

# STUDENT HANDBOOK

# 2020 - 2021



[MACUNIVERSITY.EDU](http://MACUNIVERSITY.EDU)

(252)334-2000

MID-ATLANTIC CHRISTIAN UNIVERSITY

715 N. POINDEXTER ST. ELIZABETH CITY, NC, 27909

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# Letter from the President

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Students,

Welcome to the Mid-Atlantic Christian University family! Mid-Atlantic Christian University is a place dedicated to teaching the Scriptures to all students and investing in their spiritual, academic and personal growth in order to produce graduates of character and integrity. The entire curriculum is undergirded by a Christian worldview.

As a student at Mid-Atlantic, you are being formed in the image of Christ. We seek to develop men and women with the values, knowledge, and skills to positively impact the world through ministry in the church and marketplace.

One of the biggest decisions of your life is your college or university. At MACU you will receive an excellent education that will prepare you to make a living and to live a life that is meaningful, purposeful, and pleasing to God. You will have professors that care about you and your success as a person. While you are here you will establish deep and lasting friendships. At MACU, you will have every opportunity to excel.

Legendary North Carolina State basketball coach Jim Valvano recounted a speech he heard at the age of 16 that changed his life. Valvano said that Olympic Champion Bob Richard said "God must love ordinary people because he made so many of us. Yet, every single day, in every walk of life, ordinary people accomplish extraordinary things!" Our mission is to transform ordinary people into extraordinary Christian leaders. What extraordinary things might you accomplish? I am looking forward to seeing how your life is impacted at Mid-Atlantic Christian University.

**John W. Maurice, Jr.**  
President

# Foreword

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Mid-Atlantic Christian University is honored that you have chosen to be a part of its collegiate community!

While here, you will meet lifelong friends, be stretched, and develop memories that you will carry with you into the future. Mid-Atlantic Christian University's mission is to impact the world by transforming ordinary people into extraordinary Christian leaders. We recognize that this training occurs in the classroom as well as in everyday living. The Student Life department exists to provide a living and learning environment that will encourage you to grow spiritually, intellectually, and socially. The staff desires to assist you with your various needs throughout your academic career.

We see God setting standards for his people to live by throughout the scripture to protect and train his people. Guidelines are the foundation for order in every community. This handbook contains the values of Mid-Atlantic Christian University. The standards for MACU students are based upon a Christian worldview and may have higher expectations than other communities you have experienced.

The goal of these guidelines is growth and maturity that will enable success in your personal and professional lives. Enrollment at MACU binds you to understand and follow the standards of the student handbook. Please spend time reading and contemplating the implications of MACU's values.

Our prayer is that you will enjoy the rights, privileges, and responsibilities of being a MACU student as God continues to transform you for his service.

**Dr. Jay Banks**

VP for Student Life

# Introduction

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## PHILOSOPHY OF STUDENT LIFE

Mid-Atlantic Christian University models its Student Life Philosophy after the life of Jesus Christ (Luke 2:52). Just as Christ grew *in wisdom, in stature, and in favor with God and men*, the Student Life staff strives to create and maintain a living and learning environment that will enhance the spiritual, intellectual, social, and physical development of the student body. Student Life is a team effort of administrators, faculty, staff, and student leaders who provide numerous activities, programs, and events to encourage students in their spiritual development.

## PHILOSOPHY OF THE DISCIPLINARY PROCESS

The Mid-Atlantic Christian University *Student Handbook* contains the principles and rules for our community. Some of the guidelines are based directly on Biblical teachings; others, on scriptural principles. Some are simply preferences for our college community. As a Christian University student, you are held to a higher standard than the rest of society.

When a value infraction occurs, the disciplinary process followed is the one encouraged by the Apostle Paul: “. . . correct, rebuke, and encourage—with great patience and careful instruction” (2 Timothy 4:2). Any discipline resulting from a student's violation of rules is dependent on the nature of the violation, as well as the student's attitude and repentant heart. The purpose and goal of the entire process is restoration and progression in the Christian walk.

## PHILOSOPHY OF AUTHORITY

Underlying any community standards for living together is the understanding that there is an authority—persons—invested with the power to see that appropriate values are established and obeyed and to establish and enforce appropriate penalties for violating those standards. Although the university recognizes that not everyone will agree with every principle in this handbook, it assumes that each student will strive to at least abide by them, even if he or she does not agree with them. There are also proper channels to pursue rule changes at MACU. See page 27 for more information.

As a part of the goals for spiritual growth through the disciplinary process, Student Life personnel will seek to help students grow in their respect for and understanding and acceptance of authority, so that together all members of the college community may honor God, the source of authority and the One whom we seek to obey and reflect. (Romans 13)

The university humbly accepts its duty to act as an authority and prays that all—students, faculty, staff, administrators—will graciously yield to the appropriate authority in all cases, and especially to God Himself, The Supreme Authority.

## STUDENT LIFE STAFF

Vice President for Student Life	Dr. Jay Banks	252-334-2055
Student Life Director	Chip Mabe	252-334-2033
Residence Hall Director, Harold C. Turner Hall	Lisa Williams	252-339-7770
Residence Hall Director, Pearl A. Presley Hall	Kaylin Shields	252-334-2013
<i>Counseling Center</i>		252-334-2038

# Calendar of Events 2020-2021

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## FALL SEMESTER

### AUGUST

4	Tues	Dormitories open, new students
5-9	Wed-Sun	New Student Orientation
8	Sat	Commencement, 10:00 am
9	Sun	Dormitories open, continuing students
10	Mon	Final Registration (all students) Classes begin, 5:00pm
14	Fri	Intent to Graduate Application for January due Last day for schedule changes, Session A (on-campus)
31	Mon	Last day for schedule changes, full semester courses

### SEPTEMBER

11	Fri	Last Day to Withdraw, Session A (on-campus)
30-Oct 1	Wed-Thu	Final Exams, Session A (on-campus)

### OCTOBER

2	Fri	Fall River Day, no on-campus classes
5	Mon	Classes begin, Session B (on-campus)
9	Fri	Last day for schedule changes, Session B (on-campus)
16	Fri	Last day to Withdraw, full semester courses

### NOVEMBER

6	Fri	Last day to Withdraw, Session B (on-campus)
19-20	Thu-Fri	Final Exams, full sem. courses
23-24	Mon-Tues	Final Exams, Session B (on-campus)
25	Wed	Dormitories Close, 12:00pm

### DECEMBER

15	Fri	Intent to Graduate Application for May due
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## SPRING SEMESTER *(subject to change)*

### JANUARY

3	Sun	Dorms open, new students
4-8	Mon-Fri	Early Spring Intensive
4-9	Mon-Sat	New Student Orientation
10	Sun	Dormitories open, Continuing Students
11	Mon	Final Spring Registration Classes begin, 2:00pm
25	Mon	Last day for schedule changes

### MARCH

1-5	Mon-Fri	Mid-Term Week
8-12	Mon-Fri	Spring Break (No Classes)
15	Mon	Intent to Graduation Application for August
26	Fri	Last Day to Withdraw from Courses (Grade W)

### APRIL

2-5	Fri-Mon	Easter Break
6-17		Early Registration for Summer and Fall Semester
29	Thu	River Day

### MAY

3-7	Mon-Fri	Final Exams
7	Fri	Graduate Supper
8	Sat	Commencement (10:00am)
8	Sat	Dorms Close (12:00pm)

## ONLINE COURSE SESSION DATES

		Registration Deadline (5pm ET)	Add/Drop Deadline	Withdraw	Grades Due
Fall Semester 2020					
Session A	Aug 10 - Oct 3	Aug 5	Aug 14	Sept 11	Oct 6
Session B	Oct 5 - Nov 28	Sept 30	Oct 9	Nov 6	Dec 1
Spring Semester 2021 <i>(subject to change)</i>					
Session C	Jan 11 - Mar 6	Jan 6	Jan 15	Feb 12	Mar 10
Session D	Mar 15 - May 8	Mar 10	Mar 19	April 16	May 11
Summer 2021					
Session E	June 7 - July 31	June 2	June 11	July 9	Aug 3

# Campus Map

The campus is located at 715 N. Poindexter Street, Elizabeth City, NC, 27909. We are situated on the banks of the Pasquotank River and the campus is a five-minute walk from the heart of Downtown Elizabeth City.



- A Heritage Hall - Classrooms, Academic Affairs Office, Mailboxes, Cafeteria, Computer Lab, Counseling Center
- B Faith Hall - Faculty Offices
- C Wilkinson Hall - Finance Office, President's Office, Advancement Office
- D Welcome Center - Student Life Office, Enrollment Office, Athletics Office
- E Old Presley Campus Apartments
- F Roanoke Press Building
- G Pearl A. Presley Residence Hall (contains Athletics offices)
- H Albert C. Blanton Campus Life Center - Chapel, Gym, Library
- I Harold C. Turner Residence Hall (contains Fitness Center)
- J MACU Docks
- K Soccer Field

Not pictured: Myers Village Campus Apartments, MACU's East Campus Property (both lie to the northeast of the buildings shown, on Poindexter Street)

Green dotted lines show campus walkways.

Details about attractions in the Elizabeth City area can be found at [visitelizabethcity.com](http://visitelizabethcity.com).



