



**Student Handbook  
2016-2017**

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\* The University reserves the right to change any of these policies or services at any time with or without notice.

## MIDLAND DIRECTORY

<u>Academic Affairs</u>	(402) 941-6223
<u>Academic Support Services</u>	(402) 941-6471
<u>Admissions</u>	(402) 941-6503
<u>Alumni Relations</u>	(402) 941-6050
<u>Athletic Office</u>	(402) 941-6244
<u>Campus Ministries</u>	(402) 941-6205
<u>Communications</u>	(402) 941-6054
<u>Development</u>	(402) 941-6009
<u>Facilities</u>	(402) 941-6127
<u>Financial Aid</u>	(402) 941-6520
<u>Human Resources</u>	(402) 941-6048
<u>Information Technology</u>	(402) 941-6270
<u>Library</u>	(402) 941-6250
<u>Mailroom</u>	(402) 941-6120
<u>President's Office</u>	(402) 941-6142
<u>Personal &amp; Career Development Center</u>	(402) 941-6401
<u>Registrar</u>	(402) 941-6221
<u>Safety &amp; Security</u>	(402) 941-6444
<u>Fresh Ideas (Dining Services)</u>	(402) 941-6136
<u>Student Affairs</u>	(402) 941-6404
<u>Student Billing</u>	(402) 941-6113
<u>Student Health</u>	(402) 941-6450
<u>Student Success Center</u>	(402) 941-6841

## Traditional Academic Calendar

### Main Campus

#### Academic Year 2016-2017

##### TERM: Fall 2016 (16UNFA)

August	22	Monday	First Year Students arrive on campus
August	22	Monday	Faculty Workshop
August	23	Tuesday	Faculty work/prep day
August	23	Tuesday	Continuing students arrive on campus
August	25	Thursday	Beginning of Term – Fall 2016
August	31	Wednesday	Last day to add a course
<b>September</b>	<b>5</b>	<b>Monday</b>	<b>Labor Day Holiday – no classes</b>
September	6	Tuesday	Opening Convocation (11:00 am classes will be cancelled)
September	7	Wednesday	Last day to drop a course
September	8	Thursday	Withdraw from a course beginning this date, receive a “W” grade
September	8	Thursday	Last day to remove Spring 2016 incompletes
September	15	Thursday	Last day to remove Summer 2016 incompletes
September	24	Saturday	Homecoming
October	19	Wednesday	End of midterm, Last day to choose grading option
<b>October</b>	<b>20-21</b>	<b>Thursday-Friday</b>	<b>Fall Break – no classes</b>
October	25	Tuesday	Official Midterm Grade Reports due in Registrar’s Office by noon
November	2	Wednesday	Last day to withdraw from a course
<b>November</b>	<b>23-25</b>	<b>Wednesday– Friday</b>	<b>Thanksgiving vacation – no classes</b>
December	9	Friday	Last day of regular class schedule for Fall Term
December	12-15	Monday – Thursday	Block Schedule for Exams/Projects/Presentations
December	15	Thursday	End of Term – Fall 2016
December	20	Tuesday	Fall Term Official Grade Reports due in Registrar’s Office by noon

##### TERM: Interterm 2017 (16UNIN)

January	2	Monday	Students arrive on campus
January	3	Tuesday	Beginning of Term – Interterm 2017
January	4	Wednesday	Last day to add/drop a course
January	5	Thursday	Withdraw from a course beginning this date receive a “W” grade
January	10	Tuesday	Last day to withdraw from Interterm
January	23	Monday	End of Term – Interterm 2017
<b>January</b>	<b>24-25</b>	<b>Tuesday-Wednesday</b>	<b>Interterm Break—no classes</b>
January	25	Wednesday	Interterm Official Grade Reports due in Registrar’s Office by noon

##### TERM: Spring 2017 (16UNSP)

January	24	Tuesday	Faculty Workshop
January	25	Wednesday	Faculty work/prep day
January	25	Wednesday	New and returning students arrive on campus
January	26	Thursday	Beginning of Term – Spring 2017
February	1	Wednesday	Last day to add a course
February	8	Wednesday	Last day to drop a course
February	9	Thursday	Withdraw from a course beginning this date receive a “W” Grade
February	15	Wednesday	Last day to remove Fall 2016 Term incompletes

March	8	Wednesday	Last day to remove Interterm 2017 incompletes
March	17	Friday	End of midterm, Last day to choose grading option
<b>March</b>	<b>20-24</b>	<b>Monday– Friday</b>	<b>Spring Break, no classes held</b>
March	28	Tuesday	Official Midterm Grade Reports due in Registrar’s Office by noon
April	12	Wednesday	Last day to withdraw from a course
<b>April</b>	<b>14</b>	<b>Friday</b>	<b>Good Friday – no classes</b>
<b>April</b>	<b>16</b>	<b>Sunday</b>	<b>Easter Sunday</b>
<b>April</b>	<b>17</b>	<b>Monday</b>	<b>Easter Monday – no day classes, Monday night classes resume</b>
May	12	Friday	Last day of regular class schedule for Spring Term
May	13	Saturday	Graduation
May	15-18	Monday -Thursday	Block Schedule for Exams/Projects/Presentations
May	18	Thursday	End of Term – Spring 2017
May	23	Tuesday	Spring Term Official Grade Reports due in Registrar’s Office by noon

**TERM: Summer 2017 (16UNSU)**

May	31	Wednesday	Beginning of Term – Summer 2017
June	2	Friday	Last day to Add/Drop a course
June	27	Tuesday	Last day to Withdraw from a course
<b>July</b>	<b>4</b>	<b>Tuesday</b>	<b>Independence Day Holiday – No classes</b>
July	9	Sunday	End of Term – Summer 2017
July	13	Wednesday	Spring Term Official Grade Reports due in Registrar’s Office by noon

**TERM: Summer 2017 (16RNSU)**

May	31	Wednesday	Beginning of Term – Summer 2017
June	8	Thursday	Last day to Add/Drop a course
June	30	Friday	Last day to Withdraw from a course
<b>July</b>	<b>4</b>	<b>Tuesday</b>	<b>Independence Day Holiday – No classes</b>
July	14	Friday	End of Term – Summer 2017
July	18	Tuesday	Spring Term Official Grade Reports due in Registrar’s Office by noon

## STUDENT EXPECTATIONS

Midland University is committed to providing an atmosphere conducive to the development of character, integrity, and personal responsibility. To that end, every Midland University student commits to maintaining high standards of conduct within our unique community for the purposes of furthering the accomplishment of the educational and social objectives of an institution of higher learning.

### Behavioral Standards

- 1) **Academic Integrity** – Midland University students have the right to an atmosphere in which principles are paramount. Academic honesty is the foundation of a learning community.

\_\_\_\_\_ I understand that I am expected to maintain personal honesty in all aspects of collegiate work.

- 2) **Violence/Sexual Misconduct** – Midland University students have the right to a safe, healthy environment and to be respected and valued in his/her person.

\_\_\_\_\_ I understand that I am expected to refrain from any act or threat of violence, or any sexual harassment, violence, or misconduct of a sexual nature.

- 3) **Illicit Drugs** – Midland University students have the right to an environment free from the harmful effects of controlled substances.

\_\_\_\_\_ I understand that I am expected to refrain from the sale, possession, distribution, or use of illegal drugs.

- 4) **Alcohol** – Midland University students have the right to a teaching-learning environment free from the harmful effects of underage and irresponsible alcohol use.

\_\_\_\_\_ I understand that I am expected to maintain an alcohol-free environment on the entirety of the Midland University campus, and further that I am expected to comply with all state and local laws pertaining to alcohol use.

### Community Standards

- 5) **Property** – Midland University students have the right to security and safekeeping of personal property, as well as for property of the university.

\_\_\_\_\_ I understand that I am expected to refrain from damaging or unlawful taking of personal or university property. I further recognize that it is highly suggested I maintain renter's insurance for the protection of my personal property.

- 6) **Social Media** – Midland University students have the right to participate in social media outlets in an environment free from slander, discrimination, indecency, or intimidation.

\_\_\_\_\_ I understand that I am expected to maintain appropriate actions and behavior reflective of the values of Midland University in any and all use of social media.

Community Standards (cont'd)

- 7) **Campus Residence** – Midland University students have the right to an engaging, vibrant campus community facilitated by on-campus housing experiences.

\_\_\_\_\_ I understand that I am expected to reside in on-campus housing for 2 years/4 semesters and that I will be charged for housing fees if I fail to meet the requirements for a waiver of this requirement, or fail to adhere to the Student Expectations of my campus residence. Further, I understand that the residential requirements may be increased for certain groups, including students not in good academic standing or students on social probation.

- 8) **Parking** – Midland University students have the right to accessible parking within a reasonable walking distance from university facilities.

\_\_\_\_\_ I understand that I am expected to park in an assigned university parking area and that I will be subject to ticketing and fines for any unauthorized parking. I further understand that I am expected to refrain from any parking on city streets.

- 9) **Communication** – Midland University students have the right and responsibility to regular communication regarding student life and university relations.

\_\_\_\_\_ I understand that I am expected to read and respond daily to e-communication in my university provided email account.

Privacy Standards

- 10) **FERPA (Family Education Rights and Privacy Act)** – Midland University students have the right to certain protections of their personal information as prescribed by federal law and outlined in the Midland Student Handbook.

\_\_\_\_\_ I understand that I may waive FERPA regulation, by submitting a FERPA waiver, in order to facilitate communication between parents, guardians & others and University officials.

As a Midland University student, I commit to the Student Expectations and understand that failure to adhere to these expectations or any other action unbecoming of a Midland University student may result in sanctions imposed by the university, as prescribed in the Student Handbook. I further acknowledge that I have access to the Student Handbook on the Midland University intranet and in the Office of Student Affairs.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

## CODE of CONDUCT

Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community. The Code of Conduct shall apply to conduct that occurs on University premises, at University and organization sponsored activities, and to off-campus conduct that adversely affects the University Community and/or the pursuit of its objectives. Any student found to have committed or to have attempted to commit the following misconduct is subject to disciplinary action and review and possible sanctions:

- 1) Acts of dishonesty, including but not limited to the following:
  - a) Furnishing false information to any University official, faculty member, or office.
  - b) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- 2) Physical harm, verbal harm, threats, intimidation, harassment, sexual misconduct, coercion, and/or other conduct which threatens or endangers the health or safety of any person.
- 3) Attempt of actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus. Theft includes, but is not limited to:
  - a) Authorized or unauthorized use of another Student's ID card.
  - b) Authorized or unauthorized use of another Student's proxy key to gain access to campus facilities, such as Residence Halls or computer labs.
  - c) Forgery to obtain products, services, or monetary gain.
  - d) Knowingly possessing stolen property.
- 4) Hazing, which is a broad term encompassing any action or activity which does not contribute to the positive development of a person, or which inflicts or intends to cause mental or bodily harm or anxieties, or which may demean, degrade, or disgrace any person.
- 5) Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
- 6) Unauthorized possession, duplication or use of keys to any University premises or unauthorized entry to or use of University premises.
- 7) Intentionally, negligently or recklessly initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency.
- 8) Soliciting or offering funds or favors to obtain or furnish unauthorized information or material.
- 9) Knowingly, freely, or negligently allowing violations of University rules and regulations to take place.
- 10) Violation of any federal, state or local law, on or off campus.
- 11) Use, possession, manufacturing, or distribution of illegal drugs or paraphernalia.
- 12) Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- 13) Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
- 14) Disruption of any activity occurring on campus or participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
- 15) Conduct that is disorderly or indecent; breach of peace; or aiding or abetting another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly conduct includes but is not limited to: Any unauthorized use of electronic or other devices to make an audio or video record of any person while on University's premises without his/her prior knowledge, or without his/her effective consent when such a recording is likely to cause injury or distress. This includes but is not limited to taking inappropriate and/or nonconsensual pictures of another person in a gym, locker room, restroom, or other locations that compromises their dignity.
- 16) Manipulation of the Disciplinary Review System, including but not limited to:
  - a) Failure to obey the notice from a University official or Conduct Committee to appear for a meeting as part of the Disciplinary Review Process.
  - b) Falsification, distortion, or misrepresentation of information during the Disciplinary Review Process.
  - c) Disruption or interference with the orderly conduct of a Disciplinary Review proceeding.
  - d) Attempting to discourage an individual's proper participating in, or use of, the Disciplinary Review System.
  - e) Attempting to influence the impartiality of a member of the Disciplinary Review System prior to, and/or during the course of, the Disciplinary Review proceeding.



- f) Harassment (verbal or physical) and/or intimidation to any professional or a member of a Conduct Committee prior to, during, and/or after a Disciplinary Review proceeding.
- g) Influencing or attempting to influence another person to commit an abuse of the Disciplinary Review System.
- h) Failure to comply with the sanction(s) imposed under the Disciplinary Review System.

### **DISCIPLINARY REVIEW PROCESS**

Any member of the University community may file a complaint against a student for alleged violations of Student Expectations. A complaint shall be prepared in writing and directed to the appropriate Student Affairs staff member. A complaint should be submitted as soon as possible after the event takes place.

A Student Affairs staff member will contact the accused student and facilitate a meeting to discuss the complaint. Attempts should be made to schedule this meeting within two (2) class days following initial contact with the accused student.

At the meeting the violation(s) allegedly committed by the student shall be presented to the accused.

Once the staff member has been presented with information regarding the alleged violation and the response of the accused student, the staff member has two primary options:

- 1) Find the accused student was not responsible for violating the Student Expectations.
- 2) Find the accused student was more likely than not, responsible for violating the Student Expectations and determine an appropriate sanction(s) for the student.

Please note that, at the discretion of the Vice President of Student Affairs, an incident may be referred to the Conduct Committee or a higher authority for consult or disposition for the purpose of conducting the Disciplinary Review Process.

Following the determination of the outcome, an email will be sent to the accused student usually within five (5) class days.

A record shall be kept of all Disciplinary Process meetings. The record shall be the property of the University.

If an accused student, with notice, does not appear before the appropriate Disciplinary Review entity, the information in support of the charges shall be presented and considered even if the accused student is not present, and the accused student gives up his/her right to appeal the finding(s) and sanction(s).

#### Appeal

If a student has new credible evidence to submit to the Conduct Committee, a written appeal may be filed with the Director of Student and Resident Services within two (2) class days of the decision. The student may only appeal if new credible evidence exists.

The Vice President of Student Affairs may facilitate an appeal hearing with the Conduct Committee or review the appeal him/herself.

The decision of the appeal entity is final, and there are no further appeals.

#### Sanctions

In most cases, and as part of the educational process, some form of disciplinary/learning sanction(s) will be assigned to students responsible for violating any of the Student Expectations. Although the following is not an exhaustive list of sanctions, it does provide examples of sanctions that may be assigned. Please note there may be specific minimum sanctions for certain policy violations.

- 1) Written warnings
- 2) Learning projects
- 3) Service to the community
- 4) Restitution
- 5) Monetary fines
- 6) Assessment

- 7) Referral for prosecution
- 8) Restrictions
- 9) Disciplinary probation
- 10) Residence hall suspension
- 11) Residence hall expulsion
- 12) Interim suspension
- 13) Suspension
- 14) Withholding a degree
- 15) Expulsion
- 16) Social Probation

## STUDENT EXPECTATIONS

### I. ACADEMIC INTEGRITY

Midland University seeks to provide a learning environment that enhances academic excellence and integrity. The following policy has been adopted to deter acts, which are counterproductive to the attainment of this goal. Academic dishonesty, the act of knowingly and willingly attempting to assist oneself or others in gaining academic success by dishonest means, is manifested in the following broad categories as enumerated by Gehring, et al:<sup>3</sup>

- 1) *Cheating*: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Examples include but are not limited to: looking at another student's paper during an exam, using unauthorized, protean responses such as crib notes and digital media storage, and/or stolen test materials; submitting someone else's work as one's own; allowing another person to complete an exam in one's place; submitting a project that has been or is being used to satisfy requirements from another course without permission of both instructors; improper collaboration on projects beyond that permitted by the instructor; sharing information between exams in multiple sections of course; changing one's grade(s) or marking(s) on an examination or in an instructor's grade book or spread sheet.
- 2) *Fabrication*: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise. Examples include but are not limited to: supplying fabricated data or altered data for an experiment or laboratory project; fabricating all or a portion of a bibliographic entry for a documented project.
- 3) *Facilitating academic dishonesty*: Intentionally or knowingly helping or attempting to help another person to commit an act of academic dishonesty. Examples include but are not limited to: allowing one's own work to be submitted as another's work for a course project; assisting a fellow student in committing an act of academic dishonesty; making threats or offers of compensation to others in order that those threatened or coerced will provide unauthorized aid for course projects; unauthorized acquisition, distribution, and/or possession of stolen test or project materials.
- 4) *Plagiarism*: Intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise. Examples include but are not limited to: purchasing a paper from a commercial or private source, using paper from an organization's files, copying sections of chapters from reference works, or borrowing or stealing another's paper and submitting it as one's own work; failing to indicate a direct quote from a reference source; attempting to represent the work, words and ideas of another (paraphrasing) as one's own without proper citation or documentation.

