, Student Affairs, Campus Ministries, Community Life & Worship, CLW Schedule) and the EagleNet Announcement Board.

A monthly calendar is also available online at the college site (click on Events, CLW tab) and individual listings of CLW events for more details). Students should check regularly for updates to the schedule, which is subject to change periodically.

Waivers

Under special circumstances, or in extreme cases, a student may apply for a CLW Waiver. CLW Waivers may be provided to students who cannot attend CLW events and who complete the appropriate request form. CLW waivers will normally be given to students who have conflicts resulting from curricular demands such as student teaching and nursing clinicals. Student work schedules will be considered, but do not guarantee a waiver of the CLW requirement.

Students with extenuating circumstances must apply for a CLW Waiver each semester. The Waiver Request Form is located at the C-N website (click on Administration, Student Affairs, Campus Ministries, Community Life & Worship, Waiver Request Form) or at the campus ministries Office (2214 Branner Avenue adjacent to MSAC/Holt Field House). The application must be completed and returned to the campus ministries Office by the last day to drop classes at the beginning of the semester. The Director of Campus Ministries will render a decision regarding the waiver request and notify the student.

Special Notes

- The length of CLW activities may vary. Consequently, to receive CLW credit, students must attend the entire selected event. CLW attendants will have the authority to refuse admittance to students who are tardy for the event.
- Some CLW events require tickets. CLW credit will only be given to those students who possess a ticket. Tickets are sold on a first come, first serve basis.
- Due to the nature of some CLW events, there is the possibility that seating capacity will be limited or filled quickly. Therefore, some students may be turned away because of unavailable seating. Plan accordingly and arrive early.

DINING SERVICES ON CAMPUS

There are a variety of meal plan options offered to the campus community. Students living in residence halls must purchase a meal plan. Cafeteria meals must be eaten in Stokely Dining Hall. Arrangements can be made for illness or special events through the dining hall staff. Eagle Bucks (Declining Balance) are to be used at the Eagle's Nest Snack Bar, cafeteria, CN bakery or Java City Coffee Shop. Business hours for each location are posted.

The student's I.D. card serves as his/her meal ticket. Everyone with a meal plan must show their I.D. card for scanning by a card reader at each meal. Since the cost of the meal ticket is based upon the actual number of meals served, not the number of outstanding meal tickets, the use of someone else's meal ticket is not allowed in order to ensure that those paying for meals are those receiving them. Students who allow another person the use of their meals or misuse of meal tickets will be reported to the Safety and Security department and the Dean of Students. Students who have used all of their declining balance have the option to pay cash. A non-meal ticket holder may pay cash. A lost I.D. card should be reported immediately to the Safety and Security office, for they will not be allowed to enter the cafeteria without an ID. Students and visitors must pay to get in to the Cafeteria; there will be no allowances for individuals just to sit in the cafeteria.

Bringing animals into food service locations is a violation of State Health Department policies. The State Health Department also 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 food service locations or bring in any outside containers. Permission must be obtained from the Director of Food Services to carry any utensils or food from the dining hall. Appropriate dress is required in the food service locations at all times, including shoes and shirts.

Stokely Dining Hall: The dining hall, located in Stokely Memorial Hall, provides food service in a cheerful, pleasant atmosphere with a food court layout and a wide variety of menu items and options. Entrance is made by way of the front foyer and serving hours are arranged to provide the best service for the majority of students and are subject to change. Please note that the dining hall must close as scheduled for cleaning of the dining areas and preparation of the next meal. Students wishing to post signs at the dining hall must go through the Director of Student Activities. Wooden kiosks are placed in the lobby for students to post general information. Information must be consistent with the college's advertising policy.

Eagles Nest Snack Bar: The snack bar is located in the Maddox Student Activities Center adjacent to the post office. Various menu options are available, including beverages and snacks. Eagle Bucks or cash are accepted all day.

Catering services and room reservations may be scheduled through the catering office or Director of Food Services.

DISABILITIES, STUDENTS WITH

Requests for accommodations must be made in writing by the student and submitted to the Coordinator for Students with Disabilities and Case Manager. All

requests must be accompanied by appropriate documentation. Documentation must include an evaluation by an appropriate, non-family member, licensed professional (e.g. licensed physician, psychologist, audiologist, etc.). The evaluation must be current, typically less than three years old, and include a diagnosis of disability, evidence of impact of disability on functioning, as well as indicators of cognitive and academic levels of functioning. Students should also submit evidence of past accommodations. If the request is approved, the Coordinator for Students with Disabilities and Case Manager will notify the appropriate representatives of Carson-Newman regarding the approved accommodations. Students should not make direct application to teachers for accommodations. Ideally, students needing accommodations should make their request prior to enrollment for the semester so that the case can be reviewed and accommodations approved and arranged.

Carson-Newman seeks to reasonably accommodate students with disabilities. Concerns or dissatisfaction regarding accommodations should be directed to the Coordinator for Students with Disabilities and Case Manager. Students who believe they have experienced discrimination related to a disability should contact the Coordinator for Students with Disabilities and Case Manager. The decisions of the Coordinator for Students with Disabilities and Case Manager may be appealed to the Students with Disabilities Committee. The decisions of the Students with Disabilities Committee may be appealed to the Provost. For more information, please contact the Coordinator for Students with Disabilities and Case Manager at (865) 471-3268.

DISCRIMINATION AND HARASSMENT

Carson-Newman College does not discriminate on the basis of race, color, sex, national origin, disability, age, veteran status, or genetic information in provision of its education policies, programs, services and activities or employment opportunities and benefits.

The college does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act (ADA) of 1990.

Those who have a complaint regarding discrimination should contact the Discrimination and Harassment Officer, who will conduct an investigation in accordance with the complaint and grievance procedures. The Discrimination and Harassment Officer for Carson-Newman College is the Director of Human Resources:

Discrimination and Harassment Officer
Mr. Jimmy Wyatt
1646 Russell Avenue
Fite Administration Building, Suite 204
Jefferson City, TN 37760
Office Telephone: (865) 471-7164

Discriminatory Harassment Policy

Harassing another person because of his or her race, color, national origin, sex, age, disability, or military service is not tolerated. Harassment can include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual and: (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 educational or employment opportunities. Such harassment is contrary to the Christian standards of conduct expected of all members of the College community including: students, staff and faculty.

Acts of harassment include but are not limited to: threat, intimidation, coercion, assault, acts of violence, physical abuse, verbal abuse (e.g. written or graphic material, slurs, epithets, etc.), or conduct which threatens or endangers the health or safety of any person. Other acts of harassment also include: (a) actions which cause one to reasonably believe they are endangered; (b) reporting an offense or incident knowing the offense or incident did not occur or knowing the information relating to the matter is false; (c) intentionally initiating or circulating a report of a bombing, fire or other emergency knowing that the report is false; (d) acting to prevent or interrupt the use of any building or other facility or the activities of the college.

Any person who engages in harassment will be subject to disciplinary action ranging from a warning to discharge or expulsion, if appropriate. Those who have a complaint regarding harassment should contact the Discrimination and Harassment Officer, who will conduct an investigation in accordance with the complaint and grievance procedures.

Sexual Harassment Policy

Students, faculty, and staff have the right to be free from sexual harassment. Students are prohibited from engaging in sexually harassing conduct towards any other person. Sexual harassment directed towards students can include physical conduct or verbal innuendo of a sexual nature, imposed on the basis of sex by an employee or agent of the college, when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's status in a course, program or activity; (2) submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting such individual, including, but not limited to, grades or academic progress; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or of creating an intimidating, hostile or offensive environment.

Persons who have been sexually harassed should immediately report the incident to the Discrimination and Harassment Officer, the institutional designated sexual harassment officer. The College encourages but does not require a person who has been sexually harassed to inform the harasser that his or her conduct is unwelcome and offensive immediately upon its occurrence. Each instance of sexual harassment reported to the college will be investigated. Failing to report sexual harassment may only perpetuate unacceptable conduct.

Any person who engages in sexual harassment will be subject to disciplinary action ranging from a warning to discharge or expulsion, if appropriate. Those who have a complaint regarding sexual harassment should contact the Discrimination and Harassment Officer, the institutional designated sexual harassment officer, who will conduct an investigation in accordance with the complaint and grievance procedures.