# 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.

## **Dr. Jay Banks, PhD, Vice President for Student Life**

The **Vice President for Student Life** is the administrator responsible for providing an environment that supports and encourages students in their academic progress and to assist students in their personal, social, and spiritual development. They are primarily responsible for scheduling student activities, enforcing school rules, and overseeing the dormitories, sporting events, Encounter, and other student services.

## **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, monitoring on-campus work, and receiving contributions.

## **Marty Riley, Vice President for Enrollment**

The **Vice President for Enrollment** oversees all operations of the Admissions and Financial Aid Departments in order to meet the university's enrollment goals through attracting qualified students. They are primarily responsible for providing information and services to prospective students, current students, and their families.

## **Beth Cross, Director of Advancement**

The **Director of Advancement** is the administrator of all matters related to attracting gift income. They are primarily responsible for maintaining regular support and overseeing fundraising campaigns.

# Student 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:*

Academic matters	<a href="#">VP for Academic Affairs</a>	Jobs (local)	Student Life Director
Announcement sheet	Student Life Director	Jobs (ministries)	<a href="#">VP for Student Life</a>
Athletics	Athletic Director/ <a href="#">VPSL</a>	Learning Center	Learning Center Director
Cafeteria	<a href="#">VP Finance/ VPSL</a>	Lock-Up	<a href="#">VP for Finance</a>
Calendar of events	<a href="#">VPAA/</a> Student Life Director	Lost and found	Housekeeping/RHD
Career guidance	Program Advisor	Mail delivery	Welcome Center
Classes	Professor, <a href="#">VPAA</a>	Mailboxes	Student Life Director
Counseling	Counseling Center	Repairs	Maintenance
Discipline	<a href="#">VP for Student Life</a>	Scheduling events	SLD/Receptionist
Dorms	Residence Hall Directors	Scheduling Blanton Center	Receptionist
Encounter	Student Life Director	Transcripts	Registrar
Finances	<a href="#">VP for Finance</a>	Vending	<a href="#">VP for Finance</a>
Financial aid	Financial Aid Administrator	Weather/school closing	University Announcements, 334-2074
Housing (campus apts.)	<a href="#">VP for Student Life</a>		
Housing (dormitories)	Residence Hall Directors		

Other faculty and staff positions are listed in the catalog. You are always welcome to visit any member of the faculty and staff to discuss matters that interest you. Each one will try to help you or direct you to the person 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 first aid on campus. At other times, injured and sick students are especially recommended to seek the VPSL or the RHD as time permits.

All student accidents and illnesses are to be reported to the RHD 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.

*\* Medical insurance may be required for those who participate in Athletics or designated activities representing the University.*

## Some Local Medical Facilities and Personnel

Sentara Albemarle Medical Center, 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 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, 338-3111

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

Allergies	Dr. Tim Tolson	252-338-0373 410 E Main St.
Orthopedics	Dr. Dan Elliot	252-384-2360 1144 N Road St Suite 200
Internal Medicine	Dr. Stephen Manuli	252-338-5183 104 Mill End Court
Chiropractor	Dr. Scott Mawhiney	252-335-7709 224 N Poindexter St.
	Jones Family Chiropractic	252-335-2225 706 W. Ehringhaus St.
	Stephen Van Giesen	252-338-3206 1745B City Center Blvd,
Mental Health	Albemarle Mental Health Center	252-335-0803 305 E. Main St.
Christian Counseling	Christian Psychotherapy Services	757-312-8002 609 Independence Parkway Cheasapeake, VA
Immunization	Pasquotank County Health Dept	252-338-4400 709 Roanoke Ave
Physicians	Dr. Thomas Giguere	252-368-8575 902 Roanoke Ave Suite B
	Robert Powell	338-4117 102 Medical Dr. #B
	Brandon Peters	335-2355 206 S. Road St.
	Dan Lynam	335-5424 111 Medical Dr., Suite B

## ANNOUNCEMENTS

There are a number of bulletin boards on campus on which students may post announcements. **No 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. If you would like to have your announcement returned to your box, write your name on it. Christian love encourages us to respect the property and communications of others.

Any announcements made during the Encounter service **must** be submitted to the Student Life Director 24 hours in advance.

## DINING HALL

Hours of Operation:

Monday – Friday

Breakfast: 7:30 – 9:00 am

Light Breakfast: 9:00 – 10:00 am

Lunch: 11:30 – 1:00 pm

Dinner: 4:30 – 6:00 pm

Saturday

Brunch: 10:30 am – 1:00 pm

#### Meal Plan Options:

Required: Three meals M-F and Brunch on Saturday

Junior and Senior option: Two meals M-F and Brunch on Saturday

Dorm Residents whose family of origin lives within 25 miles of campus option: One meal M-F and Brunch on Saturday

All students living in the dorm are required to pay board charges. Refunds are not given for meals missed, and meals are non-transferable. There is flexibility in the board charge for dual-enrolled students. Students who are not dorm residents may purchase meals by purchasing a meal ticket or by paying for each meal separately.

If you will have several guests, please notify the dining hall manager in advance so that he/she can plan for the extra number. All dining hall food and beverages are to be consumed in the dining hall.

#### **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 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**

Computer labs are available to students as a service of the Academic Department. There are two computer labs available to students: the Watson-Griffith Library Student Computer Lab and the Heritage Hall Student Computer Lab (room 207). The Watson-Griffith Library Student Computer Lab is open during regular library times. The Heritage Hall Student Computer Lab is open from 5am – 1am, seven days a week. Guidelines for its use are available at <http://www.macuniversity.edu/technology/services/student-computer-labs>.

#### **COMPUTER POSTINGS AND E-MAIL**

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 e-mail account. This e-mail 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. It is the responsibility of the student to check his/her school account regularly. See page 23 for more information.

#### **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 and other impulse control problems, as well as other personal issues. Their offices are located in the Counseling Center in Heritage Hall. In addition, the RHDs, RAs, Student Life Director, and the VPSL are available to assist students and 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 grounds keeping, clerical positions, cleaning, telemarketing, and working in the library. Students interested in on-campus employment should consult Emily Meneely (Financial Aid Administrator) and fill out the proper paper work.

The VPSL often receives requests from community members needing someone to rake leaves, clean house, baby-sit, move furniture, or do other tasks. These jobs are posted on the bulletin boards.

## **HOUSING FACILITIES**

Housing for single students is provided in Pearl A. Presley Hall and Harold C. Turner Hall. Traditionally, men reside in HCT and women reside in PAP. Eighteen on-campus apartments (from one to three bedrooms) are available to students. Those interested in renting these should contact the Business Office.

## **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 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 Heritage Hall to receive incoming mail, college notices, and graded papers. The Student Accounts Specialist assigns boxes and keeps a record of combinations. Incoming mail will be put in student boxes by 3:00 p.m. each regular school day. Mail will be distributed on Saturdays, holidays, and school breaks if a staff member has opportunity to do so. If you receive mail too large to fit in your mailbox, a note will be put in your box and can be picked up in the Business Office.

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 communicates these events through the monthly announcement sheets and the 48 hour boards. Any item you want included on the calendar must be submitted to this office 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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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: Encounter attendance/participation and Christian service.

## **SPIRITUAL FORMATION ACTIVITIES**

### **Encounter Services**

MACU students, faculty, and staff gather twice a week for Encounter services. Tuesday and Thursday mornings from 9:30 – 10:15 am. Students, faculty, staff, and guest speakers, will encourage and inform those who attend. Students who are 10 minutes late or leave before it is over will not receive credit for their attendance. Tuesday Encounters will be faculty/staff-led (i.e. guest speakers), Thursday Encounters will be student-led (i.e. student speakers).

### **Missions Emphasis Week**

During this week in the fall, Encounters are focused on over-seas missions and evening sessions are scheduled to meet with the guest missionaries. Students are required to attend at least two of these sessions during the week.

### **Spiritual Emphasis Week**

During this week in the spring, Encounters are focused on spiritual development. Students will have the opportunity to attend sessions throughout the week with a guest speaker. Students are required to attend at least two of these sessions during the week.

### **MACU Music or Drama Performances**

Occasionally, MACU offers special music and drama performances. Students are encouraged to attend but are not required.

### **MACU Rally and Homecoming**

MACU Rally is a weekend homecoming event for our alumni. There are various sessions, workshops, and activities scheduled. Students are encouraged to attend but are not required.

Every four weeks, the Student Life Director will update the students as to their attendance via a spreadsheet arranged by student ID numbers. It is the responsibility of the student to periodically check his or her attendance record and ultimately to meet the requirements.

Students who are absent from more than the allowed number of absences will have the consequences explained on the next page. If the student is absent more than the allowed number of absences for a second semester, they must discuss with the Student Life Director about possible disciplinary action.

Students who are caught cheating (scanning and running, having someone else scan their card, etc.) will be marked as absent for the Encounter in which the incident occurred and will be warned both verbally and via email of the consequences of skipping Encounter. The Resident Assistants and those who assist in scanning will also be informed. Students who are caught cheating a second time will be marked as absent for all Encounters up to that point and will be susceptible to the consequences listed for being absent from Encounter.

## CONSEQUENCES FOR NOT ATTENDING ENCOUNTER

Students may not miss more than 8 Encounter services in a semester. An email will be sent after the 4<sup>th</sup> missed Encounter and after the 8<sup>th</sup> missed Encounter to go over the consequences of continued absence.