Students are expected to conduct themselves in conformance with the highest of standards in regard to academic honesty. Breaches of this expectation include infractions such as: cheating, plagiarism, collusion, and fabrication/falsification of records. Students violating such standards will be disciplined in accordance with the University Academic Integrity Policy.

Students have a responsibility to avoid acts of academic dishonesty. They also have an obligation to report known or observed acts of academic dishonesty to the instructor and/or their advisor. If such acts occur, disposition of the case is the prerogative of the instructor. Penalties may range from rejection of the assignment with the request that the work be resubmitted to a grade of "F" in the courses. Instructors may recommend a more severe penalty, such as dismissal from the University, to Academic Affairs.

Any student who plagiarizes will at minimum, receive an F for the assignment. Any student who is caught twice within the same class will at minimum, be removed from the class with a final grade of "F" and will be referred to Academic Affairs for disciplinary action. Multiple violations of plagiarism over the course of a student's time at Midland may warrant immediate suspension and/ or expulsion. Standards above those outlined here, may be put in place by instructors. All incidents of confirmed plagiarism will be communicated to Academic Affairs for appropriate action.

Students have the right to present a written appeal of the instructor's action to Academic Affairs. Students accused of academic dishonesty in a class will not be permitted to withdraw from the course involved until they have either been cleared of the allegation or have the permission of the instructor and Academic Affairs.

#### Academic Concerns

The President, administration, faculty, and staff of Midland University maintain an open door policy and invite students to discuss issues of concern. The following information is provided to assist with identifying what specific individual or office may be the most appropriate for a specific issue or question.

A student who has a concern about an instructor should meet with that instructor to attempt to resolve the issue. If that is unsuccessful, the student should then meet with his/her advisor before a possible progression to the Department Chair, Program Director, and/or Academic Affairs. In all cases, the objective is to resolve the problem at the lowest appropriate level with the goal of improving the educational process.

Students who wish to appeal academic decisions or who seek waiver of certain academic policies and standards may contact his/her academic advisor for assistance in filing an appeal to Academic Affairs.

### Appeals

Students who wish to appeal academic decisions or who seek a waiver of certain academic policies and standards may petition the University by filing such a petition in writing with Academic Affairs.

### Grade Appeals

Any grade appeal must be submitted within thirty days of the close of the semester in which the decision was made. Students wishing to appeal a grade should first approach the instructor to resolve the grade dispute. If unsuccessful, the student should then contact Director of the School or College in which the course is found. Should a formal appeal become necessary, the Grade Appeal Application Form, including a detailed narrative to support the case that the grade received was arbitrary or capricious, should be submitted to Academic Affairs.

## II. VIOLENCE/SEXUAL MISCONDUCT

Midland University students have the right to a safe, healthy environment and to be respected and valued in his/her person. Pursuant to this commitment, the University does not discriminate on the basis of age, gender, religion, disability, national origin, or sex. Any situations of perceived discrimination or harassment, including allegations of discrimination based on gender, disability, race and age, are to be taken to the Vice President for Student Affairs, 900 N Clarkson, Fremont, NE 68025, (402) 941-6400. If circumstances require disciplinary measures, appropriate action will be initiated.

In situations that are not resolved, or in situations that involve individuals of the university community other than student-to-student, the concerned party should initiate actions as outlined by the formal procedure.

### Statement of Policy

Midland University celebrates the diversity of its community, for we believe that learning to understand and value differences, as well as similarities, is an important dimension to education. To this end, we promote the values of tolerance, respect, understanding, and human dignity. Because of this, it is the policy of Midland University to prohibit sexual, racial, national origin, or ethnic harassment of its students, faculty, or staff, as well as harassment on the basis of age, gender, religion, disability, national origin, or sex. Threats, intimidation, or creation of offensive academic, living, or work environments that grow out of slurs, epithets, derogatory comments, and unwelcome jokes related to a person's gender, age, religion, disability, race, color, national origin, sex or sexual orientation are prohibited at Midland University.

### Definitions

The term "harassment" refers to any verbal or physical conduct that shows hostility towards an individual because of his or her race, sex, national origin, religion, age, or disability for the purpose of:

- 1) Creating an intimidating, hostile, or offensive environment
- 2) Unreasonably interfering with an individual's performance
- 3) Adversely affecting an individual's educational opportunities

The term "racial harassment" refers to any unwelcome behavior, verbal or physical, that is derogatory or victimizes individuals on the basis of race, ancestry, creed, or national origin.

Examples of behavior that may constitute racial harassment include, but are not limited to:

- 1) Racial slurs or epithets
- 2) Derogatory comments
- 3) Unwelcome jokes
- 4) Verbal or non-verbal threats
- 5) Offensive racial graffiti, pictures, cartoons, drawings, or posters
- 6) Threatening or offensive texts, social media posts, telephone calls, cards, notes, letters, or E-Mail or Fax messages

The term "sexual harassment" can include unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct of a sexual nature.

- 1) Examples of behavior that may constitute sexual harassment include, but are not limited to:
- 2) Subtle pressure for unwanted sexual activity
- 3) Unnecessary brushes or touches
- 4) Attempts to kiss or fondle
- 5) Unwanted sexual teasing or jokes
- 6) Disparaging remarks about one's sex
- 7) Sexist comments about one's clothing, body, or sexual activities
- 8) Pressure for dates
- 9) Requests for sexual activity in exchange for grades, credits, promotions, or salary increases
- 10) Offensive sexual graffiti, pictures, cartoons, drawings, or posters
- 11) Obscene gestures

- 12) Obscene or harassing messages by text, social media posts, telephone calls, cards, notes, letters, or E- mail or Fax messages
- 13) Physical contact by kissing, embracing, or groping

While harassment in any situation is reprehensible, it is particularly reprehensible when it exploits the educational dependence and trust between students and faculty or other relationships between persons of unequal power and authority. Persons in positions of authority (administrator/assistant; supervisor/employee; etc.) need to be sensitive to the fact that mutual consent is extremely questionable in such situations. It is to be noted that this provision does not include faculty or staff/student relationships. These are explicitly disallowed under all circumstances.

### Actions

Anyone who believes he/she has been a victim of harassment or has knowledge of harassment has the right to report such behavior and obtain redress through the informal and formal procedures outlined herein. Violation may result in disciplinary action, including discharge from employment or dismissal from attendance at the University.

### Compliance Coordinator

Any complaints or concerns about harassment or discrimination based on race, sex, age, disability, and other protected classes, should be first directed to the Vice President for Student Affairs. Any Title VI (race, color, national origin) and Section 504 (disability) complaints or concerns should first be directed the Compliance Coordinator. The compliance coordinator is Merritt Nelson, 900 N Clarkson, Fremont, NE 68025, (402) 941-6400, [Nelson@MidlandU.edu](mailto:Nelson@MidlandU.edu).

### Physical Harm Policy

Midland University takes seriously any allegation of harassment or threat of physical harm, including sexual misconduct. In the event of actual physical harm, students are encouraged to immediately seek medical assistance from Fremont Health or the Crisis Center. They should also contact the Director of Counseling, Vice President for Student Affairs, or Student Affairs staff. Contact information may be obtained from any Residence Hall staff personnel and other Student Development staff. This information is also available in the Student Handbook and Campus Directories. Residence Hall staff members may assist with suggested care following sexual misconduct.

### Harassment and Discrimination Policy

In situations of perceived harassment that are student to student, these issues are to be taken to the Vice President for Student Affairs or his/her designee. If circumstances require disciplinary measures, appropriate action will be initiated. In situations that are not resolved, or in situations that involve individuals of the university community other than student-to-student, the concerned party should initiate contact with the Vice President for Student Affairs.

### Procedures for Dealing with Harassment

In order to react to situations, which involve allegations of harassment, Midland University has established both informal and formal procedures for handling concerns and complaints.

## **A. INFORMAL PROCEDURE**

- 1) Individuals who believe they have been harassed or discriminated against are encouraged to seek the assistance of a supervisor or the Vice President for Student Affairs. The supervisor or or Vice President for Student Affairs, as relevant, shall advise the complaining individual of rights and procedures and offer general advice as deemed advisable. If the individual determines to proceed with a complaint, one of the designated persons shall promptly proceed as follows:
  - i. Obtain a recorded or signed statement with all the details regarding the incident from the complainant as to what was said or done that is believed to have constituted harassment and details as to any document or other physical evidence and names of witnesses supporting the complaint.
  - ii. Confront the person accused of the harassment and offer the accused person an opportunity to respond and to provide a similar recorded or signed statement.
  - iii. If necessary, interview and take statements from witnesses or others have knowledge of the incident.

- 3) If it is determined by the person, persons, or committee taking the foregoing steps, that harassment has occurred, again visit with the complainant and make an effort to resolve the issue in a manner appropriate with the infraction and to reasonably assure no future similar actions.
- 4) If it is determined by the person, persons, or committee taking the foregoing steps, that harassment occurred, assure the complainant and advise the person charged that there must be no future harassment and that there may be no retaliation of any type by reason of the complaint and any action resulting there from.
- 5) Insofar as possible, retain confidentiality of the incident and the persons involved in the informal process. In the event it is determined by the individual, individuals, or committee taking the foregoing steps that the allegations of harassment are false, the matter may be referred to the Harassment and Discrimination Committee, and if the Committee is of the opinion that the allegations of harassment are false, the matter shall be referred to the appropriate disciplinary committee or person for such disciplinary action as deemed advisable by the appropriate disciplinary committee or person.
- 6) All complaints relating to a student and faculty relationship or other relationship between persons of unequal power and authority, or matters involving physical contact beyond incidental brushing, touching, or embracing, and all complaints relating to relationships of faculty, administration, and staff that do not involve a student shall be administered by formal procedure.
- 7) The Committee may convene at any time upon the request of any member and may advise and direct the investigation and handling of any report, including determinations and involvement in an effort to meet the intended outcome.
- 8) If the Committee determines that the remedy should be suspension or termination of student, faculty, or staff relationship with Midland University, it shall make such recommendation to the President who shall proceed pursuant to formal procedure.
- 9) The President may be informed of complaints, but other than as specifically stated herein shall not become involved in investigation or determination at the informal level.
- 10) Upon resolution of any complaint at the informal level, including the complaint and all investigative matters, correspondence, and memorandum relating thereto shall be maintained in the Office of Student Affairs, where the file shall be maintained in a secured and confidential status until such time as both parties involved in the complaint no longer have involvement with the University as a student or member of faculty or staff.

## **B. FORMAL PROCEDURE**

- 1) Formal procedure shall be initiated at any time the complainant or accused is not satisfied with the results of the informal procedure, when the complaint is as described in paragraph A8, or when recommendation is made as described in paragraph A10.
- 2) Any person designated in section A who receives complaint as described in paragraph A8 or, in the absence of a complaint, anyone with knowledge of an incident of that nature shall promptly transmit to the Student Affairs office all known details and the results of any investigation. Upon receipt of such complaint or recommendation as described in paragraph A10, the Administration will direct an immediate investigation affording both the complainant and the accused an opportunity to examine the results of such investigation and to present his/her case in person, and through documents and witnesses in hearing before Administration Officials. The Institution shall be authorized to take immediate action as is deemed reasonably necessary to protect the complainant and accused, and the best interest of the University. The complainant and accused shall have the right to a hearing not later than ten days after receipt of the complaint. In the event of the absence or inability of Administration Officials, they shall designate a person to stand in who shall have all duties and authority.
- 3) At the conclusion of the investigation, the Administration shall determine the validity of the complaint, the nature of the incident, and by negotiation or otherwise, decide the disciplinary action, if any is to be taken. Such action may include counseling, sensitivity training, suspension, dismissal, expulsion, termination, or any other action deemed advisable.
- 4) The confidentiality of all persons involved during and after the formal proceedings will be maintained as reasonably as possible.
- 5) In the event the Administration proceeds pursuant to an appeal from a decision made by the Harassment and Discrimination Committee, their decision shall be final.
- 6) In the event the Administration's decision is made as the initial decision pursuant to complaint as described in paragraph A8 or recommendation as described in paragraph A10, either party shall have the right of appeal to the Chairman of the Board of Directors. Such appeal shall be made by written notice, delivered or mailed, to the Chairman no later than one week after the decision has been delivered or mailed to the appealing party.

- 7) In the event the Administration determines, as an initial decision, involving an incident described in paragraph A8 that a dishonest allegation has been made, the Administration shall refer the matter to the appropriate disciplinary committee or person for such disciplinary action as deemed advisable by the appropriate disciplinary committee or person.
- 8) In the event the University President is the complainant or the subject of a complaint, the complaint shall be made to the Chairman of the Board of Directors, who shall proceed as would otherwise be required of the Administration. Either party shall have the right to appeal from any action by the Chairman of the Board of Directors to the Board of Directors without participation by the Chairman.
- 9) The University procedures are not exclusive and the individual complainant may be advised of the right to obtain legal counsel and the right to file a formal complaint with the Office of Civil Rights (OCR), United States Department of Health, Education, and Welfare, Washington, DC.

### Sexual Assault Prevention and Response

Midland University provides opportunities to educate the student community about sexual assault through academic resources, extracurricular activities, residential life programming, and other events.. Literature on sexual assault education, risk reduction, and University response is available through Student Health or the Student Affairs Division. When a sexual assault victim contacts the Office of Safety and Security, the Vice President for Student Affairs will be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system, the University discipline system, both systems, or neither system. A University representative will guide the victim through the available options and support the victim in his or her decision. Counseling options are available from the Midland University Offices of Counseling or Student Health. Counseling and support services outside the University can be obtained through the Fremont Police Department, Fremont Health, or the Bridge.

University disciplinary proceedings, (timeline clarification and notifications) as well as guidelines for cases involving sexual assault, are addressed in the Student Handbook. The Handbook provides general case guidelines with the University's disciplinary proceedings for the victim and the accused individual (applicable to current students at Midland University). Depending upon the sensitivity of the case, a victim(s) and the accused individual(s) may be allowed to have a college advocate present during the disciplinary proceeding; however, advocates are only allowed to be present for support to the individual not to be a vocal participant of the conversation and/or proceedings and need to maintain the confidentiality of the case's information. Victim(s) and accused individual(s) will need to notify the Vice President for Student Affairs or his/her designee of his/her request to have an advocate present during disciplinary proceedings 24 hours prior to the proceedings. Both the victim and accused will be informed of the general outcome of the hearing. A student found responsible for violating the University's sexual assault policy may be suspended or expelled from the University for the first offense and could be criminally prosecuted.

If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Office of Safety and Security strongly advocates that a victim of sexual assault reports the incident in a timely manner. The medical condition of the victim is the first priority and time is a critical factor for collection and preservation of evidence. Any sexual assault should be reported directly to a Student Affairs staff member or a Safety and Security officer.

A victim may choose to file a police report with the appropriate law enforcement officials; however, this does not obligate the victim to prosecute. Filing a police report will:

- 1) Ensure that a victim of sexual assault receives the necessary medical treatment and tests.
- 2) Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to an examination)
- 3) Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.



### III. ILLICIT DRUGS

Midland University students have the right to an environment free from the harmful effects of controlled substances.

#### Drug Policy

Midland University prohibits the unlawful use/possession/association with/of illegal drugs and paraphernalia.

As an institution of higher education, Midland University prioritizes the eradication of illegal drug use. Midland University is subject to the same local, state, and federal laws that govern all citizens, including those laws concerning the use, sale, and possession of drugs. Therefore, engaging in such illegal action will be subject to disciplinary procedure. In addition, the University will cooperate with civil authorities in dealing with violations of these laws, and the University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws.

It is to be noted that any amount of illicit drugs, residue from illicit drugs, and/or paraphernalia present on campus constitutes a violation. Abuse of prescription or over the counter drugs may constitute grounds for required counseling, education, and/or disciplinary action. In addition, being present in an environment where substances are being used illegally constitutes grounds for disciplinary action. The University prefers to prevent drug abuse through educational opportunities offered throughout the year. A listing of local evaluation, counseling, and rehabilitation agencies and resources is available from Student Affairs.

#### Drug Violations

If a student commits a first violation on campus and is found responsible through review, or is convicted of a drug-related offense off campus following admission to Midland University, the student may be suspended for the remainder of the semester in which the instance occurred, which could mean loss of all credits for that semester, may be suspended for the next full semester thereafter, and may be permanently expelled from the University. The student may be restricted from the residence halls, campus, and classes. An evaluation with appropriate counseling from a certified/licensed agency/professional may be required. Documentation of the evaluation and recommendations may be requested by Student Affairs. The student must pay for all costs incurred.

If a student commits a second violation, on or off campus, the student will likely be suspended for the remainder of the semester in which the instance occurred and may lose academic credits for that semester due to the inability to complete academic work, may be suspended for two full semesters thereafter, or may be permanently expelled from the University.