Complaint and Grievance Procedures

(Covers procedures related to harassment, and sexual harassment. For disability-related harassment grievance procedures, refer to the section of this handbook entitled DISABILITIES, STUDENTS WITH)

If you suspect that you have been harassed or discriminated against (non-disability), you may register your complaint with the Discrimination and Harassment Officer. Upon receipt of a complaint, which alleges a violation of these policies, the Discrimination and Harassment Officer shall conduct a preliminary investigation. If warranted, the Discrimination and Harassment Officer may appoint a complaint and grievance board to continue the investigation of the charge(s). An investigation may include an interview with the person filing the complaint, the person(s) accused of violating the policies and any person designated by either of the principal parties as witnesses to the incident in question. The complaint and grievance board will provide recommendations to the Discrimination and Harassment Officer for appropriate action. At the Discrimination and Harassment Officer's discretion, he/she may accept the recommendations of the complaint and grievance board. The Discrimination and Harassment Officer may direct further investigation if needed. In both preliminary and complaint and grievance hearings, no party shall be allowed to be represented by legal counsel. This process shall be completed and the Discrimination and Harassment Officer shall make a final decision on the merits of the complaint within 60 days of receipt of the complaint by the college. The decision of the Discrimination and Harassment Officer shall be final. Throughout this process, information related to the complaint and the identities of the parties involved will be kept confidential and disclosed only on a need to know basis determined by the Discrimination and Harassment Officer. The Discrimination and Harassment Officer may impose the administrative suspension of privileges sanction as referenced under disciplinary sanctions.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Carson-Newman College provides for the confidentiality of student records in accordance with the Family Educational Rights and Privacy Act, as amended. This act provides for the right of access by a student to his/her files and records with certain limited exceptions and prohibits the disclosure of information without the student's written approval, with certain limited exceptions, other than for disclosure of directory information.

Directory information includes student name, address, telephone numbers, date and place of birth, dates of attendance, enrollment status (full-time or part-time), major field of study, degree and awards, anticipated date of graduation, the most recent previous educational institution attended, participation in school activities and sports, and email-addresses. Students wishing to withhold

directory information may do so by notifying the Registrar in writing, specifying the type of directory information to be withheld. Such notification must be received during the first week of the student's enrollment each academic year.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

A student should submit to the registrar, dean, chair of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The college official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the College to amend a record should write the College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the college will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College may disclose education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

The Family Educational Rights and Privacy Act provides that educational records of a student who is a dependent of his/her parents(s) for Internal Revenue purposes may be disclosed to the parents(s) without first receiving the student's consent provided documentation showing the student to be a dependent under the provisions of the Internal Revenue Code is presented by the parent(s). Students may also authorize the release of otherwise confidential information, i.e., grades, academic progress, class attendance, financial data, and disciplinary actions to parents or others by signing a consent to disclosure form available in the Office of the Registrar.

The following is a partial list of records maintained in college offices and the official responsible for each:

Academic records and transcripts: Registrar
Student Judicial Records: Vice President for Student Affairs and Dean of Students
Student Co-curricular and Extracurricular Participation: Vice President for Student Affairs
Placement Files: (compiled by the student) Academic Support Center

GRADE APPEAL POLICY

If a student disagrees with a grade received, he or she may request a review of the coursework upon which the grade was assigned. If an appeal is made, it must be in writing within one calendar year of the date the grade was assigned and begins with a conference with the instructor of the course. If not resolved in this conference, the appeal moves to the department chair and then the school dean. If the grade appeal has not been resolved at these levels, it moves to the provost for final review. The provost may refer a grade appeal to the Academic Standards Committee for their study and recommendation.

GRIEVANCE PROCEDURE

Any student with a non-academic, non-discrimination, or non-harassment-related complaint, concern or grievance (from here on referred to as "grievance") is asked to first seek resolution with the individual or office with whom the grievance exists. If the grievance is not resolved at that level, the student is encouraged to file a written grievance in the office of the Vice President for Student Affairs. A General Grievance Form is available for this purpose. Depending on the nature of the grievance, it may be addressed by the Vice President for Student Affairs or referred to a grievance committee appointed by the Vice President for Student Affairs comprised of at least two administrative staff members to determine a resolution for the grievance.

Investigation of the complaint will be conducted by the Vice President for Student Affairs (or designated committee) and may involve asking for additional information from the student, gathering information and statements from witnesses, interviewing campus departments/divisions, or conducting a hearing. Every attempt will be made to determine an outcome for the grievance before the conclusion of the academic session within which the grievance is filed. However, depending upon the nature of the grievance, the time of submission, and the type of program in which the student is enrolled, resolution may take longer. The Vice President for Student Affairs (or grievance committee) will report a finding in writing to the student grievant.

HARASSMENT (See Discrimination and Harassment)

HAZING

Hazing is both illegal and a violation of the College code of conduct. The legal definition of hazing includes "any intentional or reckless act in Tennessee on or off the property of the College, by one student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety." Under the law, "Hazing does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization." The College prohibits any form of hazing.

The College's prohibition of hazing is broader than the law's prohibition. The College's policy grows out of the College's belief in the dignity and worth of every individual. Thus, at Carson-Newman, students are prohibited, in any context and anywhere, from engaging in any act, whether the act be physical, mental, emotional or psychological, which subjects another, voluntarily or involuntarily, to anything which may abuse, mistreat, degrade, humiliate, harm, or intimidate.

Individual students and student organizations guilty of hazing will be disciplined individually and as an organization. Recognition or registration by the college of an organization, which engages in, allows, or condones hazing may be withdrawn or denied.

IDENTIFICATION CARD (I.D.)

Student identification (I.D.) cards are processed at the time of initial enrollment. Each student is required to obtain a photo I.D. card.

1. The I.D. card is your official college identification and must be carried at all times. Lost cards should be reported immediately to the Residence Life office during business hours by calling 865-471-2009. After business hours, please contact Safety and Security at 865-548-9067. In the event an I.D. card is lost or misplaced, a new I.D. card may be obtained for a fee through the Residence Life office located in MSAC Office #2009.
2. If your I.D. card fails to grant you access in to the residence hall, please notify Residence Life during business hours by calling 865-471-2009.

After business hours, please contact Safety and Security at 865-548-9067. Note: If your I.D. card is damaged, you may bring the card to the Residence Life Office during business hours and it will be replaced for a fee.

3. Lending your I.D. card to anyone, borrowing someone else's I.D. card, or failure to present it when requested by a college official is considered a violation of the college code of conduct and subjects the holder to disciplinary action.
4. I.D. cards become void upon termination or interruption of enrollment.
5. I.D. cards must be presented when taking meals in the cafeteria, checking out library materials, attending events sponsored by student activities or athletics, and entering the MSAC recreation areas. They are also used by residential students to gain access to their residence facility.
6. Students are expected to present their identification card when requested by faculty, administration, and staff members. Failure to identify oneself when requested to do so may result in disciplinary sanctions or possible public arrest.

ILLNESS NOTIFICATION POLICY

If you are admitted to a hospital or are at home for an extended time due to illness or injury, please notify the Health Services (3350) in order that the administration and your professors can be notified. Written excuses are not given for missing classes. If the personnel at Health Services examine you, email notices of the date and time of visit can be sent to your professors upon your written request.

IMMUNIZATIONS

The State of Tennessee requires: (1) that all full-time college students born after 1957 provide proof of immunity to measles, mumps, and rubella; (2) that all students provide proof of immunity to chickenpox; (3) that all students provide proof of immunity to hepatitis B or a signed waiver; (4) that all students living in campus housing provide proof of immunity to bacterial meningitis or a signed waiver. In addition, (5) the college requires proof of screening for tuberculosis and (6) most current status of Tetanus vaccination. A Carson-Newman College Immunization Record form is provided in the application packet. The completed form should be returned to the health service prior to final registration.

The college is required to provide information about Hepatitis B Disease. It is a serious disease of the liver and one of the most dangerous forms of hepatitis. The hepatitis b virus (HBV) can permanently damage the liver and prevent it from carrying out many of the functions necessary for life. More than 50% of all adolescents and adults with hepatitis b have no symptoms and more than 30% have no idea how they contracted the disease and have no known risk factors. It is contracted through infected blood and body fluids but is largely preventable through vaccination. Information about the disease is included in the application packet and at health services in the Kathleen Manley building. Immunization is not available at the health service office, but can be obtained through your local health department.

