



# Rust College

## 2018/2019

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# EQUAL OPPORTUNITY STATEMENT

Rust College recruits, admits and provides services to all students without regard to race, sex, religion, or national origin. Rust College is an equal opportunity employer in all applicants for faculty, staff, and students without regard to race, sex, religion, or national origin.

## ALMA MATER

By: Shumpert Logan

(Tune: "Maryland")

O' the world is full of colleges  
But there's one that is my own  
For it stood for education  
When it had to stand alone,  
Rust was first to give some learning  
Unto those who were set free,  
Of all the schools in all the world  
Rust is the one for me  
College Mine! Mine! Mine!  
Rust is Mine! Mine! Mine!  
The Alumni and the Students  
are so proud to be called thine,  
There is none like you  
O' Royal White and Blue  
College Mine! So Divine!  
College Mine! Mine! Mine!  
Every hour in the daytime  
Every moment in the night  
Teachers watching gently o've me  
Call my soul to what is right,  
In the Sky in stainless glory  
Floats our Banner full and free  
There's none on earth like thee  
And it is glow the world shall know

**COLLEGE COLORS:** Royal Blue and White

**RUST COLLEGE'S NICKNAME:** "Bearcats"

**MOTTO:** "By Their Fruits, Ye Shall Know Them"

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## **FORWARD**

This Student Handbook is a means of facilitating communication among the members of the college community. The materials contained in this book have been developed through a blending of ideas with Students, faculty, staff, administrators, and Alumni. The Student Handbook should serve as a source of necessary and useful information, which will help students understand their privileges, rights, and Responsibilities pertaining to Student Affairs. It is expected to contribute significantly to the continued high level of cooperative and constructive relationship between students and the various departments of the college. Such a relationship helps develop positive responsible leadership and citizenship, deepened loyalty and high morale.

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## **COLLEGE MISSION STATEMENT**

Rust College is a historically Black, co-educational, senior liberal arts college founded in 1866 by the Freedman's Aid Society of The Methodist Episcopal Church. The College is related to the United Methodist Church, and dedicated to serve the students with a variety of academic preparations, through instruction in the humanities, social and behavioral sciences, natural science, business, technology and education. Rust College recognizes the three-fold functions of education as being teaching, research and community service. Its primary mission however, is teaching. It offers a well-rounded program designed to acquaint students with cultural, moral, and spiritual values, both in theory and in practice. Rust College provides an opportunity for education to all, regardless of race, religion, sex, national origin or ethnic background.

# OFFICE OF THE PRESIDENT RUST COLLEGE

## Greetings:

This handbook represents an accumulation of experiences, thoughts, ideas and observations of students, faculty, staff, and administrators for more than a century. Modification comes with each college generation to keep the contents relevant and in harmony with the basic mission of Rust College. The contents are designed to provide information that will help students realize more fully the benefits of a college education. They are also designed to help students develop respect and appreciation for rules and regulations that protect individuals and the group while in college as well as in the larger complex society. The content herein is presented by the Student Affairs Area, approved by the Administration and endorsed by the Trustees, as the official operational procedures and guidelines until they are replaced or modified by the above responsible group. The progress of any institution or community will depend on the spirit and attitude of the citizens toward each other and the responsibility they take or implementing guidelines for the enrichment and protection of themselves and the group.



This year will be a good year because you are a part of the college community. Greetings and best wishes as we work together for a better Rust College!

David L. Beckley, Ph.D.  
President

# **OFFICE OF DEAN OF ADMINISTRATIVE SERVICES/STUDENT AFFAIRS RUST COLLEGE**

Welcome to Rust College,

Dear Students,

Welcome to Rust College located in Holly Springs, Mississippi. We are happy to have you join the Bearcat family. As you begin your academic career, you are embarking on a path full of promise and hope. The area of Administrative Services/Student Affairs is committed to working with you and challenging you on this wonderful journey to take full advantage of the opportunities you will find at this great institution.

We are dedicated to assisting you in any way we can. We have great faculty and a caring staff, and an atmosphere conducive to your academic goals. We encourage you to join one or more of our 35 student organizations. All of them offer opportunities for leadership development, academic support, networking, personal growth and community service. Our campus leaders are involved in Student Government, Greek Life, Peer Mentoring, Residential Programs, Recreational Sports and the list goes on.

We encourage you to walk the campus, ask questions, meet other students, faculty and staff and learn all you can about **your** College. Study hard, make new friends, get involved and have fun. These next four years are the best times for you.

Again, we are here to help. See you around campus!

Sincerely,

Administrative Services/Student Affairs Staff

## **HISTORICAL BACKGROUND**

Rust College was established in 1866 by the Freedman's Aid Society of the Methodist Episcopal Church. Its founders were missionaries from the North who opened a school in Asbury Methodist Episcopal Church, accepting adults of all ages, as well as children, for instruction in elementary subjects. A year later the first building on the present campus was erected.

In 1870, the school was chartered Shaw University honoring the Reverend S.O. Shaw who made a gift of \$10,000 to the new institution. In 1892, the name was changed to Rust University to avoid confusion with another Shaw University. The name was a tribute to Richard S. Rust of Cincinnati, Ohio, Secretary of the Freedman's Aid Society. In 1915, the title was changed to the more realistic name Rust College.

As students progressed, high school and college courses were added to the curriculum, and in 1878, two students graduated from the college department. As public schools for Negroes became more widespread, the need for private schools decreased and in 1930, the grade school was discontinued. The high school continued to function until 1952.

Throughout the years, Rust College has been sensitive to the needs of its constituencies and has changed its curriculum to meet the needs of the time. From a program that stressed basic subjects and vocational courses, it moved into the area of preparing students to become teachers and social workers. With its new science building, communication center and strengthened curriculum, it is now in a position to encourage its students to seek careers in science, business, public service and mass communication.

A significant change in the administration of the institution took place in 1924, when Dr. L.M. McCoy was elected President. Dr. McCoy was the first alumnus to serve his alma mater as President. He was followed by Dr. Earnest A. Smith; also a Rust College graduate. In April, 1967, Dr. William A. McMillan became President and served until June 1993. On July 1, 1993, Dr. David L. Beckley became President of Rust College. Among approximately 20,000 former students of Rust, many only completed their elementary or secondary education; however, more than 6,000 have graduated from the college department. Among these alumni are bishops of the United Methodist Conference, numerous public school teachers and administrators, college presidents, professors, lawyers, physicians, businessmen and ministers.

# IMPORTANT DATES TO REMEMBER FOR 2018-2019

## FIRST SEMESTER FALL 2018

	<b>2018/2019</b>	
<b>First Semester</b>	<b>FALL 2018</b>	<b>August 2018</b>
Faculty/Staff Report to Work	August 1, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4
Pre-Planning Conference (Faculty/Staff)	August 2 - August 3	5 6 7 8 9 10 11 12 13 14 15 16 17 18
Residence Halls Open for New Students	August 5, 2018	19 20 21 22 23 24 25 26 27 28 29 30 31
Parent's Day	August 5, 2018	4 11 18 25
New Student Classes and Orientation Begins	August 6, 2018	
Registration for New Students	August 17, 2018	<b>September 2018</b>
Residence Halls Open for Returning Students	August 19, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4
Late Registration w/fines for Returning Students	August 20, 2018	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>FIRST MODULE</b>	<b>August 22 - October 18</b>	<b>September 2018</b>
Classes Begin	August 22, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
Last Day to Add Class	August 27, 2018	2 9 16 23 30
Labor Day	September 3, 2018	
Opening Convocation	September 4, 2018	<b>October 2018</b>
Last Day to Drop Course	September 21, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Dead Week - no activities	October 8 - October 12	2 9 16 23 30
Final Exams	October 17 - October 18	
Module Break	October 19 - October 22	<b>October 2018</b>
Grades Due	October 22, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
<b>SECOND MODULE</b>	<b>October 23 - December 18</b>	<b>November 2018</b>
Registration 2nd Module	October 22, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Classes Begin	October 23, 2018	2 9 16 23 30
Last Day to Add Class	October 26, 2018	
Last Day to Remove "I" Grade of Previous Semester	November 2, 2018	<b>November 2018</b>
Founders' Week	November 4 - November 11	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Board of Trustee Meeting	November 8 - November 9	2 9 16 23 30
Last Day to Drop Course	November 16, 2018	
Academic Advising & Second Semester Registration	November 12 - December 14	<b>December 2018</b>
Thanksgiving Break (after last class)	November 20, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Residence Hall closing (5:00 pm)	November 20, 2018	2 9 16 23 30
Residence Hall Open (12:00 noon)	November 25, 2018	
Classes Resume after Thanksgiving	November 26, 2018	<b>December 2018</b>
Christmas Dinner (all campus)	December 5, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Last Day to for Apply for Spring Graduation	December 7, 2018	2 9 16 23 30
Dead Week - no activities	December 10 - December 14	
Final Exams	December 15 - 18	<b>December 2018</b>
Residence Hall closing (12:00 noon)	December 19, 2018	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Grades Due (3:00 pm)	December 20, 2018	2 9 16 23 30
Christmass Vacation Begins for Faculty	December 21, 2018	
<b>Second Semester</b>	<b>SPRING 2019</b>	<b>December 2018</b>
Residence Hall Open (12:00 noon)	January 2, 2019	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
Faculty Report to Work	January 2, 2019	2 9 16 23 30





## TRADITIONS

While some traditions fade away, others come into being. Thus, it is that each generation of students has the privilege and obligation of preserving and adding to tradition according to its interpretation of what is significant in its heritage and of what is essential as it contributes to the heritage. It is with pride that the following traditions and events are here set forth:

## COLLEGE SYMBOLS

**COLLEGE COLORS:** Royal Blue and White were adopted as the official colors of the College many years ago.

**COLLEGE EMBLEM:** The Emblem is a circle enclosing a book of knowledge and the data founded is symbolic of continuous efforts for quality learning and humanitarian service.

**FRESHMEN WEEK:** This period of orientation includes worship at Asbury United Methodist Church (site of founding of the college in 1866), reception with the President of the college,

Parents' Day Activities, and Freshmen Orientation.

**COMMENCEMENT WEEK:** Senior exit interviews with the President, Alumni, Financial Aid and Placement Office; Consecration Services (a service of consecration for graduating seniors); Senior Breakfast and President's Reception for graduating seniors; Alumni Oath (administered after graduation by all officials of the National Alumni Association).

**TRADITIONAL PRACTICES:** Sunday School - every Sunday morning (open to all); Prayer - all formal meetings and programs are opened with prayer; Grace - is said before meals; and Assembly - the opportunity for the total college community to come together for inspiration, deliberation and information.

## SIGNIFICANT DATES

1866 The College established in Asbury Methodist Episcopal Church with Dr. A.C. McDonald as he first president.

1867 Erection of the first building on the present campus.

1870 Institution chartered as Shaw University by the State of Mississippi.

1884 E.L. Rust Home for women was established by the Women's Home Missionary Society.

1892 The name of the institution was changed from Shaw University to Rust University.

1914 The institution came under the auspices of the Board of Education of the Methodist Episcopal Church.

1915 The name of the institution was changed from Rust University to Rust College.

1920 Dr. M.S. Davage became the first Black President of the institution.

1924 The McCoy Era began with President L.M. McCoy who served with distinction for 33 years.

1930 The Elementary School was discontinued.

1940 A major disaster - Rust Hall burned. This five story building housed the administrative offices, the Library, Commercial department, dormitories for women and men, dining hall, music department, auditorium, classrooms for the college courses and gymnasium.

1947 McCoy Administration Building completed.

1952 The high school department was discontinued.

1957 The New Era began with the 9th President, Dr. Earnest Smith.

1967 The Upward Thrust Campaign began with the 10th President, Dr. W.A. McMillan.

1969 The new E.L. Rust Hall for women was completed.

1970 The new Leontyne Price Library was completed. Rust College was accredited by the Southern Association of Colleges and Schools on December 2nd; six new modern brick, 3 bedroom faculty houses was completed.

1971 The McMillan Multi-Purpose Center (gym/classroom) was completed.

1974 Doxey Alumni Fine Arts Building was completed.

- 1978 McCoy Administration Building was restored, extensive renovation and refurbishing.
- 1979 Rust College listed as a National Historic Site.
- 1980 April 9, ground breaking for construction of Media Refectory Center.
- 1981 summer - completion of the Brown Mass Communication Refectory Center; 12 new faculty apartments completed.
- 1989 Business, Computer Science, Social Science Complex was completed.
- 1991 Emma Elzy Living Learning Center was completed.
- 1993 New Era: In Quest of Excellence Campaign began with the 11th President, Dr. David L. Beckley, a 1967 graduate.
- 1994 Campus Plan completed.
- 2001 Accreditation of Social Work Program SACS Reaccreditation.
- 2006 Ground Breaking for Hamilton Science Annex.
- 2008 Completion of Hamilton Science Annex

## **PHILOSOPHY**

"It is our aim not to do hot-house work, seeking to hurry students through a college curriculum.... sending them into the battle of life only to disgrace themselves and bring reproach upon the cause of education at large, but take them by far, to more difficult and tedious plans of trying to lay a foundation for a broad, thorough and practical education, such as shall fit our pupils for long lives of usefulness to themselves, their race and the Church".

The words above were stated in the early history of Rust College by its first President, the Reverend A.C. McDonald. While the elements stated in the quotation remain in essence, the philosophy and purpose have expanded and are, in terms of complexities and demands of education, in a more complex and sophisticated society. In all the history of Rust College, it has operated within the framework of a philosophy of relevance, change and adaptation.

At Rust College, education is conceived as a deliberate attempt to help people develop to their highest potential. The college is convinced that all should have a thorough knowledge of what man calls "Human Nature". Knowledge of "Human Nature," can be derived from inquiry into those scholarly disciplines - humanities, social sciences, and biological sciences - which give insight into man as a multi-dimensional being. The discipline gives a pluralistic view of the world and life.