If a student misses 9+ Encounter services during any given semester, they will be:

- Unable to volunteer for any campus activities (recruiting events, on-campus volunteering, etc.)
- Required to attend a weekly small group during the school year for a minimum of one entire semester in order to make up the missed Encounter services
- Suspended for 25% of the athletic season (if an athlete), plus suspended from official team practices for one week (chart gives an idea of how many games would be missed)
- If a student misses 9+ Encounter services for a second consecutive semester, they will meet with the Student Life Director to discuss possible disciplinary action.

Sport	25% of Season
Volleyball	7
Men's Soccer	5
Women's Soccer	5
Golf	1 tournament
Women's Basketball	7
Men's Basketball	7
Baseball	12

## 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 course that utilizes Christian service or through an approved and documented independent project. Only 10 hours per place, per program, per semester will be accepted.

Nontraditional and online students are required to complete a minimum of 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.

Students must seek approval from the Student Life Department 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 at the local soup kitchen
- Tutoring at the local school
- Volunteering at a non-profit organization

## COMMENCEMENT

The last week of each school year is designed to give a special sendoff 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 Friday evening before Commencement. Commencement is held on Saturday morning. Graduates may choose to send invitations. The Academic Office will inform the graduates how many reserved seating tickets they will receive for Commencement.



## **DORM FELLOWSHIP**

Each hall will meet together weekly for a time of fellowship. This may take the form of a Bible study, activity, or outing. The RA on each hall will work with the RHD to plan for his or her hall's specific needs.

We occasionally provide open dorms at different times throughout the year. Students who received guests of the opposite gender must have their door open at all times. RA's will be monitoring the halls during open dorm hours.

## **PROGRAM ASSOCIATION**

Students will meet with their program advisors and fellow program peers periodically throughout the semester to discuss classes, college life, preparing for internships, career planning, registration, and other issues of like nature. Students are also encouraged to attend their program socials, hosted by their program advisors. There are different leadership conferences available that correlate with each program. Students are encouraged to attend these conferences as well (ex: International Conference on Missions).

## **ATHLETICS**

The Student Life Department, through the MACU Athletics Program, 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. The student athletes that will participate on these teams will typically have been recruited by the MACU Athletics department but there will also be "open tryout" periods for other interested students as open roster spots allow. Those participating on one of the Intercollegiate teams will have a 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.

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 MACU Athletics department 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. There are about 4 natural "seasons" - 2 each semester - during a normal collegiate academic year.

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

Tackle football is prohibited on campus.

## **STUDENT GOVERNMENT**

This organization is recognized by the Leadership Team of the college 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 committee is made up of two representatives from each class and headed by the Student Body President and Vice President. The Student Body President must be a Junior or Senior with a cumulative GPA of 3.0, exhibit a life of character and integrity; possess leadership abilities and not be one in violation of school rules and policy. 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 is chosen by the President after they receive the majority vote. The class representatives are also nominated by the student body and voted on at the end of the school year (senior, junior, and

sophomore classes) and in early September (freshman class). Student Government meets once a month. If supplemental meetings are needed, they will be scheduled by the Student Body President.

*Homecoming Court- Prior to MACU Rally, the student body will nominate students from their class to be their four candidates for the homecoming court. Two weeks prior to MACU Rally and during the lunch hour, the committee will put out containers, one for each candidate and the student body will cast their votes for homecoming court, one penny equals one vote. A student may vote as much as they want for any one candidate. The committee is to post each day which three male and female candidates are in the lead. During the alumni/mustangs basketball game of the MACU Rally, each candidate will be announced and the prince, princess, king and queen will be revealed.*

## **OTHER RECREATIONAL ACTIVITIES**

Each year, the Student Life Department hosts two annual recreational events: Not@MACU in the fall and River Day in the spring.

### **Not@MACU**

Along with the senior class, the Student Life department plans a day early in the fall 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 is unknown to the student body as a whole until it happens. Staff/faculty are often given a slight forewarning and invited to join the students. Past examples include: Busch Gardens, city-wide photo scavenger hunt, beach day, go-kart racing, etc.

### **River Day**

The Student Life department plans a day of fun by the river the last Friday (or Thursday) before final exam week in the spring semester. Classes are cancelled and all students and staff/faculty are invited to join in yard games, tournaments, kayaking, and other outdoor activities on Mid-Atlantic's beautiful campus.

# Student Development

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## STUDENT PLEDGE

*Every student is required to sign the following pledge concerning conduct while enrolled at MACU.*

I hereby agree to obey all the rules of conduct contained in the student handbook of Mid-Atlantic Christian University as long as I remain a student of the university. I recognize the student body of Mid-Atlantic is a Christian community, and the necessity for its students to lead lives of Christian character, I understand that these guidelines apply while I am *on and/or off* campus as well as during break weeks each semester.

Knowing this, I understand the rules for Social Conduct (listed on pages 25-28 of the 2020-2021 Student Handbook) are still applicable and enforceable during *all* breaks that occur throughout my college career at MACU. (Both rule violations and their consequences)

I further agree to comply with all the academic regulations contained in the catalog of Mid-Atlantic Christian University as long as I am considered a student of the University.

I understand that failure to comply with any of the rules contained in either the student handbook, or catalog will make me subject to the disciplinary procedures stated in these documents even to the extent of suspension from the University.

I value, and agree to uphold, the standards, and moral character desired of Mid-Atlantic students; recognizing their benefit for my own life, and the student community as a whole.

*Any student who disregards the rules of this university or the instructions of his/her parents or guardians assumes full responsibility for the consequences of his/her actions.*

## HONOR CODES

If students knowingly or inadvertently violate any MACU regulation, they are on their honor to report themselves to the VPSL or the RHD. If infractions by other students are known, students are expected to report those infractions to the VPSL 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 teacher. Plagiarism (using material without giving credit to the writer) is viewed as a most serious offense. See pages 29-30.

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.

## PERSONAL DEVELOPMENT

While intellectual development is a major part of the college experience, students are expected to develop other areas of their lives as well. Thus, Mid-Atlantic provides activities and services designed to promote physical, social, and spiritual growth.

Physical growth can be stimulated by:

- (a) Intramural sports (volleyball, basketball, flag football, bowling)
- (b) Recreational programs (Student Government events, River Day)
- (c) Open facilities on campus and nearby (gym, tennis courts, basketball courts, golf course, weight room)
- (d) Health care counsel by RHDs and RAs

Social growth can be stimulated by:

- (a) Dorm life (fellowship, devotions, sharing)
- (b) Student Government
- (c) Student Life events (fund-raisers, , junior-senior banquet)
- (d) Music groups
- (e) Special productions (recruitment programs, theater productions)
- (f) Program meetings and socials
- (g) Open dorm activities
- (h) On-campus work

Spiritual growth can be stimulated by:

- (a) Encounter
- (b) Spiritual Emphasis Week
- (c) Dorm devotions
- (d) Church involvement
- (f) Mission Emphasis Week
- (g) Special university-sponsored programs (convocation, MACU Rally, commencement)
- (h) Christian service
- (i) Area programs and conventions
- (j) Faculty counsel and fellowship

Students are expected to be involved in as many of these activities as possible in order to promote their own personal development and to encourage the development of other students. The Student Life Department will attempt to monitor each student's total development and provide counsel as needed.

# 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 dormitory. A student with less than 12 hours may petition the VPSL to stay in the dormitories by requesting a variance form from the Student Life Office. Students under 23 must live in the dormitories unless they live with their parents or other approved adult. There are a few exceptions listed below:

- An on-campus student who plans to marry during the school year may move into an apartment four months prior to marriage.
- Students under 23 who have senior status may apply to rent on-campus apartments as available. Seniors wishing to apply will need to have at least a 2.75 GPA and will undergo a character interview with the VPSL or his designated representative. These students will still need to remain on a cafeteria meal plan.

A full-time student who drops below the 12-credit-hour minimum may forfeit the right to live in the dorm. Also, a student will forfeit his or her right to live in the dorm 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 dorm residency. Students who plan to live in the dorms must pay a yearly non-refundable reservation fee.

Rooms and roommates will be assigned by the RHD, who will take into account students' requests and seniority. Once a student has settled into a room and desires to change, he/she must request from the RHD a form which contains the policies and fees for the change.

## RESIDENT ASSISTANTS

The RHD is aided by student Resident Assistants (RAs) who have oversight of students living within the dorm. Residents with questions and problems should first consult their RA, who can handle many matters themselves. If a matter needs to be referred to someone else, an RA will direct the student to the proper person. RAs have the authority to issue write ups to students who violate university rules.

Below is an overview of the job description for the position of Resident Assistant. Students wishing to apply may do so in the spring semester as announced by the Student Life Department.

### Responsibilities

- Act as a college representative in the dorm
- Assist residents in adapting to college life
- Assist in securing dorms at curfew
- Be a reliable resource for residents' problems and complaints
- Report to your Resident Hall Director, Student Life Director, and/or Vice President for Student Life regarding your residents' progress, difficulties, and concerns
- Convey information concerning the Student Life Department to your residents
- Organize weekly devotions for your residents in coordination with the RHD
- Explain and encourage adherence to the guidelines of the Students Handbook
- Report any violations of the Student Handbook in writing to the Vice President for Student Life
- Report maintenance problems

- Working with the RHD and the Student Life Department to help plan and implement activities on campus.

