



# Student Handbook

2024 – 2025

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# Welcome to MACU

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Dear Mustang family,

On behalf of the faculty and staff, it is our privilege to welcome you to the 2024- 2025 school year at Mid-Atlantic Christian University! You can look forward to a year filled with opportunities to learn from dedicated faculty who care about you as a person, to be mentored by staff who want to help you be the best you possible, to make long lasting friendships, to be part of an engaging campus community, and develop a closer relationship with Christ. This is a great year to grow in many areas of your life.

MACU is a very special place dedicated to incorporating a Christian worldview in all that we do. As our mission statement says, *Mid-Atlantic Christian University is an institution of Christian Higher education whose mission is to equip people to be extraordinary Christian leaders.* There will be many opportunities provided to help you develop into an extraordinary Christian leader throughout the year. We are committed to helping you transform your life by growing spiritually, academically, socially, emotionally, and so much more. Growing in these ways can help produce graduates of character and integrity. The basis of true leadership.

Choosing a university is one of the biggest decisions you can make. Choosing one who is anchored in biblical truth, like MACU, can make a big difference. Thank you for choosing to attend MACU and allowing us to partner with you as you grow as a Christian leader. You have made a great decision!

You are responsible your personal success and growth. *"You were made for such a time as this."* (Esther 4:14) How you approach this school year has the potential of changing your whole world. We encourage you to look at it with excitement and anticipation as God guides your steps. Embrace this journey with perseverance and joy. Ask yourself this, "What extraordinary things might I accomplish this year?"

This will be a great year at MACU because YOU ARE HERE! You are loved and prayed for.

God bless and go Mustangs!

☺ Your Student Life Team

# Who We Are

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## Mission Statement

Mid-Atlantic Christian University is an institution of Christian higher education whose mission is to equip people to be extraordinary Christian leaders.

## Vision Statement

Mid-Atlantic Christian University will be a transformative community of higher education anchored in Biblical truth.

## Core Values

Mid-Atlantic Christian University values faith, learning, belonging, service, and leadership.

## Student-University Partnership

Enrollment at Mid-Atlantic Christian University establishes a relationship between the student and the university. The faculty and administration pledge their best to assist the student with their educational and spiritual growth. The student commits to work and study conscientiously, to abide by the demands of group living, and to abide by the moral and spiritual standards that make Mid-Atlantic Christian University a Christian institution.

## The Student Handbook

The provisions and information set forth in this publication are intended to be informational and not contractual in nature. Thus, this publication is not intended, and shall not be construed, to constitute a contract between Mid-Atlantic Christian University and any employee or prospective employee, any student or prospective student, or any person or legal entity of any and every nature whatsoever. Mid-Atlantic Christian University reserves and retains the right to deviate from, amend, alter, change, delete or modify any of the provisions of this publication at any time, and from time to time, without notice, in any manner that the Board of Trustees or the administration deems to be in the best interests of the University. Additionally, unless otherwise noted, all provisions of this handbook apply to all students regardless of classification or mode of instructional delivery.

**All students are responsible for reading and understanding the MACU Student Handbook.**

**Ignorance of the provisions contained herein shall not be an excuse for violation of the same.**

**Enrollment as a student at MACU constitutes agreement to the policies and procedures contained herein.**

# Administration

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## **John Maurice, Jr., President**

The President is the chief administrator of the university. He is the one primarily responsible for establishing general policies, setting guidelines for personnel, effecting public relations, and raising and budgeting funds. He has delegated the responsibility for certain areas of college operation to other administrators.



## **Dr. Kevin Larsen, PhD, Vice President for Academic Affairs**

The Vice President for Academic Affairs is the administrator of all matters related to university classes. They are primarily responsible for selecting instructors, scheduling courses, and receiving course evaluations and complaints.



## **Sara Shepard, Vice President for Finance**

The Vice President for Finance is the administrator of all matters related to finances. They are primarily responsible for determining and collecting student accounts, financial aid, food services, housekeeping, and receiving contributions.



## **Dr. Bane Angles, D.Min., Vice President for Student Services**

The Vice President for Student Services oversees all operations of the Admissions, Athletics, and Student Life Departments. They are primarily responsible for meeting the university's enrollment goals through attracting, and retaining, students. He is also the university's Title IX Coordinator.

# MACU Services

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## Quick Reference Guide

If you have a question or complaint in any of the following areas, you should speak to the persons listed below:

Academics (Classes, Schedules, Advising, Career Guidance, transcripts, etc.) :

Professors

Academic Advisors

Registrar (Yolanda Teske- yolanda.teske@macuniversity.edu)

VP for Academics (Dr. Kevin Larsen- kevin.larsen@macuniversity.edu)

Athletics (Game schedules, working games, eligibility, use of gym, etc.):

Athletic Director (Andy Meneely- andy.meneely@macuniversity.edu)

Athletic Training (athletic.trainer@macuniversity.edu)

VP for Student Services (Dr. Bane Angles- bane.angles@macuniversity.edu)

Finance Office (Student statement, financial aid, making a payment, campus jobs, etc.):

VP for Finance (Sara Shepherd- student.accounts@macuniversity.edu)

Financial Aid Administrator (Nikki Umphlett- nikki.umphlett@macuniversity.edu)

Campus Issues (Housekeeping, repairs, vending, IT, work orders, dining services, off campus housing, lost and found, etc.):

VP for Finance (Sara Shepherd- sara.shepherd@macuniversity.edu)

Housekeeping/ Maintenance (submit a support ticket online- macuniversity.edu)

Information Technology (submit a support ticket online- macuniversity.edu)

Counseling Services:

School Counselor (Cindy Thomas- cindy.thomas@macuniversity.edu)

School Counselor (David King- david.king@macuniversity.edu)

Learning Services (tutoring, library, IEP, classroom assistance, etc.):

Learning Enrichment Director (Kathy Smith- kathy.smith@macuniversity.edu)

Library Director (Evan Wooten, Assistant- evan.wooten@macuniversity.edu)

Student Life (Chapel, events on/ off campus, discipline, student mail, announcements, jobs on campus, scheduling events, clubs, on campus housing, lost and found, bookstore, laundry quarters, etc.)

Student Life Director (Emily Meneely- emily.meneely@macuniversity.edu)

Residence Hall Directors (Scooter Breisch- HCT- Gregg.breisch@macuniversity.edu and Traniqua Felton- PAP- traniqua.felton@macuniversity.edu)

VP for Student Services (Dr. Bane Angles- bane.angles@macuniversity.edu)

Other faculty and staff positions are listed in the Academic Catalog. You are always welcome to visit any faculty and staff member to discuss matters that interest you. Each one will try to help you or direct you to someone who can.

## Accident or Illness

*In case of serious injury or other emergency that demands immediate help from a professional, you should dial 911.*

If a student is injured in the company of staff members, the staff members will assist the student in deciding what type of medical attention to seek: hospital emergency room, urgent care facility, or basic first aid on campus. At other times, injured and sick students are especially recommended to seek the RHD or Student Life Director as time permits. All student accidents and illnesses are to be reported to the RHD or Student Life Director as soon as possible.

From the university catalog: "The University does not provide medical, hospital, or surgical services, nor does the University assume responsibility for injuries incurred by students when taking part in sports, class, or student activities. Professional medical services are available at Sentara Albemarle Medical Center, less than two miles from campus. Walk-in, non-emergency medical centers and numerous physicians' offices are located nearby."

Students who choose to participate on athletic teams will be required to have athletic insurance through the University. If you have questions, please contact the VP for Finance and/or Athletic Director.



Some Local Medical Facilities and Personnel:

Sentara Albemarle Medical Center, 252-335-0531

Exit MACU and turn right onto Poindexter Street. Go about a quarter of a mile and turn left onto Ward Street. Go to the stop sign and turn right onto Road Street, then merge right onto US 17 North. Hospital is on the right about a quarter of a mile.

Next Care Urgent Care, 252-338-3111

Exit MACU and turn left onto Poindexter Street. Go to the stop light and turn right onto Elizabeth Street. Go to the third light and turn left onto US 17 South. Go about a mile and a half. Next Care is on the right, just past Applebee's.

## Announcements

There are a number of bulletin boards on campus on which students may post approved announcements. See the Student Life Director for approval. Unauthorized announcements are not to be posted elsewhere in the public halls or on the doors. All announcements should be neatly made in keeping with the attractive image we try to maintain in our facilities. Christian love encourages us to respect the property and communications of others. Any announcements made during the chapel service must be submitted to the Student Life Director 24 hours in advance.

## Dining Hall

Hours of Operation:

Monday – Friday

Breakfast: 7:30am – 9:00am

Light Breakfast: 9:00am – 10:00am

Lunch: 11:15am – 1:00pm

Dinner: 5:00pm – 7:00pm

Saturday

Brunch: 10:30am – 1:30pm

Sunday

Brunch: 11:30am-2:30pm

Dinner: 5:00 – 7:00pm

Residential Meal Plan Options:

Freshmen/ Sophomore Options:

Three meals per day M-F, brunch on Saturday, and brunch and dinner on Sunday

Junior and Senior Option:

Full meal plan or Two meals per day M-F and Brunch on Saturday and Brunch and dinner on Sunday

Commuter Meal Plans Options:

25 meals = \$275   50 meals = \$550   75 meals = \$825   100 meals = \$1,100

Door Rates:

\$9.00 Breakfast

\$13.00 Lunch/Brunch

\$13.00 Dinner

All residential students are required to pay board (aka “dining”) charges. Refunds are not given for meals missed, and meals are non-transferable. There is flexibility in the board charge for dual-enrolled students. Non-residential students may purchase meals via a commuter meal plan or by paying for each meal separately. If you will have several guests, please notify Dining Services in advance so they can plan for the extra number.

## Bank Services

Students with checks payable to “cash” or to themselves may cash such checks at Southern Bank in Elizabeth City. The bank will have a list of current students. You will be required to furnish the bank with acceptable identification, such as a driver's license. Since Southern Bank will not have a current list of students until the second week of each semester, you may come by the business office and have your checks signed before taking them to Southern Bank. Any student who cashes a bad check will have his name removed from the bank's list of students with check cashing privileges.

## Technology

The Watson-Griffith Library Student Computer Lab is available to students as a service of the Academic Department. The Computer Lab is open during regular library times. Guidelines for its use are available at the library's front desk.

## Computer Postings and Email

Students are to use discretion when creating or editing web sites or when using blogs or social networks. The use of vulgar, profane, libelous, false, or malicious language or pictures is prohibited.

Each student will receive a MACU email account. This email account is for school related business only and thus should not be used as a blog. Professors, staff, and administration use this heavily to communicate with the students as the MACU email system is the official communication method of the university. It is the responsibility of the student to check their school email regularly.

## Counseling Services

Mid-Atlantic has two professional Christian counselors on staff. They are available to assist students as they encounter problems with depression, anxiety, grief, relationships, self-image, anger, impulse control problems, and other personal issues. Their offices are located in the library and in Faith Hall. In addition, the RHDs, RAs, Student Life Director, and the VPSS are available to assist students. They are trained to make referrals when they are not able to provide the necessary assistance.

## Employment

There are a limited number of on-campus jobs, including housekeeping, athletics, cafeteria, student life, clerical positions, telemarketing, admissions, and working in the library. Students interested in on-campus employment should consult Finance Office and fill out the proper paperwork that will be sent out by email. The Student Life Office often receives requests from community members needing someone to rake leaves, clean house, babysit, move furniture, or do other tasks. These jobs are posted via email.

## Housing Facilities

Housing for single students is provided in Pearl A. Presley Hall (PAP) and Harold C. Turner Hall (HCT). Male students reside in HCT, and female students reside in PAP. Resident Halls close to the opposite gender at midnight each night. On-campus apartments (from one to three bedrooms) may be available to married students, single students, and older students. Those interested in renting these should contact the VP of Finance.

## Learning Center

Students may seek academic assistance in the Learning Center, located in Watson-Griffith Library. Hours of operation are listed in the library. Information about its use is also available in the Learning Center.

## Library

The Watson-Griffith Library provides excellent resources and facilities. A library orientation and handbook, along with the library staff, will acquaint new students with its services during New Student Orientation. In addition, you may use the libraries of The College of the Albemarle and Elizabeth City State University, as well as the public library: Pasquotank-Camden Library, 252-335-2473, located at 100 E. Colonial St. Check with the MACU library staff for details on using the other libraries and resources available to you.

## Mail

Each student will be assigned a private mailbox in in the Welcome Center lobby to receive incoming mail, college notices, and graded papers. If you receive mail too large to fit in your mailbox, an email will be sent, and it can be picked up in Wilkinson Hall.

A drop box for stamped outgoing mail is next to the mailboxes. Stamps are available for purchase in the business office.

Your incoming mail should be addressed in this manner:

[Your Name]  
Mid-Atlantic Christian University  
715 N. Poindexter Street  
Elizabeth City, NC 27909

## Scheduling Activities

The Student Life Office will keep a calendar of college events and communicate these events through email, text messages, and bulletin boards. Any item you want included on the calendar must be submitted for approval.

## Student Account Overpayment Refund Policy

When a student's account has a credit balance the student may fill out a refund request at the Business Office. All students are encouraged to have a local checking account; many branches offer free checking for students.



# Student Life Activities

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## Spiritual Formation Activities

As part of the graduation requirements, students must demonstrate Christian character and spiritual development. The Student Life Office uses two methods to gauge spiritual formation: chapel attendance and Christian service.

### Chapel Services

MACU students, faculty, and staff gather each week for chapel services. Chapel is held Thursday mornings from 9:30– 10:20 am and two Wednesday nights a month from 7:30– 8:20 pm. Students, faculty, staff, and guest speakers, will encourage and inform those who attend. Students who are 10 minutes late or leave before it ends will not receive credit for their attendance.

There will be weekly opportunities for students to receive chapel credit (Tuesday morning discipleship groups, Wednesday night chapels, and Thursday morning chapels). In addition, there will be special events such as Missions Emphasis Week, Spiritual Emphasis Week, MACU Homecoming, and Fellowship of Christian Athlete nights for students to receive chapel credits. Each semester there will be a minimum of 38 opportunities for students to receive chapel credits. On campus students must obtain 25 chapel credits per semester to remain in good standing. Off campus students must obtain 15 chapel credits per semester to remain in good standing. The Student Life Office will determine exceptions due to exceptional circumstances, such as student teaching or internship responsibilities.

Students who do not complete the required chapel credits for one semester will be placed on “Out of Good Standing” status and must discuss disciplinary action with the Student Life Office. Students who do not complete the required chapel credits for a second semester will be in danger of being placed on “Disciplinary Withdrawal” status. The student may reapply after their withdrawal but must demonstrate repentance for re-admittance. Graduating seniors who fail to complete all their chapel credits will have their diploma withheld until they complete the needed credits.

### Discipleship Groups

The Student Life Office offers a variety of weekly small group meetings known as Discipleship Groups. Led by fellow students, faculty, staff, or community members, these groups generally meet on Tuesday mornings from 9:30 am-10:20 am but can meet at other times. Community Groups will range from fellowship activities to bible studies. See the above section regarding chapel credits.

### Missions Emphasis Week

During this week in the fall semester, chapel services are focused on missions. We also offer opportunities like meeting guest speakers, tasting foods from other countries, and so much more.

### Spiritual Emphasis Week

During this week in the spring semester, chapel services are focused on spiritual development. Students will have the opportunity to attend sessions throughout the week with a guest speaker.

### MACU Homecoming

MACU Homecoming event for our alumni and an opportunity for students to network with them. There are various sessions, workshops, and activities scheduled. Students are encouraged to attend but are not required.

### Christian Service Requirements

Upon graduation, four-year degree seeking students are required to complete a minimum of 60 hours of Christian service. Ideally, these hours will be completed over six semesters, 10 hours each semester. Two-year degree seeking students are required to complete a minimum of 30 hours of Christian service. These hours can be completed through a Christian service course or through an approved and documented independent project.

Nontraditional and online students must complete at least 40 hours of Christian service. Two-year degree-seeking nontraditional and online students are required to complete a minimum of 20 hours of Christian service.

The Student Life Office will schedule various service events and activities for students to participate in during their tenure at MACU. Students must seek approval from the Student Life Office to complete an independent project. Students will need to provide an explanation of the project and need for the project within the community or church. Upon completion of the project, the student will provide documentation from a supervisor that they have completed their hours. The following are a few possibilities for independent projects:

Teaching a Sunday School Class, serving as a youth sponsor, volunteering in the local area, and tutoring at the local school.

## Commencement

The last week of each school year is designed to give a special send off to those who are graduating. They will have worked hard and we have worked along with them, encouraging them and praying for them. A graduate dinner is held for the graduates and family members the week before Commencement. Commencement is held on Saturday morning at the close of the semester. There are no reserved seating or limit for families of graduates at this time.

## Open Hall

We occasionally provide open hall at different times throughout the year. Students who received guests of the opposite gender must have their door open at all times. RAs and the RHD will be monitoring the halls during open hall hours.

## Class Meetings

Students are encouraged to get to know students in all classes- freshmen, sophomore, junior, and senior. There will be two opportunities each semester for students to gather with their specific class. This is a great time to share any thoughts/ concerns, create opportunities to improve, do projects together, and spend time creating that community.

## Athletics

The MACU Athletics Department, will arrange for athletic competitions on two levels. The first level is intercollegiate play. This level will involve the University teams known as "Mustangs" or "Lady Mustangs" who will compete on the intercollegiate level against teams from other colleges and universities. This will require a much higher level of involvement and commitment to play for one of these teams. This type of competition will be overseen by university appointed coaching staff personnel under the direction of the Athletic Director. The student athletes that will participate on these teams will typically have been recruited by the MACU Athletics department but there may also be "open tryout" periods for other interested students as open roster spots allow. Those participating on one of the intercollegiate teams will have an additional code of conduct in which to follow as well as stated spiritual, academic, and campus life guidelines in order to remain a member in good standing with their appointed team.