We feel that teaching, learning, and research should be based upon the interdisciplinary approach and method. It is believed that there is danger in the atomizing, fragmentizing and compartmentalizing of knowledge. No learning takes place solely within one body of knowledge - all knowledge is relational. The curriculum at Rust College is not just a sequence of separate elements. The wholeness and unity of the curriculum are based upon the knowledge, which is derived from the broad discipline as well as the specialized subjects falling within these broad areas. The curriculum is under constant study and revision in response to the changing society and the growing complexity of problems.

The philosophy at Rust College considers life and knowledge as essentially a rhythm and interplay between forces, ideas and principles. It is the role of human beings to use this interplay creatively and constructively. Rust College seeks to understand people and their possibilities, their ideologies, and their actualities. Rust College is located in a vast rural area characterized by property, physical, social, and spiritual. It becomes imperative that the importance of education for development be emphasized. It is to the physical, social, intellectual and spiritual development that the program of the college is geared and dedicated. Based on our philosophy of education, it is defined here as being grounded in the search for truth and meaning. The apex of our purpose is to lead to a diligent search for meaning, through which increasingly high ideals may be created and desired human relations sustained.

## **PURPOSE**

Rust College is a historically Black, senior liberal arts, church related college, serving students with a variety of academic preparation. The college operates as a community of scholars devoted to the preservation and application of knowledge. Rust College recognizes the threefold function of education as being teaching, research and community services. The mission of Rust College is to assist students of all ethnic, religious, geographic, economic and educational backgrounds in acquiring skills, positive attitudes and a sense of responsibility for the development of themselves as first class, service-oriented participating citizens of our community, our state, our nation and the world.

As a liberal arts church related senior college, it carries out its mission by: 1) providing instruction for majors in Humanities and Education, TV and Radio Broadcasting, Social and Behavioral Sciences, Natural Sciences, Business and Economics; 2) preparing students with a Judeo-Christian orientation in the above fields with competencies for entry into graduate and professional schools and employment in the service profession; 3) offering a well rounded program which will acquaint students with cultural, moral and spiritual values through course content as well as the natural environment; and 4) providing developmental education - students who demonstrate academic potential, but are culturally, educationally or economically deprived, are provided with the tools to develop this potential.

## **INTELLECTUAL PROPERTY POLICY**

"Rust College recognizes the three-fold functions of education as being teaching, research and community service. Its primary mission however, is teaching." (The Mission, Rust College Catalog, 2012-2016). The institution's policy concerning ownership of materials, copyright issues and the creation/production of intellectual property are related directly to the mission, and how the College presents and interprets its policy on intellectual property. This policy applies to faculty, staff and students. At Rust College scholarly works such as articles, computer programs, books, musical or dramatic compositions, or materials or inventions created by faculty and staff are owned by faculty and staff. Compensation or funds received by faculty and staff from the creation or sale of intellectual property they authored or invented are solely that of the faculty or staff member. If a discovery or invention

- a) results from research carried on by, or under the direction of, any employee of which is supported by Rust College funds or by funds controlled by or administered by the college, or
- b) results from an employee's duties with the college, or
- c) has been developed in whole or in part through the utilization of college resources or facilities not available to the general public shall belong to the college. Any revenue derived from intellectual property will be designated for the academic/educational operations of the college.

If faculty or staff engages students in creation or invention of intellectual property, the faculty and staff must determine any allocation or recognition for students prior to the beginning of the work. The Vice President for Academic Affairs shall monitor these activities. If there are disputes regarding intellectual property they will be resolved by the Academic Council. The policies regarding intellectual property are published in the Faculty and Staff Handbooks. All new employees are given their respective handbooks during New Employee Orientation and updates are disseminated via e-mail.

## **FEDERAL EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Rust College is committed to the Security and Privacy of Student Records in accordance to FERPA (Federal Educational Rights and Privacy Act). FERPA is a Federal law that applies to educational agencies and institutions that receive funding under a program administered by U.S. Department of Education.

## **CAMPUS BUILDINGS**

**College Guest House**, built in 1957 by Dr. and Mrs. E.A. Smith as President's residence; in 2011, the home was converted to a guest residence.

**Hamilton Science Center**, 7 million dollar annex to the McDonald Science Hall.

**Airliewood Estate**, 1858 mansion given to the College in 2012, currently serves as the President's home on Salem Avenue.

**McCoy Building** houses the administrative and business offices.

**McDonald Science Hall** is a two-story, air-conditioned brick building which houses physics, chemistry and biology laboratories, lecture rooms, and several classrooms and offices.

**The President's Home**, renovated in 1993, is an attractive brick ranch style house conveniently located at the east entrance of the campus.

**Shaw Hall Student Conference Center** houses the offices of Student Support Services, and Student Health Center.

**W.A. McMillan Multi-Purpose Center** is a modern air-conditioned building housing the Education and Physical Education Departments. Also included is a 2,500-seat gymnasium, swimming pool, Student Activities and Recreation Center.

**Doxey Alumni Fine Arts Communication Center** provides facilities for students to study English, Drama, Speech, and Music Appreciation. It provides space for young people to develop skills in sculpture, drawing and language. An auditorium with a seating capacity of 600 is at the center of the building. There is ample rehearsal space for the college choir and band. It also houses an art studio, stage and drama lab, speech lab and music library. Also, found in this facility is a reading studio and related facilities, classrooms, offices and practice rooms.

**Gross Hall**, constructed in 1965, accommodates 90 male students.

**Davage-Smith Hall**, constructed in 1969, and renovated in 1989, houses 274 male students.

**E.L. Rust Hall**, constructed in 1970, houses 194 female students.

**Emma Elzy Living Learning Center**, constructed in 1991, houses 208 female students.

**Wiff Hall**, houses 90 junior/senior female honor students.

**Brown Mass Communication Center**, completed in 1981, is a modern building which houses Mass Communication Programs in Journalism, Radio, Television, and Recording Techniques. Faculty offices, classrooms and lecture rooms are also a part of this complex. The Center also houses the Shaw Cafeteria for students and private dining areas for faculty, staff and guests, President's Dining Room, and is the headquarters for the college newspaper, "The Rustorian".

**Business/Computer Science/Social Science Complex**, completed in 1989, houses the Leonard Heard Auditorium with a seating capacity of 300, a lecture Hall with a seating capacity of 75, offices, classrooms and labs.

**James Elam Chapel**, completed in 2000

**Beckley Conference Center**, completed 2000

**Leontyne Price Library** is located directly behind the L.M. McCoy Administration Building. It was dedicated December 14, 1969, in honor of the famous Metropolitan Opera Singer, Ms. Leontyne Price. Its 120,000 plus volumes, in addition to microfilms, filmstrips, records, tapes, video tapes, 420 plus periodical titles, reflects the college continuing determination to support the curriculum. The Library has seating capacity for 350 readers and ample space to house a collection of 125,000 volumes. Some of the special features of the Library include the Curriculum Library, Listening Rooms, and an A-V Center; Roy Wilkins Exhibit.

## **LIBRARY HOURS**

### **Regular Schedule**

7:45 am – 12 midnight Monday-Thursday

7:45 am – 6:00 PM Fridays

10:00 am – 2:00 PM Saturdays

4:00 pm – 10:00 pm Sundays

### **Fifth Module Schedule**

8:00 am – 10:00 pm Monday-Thursday

8:00 am – 5:00 pm Friday

10:00 am – 2:00 pm Saturday

4:00 pm – 8:00 pm Sunday

The Library schedule is subject to change. The current schedule will be posted on the front of the library. Rust College Library cards are required for borrowing Library materials. Reserve Books from the Periodicals are to be used in the Library only. However, photocopying services are available for ten cents a copy.

Regular books from the stack are checked out for a two-week period; records, filmstrips, tapes and films for a three-day period. Materials may be re-checked as needed unless called for Reserve. Regular library materials including records, filmstrips, tapes and films not returned on the date due, will result in a ten-cent fine per day. A thirty-cent fine is charged for an overdue Reserve Book for the first hour and ten-cent for each additional hour. Eating and smoking are restricted to the Student Browsing Room. Loud talking and other forms of major distractions are prohibited in all areas of the Library. The Head Librarian will be called in for students who are not respectful of others...Note: the Library is for student use; respect is required at all times. Persons, who damage Library property, mutilate Library materials and possess materials illegally borrowed, will be reported to the Dean of Administrative Services for disciplinary action once reported by the Library staff.

# STUDENT AFFAIRS

The Division of Student Affairs provides services, programs, and activities that build on the college's academic base. The division strives to consider all aspects of a student's life, always trying to be mindful of the "whole person" and the role the area can play in a student's development as an individual working and living responsibly within a community. The staff, programs and services are designed to help students transition into and through college and prepare them for a lifetime of learning. The area provides opportunities that complement the academic curricula and assist students with reaching their potential. The departments that operate many of the programs and services of student life include: Campus Security, Religious Education, Residence Education, Student Health Center and Services and Student Activities.

Student Affairs seeks to ensure that each student has a healthful and safe environment, supportive living conditions, appropriate counsel and assistance, various opportunities to develop leadership skills, and experiences that lead to greater appreciation of diverse people and cultures through opportunities to socialize, relax and have fun.

The Office of the Dean of Administrative Services is multifaceted serving students, faculty, staff, parents and the general public as the primary resource in addressing issues of campus life and directing individual students and groups. The Office assists in the provision of extra-curricula opportunities for students, the facilitation of policy and programs for the maintenance of campus order and the promotion of health and safety. The Office also serves as a liaison between students, college personnel, and the public.

The Dean of Administrative Services Office oversees the division of Student Affairs and is concerned with the quality of college life for each student. It seeks to enhance the undergraduate experience by encouraging students to participate actively in the community, be concerned about their peers, and counsel and explore personal matters that affect their individual pursuits. The Dean of Administrative Services is responsible for all Student Affairs areas and administrators through academic programming resources and services to address the needs of students throughout their matriculation.

## STUDENT ACTIVITIES

The Student Activities Director is responsible for coordinating all non-academic activities for students. The following are Activity Regulations:

1. All social affairs should be on the highest level in physical and cultural setting (i.e., music, decoration, lighting, etc.). Suitable attire will be defined for each occasion.
2. Bonafide active campus organizations may have two pay activities per semester (others must be approved by the Dean of Administrative Services. All organizations will have the opportunity to have at least one major social activity during the school year.
3. At least two faculty or staff advisors must be present at all social affairs. If it is not possible for an advisor to be present, a substitute staff or faculty member may be present provided their name has been sent to the Student Activities Director prior to the affair. If the advisor is not present, the activity will not take place. Sponsors must always see that social areas are cleaned before and after the event. Any changes or cancellations of affairs should be reported to the Student Activities Director at least twenty-four (24) hours before the scheduled event.
4. Campus wide affairs should be publicized at least two weeks before the date. All posters, announcements and other advertisements must be reviewed and approved by the Student Activities Director.
5. All social affairs for the school year should be approved and placed on the Social calendar by April 15, for the up coming school year. Organizations failing to meet the guidelines may lose the opportunity to retain previous year's dates. Identification cards must be presented at all events.
6. Organizations are responsible for the actions of their members and guests at any function. The use of alcohol or illegal drugs is strictly forbidden at any college function on or off campus. Students involved in such are subject to immediate suspension or expulsion from the college.
7. If an event involves the paying of admission, the solicitation of funds or the sale of any items, the organization must clear this point specifically with the Dean of Administrative Services.
8. Each organization must submit to the Dean of Administrative Services Office a complete financial statement on a form furnished by this office on or before September 15 of each year. Each organization will be expected to adhere to these standards. All funds must be deposited in the campus Business Office. Failure to cooperate may result in curtailment of future events or suspension of the organization.

## **RELIGIOUS EDUCATION**

As a United Methodist-related institution, Rust affirms the Wesleyan tradition of “knowledge and vital piety.” The Religious Education Department helps students explore religion, spirituality, and moral values as an integral part of a liberal arts education. On-campus activities include chapel, Vespers, spiritual formation groups, mission, and study groups. All on-campus religious activity must be approved by the Chaplain. A directory of congregations for off-campus worship is also available. The Rust community worships in James A. Elam Chapel.

The Chaplain provides counseling, spiritual direction, and mentoring. Students may serve on the Religious Education Committee to plan programming. The College welcomes students from all religious traditions—as well as those with none. All interactions about religion shall be respectful and tolerant of others. Proselytizing (soliciting converts to one’s personal religious practice) is not allowed.

## **HEALTH EDUCATION AND SERVICES**

Rust College has an emergency secondary accident and health insurance policies. It is expected of each student to have his/her own primary health insurance. Your primary health insurance would be any policy you or your parents have. In case of an accident on or off campus, contact the nurse. The following policies govern the Health Center:

1. No student is permitted to remain in the residence hall in any state of illness that might cause harm to another student or self.
2. All emergencies caused by illness, occurring during the night should be reported at once to the hall director.
3. Students, faculty and staff should care for their needs through the Student Health Center during office hours - 8:00 am - 5:00 PM, Monday-Friday.
4. The nurse is called to the residence hall only in an emergency; otherwise, the student goes to the Student Health Center.
5. Students who need service from the Student Health Center after office hours are to contact the residence hall staff.
6. Meal permits may be obtained at the Student Health Center when a student is too ill to take his/her meals in the cafeteria. The roommate may come for the meal. On days when the office is closed, the hall director will provide this service.
7. At the earliest sign of colds, sore throat, upset stomach, rash, et cetera; students, faculty, and staff must go to the Student Health Center for preventive and early cure medication.
8. Rust College has secondary accident and health insurance policies. Your primary health insurance would be any policy you or your parents have. In case of an accident on or off campus, contact the nurse.
9. Many students do not have a personal hospitalization policy and some have a policy that will provide very little benefits. Hospitalization is expensive; therefore, the philosophy and objective of the Student Health Center is “to keep students in the classroom and to help students to remain as healthy as possible”. Attending classes is expensive; to not attend classes is more expensive”.