### Schedule

- RAs are required to attend RA training, begin serving during New Student Orientation and be available through commencement
- RAs are required to be present during all on-campus events
- RAs are required to attend RA training at the beginning of the school year
- RAs are required to attend regular and any called meetings with the Resident Hall Director and RHDs
- RAs are required to be on-duty at various times throughout month

#### Selection

- The Vice President for Student Life, Student Life Director, and Residence Hall Directors will select RAs by considering character, conduct,

leadership, potential, grades, and image, along with student and staff input

- RAs must have a cumulative GPA of 2.3

### **CURFEW**

The MACU family is very concerned about the well-being and safety of the student body. Therefore, we set curfews and enforce them. All dormitory residents are to be in their dorm by 1:00 a.m. Curfew will be in effect until 5:00 a.m.

There are times when curfew will be extended as announced in the announcement sheet. Also, a student who needs a curfew extension for an important reason may make arrangements in advance with the RHD. Residents who have not arranged for a curfew extension but realize after leaving campus that they will not be able to return before curfew must call the RHD as soon as it is apparent that they will be late; the call must not be later than curfew. When such occurs, the RHD will decide whether to consider this a curfew violation (since it was not arranged before leaving campus). If it is counted as a curfew violation, it will be viewed more favorably than if the student had not called at all. Curfew hours always apply to students who are staying in the dormitories. Any student who aids a late student to enter the dorm and does not report the late arrival will be subjected to the same disciplinary action as the one breaking the curfew.

So that they might be contacted in case of emergency, any resident who plans to spend the night off campus is encouraged to sign-out on the 24-hour sheet on their respective hall.

### **VISITORS**

So that we might not give any hint of impropriety (1 Thes. 5:22), students are not permitted to enter the halls or apartments of the opposite sex except when granted permission by and accompanied by the RHD or it is a scheduled Open Dorm 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 the dorm. Such visitors should leave by curfew (or have special permission from the RHD). Those choosing to reside in a dorm apartment and are single may have a guest(s) of the opposite gender, however, their door must be left open. All visitors to the dorm should sign in at the RHD's apartment upon entry. Guests spending the night should receive approval from RHD. Visitors will receive 3 nights a month free of charge with a \$20 fee per night after, unless their stay is considered to be related to recruitment by the VP for Enrollment or the VPSL. If they should happen not to pay, the student host will be charged. Since the dormitory is for university students, such visits should be limited and must have the approval of the RHD. Guests must abide by dorm and campus rules.

Students are encouraged to provide housing for overnight guests during special university programs.

### **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 Account Specialist. 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, or any other area by use of any device (such as a credit card). Residents are not to make duplicate keys; if another key is needed, speak to the RHD.

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. This right will be used with restraint. In addition, some buildings are under camera surveillance.

Fire drills will be conducted one evening 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 dorms, following standard procedures for evacuating the dorm and assembling in the pre-assigned areas. The drill will conclude with an evaluation

and dismissal by the RHD. Anyone who intentionally sets off a fire alarm or smoke detector will be fined \$30.00 and brought before the disciplinary committee.

The following are permitted for use in the kitchen areas, not in residence areas: deep fat fryer, hot oil popcorn popper, 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.

There may be weekly inspections in each dorm as announced by the RHD. For safety and security reasons, the RHD will also inspect rooms during each break. Any damages or rules violations will be noted and then addressed when the student returns.

Playing ball or hockey, skating, bicycling, rollerblading, skateboarding, etc., are only permitted in designated areas.

## **GENERAL APPEARANCE**

The dormitory is equipped with laundry facilities, computer jacks, snack area, kitchens, weight/exercise room, and lobbies. Rooms are equipped with basic furnishings: desks, bookshelves, beds and mattresses, closets, dressers, sink and mirror, shelf and light over each bed. Residents are responsible for school-supplied items in their rooms and will be assessed for damages beyond normal wear. Closet and room doors may not be removed. Students must bring bedding for a standard twin size mattress, hangers, and all personal effects; students may bring microwaves and dorm-size refrigerators. Dormitories are supervised by the RHD and assisted by RAs. Students are to use the provided furniture. Additional furniture, such as a couch, chair, recliner, TV stand, refrigerator, dresser, may be used.

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 semester. Presley Residence Hall and Turner Residence Hall will close during all scheduled holidays and breaks. Students should make plans to leave before advertised closing time or will be fined. Only students who are requested to be on campus by faculty or staff will be permitted to stay in the dorms between semesters. Students staying in dorms *at any time* are always subject to the rules in this handbook.

Window screens are to be left in place. To protect walls and other surfaces, only the following may be used to hang items: removable, reusable adhesive putty ("sticky tac") and Command hooks (rather than foam hooks). To preserve our furniture, do not write on it or put your feet (covered or uncovered) on it. Trash or personal items may not be put in the hallways.

All haircutting must be done in one's room, outdoors, the first floor lobby, or other places approved by the RHD. Always clean up behind yourself and dispose of hair in trash cans, not sinks. Failure to do so may result in a fine or the closing of certain common areas.

## **CONSIDERATION OF OTHERS**

Since dorm living means a large number of people in a small area, each should think more highly of his brother or sister than themselves. Be careful to avoid activities that unnecessarily disturb others, and listen to your brother or sister when he or she asks you to change a behavior.

Each dorm has a posted Quiet Hour, generally 10pm-8am daily. During this time, any student who is found to be disturbing others with unnecessary loud noise will be written up.

The practical joker should expect to pay whatever penalty (fines, repairs, disciplinary action, clean up) 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 him, frightening, scolding, beating or harassing him, or subjecting him to personal indignity."

## **MISCELLANEOUS**

Dorm rooms are equipped with a phone jack and have the option of phone service in each room. Roommates share the same voice mail. Residents who need to make long distance calls from their rooms will want to purchase calling cards.

No pets or animals are permitted in the dorms except fish or small aquatic pets approved by the VPSL in an aquarium (ten-gallon limit). Unapproved pets will result in a \$100.00 fine and removal of the pet(s) by the RHD or the VPSL. Students in campus apartments must receive permission for pets from the business office. A nonrefundable pet deposit fee will be required.

Students wishing to use a vacant room for storage will pay a storage fee. Contact the RHD for fees and arrangements.

Dormitories are not child proofed and therefore students should not babysit children in the dorm without approval from the VPSL.

Lights are to remain on in all dorm lobbies and the fitness room anytime they are open and occupied. The fitness room in HCT is available to all residents from 7:00 a.m. until 9:30 p.m.

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. At other times students need to secure permission from the RHD before they use the elevator.

## **VACATING A ROOM**

As students check in to the dormitory, they are to preview the room and use a check list provided by the RHD to highlight any concerns. As students check out, this checklist is returned to them by the RHD so they can sign off on the state of the room as they leave it. 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. 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 discarded thirty days after registration day. Damages to the room or property will incur additional charges. It is each person's responsibility to checkout with an RA before leaving the dorm at the end of the school year.



# General Regulations

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Address all faculty and staff members by their school titles (President, Professor, etc.), or by courtesy titles (Mr., Mrs., Miss, Dr.)

In such case, an alternative means of using school computers may be arranged. 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.

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.

Neither food nor beverages (other than bottled water) are permitted in the 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.

The use of cell phones or any other personal electronic devices is 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 maintains a lost and found department located in Pearl A. Presley Hall. Items are always disposed of at the end of a semester.

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 fuel pump, replacing transmission, etc.

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).

Do not 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, air soft guns, slingshots, leaded cane, bows, and metallic knuckles. Hunting and switchblade knives are prohibited; only knives with folding blades 3" or less in length are permitted.

Street hockey, skateboarding, and other such activities are not to be played in parking areas around the dorms. These activities are permitted after 5:00 p.m. along the strip that connects the parking lots and on the outdoor basketball court at any time.

Riding on the outside of a vehicle or on the tailgate is prohibited.

Cars may not be washed on school property except when permission is given by VPF for a fundraiser car wash.

Camping out on the campus is prohibited.

The university assumes no responsibility for injuries resulting from participation in water sports or activities. Students participate at their own risk. Swimming is not permitted in 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.
- e. Sunbathing in acceptable attire is permitted on campus (see Student Dress, pages 22-23).

## **PARKING**

Like most campuses, parking space is limited. Thus, the following areas have been designated:

- a. Commuting students: back of Heritage Hall (except designated spaces) and Poindexter Street up to the crosswalk in front of HCT.
- b. On-campus dorm residents: Students may use available parking around PAP and HCT, except for designated spaces.
- c. On-campus apartment residents: assigned spaces in front of Old Presley and Myers Village.

When the designated areas are full, extra parking places are available on the strip connecting the dorms. Always park at the angle designated by the lines. Driving on grass or sidewalks and squealing tires are prohibited. Parking tickets carry a \$30 fine for the 1<sup>st</sup> offense; \$50, 2<sup>nd</sup>; \$75 and summons before VPSL, 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 VPSL in case the vehicle needs to be moved. Vehicles may not be left on campus during summer recess.