#### Voluntary Request For Assistance With Substance Abuse

A student may request assistance with a drug related use/abuse problem without risk of penalty, provided the request is not the result of a violation. All such requests, counseling, and visitations related thereto shall be held in confidence, unless the student is in physical or psychological danger or if such behavior puts others at risk.

A voluntary request for assistance may also include referral for a perceived problem related to other drug use/abuse by a staff or faculty member, other students, parents, or may be a referral resulting from University and NAIA (National Association of Intercollegiate Athletics) required testing.

Staff support will be provided. Assistance with evaluation cost may or may not be available by the University depending on circumstances. The cost of continued counseling is the responsibility of the student. The University reserves the right to require an evaluation and education depending upon circumstances; this may include cases of non-violation.

## IV. ALCOHOL

Midland University students have the right to a teaching-learning environment free from the harmful effects of underage and irresponsible alcohol use.

### Alcohol Policy

Midland University prohibits the unlawful and/or on-campus use/possession/association with/of alcohol and paraphernalia.

As an academic institution, Midland University prioritizes the alleviation the problem of underage and irresponsible alcohol use. However, Midland University is subject to the same local, state and federal laws that govern all citizens, including those laws concerning the use, sale and possession of alcohol. Therefore, engaging in such illegal action will be subject to disciplinary procedure. In addition, the University will cooperate with civil authorities in dealing with violations of these laws, and the University's disposition of individual cases does not preclude criminal prosecution in accordance with federal and/or state laws.

It is to be noted that being present in an environment where alcohol is being used illegally and/or in violation of Midland University policy constitutes grounds for disciplinary action. The University prefers to prevent alcohol and drug abuse through educational opportunities offered throughout the year. A listing of local evaluation, counseling, and rehabilitation agencies and resources is available from Student Affairs.

### Alcohol Violations

Violations of the Alcohol Policy will be referred to Student Affairs for action. The Vice President for Student Affairs or his/her designee will refer the student allegedly committing a violation for review by the appropriate Student Affairs staff. Student violations occurring in the Residence Hall may be referred to the Vice President for Student Affairs and/or the respective trained residence life professional.

Individuals not of the Midland University community who violate this policy may be restricted from the campus for a minimum period of one semester up to and including indefinitely, depending on circumstances.

### Alcohol Organization Policy

Midland University does not authorize or condone the use of alcohol at events sponsored by student organizations on or off campus. However, any student organization that sponsors an event, on or off campus, where alcohol is provided and/or made available, even though a third party vendor, must seek prior approval from the Office of Student Affairs and understand the organization may be held responsible for the event and related participation under the laws of the state of Nebraska as well as the Midland University Student Expectations. Midland University reserves the right to review and/or investigate such activities and, if appropriate, consider judicial action.

The Office of Student Affairs offers assistance to student organizations in developing educational and social events, and organizations are encouraged to utilize these resources.

The use, possession, sale, or distribution of alcohol by any student organization is prohibited under all circumstances in any activity associated with initiation, induction, or new member induction.

### Voluntary Request For Assistance With Substance Abuse

A student may request assistance with an alcohol-related use/abuse problem without risk of penalty, provided the request is not the result of a violation. All such requests, counseling, and visitations related thereto shall be held in confidence, unless the student is in physical or psychological danger or if such behavior puts others at risk.

A voluntary request for assistance may also include referral for a perceived problem related to alcohol/other drug use/abuse by a staff or faculty member, other students, parents, or may be a referral resulting from University and NAIA (National Association of Intercollegiate Athletics) required testing.

Staff support will be provided. Assistance with evaluation cost may or may not be available by the University depending on circumstances. The cost of continued counseling is the responsibility of the student. The University reserves the right to require an evaluation and education depending upon circumstances; this may include cases of non-violation.

## V. PROPERTY

Midland University students have the right to security and safekeeping of personal property, as well as university property.

### Fire & Safety Equipment

Fire and Safety Equipment (alarms, extinguishers, fire doors, sprinklers, heat sensors, and smoke detectors) is present for the protection of all community members. For your own safety, know the location of all such equipment.

False fire alarms and tampering with fire safety equipment may result in a minimum fine of \$250. The identified person responsible or the appropriate community member(s) will be assessed the monetary charge. Accidental alarms may also be subject to similar and/or additional sanctions.

Any student found responsible for turning on a false alarm or tampering with fire safety equipment will be subject to university disciplinary action and/or civil action. This includes tampering with any smoke detectors.

Help make your community safe by keeping fire doors closed, keeping hallways clear, and promptly reporting equipment that has been tampered with. Posted fire and safety materials must stay intact and should be referred to often.

### Personal Property

Students are responsible for their own personal property at all times. Midland University assumes no responsibility for loss or damage to any student's property at any time. Midland University does not insure student's personal belongings; residents are expected to maintain renter's insurance for the protection of their personal property. The University provides an inexpensive personal property policy that is available through an independent organization. Information is available in the Residence Life office. Students are strongly encouraged to register identification numbers of personal items such as TVs, stereos, computers, phones, etc. with their insurance company.

### Personal Effects Insurance

Midland University does not insure students' personal effects. Residents are expected to maintain renter's insurance for the protection of their personal property. The University makes available an inexpensive Personal Effects policy through an outside organization. Brochures regarding this policy are distributed to on-campus residents at the beginning of the fall semester. Additional copies are available from Student Affairs. Students are encouraged to document valuable belongings, including a description and serial numbers on valuables and leave a list with parents or an insurance agent.

### Weapons Policy

Unauthorized use, possession, or storage of any weapon (other than in an approved locale for selected weapons) on campus constitutes a campus violation. No handgun is allowed on the Midland University campus, nor will such a weapon be stored. All weapons are strictly prohibited in students' rooms and elsewhere on campus.

"Weapon" is defined as any object or substance designed to cause reasonable apprehension of physical harm to any person, inflict a wound, cause injury, incapacitate, or damage personal property, and includes, but is not limited to, all firearms, Airsoft guns, BB guns, potato guns, paint ball guns, pellet guns, knives (with blades three inches or more in length and all automatic knives and box cutters), any object which may be reasonably mistaken for a firearm/knife, and bows and arrows.

Exception: Pepper mace, or similar product, that is designed for self-defense, is acceptable for student use provided the product is used only in circumstances of self-defense. If such a product is used in circumstances other than self-defense, then the action constitutes a weapons policy violation and disciplinary measures will apply.

If a student wishes to have a hunting weapon available and has a current hunting license in his/her possession, the weapon must be registered with and left in the possession of a professional staff member in the Department of Safety and Security.

### Weapons Violations

Upon the discovery of any weapon used, possessed, and/or inappropriately stored, the weapon will be confiscated. The Vice President for Student Affairs or his/her designee will refer the student allegedly committing a violation for review by the appropriate entity. All weapons violations are subject to a minimum fine of \$100 and confiscation. Circumstances may suggest that immediate interim suspension, full semester suspension, or expulsion is appropriate. Possession of a handgun will result in a minimum fine of \$500, confiscation, and immediate suspension with possible expulsion.

## **VI. SOCIAL MEDIA**

Midland University students have the right to participate in social media outlets in an environment free from slander, discrimination, indecency, or intimidation.

Students are permitted to have profiles on social networking websites but are expected to use appropriate pictures, language and tone in postings. Also, information placed on the website(s) should not violate the ethics or intent behind the Midland Student Expectations and other applicable state, federal and local laws.

## VII. FERPA (FAMILY EDUCATION RIGHT AND PRIVACY ACT)

Midland University students have the right to certain protections of their personal information as prescribed by federal law and outlined in the Midland Student Handbook.

### Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student educational records.

Midland University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose non-directory information from students' educational records without the written consent of students except to personnel within the institution, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The institution may disclose educational records, without written consent of a student, to parents of a student who have established the student's status as a dependent according to Internal Revenue Code of 1954, Section 152.

The University routinely publishes material classified as directory information, which is acceptable within the Act. Examples include student directory, recipients of honors, lists of participants in student activities, and the like. Directory information may include majors, minors, dates of attendance, date of birth, email address, enrollment status (full-time or part-time) and date of graduation. Individuals may direct that their names not appear in directory information by notifying the Registrar in writing at the time of their registration.

### Notification

According to the 1998 Higher Education Amendments to the Family Educational Rights and Privacy Act (FERPA), postsecondary institutions are permitted to disclose to parents and legal guardians of students under the age of 21, information regarding a student's violation of laws or policies governing the use or possession of alcohol or a controlled substance. In addition, Student Affairs staff may notify specific staff or faculty as appropriate of a student alcohol or drug policy violation. Failure to complete sanctions or to follow recommendations may result in notification of those listed with consideration for review and suspension until needed progress is documented.

On campus professionals trained to assist with these situations and should be contacted include: Vice President for Student Affairs, Director of Counseling, Director of Student Health, or Residence Life professionals.

## VIII. CAMPUS RESIDENCE

Midland University students have the right to an engaging, vibrant campus community facilitated by on-campus housing experiences.

### Required Residence Policy & Room Assignments

New students experience many transitions during their first year of college. Research indicates that students who live on campus are more likely to be engaged in both academic and co-curricular endeavors and are more likely to utilize campus resources. In addition, having a roommate can support a student's successful transition from high school to college. Because residential living and having the support of a roommate are critical to a full college experience, all regularly admitted students are required to live in campus housing for a minimum of their first two years unless they meet at least one of the following criteria:

- 1) You are married.
- 2) You have a dependent child(ren) living with you.
- 3) You are over the age of 21.
- 4) You have a minimum of four semesters on-campus residential living.
- 5) You will be living at home with your parents that reside within a 30 mile radius of campus.

Students new to Midland University should complete a housing application (available at [www.MidlandU.edu](http://www.MidlandU.edu)). Students returning to the University the following academic year will receive information about the housing renewal process during the spring semester.

In order to qualify for on campus housing, students must be twenty-five (25) years of age or younger on the first day of classes. Exceptions may be granted at the discretion of the Vice President for Student Affairs or his/her designee on a case-by-case basis.

All requests to live off campus must be approved in advance by the Office of Student Affairs by completing an off-campus request form available in the Residence Life Office. Any student who neither completes a housing application nor has an off-campus request form approved will be charged for campus housing.

### Residence Hall Access

All residence halls are secured 24 hours a day by means of an electronic security system. Residents gain entry to the halls with their proximity keys.

Making a room key, ID card, or proximity key available to others is prohibited. If this occurs, keys and cards may be confiscated and the resident(s) will be responsible for all replacement costs. Any violations that may occur following inappropriate access to the halls are the responsibility of the key and/or card owner.

### Room Arrangements/Alterations

Residents at Midland University are encouraged to personalize their rooms and make them as comfortable as possible.

In order to promote a safe and secure living and learning environment, the following guidelines apply to each residence hall and/or room:

- 1) Nails and tacks may not be used on doors, walls, woodwork, or furniture belonging to the University.
- 2) Screens may not be removed from windows. Residents may be charged \$50 if they remove their window screens.
- 3) No one is permitted on rooftops or ledges.
- 4) Waterbeds are not allowed. Failure to comply will result in removal of the bed.
- 5) One refrigerator up to 4.3 cubic feet (21" x 19" x 34") in size is allowed per room. If more than one refrigerator is found in a room, resident(s) will be asked to remove one. If the resident(s) does not comply, the refrigerator will be confiscated.
- 6) One microwave is allowed per room. If more than one microwave is found in a room, resident(s) will be asked to remove one. If the resident(s) does not comply, the microwave will be confiscated.
- 7) Toasters and any cooking device with exposed coils are not allowed.

- 8) While fans may be used, personal space heaters and air conditioners are not allowed in residents' rooms. The resident(s) will be asked to remove any such item(s) found in the room. If the resident(s) does not comply, the item(s) will be confiscated.
- 9) Materials containing foul language, nudity, sexual innuendoes, racial slurs, comments/photos relating to alcohol, drugs or weapons or otherwise unacceptable behavior must be kept free from public view. If such materials are visible to the public, they will be removed and may be destroyed.

### Roommate Conflict

Although roommates may attempt to get along with each other, there may be times when disagreements occur. Conflict allows students the opportunity to examine situations from another's point of view, acquire new information and explore creative and innovative solutions. Learning to resolve conflict can help roommates have a better understanding of each other and increase their problem solving skills. The choices made in resolving or escalating conflict will determine the future dynamics of the relationship.

Residence Hall Directors are trained to work with students who find themselves in conflict. In order to work toward resolution, roommates should take the following steps:

- 1) Talk about the issue that is causing the conflict.
- 2) Utilize the roommate contract provided by the Office of Student Affairs as a tool to discuss ways to solve the issue.
- 3) Discuss the issue with a student staff member.

If the issue is still not resolved after completing the steps above, contact the Residence Hall Director assigned to the hall to discuss the issue.

The Office of Student Affairs must approve all roommate change requests. Residents in campus housing who make unauthorized room changes will be charged a fine.

The University reserves the right to change housing assignments at any time due to unforeseen circumstances, behavioral concerns, or an emergency. Once students have been informed of a room change, they are allowed a maximum of 24 hours to complete the move.

### Residence Hall Management

Residence halls are supervised by a combination of professional and student staff members who are responsible for the general welfare of each resident, safety of the building and the day-to-day operation of each hall.

### Emergency Phone Numbers

Residence Life On-Duty Phone:	402-720-9091
Safety & Security—Anytime	402-941-6444
Ambulance/Fire/Police:	911
Facilities—Daytime Office Hours:	402-941-6127

Residence Life Professional and student staff members are on duty every evening from 4:00 p.m. through the following morning. During this time, staff members conduct rounds through all residence halls and apartments, interact with residents and check for safety concerns. Staff members can also be reached by calling the Office of Student Affairs at 402-941-6404.

### Room Entry

Midland University respects and seeks to ensure the privacy of students living in the residence halls. As a private institution in operation of residence halls, Midland University also maintains certain legal rights of room entry.

It may be necessary for staff members to enter a resident's room when determined essential for community or individual welfare, such as in the case of medical emergency, fire alarm, flood, or when staff have a reason to suspect a violation of university policy has occurred or is occurring. If it is deemed necessary to open drawers, closets, refrigerators, etc., the resident(s) of the room will be asked to do so first. If the resident chooses not to or is unavailable, the staff member entering the room has the authority to search such areas. Student Affairs staff may also enter a resident's room to turn off a stereo, alarm clock or smoke detector if the resident(s) is not present.

### All-Hall Searches

Should an emergency situation transpire where an All-Hall search is necessary, the residence life staff will conduct a search according to university policy.

If illegal drugs or dangerous materials are suspected, the Fremont Police Department may be called to intervene.

Student Affairs staff enter rooms at the beginning of Christmas Break to ensure that all safety precautions have been taken in preparation for the break. Any policy violations found will be documented and discussed when the break period is over.

Student Affairs will not honor requests to enter another resident's room other than the situations listed above without prior permission from the resident.

### Room Keys/Lock Out Procedures

Residents with a lost/stolen room key or proxy key must report it immediately to their Resident Advisor (RA). Residents are charged \$50 for the fabrication of new keys and a new lock.

Students who find themselves locked out of their room for any reason must call the Residence Life Duty Phone (402-720-9091) to gain entrance to their room. Lock out occurrences will each result in a \$10 charge.

### Room Deposit

A \$100 deposit is required from all students to reserve housing. The room deposit will be refunded to students once they will not be returning to live on campus the following year (due to graduation, granting of an off-campus request, etc.). Any charges for room damage, loss or other personal outstanding financial responsibilities due to the University, such as unpaid fines will be deducted from the deposit before it is returned. If the amount owed is greater than the amount of the deposit, the student will be billed for the balance.

### Housing During Breaks

Residents are entitled to occupy the residence halls during the academic year excluding scheduled breaks when residence halls are closed. ALL HALLS (except Olson Village and Dance Hall) ARE CLOSED DURING CHRISTMAS AND SPRING BREAKS. Refer to the academic calendar for hall closing/opening dates. All residents must vacate the halls by specified times and may not return until the halls officially re-open.

After residents have vacated the halls for a break, rooms are inspected to ensure that residents have taken the following steps:

- 1) Unplug all electrical appliances/equipment, with the exception of aquariums.
- 2) Close and lock all windows.
- 3) Turn lights off.
- 4) Trash and refrigerators are free of perishable items.
- 5) Turn thermostat to 65 degrees. (Center section of Beegle turns the radiator to zero.)
- 6) Lock and shut room door.

This is done for the benefit and safety of residents and their belongings. Although not required to do so, residents are encouraged to take plants and fish home with them during Christmas and Spring Break. Residence Life is not responsible for any plants or fish left behind for breaks.

Residents of Olson Village and Dance Hall are allowed to reside in their hall during Christmas and Spring Break.

### Interterm

Only residents enrolled for Interterm and attending classes, or working for Student Affairs, Athletic Training, or Security are eligible to live in the traditional halls during Interterm.

Residents of Olson Village and Dance Hall are allowed to reside in these halls regardless of whether they are enrolled for Interterm classes.