The college is required to provide information about Bacterial Meningitis. It is a serious disease, which can lead to death within only a few hours of onset. One in 10 cases is fatal and one in 7 survivors of the disease are left with severe disability (loss of limb, mental retardation, paralysis, deafness, seizure). Meningococcal disease is an infection of the spinal cord fluid and the fluid that surrounds the brain, is contagious, but is largely preventable. Scientific evidence suggests that college students living in residence halls are at moderately increased risk of contracting the disease. Immunization against the disease can decrease the risk of contracting it. Information about the disease is included in the application packet and at health services in the Kathleen Manley building. Immunization is not available at the health service office but is available at your local health department or through your physician.

INCLEMENT WEATHER POLICY

In the event of inclement weather, students are encouraged to monitor local media outlets. The college web site (www.cn.edu) will serve as the central source of information for the college community. Weather alerts pertaining to class schedules are posted on the web site as needed. Furthermore, the college's Inclement Weather Policy can be accessed through the college's web site. The College also has an emergency contact service called e2Campus Alert System which is designed to disseminate text messages to cell phone users when any serious emergency situation exists, to include inclement weather, pandemic events and criminal offenses. Users may sign up for the text alert by logging onto the C-N website at: <http://cnweb.cn.edu> and follow the simple instructions. The system allows members to maintain the service for a total of two (2) years and then they must reenroll. There is no charge for being a member, except for any text charges from your respective phone providers.

INFORMATION TECHNOLOGY POLICIES

Use of the computing facilities at Carson-Newman (C-N) is a privilege available to faculty, staff and students of Carson-Newman, subject to compliance with certain principles designed to assure that all users have reasonable access to the system and that the action of any one user will not adversely affect any aspect of the work or computer usage of another. In accepting this privilege, you are expected to abide by the following rules of conduct, and compliance with them will be monitored. Disciplinary action will be taken when these rules are violated.

A. Purpose and Use of Resources

1. Academic use is the primary purpose of the Information Technology resources, including the Internet connection, and always has priority over any other use.
2. Recreational use of Carson-Newman's Internet connection (such as game playing, downloading audio/video file, etc.) may be limited or restricted during peak hours. Commercial use of the campus system is not allowed without prior written approval from Information Technology.
3. You are expected to be a responsible user of computing resources, especially printing in the computer labs. Each student has an allotted

number of printed pages in labs per term in which the technology fee is paid. Additional pages may be purchased by the ream. See www.cn.edu/it for more information.

4. Each user is allocated network disk space for the storage of program, e-mail, data files and other documents generated by the user for academic work. Additional disk space will not be allocated for storage of games or other personal software. Downloading of files from the Internet to lab computer hard drives is strictly forbidden without permission from Information Technology. Files stored on computer lab drives are subject to automatic deletion. Unauthorized installation of software on any C-N computer is prohibited.

5. Carson-Newman does not support any type of paid Internet service (e.g. downloading music) nor does it guarantee they will work on the C-N network or through the C-N Internet connection.

6. Temporary guest accounts are subject to the Information Technology Policies.

B. Your Security and the Integrity of the Computer System

1. You have two computer accounts:

(1) **Network account**

Your network account is used to access e-mail, C-N Online, EagleNet and log on to computers in campus computer labs. Your password for this account will automatically expire every 180 days. You will begin receiving e-mails when you have 21 days left alerting you to change your password. See: www.cn.edu/it for more information.

(2) **C-N Connect**

C-N Connect is the way students access grades, financial assistance information, view and pay account balances, see your student schedule, get unofficial transcripts, see attendance information, see program evaluation and your student profile. The first time you log on to this account, you will be prompted to change your password. To access this account:

- Open your Internet browser to the C-N website at <http://www.cn.edu>
- Select the "Current Students" button
- Select the "C-N Connect" icon
- Select the "Log In" tab in the upper right corner

2. Your computer accounts are solely for your own use. Activity on your accounts is your responsibility. Because every user has an individual computer account on the system, there is no reason to use another person's account. You should not share your user name or password with anyone, nor attempt to acquire or use another user's account or password. Be sure to always log off of the Carson-Newman network after finishing a computing session in order to protect your account from being accessed by others.

3. Change your system password regularly to protect your data. Anyone who can figure out your password could delete your files, read your

documents or send e-mail that appears to have come from you. Passwords must be at least 6 letters and/or numbers in length.

4. If Information Technology personnel suspect that a user account is being used by someone other than the user to whom it was assigned, access to the account may be revoked without warning. Any user account logged on to more than one computer concurrently may be disabled until security of that account can be verified. Student computer accounts are retained for as long as the student is continuously enrolled at C-N. E-mail accounts of graduates are retained as a courtesy until the next graduation (either May or Dec). If you do not have an external e-mail account, it is recommended you obtain one by your senior year to use on your rNsumN, employment applications, etc.

5. Carson-Newman uses sophisticated security equipment to help protect the campus network, including C-N computers and student computers connected to the network. The purpose of this equipment is to allow approved data such as web browsing and e-mail to pass to/from the Internet while blocking unauthorized entry to the network. Each connection that is opened for web browsing, e-mail, etc., is a potential security hazard. Therefore, connections for nonessential services such as game playing will not be opened. Carson-Newman is not responsible for any failure of the security equipment which allows unauthorized access to your computer or files stored on the campus system.

6. Students with personal computers connected to the C-N network are required to install an updated anti-virus program. Additionally, Windows updates must be installed. Student computers that don't have an updated anti-virus software and Windows updates may not be able to access the Internet. A personal firewall is strongly recommended.

When connecting to the C-N network, the student does so at his or her own risk and accepts complete responsibility for his or her own computer. Carson-Newman takes no responsibility for and is void of liability from computers that are infected with viruses or spyware while connected to the C-N network. Each student is responsible for all activity that takes place on his or her personal computer.

Students in the residence hall may not possess (through downloading or any other means) programs or files that contain or search for material that is clearly outside the scope of the Carson-Newman's Christian standards. In the event Carson-Newman has reasonable evidence to believe a computer in the residence halls is disrupting the network or creating a security risk for others, that student's connection may be revoked at the discretion of the C-N.

7. Using any C-N owned computing or networking device to attempt to gain illegal entry into any other computer system is prohibited.

8. If you cause damage to C-N-owned equipment, you will be required to pay for the replacement or repair of the equipment. You may also be subject to disciplinary sanctions. Food, drink, and tobacco products are not allowed in

any C-N computer lab. Additional restrictions may apply in various computer labs across the campus.

C. Inappropriate Use; Privacy; E-mail

1. Respect for the rights of others is a crucial element of the Carson-Newman community and is central to the computer use policy. No person should use the computing facilities to harass or annoy others, or to prevent others from legitimately using the system. Sending unsolicited messages with obscene, harassing, or menacing content and sending chain letter e-mail messages or spam are examples of e-mail conduct which is not permitted. You should remember that the messages you send, whether within or outside the campus community, reflect on the C-N and its reputation.

2. All campus computer equipment and the data stored on campus equipment is subject to inspection and monitoring. Internet usage is both monitored and logged. You may not use or attempt to use C-N computer resources for purposes clearly outside the scope of the Carson-Newman's Christian standards and mission statement, such as accessing inappropriate Internet sites. Occasionally Internet sites will be blocked that should not be. If this happens please notify Information Technology. Storage of offensive material of any kind is prohibited.

3. In sending and receiving e-mail messages, be aware that no right of privacy attaches to e-mail sent or received using the C-N network or other computer resources. Messages may be monitored or reviewed by Carson-Newman personnel, whether because of addressing errors in the messages, investigation of suspected computer policy violations, or other reasons.

4. Altering, forging, or artificially creating any electronic information contained in a message or electronic file in order to falsify or remove identification information is prohibited.

D. Copyright and other Legal Issues

1. It is your ethical and legal responsibility to comply with all laws, including copyright laws, as you use the C-N computer system. Information Technology is not responsible for preventing or detecting illegally installed software or other copyright violations on your computer or the computer assigned to you.