## **PARKING PERMITS**

On-campus students with personal vehicles and commuter students are **required** to obtain a parking permit from the business office. This is free of charge to the student.

Permits are to be placed on the driver's side back window in the lower corner. Permits must be visible by the end of the first week of class or fines may ensue.

Visitors to the dorms are required to sign in with the RHD and obtain a 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 pass is not returned by the visitor(s).

On campus visitors are required to obtain a parking pass either from the Business Office or Student Life.

# 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. 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 VPSL.

A few examples of the above guidelines applied 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.

Those desiring to subscribe to cable TV are to first check with the RHD.

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 web sites 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 and Student Life Director without fear of disciplinary consequences. However, if a student is found in violation of this code of conduct, first-time offenders will be referred to the VPSL for counseling. Revisiting pornographic web sites suggest the possibility that there is an underlying psychological addiction as well as a spiritual problem; therefore, repeat offenders will be referred to the college counselor. Continued visits to pornographic web sites in spite of counseling will be dealt with as a disciplinary problem.

In like manner, Mid-Atlantic Christian University does not condone the use of M rated games or R rated movies on personal electronics or gaming systems in individual dorm rooms. MACU does not endorse M rated games or R rated movies 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 DISPLAY OF AFFECTION**

The university recognizes the legitimacy of romantic feelings and expressions of affection within the bounds of biblical standards. We have three concerns which 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 witnessing 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 which 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 engage in embracing and kissing in public areas where they are viewed by others. 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 not appropriate 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. If there seems to be a legitimate reason for such, dorm residents must receive approval from the RHD; all other single students, from the VPSL.

## **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.

## **MARITAL SEPARATION**

Married students are expected to live up to the terms of their marriage covenant as a part of the condition of good Christian character required for graduation from Mid-Atlantic. A married student who separates from his or her spouse for any cause other than adultery will not be permitted to continue as a student.

A married student involved in a separation not based on the spouse’s adultery may petition the VPSL to exempt him/her from the above rule if he/she meets the following criteria:

- 1) He/She continues to consider himself/herself bound by the marriage agreement even if the spouse does not.
- 2) He/She recognizes that divorce is contrary to God’s will and is therefore to be avoided if at all possible even if the spouse does not agree.
- 3) He/She shows willingness to reconcile with his/her spouse by seeking appropriate counsel (either with his/her spouse or by himself/herself) and by altering targeted behavior patterns.
- 4) He/She makes observable data available to the disciplinary committee substantiating all of the above.
- 5) A student separated but not divorced is prohibited from dating until divorce is final.

In like manner, a single student may not date a separated person who is not yet divorced.

## **ILLEGAL SUBSTANCES**

Mid-Atlantic is dedicated to providing a campus environment free of the illegal and/or abusive use of alcohol and/or drugs. The illegal and/or abusive use of drugs and/or alcohol by members of the campus community jeopardizes the safety of the individual and undermines Christian values and the academic process. Mid-Atlantic Christian University is therefore committed to having a campus that is free of the illegal and/or abusive use of drugs and alcohol. Students may not possess or use alcoholic beverages or illegal drugs, nor engage in any other form of substance abuse including, e-cigarettes, vaporizers, and other smoking paraphernalia on campus. Mid-Atlantic Christian University is a tobacco free campus, therefore students should not possess or use tobacco on campus. Mid-Atlantic Christian University holds the right to perform drug testing when the institution deems necessary.

Mid-Atlantic Christian University provides a drug-free campus and work place and operates within the guidelines set forth in the Anti-Drug Abuse Act of 1988 and the Drug-Free Schools and Communities Act Amendment of 1989.

The Bible calls us to a sober mind and sound judgement. The University requires that members of the MACU community – faculty, staff, and students – refrain from the illegal use of drugs and the abuse of addictive substances controlled by law (e.g. alcohol). MACU students are a reflection of the institution whether on or off campus regardless of school being in session or on breaks. Various campus departments or positions may require more conservative standards. Student behavior should be guided by the Student Code of Conduct.

Students or employees not complying with this standard will be subject to institutional disciplinary actions including suspension if the problem is not resolved. Students are required to inform the Vice President for Student Life of violations occurring on campus or of drug convictions they may become aware of.

## **ONLINE ETIQUETTE**

Social media involves applications such as Facebook, 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 Mid-Atlantic. 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. Mid-Atlantic's outstanding reputation and brand are the direct result of our employees and students and their commitment to uphold our core values.

Mid-Atlantic 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. Exclusions include but are not limited to flannel/pajama-style pants and athletic shorts. 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 classroom.

### **Special Occasions Attire**

There are events that call for more formal or dressy attire. These events include banquets, convocation, baccalaureate, commencement, and any leadership role during an Encounter service.

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 top and dress shoes on such occasions. Those leading Encounter services are permitted to wear jeans that are clean and have no holes. They are not to wear T-shirts as outer garments.

## Guidelines for General Attire

**Athletic Attire:** the following approved athletic attire is permitted in Encounter, class, and the cafeteria only if it is neat, clean, and classy: windpants, windsuits, nylon warm-ups, cotton fleece pants, etc.

Athletic shorts are permitted to be worn around campus with the exception of in the chapel during Tuesday services or classrooms. Shorts must be modest and at least mid-thigh in length.

Unacceptable attire includes but is not limited to: Items that are ragged, dirty, ripped, ill fitting, yoga pants, etc.

**Tops:** tank tops, muscle shirts, and sleeveless shirts must be at least 2 inches in width across the shoulder and have a seam or cuff. They are not to be worn in the chapel, classroom or during the lunch hour in the cafeteria. Shirts that are cut down at the arms revealing undergarments or bear skin will not be permitted. Racerback tank tops will not be permitted.

Lingerie is not to be worn as outerwear.

**Pants:** are to be modest. Shorts are to be modest and at least mid-thigh in length. Flannel/pajama type pants are not to be worn to Encounter, class, the library, or the cafeteria. There may be other exclusions.

**Dress/Skirts:** should be no shorter than 2 inches above the knee.

**Hats and Head coverings:** ball caps, do-rags, scarves, hood's, etc. are to 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 VPSL.

**Footwear:** appropriate footwear is required in classes, Encounter, and the library. Students are not to walk around campus without shoes.

**Inappropriate public attire:** includes bare midriffs, spaghetti straps, low necklines that reveal cleavage, yoga pants, tight fitting clothes, and short shorts. *Leggings are only permitted under dresses or tops that are mid-thigh in length or longer. Leggings should not have holes or be made with a 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.

**Dorm 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.

**Guests:** Guest that you invite on campus are asked to follow dress expectations while on campus.

**Hair:** should be neat and clean. Facial hair should be neat and trimmed.

**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.

**Jeans with holes and distressed tears:** can be worn if they are located below the mid-thigh and are clean kept and modest. RA's and other staff are allowed to use their discretion in determining if holes are inappropriate and have the right to ask students to change if they deem necessary.

**Tattoos, Clothing, or Hair:** will be covered, removed, or changed to the satisfaction of the university's administration.

In summation, pursue modesty and moderation. The Vice President for Student Life 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 that 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.

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;
- 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 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.



# Disciplinary Policies and Procedures

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Every student is obligated as a responsible Christian to warn fellow students before they violate university rules, to point out to fellow students where they have violated any rule, and report major rules violations to the proper personnel (depending on who is at hand: Resident Assistants, Residence Hall Directors, Student Life Director, VP for Student Life). Any subsequent action will be handled by Student Life staff.

## **DISCIPLINARY MEASURES**

The following disciplinary measures as examples of techniques that may be used in an effort to help a student recognize the wrong of his actions and to serve as a deterrent from such action again. Sometimes, the action may be to benefit the rest of the college community.

- a) Counseling: a student is required to regularly attend counseling sessions with a counselor approved by the disciplinary agent for a set period of time.
- b) Campus-ing: a student is restricted from leaving campus for a set period of time.
- c) Dorm-ing: a student is restricted to his or her hall and other private areas of the dorm except for classes, Encounter, and 45 minutes per meal only in the school cafeteria.
- d) Room-ing: a student is restricted to his or her dorm room except for classes, Encounter, and 45 minutes per meal only in the college cafeteria.
- e) Fines: a student is charged a fee to be set by the RHD or the staff member more closely associated with the area in which a difficulty has arisen. The VPSL has a set list of fines for certain offenses.
- f) Research project: a student is required to write a research paper on a given topic according to set guidelines.
- g) Restriction of privileges: a student is restricted from a stated activity or privilege for a set period of time. This could include such restrictions as loss of a late night extension privilege, early curfew, loss of driving privilege, or a limit on participation in sports and other extracurricular activities.
- h) Suspension: a student must leave the campus within 48 hours and remain off campus for the designated amount of time. If he/she is suspended for a semester, they may not renew classes or residence until accepted for readmission. A suspended student deemed to be a threat may be asked to leave campus immediately.
- i) Work/service project: a student is assigned a work detail for a set period of time (or completion of a project). The student is not to clock in while working.
- j) Removal from any leadership position.
- k) Expulsion: permanent removal from campus and enrollment

## **DISCIPLINARY COMMITTEE**

The committee is composed of the VPSL (chair), a selection of faculty and staff, and two student representatives. The school counselor serves as a non-voting member. The letter regarding the committee's decision is sent to the student and/or parents and filed within the Student Life Office.