## **STUDENT HEALTH CENTER OFFICE HOURS**

8:00 am - 5:00 pm Monday - Friday

Telephone: (662) 252-8000, Extension 4900

## RESIDENCE EDUCATION

Rust College is a residential campus. Students who live outside of a 50-mile radius are encouraged to live on campus. Students must take six (6) credit hours per module in order to live on campus. Students who are within nine (9) hours of graduation may appeal to the Dean of Administrative Services. It is the belief of the college that residential living can provide an opportunity for concentrated study, shared responsibility, cooperative and congenial living, self-management and group adhesiveness; factors which can be influential in promoting values in group processes. Students, after having met the requirements of admission, re-admissions or continuing attendance, may request housing according to the housing policy. All students have the responsibility of becoming fully aware of the following.

1. **Procedures for Residential Hall Assignment** - at the opening of the school term, a student should report to the residence hall to which he/she has been assigned.
  - a. Fill out a record of occupancy form;
  - b. All residential students are required to pay a \$50.00 room reservation fee annually to reserve a space in campus housing. This fee must be paid to guarantee campus housing. All students are strongly encouraged to pay this fee as early as possible because of the high demand for campus housing. Spaces fill up quickly, so don't delay. Students are entitled to a refund, if the request is made prior to August 1 for the spring semester. A \$15.00 processing fee will be deducted from all room reservation fees.
  - c. Fill out the Housing Contract and show registration form to the hall director upon completion of registration. Only students registered for campus living are permitted to live in the residence halls. d. Residence Halls are closed during specified scheduled breaks. Students are required to vacate campus housing during these periods.
2. **Student Rooms** - Each student is responsible for and share in the care of his/her room and the protection of the furnishings.
  - a. Since each student is responsible for the overall condition of his/her room and furniture, assessment will be made by Dean of Administrative Services and Physical Affairs for any damage to walls and/or furniture beyond that incidental to reasonable wear. Students will be held responsible and assessed a fine if walls or doors are marked by scotch tape, paste, nails, tacks or any disfiguring materials; or for any other destruction.
  - b. Furniture should not be moved from one room to another. Students who violate are subject to penalty. c. Laundering facilities are available for convenience to students. However, rooms should be kept free of damp clothes unless suitable drying racks are provided by students. Hanging clothes out of windows is prohibited (a fine will be assessed to violators).
3. **Common Interest Rooms** - Residence halls have student rooms, main lounges (Davage-Smith, E.L. Rust, Gross, Wiff, and Elzy Halls), small lounges and/or TV rooms. With the right of access to the facilities goes the responsibility to adhere to residence hall standards in their use:
  - a. Students who use these facilities are responsible for the condition in which they are left. Students who move furniture from Common Interest Rooms are subject to penalty.
  - b. Smoking of any kind is prohibited in all Rust College buildings, which include all of the Residence halls. (The burning of incense and/or candles is also prohibited in the residence halls). Smoking refers to any legal product such as cigarettes, cigars, pipe tobacco, etc.
  - c. Rust College residence halls are not designed for child care, therefore babysitting is strictly prohibited. Children are not permitted to go beyond the lounge area. Students found to be in violation of this policy will be subject to disciplinary actions to include loss of housing privileges. Only approved single parent housing can accommodate children of students..

**Guests** - Students are responsible for their guests. All residence hall visitations by non-campus people (of the same sex only) must be cleared by the hall director. All non-campus person/s must not go beyond the Front Desk, unless permission has been granted by the hall staff. Overnight guests will be charged for staying in the room. The host/hostess is responsible for his/her guest's conduct. If the guest has an automobile on campus, he/she should acquire a temporary automobile parking permit from the Security Station. If the guest is to eat in the cafeteria, arrangements must be made with the Cafeteria Manager. Guests will pay when served. Students who are found to have non-Rust students in their room without the proper clearance will be subject to the following sanctions:

**1st Offense:** \$50.00 fine to be paid in Dean of Administrative Services Office within ten (10) days of the violation.

**2nd Offense:** \$100.00 fine

**3rd Offense:** Residence Hall Eviction.

4. **Emergencies** - Any accident, illness or emergencies should be reported to the Resident Hall Director or Assistant Resident Director, Resident Assistant, Student Health Center, Residence Education Director, or Dean of Administrative Services immediately.
5. **Resident Hall Notices** - will be placed on the bulletin boards and students will be held responsible for the content. Stereo players, radios, and other sound apparatuses are to be played at room volume, particularly during quiet hours – 9:00 pm - 7:00 am. Conduct should be conducive to resident hall living at all times. Students will be assessed additional charges for the possession of heavy appliances such as hot plates or other types of cooking utensils, electric or otherwise is not allowed in the rooms. **RESIDENTS MAY NOT ENTERTAIN VISITORS AFTER THE TIME SET BY EACH HALL.** Each student, when out of the residence hall for an extended period, will properly check out with the hall staff. Otherwise, the student will forfeit his/her privileges to return to campus housing. Students must check out of the hall at all holidays and the end of school.
6. **Inter-Room Visitation** - by members of the opposite sex is strictly prohibited. (Violators will be suspended)
7. **Application Policies** - **the student must complete an application for housing and pay the appropriate fee before housing accommodation is made.**
8. **Students Withdrawing** - or permanently leaving the residence hall for any reason should clear the room within 24 hours.
9. **The college reserves the right to deny the privilege of residence hall accommodation to persons who show flagrant disregard for the policies and procedures governing residential living.**

### Residence Hall Fines

Students who leave their room dirty at the end of each semester, Thanksgiving, and Easter Break will be assessed a \$50.00 fine per student.

Smoking is not allowed in the Residence halls: 1st offense-\$100.00; 2nd offense-loss of campus housing privileges.

Alcoholic beverages: 1st offense-\$150.00; 2nd offense \$200.00; 3rd offense-loss of campus housing privileges.

Moving of furniture in the residence hall from one room to another room without permission: \$100.00

Broken Chair: \$50.00

Removal of Dining Hall Equipment per item: \$50.00

Profanity: \$25.00

Burning of Incense/Candles: 1st offense-\$150.00; 2nd offense – Residence Hall eviction

Poor room checks: 1st offense-verbal warning; 2nd offense-\$50.00; 3rd offense-loss of campus housing privileges.

Loud music: 1st offense-\$50.00; 2nd offense – Item confiscated plus \$100.00

Illegal electrical appliances (i.e., non-micro fridge microwaves, other appliances): \$100.00 fine and confiscation of item.

Violation of quiet hours (9pm-7am): \$60.00 per person

Trash in hallway, Bathroom, balcony, staircase, etc: \$60.00 per person or \$10.00 per person in hall.

Improper checkout-no keys returned: \$50.00

Destruction of mattress: \$200.00

Damage of intercom equipment: \$300.00 plus cost to repair.

Playing with or misuse of the intercom/paging system \$50.00.

Lockouts: \$2.00 per person each time.

Unauthorized moving to a room without permission from the Director: \$100.00 and must move back to assigned room.

Misuse or damage of computer lab equipment (i.e., exchanging keyboards, mouse, monitors, etc.): \$50.00 and loss of lab privileges.

## Fire Instructions

1. Close all windows, open drapery, and leave lights on.
2. Put on light coat or raincoat and walking shoes.
3. Grab a towel - use wet towel over nose and mouth in case of smoke.
4. Proceed single file and remain at least 100 feet from burning buildings.
5. Do not run or return to building unless the "All Clear" signal is given.

Prolonged ringing of the fire alarm will indicate a fire drill. The most probable danger comes from fires in the wastebasket or from a curtain, for which the fire extinguisher should be used. Always locate the nearest fire extinguisher and know how to use it. **(ALL RUST COLLEGE BUILDINGS ARE SMOKEFREE.)**

## COMPUTER USAGE POLICY

Everyone within the Rust College community who uses College computing and communications facilities has the responsibility to use them in an ethical, professional and legal manner. This means that users agree to abide by the following conditions:

- The integrity of the systems must be respected.
- Privacy of other users must not be intruded upon at any time.
- The rules and regulations governing the use of facilities and equipment must be respected. Users must recognize that certain data are confidential and must not access such data. Use of facilities and equipment must be respected.
- No one shall obtain unauthorized access to other users' accounts and files.
- The intended use of all accounts, typically for college research, instruction and administrative purposes, must be respected.
- Users shall become familiar with and abide by the guidelines for appropriate usage for the systems and networks that they access.

Access to College computing and communications equipment and facilities may be revoked for reasons including, but not limited to, attacking the security of the system, modifying or divulging private information such as file or mail content or other users without their consent, modifying or destroying College data, or using the national networks in a manner contrary to the established guidelines. Revocation of access may be done at any time by the College system administrators in order to safeguard College resources and protect College privileges. Such revocation may be appealed to a committee appointed by the Vice-President and Chief Financial Officer.

If abuse of computer system occurs, those responsible for such abuse will be held accountable and will be subject to disciplinary action.

## STUDENT CODES, RIGHTS, RESPONSIBILITIES AND CONDUCT – SECTION ONE (1) RULES AND REGULATIONS

All rules of Rust College shall apply on campus as well as off campus and for any student currently enrolled at Rust College in the vicinity of the campus and/or representing the college in any capacity.

Campus Security Officers, as well as any official of the College, are hired and are empowered to enforce these regulations and all applicable laws on campus and properties owned, rented, or leased by the College. The Security Officers have the added power to execute warrants; the power to stop, identify, interrogate individuals, handcuff, and the power to issue parking tickets and make arrests.

The following are general rules and regulations. In addition to these general rules and regulations stated below, students are encouraged to obtain and familiarize themselves with the following College Regulations:

### 1.1 PROHIBITED CONDUCT

No person, either single or in concert with others shall,

- a. Willfully cause physical injury to any other person, nor threaten to do so. (Fighting is strictly prohibited; zero tolerance)
- b. Physically restrain or detain any other person, nor remove such person from any place where he/she is authorized to remain.
- c. Willfully damage or destroy property of the institution under the jurisdiction, nor of any other person, nor remove or use such property without authorization.

- d. Without permission, expressed or implied, enter into any private office of an administrative officer, member of the faculty or staff or any other student.
- e. Enter upon and remain in any building or facility for any purpose other than its authorized use or in such manner as to obstruct its authorized use by others.
- f. Without authorization enter or remain in any building or facility after it is normally closed.
- g. Refuse to leave any building or facility after being instructed to do so by an authorized administrative officer.
- h. Obstruct the free movement of persons and vehicles in any place to which these rules apply.
- i. Deliberately disrupt or prevent the peaceful and orderly conduct of classes, lectures, assemblies and meetings or deliberately interfere with the freedom of any person to express his views including invited speakers.
- j. Willfully incite others to commit any of the acts herein prohibited with specific intent to induce them to do so.
- k. Exhibit unbecoming behavior (i.e., use of abusive language, profanity, obscenity and boisterous (rowdy) conduct towards faculty, staff, administrators or other students).

**The sanction for Prohibited Conduct is Suspension.**

## **1.2 DISRUPTION**

A person is guilty of disruption when he/she by threat or otherwise

- a. interferes with college activities.
- b. interferes with an official performing his/her duty.
- c. obstructs college activities.

College activities include but are not limited to teaching, research, administration, public service function or other authorized or programs on the college premises.

**The sanction for Disruption is Suspension.**

## **1.3 UNAUTHORIZED ENTRY**

No person shall break into or illegally enter any college building or room, nor shall any unauthorized person enter or remain in any college building or facility at a time when that facility normally is closed or after the facility has been closed because of special or unusual circumstances. College facilities include, but are not limited to the following: parking lots and campus areas.

**The sanction for Unauthorized Entry is Suspension**

## **1.4 THEFT, DESTRUCTION AND POSSESSION OF STOLEN PROPERTY**

- a. No person shall take, steal, burn, destroy or otherwise damage any property, on the college campus or on any college property.
- b. No person, in any manner, whatsoever, shall deface walls of any structure. This includes the use of paints, posters, advertisements, and gang graffiti affixed in any areas other than those designed for such purposes.
- c. A person is guilty of possession of stolen property when he/she knowingly possesses stolen property with intent to deprive the owner of the property.

1st Offense: Suspension for one (1) year

2nd Offense: Expulsion

## **1.5 PHYSICAL ABUSE/FIGHTING, AND HARASSMENT**

A person is guilty of physical abuse/fighting and harassment when

- a. he/she intentionally assaults (a physical or verbal attack), strikes, threatens, forces, or intimidates (frighten) any person.
- b. He/she engages in a course of conduct, over a period of time or repeatedly commits acts, which alarm or seriously annoy another person and which serve no legitimate purpose;
- c. He/she creates a condition which unnecessarily endangers or threatens the health, safety or well being of other persons or property on college property

- d. He/she intentionally sexually assaults or rapes any person; this includes date or acquaintance rape defined as forcible, nonconsensual sexual intercourse perpetrated by a person known to the victim and with whom the victim is voluntarily engaged in a social interaction, on or off college property.
- e. He/she intentionally communicates (verbal or written) comments that are degrading or harasses individuals or groups. Such degrading comments in the form of emails, text messaging, and messages left on Facebook, MySpace, etc., are prohibited.

Students have the right to file charges with the Dean of Administrative Services against employees for abuse of their rights and privileges.

**The Sanction for Physical Abuse/Fighting and Harassment is suspension.**

Students who contribute to or participate in an argument that exculpates into a fight or a physical altercation are in violation of the Code of Conduct and are subject to disciplinary action. All students must walk away from these situations and report them to campus officials.

If you are having difficulties or conflicts with any person (s), you are required to report the issue to the Hall Director, Director of Residence Education, Campus Police, or Dean of Administrative Services so that the matter can be dealt with before a fight occurs.

**1.6 DANGEROUS WEAPONS AND EXPLOSIVES**

- a. It is a violation of Rust College regulations for any student to possess a rifle, shotgun, firearms, ammunition, firecrackers or explosives.
- b. No person, either single or in concert with others, shall possess and carry on any grounds or in any building of the college, a knife, dirk, staled, saber, cudgel, bludgeon, club or other things adaptable to the purpose of a weapon, including batons, canes or similar articles, excluding only orthopedic aids, athletic equipment and project or construction materials and tools with proof of a proper specific use of purpose on the day in question.