### Part-Time Students

It is expected that all residents will be full-time students. If a resident falls below 12 credit hours during any semester, he/she may reside in the residence hall upon approval from the Vice President for Student Affairs or his/her designee.

### Summer Housing

On-campus summer housing is available for students who are enrolled in summer courses and/or working for the University. The designated summer residence hall is co-ed by floor, and every effort is made to provide this housing in an air-conditioned hall. Residents are charged on a weekly basis according to individual employment/student status. (Food service is not available.) Residence hall living during the summer months is considered a privilege, and residents are required to adhere to guidelines in the most current *Student Handbook*. Residents may request a roommate; otherwise, one will be assigned.

### Personal Trash

Personal trash is considered to be any room trash, including all fast food containers, pizza boxes, etc. Personal trash must be placed in dumpsters outside, not in the entryway, lobby, lounge or bathroom receptacles. For improper disposal of personal trash, a minimum of \$25 will be assessed to the individual, the floor, or hall if the individual cannot be identified.

### Housekeeping & Maintenance

The public areas (hallways, bathrooms, lounges, computer labs and laundry rooms) of each residence hall are cleaned and maintained regularly by custodial staff. Any concern or need may be communicated to the Resident Advisor (RA). If a response does not occur in a reasonable amount of time, residents should contact the hall's Residence Hall Director.

It is the residents' responsibility to clean and maintain their own private living areas.

The University reserves the right to conduct health and safety checks in private residential areas to assure upkeep of the facility and prevent health hazards to the residential community.

### Cable Television

Cable television is available in every residence hall room by Time Warner Cable. For an extra charge, students may obtain digital tier channels or a cable box. It is the resident's responsibility to contact the company if interested in digital tier channels or the cable box and to return the cable box to Time Warner Cable located at 1780 East 23rd Street (phone: 402-727-1271) at the end of the academic year or when checking out of the hall.

### Guests

A guest is defined as anyone who is a non-resident of the specific room. Entry is established when a guest goes inside any hall entrance. Residents are responsible for their guests and their guests' behavior, and guests are expected to abide by University policies and the Student Expectations. Guests who fail to comply with the policies and Student Expectations may be asked to leave the premises immediately or be escorted out of the hall by a Student Affairs staff member, Safety and Security staff member or a Fremont Police Officer.

Guests 17 years of age and under who are not relatives of residents are not allowed in the residence halls without prior approval from the Vice President for Student Affairs or his/her designee.

Within the apartments, there will be a maximum of twelve people in any one suite at any given time. Those wishing an exception to this policy must register their request with the Vice President for Student Affairs or his/her designee 48 hours in advance. If approved, Safety and Security and Student Affairs staff will be notified.

- 1) Guest Hours end at Midnight Sunday-Thursday/1:00 AM on Friday & Saturday
- 2) Lobbies & Apartments are guest-friendly 24/7

### Overnight Guests in Residential Facilities

Overnight guests must not be of the opposite gender and/or romantic interests of their hosts. Guests may not stay more than two consecutive nights or four nights in seven days without approval from the Vice President for Student Affairs or his/her designee. All guests and their hosts must complete a guest registration form with a student staff member to be on file for emergency contact purposes.

### Pets

Due to health and safety hazards the only pets allowed in the residence halls are aquarium fish. Failure to comply with this policy will result in the removal of the pet either by the student, the Humane Society, Fremont Police Department or a Student Affairs staff member. Students will have 24 hours to comply or face additional consequences.

Additionally, no animals, excluding fish, are allowed to visit for any length of time. Explicit or implicit violation may result in a fine, and any mess created by the animal will be the responsibility of the individual allowing the visitation, financial or otherwise.

### Smoking/Tobacco Use

The University has a “No Tobacco” policy in all buildings on campus, including the residence halls (both in public areas and in residents’ rooms). Tobacco use, including vaping, is limited to outside of any building. Students are asked to be considerate and dispose of their cigarettes, cigars, tobacco, and/or ashes in appropriate receptacles outside of the buildings as well.

### Roller Blades, Bicycles, Skateboards, & Wheeled Device

Under no circumstances are roller blades, bicycles, skateboards, long boards, or any wheeled device permitted to be ridden inside any on-campus buildings. Additionally, Midland University prohibits the use, possession, or storage of Hoverboards, Swegways, Drones or similar devices on campus or any University owned or leased property. We will continue to monitor information provided by the Consumer Product Safety Commission as they investigate reported concerns and work to develop safety standards. A statement regarding dangers associated with Hoverboards can be found at: <http://www.cpsc.gov/en/About-CPSC/Chairman/Kaye-Biography/Chairman-Kayes-Statements/Statements/Statement-from-the-US-CPSC-Chairman-Elliot-F-Kaye-on-the-safety-of-hoverboards/> We continue to encourage the proper use of other campus transportation means, including bicycles.

### Safety and Security

The campus is patrolled by Safety and Security officers seven days a week. If assistance is needed, officers may be contacted Monday through Thursday between 4:00 p.m. and 6:00 a.m. daily and from 4:00 p.m. on Fridays to 6:00 a.m. on Monday at 402-941-6444. Daytime Safety and Security calls will be answered by Student Affairs staff members.

### Fire Safety

Fire regulations and safety procedures in the residence halls are in accordance with state and local fire codes. Each resident has a responsibility for the safety and well-being of themselves and others within the residence hall.

### Fire Alarm/Drill

A minimum of one unannounced fire drill will be held in each residence hall during the each semester. The University is required by law to ensure all residents participate in drills. Failure to leave the building immediately or re-entering before an “all clear” is given by a Student Affairs Staff member may result in disciplinary action. The silencing of an alarm does not constitute permission to re-entering the building.

When the fire alarm sounds, the following procedures are to be taken:

- 1) Close all windows.
- 2) Leave the lights on.
- 3) Take a towel or cloth to place over face in case of smoke.
- 4) Close the door after exiting.
- 5) Go to the nearest exit in single file. Do not use the elevator.
- 6) Stay to the right side of the hallway.
- 7) Walk swiftly. Do not run or push.
- 8) Assemble outside at a safe distance from the hall or in a designated area.
- 9) Stay clear of fire lanes and equipment.
- 10) Do not re-enter the hall until an official all-clear is sounded by Residence Life staff.

Locations of where to proceed in the event of a fire alarm include:

- 1) Lund & Atchison- South of the apartments in the Augustine parking lot.
- 2) Augustine Hall- East of the building in the parking lot across the street.
- 3) Beegle Hall- South of the building between Beegle and Olson Student Center.
- 4) Gunderson Hall-East of the building and across the street by Sinai Lutheran.
- 5) Men's Hall- North of the building between Men's and Olson Student Center.

#### Fire Safety Precautions

For the safety of all, the following guidelines must be observed:

- 1) Propping fire doors open is prohibited. (All exterior doors are fire doors.)
- 2) Hallways and exits must be clear of all objects (i.e. boxes, bicycles, doormats, garbage, shoes or any other personal articles.)
- 3) All exit doors must be clear of signs and posters.
- 4) Live cut greenery (i.e. Christmas trees or boughs) are prohibited.
- 5) No candles or candle warmers are allowed.
- 6) Sun/heat lamps, hot plates, toasters, and most other electrical heating appliances are not allowed in residents' rooms. Currently, the only exceptions include one personal microwave per room or a coffee maker. There is at least one microwave located in each hall for residents' use. Appliances with exposed wiring are prohibited. No appliance should be left unattended.
- 7) The use of common cooking appliances (toaster, electric grills, George Foreman grills, etc.) will be allowed in the kitchen areas in Lund & Atchison and any University owned or leased apartment housing.
- 8) Personal space heaters and air conditioners are not allowed in residents' rooms. Fans may be used.
- 9) Halogen lights are prohibited.
- 10) For safety reasons it is requested that a power strip be used for plugging in appliances.
- 11) Any failing smoke detection equipment must be reported to the Resident Advisor (RA) immediately.

Failure to comply with these regulations will result in disciplinary action, as well as confiscation of item(s). Confiscated items may be picked up when checking out of the residence hall. Items that are not picked up by the end of the year will be discarded.

Misuse of fire equipment (including the covering of smoke detection devices, removal of their batteries and inappropriate use of fire extinguishers) is subject to both state and Midland University disciplinary action. Repairs and /or replacement costs are also the responsibility of the person(s) involved in such an incident.

#### Tornado Information

In the event of severe weather and the tornado siren sounds, students should move as quickly as possible to the hallway on the interior, lowest floor of the building, taking a blanket for protection if possible. Do not leave the building and try to avoid windows and glass as much as possible.

## **IX. PARKING**

Midland University students have the right to accessible parking within a reasonable walking distance from university facilities.

### Parking Regulations

All vehicles parked on Midland University property are required to display a valid Midland University parking permit. To receive the permit, you must register your vehicle with the Office of Student Affairs on the 2<sup>nd</sup> floor of the Olson Student Center. Permits are mandatory and issued at no additional cost. Permits may be obtained from 8 a.m. to 4:30 p.m., Monday through Friday. All members of the Midland Community (residents, commuters, faculty/staff) are assigned a specific color-coded parking lot. Parking permits are enforced August 1-May 31 and are non-transferable.

Please observe the marked areas and be considerate of other drivers and our campus neighbors. Maps are available in the Office of Student Affairs or through the Midland University website. While parking on campus, please keep your vehicle locked and do not leave personal property or valuables in plain sight.

## X. COMMUNICATION

Midland University students have the right and a responsibility to regular communication regarding student life and university relations.

### Computer Services

All students will be provided a Midland University email account. The purpose of these accounts is to ensure a high level of communication between faculty, staff and students and to ensure the success of the student. Student usernames will be FirstName.LastName. First year students will be assisted with the accounts in their Midland University 101 class. Upper-class students may stop by the IT Help Desk in Luther Library if assistance is needed to access their accounts.

Students are required to use their Midland University email account. A student's Midland University email is a means of official communication as is the student's mailbox and permanent mailing address. Faculty and staff often contact students using their Midland University email account and expect these accounts to be referred to on a regular basis. Midland University accounts can be set to automatically forward to a personal email of the student's choice.

Networked computer labs are available in various locations on campus. Swanson Hall offers two Microsoft Windows labs in the basement. These labs are available for general use when not reserved for classes. A schedule of open and reserved hours is posted outside each lab. Luther Library, Olson Student Center, and Anderson 306 house small clusters of Windows systems. All traditional residence halls are wired for network access from each residence hall room in addition to wireless campus internet and offer a cluster of Windows systems and a printer in a small lab area.

### Technology Use Policy

Midland University provides a variety of technologies to the campus community. Every student is provided with their own account on the Midland University network. This account gives access to Midland University computers, Internet, network storage, email, Canvas, Warrior Central, and more. Individuals who are provided access to Midland University technology, labs, and services will assume responsibility for the appropriate use of these privileges. Please direct any questions or concerns related to technology, to the online computer Help Desk at [HelpDesk@MidlandU.edu](mailto:HelpDesk@MidlandU.edu).

### Student's Technology Responsibilities

Every student is given a username and password. It is the student's responsibility to keep information secure (including passwords, personal data and files), respect the rights of others, value the integrity of the systems, act responsibly and exhibit ethical behavior. Failure to observe federal, state and/or campus technology regulations will subject the student to the appropriate penalties.

Examples of misuse include, but are not limited to:

- 1) Use of a Midland University computer account other than your own
- 2) Use of the Midland University network to gain unauthorized access to any other computer system
- 3) Knowingly committing an act that disrupts others usage of Midland University technology resources
- 4) Knowingly installing or propagating software that could result in network or system performance issues.
- 5) Attempting to circumvent data protection and networking schemes
- 6) Violating terms and stated software licensing agreements or copyright laws
- 7) Use of campus technology resources for activities that are unrelated to campus productivity or are otherwise unauthorized by Midland University
- 8) Masking the identity of an account or machine
- 9) Use of the network to distribute information that violates laws or Midland University policies
- 10) Attempting to monitor, tamper with, read, copy, change, or delete another user's electronic communications, files or data without their explicit permission.

### Student-Owned Computers

A student who uses their own computer in the residence halls, on wireless Midland University connections, or elsewhere on campus is expected to do the following:

- 1) Register your computer within the Midland University network (this can be done online once your computer is connected to the network)
- 2) Fully read and agree to the Midland University Technology Use Policy (available through the online network registration process)
- 3) Perform operating system updates on your computer as they are available
- 4) Install antivirus software; setup to do daily downloads of the latest virus definitions and daily scans of all files
- 5) Install popup blocking software; setup to do daily downloads of the latest definitions and daily scans of all files
- 6) Remove any peer-to-peer (P2P) download software (i.e. BitTorrent, eDonkey, Kazaa, LimeWire, Morpheus and WinMX) or when necessary Internet gaming software

If you are uncertain on any of these matters mentioned above, it is your responsibility to schedule an appointment with the Help Desk to have your computer checked. The Help Desk will generally (dependent upon operating system) be able to provide you with assistance, antivirus software, popup blocking software and updates at no charge. Visit the Help Desk for additional services and information.

### Midland University Provided Computers and Computer Labs

There are several locations throughout campus where students are able to use computers provided by Midland University. Computer labs are located in Anderson, Fremont Hall, Luther Library, Olson Student Center, Swanson Hall, Augustine Hall, Beegle Hall, Benton Hall, Gunderson Hall, Men's Hall, Atchison Hall, and Lund Hall. The hours for these labs can vary and should be posted near the lab door.

All the computers provided by Midland University have basic software installations (i.e. Internet Explorer, Firefox, Chrome, and MS Office). Some lab computers also include specialized software for instructional use in the areas where they are located. Each lab is also equipped with or has access to a printer.

### Peer-to-Peer File Sharing

Midland University requires all students to comply with federal policy and law regarding legal sharing of peer-to-peer files. The University's website defines the University's current and effective policy. The policy is introduced and communicated in courses and posted in computer labs on the campus. Lack of compliance will lead to appropriate discipline through Student Affairs as specified in the Student Handbook.

### Data and File Storage

**WARNING:** Do not store data files on the Midland University computer hard drives. These computers are periodically cleaned, restored or even moved. If you save your files to these computers you are taking a risk that your files will be deleted. There are other alternatives for saving your files. Other alternatives include the following:

- 1) An individual network 'Home Directory' or 'H: Drive' is available to every student when logged into the Midland University network. A 'Home Directory' is a secure storage area on a network server that only the individual user has access to when logged into the network. To use your Home Directory, open the 'My Computer' icon on the desktop and locate the H: drive. You can then use this drive just as you would any other drive on the computer.
- 2) Google Drive is a secure storage on the cloud. Every student has an email address that is linked with Google Drive, files saved on Google Drive can be accessed anywhereinternet as long as you have access to your email.
- 3) USB Flash drives are small self-contained drives that plug into the USB ports on the computers.
- 4) Always remember to make a backup copy of your important files.

### Reporting Misuse

It is to your advantage to report the misuse of the campus network or its labs. Damaged equipment and network slowness are usually caused by a few, but the effects are felt by many. It is the responsibility of the students to help maintain computer labs by properly using the equipment and reporting problems immediately to the Help Desk at 402-941-6270, to the Chief Information Officer at 402-941-6171, or to the System Administrator at 402-941-6204.

### Enforcement of Policies

Network usage is monitored and regulated. Any excessive or abusive use will result in possible termination of network privileges until the issue is resolved. Failure to comply with any of the policies may result in the termination of the student's Midland University network privileges. Midland University reserves the right to terminate any network connection without notice if it is determined that any of the policies are being violated.

### Help Desk

A Help Desk for computer related issues can be reached through an online system at [helpdesk@MidlandU.edu](mailto:helpdesk@MidlandU.edu). The email will automatically generate a ticket for the IT help desk staff and email the originator on any updates to the ticket. If the online option is not appropriate, the Help Desk is physically located in the Luther Library building. The Help Desk provides students with assistance for computer support issues and related purchases (hardware, software and media). The phone number for the Help Desk is 402-941-6270.

### Emergency Response & Evacuation Procedures

Midland University has a university-wide communication system called "Send Word Now," designed to give students, faculty and staff immediate access to emergency announcements, notifications and updates.

The University has pre-enrolled the email addresses of all Midland University community members with the service, plus a cell phone if provided to the University. The messages can cover a range of topics, including security or safety threats, evacuations, weather-related announcements, site/building closures and delayed openings or early closings. Those registered for the service will automatically receive university emergency notifications. All students are encouraged to enroll by providing their contact information to the IT department when prompted.

The other primary method of communicating about safety-related emergencies will be the Midland University web site ([www.MidlandU.edu](http://www.MidlandU.edu)). Depending on the situation, various communication outlets are used, including, but not limited to: email, voicemail, website postings, radio and television broadcasts, and personal contact.

Parents will be notified in a timely manner of an emergency situation on campus through website updates. The main university website will be the primary source of follow-up information during an emergency. Please visit [www.MidlandU.edu](http://www.MidlandU.edu) for details about an emergency. It is imperative to keep telephone lines open during an emergency situation. As soon as additional information is available, it will be reflected on the university web site.