In collaboration with student life, the second level of competition will be in the realm of intramural sports. Intramural sports will be open to all students and staff/faculty who wish to participate. This is a type of on-campus competition for exercise, fun, and building better friendships without having the commitment level required for the intercollegiate sports level. There will be posted rules and guidelines that must be followed for each intramural sport or season. Intramural sports and events will be overseen by the Student Life Office but will typically be run by student leaders or assistant sports staff. Intramural sports or competition events may include a full "season" of a type of sport, a shorter weekend type event, or even a quick tournament style setting. Past examples of intramural sports include basketball, flag football, kickball, ping pong, corn hole, and more.

There will also be posted gym guidelines for acceptable attitude and participation for our open gym times that must be followed.

## Student Government

This organization is recognized by the administration of the university and is granted the authority to provide a forum for students to make suggestions regarding Student Life and to plan events that will enhance life for the students. The organization is led by the student body president and vice president. The student body nominates candidates for the student body president and then votes on the eligible candidates at the end of each school year, for the next. The vice president candidate is also voted on by the student body. Student Government meets once a month. If supplemental meetings are needed, they will be scheduled by the student body president. Each class (freshmen, sophomore, junior, and senior) will have representation within the Student Government.

Homecoming Court – During an activity within the school year, the student body will nominate students from each class to be the candidates for the homecoming court. Students, faculty, and staff are invited to cast their votes for the homecoming court. At the determined event, each candidate will be announced and the Mustang King, Mustang Queen, Mustang Prince and Mustang Princess will be revealed.

## Other Recreational Activities

Each year, the Student Life Department hosts two annual recreational events: River Day in the fall and Sneak Day in the spring:

### River Day

The Student Life Office plans a day of fun by the river during the first part of the semester. Classes are canceled and all students and staff/faculty are invited to join in yard games, tournaments, boating/tubing, and other outdoor activities.

### Mustang Day

Along with the senior class, the Student Life Office plans a day towards the end of the spring semester for students to go off campus for a day filled with fun and fellowship. A location or activity is chosen and planned ahead of time, students are woken up early on the day, served breakfast, then whisked away for a day of fun. The date of this activity will be announced so students can prepare but the activity is unknown to the student body as a whole until it happens.

# Student Development

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## Pledges

Each year, students, faculty and staff are required to sign the following pledges concerning conduct while enrolled/ employed at MACU.

### Faculty and Staff Pledge

In our effort to bring glory to God, we will teach you with conviction grounded in the unchanging Word of God and a clear sense of purpose in light of Christ's Great Commission. We will demonstrate love for you and invest our lives to equip you for your career and ministry because we desire that Christ be formed in you. We will rejoice, pray without ceasing, and give thanks for you, our students.

### Student Pledge

In our effort to bring glory to God, we will embrace this opportunity to be students at MACU. We will strive to be disciplined in our spiritual growth, maintaining a focus on Christ as our first priority. We will strive for compassion, integrity, and patience in the classroom, campus, and community. We will be unified in our effort to become extraordinary Christian leaders, set for the defense of the Gospel, that God has called us to be.

### Honor Codes

If students knowingly or inadvertently violate any MACU regulation, they are on their honor to report themselves to the VPSS, Student Life Director, and/or the RHD. If infractions by other students are known, students are expected to report those infractions to the VPSS, Student Life Director, and/or the RHD. In academic matters, students are on their honor not to give or receive information on any exam or any other individual assignment given by a professor. Plagiarism (using material without giving credit to the writer) is viewed as a most serious offense. See pages 29-30 of the Academic Catalog for more information on honor codes. The honor codes are intended as redemptive devices and should not be interpreted to mean that the university encourages "tattling" for its own sake. The university believes that Christians share the responsibility of helping fellow Christians in personal spiritual growth.

# Residence Halls

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## Residents

A student must take a minimum of 12 credit hours (either at MACU or dual-enrolled) to live in a residence hall. A student with less than 12 hours may petition the Student Life Director to remain in residence by requesting a variance form from the Student Life Office. Students under 23 must live in residence unless they are living with and commuting daily from the primary residence of their parent or legal guardian. There are a few exceptions- an on-campus student who plans to marry during the school year may move into an apartment the semester prior to marriage or students that are married and/or are responsible for providing for a dependent whose primary residence is with the student. A full-time student who drops below the 12-credit-hour minimum may forfeit the right to live on campus. Also, a student may forfeit his or her right to live on campus if he/she fails to attend class; that is, excessive absences cause the student to be dropped from a class or classes and therefore is not enrolled in the minimum number of hours required for residency.

Rooms and roommates will be assigned by the Student Life Office, who will take into account students' requests and seniority. Students requesting single rooms must be in good standing with the university. This includes financially, academically, and within student life (such as chapel and resident life). We do recognize that some roommate situations do not work. Students will work with the Resident Hall Director and Student Life Director to address any housing issues.

Our campus apartments are reserved for married students- followed by returning students in good standing. New students, freshmen or transfer, cannot request an apartment. Returning students are assigned to the apartments based on the combined seniority of the residents requesting the apartment. Meaning, two seniors have the highest seniority, with one senior and one junior next, two juniors after that, and so on. Past student conduct violations will also be taken into consideration when assigning apartments. GPA will be used in the event of a seniority tie.

## Residence Hall Director

The Residence Hall Director (RHD) is responsible for the overall community of the residence hall. These responsibilities include, but are not limited to, support, guidance and encouragement to residing students, maintenance issues, crisis intervention, and the coordination of housing assignments. The Resident Director strives to facilitate and maximize the education of the student through the residence hall experience.

## Resident Assistants

The Resident Assistant (RA) is a university student employed primarily to assist students in all their emotional, physical, and spiritual needs in the residence halls. RAs remind the students of the policy and regulations of the university and hold the resident accountable to them. RAs maintain a proper Christian atmosphere that is conducive to rest, study, relaxation, recreation, and healthy living on campus. RAs are selected on their ability to communicate with others, their willingness to accept responsibility and their desire to be helpful to others. They are also responsible for reporting any violations (in the form of an Incident Report) that will be reviewed by the RHD and Student Life Director. The Resident Assistant is the primary resource person for information and assistance to all students within the residence hall.

## Curfew

The MACU family is very concerned about the well-being and safety of the student body. While we no longer require students to be in the dorms by a certain time, we strongly encourage students to come in at a reasonable hour. This is for the safety and health of students. Students are here to be students first and need time to study and sleep. We expect students to be good citizens and representatives of themselves, their families, and MACU at all times.

Some exceptions can be made to the no curfew standard set. If students are part of a sports team and their coach requires them to be in the dorm by a certain time, then they will need to follow that rule. If a student has continual student life violations or their GPA drops to a critical state, they may lose the privilege of being curfewless. The Student Life Director has the right to set a curfew time for individual students or the whole student body if it is deemed in the students' best interest.

## Visitors

So that we might not give any hint of impropriety (I Thes. 5:22), students are not permitted to enter the halls, rooms, or apartments of the opposite sex except when granted permission by and accompanied by the RHD, or it is a scheduled Open Hall event. Failure to abide by this guideline could result in immediate expulsion.

Sometimes friends and extended family of the same sex may want to visit students in his/her room. Such visitors must leave the

residence hall by midnight unless pre-approved to stay overnight. All visitors to the hall must sign in at the RHD's apartment upon entry. Same sex visitors spending the night must receive approval from the RHD 24 hours in advance. Visitors will receive 6 nights each semester free of charge with a \$20 fee per night after that. If they should happen not to pay, the student host will be charged. Since the residence hall is for university students, such visits should be limited and must have the pre-approval of the RHD. Guests must abide by residence hall and campus rules at all times.

## Safety and Security

Since we are concerned about each student's security and the security of his/her possessions, residents should not give key cards to anyone else. If a resident loses the key card, he/she must report the loss immediately to the Student Life Director. A \$25 fee will be issued to those who lose a key card. By like token, a student must not enter anyone else's room, classroom, office, or any other area by use of any device. Residents are not to make duplicate keys; if another key is needed, speak to the RHD. In addition, MACU's buildings and hallways are under camera surveillance.

RHD, RAs, and members of the administration may enter a room to ensure that health, fire, safety, cleanliness, and other university regulations are maintained as well as to ensure the health and welfare of all students. These health and safety inspections will occur at least once per month, with residents given advance notice ahead of the inspection. The RHD will also inspect rooms during each break for safety and security reasons. Any damages or rules violations will be noted and then addressed when the student returns.

Should a health emergency occur, please call 911, your RHD, and your RA. Each residence hall is equipped with an AED machine in the first floor main lobby. To use, take machine to the emergency situation and turn on. It will walk you through how to properly use the device. Misuse of this machine will result in a fine.

Fire drills will be conducted near the beginning of each semester. All fire alarms are to be taken seriously as a possible fire emergency. All resident students are expected to participate in the drill, exiting the halls, following standard procedures for evacuating the residence hall, and assembling in the pre-assigned areas. The drill will conclude with an evaluation and dismissal by the Student Life Office. Students tampering with fire equipment or intentionally setting off a fire alarm or smoke detector will be fined \$250.00 and brought before the disciplinary committee.

The following are permitted for use in the kitchen areas, but not in residence areas: deep fat fryer, air fryer, toaster, toaster oven, electric frying pan, and electric wok. Multi-plug wall outlets, multi-plug extension cords, Christmas lights, heaters, and open flames of any kind (candles, candle warmers, candle tarts, incense, matches, lighters, etc.) are forbidden anywhere in residence halls.

Playing ball or hockey, skating, bicycling, rollerblading, skateboarding, etc., is prohibited in the residence hall.

## General Appearance

The hall is equipped with laundry facilities, computer jacks, a snack area, kitchens, a weight/exercise room (HCT first floor lobby), and lobbies. Rooms are equipped with basic furnishings: desks, chairs, wardrobes, dressers, beds with mattresses, and a sink with mirror. Residents are responsible for school-supplied items in their rooms and will be assessed for damages beyond normal wear. Students are encouraged to bring bedding for a twin-size mattress, hangers, and all personal effects; students may bring microwaves and mini-refrigerators. Students are to use the provided furniture. Additional furniture, such as a couch, chair, recliner, TV stand, and refrigerator, may be used, provided the university furniture is not removed from the room or damaged. Belongings are not to be deposited in the rooms before the publicized occupancy date of the semester nor left there following the close of the school year. PAP and HCT residence halls will close during all scheduled holidays and breaks. Students should make plans to leave before the advertised closing time. Only students who are approved to be on campus by the Student Life Office will be permitted to stay in the halls between semesters. Students staying in halls *at any time* are always subject to the rules in this handbook and university as a whole.

Window screens are to be left in place. To protect walls and other surfaces, only the following may be used to hang items: removable, white reusable adhesive putty ("sticky tac") and Command hooks (rather than foam hooks). To preserve our furniture, do not write on it. Trash or personal items may not be put in the hallways or in trash cans in bathrooms and kitchens. Trash is to be taken to the dumpsters located on the Poindexter Street side of each dorm. This includes boxes of any kind.

## Consideration of Others

Living on campus means a large number of people in a small area. Each should think more highly of others than themselves. Be careful to avoid activities that unnecessarily disturb others, and listen to others when they respectfully ask you to change your behavior. Each hall has posted Quiet Hours, 12 am-8 am daily. During this time, any student who is found to be disturbing others with unnecessary loud noise will have a misconduct report filed. These hours can be changed for the benefit of the students as determined by the Student Life Office.

Practical jokes can be funny to the joker but not received in the same manner by the individual the joke is played on. The practical joker should expect to pay whatever penalty (fines, repairs, disciplinary action, clean up, etc.) is deemed appropriate for any harm done to feelings or property. It is unlawful for any student in any university or school in the state of North Carolina to engage in what is known as hazing or to aid or abet any other student in the commission of this offense. Hazing is defined as "annoying any student by playing abusive or ridiculous tricks upon another, frightening, scolding, beating or harassing another, or subjecting another person to personal indignity."

## Miscellaneous

No pets or animals are permitted in the residence halls except fish or small aquatic pets approved by the RHD in an aquarium (ten-gallon limit). Unapproved pets will result in a \$250.00 fine and removal of the pet(s) by the RHD or the Student Life Office. Students in campus apartments must receive permission for pets from the business office. A non-refundable pet deposit fee will be required.

Residence halls are not child-proofed, so residents are not permitted to babysit children in the hall.

Lights are to remain on in all residence hall lobbies and the fitness room anytime they are open and occupied. Residence hall lobbies are open from 9 am-midnight each day. The fitness room in HCT first floor lobby is available to all students from 6:00 a.m. until midnight Monday through Friday, 12:00- 9:00 pm on Saturdays and Sundays. These hours may be adjusted with the approval of the Student Life Office.

The elevator is available to all students moving into their rooms at the beginning of each semester or moving out of their rooms at the end of each semester/ school year. At other times students should secure permission from the RHD before they use the elevator.

## Vacating a Room

As students check in to the hall, they are to preview the room and use a checklist provided by the RHD or RA to highlight any concerns. As students check out, a similar checklist is completed by the RHD or RA so they can document the condition of the room. When the room is vacated, there will be charges for any damage above the normal wear and tear.

If a student vacates during the school year, he/she should request the form from their RA or RHD. Instructions and policies for vacating the room are printed on the form. Items left by students who fail to return the following semester will be donated or discarded thirty days after the room is vacated. Damages to the room or property will incur additional charges. It is each person's responsibility to check out with a RHD or RA before vacating their assigned room.



# General Guidelines

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## 10 Guiding Regulations

Guidelines are changeable BY YOU! Our discipline philosophy is that we use regulations and guidelines to Honor God, remove distractions, build relationships, and create a safe environment for all. As a private university, Mid-Atlantic Christian University abides by values and principles that set a standard above most higher education institutions. Our rules and regulations are set forth with the expectation to strengthen our campus community. Our discipline philosophy is to use these rules and guidelines to honor God, remove distractions to success, build relationships, and create a safe campus environment for all.

1. Maintain safety and security standards. Each student must adhere to rules, regulations and personal standards that maintain the safety and security of our campus, students, staff, and faculty.
2. Maintain respect and consideration for others. Each student must adhere to general standards of conduct, personal care and discipline that show respect and consideration of others. This includes but is not limited to: health standards, cleanliness, residence hall maintenance, personal conduct, and profanity.
3. No Illegal activity.
4. No alcohol, smoking, vaping, chewing, or illegal drugs or paraphernalia on campus. The school maintains the right to test for drugs while on our property. Legal authorities will be contacted for illegal drugs or underage drinking.
5. No obscene content depicting, lewd profanity, pornographic images, or obsessive violence on campus. Regardless of rating or personal property, these items are not permitted on campus.
6. Modest and appropriate attire is expected and enforced. All students are expected to maintain their personal attire to the standards outlined within our guidelines and within classroom expectations.
7. Personal and academic honesty is expected. We seek to provide an atmosphere of honesty and authenticity; dishonesty will not be tolerated. The misrepresentation of personal or academic ethics could lead to dismissal from MACU and be kept in your permanent record.
8. No explicit or implicit sexual activity or exhibitionism. We seek to honor God with our actions and relationships. All students are required to attend Title IX Sexual assault training.
9. No violence, bullying, hazing, abusive, or stalking behaviors. We seek to empower each student's success, therefore we do not accept violence or threats of abusive behaviors in any form on campus, media or other outlets as a representative of MACU.
10. Have respect for personal and campus property.

## Vehicles

Like most campuses, parking space is limited. There are designated spaces for handicap accessibility, campus visits, the RHD, and RAs. Always park between the lines and make sure your vehicle tag is visible. Driving on grass or sidewalks and squealing tires is prohibited. Parking tickets carry a \$30 fine for the 1<sup>st</sup> offense; \$50, 2<sup>nd</sup>; \$75 and summons before the Student Life Director, 3<sup>rd</sup>. Any vehicle that is inoperable or belongs to a student who has graduated or withdrawn from school will be towed at the owner's expense after 30 days. Students who leave a vehicle on or adjacent to campus while away on a school break during the academic year should leave a key with the Student Life Director in case the vehicle needs to be moved. Vehicles may not be left on campus during the summer break.

Students with personal vehicles are **required** to obtain a parking permit from the student life office. This is free of charge to the student. Permits are to be hung from the rearview mirror when parked on campus. Permits must be visible by the end of the first week of class, or fines may ensue. Visitors to the residence halls must sign in with the RHD and obtain a temporary parking pass. Passes must be visible while visitors are on campus and are to be returned at the end of the visit. Fines may be applied to the student's account if the visitor(s) do not return the pass.

Riding on the outside of a vehicle or on the tailgate is prohibited. Cars may not be washed on school property except when VPF gives permission for a fundraiser car wash. Vehicle repairs that involve jacking up the vehicle (with the exception of changing a tire) or may involve the leaking of fluids may be done on East Campus, not in the parking lots—some examples: changing oil, replacing a fuel pump, replacing a transmission, etc.

## Campus

Street hockey, skateboarding, and other such activities are not to be played in parking areas around the halls. These activities are permitted after 5:00 p.m. along the strip in front of the Blanton Center that connects the parking lots. Damage caused by the student will be taken care of by the student.

The university assumes no responsibility for injuries resulting from participation in water sports or activities. Students participate at their own risk. Swimming is only permitted in designated areas of the river or the creek adjacent to college property. No water activities are to take place in the pond by Myers Village. Those participating in sailing, boating, canoeing, and such are to observe

the following:

- a. Any launching of boats, kayaks, canoes, etc. should take place at the docks provided on campus.
- b. There must be life preservers for all persons in the boat.
- c. Someone competent in boating safety should be in the boat; in general, boaters should behave with restraint, not showmanship.
- d. Students must be in campus-appropriate attire when leaving for and returning from such activities.