2. Software packages installed on the network are governed by the copyright laws and agreements held by C-N. You may NOT copy software installed on the C-N network by Information Technology without written permission from Information Technology. The unauthorized installation or duplication of materials or software which is licensed or protected by copyright is prohibited.

3. Peer to Peer (P2P) file sharing (Kaaza, Kazaa, Napster, Gnutella, LimeWire, etc.) is a recreational use which consumes computer resources and is frequently in violation of copyright laws. P2P is not permitted on the C-N network. Student computers with a P2P or other file sharing software

(e.g. bittorent) installed may have their Internet access blocked until they remove the software.

4. Tunneling, proxies, or other processes that attempt to circumvent standard methods of data transfer are not permitted.

5. Personal wireless access points are not allowed. Network hubs or other types of network devices not approved by Information Technology are not allowed. No type of packet capturing software is allowed. Servers (hardware or software), including, but not limited to, web, FTP, and file, are not allowed. If you wish to create your own personal web page, contact Information Technology for additional information. File and printer sharing is not permitted on personal computers without permission of Information Technology. Tampering with any C-N owned network device or attempts to gain access to networking equipment or any computer not belonging to you, whether C-N-owned or student-owned, is strictly prohibited.

E. Disciplinary Sanctions

1. Violations or suspected violations of Carson-Newman's computer use policy or other applicable rules will be investigated. An investigation may include examining any information stored on any C-N computing system. Carson-Newman reserves the right to take immediate actions deemed necessary to safeguard the security of the system and/or the accounts and files stored thereon.

2. Any person who misuses the computer system or university-owned computer equipment will normally be denied access to and use of the system and its resources. Other disciplinary sanctions which may be imposed include, among others:

- loss of a computer account and/or network/Internet access
- probation or suspension
- expulsion
- legal prosecution for the imposition of civil or criminal penalties.

Carson-Newman will cooperate with civil authorities in the investigation and prosecution of crimes involving campus computer systems.

If you have any questions, problems, or need assistance, please call Information Technology at 3506.

Policies for support of student computers

Services we provide:

- Ensure that the data jacks in the residence hall rooms are working properly
- Provide instructions and any other necessary information for setting up the software on the student's computer to properly connect to the network

- Provide a troubleshooting guide
- Provide a help desk for network related problems

These policies are subject to change without notice. Current versions can be found at <http://www.cn.edu/it>

INSURANCE

International Students are required to pay (mandatory) health coverage with Trawick International, Inc. Insurance is billed directly to the student's account.

U.S. students may obtain health coverage through ASCA (United Healthcare).

For details on either plan, go online to www.cn.edu, Administration; Treasurer's Office; Student Health Insurance.

INTELLECTUAL PROPERTY

Academic Works: Unless Carson-Newman College provides prior notice to the contrary, the intellectual property rights to any material created by students to satisfy an academic requirement for a course in which they are enrolled belong to the student who creates the material. Faculty may require students to submit their materials to third parties as a requirement for course credit.

Student Employee Works: The intellectual property rights to all materials created at the request and direction of Carson-Newman College within the scope of a student employment position belong to the College.

Student Club, Group and Organization Works: The intellectual property rights to any materials created by students in the course and scope of their participation in co-curricular activities of student organizations chartered by Carson-Newman College belong to the College.

Research: The administration looks with favor upon faculty members engaging in research. This activity provides an opportunity for students to learn, by observation and participation, how knowledge is obtained. It helps faculty members to keep alert and fresh in their fields, contributes to the world's store of knowledge, and attracts favorable attention to the college. In view of the fact that the investigators usually are making a contribution of their own free time toward the research, and that financially profitable inventions rarely arise from such projects, the college allows investigators to own in their own name any patents or copyrights which they may obtain as a result of their research. However, special patent agreements are usually required of grantees in connection with government and foundation grants and patent laws automatically confer certain rights on the employer whose facilities are used in making an invention.

LIBRARY

The Carson-Newman College Library Services provides services, resources, and facilities to support excellence in teaching, learning, and research for the college community. The library's physical collection consists of approximately 200,000 books, 12,000 video and audio tapes, and 300 current subscriptions to print and microfilm periodicals. In addition, the Mildred I. Iddins Special Collections provides access to the College archives, Baptist archives, Appalachian and Rare

Book Collections, and many unique manuscripts. The library is also a selective United States Government Documents Depository, which allows us to supplement our collection with a large number of items useful to most academic disciplines. The library also maintains a collection of current bestsellers for recreational reading. In addition to our traditional print holdings, an ever-increasing number of resources are available 24/7 electronically through the library web site (<http://www.cn.edu/library>), including access to more than 119,000 electronic books, over 42,000 periodicals, and hundreds of scholarly web sites.

The library and media services center staff, comprised of six professional librarians, three support staff, and approximately twenty student assistants, is dedicated to providing you with friendly and helpful assistance with your research needs. Books, reserve materials, and periodicals may all be checked out at the main desk. Our interlibrary loan service allows you to borrow needed materials from other libraries usually at no charge. The library instruction program and reference services give you the skills necessary to navigate the huge amount of information available to you. We provide a variety of ways to contact us – in-person, via phone or email, through a chat service on the library website, via texting, and through various social media. A computer lab consisting of approximately thirty-seven PC's is available on the main floor.

Library hours during the fall and spring semesters are as follows:

Monday – Thursday	8:00 a.m. - Midnight
Friday	8:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	3:00 p.m. - Midnight

Holiday and irregular hours are posted on the library doors and on the library website at least one week prior to any deviation from normal operating hours. The hours of operation for the media services center are Monday - Friday 8:30 a.m. - 5:00 p.m., but special arrangements may be made for after hour use of materials.

The Library is also home to the very popular coffee and snack shop, Java City.

LOST AND FOUND

All articles found on campus are to be turned in to the Director of Safety and Security's office. Inquiries for lost items may be made during regular business hours. The college is not responsible for lost or stolen articles and offers this service as a courtesy to the college community.

MADDOX STUDENT ACTIVITIES CENTER (MSAC)

The Maddox Student Activities Center (MSAC) is a center of campus life at Carson-Newman. It is a place where students gather to socialize, eat, meet and recreate. Approximately 100,000 square feet of recreation, office, and academic space are available. Located in the MSAC are three full-sized basketball courts, two racquetball courts, indoor track, multipurpose room, weight room, two game rooms, swimming pool, locker rooms, post office, bookstore, snack bar, meeting rooms, classrooms and student lounge. The MSAC is also home to the division of Student Affairs offices; Health, Physical education and Sport Science;

Student Government Association (SGA), Eagle Production Company (EPC), and Student Ambassador Association (SAA). The MSAC connects with Holt Fieldhouse. Holt Fieldhouse is the home of the varsity gymnasium, weight room, training room, locker rooms and athletic offices.

User Conduct

Use of the MSAC is considered a privilege and all persons using the facility are expected to act in accordance with the policies and regulations established for the college code of conduct and the MSAC. Persons who do not cooperate in abiding by the policies and regulations of the MSAC may face disciplinary action, possibly including the loss of user privileges in the MSAC.

MSAC General Policies

1. Smoking / Tobacco Products – The MSAC is a smoke free facility and use of tobacco products is prohibited.
2. Alcohol and drugs – The use of alcohol and drugs is prohibited.
3. Food and drinks – Food is allowed in the snack bar, grand hall, lounge, meeting room, study rooms but are prohibited in the recreational areas except by special arrangement with the Director of the MSAC and Recreational Services.
4. Signs and posters
 - a. Signs, posters and flyers may be hung on the bulletin boards provided on the upper and lower levels of the MSAC.
 - b. Posting of signs on the front and back doors, columns, walls, floor, windows and ceiling of the MSAC is prohibited. The building schedule and the bookstore hours may be posted on the front and back doors
 - c. The use of bulletin boards in the MSAC is for the use of Carson-Newman students, faculty, staff and campus organizations. Groups or individuals from outside the college wishing to use the bulletin boards must receive permission from the Director of the MSAC and Recreational Services.
5. Displays – Individuals or groups wishing to set up displays for promotions, fund raisers, surveys, elections, ticket sales or other purposes must receive permission from the Director of the MSAC and Recreational Services.
6. Pets – No pets are allowed in the MSAC by order of the Health Department
7. Bicycles – Bicycles may be parked in the bicycle rack at the back of the building. Bicycles are prohibited in the building.
8. Skateboards, skates and roller blades – The use of skateboards and similar devices are prohibited in the MSAC.