The committee meets upon the call of the VPSL to hear and act upon cases that merit special attention. The VPSL has also authorized the committee to enact any discipline or rules it considers appropriate for the remainder of a school year, but any such rule adopted by the committee will then be subject to due process (review by rules committee, approval by the administration). Only this committee can suspend a student for disciplinary reasons. The VPAA can suspend for academic

purposes. The VPSL has the authority to require a student to leave the campus prior to a meeting if he believes the offender to be a risk to the safety of the MACU community.

The VPSL will call before the disciplinary committee any student whose actions he believes warrant the attention of the committee. This will usually involve:

- a) anyone whose actions have serious consequences
- b) anyone who refuses to comply with the disciplinary measures he/she has been given
- c) anyone who persists in misconduct despite warnings and disciplinary actions.

The VPSL may choose to call before the committee anyone believed to have committed any of the following at the first offense. However, if he believes he can provide appropriate counsel and implement corrective measures, he may do so and thus waive the appearance. A second major rule infraction automatically results in an appearance before the Disciplinary Committee:

- a) purchase, possession, or use of alcoholic beverages, or illegal drugs. Use of tobacco products on campus.
- b) any other form of substance abuse
- c) sexual activity outside the bounds of marriage (fornication, adultery, homosexual activity, implicit sexual intimacy)
- d) exhibitionism (indecent exposure)
- e) entering a restricted area of a dorm of the opposite sex or having a member of the opposite sex in such a restricted area
- f) unmarried students spending nights with member(s) of opposite sex without proper supervision, as pre-approved by the RHD or VPSL
- g) assault
- h) hazing
- i) vandalism
- j) committing a felony
- k) possession of X-rated videos or other pornographic materials
- l) on-campus possession of a weapon, firearm, explosive, or materials to make an explosive device
- m) intentionally setting off a fire alarm or smoke detector
- n) theft
- o) refusal to cooperate with university administration or law enforcement officers
- p) possessing an unauthorized key or using a key in an unauthorized way
- q) frequent or habitual rule-breaking
- r) misuse of prescription or non-prescription drugs

The committee will hear the charges and evidence presented by the VPSL and question any witnesses it deems appropriate. The student will be permitted to speak on his/her own behalf and then be excused from the meeting. Neither a parent nor any other person may attend this meeting with the student in order for the student to speak for themselves and to speak freely. The committee will then discuss the case, render a judgment, and determine appropriate action before recalling the student. In all cases, the committee may take any disciplinary action it deems appropriate if the majority is convinced that a violation has occurred.

A person who appears before the committee and is found to have committed a major rules violation will be subject to any of the disciplinary measures listed on page 27-28.

Each time the student is disciplined by the disciplinary committee, the VPSL will send a letter to the parents of the student if he/she is single and under 23 years of age, informing them of the charges and the resolution of the case.

If a student chooses not to appear before the disciplinary committee, he/she forfeits the right to be heard and will accept the decision of the committee.

## **PROCEDURE FOR SUSPENSION**

The suspension of a student on the same day he/she appears before the disciplinary committee requires a unanimous decision of the committee. A majority of the full membership may elect to suspend a student on a later day if the meeting occurs within one week of the meeting which rendered the judgment that an offense has occurred.

If a suspension is enacted, the VPSL will immediately seek to notify by phone the parents of a single student under 23 years of age and offer to arrange a conference on campus for further explanation. He will follow up with a letter detailing the charges against the student. The student is to leave campus within 48 hours. At that time or later, the committee may restrict a student from re-entering the dorms and/or campus for a given length of time. A notation of suspension will be entered by the registrar on the student's permanent record.

A student suspended for a semester for disciplinary reasons or lack of spiritual/social progress will not be permitted to complete a MACU program of study by transferring credits from another college.

The university reserves the right to suspend or expel a student who shows insufficient maturity or progress in the areas of social or emotional interactions or Christian living.

## **PROCEDURE FOR THE READMISSION OF A SUSPENDED STUDENT**

A suspension is in effect for at least a week. If a student is suspended for a semester and wishes to apply for readmission at the beginning of a new semester, he/she must send a written request to the VPSL explaining how the behavior which prompted the suspension has been changed. The VPSL will present the written request to the disciplinary committee for a decision. The committee may choose to interview the student in person. Readmission of a suspended student will require the approval of a majority of the full membership of the disciplinary committee, who may place stipulations on the returning student. Any decision made by the disciplinary committee can be appealed to the president. In order to graduate, such a student will need to enroll for at least 12 credit hours and live on campus at least one semester, if under 23 years of age and single, or live in Elizabeth City if over 23 and/or married.

## **RULES COMMITTEE**

This committee is composed of VPSL (chair), a selection of staff and faculty, and a select number of student representatives. All 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 VPSL to recommend to the administration any rules additions and revisions that relate to student life. Rules and regulations relating to other areas of student life (for instance, academics or finances) will be established and enforced by the appropriate personnel and committees. The VPSL will determine which issues are major and should be brought to the attention of the rules committee.

The committee will meet each semester at which time the VPSL will present all reasonable proposals for rules additions and revisions. All recommendations to the administration will be determined by a majority vote of the committee. The VPSL 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 VPSL has the authority to establish a new rule if he deems that an action poses a risk to the safety or well-being of any student. Any such rule will be subject to the due process of review by the rules committee and submission to the administration.

# 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 instead of 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 Life. The incident will be investigated and action taken if a violation of the Student Code of Conduct occurred. 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).

## 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 Life, as described below. If a student desires they may ask the Vice President for Student Life to designate a mediator.
- The Vice President for Student Life – 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 Life, 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.
  - The student must present his/her case in writing to the Vice President for Student Life who will appoint a chair of the Appeals Committee within five days after the meeting with the appropriate vice president.
  - The Appeals Committee is comprised of one faculty member, a student services staff member, the vice president for finance or his/her designee, an academic department chair, and any additional members appointed by the president of the university.

- 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.
- 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.
- 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

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.

## HARASSMENT

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 Life 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 Life. If the matter is not satisfactorily resolved, the student has access to the Standard Grievance Procedure, beginning with the Appeals Committee. (The employee sexual harassment grievance procedures are in Employment Matters, Harassment and Discrimination)

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, process used to date to attempt to resolve the grievance, and any evidence if appropriate.

## ADMISSIONS

Contact the chairman of the Application Review Committee (the registrar) to discuss reason(s) for denial. She can call the committee together to review application materials and will respond to the applicant within five working days of requests.

Should applicants disagree with the review provided by the chairman and/or the committee, they can appeal to the university president, who will respond within five working days after receiving the appeal. The decision of the president is final.

## SEXUAL ASSAULT, DOMESTIC/DATING VIOLENCE, AND STALKING

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 by the use of force or threat of force, including threatening or endangering the life of the victim or any other person.
- An act of sexual penetration or sexual conduct where the accused knew that the victim was unable to understand the nature of the act or was unable to give knowing consent.
- An act of sexual penetration or sexual conduct 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.
- An act of sexual penetration or sexual conduct 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 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 experienced 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.

*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 will 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 policy holder 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, 302 East Colonial Ave. 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
- When appropriate, broadcasting a description of the offender

The ECPD recommends the prompt reporting of sexual assaults. Nevertheless, individuals should not be reluctant to file a report at a later date. Reporting an incident does not obligate a person to press charges, but gives them the option to file a judicial no-contact, restraining and protective order.

*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
- Information and Referrals

*Student Life Department and Student Services: (252) 334-2073, (252) 334-2043, (252) 334-2019.*

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
- Adjusting living arrangements
- Managing academic obligations
- Getting counseling
- Referring to outside sources

*Student Counseling Services: (252) 334-2084 or (252) 334-2038.*

MACU 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.

### **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, timely disciplinary process 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 a student, a complaint is addressed within the procedures for student discipline described in the Student Handbook. The complaint should be addressed to the Vice President of Student Services.

If the accused is an employee, the complaint should be addressed to the Vice President of Finance, who oversees Mid-Atlantic Christian University's Human Resources policies.

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.

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

## 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 her 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) ACT Student Opinion Survey
- e) Student Surveys
- f) Library Committee
- g) Student Evaluations of Courses/Faculty
- h) Student participation in the Institutional Effectiveness process, serving periodically on mission review teams and self-study committees
- i) Student Representative serve on the rules committee and the Who's Who committee. In both cases, students have the same voting power as faculty and staff members.

It is the responsibility of the VPSL to follow up on student input in areas (a) through (h). The nature of the suggestion determines the process he will follow. Simple matters can be handled by department heads; those that involve policy will be delegated to the Administrative Council; and those involving rules changes and/or additions will be addressed by the rules committee.

The library director will be responsible for initiating any changes regarding item (f); the VPAA, item (g). The Institutional Effectiveness Committee will assure continuing student participation on committees, item (h).

# Emergency Response Plan

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The emergency plan at MACU will allow for accurate response 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.”** An emergency affecting only one part of campus will be handled by the Vice President for that area. A medical emergency affecting only one person will be handled by the closest person in authority (campus staff or resident hall staff). Campus wide emergencies will be handled by the Emergency Response Team (ERT).