## Chapel and Class

Neither food nor beverages (other than bottled water) are permitted in the Library's computer lab or chapel. Professors have the discretion to allow drinks in spill-proof containers and/or food in the classroom. Cleaning supplies are located in each classroom for the students to clean-up accidental spills. Cell phones or any other personal electronic devices are discouraged in the chapel. Laptops and cell phones are permitted in the classroom at the professor's discretion for the sake of taking notes.

## Housekeeping

Housekeeping maintains a lost and found department located on the first floor of Pearl A. Presley Hall. Items are always disposed of at the end of a semester. Wood and corrugated cardboard are not to be placed in the dumpsters. Wood should be placed beside the dumpsters; corrugated cardboard goes into the recycling shed next to the dumpster behind Heritage Hall (cardboard boxes are to be broken down).

## Copyright and Ownership

The university acknowledges that copyright ownership of any works created by a student belongs to the student. However, in the case of a work made for hire, the university will be considered the author unless the parties have expressly agreed otherwise in a written agreement signed by both parties. Any pictures taken on campus are free rein for the school to use for publicity unless requested. Alternative means of using school computers may be arranged in special circumstances. Downloading programs onto school computers is prohibited. (See Appendix B: Responsible Use of University Computers.) Copyright infringement is the act of exercising, without permission or legal authority, once or more of the exclusive rights granted to the copyright owner. These rights include the right to reproduce or distribute a copyright work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Illegally downloading music and movies is prohibited; and more broadly, illegal downloading, burning, or copying any medium is prohibited, except within the narrow confines of permissible academic use. Unauthorized use and/or distribution of copyright material, including peer-to-peer file sharing, may subject a student to appearing before the disciplinary committee as well as civil and criminal liabilities.

## Miscellaneous

Please address all faculty and staff members by their school titles (President, Professor, etc.), or by courtesy titles (Mr., Mrs., Miss, Dr.) unless they give you permission to call them by a different name.

You cannot bring on campus any fireworks, explosives, materials used to make explosives or weapons, including, but not limited to, firearms of any sort, BB guns, pellet guns, paintball guns, air rifles, air pistols, airsoft guns, slingshots, leaded cane, bows, and metallic knuckles. Hunting and switchblade knives are prohibited but only knives with blades 3" or less in length.

# Student Conduct

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The Mid-Atlantic Christian University community is a place for one to grow closer to Christ. Therefore, we encourage students, in the light of Philippians 4:8, to spend time on things that build up rather than tear down one's relationship with Christ. At the same time, since we recognize that we are training people for leadership, we urge our students to think about the examples they are setting for others as well as avoiding those things that are questionable.

In forms of entertainment, such as television, movies, music, and the internet, students are expected to make their selections with the above principles in mind, particularly where no explicit instructions are given. The same would be true in putting pictures and posters on walls. Students are to avoid any games that use occult imagery. They are also to avoid questionable establishments such as bars, pubs, and nightclubs- especially if you are underage. Similarly, students are to avoid working in establishments perceived to be nightclubs or primarily drinking establishments. Where there is a question, a student should consult the Student Life Director. A few examples of the above guidelines would prohibit the following: pictures or posters of skimpily clad people, music with inappropriate language, or any entertainment or image violating the spirit of Philippians 4:8.

Cursing, crude language, and racial or ethnic slurs (and similar "hate language") are prohibited.

Students are to refrain from gambling on and off campus.

Based on the assumption that visiting pornographic websites is a spiritual problem, students are not permitted to possess or view any pornographic material, including NC-17 and X-rated movies, erotic materials, and videos and pornography on the Internet. Issues of pornography and lust have become widespread. If you are struggling with pornography and/or lust, you may seek assistance from the campus counseling center or VPSS under the amnesty policy. However, if a student violates this code of conduct, first-time offenders will be referred to the VPSS. In like manner, MACU does not endorse M-rated video games, R-rated movies, or TVMA-rated TV shows, and they are not to be played or heard in public areas. Only G and PG movies may be viewed in public areas. Unrated movies are not to be viewed on campus, and students should use discretion when viewing them off campus. Students need to have personal discretion and apply Christian values concerning what they view or play.

## Public Displays of Affection

The university recognizes the legitimacy of romantic feelings and expressions of affection within the bounds of biblical standards. We have three concerns that call for some guidelines relating to romantic relationships. First, we believe that Christian servants need to be sensitive to the adverse reactions many people have to witness public displays of affection. *Some actions are better left for private moments lest anyone be offended.* Second, we believe that Christians should be careful to conduct themselves with significant others in a manner that places them above suspicion. *Some private situations need to be avoided for the sake of reputation.* Third, we believe that Christians should take precautions not to allow enticing opportunities and growing passions to draw them into sexual behavior contrary to the Word of God. *Some seemingly innocent situations need to be avoided on account of the risk involved.*

Thus, students (married or single) are not to embrace and kiss in public areas where others view them. The following generally accepted expressions of affection are appropriate on campus: hand holding, arm around shoulder, brief hug, brief goodbye kiss, head on shoulder. However, some of these behaviors are inappropriate in such places as the classroom, chapel, or library. These regulations concern all students. Your administration is genuinely concerned about the dangers of unmarried students being in dwellings with those of the opposite gender.

## Belief in Biblical Marriages and Sexuality

Mid-Atlantic Christian University believes that the term "marriage" has only one meaning and that is a marriage sanctioned by God which joins one man and one woman in a single exclusive union, as delineated in Scripture. Mid-Atlantic Christian University believes that any form of sexual immorality (including adultery, fornication, homosexuality, lesbianism, bisexual conduct, bestiality, incest, pornography, attempting to change one's biological sex, or otherwise acting upon any disagreement with one's biological sex) is sinful and offensive to God. Mid-Atlantic Christian University believes that God offers redemption and restoration to all who confess and forsake their sinful lifestyle, including sexual sin, seeking his mercy and forgiveness through Jesus Christ. Mid-Atlantic Christian University believes that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual for any reason, including sexual choices, are to be repudiated and are not in accord with Scripture nor the values of Mid-Atlantic Christian University.

## Drug and Alcohol Procedures

All members of the MACU community (faculty, staff, and students) are required to refrain from illegal drugs and abuse of alcohol on our premises. With the wellbeing of the University community in mind and in accordance with the Federal Drug Free Workplace

Act of 1988 and the federal Drug Free Schools and Communities Act of 1989, MACU has implemented a program designed to prevent the unlawful possession, use, or distribution of illegal drugs, and the abuse of alcohol or on campus intoxication, by its employees and students. Further, MACU has compiled important information pertaining to the risks of drug and alcohol abuse, the legal consequences of drug and alcohol abuse and helpful resources to assist individuals who are struggling with substance abuse. The following Drug and Alcohol Abuse Procedure has been adopted by MACU and applies to all students.

Responsible Administrative Offices:

The Office of Student Life for overseeing and implementing all actions and programs relating to this policy. This Policy shall be distributed to all students.

### **Abuse and Consumption of Alcohol and Drug Standards of Conduct for Students**

All students at MACU are expected to adhere to the University's alcohol and drug policies found within the University's Student Handbook. These policies are as follows:

- Alcohol, Drugs, Tobacco, and other Smoking or Smokeless products are prohibited.
- The University requires that members of the MACU student community refrain from the illegal use of drugs and the abuse, intoxication, or consumption of addictive substances controlled by law on campus grounds. Consistent with this policy, the use, possession, manufacture, distribution or sale of illegal drugs or drug paraphernalia is prohibited. The misuse, sale, or distribution of prescription medications is also prohibited.
- MACU also restricts the use, consumption, possession, cultivation, distribution, or sale of alcohol, tobacco, marijuana, or other controlled substances on University premises, including University housing, OR as an official representative for the school.
- Non-tobacco and nicotine alternative smoking products, such as nicotine vapor products, are also prohibited. MACU University encourages members of the MACU community to exercise personal responsibility to set aside personal freedom and refrain from the use of alcohol, tobacco, and marijuana or abuse of any other substance on our campus.
- Any use of alcohol, tobacco, marijuana, or controlled substances that results in a criminal violation, e.g., drunken driving, public nuisance, disorderly conduct, possession or use of these substances by a minor, etc., is considered a substance abuse violation and will be dealt with through the disciplinary process, whether or not the student is charged with or convicted of a crime.
- Any incident that occurs as a result of the use of alcohol, marijuana, or other controlled substances that, in the judgment of the University administration, reflects negatively on the image of the University or disrupts the campus' learning or living environment, will be considered a violation of the Standard of Personal Conduct and shall be dealt with accordingly.

Disciplinary Sanctions:

MACU will impose disciplinary sanctions on students for violations of these standards of conduct. Students who violate the alcohol or drug policies and/or are discovered to be abusing these substances are provided with and/or required to receive counseling, substance abuse education, and other holistic support. Repetitive or severe violations of the University's substance policies can result in a student being suspended or dismissed as well as referred to authorities for prosecution where appropriate. Sanctions for drug and alcohol violations will be consistent with Federal, state, and local laws and ordinances. Sanctions are issued at the discretion of the University. The University, at its sole discretion, reserves the right to adjust sanctions issued to students based on the nature of a violation. The University reserves the right to administer random drug testing for all students. If illegal activity is detected or reported on campus, the university has the right to request assistance and investigation from legal authorities as needed.

## **Online Etiquette**

Social media involves applications including, but not limited to, Facebook, X (formerly Twitter), YouTube, Instagram and other activities such as blogging. While Mid-Atlantic Christian University does believe social media is a valuable tool, we feel it necessary to provide you with a set of guidelines for appropriate online conduct to avoid the misuse of this communication medium. When you participate in social media and have identified yourself as an affiliate of MACU, you are representing both yourself personally and Mid-Atlantic Christian University. Beware of comments that could reflect poorly on you and MACU. Social media sites are not the forum for venting personal complaints about professors, fellow students, or the university in general. MACU's Student Handbook grievance policy offers guidelines to deal with any institutional frustration. The university's outstanding reputation and brand are the direct result of our employees and students and their commitment to uphold our core values. MACU may monitor content on the web. Your posts may be subject to review. Users who violate this policy may be subject to discipline, up to and including suspension.

## **Student Dress**

"Set an example for the believers in speech, in life, in love, in faith, and in purity" (2 Timothy 4:12). In this spirit, MACU students will adhere to a standard of dress that is "modest" and "exemplary." All students who attend class in person, including those residing off-campus, will follow the student dress guidelines. There are circumstances that demand a specific dress code. MACU has two categories: Classroom and Special Occasions. Please see the following descriptions for these categories and the guidelines for general attire.

#### Classroom Attire

Acceptable classroom attire includes wearing slacks, jeans, mid-thigh or longer shorts, and casual tops. Modest and appropriate mesh-lined gym shorts, mid-thigh or longer, will be acceptable apparel in the classroom and on campus. This excludes short athletic shorts, running shorts, spandex or tight athletic wear. Of course, you may be more “dressy” if you like, but it is not necessary. Make it your aim to be neat and clean in appearance. Individual professors may have additional requirements for their classrooms.

#### Special Occasions Attire

Some events call for more formal or dressy attire. These events include banquets, convocation, baccalaureate, and commencement. Attire will consist for men of a suit (optional), necktie, dress shoes/socks (not tennis shoes or sandals), dress pants, and dress shirt. Women will wear a dress, skirt, and blouse, or dressy slacks and tops and dress shoes on such occasions. Those leading chapel services are permitted to wear clean jeans with no holes.

#### Guidelines for General Attire

**Athletic Attire-** The following approved athletic attire is permitted in chapel, class, and the cafeteria only if it is neat, clean, and classy: wind pants, wind suits, nylon warm-ups, cotton fleece pants, etc. Shorts must be modest and at least mid-thigh in length.

Unacceptable attire in public places includes but is not limited to: Items that are ragged, dirty, ripped, ill fitting, yoga pants, lingerie as outerwear, etc.

**Tops-** Tank tops, muscle shirts, and sleeveless shirts must be at least 2 inches in width across the shoulder and must not be open on the sides. They are not to be worn in the chapel, classroom, or the cafeteria. Shirts that are cut down at the arms revealing undergarments or bare skin, will not be permitted. Racerback tank tops will not be permitted.

Pants are to be modest. Shorts are to be modest and at least mid-thigh in length. There may be other exclusions.

Dress/Skirts should be no shorter than 2 inches above the knee. When worn with leggings underneath, they must cover the buttocks or longer.

Hats and Head coverings: ball caps, do-rags, scarves, hoods, etc. must be removed while in the chapel. In the classroom, it is the professor’s discretion if hats and/or head coverings are permitted. Variances may be made for religious and/or traditional cultural reasons. See the Student Life Office.

**Footwear-** Students should not walk around campus without shoes for safety purposes.

Inappropriate public attire: includes bare midriffs, spaghetti straps, low necklines that reveal cleavage, tight-fitting clothes, and short shorts. Leggings and yoga pants are permitted with tops that come to buttocks length or longer. Leggings and yoga pants should not have holes or be made with see-through material. Also, those who wear skinny jeans that are tighter and more revealing (both male and female) may be asked to change. This list is not intended to be all-inclusive.

Residence Hall Attire may be casual and informal, but please use Christ-like discretion.

Traveling groups and school activities may require additional standards put forth by sponsors.

**Visitors-** Guests that you invite on campus are asked to follow dress expectations while on campus.

**Body Piercings-** Individuals representing the university in an official way may be asked to remove any or all piercings. Students with piercings should also use discretion regarding the culture of the church they may be attending or while playing a sport.

In summation, pursue modesty and moderation. The Student Life Director, Resident Hall Director, and/or the VP for Student Services will provide appropriate counsel for specific situations when needed.

# Academic Honesty

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Mid-Atlantic Christian University aims to help students think biblically in all areas of life. Thinking biblically requires an individual's genuine engagement with information and ideas in the light of Scripture. Truthfulness, honesty, and integrity are, therefore, essential in education as they are the foundation of mutual trust and respect. For these reasons, Mid-Atlantic Christian University expects the highest standards of integrity and honesty in academic work. This policy explains those expectations so students will know what is acceptable and what is not in their academic assignments.

## Definitions

**Dishonesty:** This lack of integrity includes lying, cheating, fabricating information, or deceiving. Examples include copying from the examination paper of another person or letting one's own examination paper be copied, using unauthorized aids to complete assignments or tests, submitting the same paper in different courses without the instructor's knowledge, or showing an examination to a student who has not yet taken it.

**Plagiarism:** This type of dishonesty is intentionally or unintentionally representing the words or ideas of another person as one's own in any academic exercise. Examples include submitting an assignment as one's own work when it was written by someone else, failing to state the sources of ideas, or failing to provide citations for quotes. This includes the use of AI.

**Self-plagiarism:** Self-plagiarism refers to the practice of presenting one's own previously submitted work as though it were new. Examples include submitting the same written product for different courses, or slightly modifying a prior work for submission to a different course.

**Levels of Plagiarism:** Since plagiarism covers both intentional and unintentional dishonesty, an instructor may distinguish between minor and major plagiarism before prescribing a penalty, as follows:

**Minor Plagiarism:** This is the use of a small amount of another person's words or ideas without citation, revising another person's material only slightly to appear as one's own ideas, or using quotations without citing the source.

**Major Plagiarism:** This is the use of larger amounts of another person's words or ideas without citation or revising this larger amount of another person's material only slightly from the original.

**Complete Plagiarism:** This is the use of the overwhelming majority of another's person's words or ideas without citation or revising. Examples include submitting a paper or other work obtained from a Website or other source; submitting another person's work for an assignment.

## Penalties

The penalty for minor plagiarism or any other academic dishonesty deemed minor by the instructor may be determined by the instructor. The instructor may decide to counsel the student, issue a verbal warning about the meaning and consequences of plagiarism. In addition, the faculty member may, at his/her discretion, do one or more of the following: give the student a written warning using the Academic Dishonesty Notice, lower the grade for that assignment, and require the student to rewrite and resubmit the assignment.

The penalty for major plagiarism or any other academic dishonesty deemed major by the instructor is to report the offense to the Vice President for Academic Affairs (VPAA) by using the Academic Dishonesty Notice form and to produce the evidence for the offense. For the first offense the instructor will normally issue a grade of zero for the assignment and no opportunity to resubmit the assignment. For the second offense (in the same or more courses) the instructor will normally give a failing grade in the course. For the third offense the VPAA will normally dismiss the student from the university. When the major plagiarism or cheating violation is a complete instance of violation the penalty will likely go straight to steps 2 and 3. The offense will be placed on the student's permanent record only if he or she is dismissed from the university.

## Appeals

The student may appeal the penalty for major plagiarism by submitting within seven days a written request to appear before the Academic Dishonesty Committee made up of faculty members and the VPAA. The student may make his or her case for reduction or elimination of the penalty to this committee. The committee will notify the student of its decision in writing and that decision will be final.

## Student Ownership of Intellectual Property

Students are involved in writing papers, creating projects and developing research during their academic education at Mid-Atlantic Christian University. These academic pursuits may benefit the student in future employment or various arenas even though they were initially developed while a student at MACU. MACU does not claim any ownership in intellectual property that falls under the following classifications: The intellectual property is not related to the individual's employment responsibility and has resulted entirely from the individual's efforts without MACU involvement.; The intellectual property has resulted from research or other activities performed by the individual utilizing less than the level of support as defined previously. Included in this category are materials resulting from writing, projects, research, scholarly and artistic activities utilizing only normal customary secretarial assistance and library, studio, and office usage.



# Student Accountability

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Because the university has the highest respect for its students, students are expected to conduct themselves beyond reproach and follow the policies of this handbook. Part of that respect includes holding students accountable when these policies are violated. Consistency and accountability are vital to growth and success at MACU. It is important to know our policies on amnesty, as well as the disciplinary process.