Scheduling of the MSAC

All MSAC facilities are scheduled by the Director of the SAC and Recreational Services. Scheduling is done on a first come, first serve basis. The five MSAC classrooms are scheduled by the registrar's office for classes and meetings held between the hours of 8:00am and 3:00pm.

Scheduling priorities

The MSAC facilities including meeting and recreational areas are scheduled according to the following priorities:

1. Major college events (i.e. homecoming, commencement, etc).
2. Academic classes
3. Campus administrative departments
4. Intramurals
5. Campus organizations
6. Rental by outside groups
7. General use and free play

Athletic scheduling policy

1. No regularly scheduled practices by athletic teams are allowed in the MSAC.
2. Occasional practices by athletic teams due to bad weather or special circumstances are permitted and must be scheduled through and approved by the Director of the MSAC and Recreational Services.
3. From August through November and from March through May up to two (2) gymnasium courts may be scheduled for athletic team use during open hours. From December through February only one (1) gymnasium court may be reserved for athletic teams during open hours due to higher student use during those months.
4. Athletic practices in the MSAC must meet the following requirements:
 - a. Practices in the MSAC will be scheduled only when Holt Fieldhouse is not available.
 - b. Practices must be between 1:00pm and 5:00pm weekdays, 2:00pm and 5:00pm weekends, or at a time when the recreational areas are not open. When MSAC courts are scheduled, all other requests for court space will be directed to Holt Fieldhouse until a MSAC court becomes available.
 - c. Practices will not be scheduled when there are classes in the recreational areas.
 - d. Coaches must be present and supervise all practices.
 - e. Courts and equipment must be left as they were found following practice (e.g. moved equipment returned, etc.).
 - f. Recreational areas will be reserved for athletic practices on a first come, first serve basis.
 - g. Hitting baseballs or softballs, and kicking footballs is prohibited.
 - h. Conditioning requiring the use of outdoor equipment (hurdles, etc) is not allowed.
 - i. All other MSAC policies must be adhered to during athletic team practices.

Facility rental

Groups outside the college may rent MSAC facilities for swim parties, lock-ins, meetings, receptions and other special events. For further information and rental rates, contact the Director of the MSAC and Recreational Services' Office.

MSAC Recreational Areas

The MSAC recreational areas include the gyms, racquetball courts, track, multipurpose room, locker rooms, weight room, game room and swimming pool.

Admission Policy

Use of the recreational areas of the Maddox Student Activities Center is primarily for current students, staff, and faculty of Carson-Newman College. The recreational areas are not open to the public except on special occasions or as rented for private parties. Because of liability and insurance reasons, as well as to assure that C-N students have full use of the facilities, it is the highest priority that only qualified persons are admitted to the recreational areas. MSAC memberships are not available to alumni or to the community. Persons who meet one of the following criteria are eligible to use the recreational areas:

1. Students with current CN ID
2. Faculty, staff, and immediate family members with current CN ID
3. Persons holding a (one time) guest pass
4. Walker's club members with current walker's club ID (track only)
5. CN Trustees and immediate family
6. Persons attending a class in the recreational areas
7. Administrative cabinet: President, Vice-Presidents, and guests
8. Guests of students, faculty and staff.
9. Athletic teams scheduled to use the facility
10. Groups scheduled for special events by the MSAC office

Admissions Procedure

Students, faculty and staff must present their Carson-Newman I.D. card at the MSAC control desk to be admitted to the recreational areas. Persons with Walker's Club or one day guest passes must present their passes at the control desk. Guest of students, faculty or staff must register at the control desk.

Equipment Check-out

Recreational equipment including basketballs, volleyballs, racquetball and game room equipment may be checked out at the control desk. A current CN ID is required to check out equipment and is held at the control desk until the equipment is returned.

Clothing

Appropriate exercise attire should be worn. T-shirts, shorts, warm-up suits, sweatshirts or aerobics outfits are suggested. Shirts should be worn except in the swimming pool and for team identification when playing basketball. T-shirts that send inappropriate messages are prohibited.

Shoes

Athletic footwear is required. Court shoes must be worn for all court activities and for the track. Any shoes, which mark the playing surfaces or are not appropriate for athletic activity are prohibited.

Valuables / Lost and Found

All personal valuables should be secured in a locker or locked in a car or residence. Do not leave valuables unattended, particularly in the locker rooms. The MSAC staff is not responsible for lost or stolen items. Lost and found items are kept at the control desk or in the Recreational Services office. Expensive items are turned over to safety and security until claimed.

MSAC Recreational Facilities Policies

Each recreational area of the MSAC has guidelines that will help the user receive the full benefit of the facility in a safe and responsible way.

Game Room

Check out equipment for the game room at the control desk. An ID is required to check out equipment. Sitting or lying on game tables is prohibited. Food and drinks on the game room tables are prohibited.

Gymnasiums

Hanging on rims, backboards or nets is prohibited. Areas set up for volleyball, tennis or badminton are for those activities only. Check with the control desk to arrange set-up or breakdown of special equipment. Full court basketball games may be broken down to half-court games if all courts are full and participants are waiting to play.

Locker Rooms

Lockers for daily use are available for students, faculty and staff on a first-come, first-serve basis. Users should provide their own lock and remove the locker contents and lock when leaving the MSAC. Personal items and valuables should not be left in a locker without a lock. All student lockers are for daily use only. Faculty and staff may reserve a locker on an annual basis by contacting the Director of the MSAC and Recreational Services.

Multipurpose Room

Classes and scheduled recreational or instructional activities have scheduling priority in the multipurpose room. Activities involving balls, bats or racquets are prohibited. Campus groups may reserve the multipurpose room by contacting the Director of the MSAC and Recreational Services.

Racquetball Courts

The racquetball courts are designed for racquetball and wallyball. Other activities are prohibited without the approval of the Director of the MSAC and Recreational Services. Eye guards are recommended for racquetball and may be checked out free of charge at the control desk. Racquetball courts are available on a first-come, first-serve basis. Check out racquetball equipment at the control desk. An ID is required. A fee may be assessed for racquets that are returned to the control desk damaged or broken.

Swimming Pool

The swimming pool is available for lap swimming and free play at posted hours. Swimming pool rules and regulations include:

1. Enter and leave pool through the locker rooms only.
2. Items not allowed in the pool area include:
 - a. Food and drinks
 - b. Electrical devices
 - c. Glass of any kind
 - d. Gum
 - e. Pets
 - f. Smoking materials
 - g. Shoes (must be removed & carried)

3. Activities not allowed in pool area are:
 - a. Running
 - b. Jumping or diving from starting blocks (prohibited by Tennessee State Law)
 - c. Back dives or flips from deck
 - d. Diving from deck in shallow end
 - e. Jumping or diving on other swimmers
 - f. Excessive splashing of other swimmers
 - g. Hanging on lane ropes
 - h. Pushing, shoving, or any action deemed unsafe by the lifeguard
 - i. Dunking or hanging on the rim of the water basketball goal
4. Flotation devices are allowed as long as they are safe and approved by the lifeguard.
5. Non-swimmers and young children should be accompanied by an adult swimmer at all times. The shallow end of the pool is 4 feet deep. Young children not tall enough to touch the bottom should be accompanied in the water by a parent and/or guardian.
6. Recreational devices such as balls, masks, or flippers are allowed but are subject to approval by the lifeguard.
7. Diving is allowed from the sides of the pool at the deep end.
8. Swimming attire should be appropriate and modest.
9. The lifeguard is responsible for the safety of swimmers and control of the pool areas. Please obey any instructions from the lifeguard.

Track

The track is for runners, joggers and walkers and is 1/10 mile in length.