Emergencies fall into three categories:

## **Campus based**

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

## **Local**

Local emergencies may be weather related and require a response at a regional level. 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. Response will be coordinated with state and federal agencies. Examples include terrorism and power grid collapses.

## **PRIORITIES**

1. Safety of students and employees
2. Effective communication
3. Resolution of incident to allow normal campus functions.

## **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.

- Anyone with information concerning an impending or occurring emergency should notify the closest person of authority for that area.
- Reasonable responses are encouraged. If a fire is visible, activate a fire alarm, call 911, or use a fire extinguisher (if containable).
- The closest person in authority should determine if the emergency puts life at risk and the ERT should be activated.
- 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

the parking area in front of the chapel

### Off campus places of safety are to be determined

## **TYPES OF EMERGENCIES**

### **Fire**

In the event of a fire:

Pull nearest fire alarm or shout "FIRE"

Call 911

Find nearest extinguisher if fire is containable

If fire is not containable, alert others to evacuate

### **Pandemic Flu Outbreak**

In case of a pandemic flu 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

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.

### **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.

VPSL will make arrangements to contact radio and TV stations.

President will call the weather number at MACU and change message as appropriate.

VPSL will call the VP for Finance who will update website and activate phone tree. VPSL will inform residence 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 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 911 operator. Do not hang up on operator unless instructed to do so. Do not move person or give them food or water. Notify nearest person of authority. The ERT will determine if 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 gun shots are heard outside, approach the nearest building and notify the first nearest person of authority

If gun shots 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 lock down 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 of 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 area. Stay clear of electrical lines and outlets. Notify nearest person of authority.

### **National Tragedy**

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

### **Power Outages**

If power outage occurs, notify 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 nearest person of authority. Seek to minimize disturbance or threat (if feasible) by asking person causing a disturbance to leave. Note description of such individual. Lock all doors once individual leaves. If 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 Life, 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.

### **Functions of ERT**

- Managing the university's response to emergency situations
- Reviewing and approving all response plans
- Coordinating on and off campus communications through the communication tree regarding conditions on campus
- Coordinating the communication with outside agencies
- Maintaining current and comprehensive lists of contact information
- Identifying training opportunities to enhance readiness and response

## **Succession of Authority**

The university president maintains final authority involving emergency procedures. In the event of the President's absence or unavailability final decisions will be made by a member of the ERT. The succession of authority will be as follows: (1) University President, (2) Vice President for Academics, (3) Vice President for Student Life, and (4) Vice President for Finance.

In the event of an emergency, the ERT will meet and assess the situation, determine necessary information to assess situation, create a response scenario, identify and secure necessary resources to handle 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 post 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 to an off-campus evacuation site.

## **Records Protection**

Each Vice President will oversee his area to protect records and stored information on computers. Follow the procedures as detailed in the Inclement Weather Plan for evacuation.

## **Review of Policies**

After each use of the ERT, a review will be conducted to ensure that all appropriate steps were taken during the emergency / crisis situation.

All emergency policies will be reviewed regularly by the ERT and modified as needed. All policies and procedures must be approved by the ERT to utilize.

Simulation will be used periodically by the ERT to assess campus readiness. The goals of this plan include communication and decisive action to protect students, staff and faculty.

## **Synopsis**

- I. First Response
  - a. Anyone with information about an emergency should take reasonable action (dial 911, pull fire alarm and etc.) then notify closest person in authority.
  - b. Closest person in authority should determine if emergency puts life at risk and if ERT should be activated.
  - c. The ERT should determine additional safety measures to be taken.
- II. Places of Safety
  - a. Safety of students and employees is first concern.
  - b. If removal or relocation is necessary, other locations may be considered.
    - i. on campus places of safety
    - ii. off campus places of safety
- III. Emergencies and Response  
13 types of emergencies are defined under section "Types of Emergencies" (Page 34)
- IV. Emergency Management Team

- a. Team consists of President, Vice Presidents, Director of Advancement, and ERT Chair.
- b. Team functions to determine and manage college's specific response to emergency situations.

## **AIDS**

Each AIDS 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 the 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, university service, Christian-Service, and classes.)

A student known to be infected shall be admitted to the school subsequent to the unanimous approval of a screening committee composed of the student's physician, a public health expert or consultant chosen by the President of the University, the Director of Admissions, and the Vice President for Student Life. If no agreement is reached by the screening committee, the matter should be referred to the President for further consideration and a decision.

The infected student is responsible for securing such regular medical evaluations, as determined by the Vice President for Student Life, as 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 to authorize the release of the results will jeopardize the student's continued enrollment.

A student previously excluded from school may be admitted or readmitted, pursuant to reevaluation under the admission procedures specified above, if there is sufficient improvement to warrant admission.

For more information concerning AIDS, see Student Life Policy number 13.

## **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 members of the college community to report any and all questionable incidents. Crimes which occur on campus are to be reported immediately to the Student Life Department 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 violation of local, state, or federal laws, the Elizabeth City Police are notified for appropriate follow up. The university cooperates fully with any investigations conducted by proper authorities. In the event of a crime that poses a threat to 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 shut down policies to provide after-hours security. Between 8:00 am and 5:00 pm weekdays, the Student Life Office responds to security concerns. Staff/Faculty/RA's have 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 through a review of 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. Any exceptions to these times must be approved by the Student Life Office in advance of a scheduled event. Occupants of the residence halls are issued keys which 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 that 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 <http://sexoffender.ncdoj.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 Student Life office comprised of the following authority figures: the Vice President for Student Life, Campus Counselor, Resident Hall Director, Campus Minister, Student Life Director, or RA's. The assault should also be reported by the victim to the Elizabeth City Police Department for criminal investigation. The university will provide reasonable assistance to students who request such assistance in 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 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 any investigation and prosecution of 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 outcome of the case 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 certain individual responsibility that lend themselves to an orderly campus environment. These responsibilities include the following:

1. Students are prohibited from entering rooms, buildings, and other restricted areas of the campus after their normal closing 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 the performance of his/her duties.
4. It is against the law for adults to wear masks in public. Therefore, students are prohibited from wearing masks on campus or otherwise concealing their identity. The only exception to this is when officially sanctioned university activities call for the participants to come in costume.
5. Guests are welcome on campus and are expected to 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 Life (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 PERSON NOTIFICATION**

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 252.334.2073. 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:

**Academic:** 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.

**Financial Aid:** SAR, parents'/students' tax records, loan papers, financial aid awards.

### **I. Those who maintain files and have access in order to fulfill their responsibilities:**

#### **Academic**

- a. The Registrar maintains each student's academic file. Files are maintained in Heritage Hall, Room 113.
- b. The Academic Affairs secretary assists the Registrar in maintaining the files.
- c. Faculty advisors use the information in their academic advising.
- d. The university counselor has access should a counseling situation arise that demands information from a student's file.
- e. The VPSL has access so that he may counsel "at risk" students.
- f. 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.
- g. The President, as final authority and decision-maker, has access to the files.

#### **Financial Aid**

- a. The Director of Admissions and Financial Aid Administrator are authorized to maintain and secure the financial aid records of all students.
- b. Only the Director of Admissions and Financial Aid Administrator have access to all financial aid records.
- c. The Director of Admissions 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 VPSL 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 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 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 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 computers systems for which you are responsible. This includes, but is not limited to, adequate backups and virus protection software.

**Student Labs.** The student computer labs are 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.

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.

Food and drink are not permitted in the computer labs.

**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;
- and 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 student, 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, contact Sara Shepard immediately. She can be reached at [sara.shepard@macuniversity.edu](mailto:sara.shepard@macuniversity.edu) or 252.334.2010.

### **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 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
- Misrepresentation of Mid-Atlantic Christian University

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

## 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 student 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 Churches of Christ

*(within approximately 30 miles)*

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. 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. 426-1555). Sunday school, 10; morning worship, 11; evening worship, 6.

**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. 482-3788). Sunday school, 10; morning worship, 10:45; evening worship, 6; Wednesday night Bible study, 7.

**Journey Christian Church** (Four miles north on left of US 17. Tel. 335-4660). Morning worship, 10:00; Sunday school, 9:00; 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. 491-8412). Sunday school, 9:45; morning worship, 11; evening worship, 7; Wednesday night Bible study, 7.

**South Mills Church of Christ** (100 Culpepper Rd. just off US 17 North. Tel. 771-5644). Sunday school, 10:00am; morning worship, 11; evening worship, 6:30; 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). Sunday school and adult Bible studies, 9:30; morning worship, 10:30; various evening activities starting at 5:15—prayer time, fellowship meal, praise, Bible study at 6:30.

You can locate more churches by going to [www.christianchurchtoday.org](http://www.christianchurchtoday.org) or [www.crosslink.org](http://www.crosslink.org)

## Appendix G - Policy on Preventing and Responding to Domestic Violence, 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

DATE:

REVISED: June, 2020

NEXT SCHEDULED REVIEW:

APPROVED BY THE BOARD OF TRUSTEES:

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 Life

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:
  - Dating violence
  - Domestic violence
  - Sexual Assault
  - Stalking
  - 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 judiciary 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 are required to 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 the prevention and avoidance of 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 the prevention of violence and mitigation of 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. To alleviate and add clarity to potential actions by active bystanders, the University provides the following guidelines. 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 campus and local authorities.
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? 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 Life, 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. On-campus investigation is typically conducted by MACU and law enforcement personnel. 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. Off-campus cases are usually investigated by the Elizabeth City Police Department or another law enforcement agency. 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 filled. 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
- 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, Police). In addition, for cases involving campus community members,

there is a timely, campus-based investigation which 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 Vice President of Finance (employee Title IX Coordinator), who oversees Mid-Atlantic Christian University's Human Resources policies.