## Amnesty Policy

Students who struggle with issues that violate the Student Handbook or Academic Catalog are encouraged to seek support and help. Examples include, but are not limited to, alcohol, drugs, sexual relationships, pornography, and tobacco. Knowing that many students who struggle with these issues may fear asking for help because of the potential consequences, MACU has established an amnesty policy. This policy allows students who want to receive help and support to work through these issues and accept accountability for these behaviors without going through the normal discipline process. Those students who seek help from the Student Life Office receive appropriate assistance. Students requesting help are asked to abstain from the behavior and may be asked to sign a behavioral agreement and/or seek professional help. Students must request amnesty from the Student Life staff before any report of the behavior is made or any disciplinary confrontation addressing the specific inappropriate behavior(s) occurs. Disciplinary confrontations are carried out by residence hall directors, and Student Life Director. Students must be honest, cooperative, compliant with amnesty requirements, and demonstrate a true desire to change. Students may contact the Student Life Office to request amnesty or learn more about the policy. Requests for amnesty that involve illegal activity, or activity that otherwise endangers people or property, may be reported to local authorities as necessary.

When students request amnesty, they are not suspended for behaviors they have engaged in prior to their confession, as long as those behaviors have not been public and are not determined to have significantly harmed other members of the campus community. However, depending on the extent of the behavior students may still be placed on “Out of Good Standing” status in order for them to concentrate and fully restore their fellowship with Christ. Further, the behavior in violation will have to eventually change for the student to remain at MACU. However, there are circumstances when a student may be required to withdraw for reasons of safety, or in order to get further help before returning as a student.

## Reporting Misconduct

Anyone may report a violation of the student handbook by contacting any university official. All reports will be forwarded to the Student Life Director for review. Information about a student’s misconduct can come from a variety of sources including, but not limited to, reports from faculty, staff, students, departments, law enforcement agencies, or community members. Other sources of reporting include, but are not limited to, electronic communications, photographs, social media, and audio/ video recordings.

## Disciplinary Process

The disciplinary process begins when a misconduct report is filed. The Student Life Office reviews every report and will make necessary contact with both the reporter and reported individuals. During this initial step, the individuals involved may be interviewed, provided with a copy of university policies, and informed of possible sanctions associated with the reported violation. Supplemental meetings are scheduled as needed.

After an investigation is complete, a decision is made by the Vice President of Student Services, or by the appropriate Student Life staff member, regarding suitable sanctions based on the severity or frequency of the violation. At this point, the student will be informed of the sanctions issued and student status level. Detailed sanctions and status level lists are provided below.

Students who acknowledge responsibility for policy violations are provided documentation of their issued sanctions and status level. Their file is closed. Students who would like to appeal their case may request an appeal within three (3) business days of receiving the decision documentation relating to their case. The appeal must be submitted utilizing the online appeal form, providing specific grounds for appeal. This form is available upon request from the Student Life Office. The appeal and all documentation relating to that case will be forwarded to the VPSS and appeal board for review. The appeal board will consist of the Campus Minister (or another individual appointed by the VPSS such as a school counselor or staff member) and two members of the university’s leadership team based on availability (i.e. Vice President for Academics, Vice President for Finance, and Director of Advancement). The appeal board will ensure that all university policies are administered consistently and all students are treated fairly. If needed, the appeal board will contact any involved, including the student who filed the appeal and the Student Life Office. The decision by the appeal board is considered final.

## Sanctions

When students violate policies found in the Student Handbook, the following sanctions may be used separately or in conjunction. The severity of the sanction is dependent on the incident and the student's previous disciplinary record. Sanctions are not limited to a single semester or academic year and may extend into additional academic terms. The following list is not meant to be exhaustive. University sanctions include:

**Accountability and Mentoring:** Students will be assigned to a member of the university faculty or staff for accountability and mentorship. This person is assigned by the Student Life Director or Vice President for Student Services and will provide regular updates to the Student Life Office.

**Community Service:** Students will be assigned a set number of hours to complete on campus community service. Hours may be completed by serving in the Housekeeping department, Dining Services, the Maintenance Department, or other areas approved by the Student Life Office. Students assigned community service will be responsible for having their supervisor complete and sign a community service log that will be returned to the Student Life Office.

**Education or Observation Hours:** Students will be required to attend support groups, seminars, lectures, or classes. An Online course may also be mandatory. Students issued education/observation hours are required to provide a written summary of their time to the Student Life Office.

**Fines:** Students will be charged a monetary fine. *Mid-Atlantic Christian University financial aid cannot be used to pay a disciplinary fine.*

**On or Off-Campus Counseling:** Students will be required to attend counseling sessions. The counselor, in contract with the students, will determine the number of counseling sessions appropriate for the student. Counseling is confidential under guidelines given by the counselor. A report of satisfactory completion will be issued to the Student Life Office.

**Restrictions:** Students' campus activities, athletic competition, amenities, and/or movements will be restricted. Curfew could be implemented for some students.

**Restitution:** Students will be required to reimburse the university or appropriate members for damage to and/or misappropriation of property.

## Status Levels

When students are issued a sanction, one or more of the following status levels are assigned. The Student Life Office and VP for Student Services will designate when the status level will change.

**Expulsion:** Students assigned an expulsion status level will be expelled and not allowed to return to the university or attend any event sponsored by the university without prior written consent from the VP of Student Services.

**Disciplinary Notice:** A disciplinary notice serves as a warning for students. Students who continue to violate university policies will be subject to further sanctions and increased status levels.

**Disciplinary Withdrawal:** Students assigned a disciplinary withdrawal have egregiously violated the policies of the university. Disciplinary withdrawal serves as a temporary expulsion. Students will not be allowed to return to the university or attend any event sponsored by the university without prior written consent from the Vice President of Student Services. Students must follow guidelines given by the Student Life Office for re-admittance. Two (2) disciplinary withdrawals may result in expulsion. Students assigned a disciplinary withdrawal, even for a short period of time, may face additional consequences in other areas such as tuition, residence hall costs, and fees (withdrawal does not forgive financial obligations), financial aid (including federal or state funded scholarships), athletic participation and eligibility, university room and board plans, use of campus resources and access to campus, immigration status for international students, status and benefits of veterans and dependent of veterans, and Academics.

**Out of Good Standing:** Students out of good standing are prohibited from actively participating in extra-curricular activities unless required to fulfill an academic requirement. Leadership positions in any club, organization, or athletic team will be forfeited. It is up to the Student Life Office if and when students are allowed to return to prior leadership positions. Students are ineligible for awards while out of good standing. Students will be notified by the Student Life Office of how they may return to good standing status. Requests for single residence hall rooms may also be denied.

**Residency Termination:** Students are issued a residency termination when they are ineligible to live in university housing but allowed to remain a student.

*The following chart contains examples of possible violations and the minimum sanctions associated with a first offense of each violation. This is not an exhaustive list. Students may be subject to other sanctions in addition to those listed.*

<b>VIOLATION</b>	<b>MINIMUM SANCTION</b>	<b>ADDITIONAL DETAILS</b>
Alcohol Possession, Consumption, or Intoxication	20 hours of community service, and Out of Good Standing Status, and counseling and/or spiritual mentoring.	Depending on the severity, first offense may lead to disciplinary withdrawal, residency termination, or expulsion. Fee ranging from \$50- \$500 may be implemented.
Dress Code Violation	Disciplinary Notice, potential educational experience, and spiritual mentoring.	Disciplinary notices can be provided in person or in writing (university email) by Student Life Staff. Fines and fees up to \$100 may be implemented.
Drug/Drug Paraphernalia Possession	20 hours of community service, Out of Good Standing Status, counseling and/or spiritual mentoring	Depending on the severity, first offense may lead to disciplinary withdrawal, residency termination, or expulsion. Fees up to \$500 may be invoked.
Drug Usage	20 hours of community service, Out of Good Standing Status, counseling and/or spiritual mentoring	Additional sanctions may vary based on the severity of each case and may lead to disciplinary withdrawal, residency termination, or expulsion. Fees up to \$500 may be invoked.
Physical Violence	20 hours of community service, Out of Good Standing Status, counseling and/or spiritual mentoring	Additional sanctions may vary based on the severity of each case and may lead to disciplinary withdrawal, residency termination, or expulsion. Fees up to \$500 may be invoked.
Sexual Misconduct	20 hours of community service, Out of Good Standing Status, counseling and/or spiritual mentoring	Depending on the severity, first offense may lead to disciplinary withdrawal, residency termination, or expulsion.
Visitation Violation	20 hours of community service, Out of Good Standing Status, counseling and/or spiritual mentoring	Depending on the severity, first offense may lead to disciplinary withdrawal, residency termination, or expulsion.
Health and Safety Inspection	Disciplinary Notice and educational experience	Failure to correct Health and Safety Inspection violations will lead to further sanctions including fees up to \$100, disciplinary withdrawal, residency termination, or expulsion.

## Rules Committee

This committee is composed of VPSS (chair), Student Life Director, a selection of staff or faculty, and a select number of student representatives. Other faculty and staff members, as well as the RAs and RHDs are invited to sit in on meetings and express opinions but without voting privileges. The chair will appoint a secretary. The committee is authorized by the VPSS to recommend to the administration any rules additions, revisions, and subtractions that relate to student life. Rules and regulations relating to other areas of student life (such as academics or finances) will be established and enforced by the appropriate personnel and committees. The student life office will determine which issues are major and should be brought to the attention of the rules committee. The committee will meet each academic year at which time the VPSS will present all reasonable proposals for rules additions, revisions, and subtractions. All recommendations to the administration will be determined by a majority vote of the committee. The VPSS may call a meeting of the committee at any time during the year if a major issue arises which requires a ruling before the scheduled meeting. The committee has the authority to establish a new rule if they deem it necessary under the supervision of the VPSS.

# Grievances

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MACU has established three grievance procedures depending on the nature of the grievance. The procedures follow:

Standard Grievance Procedure – discrimination on the basis of age, sex, race, ethnicity, religion, national origin, disability, or other conditions or preferences; unfair treatment that is in violation of students’ basic rights, as set forth in the university’s Student Handbook.

Academic Grievance – academic matters where students have a grievance. Areas for appeal include, but are not limited to, classroom procedures, charges of unfair treatment by an instructor, charges of unfair grades given by an instructor, absence and tardiness practices, course requirements that differ substantially from those set forth in the syllabus, the right to participate in University sponsored activities, and policies and procedures outlines in the University catalog under “Academic Information” and “Programs of Study.

Sexual Harassment Grievance – student allegation of sexual harassment.

Notes: If any of the above are committed against a student by another student or a university employee, the offended student should report the matter immediately to a university official, who will report it to the Vice President for Student Services. The incident will be investigated, and action will be taken if the Student Code of Conduct is violated. The offending student will then be dealt with according to the Student Code of Conduct. Under no circumstances will a student requesting due process be harassed, intimidated, discouraged, or denied access to the Grievance Procedures (Due Process). Grievance forms are available from the Student Life Office.

## Standard Grievance Procedure

The following procedure is to be used to resolve a grievance. Once this procedure of due process has begun, students who want to continue to pursue due process must follow the procedure and may not circumvent steps in the procedure and go prematurely to a higher authority. Students who are no longer registered as a student at Mid-Atlantic Christian University are no longer eligible to file a grievance.

**The Offending Person–** The student must first make contact with the offending person to resolve their differences within five school days. The exception to this requirement is sexual harassment complaints, which may be taken directly to the Vice President for Student Services, as described below. If a student desires, they may ask the Vice President for Student Services to designate a mediator.

**The Vice President for Student Services–** If the complaint is not resolved in the conference with the offending person, the student may then appeal in writing to the Vice President for Student Services, who will schedule a conference with the student and the other involved parties. If the grievance is academic in nature, the student will be directed to follow the Procedure for Resolving an Academic Grievance as listed below.

**The Appeals Committee–** If the grievance is not resolved by the appropriate vice president, the student may request a hearing in writing before the Appeals Committee.

- o The student must present his/her case in writing to the Vice President for Student Services, who will appoint a chair of the Appeals Committee within five days after the meeting with the appropriate vice president.
- o The Appeals Committee is composed of one faculty member, a student services staff member, the vice president for finance or his/her designee, and any additional members appointed by the VPSS.
- o After receiving the student’s letter of grievance, the Appeals Committee must grant a hearing at the earliest convenient opportunity but no later than five working days after receiving the request.
- o The Appeals Committee will send to the student the procedures to be followed in the hearing. These may include, but are not limited to, who may attend the hearing, who may speak before the committee, and any documentation that is requested.
- o The Appeals Committee must render a decision and respond to the student in writing within five working days following the hearing.

**The President –** If the grievance is not resolved to the student’s satisfaction by the Appeals Committee, the student may request a hearing in writing before the president of the university. The student must present his/her grievance in a signed and dated document to the office of the president within five working days of receiving the decision of the Appeals Committee. The president will outline for the student any guidelines to be followed in the hearing and will then grant a hearing at the earliest convenient time, but no later than five working days after receiving the request unless prevented by official travel of the President of the University.

## Academic Grievances

An Academic Grievance must be initiated within one semester of the completion of the course in question. If the grievance is regarding an academic matter, the following steps must be followed:

The Instructor– The student must go first to the instructor with whom he/she has the grievance. A conference with the instructor will be held to resolve the grievance informally.

The Department Chair – If the informal conference with the instructor does not resolve the grievance, the student may appeal in writing within five working days of the informal conference to the department chair/director/coordinator.

Vice President for Academic Affairs – If the grievance is not resolved in the meeting with the department chair, the student may appeal in writing within five working days to the vice president for academic affairs. If the grievance is not resolved by the vice president for academic affairs, the student has access to the Standard Grievance Procedure beginning with the Appeals Committee, which must be initiated in writing within five working days.

Interim Decision Concerning Student Status – Before the student goes before the Appeals Committee, the vice president for academic affairs, with the assistance of the department chair of that student's educational program, will determine the feasibility of keeping the student in class while the appeals process continues. Should the circumstances warrant, the vice president for academic affairs may decide that the student should be removed from class and/or the campus until the appeals process has ended.

Note: "In writing"– The preposition phrase is defined as follows: a separate document (e.g., letter) either mailed to the university, delivered in person to the addressee, or attached to an email (attached either as a .doc, .docx, or .pdf). Letters must have a date on them, and they must be signed. In the letter, there must be a specific grievance, the process used to date to attempt to resolve the grievance, and any evidence if appropriate.

## Harassment Grievances

If the student grievance pertains to an allegation of sexual harassment by either another student or an employee, the student may go directly to the Vice President for Student Services or the Title IX Coordinator rather than to the offending person. Any person who receives knowledge of a student allegedly being sexually harassed must report it to the Vice President for Student Services or Title IX Coordinator. If the matter is not satisfactorily resolved, the student has access to the Standard Grievance Procedure, beginning with the Appeals Committee.

## Sexual Assault, Domestic or Dating Violence, or Stalking Grievances

The health and safety of Mid-Atlantic Christian University's students, faculty, and staff is a primary concern of the institution. It is the priority that underlies MACU's commitment to and compliance with the Campus Sexual Violence Act requirement for colleges and universities. Sexual assault, domestic violence, dating violence, and stalking are criminal acts that violate the standards of our community and are unacceptable at Mid-Atlantic Christian University.

The University defines Sexual Assault and Domestic Violence as an act of sexual penetration or sexual conduct:

- o by the use of force or threat of force, including threatening or endangering the life of the victim or any other person.
- o where the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent.
- o with a victim who was under age 16 when the act was committed, or with a victim who was under age 18 when the act was committed and the accused was age 17 or more and held a position of trust, authority, or supervision in relation to the victim.
- o in which the accused delivered (by injection, inhalation, ingestion, transfer of possession, or any other means) to the victim without his or her consent, or by threat or deception, and for other than medical purposes, any controlled substance.

Domestic Violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

Dating Violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

Stalking means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

The University's sexual assault policy applies to students, staff, faculty, and other academic appointees, as well as to anyone on whom the University has formally conferred a title, regardless of employment status. For these individuals, the University provides

education and sexual assault prevention resources, offers numerous support services and referrals for anyone who has experiences sexual assault, encourages and facilitates reporting and prosecution of sexual assault, and is committed to disciplining anyone who violates this policy. The University may also investigate alleged violations of this policy received from individuals outside the institution regarding individuals within the University if, for example, the alleged violation occurred on University property.

Mid-Atlantic Christian University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault within the parameters imposed by law. The University may issue a safety awareness alert, a brief description including time and location, to notify the community about the occurrence of a serious crime or pattern of crimes that might put the public at risk. The University is also required by law to tabulate and annually report sexual assault and other campus crime statistics to the public.

These statistics and the list of people to whom a crime may be reported for it to be included in the statistics appear online at: <http://www.macuniversity.edu/student-life/student-services/safety-and-security>. Neither safety awareness alerts nor campus crime statistics contain specific victim-identifying information. Honoring the confidentiality of disciplinary proceedings and their outcomes is the responsibility of the accused, the victim, the institution, and all others participating in or privy to those proceedings. Unless disclosure is authorized by law, failure to respect the confidentiality of the proceedings and their outcomes may result in disciplinary consequences within the University, as well as potential civil liability.

The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Accuser and accused must be notified simultaneously and in writing of: the outcome of the proceeding, appeal procedures' and change to the result before it becomes final; and when the result becomes final.

## Support Services

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The University offers a diverse array of services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing.

The University urges anyone who has been sexually assaulted to seek support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for pressing charges. Even for someone who does not wish to report the event to the police or pursue disciplinary action, seeking medical attention as soon as possible is important. Please see the Appendix G for a list of services.