**The sanction for Dangerous Weapons and Explosives is expulsion. No Hearing WILL BE HELD.**

**1.7 PICKETING AND DEMONSTRATION**

In regard to on campus student actions and demonstrations that tend to endanger lives, public or private property or to violate local, state or federal laws, each student will take the consequences of his/her own actions as an individual before the law, as well as being referred to the appropriate college disciplinary body. The cost of any damage to public or private property must be borne by those legally responsible. All members of the college community must share the responsibility for maintaining a climate in which diverse views can be expressed freely and without harassment.

**PEACEFUL PROTEST PROCEDURES** - These procedures are binding on all parties:

- a. An issue must be presented to the Dean of Administrative Services in writing, which shall be given ample time for reaction to said issues (approximately one week)
- b. If the response from the Dean of Administrative Services is not acceptable by the petitioners, they are to express in writing their concerns in conducting a peaceful protest.
- c. There must be a minimum of 48 hours (excluding Saturdays and Sundays) between the times the written statement is received by the Dean of Administrative Services and the beginning of the protest or demonstration.

**1.8 LOITERING AND TRESPASSING ON COLLEGE GROUNDS OR IN COLLEGE BUILDINGS.**

- a. Any person not a student, employee, a guest of a student or an employee, or the parent or legal guardian of a student in attendance at the college, who loiters in or about any college building or any part of the college grounds without written permission from the authorized college official, custodian or other persons in charge thereof, shall be guilty of trespassing.
- b. A warrant for the arrest of an individual violating the trespassing code will be signed with the Holly Springs Police Department.
- c. Students who loiter on the campus after the residence halls close are in violation of college regulations.

**The sanction for loitering and/or trespassing will be banned from campus and arrest by the local authorities.**

## **1.9 CLOSING OF RESIDENCE HALL DOORS**

- a. Except by special arrangements, students are expected to be in the residential halls by 12:00 midnight during the weekdays (Sunday through Thursday) and by 1:00 am on weekends (Friday and Saturday). Special arrangements may be made for late entry upon the student's request and approval of the Residence Director. All students must present their student identification card (ID) at the guardhouse before they are permitted to enter the campus. (No ID card, no entry.)
- b. students must carry with them proper identification (Rust ID Card) to gain entrance to the residence halls after closing time.
- c. Any student returning to the residence hall, without having made special arrangements after the closing hour, will be subject to disciplinary action.
- d. All residence hall doors are to remain locked at all times. Students are to use ID card to access residence halls or wait to be admitted by an attendant. It is illegal to prop doors open. (Violators will be fined). Do not allow non-residents to enter the building with you as you swipe your card. Report any such entry to campus police or Residence Hall staff immediately.

## **1.10 DRESS AND APPEARANCE**

Inappropriate Dress is prohibited in all buildings at all times. The Code does not permit men and women to expose underwear or undergarments. Men are not to wear hats, muscle shirts, house shoes, pajamas and doo rags. Women are not permitted to wear hats, curlers, hair rollers, muscle shirts, house shoes, pajamas, scarves, and hot pants. The exposure of midriiffs and exposing outfits are prohibited. The College Dress Code will be adhered to at all times.

## **1.11 FEE REQUIREMENTS**

All students are expected to pay fees as agreed to by the student and the college. Fee requirements are listed in the general catalog. Students failing to comply will be administratively withdrawn from the college.

## **1.12 IMMUNIZATION RECORD**

Immunization records are required of each student upon their admittance to Rust College. Students who do not have required immunization/vaccinations will be required to secure them at their own expense. Failure to comply will result in dis-enrollment.

## **1.13 PARTICIPATION OF STUDENTS IN SPORTS**

Since all sport activities are voluntary and the college strives to provide safe premises and adequate control over all sports activities, Rust College cannot assume liabilities for injuries received in competition beyond that to be paid by the insurance in which all students are required to participate.

## **1.14 SOLICITING**

Solicitation and sales for profits are prohibited without approval. Fundraising projects for the College organizations may be approved by the Dean of Administrative Services. Persons from off campus must receive a clearance from the Vice-President or Dean of Administrative Services.

## **1.15 LOST AND FOUND**

Lost and found articles should be turned in to the Dean of Administrative Services Office. Unclaimed articles will be disposed of at the end of each semester - if usable; articles will be given to the Salvation Army.

## 1.16 ACADEMIC ENRICHMENT PROGRAMS

The primary objective of the Academic Enrichment Program is to encourage students to attend various intellectual and cultural activities as essential aspects of his/her education at Rust College. The Academic Enrichment Program is a graduation requirement. Students are required to register for the course each semester during their freshman and sophomore years, and will receive a total of ½ credit per semester with appropriate letter grades which are based on their attendance at the specified cultural programs including lectures, seminars, assembly, chapel programs, concerts, plays, art exhibitions and any other program which may be considered desirable. The Dean of Administrative Services will maintain the record of attendance, compute the grades, and submit them to the Registrar. Students involved in the approved off-campus programs such as Internship, Student Exchange Programs, etc., will be exempt from AEP during the semester they do not study on Rust Campus. Transfer students are exempted from AEP requirements for the period they did not attend Rust College. Students will continue to take Academic Enrichment through their sophomore year as AEP 211/212. All students are required to attend assemblies, chapel services and cultural enrichment programs held during their enrollment at the college during their freshman and sophomore year. Only students registered for the course will receive a grade. Other academic requirements and regulations are listed in the general catalog. **Extracurricular Activities:** In order to be excused from required events, students, who participate in basketball, baseball, tennis, track, the choir, etc., must have written statements prior to the assembly program from respective coaches/directors. **No Exceptions!**

## 1.17 AUTOMOBILES

Only those students, who have been authorized by the Dean of Administrative Services Office, will be permitted to operate cars on campus, providing they have a valid parking permit. Parking permits must be purchased five (5) days after the close of registration. After the second ticket, the vehicle will be ticketed and immobilized. The immobilizer will not be removed until ticket(s) and \$50.00 immobilizer fee are paid in the form of cash or money order. Students are responsible for their own vehicle. Continuous violation by students will result in disciplinary action by the college and the vehicle may be permanently barred. All students must show proof of liability insurance. We advise all students to have collision and theft insurance and working alarms on their vehicles. Look out for the abuse of your property and the property of others. Rust College will not allow cars on flats or cars "jacked up" to remain on campus. These vehicles will be towed at the owner's expense.

## 1.18 GUESTS AND VISITORS

- a. Students are responsible for their guests and for acquainting them with the general procedures of the college.
- b. All residence hall visitations by non-campus persons must be cleared by the Hall Director. All non campus person(s) must not go beyond the Front Desk unless permission has been granted by the Hall Director. Occupants who are found to have non-Rust students in their room without the proper clearance will be subject to the following sanctions:
  - 1st Offense: \$50.00 fine to be paid in the Dean of Administrative Services Office within 10 days. Failure to pay fine within prescribed time will result in **Eviction**. No exceptions.
  - 2nd Offense: \$100.00 fine
  - 3rd Offense: Residence Hall Eviction

## 1.19 MARRIED STUDENTS

The college does not provide living accommodations for married couples on campus.

## 1.20 DRUGS

- a. Possession or use without prescription of any dangerous drug, such as marijuana, marijuana butts, cocaine, crack cocaine, heroine, narcotics, barbiturates, and any other substance that is illegal in the state of Mississippi and the United States of America, is contrary to federal and/or state law. Any student found to be in possession of illegal drugs without a prescription must be reported to the appropriate civil authorities and will be suspended or expelled from Rust College. **No charge letter will be sent and no hearing will be held.**
- b. The possession of drug paraphernalia is prohibited and will be cause for suspension for an indefinite period of time. **No hearing will be held.**

- c. Rust College reserves the right to conduct drug screening of students to make sure that no illegal substance is being used. Students who test positive for illegal drugs are in violation of the Rust College Code of conduct and will be suspended. No hearing will be held.
- d. Students may seek assistance for alcohol or other drug abuse problems by contacting the COPE Center. The conversation is confidential and the office will seek outside assistance if needed. Outside assistance will be paid for by the student.

### **1.21 GAMBLING**

No student shall gamble for money or other valuables on college property or in any college facility. Gambling is prohibited.

**The sanction for gambling is immediate suspension without a hearing.**

### **1.22 ACADEMIC DISHONESTY**

The development of intelligence and strengthening of moral responsibility are two of the most important aims of education. Fundamental to the accomplishments of these purposes is the duty of the student to perform all of his/her required work without illegal help. The following actions constitute major forms of examples of academic dishonesty among students:

- a. Submission, to satisfy academic requirements, of material previously submitted in whole or in a substantial part in another course, without prior and expressed consent of the instructor.
- b. Plagiarism - copying material from a source or sources and submitting the material from a source of sources as one's own source (quotations, paraphrases, basic ideas, or otherwise representing the work of another as one's own).
- c. Cheating - receiving information from another student or other unauthorized source or giving information to another student with intention to deceive while completing an examination or individual assignment.
- d. Falsification of academic materials, fabricating laboratory materials, notes or reports, forging an instructor's name or initials or submitting a report, paper, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- e. Procurement, distribution or acceptance of examinations, laboratory results or confidential academic materials without prior and expressed consent of the instructor.

**The sanction for Academic Dishonesty is immediate suspension without a hearing.**

## **RUST COLLEGE IS A SMOKE FREE FACILITY**

### **1.24 STUDENT RECORDS**

Information about a student, including but not limited to, any personally identifiable information, records or files, may be released with the student's written permission in the following cases only:

- a. The college will release the following information directly upon request: student name, current address, telephone number, major field of study, dates of attendance, degrees and awards received. The college will release such information if the student data form is checked under the appropriate item that he/she wishes to be listed in the Student Directory. A student may at any time rescind his/her permission for the release of directory information by written notification to the Dean of Administrative Services.
- b. College officials, including faculty and staff who have a legitimate educational interest;
- c. In connection with a student's application for the receipt of financial aid;
- d. Authorized representative of the Comptroller General of the United States, Board of Education of the United Methodist Church, the Secretary of Education;
- e. There is written consent from the student specifying records to be released, the reasons for such release, to whom and with a copy of the records to be released, to the student if desired, unless confidential.
- f. Such information is furnished in compliance with judicial order, or pursuant to all lawfully issued subpoenas upon condition that the student is notified of such order or subpoena in advance of the compliance therewith by the college.

With respect to these guidelines, all persons, agencies or organizations desiring access to the records of a student shall be required to sign a written form which shall be kept personally with the file of the student, but only for inspection by the student indicating specifically the legitimate educational or other interest that each person, agency, or organization has seeking this information. Such form shall be available to the school officials responsible for record maintenance, as a means of auditing the operation of the system. Students shall have an opportunity for a hearing to challenge the consent of their records, to insure that the records are not inaccurate, misleading or otherwise in violation of the privacy of other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

## **ALL MAIL WILL BE FORWARDED TO STUDENTS' PERMANENT ADDRESS DURING THE SUMMER MONTHS UNLESS SPECIFIED TO DO OTHERWISE BY THE STUDENT.**

### **1.25 REPETITION OF MISCONDUCT**

Repetition of Misconduct is any violation of the Code of Conduct occurring within three (3) years of the first violation. **Repetition of Misconduct will result in immediate suspension.** No Hearing Will Be Held.

### **1.26 CAMPUS SECURITY**

- a. The College employs Campus Security to help insure the safety and security of all persons and property on campus and to assure compliance with this Code and college regulations. Officers have the authority to take appropriate action when violations of the regulations occur. Depending on the violation, this action may include a warning, filing a charge with the Dean of Student Affairs, taking students into custody and/or calling for assistance from local law enforcement agencies.
- b. It is not the function of Campus Security to interfere, regulate or govern student activities, except in cases where such activities are in direct violation of the code and/or college regulations, or create a hazard which endangers the safety and welfare of the college community or any of its members.
- c. Security has the authority to use handcuffs when necessary, in dealing with violators of college policies.

### **1.27 TRANSPORTATION**

The College offers transportation to the Memphis area bus stations (Greyhound & Mega Bus), Amtrak train station, and the Memphis International airport during official academic calendar opening and closing dates.

The cost of all trips is \$15.00 one way, \$30.00 roundtrip. Payment must be paid in the form of cash or money order 24 hours prior to boarding the van on all trips. Checks will not be accepted. Rust College transportation will only be provided for the Thanksgiving holiday after the last scheduled class. Rust College transportation at the end of each semester will only be provided on the day of the last scheduled final exam.

Note: If you have questions concerning please stop by the Dean of Administrative Services office or call 662-252-8000 ext. 4077.

### **1.28 TRAFFIC AND PARKING REGULATIONS**

- a. All motor vehicles parked on the campus by students, regardless of ownership, must be registered in his/her name with Campus Police during registration and the parking permit secured in his/her name from the Development Office. Vehicles brought on campus after registration must be registered within 24 hours. Students who have not purchased parking permits 5 days after registration, will be fined \$25.00. The parking permit must be displayed on windshield on the driver's side at the bottom. Permits displayed in any other place will result in ticketing. After two violations, the vehicle will be immobilized. After five (5) days, the immobilized vehicle will be towed at the owner's expense.
- b. Security officers shall control and regulate traffic and ensure compliance with traffic rules and regulations. Improper parking and operation of vehicles in a reckless or unsafe manner are cited and ticketed. Violators will have cars barred for an indefinite period of time.

## 1.29 ACCESS TO COLLEGE PROPERTY

Designated college officials or designated individual officials shall have the right to enter any part of the college property. This right shall include, but not be limited to:

- a. providing custodial services;
- b. providing maintenance and repair services;
- c. providing inspection for danger or cleanliness;
- d. providing contractual services.

## 1.30 SEARCHES BY COLLEGE OFFICIAL

Since college officials are held accountable for the residential halls and the welfare of its students, designated college officials and/or employees may conduct a search of college property if there is reason to believe that such property is being used for an illegal purpose, for a purpose which interferes with college regulations or in violation of health or safety regulations.