### Cancellation of Classes Due to Inclement Weather

Since the majority of Midland University students reside on-campus, it is the general policy of the University to hold classes if at all possible. Members of the faculty, staff and commuting students are encouraged to make individual judgment as to whether or not they can safely reach the campus. In order to avoid conflicts with professors' absence policy, it is imperative that students making this choice properly communicate with their professors.. In those rare instances when inclement weather forces cancellation of all university activities, notification is made via KHUB/KFMT (1340 AM, 105.5 FM) and other local and regional radio and television stations, along with the Midland University Send Word Now System.

### Posting and Distribution of Written Material

Midland University defines "posting" as publicly placing any written materials including posters, flyers, banners and signs for display on any campus property and/or in students' campus mailboxes. In order to post any materials on Midland University's campus these guidelines must be followed:

- 1) All materials (flyers, table tents, hand-outs, manual distributions, mass mail distribution, sandwich boards, sidewalk chalk, window paint, outdoor displays, and all related advertising methods.) must be approved by an authorized staff member in the Student Affairs Office prior to advertising and distribution. Materials not stamped will be removed.
- 2) All materials must clearly identify the sponsoring Midland University group or organization. This may include a recognized student organization/group or a university department or organization.
- 3) Organizations and groups are responsible for removing their posted materials within one business day after the event has taken place. Not doing so could forfeit the right to post future items.

- 4) Materials may be posted only in designated areas. Materials may not be posted on painted walls, brick, tile, or wood surfaces including banisters and doors. Due to fire regulations, doors and windows in campus buildings are not to be used for announcements or posters.
- 5) Persons defacing or removing approved, unexpired materials are subject to the disciplinary review process.
- 6) Advertisements from off-campus vendors and/or individual for-sale or service postings must be approved by the Office of Student Affairs and must be posted in designated areas only.
- 7) Any mass distribution by student organizations must be approved by the Office of Student Affairs. In addition, all materials must include a return address and the name of the individual or sponsoring organization distributing the material. Mass mailings will be distributed by mailroom staff or by student organization members under the supervision of the mailroom staff. Persons should allow two business days for on-campus mail to be delivered.
- 8) Sandwich boards may be reserved through the Office of Student Affairs by recognized student organizations or university departments or by organizations of particular interest to our community for distribution of information, approved fundraising activities, elections, or related campus events.

#### Outdoor Displays and Chalking

- 1) Student organizations must register outdoor displays or chalking with the Office of Student Affairs. Registration includes submitting a full description or drawing of the display or chalking to the Assistant Director of Student Life for approval.
- 2) The display or chalking must clearly indicate the recognized student organization's name.
- 3) The display or chalking must not be lewd, indecent, or obscene nor disrupt the academic activities or other normal operations of the University.
- 4) The display must be removed by the sponsoring student organization immediately following the end of the approved display date.
- 5) Chalking and/or marking walls, brick, outdoor fixtures or the exterior on any building or the Cross at the Center of Campus and surrounding sidewalks is prohibited.

#### Student Organization E-mails

Student organizations have the opportunity to request an organization email account to enable organizations to send out emails to other students about their events. If student organizations would like to request an organization email account, please contact the Information Technology department (402-941-6270).

- 1) The Office of Student Affairs receives emails sent to students and will monitor e-mail usage.
- 2) The Office of Student Affairs will send out one all-campus event email every Monday during the academic year (except during holiday breaks) compiling all of the campus happenings for that week. To be included in that week's event listing, the email must be sent to [dvorak@midlandu.edu](mailto:dvorak@midlandu.edu) the Friday before by 4:30 p.m. Information received after the requested deadline will not be guaranteed to be included in the weekly campus event email.

#### Standards of Design Policy

Organizations may choose to design their own apparel and publicity to use for functions, events, or group promotions. Midland University encourages organizations to use designs that are in good taste and portray a positive image of the student organization and the university. Organizations that choose to design clothing apparel or other merchandise must obtain written approval from their advisor prior to placing their order. The Midland University logo and athletic logo may not be used in any design without permission of the Director of Communications or his/her designee.

Failure to comply will result in disciplinary sanctions. All members of the academic community have the responsibility to create and support an educational environment which will reflect the core values and mission of Midland University.



## **XI. MISCELLANEOUS**

Financial Aid Information:

### **A. WITHDRAWAL AND REFUND POLICY**

#### **Section 1: General withdrawal and refund policy guidelines**

The U. S. Department of Education requires that Midland's participation in Title IV federal financial aid programs must have a fair and equitable refund policy. In the event that a student finds it necessary to withdraw or fails to complete the period of enrollment for which federal aid was intended, Midland University refunds unearned tuition, fees, room and board and other charges in accordance with the policies below. Sections 1 through 7 provide the basic summary of the process, while the additional sections provide more details on specific aspects of the withdrawal, refund and return of funds processes.

If the student ceases enrollment at Midland University prior to the end of a semester or term, depending on the date the student ceases studies, he/she may be entitled to a partial refund of those charges. The refund may be applied to an outstanding balance on the student's account. If the refund results in a credit balance on the account, the credit will be refunded to the student.

Upon notification that a student has withdrawn, the Financial Aid Office will calculate the student's earned and unearned aid. The student will be notified of any funds returned by Midland University to the aid programs, as well as any repayment for which the student is responsible. Calculation examples can be found in this document and in the Student Handbook.

The University is also required to review the financial aid offered and/or disbursed to the student to determine the types and amounts of those funds that can be applied to his or her account as well as those funds that must be returned to their respective programs. The policies may be revised at any time to comply with changes to federal, state or Midland rules and regulations.

#### **Withdrawal Before Beginning of Term**

Students, not faculty or staff, are responsible for registering, dropping or withdrawing from classes at Midland University in accordance with the policies and procedures outlined in this document. This is the sole responsibility of the student. If a student does not attend classes, the courses will remain on the student's record and the student will owe all tuition and fees for the courses. If a student registers for classes and decides to attend another institution, the student must drop the Midland University class before the 100% refund deadline or he/she will be responsible to pay the appropriate tuition and fees. No exceptions will be made, however, certain special circumstances may be considered.

#### **Special Circumstances**

Students called to active duty in the Armed Forces of the United States, or leaving Midland University because of illness or other causes beyond their control, may receive special consideration. Each case will be considered individually. The Midland University President may authorize tuition, room and board refunds on a pro-rata basis or other adjustments as considered necessary given the circumstances. The decision of the President is final. Exceptions apply only to the refund of Midland charges and do not affect the outcome of the federally mandated recalculation of eligibility for recipients of federal financial aid, unless the student qualified for an approved leave of absence. The leave of absence policy is described later in this document, and if approved for the student, those provisions apply.

#### **Voluntary Withdrawal**

Students who withdraw voluntarily receive no refund of the application, matriculation, university or special fees. The first "week," as used for refund purposes, starts on the first day classes are held each semester.

#### **Dismissal/Suspension**

Students dismissed from Midland University for inattention to their studies or infringement of Midland University rules are allowed no refunds of any kind, other than those provided by the withdrawal policy applicable to them. The student's financial aid eligibility will be based on his/her last date of attendance and will be adjusted accordingly.

### Incomplete Aid Processing

Any student who has not completed the financial aid process as of the last date of attendance may forfeit eligibility for financial assistance during that period of enrollment.

### Additional Charges

Students may incur other expenses for which they will be personally responsible and for which no refund is required. These may include, but are not limited to, any fines, telephone charges, insurance fees, damages, charges for storage, shipping or incomplete checkouts. Deposits are always non-refundable.

### **Section 2: Return of Federal Title IV, State and/or Midland Funds**

Federal law specifies how Midland University must determine the amount of Title IV assistance a student has earned if he/she withdraws from school. The Title IV programs that are covered by this law are: Pell Grants, FSEOG Grants, TEACH Grants, Direct Loans, PLUS Loans, and Perkins Loans. In calculating the days enrolled, all calendar days in an enrollment term are used, except any scheduled breaks of at least five days in length.

When a student withdraws during a payment period or term, the amount of assistance that is earned up to that point is determined by a specific formula. A student who received less assistance than the amount earned may be able to receive additional funds. If a student received more assistance than was earned, the excess funds must be returned by Midland University and/or the student.

The amount of federal assistance that is earned is based on the following federally mandated pro-rata calculation:

$$\text{Days Attended in the Period, (based on the last day of class attendance)} \div \text{Total Days in the Period}$$

If the amount of aid disbursed exceeds the amount of earned aid, the unearned portion of the funds must be returned to the Title IV programs first in the following order:

- 1) Unsubsidized Federal Direct Loan
- 2) Subsidized Federal Direct Loan
- 3) Federal Perkins Loan
- 4) Federal or Direct PLUS Loan
- 5) Federal Pell Grant
- 6) Federal SEOG Grant
- 7) Federal TEACH Grant

A student who did not receive all funds that were earned may be eligible for a post-withdrawal disbursement, depending on their aid status at the time of the withdrawal. Any post-withdrawal disbursement of funds will first be automatically credited toward any unpaid charges for tuition, fees, room and board.

If the amount to be returned exceeds the amount that Midland University is required to return, the student has an obligation to return the remaining amount. Any loan funds that must be returned by the student are repaid according to the terms of the promissory note. If a repayment is due to a grant program, the student is required to pay only half of the remaining unearned amount.

### When students fail to earn a passing grade in any class during a period of enrollment

Midland University's general academic policy assumes that all "F" grades are earned by the student. If a student who began attendance and has not officially withdrawn fails to earn a passing grade in at least one course offered over an entire period, Midland University will assume, for Title IV purposes, that the student has unofficially withdrawn, unless the institution can document that the student completed the period. Midland will first attempt to document the student's last date of attendance at an academically related activity. If documentation is unavailable, the midpoint of the period as the student's withdrawal date will be used to determine any federal refunds or repayments due back to the U.S. Department of Education.

### **Section 3: Midland and State Aid Credits and Returns**

Midland and state aid for traditional programs is based on the % of the charges assessed. For example, if a student was charged 40% for his or her term, 40% of the student's combined Midland and state aid would be applied toward the student's charges.

Students who withdraw from a non-standard term Master's program are not entitled to any Midland aid that may have been awarded for that term. Those funds will be refunded 100% to their respective programs.

Any additional refunds will be returned in the following order:

- 1) State funds
- 2) Midland funds (scholarships and grants from Midland University)
- 3) Outside scholarship program
- 4) The student

### **Section 4: Process**

Any student who intends to withdraw from all classes at Midland University shall notify their advisor in the Student Success Center. As a good practice, written notification will be requested from a student who orally notifies Midland of his or her intent to withdraw. An exit review of the student's enrollment at Midland University will be conducted, consisting of the reason for withdrawal, the last date the student either attended classes or completed an academic-related activity, as determined by the faculty teaching the coursework, and a review of any unusual or extenuating circumstances that prevented the student from officially withdrawing.

### **Section 5. General Processing Dates and Deadlines and Notifications**

While there are a variety of dates and deadlines applicable to the entire refund and withdrawal process throughout this document, the following main dates are of particular note.

- 1) Midland will determine the withdrawal date for a student who withdraws without providing notification to Midland no later than 30 days after the end of the earlier of the
  - a. Payment period
  - b. Academic year in which the student withdrew
  - c. Educational program from which the student withdrew
- 2) Within 30 days, written
  - a. Notification providing the student (or parent) the opportunity to accept all or part of a post-withdrawal disbursement of Title IV loan funds
  - b. Notification of the student's eligibility for a direct post-withdrawal disbursement of Title IV loan funds in excess of outstanding current (educationally related) charges
  - c. Notification to the student of a grant overpayment

## **Section 6. Tuition and Fees\***

### Refund Determination for Undergraduate Students

<b>Withdrawal Date</b>	<b>Refund Percent</b>
Within the first week (calendar days 1-7)	100%
Within the second week (calendar days 8-14)	60%
Within the third week (calendar days 15-21)	40%
Within the fourth week (calendar days 22-28)	20%
After the fourth week (after calendar day 28)	0%

### Refund Determination for Graduate Students (non-standard terms)

<b>Withdrawal Date</b>	<b>Refund Percent</b>
Prior to the start of the first day of the term as published in the term calendar	100%
Between calendar days 1-6 of the term	75%
Between calendar days 7-13 of the term	50%
After calendar day 13 of the term	0%

\*Technology and wellness fees only.

### **Room and Board Refund Determinations**

Room and board refunds may follow a slightly different refund schedule, as outlined on the Midland University Housing Contract. There are no refunds for room and board after 30 days.

## **Section 7: Withdrawal Date Definitions**

The withdrawal date is critical in determining the student's charges and refunds, and may be official or unofficial, depending on the circumstances. While the following basic definitions pertain to most circumstances, complete details can be found later in this document.

- 1) Official: The official withdrawal date is the date that the student began the withdrawal process prescribed by Midland, or the date the student officially notified Midland, in writing or orally, of his or her intent to withdraw.
- 2) Unofficial: For an unofficial withdrawal, the withdrawal date is the last date the student either attended classes or completed an academic-related activity, as determined by the faculty teaching the coursework.

No accrediting agency requires that attendance be taken. However, class attendance or non-attendance is verified by the census date each term to determine enrollment. Faculty may choose to use various methods to document attendance and to evaluate student progress throughout the year.

The Academic Affairs Department will confirm the last date of class attendance or academic-related activity and will forward that information to the Financial Aid Office for R2T4 review consideration.

## **Section 8: Withdrawal Date Determination and Considerations**

When a student withdraws from Midland, the student's withdrawal date is:

- 1) The date, as determined by Midland, that the student began the withdrawal process prescribed Midland;
- 2) The date, as determined by Midland, that the student otherwise provided official notification to Midland, in writing or orally, of his or her intent to withdraw;
- 3) If the student ceases attendance without providing official notification to Midland of his or her withdrawal or the mid-point of the payment period;
- 4) If Midland determines that a student did not begin the withdrawal process or otherwise provide official notification (including notice from an individual acting on the student's behalf) to Midland of his or her intent to withdraw because of illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the date that Midland determines is related to that circumstance;
- 5) Midland may allow a student to rescind his or her official notification to withdraw by filing a written statement that he or she is continuing to participate in academically-related activities and intends to complete the payment period.
- 6) If the student subsequently ceases to attend Midland prior to the end of the payment period, the student's rescission is negated and the withdrawal date is the student's original date unless a later date is determined.
- 7) If a student both begins the withdrawal process prescribed by Midland and otherwise provides official notification of his or her intent to withdraw, the student's withdrawal date is the earlier date unless a later date is determined.
- 8) Midland may use as the student's withdrawal date a student's last date of attendance at an academically-related activity provided that Midland documents that the activity is academically related and documents the student's attendance at the activity.
- 9) Midland must document a student's withdrawal date and maintain the documentation as of the date of Midland's determination that the student withdrew.
- 10) "Official notification to Midland" is a notice of intent to withdraw that a student provides to an office designated by Midland.
- 11) Midland has designated the Student Success Center as the primary office at Midland that a student may readily contact to provide official notification of withdrawal.

## **Section 9: Approved Leave of Absence**

For purposes of this section (and, for a Title IV, HEA program loan borrower, for purposes of terminating the student's in-school status), Midland does not have to treat a leave of absence as a withdrawal if it is an approved leave of absence. A leave of absence is an approved leave of absence if:

- 1) Midland has a formal policy regarding leaves of absence
- 2) The student followed Midland's policy in requesting the leave of absence
- 3) Midland determines that there is a reasonable expectation that the student will return to the school
- 4) Midland approved the student's request in accordance with Midland's policy
- 5) The leave of absence does not involve additional charges by Midland
- 6) The number of days in the approved leave of absence, when added to the number of days in all other approved leaves of absence, does not exceed 180 days in any 12-month period
- 7) Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence
- 8) If the student is a Title IV, HEA program loan recipient, Midland explains to the student, prior to granting the leave of absence, the effects that the student's failure to return from a leave of absence may have on the student's loan repayment terms, including the exhaustion of some or all of the student's grace period.

If a student does not resume attendance at Midland at or before the end of a leave of absence that meets the requirements of this section, Midland must treat the student as a withdrawal in accordance with the requirements of this section.

- 1) For purposes of this paragraph:
  - a. The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence in a 12-month period.
  - b. A "12-month period" begins on the first day of the student's initial leave of absence.
- 2) Midland's leave of absence policy is a "formal policy" if the policy—
  - a. Is in writing and publicized to students; and

- b. Requires students to provide a written, signed, and dated request that includes the reason for the request, for a leave of absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, Midland may grant the student's request for a leave of absence, if Midland documents its decision and collects the written request at a later date.

### **Section 10: Treatment of Title IV funds when a student withdraws.**

When a recipient of Title IV grant or loan assistance withdraws from Midland University during a payment period in which the recipient began attendance, Midland must determine the amount of title IV grant or loan assistance the student earned as of the student's withdrawal date.