## Disciplinary Procedures

The appropriate University disciplinary avenue is determined by the status of the person accused of sexual assault. Anyone may choose to bring forward a complaint within the University instead of, or in addition to, seeking redress outside the institution in the legal system. Someone with a complaint of sexual assault may also opt to pursue his or her case via the legal system without engaging the University's disciplinary process, although, in the interest of community safety, the University may be obliged to pursue an alleged sexual assault through internal disciplinary procedures. The University does not impose a time limit after which we will not consider formal complaints of sexual assault. However, a timely disciplinary process takes advantage of the most recent recollections and evidence and can facilitate a prompter resolution to what is often a traumatic and painful situation for the victim.

All complains, whether the accused is a student, faculty, staff, or a non-MACU community member should be directed to the Title IX Coordinator. The University is committed to initiating a prompt and thorough investigation. Such an investigation may occur alongside, rather than in lieu of, an independent law enforcement investigation.

Sanctions for a member of the University community found to have sexually assaulted another person may include termination of employment or expulsion. If disciplinary proceedings may be initiated after a Mid-Atlantic Christian University degree is awarded, the Vice President for Student Services is informed of misconduct that occurred before the degree was awarded. If a Disciplinary Committee is convened, the Committee may recommend revocation of the degree.

## Hate Crimes

According to the Department of Justice – Federal Bureau of Investigation, “A hate crime, also known as a bias crime, is a criminal offense committed against a person, property, or society that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin.” Any offense committed on campus that may be perceived as a hate crime will be dealt with to the furthest extent of the law, and will have additional institutional consequences.

Mid-Atlantic Christian University Bias Incident Procedure:

As part of the grievance policy, Mid-Atlantic Christian University aims to cultivate Christian character defined by

intellectual humility, prudence and temperance. As followers of Christ, we are called to exercise our Christian freedom responsibly in holiness and humility (Eph.1:4, Col. 3:12); to walk in a manner worthy of our calling (Eph. 4:1-3); to uphold justice, mercy, and the equitable treatment of everyone (Mic. 6:8; Matt. 23:23; James 2:1-13); to edify one another and build up the Body of Christ (Rom. 14:19; Eph. 4:11-16). Biased behavior, speech, expressions, or actions fundamentally violate this Christian calling.

Mid-Atlantic Christian University is committed to fostering a campus environment in which all members are free to learn and work without bias, thriving as unique persons made in the image of God and growing in their divinely endowed gifts. For purposes of this policy, bias incidents are defined as occurrences that display an unreasoned or unfair distortion of judgment in favor or against a person or group. Bias can be perpetuated by individuals, groups, or systems. Bias incidents impede objectivity and truth thereby negatively impacting a person's or group's experience at the College.

Mid-Atlantic Christian University prohibits biased speech and behaviors that foster attitudes and/or actions condemned in Scripture, such as prejudice, slander, gossip, hatred, dissensions, factions, stereotyping, and exclusion, all of which threaten the ability to love our neighbors as we love ourselves and to nurture a learning community that reflects the Kingdom of God.

The Bias Incident Policy intends to improve the campus climate by identifying and remediating incidents, whether by facilitating restorative, reconciling conversations among campus stakeholders or by invoking disciplinary action when needed to address individual, group, or systemic discrimination. The Policy seeks effective and efficient responses to bias-motivated incidents on and off-campus, which include students, staff, and faculty. Members of the MACU community are encouraged to report incidents to the Vice President of Student Services, to help ensure equality, promote a sense of belonging for all, and successfully address bias incidents.

After a Bias Incident report is submitted, the Vice President for Student Services will review the report and contact the reporter to let them know the report has been received, unless the report is submitted anonymously. The Vice President for Student Services will then contact other university departments involved. In certain situations, the university may choose to further investigate bias incidents. In all cases, the university will carry out this policy within the broader context of grievance procedures, and biblical principles for addressing and resolving conflict.

Although a bias incident report may be filed anonymously, it is most helpful if you provide a phone number or email address to ensure the appropriate college official can follow up to obtain additional information that may be crucial to addressing the incident. If you report anonymously, please note this may significantly limit the university's ability to address your concerns effectively or support affected individuals. Information shared by all reporters will be treated with the utmost sensitivity. Faculty, staff, and students who do not report anonymously will be contacted by the appropriate university official. No one will be subject to discipline on the basis of an anonymous or non-anonymous report without due process. Bias incident report forms are available in the Student Life Office

## Other

If a student believes that the university is not in compliance with the Criteria for Accreditation of the Southern Association of Schools and Colleges, he or she can contact the Executive Director of the Commission on Colleges at 1866 Southern Lane; Decatur, GA 30033-4097. Phone: 404-679-4501. A copy of the criteria can be requested from the university's liaison.



# Student Participation in Institutional Decision Making

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Mid-Atlantic Christian University values the input of its students in the decision-making process. Students' suggestions, ideas, and recommendations are encouraged and gathered through a number of avenues:

- a) Student Government
- b) RA Meetings
- c) Rules Committee
- d) Class Meetings
- e) Student Surveys
- f) Student Evaluations of Courses/Faculty
- g) Student participation in the Institutional Effectiveness process, serving periodically on mission review teams and self-study committees

The Student Life Director is responsible for following up on student input in areas (a) through (d). The nature of the suggestion determines the process they will follow. Department heads can handle simple matters; those that involve policy will be delegated to the Administrative Council, and the rules committee will address those involving rules changes and/or additions. The VPAA is responsible for item (f). The Institutional Effectiveness Committee will ensure continuing student participation on committees, item (g).

# Emergency Response Plan

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The emergency plan at MACU will allow for accurate responses to emergency situations that may affect campus life. An emergency will be defined as: “Any event that significantly affects routine campus functions. Emergencies may be minor to severe and may or may not imply immediate threat to life.” The Vice Presidents will handle an emergency affecting only one part of campus for that area. A medical emergency affecting only one person will be handled by the closest person in authority (faculty or staff). Campus-wide emergencies will be handled by the Emergency Response Team (ERT). The priorities are to maintain the safety of students and employees, provide effective communication, and find a resolution of the incident to allow normal campus functions as quickly as possible. Emergencies can fall into the following three categories:

**Campus-based-** A campus-based emergency indicates there is an unusual risk to the safety of individuals on campus. Such emergencies may require assistance of local agencies (fire, police, etc.). Examples include fire, gas leak, bomb threats, hostage situations, medical emergencies, etc.

**Local-** Local emergencies may be weather-related and require a response at a regional level. The response will be coordinated with local and regional agencies. Examples include hurricanes, snow, flooding, etc.

**National-** National emergencies affect a substantial portion of the country. The response will be coordinated with state and federal agencies. Examples include terrorism, power grid collapses, worldwide pandemics, etc..

## First Response

The best way to respond to an emergency is to use caution, common sense, and remain calm. Individuals encountering an emergency situation or crisis should use the following steps.

1. Anyone with information concerning an impending or occurring emergency should notify the closest person of authority for that area.
2. Reasonable responses are encouraged. If a fire is visible, activate a fire alarm, call 911, or use a fire extinguisher (if containable).
3. The closest person in authority should determine if the emergency puts life at risk and the ERT should be activated.
4. The ERT should determine any additional safety measures to be taken:
  - possible campus-wide notification
  - possible campus evacuation (partial or complete)
  - possible contact of local agencies
  - resolution of normal campus activities as soon as possible

## Places of Safety

Safety of students and employees is our first concern. An emergency situation may be changed by removing the threat or relocating students and staff. Removing a threat may require assistance from local agencies. Relocating may involve on-campus places of safety or off-campus locations. On campus places of safety include interior hallways at lowest levels (tornado), the gym as a large gathering area, and the parking area in front of the chapel. Off campus places of safety are to be determined depending on the location.

## Types of Emergencies

**Fire-** In the event of a fire: Pull nearest fire alarm or shout “FIRE” and call 911. Find nearest extinguisher if fire is containable. If fire is not containable, alert others to evacuate.

**Pandemic Outbreak-** In case of a pandemic outbreak, the ERT will determine the steps to take in order to keep students, faculty, and staff under the best possible health conditions. Some precautions individuals can take to reduce the spread of influenza include the following: Wash hands frequently throughout the day, cover mouth when coughing or sneezing, carry travel size hand sanitizer and/or individual sanitizing wipes, and avoid drinking and eating after each other. If you come in contact with an individual who has the flu, avoid physical contact with them until they have recovered. If you find yourself getting flu-like symptoms, set up an appointment with your physician, go to the local Urgent Care facility, or go to the hospital. If it is determined that campus-wide measures need to be taken (such as quarantining, limiting movement on campus, closing the campus, etc.) to restrict the spread of illness, students and staff will be notified immediately.

**Health and Safety Inspections-** The health and safety of our students is a priority of our Student Life community. The Student Life Office will conduct routine, scheduled health and safety inspections of residence hall rooms and other university property, facilities, and premises to ensure health and safety of our students, staff, and faculty. If you would like to make a recommendation, please report to the Student Life Office.

**Hurricane / Inclement Weather-** The university president, VPAA, and a chosen committee member will consult and make any needed decisions. After consulting (before 6 am if possible) VPAA will make the decision. All who are assigned any contact role should begin the assignment within 5 minutes of learning the decision. VPSS will make arrangements to contact radio and TV stations. President will call the weather number at MACU and change the message as appropriate. VPSS will call the VP for Finance who will update the website and activate the phone tree. VPSS will inform Residence Hall Directors. Maintenance & Grounds Supervisor will follow up with maintenance and housekeeping. All students, faculty, and staff may consult the web site or weather number for information about closings. More details available in inclement weather procedures as listed on MACU website.

**Tornado-** If a tornado WATCH is issued, monitor local conditions and listen for instructions. If a tornado WARNING is issued, seek safety in the lowest hallway or most interior hallway. If outside, find the lowest level of open ground and stay away from trees and power lines. The ERT will cooperate with local agencies.

**Medical Emergency-** Stay calm. Call 911 and explain the type of emergency to the operator. Do not hang up on the operator unless instructed to do so. Do not move any persons or give them food or water. Notify the nearest person of authority. The ERT will determine if a medical emergency concerns an outbreak or infectious disease.

**Shooting-** If persons are threatened by a weapon, secure a place of safety then call 911. Notify the nearest person of authority. If gunshots are heard outside, approach the nearest building and notify the first nearest person of authority. If gunshots are heard inside a building, stay in the room you are in (if in a hall, go to the nearest room) and lock all doors. Lie down on the floor and call 911. The ERT will cooperate with local agencies.

**Bomb Threat-** If a bomb threat is received, write down the time of call and phone number displayed on caller ID; record accurate statements of what was said; make note of caller's voice and background noises. Attempt to question caller about nature and extent of threat. Immediately notify a campus person of authority and the ERT. The ERT is to determine if evacuation or lockdown is necessary. Members of facilities staff are to be contacted if parts of campus are to be searched.

**Computer Network Threat-** If such a threat will prolong or endanger campus functions, the ERT should determine all affected parties. Brief or scheduled network outages are not considered emergencies.

**Earthquake-** Stay indoors taking cover under heavy furniture or in a corner. Avoid mirrors or glass. If outdoors, keep clear of buildings and power lines. Stay alert for aftershocks, and possible gas and water leaks.

**Floods-** If you notice flooding on a lower floor, move to upper levels. If outside, move to higher ground. Do not attempt to walk or drive through flooded areas. Stay clear of electrical lines and outlets. Notify the nearest person of authority.

**National Tragedy-** ERT will determine if classes are to be canceled and an all-campus assembly is to be called. ERT will determine if the nature of the emergency requires local agencies or counseling opportunities.

**Power Outages-** If a power outage occurs, notify the nearest person of authority. The ERT will determine the nature and extent of the emergency. The ERT will determine if classes or buildings should be closed

**Unspecified Threat or Disturbance-** If a disturbance is noted, contact the nearest person of authority. Seek to minimize disturbance or threat (if feasible) by asking the person causing a disturbance to leave. Note description of such individuals. Lock all doors once the individual leaves. If a weapon is noted, call 911.

## Emergency Response Team

Emergency situations will be handled by the emergency response team (ERT). The ERT consists of the university President, Vice President for Finance, Vice President for Student Services, and Vice President for Academics. Vice Presidents will make suggestions for actions in particular departments. The ERT will approve all responses before activated. The Chair of the ERT is established to augment the team with further members depending on the severity of the emergency and will document all ERT decisions.

The functions of ERT are to manage the university's response to emergency situations, review and approve all response plans, coordinate on and off-campus communications through the communication tree regarding conditions on campus, coordinate the communication with outside agencies, maintain current and comprehensive lists of contact information, and identifying training opportunities to enhance readiness and response.

The university president maintains final authority involving emergency procedures. In the event of the President's absence or unavailability, a member of the ERT will make final decisions. The succession of authority will be as follows: (1) University President, (2) Vice President for Academics, (3) Vice President for Student Services, and (4) Vice President for Finance. In the event of an emergency, the ERT will meet and assess the situation, determine the necessary information to assess the situation, create a response scenario, identify and secure necessary resources to handle the situation, assign responsibilities to carry out response, coordinate response plan with local, regional, or national agencies, oversee all communication regarding emergency (all

communication requires the ERT permission and approval), activate pre-approved response protocol, and document all decisions, actions, and strategies. To further assist the ERT, an emergency infrastructure may be activated. At least one person will be assigned to each campus building/area to assess conditions and provide communication to the ERT. All individuals will be removed from their posts if there is a risk to personal safety.

## Evacuation

In the event evacuation is deemed necessary from residence halls or classrooms, the gym is designated as the campus shelter location. If it is determined that the entire campus must be evacuated, the ERT will consider releasing students to return to their homes or an off-campus evacuation site. Each Vice President will oversee his area to protect records and store computer information. Follow the procedures as detailed in the Inclement Weather Plan for evacuation.

## Students and Infectious Diseases

Each infection case shall be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon the behavior, neurological development, and physical condition of the student. The expected type of interaction with others in the school environment and the probability of contagion will likewise be considered in this decision (i.e. housing, college service, community service, and classes.)

The infected student is responsible for securing regular medical evaluations, as determined by the Vice President for Student Life, to permit a reliable assessment of any change in the student's condition which might affect attendance and participation in school activities. Failure to secure such regular medical evaluations or authorize the results' release will jeopardize the student's continued enrollment.

## Campus Security Policies and Procedures

Campus security is everyone's responsibility, and it is necessary to maintain sound and sensible precautions. It is therefore important for college community members to report any and all questionable incidents. Crimes that occur on campus are to be reported immediately to the Student Life Director, whose office is located in the Welcome Center. Persons who may assist in reporting criminal actions include any staff or faculty member, Residence Hall Staff, or the Student Life Department staff. Victims or witnesses of criminal activities are directed to complete an Incident Report, which details the facts surrounding the crime. Report forms are available from the Student Life Office. In cases involving local, state, or federal law violations, the Elizabeth City Police are notified for appropriate follow up. The university cooperates fully with any investigation conducted by proper authorities. In the event of a crime that threatens the campus community, a timely warning will be made through the college's regular announcement processes and the implementation of the campus notification system. In situations where there is an immediate threat to the health or safety of those on campus, the campus will be given a timely warning through the audio emergency broadcast system as well as the electronic mail system, and the campus Emergency Response Plan will be implemented. Either of these systems may not be utilized at that time if they would compromise efforts to contain the emergency. Upon confirmation of a significant threat to the campus, instructions for response and evacuation will be communicated in a timely warning.

Mid-Atlantic Christian University's Annual security and fire safety reports are provided for the protection and safety of the campus. The Mid-Atlantic Christian University Safety and Security Manual includes the annual security and safety compliance documents. These documents are dispersed at the beginning of the fall and spring semesters, are located on the website, and are available through request at the Student Life Office in the University's Welcome Center.

Mid-Atlantic Christian University uses video surveillance and building shutdown policies to provide after-hours security. Between 8:00 am and 5:00 pm on weekdays, the Student Life Office responds to security concerns. Staff/Faculty/RA's have the authority to enforce campus safety policies, to request identification of any person on campus, and to escort unauthorized persons from campus if necessary. The Elizabeth City Police Department will be contacted by MACU personnel to detain persons in violation of the law, and to fulfill such other responsibilities as may be required.

During new student orientation, crime prevention is addressed by reviewing precautions necessary to provide for one's personal safety and well-being, as the student handbook is explained. Residence hall programs also cover the topic of crime prevention as it relates to campus housing and safety procedures. The residence halls and other campus buildings have an announced closing hour during the year. The Student Life Office must approve any exceptions to these times in advance of a scheduled event. Occupants of the residence halls are issued keys that access the main lobby door and the individual room. For additional assistance, the resident must contact the Resident Hall Director to be admitted to the hall. All residents must be prepared to provide proper identification upon request of a college official. Residence Halls receive 24-hour video surveillance.

In compliance with the federal Campus Sex Crime Prevention Act, members of the campus community may obtain from the Student Life Office information regarding known sex offenders who are employed by or are students of Mid-Atlantic Christian University. There are no known individuals that fit into either category at this time. Students are also encouraged to become familiar with

<https://sexoffender.ncsbi.gov/>, which lists all known sex offenders in the immediate area.

In case of a sexual assault, the victim is advised to report the incident immediately to the Title IX Coordinator. The victim should also report the assault to the Elizabeth City Police Department for criminal investigation. The university will provide reasonable assistance to students who request assistance filing a report on or off campus. Medical treatment is advised at an area hospital in order to preserve evidence that may be needed in the investigation. Services may also be obtained through the Albemarle Hopeline of Elizabeth City by calling the 24 Crisis line at (252) 338-3011.