- a. Vehicles entering the campus may be searched by Campus Security. Alcohol is not permitted on our campus under any circumstances. If alcohol is found, the following applies:

<b>Boarding Students:</b>	1st Offense - \$150.00 fine within 10 working days
	2nd Offense - \$200.00 fine within 5 working days
	3rd Offense - Residence Hall Eviction within 5 working days
<b>Non-Boarding Students:</b>	1st Offense - \$150.00 fine within 10 working days
	2nd Offense - \$200.00 and barring from campus for an indefinite period of time
	3rd Offense - \$300.00 fine and barring of vehicle and possible arrest by security
<b>Non-Students:</b>	Indefinitely barred from campus and possible arrest.

## 1.31 SEARCHES BY LAW ENFORCEMENT AGENTS/RUST CAMPUS SECURITY OFFICERS

A Campus Security officer or an agent of any law enforcement agency of federal, state, county, or city government, may serve a college official or an individual student with a warrant to conduct a search or in accordance with law to determine if a law has been violated when there is probable cause to believe a violation of law, has occurred. Evidence obtained through such may be used in college judicial proceedings or in a court of law. **Drug dogs may be used at any given time under the discretion of the Dean of Administrative Services to search residence halls and vehicles.**

## 1.32 AIDING AND ABETTING

No student, single or collectively shall aid and abet any person(s) that violates the rules and regulations of the Student Handbook or Residential Life Handbook. Example: If you assist another student in bringing or storing illegal drugs or firearms of any kind on the campus, you will be expelled. If you assist another student to illegally enter any college facility, you may be expelled or suspended.

## 1.33 CONVERSION

A person is guilty of conversion when he/she, after having unlawfully obtained possession of the property of another, wrongfully transfers, detains, substantially changes, damages, destroys or misuses the property without the permission of the owner.

**The sanction for Conversion is Immediate Suspension**

## 1.34 UNAUTHORIZED USE OF COLLEGE FACILITIES OR SERVICES

A person is guilty of unauthorized use when he/she uses any college facility or service without proper authorization. **(This includes having unauthorized outside functions)**

**The sanction for unauthorized use of college facilities or services can be suspension.**

### **1.35 USE OF ALCOHOLIC BEVERAGES**

Alcoholic beverages are not permitted on our campus. Any person is guilty of the use of alcoholic beverages when he/she consumes any alcoholic beverages or brings or causes it to be brought onto the campus or into any building.

**If a student is found in possession of alcoholic beverages or if it is found in their room, the first offense is a \$150.00 fine; the second offense will result in \$200.00 fine; and the third offense is residence hall eviction within 5 days. Students who allow roommates or others to bring alcohol into their room are guilty of violating this policy. Empty containers will be viewed as evidence of violation.**

### **1.36 MISUSE OF COLLEGE SUPPLIES, DOCUMENTS OR SERVICES**

A person is guilty of misuse of college supplies, documents or services when he/she,

- a. forges, alters; or use without authority
- b. possesses college supplies or documents without authorization. (College supplies and documents include, but are not limited to supplies, equipment, keys, records, files, documents, and other materials);
- c. fraudulent use or abuse.

**The sanction for Misuse of College supplies, Documents or Services is expulsion without a hearing.**

### **1.37 REGISTRATION OF STUDENT ORGANIZATIONS**

A person is guilty of violation of college policies when he/she violates college policies or regulations concerning registration of a student organization or creating new organizations without approval. Any student who participates in organizations on Rust College campus that have not been approved and sanctioned by the institution will be suspended immediately. Example: fraternity and sorority organizations. Students who wish to establish an organization which does not currently exist on the campus must use the following procedures:

- a. Interest at least eight (8) other students in the proposed organization
- b. Secure faculty/staff advisors (must be at least 2)
- c. Devise a set of objectives, constitutions, by-laws, and organization chart for the proposed organization, and submit to the Dean of Administrative Services.
- d. Serve a one-year probation period before becoming able to enjoy the privileges of a fully established organization on campus.
- e. If the organization is a national recognized organization, the College must receive a copy of the organization's by-laws, information related to its goals/objectives, and assurance that it will govern the campus affiliate in line with college policies related to hazing. The organization must acknowledge that it understands that presence on Rust campus is at the discretion of Rust College.

**Persons found to be participating may be suspended for not less than one (1) academic school year.**

### **1.38 REASONABLE REQUEST OF COLLEGE OFFICIAL**

A person is guilty of failure to comply when he/she knowingly or having reason to know that a person is a college official, fails to comply with a reasonable request of such college officials in the performance of his/her duty.

**The sanction for failure to comply may result in immediate suspension.**

### **1.39 FALSE REPORTING**

A person is guilty of falsely reporting an incident, when knowing the information reported or circulated to be false, baseless, he/she causes such information to be converted to any college or community authority.

**The sanction for false reporting may be immediate suspension.**

#### **1.40 VIOLATION OF COLLEGE AND CHURCH MISSION**

Rust College is a church related institution; therefore, it is committed to the moral and social tenets prescribed by the United Methodist Church. In carrying out its mission as a Church related institution, it considers the following anti-moral behaviors to be inconsistent with the tenets of the Church and the mission of the College. Students will be subject to disciplinary actions for violation of the following:

- a. theft and vandalism
- b. extra and pre-marital sex (fornication)
- c. imposing your sexual orientation on any other student, faculty or staff member through unwarranted behavior
- d. cross-dressing is prohibited. (i.e. males dressing as females and or females dressing as males)
- e. females sleeping in the bed with other females is prohibited; males sleeping in the bed with other males are prohibited;
- f. use and/or abuse of drugs or alcohol,
- g. dishonesty and disrespect (all members of the Rust College family should be treated with the utmost respect and honesty)
- h. use of vulgar and/or profane language is not in harmony with our mission and purpose.

**Therefore, participation in the above is prohibited. Persons found guilty of involvement in the above acts will be subject to disciplinary action which could lead to probation, suspension or expulsion from the college.**

#### **1.41 PREGNANCY AND IMMORAL SEXUAL BEHAVIOR**

The mission of Rust College is to provide a wholesome atmosphere on campus and to aid in the growth and development of its students in a Judeo Christian tradition. The college therefore takes the position that,

- a. Pre and extra-marital pregnancy or other situations involving sexual morality is in direct conflict with its mission.
- b. **Rust College does not have the facilities or the personnel to insure the health and safety of the pregnant mother and child nor are our residential facilities designed to meet standards for pregnant students. Pregnant students must find housing off campus for safety reasons.**

#### **1.42 TELEPHONE**

Rust College does not provide land lines telephones.

#### **1.43 QUEENS**

All expenses of the Miss Rust College and queen are the responsibility of the queen and that particular organization that elected her. This includes all coronation and parade expenses.

#### **1.44 STUDENTS ARRESTED IN THE CITY**

Students arrested should contact their parent(s). The security staff will contact the parent(s) of the student, provided accurate information is available. The institution will not be responsible for signing said student(s) out of jail.

#### **1.45 HALL COUNCILS**

Hall Councils consist of the following officers: President, Vice-President, and Secretary: Duties and responsibilities are to assist peers in promoting healthy positive growth through good housekeeping; coordinate Hall competition through room decoration and cleanliness; working with students to protect the property around them; advise students against destruction of property; public drunkenness; theft in the residence hall; and encourage respect for self and others.

## 1.46 GREEK INTAKE

Students interested in participating in the intake process for any sorority or fraternity must be a full-time student at the time of intake; completed at least 30 semester hours of college work (at least 15 must be at Rust College); have a cumulative GPA of 2.50 at the end of module 3; must be free of disciplinary charges for two (2) years, and satisfy the Business Office of financial obligations. Students are not allowed to participate in Greek Intake at any other college, university, or any other Greek organization not approved by Rust College while enrolled at Rust College. Greek intake outside the time frame set by Rust College is strictly prohibited.

## 1.47 HAZING

**Any student found to be guilty of hazing (physical or mental harassment will be suspended immediately for not less than one (1) academic school year.** Any student who allows himself/herself to be hazed will be suspended. Hazing is illegal on the campus of Rust College and pledging is outlawed. **The executive body of any Greek organization, meaning the president, vice-president, secretary, treasurer, intake coordinator, who are found to be guilty of under ground intake, hazing or harassment in any form, is subject to immediate suspension from Rust College for not less than two years. No exceptions. Greeks must show respect for other fellow students at all times.**

## 1.48 FINES

All fines must be paid within ten (10) working days in the Dean of Administrative Services Office. Cash or money orders - no personal checks will be accepted. A receipt will be given upon receipt of funds. All fines must be paid prior to moving into the Residence Hall.

## 1.49 PARKING

Student parking is in designated areas. Staff parking is located in the Administration Building parking lot, directly behind the Library. Reserved and visitors parking are not to be used by students. Students found to be illegally parked will be ticketed or immobilized. Vehicles of repeat offenders will be towed at owner's expense.

## 1.50 IMMEDIATE SUSPENSION

For the following items, students will be suspended immediately:

- Students who smoke, use or bring drugs to their room, will be prosecuted to the fullest. Roommates who have knowledge of a violation and fail to report it to campus officials are guilty as well. **No Exceptions.** Drugs are not allowed on the Rust College campus.
- "All students are responsible for the atmosphere of his/her room. If you allow or permit your roommate or classmate to allow the opposite sex to enter your room, you will be held accountable and will be dismissed. (NO EXCEPTIONS). Room visitation by the opposite sex is prohibited. The Residence Hall Director is the only authorized person to give clearance for the opposite sex to enter a room, specifically, female halls. Females are not allowed at anytime in the male rooms. (The only time permission is granted is during open house with permission from the Hall Director). The Residence Hall Director may allow room visitation in the female halls only for reasons such as carrying luggage into the room, and/or other heavy items".
- Entering or exiting through windows will result in immediate suspension; a fine or Residence Hall eviction
- The propping open of doors will result in a fine, suspension, or Residence Hall eviction.

## 1.51 IMMEDIATE EXPULSION

For the following items, students will be expelled immediately.

- Possession of weapon(s) will result in immediate **expulsion without a hearing.**
- Students will be expelled for storing, possession or detonation of firearms (including BB and Pellet guns). Weapons of any kind, ammunition, or explosives of any kind are illegal. **No hearing will be held.**
- Assault of faculty or staff will result in immediate expulsion **without a hearing.**
- Academic dishonesty will result in immediate expulsion without a hearing. Note page 21.

## 1.52 REGISTRATION

Students will be given three (3) working days after the close of registration to complete the registration process. After this period, students will be asked to vacate the residence hall.

### **1.53 PROBATION**

Students who do not complete probation as outlined in their sanction letter and probation agreement will be suspended. **NO EXCEPTIONS.**

### **1.54 SMOKING/BURNING OF INCENSE AND OR CANDLES**

Rust College is a Smoke Free Facility. Smoking refers to any legal product such as cigarettes, cigars, pipe tobacco, etc. Marijuana and other illegal drug use/ possession are covered in section 1.51. Burning of candles and incense is strictly prohibited.

### **THE GENERAL SANCTION FOR VIOLATION OF THIS POLICY IS:**

1st offense - \$100.00

2nd offense - Loss of housing privileges

3rd offense - Suspension

The Dean of Administrative Services can decide to issue other sanctions including suspension.

### **1.55 LAWS OF THE WIDER COMMUNITY**

All students are expected to abide by the laws of the local, state, and national government. Failure to do so may subject the student to discipline by the College. Students are expected to conduct themselves in accordance with the Standards of Conduct at all times, on and off campus. This includes compliance with College policies and regulations as stipulated herein, in the College Catalog, or promulgated and announced by authorized personnel, and all local, state, and federal laws. Students shall be charged with violation of the Standards of Conduct if they engage in activities off or on the campus, which are of the nature to reflect negatively on the good name of the College whether or not the outside agency person, etc., fails to prosecute or file criminal charges.

**Sanction: Sanctions will vary based on the gravity of the incident.**

### **1.56 USE OF ILLEGAL DRUGS**

Use of illegal drugs is prohibited by students on or off campus. Students found in violation of this policy will be suspended. No hearing will be held.

### **1.57 DOMESTIC VIOLENCE**

Domestic Violence is a patterned behavior in which one person uses physical, sexual, and emotional abuse to control another in a relationship. Examples of domestic violence include sexual assault, dating violence, and stalking. A student who engages in any type of sexual activity that forces a person to join in unwanted sex is guilty of sexual assault. A student who exhibits a pattern of controlling, coercion, and assaulting behavior against his/her intimate partner is guilty of dating violence. A student who willfully, maliciously and repeatedly follows or harasses another, or who makes a credible threat, with the intent to place in reasonable harm is guilty of stalking. The sanction for physical abuse is suspension or expulsion. All other offenses not involving physical contact will be determined by the Dean of Administrative Services. However, if reported to local law enforcement, domestic violence is a crime and is punishable by a fine, imprisonment or both.

### **1.58 MENTAL HEALTH ADMINISTRATIVE WITHDRAWAL**

A student suffering a mental health episode to the degree that his or her condition may pose a direct threat to the health or safety of the student or others and/or that, if not addressed, may be detrimental to the best interest of the College (i.e., the condition may impede the educational progress or well being of other students), will be administratively withdrawn from the College. The involuntary withdrawal of a student shall be treated as a medical withdrawal for psychological reasons and not as a violation of the Rust College Code of Conduct. Before a student is allowed to return, he/she must seek mental health treatment from a Certified Mental Health Provider who must inform the College in writing that the student no longer poses a threat to self or others and is stable enough to re-enroll. The notification to the College from the Mental Health Provider must be on company letterhead and must be signed by the Provider.

## **SECTION TWO (2)**

There are various sanctions, which may be imposed on students for the violation of the Student Code of Conduct. The magnitude of the sanction will depend on the seriousness of the offense. The Dean of Administrative Services has the authority to impose sanctions for all offenses with recommendations from the College Disciplinary Committee in cases they hear. Sanctions made by the Dean of Administrative Services can only be overruled by the President.

## **2.1 WARNING**

May be oral or in writing.

## **2.2 SUSPENSION**

Separation from the college for a period set by the Dean of Administrative Services or the Disciplinary Committee.