A student is considered to have withdrawn from a payment period if

- 1) In the case of a program that is measured in credit hours, the student does not complete all the days in the payment period that the student was scheduled to complete;
- 2) For a student in a nonterm or nonstandard-term program, the student is not scheduled to begin another course within a payment period for more than 45 calendar days after the end of the module the student ceased attending;
- 3) For a payment period in which courses in the program are offered in modules—
  - a. A student is not considered to have withdrawn if Midland obtains written confirmation from the student at the time that would have been a withdrawal of the date that he or she will attend a module that begins later in the same payment period ; and
  - b. For nonterm and nonstandard-term programs, that module begins no later than 45 calendar days after the end of the module the student ceased attending.
  - c. If Midland has obtained the written confirmation of future attendance in accordance with a. of this section
  - d. A student may change the date of return to a module that begins later in the same payment period , provided that the student does so in writing prior to the return date that he or she had previously confirmed; and
  - e. For nonterm and nonstandard-term programs, the later module that he or she will attend begins no later than 45 calendar days after the end of module the student ceased attending.
- 4) If Midland obtains written confirmation of future attendance in accordance with paragraph (3) (a) but the student does not return as scheduled
  - a. The student is considered to have withdrawn from the payment period; and
  - b. The student's withdrawal date and the total number of calendar days in the payment period would be the withdrawal date and total number of calendar days that would have applied if the student had not provided written confirmation of a future date of attendance
- 5) If a student withdraws from a term-based credit-hour program offered in modules during a payment period and reenters the same program prior to the end of the period, subject to conditions established by federal, state, and Midland policy, the student is eligible to receive any Title IV, HEA program funds for which he or she was eligible prior to withdrawal, including funds that were returned by Midland or student under the provisions of this section, provided the student's enrollment status continues to support the full amount of those funds.
- 6) Title IV grant or loan assistance includes only assistance from the Federal Perkins Loan, Direct Loan, FFEL, Federal Pell Grant, Academic Competitiveness Grant, National SMART Grant, TEACH Grant, and FSEOG programs, not including the non-Federal share of FSEOG awards if Midland meets its FSEOG matching share by the individual recipient method or the aggregate method.
- 7) If the total amount of Title IV grant or loan assistance, or both, that the student earned is less than the amount of Title IV grant or loan assistance that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of Midland's determination that the student withdrew—
  - a. The difference between these amounts must be returned to the title IV programs in the specified order and
  - b. No additional disbursements may be made to the student for the payment period.

### **Section 11: Post-withdrawal disbursements**

If the total amount of Title IV grant or loan assistance, or both, that the student earned is greater than the total amount of Title IV grant or loan assistance, or both, that was disbursed to the student or on behalf of the student in the case of a PLUS loan, as of the date of the Midland's determination that the student withdrew, the difference between these amounts must be treated as a post-withdrawal disbursement in accordance with federal regulations. If this is the case, the following considerations apply:

- 1) A post-withdrawal disbursement must be made from available grant funds before available loan funds.
- 2) If outstanding charges exist on the student's account, Midland may credit the student's account up to the amount of outstanding charges with all or a portion of any—
  - a. Grant funds that make up the post-withdrawal disbursement and
  - b. Loan funds that make up the post-withdrawal disbursement only after obtaining confirmation from the student or parent in the case of a parent PLUS loan, that they still wish to have the loan funds disbursed by responding in writing or electronic means to Midland within 14 days after the notification has been sent.
- 3) Midland will disburse directly to a student any amount of a post-withdrawal disbursement of grant funds that is not credited to the student's account. Midland will make the disbursement as soon as possible, but no later than 45 days after the date of the Midland's determination that the student withdrew.
- 4) Midland will offer to disburse directly to a student, or parent in the case of a parent PLUS loan, any amount of a post-withdrawal disbursement of loan funds that is not credited to the student's account.
  - a. Midland will make a direct disbursement of any loan funds that make up the post-withdrawal disbursement only after obtaining the student's, or parent's in the case of a parent PLUS loan, confirmation that the student or parent still wishes to have the loan funds disbursed.
  - b. Midland will provide within 30 days of the date of the Midland's determination that the student withdrew, a written notification to the student, or parent in the case of parent PLUS loan, that
    - i. Requests confirmation of any post-withdrawal disbursement of loan funds that Midland wishes to credit to the student's account, identifying the type and amount of those loan funds and explaining that a student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds;
    - ii. Requests confirmation of any post-withdrawal disbursement of loan funds that the student, or parent in the case of a parent PLUS loan, can receive as a direct disbursement, identifying the type and amount of these Title IV funds and explaining that the student, or parent in the case of a parent PLUS loan, may accept or decline some or all of those funds;
    - iii. Explains that a student, or parent in the case of a parent PLUS loan, who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless Midland concurs;
    - iv. Explains the obligation of the student, or parent in the case of a parent PLUS loan, to repay any loan funds he or she chooses to have disbursed; and
    - v. Advises the student, or parent in the case of a parent PLUS loan, that no post-withdrawal disbursement of loan funds will be made, unless Midland chooses to make a post-withdrawal disbursement based on a late response, if the student or parent in the case of a parent PLUS loan, does not respond within 14 days of the date that Midland sent the notification, or a later deadline set by Midland.

Midland has established the same 14 day deadline for a student, or parent in the case of a parent PLUS loan, to accept a post-withdrawal disbursement for both a confirmation of a direct disbursement of the post-withdrawal disbursement of loan funds and a confirmation of a post-withdrawal disbursement of loan funds to be credited to the student's account.

If the student, or parent in the case of a parent PLUS loan, submits a timely response that confirms that they wish to receive all or a portion of a direct disbursement of the post-withdrawal disbursement of loan funds, or confirms that a post-withdrawal disbursement of loan funds may be credited to the student's account, Midland will disburse the funds in the manner specified by the student, or parent in the case of a parent PLUS loan, as soon as possible, but no later than 180 days after the date of Midland's determination that the student withdrew.

If a student, or parent in the case of a parent PLUS loan, submits a late response to Midland's notice requesting confirmation, Midland may make the post-withdrawal disbursement of loan funds as instructed by the student, or parent in the case of a parent PLUS loan (provided Midland disburses all the funds accepted by the student, or parent in the case of a parent PLUS loan), or decline to do so.

If a student, or parent in the case of a parent PLUS loan, submits a late response to Midland and Midland does not choose to make the post-withdrawal disbursement of loan funds, Midland will inform the student, or parent in the case of a parent PLUS loan, in writing of the outcome of the post-withdrawal disbursement request.

If the student, or parent in the case of a parent PLUS loan, does not respond to Midland's notice, no portion of the post-withdrawal disbursement of loan funds that Midland wishes to credit to the student's account, nor any portion of loan funds that would be disbursed directly to the student, or parent in the case of a parent PLUS loan, may be disbursed.

Midland will document in the student's file the result of any notification made of the student's right to cancel all or a portion of loan funds or of the student's right to accept or decline loan funds, and the final determination made concerning the disbursement.

## **Section 12: Other definitions and explanations**

### **Calculation of the amount of Title IV assistance earned by the student**

The amount of Title IV grant or loan assistance that is earned by the student is calculated by:

- 1) Determining the percentage of Title IV grant or loan assistance that has been earned by the student and
- 2) Applying this percentage to the total amount of Title IV grant or loan assistance that was disbursed (and that could have been disbursed) to the student, or on the student's behalf, for the payment period as of the student's withdrawal date.

### **Percentage earned**

- 1) The percentage of Title IV grant or loan assistance that has been earned by the student is—Equal to the percentage of the payment period that the student completed (as determined in accordance with paragraph (f) of this section) as of the student's withdrawal date, if this date occurs on or before—
  - a. Completion of 60 percent of the payment period for a program that is measured in credit hours (For example, if a student completed 30% of the term, he/she earned 30% of the assistance that was awarded) ; or
  - b. 100 percent, if the student's withdrawal date occurs after completion of 60 percent of the payment period for a program that is measured in credit hours;

### **Percentage unearned**

The percentage of Title IV grant or loan assistance that has not been earned by the student is calculated by determining the complement of the percentage of title IV grant or loan assistance earned by the student as described above.

### **Total amount of unearned Title IV assistance to be returned**

The unearned amount of Title IV assistance to be returned is calculated by subtracting the amount of Title IV assistance earned by the student as calculated from the amount of Title IV aid that was disbursed to the student as of the date of Midland's determination that the student withdrew.

### **Use of payment period**

The treatment of Title IV grant or loan funds if a student withdraws must be determined on a payment period basis for a student who attended a standard term-based (semester, trimester, or quarter) educational program. Midland uses the payment period method for all standard, non-term or nonstandard term-based educational programs.

Midland consistently uses the payment period for all purposes of this section for each of the following categories of students who withdraw from the same non-term based or non-standard termbased educational program:

- 1) Students who have attended an educational program at Midland from the beginning of the payment period.
- 2) Students who re-enter Midland during a payment period.
- 3) Students who transfer into Midland during a payment period.
- 4) For a program that measures progress in credit hours and uses nonstandard terms that are not substantially equal in length, Midland must:
  - a. Use the payment period during which the student withdrew that ends later; and
  - b. If in the payment period that ends later there are funds that have been or could have been disbursed from overlapping payment periods, Midland must include in the return calculation any funds that can be attributed to the payment period that ends later; and



- 5) For students in the category who are disbursed or could have been disbursed aid using only the payment period definition use the payment period definition for which Title IV, HEA program funds were disbursed for a student's calculation under this section.

#### Percentage of payment period completed.

The percentage of the payment period completed is determined by:

- 1) Dividing the total number of calendar days in the payment period or into the number of calendar days completed in that period as of the student's withdrawal date
- 2) The schedule must have been established in accordance with requirements of the accrediting agency and the State licensing agency, if such standards exist.
- 3) The total number of calendar days in a payment period includes all days within the period that the student was scheduled to complete, except that scheduled breaks of at least five consecutive days are excluded from the total number of calendar days in a payment period and the number of calendar days completed in that period.
- 4) The total number of calendar days in a payment period does not include
  - a. Days in which the student was on an approved leave of absence; or
  - b. For a payment period in which any courses in the program are offered in modules, any scheduled breaks of at least five consecutive days when the student is not scheduled to attend a module or other course offered during that period of time.

#### Return of unearned aid, responsibility of Midland

Midland will return, in the order specified above, the lesser of:

- 1) The total amount of unearned Title IV assistance to be returned
- 2) An amount equal to the total Midland charges incurred by the student for the payment period multiplied by the percentage of Title IV grant or loan assistance that has not been earned by the student.
- 3) For purposes of this section, "Midland charges" are tuition, fees, room and board (if the student contracts with Midland for room and board) and other educationally-related expenses assessed by Midland.

#### Return of unearned aid, responsibility of the student

After Midland has allocated the unearned funds for which it is responsible, the student must return assistance for which the student is responsible in the order specified above.

- 1) The amount of assistance the student is responsible for returning is calculated by subtracting the amount of unearned aid Midland is required to return from the total amount of unearned Title IV assistance to be returned.
- 2) The student (or parent in the case of funds due to a parent PLUS Loan) must return or repay, as appropriate, the amount determined to
  - a) Any Title IV loan program in accordance with the terms of the loan; and
  - b) Any Title IV grant program as an overpayment of the grant; however, a student is not required to return the following—
    - i. The portion of a grant overpayment amount that is equal to or less than 50 percent of the total grant assistance that was disbursed (and that could have been disbursed, as defined in paragraph (l)(1) of this section) to the student for the payment period .
    - ii. With respect to any grant program, a grant overpayment amount, as determined after application of the above paragraphs of this section, of 50 dollars or less that is not a remaining balance.
  - c) A student who owes an overpayment under this section remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date Midland sends a notification to the student of the overpayment, or 45 days from the date Midland was required to notify the student of the overpayment if, during those 45 days the student—
    - i. Repays the overpayment in full to Midland;
    - ii. Enters into a repayment agreement with Midland in accordance with repayment arrangements satisfactory to Midland; or
    - iii. Signs a repayment agreement with the Secretary, which will include terms that permit a student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds.

- d) Within 30 days of the date of Midland's determination that the student withdrew, Midland must send a notice to any student who owes a Title IV, HEA grant overpayment as a result of the student's withdrawal from Midland in order to recover the overpayment.
- e) If Midland chooses to enter into a repayment agreement with a student who owes an overpayment of

Title IV, HEA grant funds, must

- 1) Provide the student with terms that permit the student to repay the overpayment while maintaining his or her eligibility for Title IV, HEA program funds; and
- 2) Require repayment of the full amount of the overpayment within two years of the date of Midland's determination that the student withdrew.
  - a. Midland must refer to the Secretary, in accordance with procedures required by the Secretary, an overpayment of Title IV, HEA grant funds owed by a student as a result of the student's withdrawal from Midland if:
    - i. The student does not repay the overpayment in full to Midland, or enter a repayment agreement with Midland or within the earlier of 45 days from the date Midland sends a notification to the student of the overpayment, or 45 days from the date Midland was required to notify the student of the overpayment;
    - ii. At any time the student fails to meet the terms of the repayment agreement with Midland entered; or
    - iii. The student chooses to enter into a repayment agreement with the Secretary.

A student who owes an overpayment is ineligible for Title IV, HEA program funds

- 1) If the student does not meet the requirements above, on the day following the 45-day period as of the date the student fails to meet the terms of the repayment agreement with Midland or the Secretary entered into in accordance with this section.
- 2) A student who is ineligible under this section regains eligibility if the student and the Secretary enter into a repayment agreement.
  - a. The Secretary may waive grant overpayment amounts that students are required to return under this section if the withdrawals on which the returns are based are withdrawals by students—
    - i. Who were residing in, employed in, or attending Midland University when the President has declared the area a major disaster area, in accordance with section 401 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5170);
    - ii. Whose attendance was interrupted because of the impact of the disaster on the student or Midland; and
    - iii. Whose withdrawal occurred within the award year during which the designation occurred or during the next succeeding award year.

### **Order of return of Title IV funds**

#### **Loans**

Unearned funds returned by Midland or the student, as appropriate, in accordance with this section respectively, must be credited to outstanding balances on Title IV loans made to the student or on behalf of the student for the payment period for which a return of funds is required. Those funds must be credited to outstanding balances for the payment period for which a return of funds is required in the following order:

- 1) Unsubsidized Federal Stafford loans
- 2) Subsidized Federal Stafford loans
- 3) Unsubsidized Federal Direct Stafford loans
- 4) Subsidized Federal Direct Stafford loans
- 5) Federal Perkins loans
- 6) Federal PLUS loans received on behalf of the student
- 7) Federal Direct PLUS received on behalf of the student.

## Remaining funds

If unearned funds remain to be returned after repayment of all outstanding loan amounts, the remaining excess must be credited to any amount awarded for the payment period for which a return of funds is required in the following order:

- 1) Federal Pell Grants
- 2) FSEOG Program aid
- 3) TEACH Grants.

## Timeframe for the return of Title IV funds

Midland will return the amount of Title IV funds for which it is responsible under this section as soon as possible but no later than 45 days after the date of Midland's determination that the student withdrew as defined in this section. The timeframe for returning funds is further described in a preceding section.

### *Examples:*

#### Example 1

Willis Warrior began his classes August 23, 2015, and notified the Advising Center that he intended to withdraw on October 14, 2015. Willis's aid for fall consisted of a Federal Pell Grant of \$2775, a Midland Grant of \$4500, a Nebraska Opportunity Grant of \$750, a Federal Perkins Loan of \$1000, a Federal Direct Subsidized Loan of \$1750 (\$1742 estimated net disbursement after fees) and a Federal Direct Unsubsidized Loan of \$3000 (\$2985 estimated net after fees). Based on the refund calculation, Willis was charged for 100% of his tuition, room, and board, or \$15,308. By dividing the days attended by the total days in the enrollment period, we find that Willis earned 58.2% of his federal Midland aid and 100% of his Midland and state aid. Willis' Federal Unsubsidized Direct Loan of \$2985 and \$1419 of his Federal Direct Subsidized Loan was repaid back to the U.S. Department of Education. Had Willis completed the entire semester, his remaining portion of his educational costs would have been \$1695. However, after withdrawing, he would owe the University a total of \$5960 because of the adjustments to his awards.

#### Example 2

Wendy Warrior began classes on January 31, 2015, and notified the Advising Center that she was withdrawing on March 6, 2015. Wendy's spring semester aid included a Federal Pell Grant of \$2775, a Federal SEOG Grant of \$500, a Federal Direct Subsidized Stafford Loan of \$1750 (estimated net disbursement \$1742), a Federal Unsubsidized Stafford Loan of \$3000 (estimated net disbursement \$2985), a Federal Perkins Loan of \$750, a Nebraska Opportunity Grant of \$1250 and Midland University scholarships totaling \$3,000. Based on the refund calculation, Wendy was charged 100% of her tuition and fees, or \$12,375. By dividing the days attended by the total days in the enrollment period, we find that Wendy earned 34.0% of her federal and 100% of her Midland and state aid. Wendy's Federal Unsubsidized and Subsidized Direct Unsubsidized Loan funds, as well as her Perking Loan, were returned to the U.S. Department of Education. \$299 of her Federal Pell Grant was also returned to the U.S. Department of Education. Had Wendy completed the semester, her portion of her university costs would have been \$0, and she would have had a credit balance refund of \$627. However, after her withdrawal, Wendy would owe a total of \$5649.