When it is determined that a sexual assault has occurred, the person or persons responsible will face campus disciplinary proceedings in accordance with the university disciplinary guidelines, and appropriate sanctions will be imposed upon a finding of guilt. Possible sanctions include mandatory treatment and suspension or expulsion. The University will cooperate fully with law enforcement agencies in investigating and prosecuting offenders who will be subject to all applicable legal sanctions under local, state, or federal laws. Counseling support services will be extended to the victim. Information relative to the case outcome will be provided to the accused and the accuser. The University will also offer assistance in making necessary changes in classes, housing, or other such arrangements as may be appropriate to enable the student to continue in school in cases of an alleged assault. Education programs on rape awareness programs are held in residence halls during the course of the school year.

In regard to campus security, each student has an individual responsibility that lends themselves to an orderly campus environment. These responsibilities include the following:

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing hours.
  2. No student shall fail to comply with a reasonable and lawful request or direction by members of the faculty, administrative staff members, residence hall staff, or other university employees acting in the performance of their duties.
  3. No student shall intentionally provide false information to a university faculty member or staff member acting in performing his/her duties.
  4. Therefore, students are prohibited from concealing their identity. The only exception to this is when officially sanctioned university activities call for the participants to come in costume.
  5. Guests are welcome on campus and must abide by the university's security procedures.
- In case of severe disruptive or threatening behavior on campus or where the security of any campus personnel or the well-being of college property is potentially in danger, the Vice President for Student Services (or his official representative acting for the administration) is authorized to immediately remove a student from the campus to provide necessary campus security. Obviously, the student in such a situation will be informed of the reason for his/her removal, which is subject to review.

## Missing Persons Information

The university requires that all residential students report to their Resident Assistant (RA) or Resident Hall Director (RHD) whenever they are to be away from their housing unit overnight. This report must include their destination and expected time of return. The purpose is to help assure the safety of students by having knowledge of their whereabouts.

If a member of the MACU community has reason to believe that a student residing in campus housing is missing, the student should immediately notify the Student Life Department located in the university Welcome Center or call (252) 334-2025. The Student Life Department will contact the Elizabeth City Police Department to initiate an investigation.

In the case of a missing person or potential missing person, the university will make every effort to contact the person directly. If the college is unable to contact the person and no other individuals on campus have knowledge or communication with the person then the University will contact the parents/guardian/family of the suspected missing person within 24 hours of the university's determination that the student is deemed missing. (Contact will be made through information given on the Missing Person Contact Registration Form.) The university will then work directly with the family and/or local authorities in efforts to locate the missing student. A student's confidential contact information will be accessible only by authorized campus officials and local law enforcement for the purposes of the investigation.

# Appendices

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## Appendix A - Student Records: Confidentiality and Release

The maintenance and security of student records is of paramount importance at Mid-Atlantic Christian University. The following policy reflects that concern and also meets the requirements of the Family Education Rights and Privacy Act (FERPA) passed by Congress in 1974.

The university maintains two types of permanent files. Below is a description of both and who has responsibility to maintain them.

### I. These records contain:

#### Academic

This file contains original transcripts; applications; SAT, ACT, AP, CLEP, and other appropriate test scores; transcripts from high school and other universities attended; the acceptance letter; and various forms and references submitted during the application process and disposed of according to policy stated later in this appendix.

- a. The Registrar maintains each student's academic file. Files are maintained in a secure location by the Registrar.
- b. The Academic Affairs secretary assists the Registrar in maintaining the files.
- c. Faculty advisors use the information in their academic advising.
- d. The Student Life Director and VPSS have access so that he may counsel "at risk" students.
- e. Other university personnel authorized by the Registrar have access whenever the nature of their responsibility (e.g., awarding scholarships and special recognitions) requires access to student records.
- f. The President, as final authority and decision-maker, has access to the files.

#### Financial Aid

This file contains a student's FAFSA, parents'/students' tax records, loan papers, financial aid awards.

- a. The VP for Finance and Financial Aid Administrator are authorized to maintain and secure the financial aid records of all students.
- b. Only the VP for Finance and Financial Aid Administrator have access to all financial aid records.
- c. The VP for Finance and Financial Aid Administrator will provide necessary information to the scholarship committee for the awarding of merit and other university-based scholarships.

### II. These records are maintained, reviewed, and discarded according to the following guidelines:

#### Academic

- a. MACU acknowledges that parents and legal guardians of independent students eighteen years of age or older do not have a right to view student records, grades, test scores, etc., unless written consent is received from the student. Parents of dependent students as defined in Section 152 of the Internal Revenue Code of 1954 may review student records without the consent of the student.
- b. The grades of unmarried students under age 23 are sent to parents/guardians unless otherwise informed by the student.
- c. Reference forms accompanied by waivers of right of access letters of recommendation are removed from the student's permanent file upon admission of the student. They are archived for six years after enrollment.
- d. Personal health statements and emergency contact forms are forwarded to the VPSS upon admission of the student. They are retained for five years beyond the date of graduation or the date of last attendance.
- e. Immunization records are retained for six years beyond entry.
- f. Official transcripts will be forwarded only upon request from the student or alumnus.
- g. Written permission from the student is required before grades or records of students are released to faculty or to any agency, except as outlined in Section I. However, the VPAA will post a Dean's List at the end of each semester without the GPA listed.
- h. A professor may post test scores, final exam scores, and end-of-course grades provided numerical codes are used, unless the student notifies each professor five days before posting that he/she does not wish his/her grades to be posted.
- i. Students may request to see the Academic Affairs Policy #10, "Retention and Disposal of Records for Applicants who enroll" from the Registrar's Office.

#### Financial Aid

All records are currently saved.

### III. Students have access to their records:

#### Academic

- a. Upon receipt of a written request from the student, the Registrar, within five working days, will 1) Permit the student to inspect and review the contents of the file. 2) Provide the student with copies of materials at

student's expense. Former students/alumni will pay \$7.00 for transcripts and \$2.00 for each additional copy. 3) Interpret the records to the student.

b. The student can challenge, in writing, the contents of his/her file. The Registrar shall conduct a hearing, at which time any materials found to be inaccurate, inappropriate, or misleading will be corrected. A student will also have the opportunity to insert into his/her file any written explanation he/she deems appropriate.

#### **Financial Aid**

a. Upon receipt of a written request from the student, the Financial Aid Administrator, within five working days, will 1) Permit a student to inspect and review the contents of his/her file. 2) Provide the student with copies of materials at student's expense. 3) Interpret the records to the student.

b. Should a student notice a verifiable error, he or she will inform the Financial Aid Administrator, who will report the correct information to the appropriate parties.

#### **IV. Disclosure of Student Information**

As a rule, no personally identifiable information from a student's records will be disclosed without written permission from the student, with the following exceptions:

Under FERPA, the college, at its discretion, may disclose directory information. MACU classifies the following student information as "directory information": name, address including preferred phone number and college email address, previous institutions attended, major field of study, honors and awards received, dates attended and degrees conferred, graduation date, participation in recognized sports and activities.

Currently enrolled students may withhold disclosures of information under the Rights and Privacy Act. To withhold disclosure, written notification must be filed in the Registrar's office by the end of the two week drop/add period at the beginning of the academic year. Forms requesting the withholding of directory information are available in the Registrar's office. The college assumes that the absence of such a request indicates individual approval for disclosure.

## **Appendix B - Responsible Use of University Computers**

Access to the Internet and email is available on-campus. Access is a privilege, not a right. All users must respect other users and respect all pertinent license and contractual agreements.

MACU is a "Windows" based environment. We do not discourage individuals from using a "MAC"; however, we can only offer limited technology support on performance and connectivity issues. MAC users are responsible for completing their assignments and checking email in a timely manner. Labs are available.

You will be assigned a user name and password. When you enter the University network, you leave your privacy at the door. Your email and Internet activity is public information and you should limit your activity accordingly. Your email can be read by people other than the party it is intended for.

Internet traffic can be monitored by people outside of the MACU network as well as inside. Therefore, do not abuse Mid-Atlantic Christian University's good name to access, for instance, sexually explicit web pages. The owner of the computer will be held responsible for whoever uses his or her computer. Using your computer privileges for hacking someone else's computer is a criminal offense.

Responsible use of the university computer and network resources requires that you:

- Respect the copyright and license provisions as they apply to all programs and data made available on the campus computers and the Internet.
- Respect the copyright of all materials with respect to their incorporation into papers/assignments, software, presentations, multimedia applications and Internet servers.
- Respect the rights of others by not tampering with their accounts, passwords, programs or data.
- Use only those computers, IDs, and passwords for which you are authorized, and use them only for the purposes for which they are intended. Do not share your computer account or password with others.
- Avoid overuse of the network or printing resources of the central computers' processing power or disk storage.
- Preserve the privacy of personal or institutional data to which you may have access.
- Provide for the security of computer systems for which you are responsible. This includes, but is not limited to, adequate backups and virus protection software.

Student Lab- The library computer lab is equipped with computers primarily for the academic work of our students. Those wishing to use student computers for recreation are welcome to do so as long as other students are not disturbed, delayed or inconvenienced. Recreational computer use is not allowed at times when students with academic work are waiting. Food and drink are not permitted in the computer labs. Any student working on a class assignment or student project has priority in the university



computers labs, and any student using a computer for recreational use (games, correspondence, social e-mail, etc.) is expected to relinquish their computer promptly in response to a request from another student. Loud or disruptive behavior is not tolerated in the student computer labs. Students should only print one copy of a document using the laser printers. Students should make additional copies using a copier.

Free access to the network is a privilege that may be revoked at any time for abusive conduct. Such conduct includes, but is not limited to:

- using the network for any purposes that violate U.S. or state laws;
- use of another person's account on the computer systems;
- tampering with network cabling or routing devices;
- tampering with the computer set-up and/or user interface
- use of software or hardware designed to disrupt the security of the network or devices on the network, or to spy on the network traffic of other users;
- knowingly and intentionally engaging in any activity that spreads computer viruses to campus computers or others computers on the Internet;
- visiting pornography websites (see below)
- use of abusive or otherwise objectionable language in either public or private messages;
- sending of "Chain letters" or lengthy unsolicited messages to lists of people;
- distribution of unsolicited advertising;
- any other applications that cause serious congestion on the campus network and interfere with the work of others.

**Disciplinary Action-** Ultimate responsibility for proper use and misuse of any or all MACU technology lies with each individual user of the technology. The Information Technology Committee or other individuals within the University may be empowered to temporarily suspend some or all privileges associated with the technology use in cases of misuse or threat to the integrity of all or part of the University's technological resources. Alleged computer abuse or misuse of computing services by students, faculty, or staff will be referred to the appropriate Vice President. Violators of University policies are subject to the normal disciplinary procedures of the University. Illegal actions are subject to prosecution by local, state or federal authorities.

## Appendix C - Student Email Policy

Email is considered an official method for communication at Mid-Atlantic Christian University. Official email communications are intended to meet the academic and administrative needs of the university. The university has the right to expect that such communications will be received and read in a timely fashion. To enable this process, the college ensures that all students can be accessed through a standardized, university issued email account. While the university will continue to communicate through printed publications and written correspondence, it is expected that the university will increasingly use student email as a means of communication.

**Assignment of Email Address-** Each student, upon enrolling, is issued an email account with an address on the macuniversity.edu domain. The email account created by the university is the official email address to which the university will send electronic communications.

**Accessing Email-** To check your campus email, go to [www.macuniversity.edu](http://www.macuniversity.edu). At the top of the page, right side, there is an icon that says "Campus Email". Select the icon. Username: MACU/joe.doe Password: (it will be either 8 or 9 numbers and letters) If your email account is not working, please complete an IT support ticket located on MACU's website- [macuniversity.edu](http://macuniversity.edu).

**Redirecting Email-** Students may elect to redirect messages sent to their Mid-Atlantic Christian University email address. Students who redirect email from their official address to another address (Hotmail, Yahoo, AOL, etc.) do so at their own risk. Having email lost as a result of redirection does not absolve students from their responsibilities associated with communications sent to their official email address.

**Expectations Regarding Student Use of Email-** Students are expected to check their Mid-Atlantic Christian University official email on a frequent and consistent basis in order to remain informed of school-related communications. The University recommends checking email at least twice per week. Students are responsible for the consequences of not reading school-related communications sent to their official University email account. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," error in forwarding email, or email returned to the university with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official university communications via email.

**Educational Uses of Email-** Instructors may set a policy defining how students use email in their class, including requiring students to check their email on a regular basis.

**Prohibited Conduct-** Student email may not be used in the following ways: Unlawful activities, commercial purposes, personal financial gain, false identity in email communications, and/or misrepresentation of Mid-Atlantic Christian University.

More information regarding the university's IT Policies and Procedures can be found on the website.  
<https://www.macuniversity.edu/about-macu/university-policies/technology-policies/>

## Appendix D - Office of Learning Enhancement Services

The mission of Mid-Atlantic Christian University is to impact the world by transforming ordinary people into extraordinary Christian leaders. It is the goal of this institution to educate men and women to this end regardless of sex, race, age, physical handicap, or learning disability. MACU cannot guarantee that all students will be successful in their educational endeavor, but her faculty, staff, and administration are committed to providing the best education possible to all students.

The Office of Learning Enhancement Services exists to assist students in their academic performance. One specialized area is to assist students with disabilities in achieving their highest level of performance while attending Mid-Atlantic Christian University. The school realizes that these disabilities, whether physical or learning, are real disabilities which both the student and the university must take seriously. With this in mind, the university is ready to serve the disabled student who can handle university work with or without the level of reasonable accommodations the college can provide.

A student wishing to receive reasonable accommodations may make this request through the Office of Learning Enhancement Services.

In order to receive reasonable accommodations, the student will need to furnish the college with an official diagnosis of the specific learning disability, an Individual Education Plan (IEP), or some other official document which identifies and prescribes help for the specific learning disability. It is important to remember that the responsibility rests with the disabled student to identify himself/herself to the appropriate college personnel and to provide adequate documentation. Once a student has requested accommodations for his/her disability, he/she can expect to meet with the Director of LES to devise his/her IEP. A separate IEP will be created for each course. This plan will consist of the reasonable accommodations prescribed by the student's diagnosis, available support services, and the student's responsibilities. A copy of the IEP (signed by the student, Director of LES and each instructor) will be placed in the student's file in the Office of Learning Enhancement Services with a copy forwarded to applicable instructors. All files are handled with the utmost confidentiality.

Reasonable accommodations the university is prepared to offer are the following:

- Preferential seating
- Auxiliary aids such as the use of tape recorders or laptop computers in class (student's responsibility)
- Extended testing time
- Separate, quiet room for testing
- Alternate testing format
- Limited tutoring (math and writing center, plus six hours of tutorial in other classes depending on availability of tutors)
- Taped texts (student's expense)
- Copies of class notes (student's expense)
- Regularly scheduled meetings with instructors

In addition to these, developmental advising and personal counseling are available at the student's request from appropriate faculty. A Study Skills Seminar is also available each semester (one credit hour).

## Appendix E - College-Level Examination Program (CLEP)

Mid-Atlantic Christian University is a "limited" CLEP center: the university offers, as an academic service to MACU students only, the administration of CLEP tests.

Testing dates are scheduled on an individual basis. The Academic Office has information about which tests are accepted for classes at Mid-Atlantic, minimum passing scores, and how to obtain study materials. To schedule a test, contact the Academic Office.

The CLEP process takes about five weeks from submission of the test application and fee; a CLEP test should be taken well in advance of the date the course credit should be earned (that is, before the semester during which the course you need is offered).

## Appendix F - Welcome to Area Christian Churches and Churches of Christ

The following is a list of some of the supporting Churches of Christ/Christian Churches, along with schedules of their services.

**Belvidere-Ryland Church of Christ** (Take US 17 S about 13 mi.; turn right on Hwy 37; go through Windfall and Belvidere; bear left at the Y onto Drinking Hole Rd.; at stop sign, continue straight for 4 mi.; church will be on left. Tel. 252-207-2684). Sunday school, 9:30; morning worship, 10:30.

**Berea Church of Christ** (Take US 17 S; go 1.7 mi. past weigh station and go left on Woodland Church Rd. Go 2 mi.; turn left on New Hope; church on right about 2 mi. Tel. 252-264-2181). Sunday school, 10; morning worship, 11; evening worship, 7; Wednesday night prayer and Bible study, 7.

**Bethlehem Church of Christ** (Less than 30 min. drive. Take second road to left beyond the big bridge on US 17 at Hertford, first left past Food Lion. Go to end of Wynne Fork Rd. and turn right on Pender Rd. Building is on right. Tel. 252-426-1555). Sunday school, 9:45; morning worship, 10:45.

**Camden Church of Christ** (Follow Rt. 158 E over the bridge; turn right at stoplight in Camden; building is 2 mi. on left on Rt. 343. Tel. 338-3292). Sunday school, 10; morning worship, 11; Wednesday fellowship meal, 6, and youth meetings, adult classes at 7.

**Cape Colony Church of Christ** (Take US 17 S; turn left on Rt. 37; turn right at Mulberry Hill sign; church is on right about 1.5 miles. Tel. 482-5013). Sunday school, 9:45; morning worship, 10:45; evening worship, youth classes, 7; Wednesday night, 6 in the summer, 7 in the winter. Thomas Biggs (482-8908), minister.

**Countryside Church of Christ** (Take US 17 S to Exit #224; turn left at the top of the exit ramp; building is 1/4 mile on the right. Tel. 252-482-3788). Sunday school, 10; morning worship, 11; evening worship, 6; Wednesday night Bible study, 7.

**Journey Christian Church** (Four miles north on left of US 17. Tel. 252-335-4660). Sunday school, 9:00; Morning worship, 10:00; evening worship, 6:30; Wednesday night Bible study, 7.

**Jarvisburg Church of Christ** (Forbes Rd., Harbinger, NC. Take NC 158 E to Jarvisburg. Building on left behind Shell station. Tel. 252-491-8412). Sunday school, 9:45; morning worship, 11; evening worship, 6; Wednesday night Bible study, 7.