1. The track direction arrow on the south wall of the track indicates the direction for walking and running each day.
2. Stretching should be done before entering the track.
3. Spectators must use the lower level. Standing at the track rail is prohibited.
4. Runners should use the inside lane and walkers should use the outside lane.
5. Coats and jackets may be hung on the coat rack at the upper track entrance

Weight Room

1. The student weight room is for use by students, faculty and staff and is available during all hours that the recreational areas are open.
2. Persons under the age of 18 are not allowed in the weight room. Exceptions may be made only with the approval of the Director of the MSAC and Recreational Services. Constant adult supervision is required for underage persons.

3. Spotters should be used for heavy lifts with the free weights.
4. Do not drop weights.
5. Re-rack weights after use.
6. Food and drink are not allowed. Water bottles are allowed.
7. Shirts are required.
8. Ask for assistance if equipment is needed from the storage area.
9. Shoes covering the entire foot must be worn at all times.
10. Inspect all equipment before using and report any mechanical problems or breakage to the weight room monitor or the control desk monitor immediately.
11. If you do not know how to use a piece of equipment, ask the weight room monitor for assistance.
12. Music – refer to the weight room music policy.
13. Horseplay, abusive behavior and profanity are not allowed. You will be asked to leave the facility if you behave in these ways.
14. Comply with the requests of the weight room monitor and SAC staff. They are available to help.

Weight Room Music Policy

1. All music for the general public will be played through the weight room speaker system only.
2. Persons who bring their own player or “boom box” must use headphones.
3. The control desk staff must approve all music played over the speaker system.
4. Music with profanity, sexual content, or violent content is prohibited.
5. Only MSAC staff is allowed in the control desk storage closet.

MAILING LISTS

In order to protect student privacy, Carson-Newman has placed necessary 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 Student Affairs. Such lists will be approved for non-commercial activities only (e.g. graduate school, seminaries, and branches of the military service).

MISSING STUDENT NOTIFICATION POLICY

This policy outlines the official notification procedures of Carson-Newman College for missing students who reside in on-campus housing, in accordance with the requirements of the Higher Education Opportunity Act, Section 488. The purpose of this policy is to promote the safety and welfare of members of the college community through compliance with the requirements of the HEOA. If a member of the college community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify Campus Safety and Security at (865) 548-9067. Upon receiving information that a student cannot be located and may be missing, Campus Security along with Student Affairs personnel will initiate an investigation which may include the following:

- Conduct a welfare check into the student's residence hall room
- Call known contacts (parents, guardians, roommates, and friends)
- Contact employers and associates, if known
- Contact the student's professor to ascertain the student's recent attendance in class.
- Determine if the student's identity card has been used to enter the residence hall, dining facility or library

If the student cannot be located after reasonable efforts, Student Affairs personnel will then contact the student's emergency contact no later than 24 hours after the student has been determined to be missing for 24 hours. If a Confidential Contact has been listed (see below), that person will be contacted. If the missing student is under the age of 18 and is not an emancipated individual, Security personnel will notify the student's custodial parent or legal guardian within 24 hours of the student being determined to be missing. Campus Security will file a Missing Persons Report with the local law enforcement agency that has jurisdiction in the area within 24 hours of the student being determined to be missing.

Confidential Contact:

In addition to registering an emergency contact, students residing in on-campus housing have the option to identify confidentially an individual to be contacted by Carson-Newman College in the event the student is determined to be missing for more than 24 hours. If a student has identified such an individual, Carson-Newman College will notify that individual no later than 24 hours after the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Safety and Security office. A student's confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate.

OFF-CAMPUS LIVING – CRITERIA FOR APPROVAL (see RESIDENCE LIFE)

PARKING REGULATIONS

The Department of Safety and Security is responsible for the establishment and enforcement of parking regulations on campus as well as for the parking lots the College uses that are owned by First Baptist Church and First Presbyterian Church, and as established by contractual consent. Students, faculty and staff who bring a vehicle to the campus, including motorcycles, must obtain a campus-parking hangtag within three (3) days of arriving on campus. Hangtags must be placed on rearview mirrors or in plain sight when vehicles are parked on campus or in either of the two church lots. Owners of motorcycles must present a hangtag when asked by campus security officers or their designated assistants. Hangtags are not transferable to anyone else, regardless, and anyone who engages in such activity will be subject to disciplinary action. Students and staff members must register each vehicle they will be bringing to campus and failure to do so may result in a traffic citation, fine, and/or disciplinary action. Parking hang tags may be purchased in the Department of Safety and Security located at 2209 Branner Ave., directly behind the Stokely Memorial Cafeteria building. Hang tags are valid between 1 August and 31 July of each calendar year.

Students and staff are responsible for their vehicles on campus regardless of who is driving them, and for all parking and traffic violations and /or accidents that may occur. Drivers who are using borrowed vehicles on campus may also be held liable for incidents related to traffic offenses, accidents, and parking violations. All parking lots on campus have painted colored squares and are reserved as follows:

- Blue Spaces are for students who reside on campus.
- White Spaces are for commuter students.
- Red Spaces are reserved for faculty and staff employees at all times, to include May and summer terms. Both the Chambliss and Henderson parking lots do not have any student parking spaces, although there are handicapped spaces in each lot.
- Spaces painted both Blue/White may be used by both residential and commuter students.

First Baptist Church and Presbyterian Church Parking

First Baptist Church and First Presbyterian Church parking lots are monitored 24/7 as per contractual agreement. Parking is prohibited at all times (including college CLW and chapel services) in the north lot of First Baptist Church (adjacent to South College Street and Baker Building). Persons parking illegally in the north lot can have their vehicles towed at their expense, as the church has daily programs for its members who need parking access in that lot. Only the rear lot of First Baptist Church may be used by C-N students with valid hang tags while no church events are in progress. Students and staff of the College who are also members of First Baptist Church are prohibited from parking in the north lot while attending classes or working for the College. Parking at First Presbyterian Church with a valid hang tag is permitted at all times except on Sundays and on Wednesday evenings. Additionally, parking is not permitted in either of the church lots when special events or programs of either church necessitate parking only for its members or guests.

Parking On City Streets

Please note that the local police and fire departments enforce parking regulations on the city streets, but also have jurisdiction to issue citations on campus related to both fire lanes and handicapped parking spaces. Parking on Russell Avenue is prohibited on both sides of the street except for the posted parking spaces on the east side in front of the Swann and Butler Residence Halls. Long term parking in front of the First Baptist Church is also prohibited on the west side of Russell Avenue at all times except when church services are being held. Students, faculty, staff, and guests are prohibited from parking on city streets in front of residence halls, except for a few spaces that are permitted in front of Heritage Hall. Students moving into and out of residence halls are prohibited by the city from parking in front of the residence halls and they should use campus parking lots. Students moving in and out of residence halls are permitted by the city to park on the city streets in front of them only during the beginning and end of the semesters. However, the local police will issue traffic tickets to vehicles that are left unattended for more than a few minutes at a time. Vehicles are not permitted to park on the city sidewalks or in the emergency grass median between the Tarr Music Building and Swann

Residence Hall, and are subject to both being cited and/or towed by either the city police or the fire department. Student residents should check with their respective RLCs or a campus security officer if they have questions related to parking on city streets.

Guest, Visitor, and Reserved Parking

Parking is prohibited in the designated guest parking spaces located directly in front of the Fite Administration Building. Guest parking passes are available in the Security Office or at the switchboard desk in Fite. However, parking is permitted in the guest spaces between 5pm and 7am, Monday through Friday, and all times during weekends, until Monday morning at 7:00 AM. At times, during certain special events, the College may elect to bar any parking in the guest spaces, and an announcement will be disseminated to the campus community.

Student parking is also prohibited at all times (excluding weekends) in the parking lot adjacent to the Fite Administration Building on the corner of Russell Ave. and N. College St. and the parking spaces for Residence Life Coordinators and their families at the various residence halls.

Residential Parking

Students who reside on campus are issued parking hangtags labeled RESIDENT (including the Honors House or Duncan Hall) and may park in blue or blue/white spaces

Commuter Parking

Commuter students are issued parking hangtags labeled COMMUTER and may park in white or blue/white, spaces

After-Hours Parking/Special Events

Students are allowed to park in any valid parking space (red, white or blue) between the hours of 5:00 PM and 7:00 AM each day, M-F; and at all times on the weekends until 7:00 AM on Mondays. If Carson-Newman College is hosting an event that overcrowds our lots then the following rule will apply: Ticket violations will be enforced in handicap and fire lanes at all times. If at any time C-N Security must block spaces normally for students on the weekend or during an event, alternative parking areas will be designated by e-mail from the Director of Safety & Security.