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" 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 Judiciary Committee oversees the MACU judiciary process for students' complaints and allegations of dating violence, domestic violence, sexual harassment, sexual assault, or stalking. The Judiciary Committee is made up of no less than four (4) officials, all of whom have appropriate training to deal with allegations of dating violence, domestic violence, sexual assault, or stalking, including:

- Vice President for Student Life (Investigator)
- Title IX Coordinator
- A selection of faculty and staff

- Decision Maker
- Respondent Advisor (Non-voting member)
- Claimant Advisor (Non-voting member)

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 University Judiciary Committee shall examine relevant evidence
- Participants will have 10 days to respond in writing to allegations that have been made
- The Complainant and Respondent have the right to have the opportunity to examine evidence in advance
- The University Judiciary Committee may interview witnesses, when appropriate
- The University Judiciary Committee may hear testimony from the complainant and the respondent, if the complainant and respondent testify
- The Complainant and Respondent have the right to have their advisors cross examine the other party. Questions will be vetted for relevance by the Decision Maker.
- Parties unwilling to testify in person will be excluded from evidence
- 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 upon evidence that was provided in advance
- The University Judiciary Committee shall render judgment by majority rule (see section on Sanctions for complete information)
- The University Judiciary Committee shall deliver notice of judgment to the complainant and respondent simultaneously, in writing
- The University Judiciary Committee may report criminal issues to law enforcement
- The University Judiciary Committee shall notify the respondent's parents or guardian of the judgment if the respondent is single and under the age of 23.

If a respondent refuses to appear before the Judiciary Committee, the Committee will render a judgment in 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). 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 under 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:

1. All incidents are to be reported to the appropriate Title IX Coordinator
2. The Title IX Coordinator will refer the incident to the Employee Judiciary Committee in cases alleging Sex Discrimination, Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence and Stalking.

The University Judiciary Committee oversees the MACU judiciary process for students' complaints and allegations of dating violence, domestic violence, sexual harassment, sexual assault, or stalking. The Judiciary Committee is made up of no less than four (4) officials, all of whom have appropriate training to deal with allegations of dating violence, domestic violence, sexual assault, or stalking, including:

- Vice President for Student Life (Investigator)
- Title IX Coordinator
- A selection of faculty and staff
- Decision Maker
- Advisors (Non-voting)
- University counselor (non-voting)

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 a minimum of 10 days of notice will be given.
- The University Judiciary Committee shall examine relevant evidence
- The University Judiciary Committee may interview witnesses, when appropriate
- The University Judiciary Committee may hear testimony from the complainant and the respondent, if the complainant and respondent testify
- The University Judiciary Committee shall render judgment by majority rule (see section on Sanctions for complete information)
- The University Judiciary Committee shall deliver notice of judgment to the complainant and respondent simultaneously, in writing
- The University Judiciary Committee may report criminal issues to law enforcement

If a respondent refuses to appear before the Judiciary Committee, the Committee will render a judgment in 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, 302 East Colonial Ave. 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

- 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
- Information and Referrals

**Student Life Department and Student Services:**

(252) 334-2073, (252) 334-2043, (252) 334-2019.

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
- Adjusting living arrangements
- Managing academic obligations
- Getting counseling
- 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 Life 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 Life 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 Life.

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 Life 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

**Contact Information**

Service/Department	Phone Number
Albermarle Hopeline	(252) 338-5338
Sentara Albermarle Medical Center	(252) 335-0531
Elizabeth City Crimeline (Anonymous)	(252) 335-5555
Elizabeth City Police Department	(252) 335-4321
Emergencies	911
Student Life Department and Student Services	(252) 334-2073 (252) 334-2043
Title IX Coordinators	(252) 334-2019 - Students (252) 334-2007 - Employees
University Counseling Services	(252) 334-2084 (252) 334-2038
Vice President for Finance	(252) 334-2007
Vice President for Student Life	(252) 334-2019

**Relevant Legislation**

Clery Act	<a href="http://clerycenter.org/summary-jeanne-clery-act">http://clerycenter.org/summary-jeanne-clery-act</a>
U.S. Department of Labor - Title IX, Education Amendments of 1972	<a href="http://www.dol.gov/oasam/regs/statutes/titleix.htm">http://www.dol.gov/oasam/regs/statutes/titleix.htm</a>
FERPA	<a href="http://www.law.cornell.edu/uscode/text/20/1232g">http://www.law.cornell.edu/uscode/text/20/1232g</a>
SaVE Act	<a href="https://www.congress.gov/bill/112th-congress/house-bill/2016/text">https://www.congress.gov/bill/112th-congress/house-bill/2016/text</a>

Title IX	<a href="http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html">http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html</a>
VAWA	<a href="http://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf">http://www.gpo.gov/fdsys/pkg/BILLS-113s47enr/pdf/BILLS-113s47enr.pdf</a>

**Definitions**

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

<b>Actual Knowledge</b>	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.
<b>Clery Act</b>	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
<b>Complainant</b>	The individual who brings a grievance or makes the complaint.
<b>Consent</b>	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.
<b>Dating Violence</b>	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.
<b>Domestic Violence</b>	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.
<b>Education Program</b>	Institution may remove a respondent from the education program or activity on an emergency basis if the institution:
<b>Emergency Removal</b>	<ol style="list-style-type: none"> <li>1. undertakes an individualized safety and risk analysis.</li> <li>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: and</li> <li>3. Provides the respondent with notice and an opportunity to challenge the decision immediately following the removal</li> <li>4. Non-student employees may be placed on administrative leave during the process.</li> </ol>

<b>Formal Complaint</b>	Document Filed by a complainant or signed by the Title Nine 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.
<b>FERPA</b>	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”).
<b>Rape</b>	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.
<b>Respondent</b>	The individual about whom a grievance or complaint is brought.
<b>SaVE Act</b>	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.
<b>Sexual Act</b>	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.
<b>Sexual Contact</b>	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.
<b>Sexual Harassment</b>	Sexual Harassment means conduct on the basis of sex if: <ol style="list-style-type: none"> <li>1. Employee conditions aid,benefit, or service of the institution on an individual’s participation in unwelcome sexual conduct (quid pro quo).</li> <li>2. Unwelcome conduct determined by a reasonable person to be severe, pervasive, <b>and</b> objectively offensive that it effectively denies a person equal access to the institution’s education program or activity (hostile environment).</li> <li>3. Sexual assault, dating violence, domestic violence, or stalking, as defined in CLery <ul style="list-style-type: none"> <li>-Consent: No particular definition of consent with respect to sexual assault is required.</li> </ul> </li> </ol>

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**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.

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**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.

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<b>Title IX</b>	Part of the Higher Education Amendments of 1972 that prohibits discrimination on the basis of sex in educational institutions receiving federal aid.
<b>Title IX Coordinator</b>	For students, the Title IX Coordinator is the YouthFor employees, the Title IX Coordinator is the Vice President for Finance
<b>UCS</b>	University Counseling Services
<b>VAWA</b>	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

<b>Elizabeth City Police Department</b>	<ul style="list-style-type: none"> <li>• Perform investigations.</li> </ul>
<b>Sexual Assault Victim</b>	<ul style="list-style-type: none"> <li>• Go to a safe place.</li> <li>• Pursue medical treatment.</li> <li>• Pursue counseling services.</li> <li>• Avoid destruction of evidence.</li> <li>• File a police report.</li> <li>• File an administrative complaint through the Office of Student Life.</li> </ul>
<b>Judiciary Committee</b>	<ul style="list-style-type: none"> <li>• Impose one or more sanctions.</li> </ul>
<b>Students, Faculty, Staff, Community Members</b>	<ul style="list-style-type: none"> <li>• Provide information and promote discussion on abuse concerns.</li> <li>• Be active bystanders.</li> </ul>
<b>Vice President for Finance</b>	<ul style="list-style-type: none"> <li>• Title IX Coordinator for Employees</li> <li>• Assist faculty, and staff in identifying appropriate authorities.</li> <li>• Handle incidents involving faculty or staff members.</li> <li>• Receive Title IX complaints.</li> <li>• Provide oversight for investigations and resolution</li> </ul>
<b>MACU</b>	<ul style="list-style-type: none"> <li>• Review and modify physical surrounding to enhance security and safety.</li> <li>• Develop educational programs concerning sexual assault.</li> <li>• Publish and report, in statistical form, annual incidents of sexual assault.</li> </ul>
<b>Vice President for Student Life</b>	<ul style="list-style-type: none"> <li>• Title IX Coordinator for Students</li> <li>• Assist students in identifying appropriate authorities.</li> <li>• Provide administrative services to assist a complainant.</li> <li>• Impose temporary sanctions to promote safety.</li> <li>• Provide administrative services to assist respondent.</li> <li>• Recommend suspension.</li> <li>• Authorize emergency suspension</li> </ul>