**South Mills Church of Christ** (100 Culpepper Rd. just off US 17 North. Tel. 771-5644). Sunday school, TBD; morning worship, 10; Wednesday Bible study, 10 a.m., 7 p.m.; Thursday Bible study, 10 a.m. Ron Stuart (338-2430, cell 207-8526), evangelist; Roy McLeod (771-8321, cell 202-4456), youth evangelist.

**Towne South Church of Christ** (Take Halstead Blvd. to Peartree Rd.; turn right. Tel. 338-2248). Morning worship, 9, 10:30; Sunday school 10:30; various evening activities starting at 5:15—prayer time, fellowship meal, praise, Bible study at 6:30.

## Appendix G - Policy on Preventing and Responding to Domestic or Dating Violence, Sexual Assault, and Stalking

### Mid-Atlantic Christian University Institutional Wide Policy # 19

SUBJECT: PREVENTING and RESPONDING to DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, and STALKING  
REVISED: June, 2020

Policy for: All Mid-Atlantic Christian University staff, faculty and students

Procedure for: All Mid-Atlantic Christian University staff, faculty and students

Authorized by: Vice President for Student Services

Issued by: Board of Trustees

#### I. Purpose

The purpose of this policy is to address the public well-being of Mid-Atlantic Christian University's ("MACU" or the "University") students, staff, and faculty and to comply with the requirements of applicable state and federal laws including section 485(f) of the Higher Education Act of 2008, the Violence Against Women Reauthorization Act of 2013, the Campus SAVE Act, and Title IX of the Education Amendments of 1972, 20 U.S.C. section 1681 et seq.

#### II. Policy

The University will not tolerate domestic violence, dating violence, sexual assault, or stalking. Offenders may be subject to appropriate University judiciary action and/or criminal proceedings. Sexual violence is a form of sexual harassment, and services are available to students, faculty, and staff who experience sexual violence, domestic violence, dating violence, and instances of stalking. The University utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving allegations of domestic violence, dating violence, sexual assault, or stalking. Officials who receive specific annual training carry out these procedures.

In situations of alleged domestic violence, dating violence, sexual assault, or stalking, the University is committed to providing crisis intervention measures for students, faculty, and staff, as well as appropriate administrative response for the complainant and respondent; referring individuals to criminal investigative, counseling, or prosecuting authorities; and educating and promoting discussion on interpersonal abuse and violence issues. The University's process does not obviate adjudication under state law or federal law.

The University prohibits retaliation by its officers, employees, students, or agents against a person who exercises his or her rights or responsibilities under any provision of federal or state law, including Title IX and the Campus SaVE Act, or this policy.

### III. Procedures

#### **PROVIDING INFORMATION**

The University continually reviews and modifies its physical surroundings to enhance security and safety, such as campus lighting, locking procedures, signage, etc. For additional safety information, contact the University maintenance department.

The University provides all incoming students and new employees with a description of the annual security reports, ongoing prevention and awareness campaigns, and primary prevention and awareness programs. This training includes, but is not limited to:

- A statement that the institution prohibits the offences of dating violence, domestic violence, sexual assault, and stalking (reading of the policy statement)
- Definitions of the following, as provided in this policy:
  - o Dating violence
  - o Domestic violence
  - o Sexual Assault
  - o Stalking
  - o Consent
- Active bystander guidelines and procedures
- Information on risk reduction
- Information on institutional policies and procedures regarding the events after an allegation of dating violence, domestic violence, sexual assault, or stalking has been made or a sexual offense occurs
- Such other information as is contained in this policy.

#### **DISCLOSURE AND PUBLICATION OF CRIME AND SAFETY STATISTICS**

The University maintains statistics about the number of incidents of dating violence, domestic violence, sexual assault, and stalking that meet the definitions of those terms.

These statistics and the list of people to whom a crime may be reported appear online at: <http://www.macuniversity.edu/student-life/student-services/safety-and-security>. Neither safety awareness alerts nor campus crime statistics contain specific victim-identifying information. Honoring the confidentiality of judiciary proceedings and their outcomes is the responsibility of the accused, the victim, the institution, and all others participating in or privy to those proceedings. Unless disclosure is authorized by law, failure to respect the confidentiality of the proceedings and their outcomes may result in judicial consequences within the University, as well as potential civil liability.

#### **ONGOING PREVENTION AND AWARENESS CAMPAIGNS AND PRIMARY PREVENTION PROGRAMS**

The University makes every attempt to foster an environment of safety and security. To achieve this, the University conducts ongoing prevention and awareness campaigns and primary prevention programs that address all aspects of domestic violence, dating violence, sexual assault, and stalking, including rape and acquaintance rape. These ongoing campaigns include the information identified in the section entitled "PROVIDING INFORMATION", above. The University imposes these campaigns and programs on all University faculty, staff, and students.

These campaigns and programs include, but are not limited to, the provision of information regarding:

- Safety precautions and prevention
- Crisis management
- Reporting

- Medical and counseling services
- MACU judiciary procedures
- This policy

First-year students must participate in Violence Against Women Training Session- a Title IX education program by Mid-Atlantic Christian University that combines sexual assault and substance abuse prevention in a comprehensive training program.

For additional information about University educational programs concerning domestic violence, dating violence, sexual assault, and stalking, contacts the appropriate Title IX Coordinator.

## HOW TO BE AN ACTIVE BYSTANDER

The University recognizes that everyone is a bystander at some time. Bystanders play a crucial role in preventing and avoiding sexual violence, domestic violence, dating violence, instances of stalking, and other types of unacceptable behavior. The University is committed to fostering a campus environment of accountability where campus community members are actively engaged in preventing violence and mitigating further harm.

Active bystanders witness these conditions, behaviors, and situations and make the choice to intervene or speak up about the situation. Active bystanders are the largest and first line of defense in eliminating violence or misconduct on the University campus.

What to do as an active bystander is not always clear. The University provides the following guidelines to alleviate and add clarity to potential actions by active bystanders. This list is by no means complete.

1. If there is an apparent, immediate danger, dial 9-1-1 immediately.
2. Be actively aware of your surroundings and your fellow campus community members. If someone appears to be in trouble or needs help, ask if they need assistance.
3. Speak out (diffuse the situation immediately or report to University authorities) when you hear someone talking about trying to take advantage of another person.
4. Confront and report anyone who tries to take advantage of an incapacitated person.
5. Believe someone who reports sexual assault, abusive behavior, or experience with stalking.
6. Refer people to on or off campus resources listed in this document for support in health, counseling, or legal assistance.

*(Bystander intervention strategies adapted from Stanford University, University of North Dakota, and the Massachusetts Institute of Technology)*

## RISK REDUCTION

Risk reduction is not a tool that shifts the responsibility of assault or rape onto the victim—rapists are solely responsible. However, there are strategies to reduce the risk of sexual assault, harassment, or other types of misconduct. Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation. Additionally:

1. Avoid isolated areas and areas that lack appropriate lighting.
2. Trust your instincts.
3. If at any point you feel uncomfortable or unsafe, make every attempt to remove yourself from the situation or ask for help.
4. If you witness something suspicious, immediately contact local authorities (dial 9-1-1.)
5. Avoid isolation with unfamiliar persons.
6. Make sure your cell phone is sufficiently charged.
7. Keep the gas tank filled at least halfway.
8. Avoid walking with headphones in both ears or otherwise limiting your ability to fully be aware of your surroundings.
9. Travel in groups. Arrive to events in groups. Maintain periodic contact with group members during events and leave with group members.
10. Let others know where you are going and how to contact you. Set up a code word that will let your friends and family know that you are in trouble.
11. If you are in a social setting, do not leave your drink unattended. If you have to leave your drink unattended for any length of time, dispose of the drink and order a new drink.
12. Do not accept drinks from people that you do not know.
13. Help your fellow community members by watching out for them. If someone is too intoxicated, incapacitated, or otherwise acting out of character, get him or her to a safe place. If necessary, contact the campus and local authorities to assist.
14. If you suspect that someone has been drugged or otherwise intentionally incapacitated, contact law enforcement immediately (dial 9-1-1.)

Sometimes you will find yourself in a situation that is uncomfortable or unsafe. Being in an unsafe or uncomfortable situation is not your fault. If you find yourself in one of these situations, try some of the following:

1. Only do things you are comfortable and okay with doing.
2. Avoid pressure from other individuals to engage in activities.
3. Say “No” or “I don’t want to.”
4. Make every attempt to escape the situation even if it means fabricating an excuse.
5. If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.
6. Try to think of an escape route. How would you try to get out of the room? Where are the doors and windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

#### **PROCEDURES FOLLOWING THE OCCURRENCE OF AN OFFENSE, INCLUDING REPORTING**

A guiding principle following the occurrence of a sex offense, domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing by engaging in a plan of action. It is recommended that the victim consider each of the following:

1. Get to a safe place.
2. Avoid the destruction of evidence. Showering, bathing, douching, changing clothes, or cleaning up in any way can destroy crucial evidence.
3. Preserve evidence in marked paper bags.
4. Preserve copies of digital evidence like emails, text messages, chat logs and voice mails.
5. Get medical treatment. Be forthcoming about the event so that the medical examiner can give the appropriate and necessary treatment to assess your condition and preserve evidence
6. Pursue counseling from University Counseling Services or an outside counseling agency.
7. File a police report.
8. Report the incident or experience to campus authorities—the Title IX coordinator, Vice President for Student Services, and the Student Life Director.
9. Make an anonymous report to law enforcement. See the section on Alternatives to Immediately Filing a Police Report for complete information.
10. Opt to not notify authorities.
11. Obtain protective orders.

A student or employee who reports to the University that the student or employee has been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of the student’s or employee’s rights and options, as described or referenced herein.

#### **FILING A POLICE REPORT**

A report to the police can empower the complainant by exercising her/his legal rights and can aid in the protection of others. University staff will encourage the complainant to file a police report and will assist the complainant in notifying the police, if requested. The police should then advise the complainant of the legal process. The police can be contacted by dialing 9-1-1 or by calling 252-335-4321. The Elizabeth Police Department (“ECPD”) is located at 302 East Colonial Avenue, Elizabeth City, NC 27909.

1. MACU and law enforcement personnel typically conduct on-campus investigation. Responsibilities of the ECPD include:
  - i. Attending to the immediate needs of the victim, including personal safety and prompt medical care
  - ii. When appropriate, broadcasting a description of the offender
2. The Elizabeth City Police Department or another law enforcement agency usually investigates off-campus cases. When an investigation or legal proceeding occurs off-campus, services are still available through the University.

Immediately filing a police report is encouraged and recommended. Filing a police report is not analogous with filing charges against an accused. Charges may or may not be filed. However, the immediate filing of a police report may improve the collection of evidence and may improve the adjudication process. Pursuing charges is at the discretion of the applicable state judicial or legal authority. Reporting an incident does not obligate a person to press charges, but gives the complainant the option of seeking a judicial no-contact, restraining and protective order.

#### **ALTERNATIVES TO IMMEDIATELY FILING A POLICE REPORT**

While the University strongly encourages the filing of a police report, other alternatives exist, such as:

1. Report the crime at a later time/day.
2. Make a complaint to a University official or the appropriate Title IX Coordinator, who, if desired by the victim, can assist the victim in notifying law enforcement authorities. Regardless of whether a report is filed with the University, any filed police reports will go through the judiciary and review process at MACU.
3. Make an anonymous report to the police (a report that notifies the police that a domestic violence, dating violence, sexual assault, or stalking incident has occurred, but gives no names or identification). Elizabeth City Police Department operates an anonymous CRIMELINE - (252) 335-5555

4. Contact the appropriate Title IX Coordinator for more information concerning the administrative process. Students may reference the University judiciary process outlined in this policy or in the *Student Handbook*. Faculty and staff should consult the *Staff Handbook* and the *Faculty Handbook*.
  5. Opt not to notify authorities.
- If the complainant does not choose to file a police report, an official complaint may still be filed with the University. Complaints will be referred to law enforcement agencies if appropriate.

#### **ONGOING CARE**

Students may seek assistance at any time from the University Counseling Services (“UCS”) at no additional charge. Referrals may be made upon request for relatives, partners, and friends of either the complainant or respondent to various support agencies. The USC may, or direct victims to others who may, provide assistance in areas such as in changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Students may seek assistance from local medical services. Post-assault medical care includes testing and treating for sexually transmitted diseases (STDs).

At any time, students may contact a Student Life Representative who is trained to respond to sexual assault emergencies. A student may contact this representative even if he or she has not decided yet whether to report the sexual assault to the police. The Student Life Representative is available to answer any general or personal questions related to sexual assault and can help with finding emotional support, getting medical care, reporting the crime to the police, preserving evidence, and, if desired by the complainant, pressing charges, adjusting living arrangements, managing academic obligations, getting counseling, and referring to outside sources. Employees and students may seek assistance at any time from any medical facility.

#### **ON-CAMPUS INVESTIGATION AND ADJUDICATION**

MACU’s response to domestic violence, dating violence, sexual assault, or stalking reports may involve a number of individuals and agencies (e.g., Title IX Coordinator, Student Life Director, and Police). In addition, for cases involving campus community members, there is a timely, campus-based investigation that is private and protects individual rights and process. The complainant is presented with options about how s/he may pursue the complaint.

The appropriate University judiciary avenue is determined by the status of the person accused of sexual assault. Anyone to whom this policy applies may choose to bring forward a complaint within the University instead of, or in addition to, seeking redress outside the institution in the legal system.

Someone with a complaint of sexual assault may also opt to pursue his or her case via the legal system without engaging the University’s judiciary process, although, in the interest of community safety, the University may be obliged to investigate and/or prosecute an alleged sexual assault through internal judiciary procedures.

The University does not impose a time limit after which the University will not consider formal complaints of sexual assault. However, a timely judiciary process can take advantage of the most recent recollections and evidence and can facilitate more prompt resolution to what is often a traumatic and painful situation for the victim.

If the accused is an employee, the complaint should be addressed to the Title IX Coordinator.

In each of the venues, the University is committed to initiating a prompt and thorough investigation. Such an investigation may occur alongside, rather than in lieu of, an independent law enforcement investigation.

#### **UNFOUNDED CRIME REPORTS**

In accordance with the Department of Education’s Clery Reporting Handbook, unfounded crimes are crimes that are reported and investigated by sworn law enforcement and found to be false or baseless. Only sworn or commissioned law enforcement personnel may determine a crime to be unfounded.

The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution or the failure to make an arrest does not make an actual offense “unfounded”. In addition, the findings of a coroner, court, jury or prosecutor do not make actual offenses or attempted offenses “unfounded” when law enforcement investigations determine that those offenses or attempted offenses actually occurred.

Statistics regarding the reporting of offenses that are found to be unfounded are reported to the Department of Education along with other required crime statistics. Statistics regarding the reporting of offenses that are found to be unfounded are also disclosed in the annual security report.

Crimes statistics that are disclosed but later found to be “unfounded” in a subsequent year by sworn law enforcement are

revised.

## PROCEDURES FOR UNIVERSITY DISCIPLINARY ACTIONS

Proceedings for University disciplinary actions shall (a) provide a prompt, fair, and impartial investigation and resolution; and (b) be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

**For Students** – The *Student Handbook* describes the judiciary process that follows a violation of this policy, other university policies, and the *Student Handbook*. If the accused is a student, a complaint is addressed within the procedures for student discipline described in the *Student Handbook*. The complaint should be addressed to the Title IX Coordinator for students.

The University Title IX Director oversees the MACU judiciary process for students' and employees' complaints and allegations of sex-based discrimination, including hostile environment, pregnancy or related conditions, dating violence, domestic violence, sexual harassment, sexual assault, or stalking.

Complainants and respondents have the right to have an advisor of their choice present throughout the entirety of the judiciary process. The complainant, respondent and their advisors are given equal access to information concerning the allegation.

During the hearing(s):

- The complainant and respondent have equal opportunities to have others present, including an advisor of their choice, or the university will appoint one. If both the Respondent and Complainant are required to attend the same hearing, then a minimum of 24 hours of notice will be given.
- The Title IX shall examine relevant evidence.
- The Complainant and Respondent have the right to have written transcripts or summaries of allegations and hearings.
- The Title IX Director or Title IX investigator may interview witnesses when appropriate
- The Title IX Director may hear testimony from the complainant and the respondent if the complainant and respondent testify.
- The Complainant and Respondent have the right to have the Title IX Director cross-examine the other party. They have the right to present questions to the Title IX Director to be evaluated to be asked.
- Failure of witnesses, Claimant or Respondent to answer any question constitutes a failure to submit to cross-examination
- Cross-examination will occur in a respectful, non-abusive pattern based on evidence that was provided in advance
- The Title IX Director shall render judgment. Others may be asked by the Title IX Director to be part of the decision making process.
- The Title IX Director shall deliver notice of judgment to the complainant and respondent simultaneously, in writing.
- The Title IX Director may report criminal issues to law enforcement

If a respondent refuses to appear before the Title IX Director and/or the assigned Committee, a judgment will be made in the absence of the respondent.

The standard of proof that exists for university judicial proceedings is preponderance of evidence (i.e., more likely than not, the event(s) occurred). A student's privacy concerns are weighed against the needs of MACU to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. However, information may be shared with appropriate departments and agencies on a need-to-know basis when it pertains to investigative needs and safety concerns of the university community. In accordance with VAWA, these necessary disclosures do not violate section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Following University disciplinary action in cases of alleged domestic violence, dating violence, sexual harassment, sexual assault, or stalking, both the accuser and the accused shall be simultaneously informed, in writing, of: (a) the outcome of any University disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking; (b) the University's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding; (c) any change to the results that occurs prior to the time that such results become final; and (d) when such results become final.