For Burke-Tarr Stadium events which require additional special needs parking by the federal and state regulations, the street side parking of Davis and High Streets (backside of Heritage Hall) and the gravel lot on the north end of the Stadium along Davis Street will be used. Special needs/event parking signs will be posted and the spaces will be marked off twelve (12) hours prior the event to fully warn residents, commuters, faculty/staff, and visitors of the upcoming event. These spaces will be monitored by Security and tickets will be issued up to three (3) hours before the event begins. Two (2) hours prior event local law enforcement will arrive to monitor the streets around the stadium and special needs parking spaces. They will remove the existing vehicles by towing them from the special needs/event parking spaces marked and taped off by C-N Security Staff at the expense of the owner.

Summer Parking (May, June, and July)

During summer school months at Carson-Newman College resident and commuter hangtags are permitted in either space (blue or white). Faculty/staff spaces (red) will be monitored during the summer school months at Carson-Newman College. After-hour parking policies will also apply during the summer school months.

Traffic/ Parking Judicial Policies

1. All vehicles must have a parking hangtag to park in any lot on campus.
2. Parking hangtags are valid each academic year from August 15 of the current year until August 14 of the next academic year.
3. Hangtags must be displayed from the rearview mirror; or, if not feasible, then placed on the dash (center).
4. Parking violations are the responsibility of the person to whom the car is registered. Drivers of borrowed vehicles involved in other incidents such as speeding, running a stop sign, etc. will also be subject to fines and possible traffic judicial sanctions. **Sharing or selling of hangtags is strictly prohibited and may result in disciplinary action.**
5. Lost or stolen decals must be reported to the Safety and Security office immediately.
6. Report vehicular accidents occurring on campus to Safety and Security immediately. **Security's cell phone number is 548-9067.**
7. Other vehicles (motorcycles, etc.) are subject to the same campus regulations.
8. Bicycles do not require registration. Bicycles must not be taken inside buildings or left in areas such as walkways or doorways that would block pedestrian traffic or would otherwise create a safety hazard.
9. Parking anywhere outside designated painted spaces (i.e. grass, alleyways, yellow curbs, loading zones, sidewalks, crosswalks, or blocking another vehicle) is not permitted and traffic citations will be issued.
10. Parking within 15 feet of a driveway or fire hydrant is illegal.
11. C-N security officers have the authority to ticket vehicles in the parking lots of First Baptist or First Presbyterian Churches that are parked improperly
12. Hangtags not in vehicles or that cannot be properly observed by C-N security officers will be issued traffic citations. Please ensure that your hangtag is appropriately displayed when exiting your vehicle.
13. Students moving on or off campus are required to turn in their parking hangtags within 3 days after moving in order to exchange (at no cost) for the appropriate parking hangtag needed. This can be addressed by going to the Safety and Security office.
14. Failure to pay traffic fines will result in students having holds placed on their students accounts.
15. Appeals of traffic citations may be filed in the Safety and Security

office within seven (7) school days after the citation was issued. Appeals filed after 7 school days will not be processed.

16. Students receiving 5 or more traffic tickets in a school year may be required to appear before the judicial board.
17. Repeated or serious traffic violations may result in the loss of parking privileges on campus.
18. We reserve the right to tow any vehicle we deem necessary.

Vehicle Registration Costs

The following registration/hangtag costs apply at the following rates. Please note, no refunds will be given for parking hangtags issued to students who graduate in December or who withdraw or are expelled from the college.

Fall Semester (covers full year)	\$35.00
Spring Semester	\$25.00
Summer Semester	\$15.00
Graduate, Evening, and Dual Enrollment Students	\$35.00
Lost Hangtag	\$10.00

Fines

Unregistered vehicle	\$30.00
Improper display of hangtag	\$15.00
Parking Violation	\$30.00
Fire Lane (State Mandated)	\$50.00
Disability/Handicap Parking Zone	\$100.00

Parking for Students with Disabilities

Students and staff who need temporary disability hangtags may go to the safety and security office with a physician's authorization form. Disability hangtags must be returned to the safety and security office when they are no longer needed. They are not valid off campus. Students and staff who need permanent disability hangtags need to go through their respective physicians, and their local state and county agencies for appropriate assistance. Failure to return the disability college-parking hangtag will result in a fine of \$10.00. Please note that parking momentarily in a handicapped space or any other unauthorized space on campus may result in a parking ticket being issued regardless of the excuse.

POLLS/SURVEYS

Non-academic student surveys or opinion polls are required to be coordinated through Student Affairs. Persons not coordinating with Student Affairs will be asked to terminate the process immediately. Students may be subject to disciplinary action.

POST OFFICE

The post office is open Monday through Friday from 10:30 a.m. to 4:00 p.m. During May term and summer school, the post office is open Monday through Friday from 10:00 a.m. to 1:00 p.m. The post office will be open on Federal holidays, unless it is also a school holiday, then it will be closed. UPS, and FedEx will deliver on most Federal holidays. Mail is received and sent at 8:00 a.m.

Monday through Friday. First Class mail is immediately processed and has priority over all other mail. UPS and FedEx normally deliver and pick up between 11:30 a.m. and 2:00 p.m., Monday through Friday.

- The post office will forward mail after graduation or withdrawal, if a forwarding address is provided. First Class mail will be forwarded for 60 days. All other mail will be forwarded for 30 days.
- All mail must use a return address and have the C-N box number on each piece.
- Mail should not be smaller than 3" x 5". Smaller sized mail may not be delivered.
- If more than 10 pieces, put in numerical order with a rubber band around them and bring to the window. Do not drop in the intra-college box. For intra-college that is distributed by the post office, please allow up to three work days for distribution.
- There is a charge for all non-C-N mail or flyers. If the post office employees distribute: \$0.10 per copy.If the company distributes the mail, the charge is \$0.05 per copy.
- Any campus organization may distribute bulk mailings after 1:00 p.m. This allows time for post office employees to distribute that day's mail. Permission to "stuff" the boxes must be obtained from the postmaster or the bookstore manager before they can begin. If a full-time post office employee is not available, then the group is required to have their advisor or another faculty/ staff present with them.

RESIDENCE LIFE

Students may use the Guide to Residence Life to find answers to questions related to residential living. The Guide to Residence Life serves as a supplement to the Eagle Student Handbook and outlines policies and procedures, which are unique to students living on campus. This document provides students with information related to room assignments, room changes, opposite gender visitation, quiet hours, and other policies related to community living. In addition, the Guide to Residence Life has information related to Residence Life staff, desk operations, residence hall council, and involvement with hall activities.

Students will be given a copy of the Guide to Residence Life when they arrive on campus in the fall. Students may obtain additional copies of this document in the Residence Life office (MSAC 2009).

On/ Off Campus Housing Policy

All full-time (12 hours and above) students are required to live on campus during their tenure at Carson-Newman College. Students who wish to move off campus must submit an Off Campus Living Approval Request Form and specify which exemption listed below applies to them. This form may be obtained online or in the Residence Life Office in MSAC 2009.

The following are exemptions to the housing policy:

- The student will be living with parent(s), immediate family and/or legal guardian(s) at their permanent address. (Although parent(s) / guardian(s) will be contacted for verification, requests must be accompanied by a

letter from the parent(s) / guardian(s) confirming that the student will be living at their permanent address.)

- The student will be twenty-one (21) years of age or older before May 2, 2013.
- The student is/will be a junior with a minimum of sixty –four (64) earned credit hours. (If applying in the spring for the fall semester, the student must have 48 hours completed and 16 currently attempted.)
- The student is married.
- If the student does not meet the aforementioned criteria, they can request that the Off Campus Request Review Board consider their circumstances. (A written statement outlining the circumstances the student would like to be considered by the board must be included.) Information related to this process can be obtained through the Residence Life Office (MSAC 2009).