## SATISFACTORY ACADEMIC PROGRESS

To receive or renew financial assistance from Midland University, students are required to make academic progress toward completion of a degree. Satisfactory progress is evaluated once each year at the end of spring semester. Students are notified within 30 days after the evaluation is completed if there is a SAP issue.

### Academic year definition and information:

- 1) Midland University defines its minimum academic year for all programs as follow:
  - a) All traditional undergraduate programs- 32 weeks.
  - b) All graduate degree programs- 32 weeks
- 2) Midland's academic year exceeds the 30 week minimum requirement.
- 3) The undergraduate programs are set up in a standard semester format within a 4-1-4 calendar year.

- 4) The graduate degree programs may be in either a standard semester format or offered in non-standard terms, depending on the program.
- 5) Payment periods are determined by terms.

*Federal financial aid* recipients must meet the following criteria in addition to any program-specific criteria:

- 1) Complete at least 67% of the credits attempted each academic year,
- 2) Maintain a minimum CGPA of at least a 1.80 at the end of the spring enrollment if a first year student,
- 3) Maintain a minimum CGPA of at least 2.0 at the end of the spring enrollment as a second, third or fourth year student,
- 4) Complete a course of study within 150% of the published time it takes to complete a degree. The minimum pace at which a student must progress through his or her program to complete the course of study to graduate within the 150% of the established time frame is as follows:
  - 1) Undergraduates-10 credit hours per term
  - 2) M.Ed. graduates-4 credit hours per term
  - 3) MBA graduates-3 credit hours per term
- 5) Student in Bachelor's undergraduate programs will have six years or 12 semesters if enrolled full-time to complete a degree.
- 6) Students in the M.Ed. graduate program will have three years or 9 terms if enrolled full time to complete a degree.
- 7) Students in the MBA graduate program will have two years or 10 non-standard terms if enrolled full time to complete a degree.

Other definitions:

- 1) Incomplete courses are counted in both the hours attempted (3, for example) and hours completed (0). The deadline for removal of an incomplete course is listed in the University catalog for each term. Once removed, the SAP progress will be recalculated.
- 2) Academic withdrawals from courses are counted in the hours attempted, with 0 hours completed.
- 3) A student may repeat a class in which a passing grade has been earned only once. In this case, GPA will be recalculated.
- 4) A student may repeat a failed course until it is passed. The hours are counted towards the hours completed and the GPA will be recalculated.

SAP GPA requirements

Undergraduate students must meet the following cumulative GPA requirements:

Term of Attendance	CGPA
First	1.70
Second	1.80
Third	1.90
Fourth (and later terms)	2.00

MBA graduate students must maintain a cumulative graduate GPA of at least 2.50 to maintain satisfactory progress in the program.

MEd graduate students must maintain a cumulative graduate GPA of at least 3.0 to maintain satisfactory progress in the program.

## Re-admission and Transfer Students

Students applying for readmittance to Midland University will be reviewed to determine their SAP status, based on the coursework previously completed at Midland University. If the standard is not met, a SAP appeal is required and must be approved before federal aid can be offered.

Entering transfer students are considered making SAP at the time of application to Midland. The hours accepted by Midland University are counted as both hours attempted and hours completed in subsequent SAP calculations.

## Financial Aid Suspension

Any student who does not meet these will be placed on financial aid suspension and are ineligible for federal financial aid. If extenuating circumstances exist, students have the right to submit an appeal form, available on the Midland University website on the Forms and Important Links page which can be found under the Admissions menu. Additional documentation may be required. In addition, an educational success plan must be determined and approved by the student's academic advisor and/or the Registrar's Office.

## Financial Aid Probation

If the appeal is approved, the student will be placed on financial aid probation for one semester. While on probation, a student must successfully complete the coursework for that term. The calculation considers hours attempted vs. hours completed, with no duplicates. A student may complete a previously passed course once and may repeat a failed course until it is passed. After that term is completed, the student's progress is reviewed and the probation status determined.

## Notification to students

Once a SAP completed appeal has been submitted, the Financial Aid Office will notify the student via e-mail on the status of their appeal, including the terms of approval or denial.

## Aid Implications for Students Not Making SAP on Financial Aid Probation

If a student is not making SAP according to the school's policy, Midland may place the student on financial aid probation and may disburse Title IV, HEA program funds to the student for the subsequent payment period if –

- 1) the school evaluates that the student is not making satisfactory academic progress
- 2) the student appeals the determination
- 3) the school determines that the student should be able to make satisfactory academic progress during the subsequent payment period and meet the school's satisfactory academic progress standards at the end of that payment period, or the school develops an academic plan for the student that, if followed, will ensure that the student is able to meet the school's satisfactory academic progress standards by a specific point in time.

Midland's policy does not allow a student on financial aid probation for a payment period to receive Title IV, HEA program funds for the subsequent payment period unless the student makes SAP or the school determines that the student met the requirements specified by the school on the academic plan for the student.

Midland's policy does not allow a student on financial aid probation for a payment period to receive Title IV, HEA program funds for the subsequent payment period unless the student makes SAP or the school determines that the student met the requirements specified by the school on the academic plan for the student.

Additional information about the various financial aid programs can be found on the Midland University website and in the Financial Aid Guide, which is published yearly. The Financial Aid Office staff is available throughout the year to answer questions and meet with students and families about the various aspects of the financial aid process.

## Outstanding Balance Due

Any student leaving Midland University (for any reason) who owes an outstanding balance of any kind will not be issued a transcript and/or diploma until this balance is paid in full.

### Credit Balance Refunds

Student account credit refunds are issued weekly via direct deposit to a student's Warrior Card or other designated bank account. The student billing office must be notified by the end of the day on Tuesday to receive their credit refund on Friday.

### Academic Progress Requirements for Scholarships and Financial Aid

In order to receive or renew scholarships, federal and/or state financial aid, a student must meet certain academic requirements. These requirements are detailed in the Financial Aid Guide that was mailed with the student's Award Letter.

### Accommodation for Students with Learning Restrictions

Section 504 of the Vocational Rehabilitation Act of 1973 and The Americans with Disabilities Act and Americans with Disabilities Act Amendments of 2008 (ADA) assure persons with disabilities equal opportunities for access. Midland University is committed to providing an accessible learning environment and willingly makes reasonable accommodation for individuals with documented disabilities.

The University strives to offer an environment where opportunities for learning and personal development are available to all students who meet admission criteria. Upon acceptance to Midland University, students seeking accommodation are responsible for notifying designated Academic Support Services staff. Appropriate written documentation of disability is required and any accommodation provided is based upon individual need and existing academic requirements. All accommodation must be consistent with established academic requirements and standards of Midland University, and a student with accommodation continues to be responsible for his/her education and personal needs.

Midland University supports each student's efforts to become a self-sufficient learner and encourages any student needing accommodation to seek support as early as possible. For further guidelines on accommodation, please contact the Coordinator of Academic Support Services.

The following guidelines are provided for students with disabilities who seek accommodation.

### Guidelines

The student seeking academic accommodation is responsible for notifying designated Academic Support Services staff of the nature of his/her disability and the accommodation that may be sought. A student who is seeking accommodation(s) will continue to take responsibility for his/her education and personal needs throughout his/her academic career at Midland University.

- 1) The student is strongly encouraged to contact Academic Support Services immediately upon admission to University.
- 2) Accommodation is based upon reasonableness, appropriateness, individual need and request.
- 3) Academic requirements may be altered as a matter of accommodation, but standards will not be lowered.
- 4) Accommodation for one student will not impinge upon the rights of other students.
- 5) Academic accommodation may include faculty choice of procedural guidelines.

### Definitions

- 1) Self-Identify: The student who seeks accommodation must self-identify, as having or believing to have a disability, to Academic Support Services.
- 2) Documentation: The student will typically be required to present acceptable documentation verifying an existing disability. Documentation is to be provided by a licensed/certified (testing or medical) professional agency and may include, but is not limited to, a written diagnosis of the disability, its perceived impact on learning and recommended or suggested accommodation.
- 3) Testing/Documentation Requirements: Testing and documentation may be required to have occurred within five years of formal request for accommodation.
- 4) Development of Accommodation Plan: Appropriate faculty and/or staff members will work with the student to identify appropriate and necessary accommodation regarding coursework and curriculum requirements. Appropriate faculty and staff may include, but are not limited to, the Student Success Advisor, the Coordinator of Academic Support Services, instructor(s), a University Counselor, and/or other staff members as mutually agreed upon by the Coordinator of Academic Support Services and the student. Student responsibilities will be reviewed at this time.

### Plan Implementation

The faculty and staff identified in the plan will work with the student to implement an accommodation in the following ways:

- 1) Assistance of the student in plan development and course choices will occur early enough to allow for accommodation to be made prior to the beginning of each semester. The exception will be the first semester of attendance for the student. Time and staff constraints may limit creation or implementation of a thorough plan for the first term of attendance at Midland University or for the first academic term the Coordinator of Academic Support Services is contacted. This circumstance suggests urgency that the student contacts the Coordinator of Academic Support Services as soon as possible following admission to the University.
- 2) Instructors may meet individually with the student to discuss accommodation and the responsibilities of the parties involved.
- 3) A staffing of involved parties will meet with the student to evaluate academic accommodation and adjustment as needed. The student, faculty or Academic Support Services staff may call this meeting.

### Problem Resolution

A student who finds the accommodation unsatisfactory, or believes implementation is inadequate, is encouraged to discuss the matter with the faculty member or Academic Support Services staff.

If the student's concern is not resolved, he/she may appeal to the President's Council (see Appeal Process as stated in the following paragraphs). The same appeal process and rights are also available to faculty members.

The following procedures are presented in compliance with federal law, Section 504 of the Rehabilitation Act of 1973, the Rights of Individuals with Disabilities.

### Appeal Process

If a student believes he/she is being excluded from participating in or being denied the benefits of, the education process based on his/her disability, and required appropriate and reasonable accommodation has not been provided, the student may appeal to a broader body.

If the outlined process and plan implementation was processed in accordance with the Midland University ADA guidelines, and if the accommodation, or lack thereof, is perceived by the student with disabilities as not satisfactory, the following recourse is available:

- 1) The student is to inform Coordinator of Academic Support Services of the problem. The student is also encouraged to seek consultation and advocacy from the Academic Support Services staff.
- 2) The student is to discuss the lack of accommodation with the person(s) perceived as the source of the problem and seek resolution with the person(s).
- 3) If no resolution is found, the student is to forward his/her request for an appeal to Coordinator for Academic Support Services. The designated staff will serve as an advocate for the student.

The request for an appeal will be forwarded to the President's Council. The student and Academic Support Services staff will be provided an opportunity to present the request to the Administrative Council. The decision of the President's Council is final.

### Campus Access Guidelines

The Americans with Disabilities Act and Americans with Disabilities Act Amendments of 2008 (ADA) requires disabled persons to have reasonable rights and access to public buildings. The Act requires that the programs at Midland University be appropriately and reasonably accessible to non-exempt disabled persons, and that appropriate and reasonable modifications be made as necessary to allow for participation by individuals with such disabilities. A reasonable effort will be made to provide such adjustments for access in cooperation with the student. This may include such actions as relocating a class meeting space or making accommodations in a residence hall.

### Procedure

Students with disabilities who need special accommodation with classroom facilities or classroom equipment should contact Coordinator for Academic Support Services.

Appropriate and reasonable accommodation is based on individual need and request.

The request for accommodation is to be presented in writing. In some cases the Vice President for Finance and Administration, the Vice President for Student Affairs, and the Director of the Physical Plant will review the request. Faculty or Residence Life staff will be consulted as needed.

#### Communicable Diseases Policy Statement

In dealing with communicable diseases upon diagnosis or known history, Midland University follows the principles of the Department of Health of the State of Nebraska and the American College Health Association. In cases of conflict, enforceable Nebraska law will be followed.

In the event of an epidemic, anyone not properly protected against the listed communicable diseases will be barred from being on campus until the epidemic is over.

#### Procedure

The disease is reported to the State Department of Health as required by Title 173, Chapter 1. Directions are then received from the Department concerning the physical treatment, e.g. isolation, etc.

In addition to the directions given by the State Department of Health, the guidelines outlined by the American College Health Association will apply.

In circumstances where a communicable disease is diagnosed by a physician and is not on the State of Nebraska's list of reportable diseases or addressed by the American College Health Association, the treatment will be as defined in Control of Communicable Diseases in Man, edited by Abram S. Beneson, and published by the American Public Health Association, 1985.

In unusual or sensitive situations that may arise, a committee consisting of the following may take individual cases under advisement:

- 1) President of the University
- 2) Vice President for Student Affairs
- 3) Vice President for Communications
- 4) Student Health Director
- 5) Attorney for the University



## **XII. CAMPUS OFFICES, FACILITIES & SERVICES**

### Campus Ministries

Midland University, while founded in the Lutheran tradition, endeavors to provide a wide variety of opportunities for students to express one's faith, explore theological questions, and be exposed to the saving message of the Gospel. The Office of Campus Ministries coordinates a variety of opportunities to worship, pray, study, and explore life in Christ across multiple denominations, and all Midland University students are encouraged to actively engage in campus ministry.

In addition, all faculty, staff, and students are welcomed and encouraged to attend weekly campus worship, coordinated by the Office of Campus Ministries.

### Midland University Personal & Career Development Center (PCDC)

The Midland University Personal & Career Development Center (PCDC) is located on the 2<sup>nd</sup> floor of the Olson Student Center, and serves as a central resource to provide students with powerful resources and opportunities to achieve personal and professional success. The PCDC email is [CCenter@MidlandU.edu](mailto:CCenter@MidlandU.edu).

Services offered by the PCDC:

- 1) Job and internship tools
- 2) Career & major exploration
- 3) Strengths coaching
- 4) Resume and cover letter building and critiques
- 5) Portfolio building
- 6) Networking events
- 7) On-campus interviews
- 8) Interview preparation
- 9) Graduate school information
- 10) Community and employer outreach

### Student Employment

Midland University's Personal & Career Development Center (PCDC) offers many valuable resources for students seeking employment.

Students seeking on-campus employment: Midland's job board, College Central, shares part and full-time jobs, internships, and on-campus work study opportunities. Additional assistance with on-campus employment can be acquired through the Financial Aid Office located on the second floor of the Anderson Complex.

Students seeking part or full-time work off-campus can find opportunities posted on the College Central job board, as well as on JobZone, a job board shared by 9 Nebraska colleges, including Midland, who are members of the Nebraska College Recruiting Consortium.

Students can access all PCDC resources (including College Central and JobZone) at:

<http://www.midlandu.edu/basic-page/pcdc-resources-offered-students>

For consistent updates on new opportunities, students can connect with the PCDC on social media:

- 1) LinkedIn: Midland University PCDC Career Connectors
- 2) Like us on Facebook: Midland University Personal & Career Development Center
- 3) Twitter: Midland Careers @midland\_pcdc

### Dining Hall Services

Fresh Ideas provide the regular dining hall meals, the Warrior Grille in the Olson Student Center and catering services for university events. Hot meals are served three times daily (Brunch on Sunday) however, the dining hall is open from 7:00am – 8:00pm Monday to Friday, 9:00am – 6:00pm Saturday, and 11:00am – 6:00pm Sunday and several menu options are always available during operating hours. Serving hours are posted at the beginning of the school year.

#### *Meal Prices for Non Meal Plan Visitors*

Off campus students and/or guests are most welcome to eat as they wish in the Dining Hall by paying as they enter. Prices are subject to change.

<b>Meal</b>	<b>Employees</b>	<b>Guests</b>	<b>Children</b>
<i>Breakfast</i>	\$4.50 + tax	\$4.50 + tax	\$3.50 + tax
<i>Lunch</i>	\$4.00 + tax	\$6.00 + tax	\$5.00 + tax
<i>Brunch</i>	\$4.00 + tax	\$6.00 + tax	\$5.00 + tax
<i>Dinner</i>	\$7.50 + tax	\$7.50 + tax	\$6.50 + tax
<i>Special Events</i>	\$8.50 + tax	\$8.50 + tax	\$7.50 + tax

Students who are on a limited meal plan (15 or 10-per week) can purchase meals at the visitor's price, if needed to extend their meal plan.

\*All prices are subject to change.

### Faxing Services

There are multiple fax machines available on campus. One is located in Luther Library and another in the Student Billing Office. If you wish to send materials, provide either the original or a good Xerox copy and the fax number of the receiving fax machine. If you wish to receive materials, the staff should be made aware of the transaction so that proper routing of the materials will be assured either by a phone call or through campus mail. Please make sure your name is on the fax so the staff knows whom to contact.