The entirety of the student judiciary process is detailed in the *Student Handbook*.

**For Faculty and Staff** - If a faculty or staff member is involved as the complainant or respondent:



All incidents are to be reported to the appropriate Title IX Coordinator.

Complainants and Respondents have the right to have an advisor of their choice present throughout the entirety of the judiciary process. The complainant, respondent, and their advisors are given equal access to information concerning the allegation.

During the hearing(s):

- The complainant and respondent have equal opportunities to have others present, including an advisor of their choice. If both the Respondent and Complainant are required to attend the same hearing, then reasonable notice will be given.
- The Title IX Director and/or designees of the Title IX Director shall examine relevant evidence
- The Title IX Director and/or designees of the Title IX Director may interview witnesses, when appropriate
- The Title IX Director and/or designees of the Title IX Director may hear testimony from the complainant and the respondent, if the complainant and respondent testify
- The Title IX Director and/or designees of the Title IX Director shall render judgment
- The Title IX Director shall deliver notice of judgment to the complainant and respondent simultaneously, in writing
- The Title IX Director may report criminal issues to law enforcement

If a respondent refuses to appear before the Title IX Director and/or the assigned Committee, a judgment will be made in the absence of the respondent.

The standard of proof that exists for University judiciary proceedings is preponderance of evidence (i.e., more likely than not the event(s) occurred). If a complainant requests that his or her name not be revealed to the respondent or asks MACU not to investigate or seek action against the respondent, MACU will be limited in its ability to respond fully to the incident.

Following University disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, both the accuser and the accused shall be simultaneously informed, in writing, of: (a) the outcome of any University disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking; (b) the University's procedures for the accused and the victim to appeal the results of the institutional disciplinary proceeding; (c) any change to the results that occurs prior to the time that such results become final; and (d) when such results become final.

The entirety of the employee judiciary process is detailed in the *Staff Handbook* and the *Faculty Handbook*.

#### **INTERIM ARRANGEMENTS AND POST-HEARING INTERVENTIONS**

The University actively provides services for all parties in domestic violence, dating violence, sexual assault, and stalking cases. The University continues a coordinated response system that attends to the complainant's and respondent's physical and emotional well-being as well as the safety of the community.

#### **ADMINISTRATIVE SERVICES TO ASSIST A STUDENT COMPLAINANT OR RESPONDENT**

The Title IX Coordinator will assist individuals, including collaborating with Elizabeth City Police Department and other departments to provide:

1. Referral to a counselor at the University Counseling Services, or referrals to outside provider(s).
2. Assistance in petitioning for a protective order. The University honors orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
3. Withdrawal from the University.
4. An on-campus investigation and, if appropriate, initiate on-campus judiciary procedures.
5. Other referrals as necessary.

#### **ADMINISTRATIVE SERVICES TO ASSIST FACULTY OR STAFF COMPLAINANT OR RESPONDENT**

The Title IX Coordinator will assist faculty and staff, including collaborating with the Elizabeth City Police Department and other departments to provide:

1. Assistance in petitioning for a protection order. The University honors orders of protection, no-contact orders, or similar orders issued by a criminal, civil, or tribal court.
2. An on-campus investigation and, if appropriate, initiate judiciary/dismissal procedures.
3. Other referrals as necessary.

#### **SUPPORT SERVICES**

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The University offers a diverse array of services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing.

**Sentara Albemarle Medical Center:**

(252) 335-0531, 1144 N. Road Street Elizabeth City, NC (24 Hours)

The Sentara Albemarle Medical Center Emergency Room follows specific policies and procedures, approved by the State in treating an individual who has been sexually assaulted. The State may pay for emergency room care for victims who have been sexually assaulted and do not have health insurance; if a victim provides health insurance information to the emergency room, the emergency room will bill the insurance company and the policyholder will be notified as usual. The victim is placed in a private room. Medical care is given as soon as possible. By law, city police are notified, and the victim may choose to file a report.

**Elizabeth City Police Department:**

(252) 335-4321, 305 E Main St., Elizabeth City, NC (24 Hours)

The Elizabeth City Police Department urges anyone who has been sexually assaulted to call immediately in order to strengthen the likelihood of successful prosecution. ECPD can be contacted by dialing 9-1-1. Responsibilities of the ECPD include attending to the immediate needs of the victim, including personal safety and prompt medical care and, when appropriate, broadcasting a description of the offender.

**Albemarle Hopeline:**

(252) 338-5338

Albemarle Hopeline is a private, non-profit organization that provides comprehensive direct and preventative services to victims of family violence, sexual assault, and teen dating violence in the counties of Pasquotank, Camden, Chowan, Currituck, Perquimans, and Gates. Albemarle Hopeline offers emergency shelter, counseling, court advocacy, crisis response team, prevention education, and information and referrals.

**Student Life Department and Student Services:**

(252) 334-2021 or (252) 334-2025

At any time, students may contact a Student Life Representative who is trained to respond to sexual assault emergencies. A student may contact this representative even if he or she has not decided yet whether to report the sexual assault to the police. The Student Life Representative is available to answer any general or personal questions related to sexual assault and can help with finding emotional support, getting medical care, reporting the crime to the police, preserving evidence, and, if you wish, pressing charges. They can also assist with adjusting living arrangements, managing academic obligations, getting counseling, and referring to outside sources.

**University Counseling Services:**

(252) 334-2084 or (252) 334-2038.

MACU University Counseling Services ("UCS") has two on campus counselors who can work with students who have gone through an experience of sexual assault or who have questions about relationships and sexuality. Consultation with a staff member is available in person during regular business hours.

**SANCTIONS**

The University Judiciary Committee, in search of the goal of a safe and secure campus, may impose the following sanctions following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual harassment, sexual assault, or stalking:

**Students**

1. Suspension for a set amount of time.
2. Expulsion from the University.
3. Judiciary withdrawal from the University.
4. No Contact Directive: A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, or through third parties.
5. Suspension of or restrictions on access to all or to specified campus facilities, buildings, or other locations; or services; or events.
6. Restricted access within the residence halls, restricted access to dining services, and removal and/or ban from the residence hall system for a specified period of time.
7. Suspension of or restriction(s) on driving on or parking in campus-controlled streets, roads, and parking lots.
8. Restitution to MACU for cleaning, replacing, or restoring some specific area or thing when loss or damage was a result of the student's judiciary violation.
9. Referral for a behavioral assessment, to the University Counseling Services ("UCS"), or another provider approved by UCS.
10. Revocation of a degree if misconduct occurred before the awarding of the degree
11. Mandated community service and/or participation in University educational programs.
12. Mandated participation in one or more University activities, lectures or workshops, and/or other activity that employs an educational purpose and accepted pedagogy.
13. Enhanced Sanctions for Bias-Motivated Offenses – Violators of the regulations and policies outlined in this document whose violations are motivated by bias may face more severe or enhanced sanctions. Per Congress, criminal offenses against a person or property motivated in whole or in part by an offender's bias are hate crimes. Hate crimes motivated by bias include the intentional selection of a person against whom the violation

is committed because of the race, religion, color, genetic information, gender, disability, sexual orientation, gender identity, national origin, ethnicity, age, or ancestry of that person.

The Vice President for Student Services has the final authority to recommend the suspension or expulsion of a student.

## Employees

1. Termination of employment
2. No Contact Directive: A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, telephone, or through third parties.
3. Suspension of or restriction(s) on access to all or to specified University facilities, buildings, or other locations; or services; or events.
4. Any individual who is alleged to have committed a violent act, including domestic violence, dating violence, sexual assault, or stalking upon a member of the University community, may be banned from campus and University activities.
5. Other conditions as deemed appropriate.

## PRIVACY AND RESPECT OF INFORMATION

Respecting one's right to privacy is important to MACU. Students can be assured that when they share information with medical, police, and/or University officials, such information will be handled professionally and within the framework of each agency's governing body privacy limitations (e.g., state law, licensing, FERPA, etc.).

University employees who have the authority to take action to redress sexual violence; who have been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Vice President for Student Services or appropriate University official; or who are contacted by a student and reasonably believe that the student reasonably believes that the employee has this authority or duty, shall each report all complaints of sexual violence to the Vice President for Student Services.

A student's privacy concerns are weighed against the needs of the University to respond to acts of harassment, including domestic violence, dating violence, sexual assault, and stalking based upon the universities actual knowledge of events. To the extent reasonably possible, all reports will remain private. However, information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the University community. Third party reports will be investigated on a case-by-case basis. If a complainant requests that his or her name not be revealed to the respondent or asks the University not to investigate or seek administrative action against the respondent, MACU will be limited in its ability to respond fully to the incident.

University Counseling Service counselors, persons with professional licenses requiring confidentiality, or a person is supervised by one of the foregoing, should not report incidents of sexual violence to the Vice President for Student Services in any way that identifies a student without the student's consent. All information received is subject to inclusion, in statistical form, in annual MACU-published reports. Title IX and the Campus SaVE Act include protections against retaliation. MACU officials will not only take steps to prevent retaliation but will also take strong, responsive action if it occurs.

## IV. Published University Website.

## V. Reasons for Revision

## VI. Appendices

### Relevant Legislation

Clery Act: <http://clerycenter.org/summary-jeanne-clery-act>  
U.S. Department of Labor - Title IX, Education: <http://www.dol.gov/oasam/regs/statutes/titleix.htm>  
FERPA: <http://www.law.cornell.edu/uscode/text/20/1232g>  
SaVE Act: <https://www.congress.gov/bill/112th-congress/house-bill/2016/text>  
Title IX: <https://www.ecfr.gov/current/title-34/subtitle-B/chapter-I/part-106?toc=1>  
VAWA: <http://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf>

### Definitions

The following state definitions are informational and are not used to classify crime statistics in the MACU Annual Security Report.

- **Actual Knowledge-** Notice of Sexual harassment or allegations of sexual harassment or allegations harassment to the Title IX Coordinator or an official who has authority to institute corrective measures on behalf of the institution.
- **Clery Act -** Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- **Complainant-** The individual who brings a grievance or makes the complaint.

- **Consent-** Assent does not constitute consent, within the meaning, if (a) It is given by a person who is legally incompetent to authorize the conduct charged to constitute the offense and such incompetence is manifest or known to the actor; (b) It is given by a person who by reason of youth, mental disease or defect, or intoxication is manifestly unable or known by the actor to be unable to make a reasonable judgment as to the nature or harmfulness of the conduct charged to constitute the offense; or (c) It is induced by force, duress, or deception.
- **Dating Violence-** Violence by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
- **Domestic Violence-** Felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Locations, events, or circumstances over which the recipient exercised substantial control over both the respondent and the context in which the sexual harassment occurs.
- **Emergency Removal-** Institution may remove a respondent from the education program or activity on an emergency basis if the institution (1) undertakes an individualized safety and risk analysis; (2) Determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal; (3) Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal; and (4) Non-student employees may be placed on administrative leave during the process.
- **Formal Complaint-** Document Filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the recipient investigate the allegation. A complainant must be participating or attempting to participate in the education program or activity of the recipient with which the formal complaint is held. Formal Complaints may be filed with the Title IX Coordinator in person, by mail or by electronic mail and must contain the complainants physical or electronic signature indicating who is filing the complaint. A Formal complaint initiates the grievance process and cannot be filed anonymously.
- **FERPA-** Section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 ("FERPA").
- **Rape-** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This definition includes any gender of victim or perpetrator. Sexual penetration means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent. Reporting agencies must classify one offense for each person raped or upon whom an assault to rape or attempt to rape has been made. Reporting agencies must classify rape or attempted rape regardless of the age of the victim. Agencies must not classify statutory rape, incest, forcible fondling, etc., as Rape.
- **Respondent-** The individual about whom a grievance or complaint is brought.
- **SaVE Act-** The Campus Sexual Violence Elimination Act. The SaVE Act aims to create uniform regulations, policies, and procedures for the handling of sexual misconduct on college and university campuses. This Act is an update to the Jeanne Clery Act.
- **Sexual Act** Sexual contact between human beings consisting of contact between the penis and the vulva, the penis and the anus, the mouth and the penis, the mouth and the vulva, or any other portion of the human body and the penis, anus, or vulva; or the use of an object which comes in contact with the victim's anus, vulva, or penis. For the purposes of this subsection, sexual contact between the penis and the vulva, the penis and the anus, any other portion of the human body and the anus or vulva, or an object and the anus, vulva, or penis of the victim, occurs upon penetration, however slight. Emission is not required.
- **Sexual Contact-** Any touching, whether or not through the clothing or other covering, of the sexual or other intimate parts of the person, or the penile ejaculation or ejaculate or emission of urine or feces upon any part of the person, for the purpose of arousing or satisfying sexual or aggressive desires.
- **Sexual Harassment-** Sexual Harassment means conduct on the basis of sex if (1) Employee conditions aid, benefit, or service of the institution on an individual's participation in unwelcome sexual conduct (quid pro quo); (2) Unwelcome conduct determined by a reasonable person to be severe, pervasive, and objectively offensive that it effectively denies a person equal access to the institution's education program or activity (hostile environment); (3) Sexual assault, dating violence, domestic violence, or stalking, as defined in Clery Consent: No particular definition of consent with respect to sexual assault is required.
- **Sexual Offense-** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent. Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent: (1) Forcible Rape - The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent

- because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).; (2) Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.; (3) Sexual Assault With An Object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical in capacity.; (4) Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary mental incapacity. Non forcible Unlawful, non-forcible sexual intercourse: (1) Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.; (2) Statutory Rape- Non-forcible sexual intercourse with a person who is under the statutory age of consent.
- **Stalking-** A course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress. According to North Carolina General Statutes § 14-277.3A a defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following: a) Fear for the person's safety or the safety of the person's immediate family or close personal associates; b) Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment; c) Classification. - A violation of this section is a Class A1 misdemeanor. A defendant convicted of a Class A1 misdemeanor under this section, who is sentenced to a community punishment, shall be placed on supervised probation in addition to any other punishment imposed by the court. A defendant who commits the offense of stalking after having been previously convicted of a stalking offense is guilty of a Class F felony. A defendant who commits the offense of stalking when there is a court order in effect prohibiting the conduct described under this section by the defendant against the victim is guilty of a Class H felony; d) Jurisdiction. - Pursuant to G.S. 15A-134, if any part of the offense occurred within North Carolina, including the defendant's course of conduct or the effect on the victim, then the defendant may be prosecuted in this State. Stalking may include cyberstalking, which may include: (1) Use in electronic mail or electronic communication any words or language threatening to inflict bodily harm to any person or to that person's child, sibling, spouse, or dependent, or physical injury to the property of any person, or for the purpose of extorting money or other things of value from any person; (2) Electronically mail or electronically communicate to another repeatedly, whether or not conversation ensues, for the purpose of abusing, annoying, threatening, terrifying, harassing, or embarrassing any person; (3) Electronically mail or electronically communicate to another and to knowingly make any false statement concerning death, injury, illness, disfigurement, indecent conduct, or criminal conduct of the person electronically mailed or of any member of the person's family or household with the intent to abuse, annoy, threaten, terrify, harass, or embarrass; (4) Knowingly permit an electronic communication device under the person's control to be used for any purpose prohibited by this section.
  - **Title IX-** Part of the Higher Education Amendments of 1972 that prohibits discrimination on the basis of sex in educational institutions receiving federal aid.
  - **Title IX Coordinator-** The Title IX Coordinator is the VPSS for both students and employees.
  - **UCS** University Counseling Services
  - **VAWA** The Violence Against Women Reauthorization Act of 2013 (which amends the Jeanne Clery Disclosure of Campus Crimes Statistics Act, commonly known as the Clery Act) (20 U.S.C. 1092(f)), under its Campus Sexual Violence Elimination Act provision (Campus SaVE Act). VAWA affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

## RESPONSIBILITIES

- **Elizabeth City Police Department-** Performs the investigation
- **Sexual Assault Victim-** Go to a safe place. Pursue medical treatment. Pursue counseling services. Avoid destruction of evidence. File a police report. File an administrative complaint through the Student Life Office.
- **Judiciary Committee-** Impose sanctions
- **Students, Faculty, Staff, and Community Members-** Provide information and promote discussion on abuse concerns.
- **Vice President for Finance-** Title IX Coordinator for employees. This person assists faculty and staff in identifying appropriate authorities, handles incidents involving faculty and staff members, receives Title IX complaints, and provides oversight for investigations and resolution.
- **MACU-** Review and modify physical surroundings to enhance safety and security. Develop educational programs concerning sexual assault. Publish and report annual incidents of sexual assault.
- **Vice President for Student Services-** Title IX Coordinator for students. Assist students in identifying appropriate authorities. Provide administrative services to assist a complainant. Impose temporary sanctions to promote safety. Provide administrative services to assist the respondent. Recommend suspension. Authorize emergency suspension.

## Appendix H – Campus Map



MACU is located along the middle of North Poindexter Street (spanning both sides of the street) with a beautiful view of the Pasquotank River. Each building on campus is unique and brings with it much history and many stories.

### Riverside of the street:

Resident Halls      Harold C. Turner Hall (HCT) is the home to our male students and workout facilities. Pearl A. Presley Hall (PAP) is the home to our female students.

Albert Blanton Campus Life Center (ABC)      This building houses the Chapel, Library, and gymnasium.

### Across N. Poindexter Street:

Alligood Commons & Mustang Café      This building is the home for good food and great conversations.  
 Press Building      This building houses student events and activities.  
 Lewis Wellcome Center      This building houses the Admissions Office, Student Life Office, Bookstore, and Counseling Center.  
 Faith Hall      This building houses our Athletic Department and student services offices.  
 Wilkinson Hall      This building houses the President's Office, Advancement Office, Finance Office, and Financial Aid Office.  
 Heritage Hall      This building houses our Academic Offices and classrooms.