Suspension shall:

- a. Be effective on the date of notice of suspension, except that the notice may state otherwise;
- b. Prescribe the conditions, including, but not limited to the term of suspension;
- c. Be entered into the student's permanent record;
- d. Prescribe the date and conditions upon which a student may petition for re-instatement;
- e. Subject a student to Re-instatement Probation and to any or all of those conditions imposed therewith.

Any student suspended from the college for disciplinary reasons shall not be permitted on campus during the period of such sanction without prior written approval from the Dean of Administrative Services or the President. All students that are suspended must surrender their Rust College ID and residence room key the day that the sanction begins.

## **2.3 EXPULSION**

Expulsion means permanent dismissal from the college. Expulsion implies that a student is to never return to the institution.

Expulsion shall:

- a. Be effective on the date of notice of expulsion, unless the notice states otherwise;
- b. Be entered into the student's permanent records.

## **2.4 COLLEGE DISCIPLINARY PROBATION**

Shall be imposed for a period set by the Dean of Administrative Services or Disciplinary Committee. A student placed on College Disciplinary Probation is not eligible:

- a. To attend or participate in any intercollegiate events;
- b. To participate in any student organization or extracurricular activities, choir travel, etc.
- c. To represent the college in any chosen, elected or other position (SGA, student delegation to conventions or conferences, etc.)
- d. To work assignments independently or in concert with other sanctions;
- e. In some cases, to remain in the residence hall;
- f. To hold any position held prior to the Probationary Period;

## **2.5 TERMINATION OF AN APPROVED STUDENT ORGANIZATION**

This is the discontinuation of a registered student organization for a designated period of time, including the loss of all privileges as enumerated in this Code.

For cause, any student organization may be terminated for a specified period of time and the loss of privileges as enumerated in this code.

## **2.6 RESTITUTION**

Restitution is reimbursement for damage to, destruction of, or misappropriation of college property of any person(s) while on college property, which results from conduct in violation of this code. All restitution must be approved by the Dean of Administrative Services.

- a. Restitution may be ordered by the Dean of Administrative Services, residence hall directors or the Disciplinary Committee in connection with the sanction which may be imposed in accordance with cost for damage to, destruction of, or misappropriation of property as defined above.
- b. When restitution is ordered in connection with a sanction, it shall constitute a condition of reinstatement or restoration of privileges to a student.
- c. When restitution is ordered in lieu of sanction, and restitution is not met, a student or an organization is subject to any sanction which could have been imposed in accordance with this code for damage to, destruction of, or misappropriation of property.

## 2.7 CONDITION OF SUSPENSION AND REINSTATEMENT

Any student suspended from the college:

- a. Shall be denied all privileges afforded a student;
- b. Shall be required to leave forthwith (as stipulated) if it is determined by the Dean of Administrative Services that the students' continued presence on the College property constitutes a danger to the college or threaten to disturb the normal educational functions of the college and to remain away so long as that threat or danger continues except that the individual:
  - I. May petition to the Dean of Administrative Services for entrance to the College for specific purpose.
  - II. Has the right to petition to the President to remove or reduce the terms of this condition.
- c. Shall petition for reinstatement to the college before being re-admitted and subject to reinstatement probation.
- d. May be required to meet certain conditions upon reinstatement that are recommended by the Disciplinary Committee to the Dean of Administrative Services.

## 2.8 FAILURE TO OBSERVE TERMS AND CONDITIONS

Failure to observe the terms and conditions (Suspension or College Disciplinary Probation) will result in immediate suspension for not less than one semester. No warning will be given. Students are expected to follow the terms of their Probation/Suspension. No exceptions. **Sanctions not followed to the letter will result in eviction or suspension per your letter - no warnings will be given. No exceptions.**

## 2.9 INTERIM SUSPENSION

A student may be temporarily suspended when he/she has violated any of the provisions above or when there is reasonable cause to believe that substantial risk or injury exists to any member of the college community, its property or the property of others, if the student remains at the college. The Dean of Administrative Services shall suspend the student forthwith, for the interim, pending adjudication. Upon the student's request, a hearing may be granted within five school days of the effective date of the interim suspension.

## 2.10 INDEFINITE SUSPENSION

The Dean of Administrative Services may suspend a student forthwith for an indefinite period of time when there is cause to believe the student's misconduct:

- a. Is so grave as to demonstrate disregard for the rights of others; and/or
- b. Affects the college's pursuit of its educational function and purposes.

## 2.11 VIOLATION OF CIVIL LAW

If a student is charged with off campus violation of a civil law, the college may delay taking disciplinary action until the student has been judged in a court of law, except if the student is incarcerated and unable to comply with academic requirements.

- a. The college may impose sanctions for gross misconduct (Example: homicide, attempted rape, rape, felonious assault, robbery, arson, the possession of illegal drugs, etc.) The et cetera is those actions that are illegal in the State of Mississippi and the United States.
- b. The college may reinstate the student if he/she is acquitted or the charges are withdrawn.
- c. The college may initiate its hearing and disciplinary proceedings against a student who violates a civil law, which may be a violation of the above.
- d. The college may initiate its hearing and disciplinary proceedings against a student who is found guilty of shoplifting, writing bad checks and failing to make good within 15 days of notification and any form of conduct is inconsistent with that of Rust College policies, whether the violation occurred on or off campus.

## 2.12 HEARING AND DISCIPLINARY PROCEEDINGS

Charges - Any member of the college community may file charges with the Dean of Administrative Services against a student or registered student organization for conduct or activities in violation of this code. All charges must be written and cite:

- a. Name of person making the charge, the student or approved student organization accused and witnesses, if any.
- b. Nature of charge and conduct in violation of this code, and
- c. All other relevant information pertaining to the charge.

The Dean of Administrative Services shall have disciplinary powers to deal with problems of discipline. Rust College recognizes the student's right as an adult member of society and as a citizen of the United States of America or other countries. The college further recognizes the student's right within the institution to freedom of inquiry and to the reasonable use of services and facilities of the college, which are intended for his/her education.

In the interest of maintaining order on the campus and guaranteeing the broadest range of freedom to each member of the community, some rules have been laid down by the students and other members of the college community acting in concert. These rules reasonably limit some activities and prescribe certain behavior, which is harmful to the orderly operation of the institution and the pursuit of its legitimate goals. All enrolled students are held accountable to these rules, which are printed in this Student Handbook. If any student is accused of a violation of any of these rules and he denies guilt, he or she is guaranteed a speedy and fair hearing.

When a student is accused of violating a section of the college code of conduct, a complaint or charge is issued against the student through the Dean of Administrative Services. **The Dean of Administrative Services will determine if the charge has merit and will issue appropriate charges as soon as possible and forward the correspondence to his/her last known address or deliver such charge by carrier.** The student, many times, prefers to admit guilt and have an Administrative Hearing. Under this stipulation, the student(s) cannot be granted an appeal. The Administrative Hearing is only for students who admit guilt. This is a closed hearing with the Dean of Administrative Services. The Dean may opt to have an administrative staff person present during the hearing. Administrative Hearing results may or may not be reported to the student's parents.

## 2.13 HEARINGS

The purpose of a hearing is to arrive at a decision regarding the student(s) behavior. Such decisions affect the student and his relationship with the institution. As stated earlier, the administration of discipline is an educational process and these procedures are determined by educators. College disciplinary proceedings must insure fairness, justice, truth and due process as defined for educational institutions. The courts have allowed great flexibility in student discipline hearings so long as the student is given notice and a fair and impartial hearing. Guidelines are:

- a. Disciplinary procedures are private, confidential and involve only the student and the appropriate committee; therefore, they are closed to the public.
- b. Hearings are presided over by the Chairperson of the Disciplinary Committee or his/her designee.
- c. Only pertinent information is allowed at the hearing. The Chairperson should not allow any extraneous material to be presented.
- d. The accused is informed in writing of the decision or sanction and the student's right to appeal.
- e. All institutional personnel who should know the outcome of the hearing will be notified. Copies of all letters pertaining to the hearing are filed in the Dean of Administrative Services.
- f. An accused shall be entitled to be accompanied by one representative of the student's choice (upon request). That representative must be a member of the Rust College student body, faculty or staff.
- g. The accused or his representative shall be entitled to present his defense to call and cross-examine witnesses (upon request).
- h. The accused has the right to be present during the presentation of all evidence against him/her and the right to challenge any of the evidence (upon request.)
- i. In proceedings involving more than one accused student, a separate hearing, if requested, shall be granted;
- j. After all evidence has been presented, the committee shall then weigh and discuss the evidence and determine if the accused is innocent or guilty of the charge/violation.
- k. After the committee reaches a decision, the chairperson notifies the Dean of Administrative Services, who notifies the student with a written notice of the decision, which includes a citation of appeal procedures. All appeals must be made within twenty-four (24) hours from the date of the decision.
- l. The sanction imposed by the Disciplinary Committee or Dean of Administrative Services shall become effective upon receipt of the sanction, unless the student notifies the Dean of Administrative Services that he/she plans to appeal.
- m. If the accused fails to appear for the hearing without notifying the Dean of Administrative Services, the evidence in support of the charges may be presented and considered. The hearing may be postponed for a period of time (twenty-four (24) hours) if requested by the accused for a good and valid reason.

There are several offenses, which carry sanctions not less than suspension. These are stealing, alcohol, physical injury to a student or employee of the college, vandalism, the destruction of college property and dishonesty.

## 2.14 BASIS/CAUSE APPEALS

The request for an appeal must be made in writing to the President with a copy to the Dean of Administrative Services office within twenty-four (24) hours after the date of notification of the penalty resulting from the action of the college Disciplinary Committee. The President may grant the appeal if one or more of the following reasons are justified in the written request.

- a. New evidence or witnesses;
- b. Improper trial procedures;
- c. Sanctions too punitive for offense; and
- d. Bias of hearing body.

The President will inform the student and the Dean of Administrative Services of his/her decision to grant an appeal within 24 hours of receipt of request. The case may be returned to the Dean of Student Affairs and/or the Disciplinary Committee for further adjudication. The President's recommendation may be one of the following:

- a. Sustain the action of the Disciplinary Committee or Dean of Administrative Services.
- b. Return the case to the Dean of Administrative Services or the Disciplinary Committee for further deliberation on new evidence not available to the Committee at the time of its actions.
- c. Recommend a reduction of the penalty based on "too punitive for offense".
- d. Exonerate student from charges and penalties.

Students requesting an appeal may continue class and other activities until notified in writing by the Dean of Administrative Services or the President. Neither the student nor the college may have legal counsel present at the hearing.

## 2.15 JUDICIAL OFFICES AND COMMITTEES

The following officers and committees shall have responsibility of adjudicating issues of student's conduct in violation of the code.

- a. The President of the College shall have final responsibility and authority for the discipline of all students of the college.
- b. The Dean of Administrative Services shall, under the direction of the President, be responsible and have requisite authority for promulgation of rules governing student conduct, discipline and interpretation of Student rights and responsibilities.
- c. The Dean of Administrative Services shall have emergency power to suspend/or remove a student from the campus if in his/her determination, that the student possess a threat to the security of the campus.

## 2.16 DISCIPLINARY COMMITTEE

The Disciplinary Committee shall adjudicate issues of student conduct in violation of this code referred by the Dean of Administrative Services. This committee shall be composed of nine members:

- a. Three faculty and three staff members;
- b. Three students;
- c. One faculty and/or staff member shall serve as chairperson;
- d. Each member shall have one vote and decisions shall be by plurality vote;
- e. The Dean of Administrative Services is an ex-officio member.

The Chairman must decide if a quorum is present and that quorum (1/3) should be voted upon by the committee members gathered.

## 2.17 COMMITTEE APPOINTMENTS AND ELIGIBILITY

The faculty, staff members and chairperson shall be appointed by the President and Dean of Administrative Services, to serve for not more than two years or twenty-four months.

Students must be approved by the Dean of Administrative Services. All committee persons must note that all information shared is confidential. During the summer session, student members shall be appointed by the Dean of Administrative Services if neither the newly elected SGA President or Vice President is on campus.

A student member shall have

- a. No record of disciplinary action;
- b. At least a 2.50 cumulative grade point average; and
- c. Be a full time currently enrolled student.

The Dean of Administrative Services/ Student Affairs may decide to adjudicate a case administratively at his/her discretion.

## **2.18 APPEALS**

The request for an appeal must be made in writing to the President with a copy to the Dean of Administrative Services within twenty-four (24) hours after the date of notification of the penalty. The student will be informed by the President in writing with his/her decision

## **2.19 ADMINISTRATIVE - FORMAL HEARING FORM**

Students are given 24 hours from the time the Charge Letter is hand delivered to choose the type hearing desired. If the student receives the Charge Letter and the 24 hours expires after 5:00 pm, the student must have the form in the Dean of Administrative Services Office by 8:00 am the following day. If the Hearing Form is not returned within this time frame, a hearing date and type of hearing will be issued by the Dean of Administrative Services office.

## **2.20 INSURANCE INFORMATION**

Rust College's property coverage is not designed to cover the personal effects of students (i.e., stereo and computer equipment, clothes, and other personal items). It is important that students understand that the purchase of property insurance for personal items is their responsibility, not the institutions. Each student should be advised that:

- a. The institution's property insurance will not pay to replace their personal belongings in the event of fire, theft, etc.
- b. They should consult their parents regarding the availability of coverage under the parent's homeowner or tenant's policy.
- c. If the parents have no insurance coverage, but coverage is desired, the student should purchase personal effects coverage, at his/her own expense.

We recommend that you contact National Student Services, Inc., for information on student's personal effects property insurance. NSSI offers affordable personal property coverage for purchase by students, and will be pleased to provide coverage. They may be reached at 1 800 252-6774, or you may write to:

National Student Service, Inc.