To avoid being billed for housing and meals, requests to live off campus must be submitted by the deadlines printed in the *Guide to Residence Life*. Students who live in off campus housing must adhere to the College Code of Conduct. Failure to do so may result in off campus approval being rescinded. Falsification of an off campus housing request is in violation of the College Code of Conduct (as outlined in the Eagle Student Handbook), and may result in rescinded off campus housing privileges, assessment of room and board charges, and/or disciplinary action. All Review Board decisions are final. Students who wish to live off campus **must complete** an off campus request form and receive approval from the Residence Life office. If a student's course load drops below 12 hours, the student is required to obtain permission from the Director of Residence Life to continue to live on campus.

Please note that financial aid is processed based on the student's on-campus status. If a student's housing status changes, their financial aid package may also change. If a student wishes to know how living on or off campus may affect him or her, they must contact the Office of Financial Assistance.

Room Responsibility Policy

Residents are responsible for inappropriate actions, policy violations or property damages that occur in rooms to which they have been assigned when it can be reasonably shown that the resident knew or should have known that the inappropriate activity or damage occurred. This includes irresponsible actions, policy violations, or damages caused by guests or residents. Residents or guests who are present in a residence hall room and know that a violation(s) is/are occurring will be deemed complicit in the activity unless the person has immediately reported the situation to a college official and/or has left the room upon discovering the violation.

SEARCH AND SEIZURE

Entry by Carson-Newman College authorities into assigned rooms in residence halls will be divided into three categories: inspection, search, and emergency.

- A. 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(s).

- B. Search - The entry by college officials into an assigned 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 for 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 will require a valid search warrant or consent of the party whose person or property is to be searched.

The college reserves the right to partner with a non-governmental agency to conduct searches on campus using drug-sniffing dogs.

- C. Emergency - The entry by college authorities into an assigned room when there is perceived imminent danger to persons, properties or buildings. Emergency entry is not necessarily conducted in the presence of the room occupant(s).

SEXUAL HARASSMENT (See Discrimination and Harassment)

SEXUAL MISCONDUCT POLICY

Members of the College community, guests and visitors have the right to be free from sexual violence. When an allegation of sexual misconduct is brought to the administration, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are not repeated. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Sexual Misconduct Policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy has dual purposes. It serves as a measure for the College to determine, after the fact, if behaviors trespass on community values. It also should serve as a guide for students regarding the expectations of the College. The College expects its students to refrain from sexual misconduct at any time and at any place.

SEXUAL OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

1. Sexual Misconduct
2. Non-Consensual Sexual Intercourse (or attempts to commit same)
3. Non-Consensual Sexual Contact (or attempts to commit same)
4. Sexual Exploitation

1. SEXUAL MISCONDUCT

Engaging in or advocating engagement in sexually immoral acts. Such acts deemed sexually immoral by the College include, but are not limited to, participation in sexual relations outside of marriage.

2. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal), with any object, without consent*, by threat, force, or intimidation.

3. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is any intentional sexual touching, with any object, without consent*, by threat, force, or intimidation.

4. SEXUAL EXPLOITATION

Sexual Exploitation occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other stated sexual offenses. Examples of sexual exploitation include but are not limited to: prostituting another student, the non-consensual video or audio-taping of sexual activity, engaging in Peeping-Tommery, knowingly transmitting an STD or HIV to another student.

***Consent Defined**

Consent is informed, knowing and voluntary permission. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity. Consent to one form of sexual activity cannot imply consent to other forms of sexual activity. Previous relationships or consent cannot imply consent to future sexual acts. Consent cannot be procured by use of physical force, compelling threats, or intimidating behavior. In order to give effective consent, one must be of legal age.

Incapacitation Defined

Incapacitation is a state where someone lacks capacity to give knowing consent (to understand the “who, what, when, where, why or how” of their sexual interaction). A person who is incapacitated cannot make rational, reasonable decisions. This policy covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, alcohol consumption or from the taking of drugs. Sexual activity with someone who one knows to be – or based on the circumstances should reasonably have been known to be – mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout, etc.), constitutes a violation of this policy.

Additionally, possession, use and/or distribution of any “date rape” drug, including, but not limited to Rohypnol, Ketamine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another person is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org>.

Sexual Activity

Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts. Sexual intercourse is vaginal penetration (however slight) by a penis, object, tongue or finger; anal

penetration (however slight) by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact).

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity.

Remedies

The College reserves the right to take the remedial measures it deems necessary in response to an allegation of sexual misconduct in order to protect students' rights and personal safety. Such measures may be taken upon notification of a complaint and include, but are not limited to, modification of living and/ or classroom arrangements, interim suspension of the accused from campus pending a hearing, and reporting to the local police. Not all forms of sexual misconduct will be deemed equally serious offenses. If a student is found responsible for violating the Sexual Misconduct Policy, the College reserves the right to impose differing sanctions, ranging from oral warning to expulsion, depending on the severity of the offense. The College will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

SEXUAL OFFENDER NOTIFICATION

One who applies for admission as a student at Carson-Newman College and who has committed a sexual offense described in the Tennessee Sexual Offender and Violent Sexual Offender Registration, Verification, and Tracking Act of 2004 must disclose that fact in his or her application for admission. Such person who becomes employed or enrolls as a student or volunteers at Carson-Newman College must timely disclose that fact to the Tennessee Bureau of Investigation and to the Carson-Newman College Department of Safety and Security. (See T.C.A. Section 40-39-201)

The Carson-Newman College Department of Safety and Security is located at 2209 Branner Avenue, Jefferson City, TN 37760. The cell phone number is 865-548-9067.

In addition to criminal prosecution as provided by the law, any person who fails to make any of these disclosures as required by the College or by the law will be subject to disciplinary action, including but not limited to termination, expulsion or involuntary withdrawal, and being barred from entering the campus or attending College sponsored events.

Members of the campus community may obtain information concerning sex offenders employed, enrolled or volunteering at the College from the Carson-Newman College Department of Safety and Security and through the Tennessee Bureau of Investigation at

http://www.tbi.state.tn.us/sex_ofender_reg/sex_ofender_reg.shtml

SMOKING POLICY

1. Smoking and the use of smokeless tobacco are not allowed within any building or facility, including athletic fields and stadiums.

2. Smoking is not allowed on the main campus grounds.
3. Smoking is permitted in the following six designated parking lots:
 - East of the Pedersen Nursing Building
 - North of Butler Hall
 - West of the Music Building
 - West of Burnett Hall
 - North of Henderson Humanities Building
 - South of Holt Fieldhouse and behind campus ministries
4. Smoking in the designated parking lot areas will not be allowed within 50 feet of windows, doors, or air intakes of any campus building.
5. State law provides for a \$50 fine for violation of the Tennessee Non-Smoker's Protection Act. Violation of the C-N tobacco policy may also result in disciplinary action by the College.

SOLICITATION/SURVEYS

Student organizations will be permitted to solicit money or initiate fund raising projects with prior approval of the Vice President for Advancement and the Director of Student Activities. Faculty, staff members, and students are not permitted to sell, solicit, or conduct any business operation or distribution of literature (including surveys) in the residence halls or on campus without written permission from the Director of Residence Life (for matters pertaining to the residence halls) and/or Director of Student Activities (for matters pertaining to other areas of campus). The residence life staff will also be notified of the permission for situations involving the residence halls.

Outside vendors who wish to conduct business on campus must first obtain prior permission from the Director of Safety and Security. Approved outside vendors will be provided temporary credentials and must sign in with the Director of Safety and Security at the Safety and Security building located at 2209 Branner Avenue, behind the campus cafeteria. The Safety and Security office phone number is (865) 548-9067.

Student organizations may use the Maddox Student Activities Center to sell tickets or merchandise, provided that permission has been granted by the Director of the MSAC and Recreational Services.

Persons not coordinating with the appropriate administrators listed above will be asked to terminate the process immediately. Students may be subject to disciplinary action.

VOTER REGISTRATION

The college encourages students to vote and otherwise participate in the election process. Students who are residents of Tennessee may secure voter information from the Student Activities office. Additional information can be obtained from the courthouse in Dandridge, Tennessee. Students register and vote in the county of their residence. Carson-Newman students may mail the completed registration form to the county election commission in the Tennessee County of their residence. Persons 18 or older are eligible to vote.