### Financial Services

#### *Emergency Student Loan Fund*

A special emergency loan fund is available for students through Student Affairs. Fifty dollars (\$50.00) may be withdrawn to be repaid within 30 days of withdrawal. A student I.D. card must be presented at the time the loan is taken out. A fee for past due loans is assessed. Reminder notices of due dates or past due dates are not sent; repayment is solely the responsibility of the student. Loans are not available within 4 weeks of the end of each semester. Failure to repay loans will result in termination of emergency loan privileges and a hold will be placed on the student's account.

#### *Check Cashing*

The Student Billing Office has funds available to cash checks for faculty, staff, and students of the institution.

- 1) Personal or non-Midland University issued checks cannot exceed \$100.
- 2) Midland University picture I.D. card will be required.
- 3) There will be a \$25.00 charge for any check returned by the bank for any reason.
- 4) Returned checks must be taken care of in the Student Billing Office within five working days of notification.
- 5) A student loses check-cashing privileges for 180 days if two returned checks are returned within a 30-day period.

### The Learning Center

The Learning Center (TLC) is located in the northeast corner of the Luther Library. Services are available at no charge to all students who wish to improve their academic performance. Approximately 20 peer tutors work in TLC during fall and spring semesters and provide assistance in many courses. Peer tutors and professional staff are available to assist students with time management and note-taking skills as well as course-specific assignments such as understanding vocabulary or preparing for a quiz/exam. Students seeking academic support are served on both a drop-in basis and by appointment. A schedule of times tutors and professional staff are on duty is posted in TLC.

## Library

The Luther Library is open daily except for university holidays, some weekends near holidays and summer months. Library hours will be posted each term by the library front door and on the library home page.

Students must present a current Student ID to check out library materials. Books can be checked out for three weeks and may be renewed. Books on reserve may be checked out at the Circulation Desk and are to be used in the library. Some items may be checked out for overnight use within one-half hour of closing, but they must be returned to the library one-half hour after opening the following day. Periodicals may be checked out overnight. A book drop is available for returning materials after hours.

Fines for overdue library books are ten cents per day. Fines for reserve materials and periodicals are fifty cents a day. Students are responsible for the cost of replacement or restoration of materials lost or damaged while charged to them.

The library's online catalog and magazine index are available on the campus computer system and can be accessed from off-campus. Additional library resources are available through the library's home page. Computers are available to the students in the library. A fax machine and copy machines are also available for use by students. Laminating can be done at Luther Library for \$0.80 a foot.

Students are encouraged to use interlibrary loans for materials to supplement the local collection in their research. Contact a library staff person for interlibrary loan information.

Luther Library's collection of books, eBooks, databases, periodicals, CDs, and DVDs is listed on the online catalog at [www.MidlandU.edu/luther-library](http://www.MidlandU.edu/luther-library). Laptops, for library use only, may be checked out at the Help Desk. Headphones, tripods, digital voice recorders, flip video cameras and phone chargers can also be checked out at the Help Desk.

## Lost and Found

The Reception Desk in Anderson serves as a lost and found center 402-941-6516. Students are also encouraged to check in the Student Affairs office on the 2<sup>nd</sup> Floor of the OSC or the Library for lost and found items.

- 1) Front Desk: 402-941-6516
- 2) Student Affairs: 402-941-6404
- 3) Library: 402-941-6270

## Mail Services

Mailboxes, located in the Olson Student Center, are provided for each on campus student. Mail slots are provided for Federal outgoing mail and on-campus mail.

Your mailing address is as follows:

Your	Name
Olson Student Center (Mailbox #)	
907 N Logan Street	
Fremont, NE 68025	

A new mail box number is assigned each school year. At the end of the academic school year the mailbox key needs to be returned to the Student Affairs Office or a \$5 fine will be assessed.

Mail delivery is available Monday through Friday with the exception of holidays when the campus is closed. Hours of service depend on Federal delivery; three hours minimum is allowed for sorting. Hours of service are shown on blue package notices and on the Anderson Mailroom window just by the north entry to the Anderson Building in the breezeway.

If you are unsure what the postage might be on your envelope or package, take it to the Anderson Mailroom for weighing. Proper postage is then placed on your envelope or package. Outgoing international packages weighing more than four pounds are to be taken to the Fremont Post Office located at 348 E 6th Street. International packages weighing less than four pounds need to have a customs declaration form filled in and attached to the package plus correct postage. Governmental mail needs correct postage because no governmental agency accepts postage due.

All USPS packages and other packages brought to Midland University by delivery services such as UPS, Fed EX, and additional delivery services must be signed for at the Business Office located on the 2<sup>nd</sup> floor the Anderson Complex by authorized personnel only. After received packages have been logged, an email will be sent out to the corresponding student notifying them that a package is available for pickup at the Business Office. A valid Midland University student ID must be presented prior to signing for and retrieving the package.

### Registrar

The Office of the Registrar is responsible for maintaining academic records and the schedule of classes, evaluation of transfer credit, awarding degrees, athletic eligibility, and degree audit. Many of the functions available through the Office of the Registrar are available online through Warrior Central, including grade reports, enrollment verification, unofficial transcripts, degree audit, and class schedules. We strongly encourage students to become familiar with Warrior Central as soon as possible. To contact this office you can call (402)-941-6221.

### Transportation

CITY CAB (402-721-2121) provides taxi service from 7:00 a.m. until 1:30a.m., Monday through Saturday and is closed on Sundays.

### Virtual Warrior Bookstore

All required and recommended textbooks and printed course materials are available at the virtual bookstore. Textbooks are available in a variety of formats: new, used, rentals, e-book and custom course packs. The virtual bookstore may be accessed at [MidlandU.textbookx.com](http://MidlandU.textbookx.com).

In addition to the added convenience of 24 hour/7 day per week shopping for new and used books, TextbookX offers these features:

- 1) Textbook Rental Program: Instead of purchasing a textbook, Midland University students can consider renting textbooks. For a much reduced cost, students can rent a textbook during the selected term and then return the text via a prepaid shipping label at the end of the term. Renting textbooks can typically save 75% off the new textbook price. This is a great option for textbooks that won't be used again in other courses or as a resource. (Note: A valid credit card is required to be able participate in the rental program.)
- 2) eBooks: Some textbook selections will be available in an eBook format. An eBook can be a cost-effective option to a printed text for students who prefer reading on a computer. eBooks can often be highlighted and annotated just like a regular book. These books are typically only available to the student in an electronic format and *cannot* be printed.

### Textbook Return Policy

Textbooks purchased directly from TextbookX (denoted as the Midland Bookstore powered by textbook) may be returned within 30 days of purchase for a full refund. New books must be returned in new condition and shrink-wrapped items must remain unopened. Please visit [www.MidlandU.textbookx.com/returns](http://www.MidlandU.textbookx.com/returns) to begin processing your return. Books purchased from the "marketplace" are subject to return policy set forth by the seller.

### Textbook Buy-back Policy

Students may sell back textbooks online any time and on campus at the end of the Fall and Spring semesters. The virtual bookstore provides a convenient way to sell any textbook, whether or not it was originally purchased through Midland University's virtual bookstore.

### Warrior Bucks

This program is available for all students, faculty and staff. Warrior Bucks can be used at the Dining Hall, Warrior Grille, and Spirit Store. Funds can be added to your Warrior Bucks by cash, check, or credit/debit cards at the Student Billing Office. Warrior Bucks are non-refundable, but will carry over each semester until the student graduates or is no longer a student. A request for a refund of remaining funds must be made in writing after your departure, and will be subject to a \$25 processing fee.

### Warrior Grille

The Warrior Grille is located on the first floor of the Olson Student Center. Hours/openings will be posted at the beginning of the school year. Cash, credit/debit cards and Warrior Bucks can be used at this location.

### Student Organizations

Student Organization responsibilities include:

- 1) Having at least one advisor who is associated with the University.
- 2) Notifying the Office of Student Affairs of any changes in sponsor or officers.
- 3) Maintaining a current copy of the organization's constitution approved by the Office of Student Affairs.
- 4) Assuming financial responsibility for debts.
- 5) Reserving meeting space on and off campus.
- 6) Maintaining compliance with Midland University policies and procedures on fund raising, organizational alcohol policy, standards of design policy, and registration of organization events.
- 7) Having all student organization members in good academic standing and individuals holding a leadership position should have at least a 2.00 grade point average; however, a student organization's constitution that outlines any higher grade point average requirements takes precedence.

### Raffles/Small Lotteries

Any student organization must receive approval from the Office of Student Affairs and the Development Office for any fundraiser, as well as the Athletic Director should the fundraiser be held at an athletic event. The organizations are responsible for complying with the Nebraska State Gaming Law when engaging in these activities. Procedures are available in the Office of Student Affairs and include these steps:

- 1) Register your raffle with the Office of Student Affairs and the Student Billing Office.
- 2) Make sure that the proceeds will not exceed \$1,000 and a percentage will be used for charitable or community betterment purposes.
- 3) Determine sales tax on the prizes have been or will be paid.
- 4) Purchase or print tickets that are validated; sequentially numbered; and the same size, shape, and weight.
- 5) Return any remaining raffle tickets, and report amount of money collected to the Office of Student Affairs within one business day after you have finished your fundraiser.

If proceeds are expected to exceed \$1,000, please contact the Student Billing Office regarding the appropriate procedure.

The Midland University logo and athletic logo may not be used in any design without permission of the Office of Communications.

### XIII. HEALTH, SAFETY, & SECURITY

#### Campus Safety and Security

Safety for all persons of the Midland University community and the protection of their property and that of the University is every individual's responsibility. To assist with community safety, a watchful presence is provided by Midland University's Safety and Security. Professional security officers and a staff of student officers are selected and employed by Midland University to aid in maintaining a desirable campus environment. Midland University's Safety and Security is responsible for providing security on the campus grounds and buildings, parking areas, residence halls, and at athletic and social events.

The campus is patrolled by Safety and Security officers seven days a week. For immediate assistance contact Midland University's Safety and Security Office at 402-941-6444. Weekday daytime Safety and Security calls will be answered by Student Affairs staff members. Students also may call officers to escort them across campus during the evening.

Midland University encourages individuals to report any crime accurately and promptly. Please notify Midland University's Safety and Security: if you are the victim of a crime; to report a crime; to report a traffic accident on campus; or if you have information that would aid in solving a crime. If you are reporting an emergency situation, you should call 911.

#### Missing Student Notification

If an individual believes a student has been missing for 24 hours, he/she should notify Campus Safety & Security (2<sup>nd</sup> Floor OSC) at 402-941-6444 or Student Affairs Office (2<sup>nd</sup> Floor OSC) at 402-941-6404. Any received missing student information will be referred immediately to both Midland University Campus Safety & Security department and the Fremont Police Department. If there are various circumstances warranting the implementation of this protocol to be sooner than 24 hours, the Vice President for Student Affairs or his/her designee will make this decision in conjunction with local law enforcement officials.

If law enforcement professionals believe the incident occurred on campus, an alert notifying the campus of the current situation and the safety precautions members should take to protect themselves and the community will be distributed. The University will then work with local law enforcement to provide a secure presence of safety and security officials. If law enforcement professionals have information or determine the missing student was abducted away from the university campus and there is no direct correlation to the University, notification will still be sent; however, safety procedures and practices will be determined depending on the individual case.

#### Reporting of Criminal Offenses

To report a crime:

- 1) Contact Midland University's Office of Safety and Security at (402) 941-6444. Any suspicious activity or person seen in campus buildings and parking lots or loitering around vehicles, inside buildings or around the Residence Halls should be reported to the Office of Safety and Security. In addition, individuals may report a crime or suspicious activity to the following areas:
  - a) Student Affairs Office 402.941.6404
  - b) Residence Life Staff Duty Personnel 402.720.9091

#### Confidential Reporting Procedures

If you are the victim of a crime and **do not want to pursue action** within the University discipline system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Safety and Security and Vice President of Student Affairs of Midland University can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

#### Solicitation

Soliciting by anyone other than a Midland University student, faculty, or staff member with appropriate Midland University identification without prior approval by the Office of Student Affairs is strictly prohibited. Discovery of solicitation by a non-Midland University individual is to be reported immediately to a Student Affairs staff member and/or Safety and Security

personnel. Anyone found inappropriately soliciting in the residence halls will be asked to leave immediately. Failure to comply may require intervention from Midland Safety and Security staff and/or Fremont Police officers.

Soliciting for charity or business reasons by Midland University individuals or organizations, including members of the residence hall, must be approved in advance by the Vice President for Student Affairs or his/her designee.

### Health Services

The Director of Student Health directs the care of students needing such services. The Director may be contacted at the Student Health Office on the 2<sup>nd</sup> floor of the Olson Student Center or by telephone at 401-941-6450, during the hours posted on the door of the Student Health Office while classes are in session.

Each student is responsible for completing the Required Health Record and submitting all required paperwork in order to receive services free of charge from the Health Center. Additionally, all full-time, residential students, students participating in collegiate athletics and/or the arts program are required to submit the Required Health Record including, but not limited to, documentation of two (2) MMRs, two (2) meningitis vaccines or one after the age of 16, one (1) Tdap vaccine after licensure date 2006, two (2) Varicella vaccines or verification of Chicken Pox disease. All of this information must be submitted and reviewed by The Director of Student Health prior to the day of move in for those who are residential students and first day of classes for non-residential students.

The Student Health Office provides students with information to assist them in self-care and preventing subsequent illnesses. Selected over-the-counter medications and health-care supplies are available, in limited quantities, for use. Students are responsible for the prudent use of both.

Several physicians and a state-of-the-art hospital are available in Fremont.

### Allergy Clinic

The Director of Student Health is available to give allergy injections to any Midland University student. Allergy injections are administered at a local clinic once a week. If you are interested in this service, please contact the Director of Student Health to make arrangements. Students must provide currently dated extract and documented instructions for administration. The equipment and procedure are without charge to the student. Following the administration of the allergy extract injections, students are required to remain in the clinic for a minimum of 30 minutes. There are no exceptions to the above requirements. Failure to comply will result in forfeiture of the injection service.

### Student Health Visits and Medical Emergencies

Examples of situations which do not require immediate attention and are not medical emergencies are: minor symptoms of the common cold and flu, sore throat, fever less than 101 degrees or not relieved with Tylenol or ibuprofen, swollen glands, minor cuts, scratches and abrasions, minor nose bleeds, and generalized symptoms of not feeling well. Rest is important in any illness to avoid complications. Students are encouraged to visit Student Health if they have any of these symptoms. Physician visits, when necessary, can be arranged. Residential Advisors are also available in the residence halls on all floors to assist students in finding appropriate resources.

Emergency room visits at the hospital are for emergencies only and not for situations that do not require immediate attention. Student university fees do not cover emergency room or physician charges.

An emergency is an unexpected serious happening, demanding immediate action; e.g. suffocation, choking, convulsion, severe bleeding [hemorrhage], poisoning, unconsciousness or attempted suicide. In cases of self-inflicted wounds or suicide ideation, immediately contact a university professional, such as a Residence Hall Director (RHD), university counselor or the Vice President of Student Affairs.

When an emergency occurs on the campus, the role of the student shall be:

- 1) Dial 911. Provide information as to exact location on campus including building, floor, room number, and nature of emergency.
- 2) Immediately notify university employee, i.e. instructor, Residence Hall Director, Director of Student Health or the Vice President for Student Affairs.

### Student Mental Health

The mission of the Midland University Counseling Center is to provide students with free, confidential, short-term mental health treatment with referrals to community agencies for long-term mental health treatment. Our counselor will work with you to identify presenting issues that are affecting your educational experience and collaboratively specify goals that promote mental and emotional well-being. Our intent is to enhance each student's experience by providing them with a counseling service that promotes a balanced lifestyle academically, mentally, socially, and spiritually. Our counselor strives to create a safe and supportive counseling environment that respects the diversity of every student.

On-campus, professional confidential counseling services are available to all Midland students through the Student Counseling Center. Arrangements to see a trained counselor in Student Counseling can be made directly by calling 402-941-6027. Please leave a message on voicemail if necessary and your call will be returned as soon as possible. If it is an emergency you should contact 911 to get the appropriate assistance. The Student Mental Health office is located in the Student Success Center.. These services are available at no charge.

Counseling fees with private counselors or agencies are the responsibility of the student or their family. Midland does not offer substance abuse counseling.

### Health and Accident Insurance

Personal health and accident insurance is required for all full-time Midland University students for the duration of the academic year. Each student must provide proof of their own individual health insurance.

Midland University does provide each student with a \$1,000 accident-only policy at no charge to the student; however, this is additional coverage, payable only in excess of any expenses payable by other valid and collectible insurance, and is not for general health concerns and illness.

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<sup>1</sup>Gehring, D., Nuss, E., and Pavela, G. (1986). *Issues and Perspectives on Academic Integrity*. Columbus, Ohio. National Association of Student Personnel Administrators.