P.O. Box 2137

Still Water, OK 74076-2137

## **2.21 CRIME STATISTICS**

**EFFECTIVE AUGUST 1, 1991, RUST COLLEGE BEGAN COLLECTING DATA ON CRIME STATISTICS UNDER THE STUDENTS RIGHT TO KNOW AND CAMPUS SECURITY ACT PASSED NOVEMBER 1990. Information may be found in the Security Handbook and is available upon request from the Dean of Administrative Services Office.**

# STUDENT ORGANIZATIONS

All student organizations and activities are expected to have educational values complementary to those derived from the pursuit of formal credit courses. A college education aims to provide the opportunity to build a foundation on which to construct a full life. To this end, the college sponsors the following organizations:

## GENERAL ORGANIZATIONS

**Student Government Association** - The SGA is the Student Governance in matters pertaining to the common interest of all students. **Class Organizations** - Class organizations include the four levels of student classification: Senior, Junior, Sophomore, and Freshmen classes. Students must have a 2.75 GPA in order to run for office.

**Special Service Groups** - Concert Band, College Choir, Theatre Guild, Dance Groups, Oral Book Review Committee, Social Work Club, Pre-Law Club and Association of Computer Machinery.

**Major Area Clubs** - Science, Social Science, Student National Educational Association, Phi Beta Lambda, and HPER Club.

**RELIGIOUS ORGANIZATIONS** - The Methodist Student Movement, Sunday school, Baptist Student Union, and the Student Ministry.

**FRATERNAL AND SORORITY ORGANIZATIONS** - Phi Beta Sigma Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Zeta Phi Beta Sorority, Inc., and Delta Sigma Theta Sorority, Inc., Sigma Gamma Rho are all social organizations. Alpha Beta Mu, Zeta Phi Mu; Delta Psi Omega National Honorary Dramatic Fraternity, Inc., are all Honorary.

**ATHLETIC GROUPS** - "R" Club, Cheerleaders, Pep Squad, Basketball, Track and Field Activities, Baseball and Tennis, Code Blue, Volleyball, and Women Softball.

All student organizations operate at the will of Rust College. Therefore, all organizations must adhere to the policies, rules and regulations of the college. All student organization activities must be cleared through the Student Activities Office and Dean of Administrative Services. Off campus activities must be approved by the organization's advisors, Director of Student Activities and Dean of Student Affairs. Violation may result in suspension of individual members involved or suspension of the entire organization for up to two years.

## COLLEGE AND STUDENT PUBLICATIONS

**The Rustorian** - is the student newspaper, edited and circulated by the Rustorian staff selected by the student body at the Student Government election. The newspaper, published monthly during the regular semester, reflects the campus life and activities.

**The Bearcat** - is the college Yearbook that is published annually.

# STUDENT GOVERNMENT ASSOCIATION

## STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

**Preamble:** We, the members of the student body of Rust College, assuming individually and jointly with the administration, the governmental responsibility of students, endeavoring to function in such a way as to promote growth in character, leadership and loyalty to the college, do ordain and establish this constitution for the government of the student body of Rust College.

### ARTICLE I

#### Name

The name of this organization shall be the Student Government Association of Rust College.

### ARTICLE II

#### The purpose of the Student Government Association is to,

- a. Represent and further the best interests of the student body,
- b. Act as a coordinating body of the campus organizations,
- c. Have joint responsibility with the administration in promoting and regulating student activities,
- d. Promote college spirit and unity of the student body,
- e. Serve as an outlet for the expression of student thought,
- f. Guide the students in upholding the rules and regulations of the institution,
- g. Coordinate our program with the National Student Association, thereby broadening the scope of the Student Government Association on our campus, and
- h. To have on file all the constitutions of organizations on campus with the exception of fraternities and sororities.

### ARTICLE III

#### Power of the Student Government Association

##### Section I:

The Student Government Association Cabinet shall have active participation in the regulation and promotion of student activities. These shall include the activities of all student organizations and all student publications.

##### Section II:

The Student Government Association Cabinet, in conjunction with the administration, shall establish policies, standards, rules and regulations governing general conduct on the campus. Violation of any of the policies, standard rules and regulations shall be referred to the Judiciary Council for hearings and the Judiciary Council shall make recommendations for action to the Dean of Administrative Services.

### ARTICLE IV

#### Composition

##### Section I:

The Student Government Association Cabinet shall be composed of ten officers elected by the student body. There will be two faculty and/or administrative staff advisors chosen from recommendations by the SGA Cabinet and approved by the Dean of Administrative Services **Section II:**

The Student Government Association Council shall be composed of the SGA Cabinet members and each class year President.

##### Section III:

#### Qualification of Major Officers

No student shall hold the position of Miss Rust, Mr. Rust, President, or Vice-President with a grade point average below 3.00. **The candidate must have earned/have posted on his/her transcript 90 semester credit hours and must have completed 30 of those hours at Rust College** at the time the application is submitted. Candidates cannot have a disciplinary record. Miss Rust, Mr. Rust, the President, and Vice-President must not hold any other major office in a student organization. No student shall hold the position of Secretary or Chief of Staff with a grade point average below 3.00. The candidate must have 90 semester credit hours posted on his/her transcript and must have completed 30 hours at Rust College at the time the application is submitted. Candidates cannot have a disciplinary record. The Secretary and Chief of Staff must not hold any other major office in a student organization.

**Major Officers:**                **President**  
   **Miss Rust**  
   **Mr. Rust**  
   **Vice-President**  
   **Chief of Staff**

**Section IV:**

**Qualifications of Non-Major Officers**

No student shall hold the position of SGA Secretary, Media Specialist, Budget Director, Chaplain, and Sergeant-At-Arms with a grade point average below 2.75. The candidate must have 64 semester credit hours posted on his/her transcript and must have completed 30 semester credit hours at Rust College at the time the application is submitted. **Candidates cannot have a disciplinary record.**

**Non-Major Officers:**        **SGA Secretary**  
   **Media Specialist**  
   **Budget Director**  
   **Chaplain**  
   **Sergeant-at-Arms**

**Section V:**

No student shall hold any SGA position having appeared before the Judiciary Council, Disciplinary Committee or the Administrative Board.

**Section VI:**

Three faculty and/or administrative staff members shall be recommended by the SGA Cabinet to the Dean of Administrative Services for the approval of two advisors.

**Section VII:**

The freshmen, sophomore, junior and senior class elected Presidents are members of the SGA Council.

**Section VIII:**

**Duties of Class Representatives**

Coordinate activities through the SGA Council, make class recommendations to the SGA Council meeting, and make reports to each respective class on the activities of the SGA.

**Section IX:**

**Duties of the NAACP, YMCA, and YWCA Representative**

Serve on the SGA Council; make organization's recommendations to the SGA at each SGA Council meeting and make reports to each respective organization on the activities of the SGA.

**ARTICLE V**

**Duties and Powers of Officers**

**Section I:**

**The President** - shall preside at SGA Cabinet, SGA Council and student body meetings. Announce the business before the assembly in order in which it is to be acted upon. Be the only SGA Officer authorized to request SGA Cabinet, SGA Council and student body call meetings, work with the administration to help coordinate and be familiar with planned activities, approve or veto any organization's activity that the SGA President feels will cause a major conflict with some other pre-planned activity, appoint members of Special and Standing Committees upon approval of the SGA Council, delegate special assignments to cabinet members, delegate responsibilities to the cabinet members not granted in this constitution as the need arises. However, delegated responsibility must not conflict with this constitution. Upon recommendation from the SGA Council, terminates Miss Rust if her conduct is found not to be in the best interest of the SGA Cabinet, SGA Council and student body.

**Section II:**

**The Vice-President** - shall perform duties of the President in his/her extended absence (i.e., Internship, Practice Teaching, Co-op, Exchange Program not performed in the immediate area), serve as Chairperson of the Program Committee, serve as ex-officio member to all SGA Committees and be aware of all major activities.

### **Section III:**

**The Secretary** - shall be aware of all the SGA President's activities and schedule, delegate duties to the Assistant Secretary, keep records for the Student Government Association and minutes of its meetings on file in the SGA and Director of Student Activities Office, keep a roll of all officers and representatives, type letters, memorandums, et cetera from the President, send out or post on bulletin boards, proper notices of all meetings and of canceled meetings when necessary and at earliest convenience, have at each meeting a list of standing committees of their appointments within 48 hours, whenever possible, furnish committees with all information and materials, be aware of all major activities on campus and preside over meetings in the absence of the President and Vice-President.

### **Section IV:**

**The Chief of Staff** - shall possess a copy of specified edition of Robert's Rules of Order provided by the SGA, be familiar with the official parliamentary procedures book, have a working knowledge of parliamentary procedures and should always be ready to give interpretation of parliamentary procedures at all meetings when necessary, be familiar with the Student Handbook, advise the President on issues involving the usage of the Student Handbook when necessary, be familiar with the Student Government Association Constitution, be able to interpret the Constitution of the Student Government Association, call for the restoration of order upon misuse of the constitution and/or parliamentary procedures, serves as chairperson of the Constitution Committee, and preside over meetings in the absence of the President, Vice-President and Secretary.

### **Section V:**

**Media Specialist** - shall serve as the official media spokesperson for the Student Government Association, work closely with the President, Vice-President, Secretary and Chief of Staff, call campus media press conference and student body press conferences, as designed and/or approved by the SGA President, submit SGA News releases for publication to the Rustorian, Sentinel and Campus News Briefs and send SGA news releases to the College Relations office for public release.

### **Section VI:**

**The Budget Director** - shall represent the Student Government Association in all official business transactions, see that proper arrangements and preparations are made for all social activities and programs sponsored by the Association, be required to keep on record bills and receipts for all expenditures made for the Student Government Association by any member, receive all funds belonging to the Student Government Association and keep such funds in the safe in the Business Office, pay all approved bills of the Student Government Association, make monthly financial reports to the Student Government Association stating what money has been received and its sources and an itemized list of expenditures and serve as Chairperson of the Financial Committee.

### **Section VII:**

**The Chaplain** - shall be in charge of all devotional services of the Association, be responsible for promoting Christian growth within the SGA Cabinet and Council and serve on the Program Committee.

### **Section VIII:**

**The Sergeant-At-Arms** - shall maintain order at meetings of the Student Government Association.

### **Section IX:**

**Absence of Major Officers** - in the event the President, Vice-President, Secretary and Chief of Staff are all absent from the meeting, the next officer responsible for presiding over the said meeting will be determined by the following order of succession: SGA Secretary, Budget Director, Media Specialist, Chaplain, or Sergeant-At-Arms.

### **Section X:**

**Class Presidents** – shall represent the interests of their specific class year. They are responsible for sharing information from the SGA Council to their constituents.

### **Section XI:**

**Senior Candidate** - Any senior who contemplates completing his/her course work on campus by the close of the first semester of the academic year following elections, will not be allowed to run for or hold a position on the Student Government Association cabinet.

## ARTICLE VI

### Election Procedures

#### Section I:

All Student Government Elections shall be held during the spring semester of the academic school year.

#### Section II:

A Nominating Committee composed of five members shall be recommended by the SGA president and approved by the SGA Council.

#### Section III:

##### Steps in the Nominating Process

1. Interested students will secure applications from the Dean of Administrative Services Office and return applications to the Dean of Administrative Services Office within seventy-two (72) hours.
2. The Election Committee is to thoroughly explain the nominating and election procedures within forty-eight (48) hours after receiving notification of the applications.
3. The Nominating Committee will review applications within twenty-four (24) hours and submit completed applications to the Dean of Administrative Services for clearance.
4. The applications cleared by the Dean of Administrative Services will be returned to the Nominating Committee.
5. The Nominating Committee will inform all cleared applications through the Dean of Administrative Services office.
6. Cleared applicants must secure 50 signatures from currently enrolled students and submit to the Nominating Committee within forty-eight (48) hours of notification of clearance, from the Nominating Committee. The Signatures must be legible.
7. Applicants must not campaign until after he/she receives clearance letter from the Dean of Administrative Services. The Nominating Committee will submit all lists of signatures of applicants, to the Dean of Administrative Services for verification of enrollment.
9. Once the lists have been verified, they will be returned to the Nominating Committee.
10. Each applicant shall appear before the Nominating Committee at a time specified by said committee for an interview on Leadership Potential, SGA Constitution, Social and Historical Aspects of Rust College, Local, National and International issues and other concerns deemed necessary by the Committee.
11. Upon completion of the interviews, the Nominating Committee shall submit the names of all candidates to the SGA Council within twenty-four (24) hours. Effective beginning with the 1996-1997 academic school year, the advisors, along with a designated officer from the Student Affairs staff, will be present for the processing of all applications. No applications should be submitted to the Dean of Administrative Services Office without proper review.

### **THE ABOVE MUST BE FOLLOWED OR THE DEAN OF STUDENT AFFAIRS WILL STOP THE ELECTION.**

#### Section IV:

The members of the Election Committee shall be composed of students recommended by the SGA President and approved by the SGA Council. A designated individual from the Student Affairs area will be a member of this Committee.

#### Section V:

All current registered Rust College students will be allowed to vote in the SGA election pending that he/she presents their Rust ID at the voting station. The specific time, place and manner of the campaign and election of officers shall be prescribed and supervised by the Student Government Association. The Dean of Administrative Services and Election Committee shall be in charge of the voting process and the counting of electronic ballots with one of the SGA advisors present. The winners shall be announced by the Election Committee Chairperson within one hour after votes are tallied. Within 24 hours after the closing of the polls, the Election Committee members shall post all statistics of the election. The candidate with the majority vote shall be declared the winner. In case of vacate positions, a special election will take place at the beginning of the next calendar academic year to fill those vacate positions.

## ARTICLE VII

### Meetings

#### Section I:

The SGA Cabinet shall hold its regular meetings once per month and shall be subject to call meetings by the President when the need arises.

#### Section II:

SGA Council meetings shall be held once per month with bi-monthly open meetings.

#### Section III:

Both Cabinet and Council meetings shall be closed except when designated as opened by the presiding officer.

#### Section IV:

### Absenteeism

Any member absent more than once from the regular meetings of the Student Government Association Cabinet without a reasonable excuse (a reasonable excuse shall be determined by the Student Government Association Cabinet) shall be required to appear before the SGA Cabinet stating his/her reason for being absent and when necessary shall be determined by the SGA Cabinet (also see Article IX, Section III). However, at least three-fourth of the cabinet must be present with two-thirds of the members voting to suspend or expel the cabinet member.

## ARTICLE VIII

### Standing Committees

#### Section I:

The Standing Committees shall be as follows: Program Committee, Finance Committee and The Constitution Committee.

## ARTICLE IX

### Special Committees

#### Section I:

Special Committees shall be appointed by the SGA President as the need arises.

## ARTICLE X

### Payment of Fees

#### Section I:

The student body is subject to paying fees for activities sponsored by the Student Government Association.

## ARTICLE XI

### Petition, Initiative and Recall

#### Section I:

The Student Government Association reserves the right to petition for the welfare of the students, as the Association deems necessary.

#### Section II:

Initiative of New Measures: If the Student Government Association fails to pass any measure desired by the members of the student body, a petition containing signatures of one-fourth of the students regularly enrolled shall cause be given for full discussion of the proposed measures and a two third majority vote of a quorum of one-half regular enrollment of the student body shall be binding upon the Student Government Association.

## ARTICLE XII

### EXPULSION

#### Section I:

The Student Government Association Cabinet may expel any cabinet member who fails to carry out committee assignments or any special duty assigned to him/her, fails to maintain the required minimum scholastic average as specified in Article IV, Section III, and Section IV, fails to attend meetings of the Cabinet more than once without a feasible excuse as specified by Article VII, Section VI. Any class President who fails to carry out his/her duties as specified in Article IV, Section IX and X shall be expelled by the SGA Council upon recommendation from the SGA President. Any expelled class President shall be replaced by the class electing him/her at a regular or called meeting.

## ARTICLE XIII

### AMENDMENTS

#### Section I:

The constitution may be amended by the SGA Council (with approval from the Dean of Administrative Services) or a two-thirds majority vote of students present and voting in a general meeting called for such purpose. Ample opportunity shall be given at the general student body meeting for discussion of the proposed amendment. At least two weeks before such a meeting is called, copies of the proposed amendment shall be placed in the Library for study by the student body.

## ARTICLE XIV

### UNIFICATION OF POLICY

No part of the constitution or By-Laws will conflict with institutional policies written or unwritten. The administration of the college may make changes to this constitution at any time to ensure it remains in concert with the institutional mission and objectives.

## ARTICLE XV

### BY -LAWS

#### Section I:

The Student Government Association shall have the authority to pass By-Laws for its government and actions and to amend them by two-thirds vote of the Association members present and voting. No part of the By-Laws shall conflict with the constitution or institutional written or unwritten policies.

#### Section II:

Students who are to represent Rust College in regional or national meetings of the United States Student Association will be chosen by the Student Government Association Cabinet and approved by the Dean of Administrative Services with two advisors at the meeting.

#### Section III:

Both the SGA President and the SGA Vice-President shall possess a specified edition of Robert's Rules of Order provided by the Student Government Association.

#### Section IV:

The specified edition of Robert's Rules of Order shall not conflict with Institutional Policies at Rust College.

#### Section V:

No procedures used in Robert's Rules of Order shall conflict with Institutional Policies of Rust College.

#### Section VI:

The term for all SGA Officers shall expire upon the end of the Spring Semester or as indicated under Article XII, Expulsion. The term for all SGA Officers elected shall begin the day following the end of the Spring Semester.

#### Section VII:

There shall be one or more joint meetings of the outgoing SGA Cabinet and SGA Cabinet elect. The first joint meeting will be held during the first week after the election. The purpose of this meeting will be to brief officers elect on, 1) the practical experience of SGA Officers, 2) the projects or issues that the outgoing SGA Administration may be currently undertaking, and 3) other matters of concern.

### **Section VIII:**

Vacant positions (except ex-officio positions) occurring within the major positions of the SGA Cabinet will be filled by order of succession of the remaining major officer only.

### **Section IX:**

One or more vacancies occurring within the non-major officers on the SGA Cabinet will be filled by order of succession of the non-major officers.

### **Section X:**

All positions occurring within the Cabinet (Miss Rust and Mr. Rust) that cannot be filled by order of succession will be filled by the election procedures stated in Article VI of this Constitution.

### **Section XI:**

If in any event, there are one or more vacant positions in the SGA Cabinet due to failure of the student body to elect an officer to the said position, the SGA President shall recommend to the Cabinet two persons for the appointment of one of the vacant position. These persons must be approved by the Dean of Administrative Services.

### **Section XII:**

The SGA President must live on campus. No exceptions.

### **Section XIII:**

A private room in the Residence Hall shall be assigned to the SGA President where feasible.

### **Section XIV:**

The SGA President shall not be a paying patron of any student activities unless he/she so desires.

### **Section XV:**

All SGA activities must be cleared one week prior to the activity date by the Dean of Administrative Services. All requisitions must be approved by the Dean of Administrative Services before being submitted to the Business Office.

### **Section XVI:**

## **Miss Rust – Qualifications, Coronation, Duties, Privileges and Successors**

### **Qualification:**

All female applicants applying for Miss Rust must be a senior with a cumulative grade point average of 3.00 or above. The candidate must have 90 semester credit hours posted on the transcript at the time the application is submitted and must have completed 30 hours at Rust College. The candidate cannot have a disciplinary record. She must have acceptable moral character ("acceptable moral character will be determined by the Nominating Committee"). She must exemplify Christian conduct as a representative of Rust College, must be single, must not have been married or have a child or children, must possess personal integrity and the ability to communicate before an audience, must have poise, affable personality and friendly attitude.

### **Coronation:**

The coronation will be held at a time, place and manner designated by the College and Founders' Week Committee.

**Duties:** Miss Rust is a delegate-at-large from the student body to the SGA and shall serve as an ex-officio member to all of its committees. She is to work closely with the Institutional Advancement Office of Rust College. She must be familiar with the interworks of the SGA. She must live on campus. **In the event the major officers of the Student Government Association are incapacitated, Miss Rust shall serve as President of the SGA until new major officers are elected.**

### **Privileges:**

Miss Rust and Mr. Rust are automatically invited to all social functions of the entire student body. They are not to be a paying patron at any of the occasions unless they so desire. She is to wear a crown at all formal occasions. A special room in the Residence Hall will be assigned to Miss Rust where feasible. All expenses of the Miss Rust College, Mr. Rust College, class /organizational queens and kings are the responsibility of the queen/king and that particular organization that elected her. This includes all coronation and parade expenses.

### **Successors:**

The student body shall elect Miss Rust and two alternatives. In the event that the elected Miss Rust becomes incapacitated by violation of any of the above stated qualifications or if she fails to enroll as a student during the ensuing school year, the first alternate automatically assumes the role of Miss Rust. The line of succession is carried out in order to the second alternate and afterwards a new election shall be necessary.

### **Queens: (Alternates to Miss Rust)**

All young women seeking an election position of Queen effective fall semester, must be verified as a full-time student, and must be approved by the Dean of Administrative Services. She must not have a disciplinary record, must not be married or have been married or have a child or children, and must have a 3.00 or above GPA. Classification must be verified by the Registrar. All expenses Alternates queens are the responsibility of the alternate. This includes all coronation and parade wardrobe expenses. You will ride on the parade float with Miss Rust and Mr. Rust College.

### **Section XVII:**

#### **MR. RUST – QUALIFICATIONS**

The applicant for Mr. Rust must be a senior with a cumulative grade point average of 3.00 or above. The candidate must have earned 90 semester credit hours at the time the application is submitted and must have completed 30 hours at Rust College. The candidate cannot have a disciplinary record and must not have children. He must live on campus.

## **RUST COLLEGE'S OFFICIAL DRUG POLICY**

### **SUBJECT**

The policies and regulations of the College governing the possession, use of, distribution and manufacturing of prescribed or illicit drugs, alcohol and drug paraphernalia by students of Rust College and their guests or visitors to the College premises are herein contained.

### **PURPOSE**

The purpose of this policy is to implement the Drug-Free Schools and Campuses Regulations of the United States Department of Education, 34CFR Part 86, Sub Part II, and to prevent, identify, eliminate, drug/alcohol use and abuse that may impair effective and safe work or study performance. Rust College firmly believes that employees and students are able to perform more effectively when they do not use or abuse alcohol or illicit drugs.

### **THE COLLEGE'S POLICY**

Rust College prohibits the possession, use, distribution and manufacturing of alcohol or illicit and illegal drugs and drug paraphernalia by students of the College. This includes both on and off campus. Students who test positive for illegal drugs are in violation of the Rust College Code of Conduct. If the physician of a student of the College prescribes a controlled drug or substance, the student shall notify the College Nurse prior to reporting to campus by telephone and immediately upon reporting to residence hall, that such medication has been prescribed. The College, through its designated agent, shall make a determination as to whether said medication will affect the performance of the student and whether the student can continue to matriculate.

Rust College shall distribute in writing to each student who is taking one or more classes for any type of academic credit except for continuing education units, regardless of the length of the student's program of study, a copy of its Substance Abuse Policy.

Rust College will conduct as a minimum, a biannual review of its substance abuse policy to determine its effectiveness and implement changes to the program if they are needed and to ensure that the disciplinary sanctions prescribed are consistently enforced.

Rust College reserves the right to conduct alcohol/drug screenings or tests randomly or when a violation is suspected. Students who refuse to be tested are subject to disciplinary actions.

### **POLICY GOVERNING THE MAINTENANCE AND RELEASE OF STUDENT'S RECORDS FROM THE REGISTRAR'S OFFICE**

## **TRANSCRIPTS**

Academic transcripts are issued by the Office of the Registrar, 2nd floor of the McCoy Administration Building, which is the college-designated office for maintaining official academic records of all students currently or previously enrolled. Requests for transcripts will be honored only if they, 1) are in writing, 2) contain the signature of the student or former student whose record is requested, and 3) are cleared financially by the Business Office, including the Office of Student Accounts and Student Loans (NDSL). The fee for transcripts, including student copies, is \$5.00 per copy. Transcripts sent to other units of the College are free. All transcript requests will be honored as expeditiously as possible, but during such periods as examinations, grade reporting, and registration, there may be some delay. **THE RUST COLLEGE POLICY GOVERNING THE MAINTENANCE OF STUDENTS RECORDS, THE RIGHTS OF STUDENTS REGARDING SUCH RECORDS, AND THE RELEASE OF INFORMATION ON STUDENTS TO THIRD PARTIES.**

It is the policy of Rust College that students should have access to information about themselves in the College record-keeping systems. Individual students shall be afforded the right to correct or amend, upon reasonable request, an inaccurate record. Information contained in a student's educational records file shall not be disclosed or used for other than authorized College purposes without his or her written consent, unless required by law.

## **GUIDELINES**

### **1. Confidential Nature of Student Records**

Some educational records, except as herein set forth in this policy statement shall be kept confidential, with respect to requests made by all persons other than appropriate school officials, as determined by the President, or parents of dependent student, as defined for income tax deduction purposes in Section 152 of the U.S. Internal Revenue Code.

### **2. Release of Information to Investigators**

When written consent has been received by the College, from a student who is the subject of a Governmental or employment investigation, information requested by such investigator from records of such student may be released through authorized staff personnel of the College within whose offices; such records are maintained upon proper identification of the investigator. Investigators must adequately identify themselves through the display of official credentials, must indicate the agency they represent and demonstrate a satisfactory basis for their request. Even as to such investigators, information in student records not yet released, will be withheld if a student timely notifies the Registrar's Office in writing that he or she has withdrawn his or her prior consent.

### **3 Student Addresses and Telephones**

Officers and employees of the College will not normally release addresses or telephone numbers of students to persons not officially connected with the College. There may be an exception in cases of emergencies. Request under claimed emergencies will be referred to the Office of the Dean of Administrative Services for the purpose of making a judgment as to under what circumstance, such information should be released.

### **4. Faculty Review of Student Academic Record**

Individual faculty members may review academic records of their students with the students' consent, except that such consent shall not be necessary for faculty members who serve as advisors and other administrative officers or counselors of the College in the discharge of their official functions.

### **5. Removal of Records from Custodial Office**

Except, as required, in cases involving litigation, a student's permanent academic records may not be removed from the Registrar's Office. Copies of the content of such records may be made available to administrative staff officials in conducting official business involving such records.

# **NON-DISCRIMINATORY POLICY ON THE BASIS OF GENDER, SEXUAL ORIENTATION, HANDICAP, RACE, COLOR OR NATIONAL ORIGIN**

## **POLICY STATEMENT**

Rust College emphasizes her commitment to provide a professional working and learning environment which supports, nurtures and rewards educational and employment growth free of discriminatory, inappropriate and disrespectful conduct or communication. Discrimination of any kind threatens this type of learning environment in that it compromises institutional integrity and traditional academic values. Discrimination inhibits the individual's performance as a student or employee and violates acceptable standards for accessibility, equal opportunity and interrelationships.

Accordingly, Rust college does not discriminate on the basis of gender or sexual orientation in its programs or activities and is prohibited from discriminating on the basis of gender or sexual orientation (e.g., "No person shall, on the grounds of gender or sexual orientation, be excluded from the participation in, denied the benefits of, or be subjected to discrimination under any Rust College program or activity").

Students, staff, faculty, administrators and third parties (i.e., individuals who are neither students nor employees, including but not limited to visitors, vendors, and consultants) should know that the college is concerned about discrimination. Accordingly, anyone on the campus of Rust College is entitled to be free from discrimination of any kind including sexual harassment and consequently is covered under this policy which extends the right to file a complaint of sexual harassment or any other form of discrimination with Rust College. The institution is prepared to take preventive and corrective action as necessary to uphold this policy.

Rust College, for the purpose of this policy, defines discrimination according to the categories listed below:

1. **Sexual harassment:** Rust College defines sexual harassment as an action taken or situation created intentionally to produce psychological or physical discomfort, embarrassment, or ridicule. It may be characterized by, but not limited to:
  - a. unwelcome sexual advances
  - b. unwelcome requests for sexual favors
  - c. conduct (verbal or physical) of a nature that is intimidating, demeaning, hostile, or offensive
  - d. unwelcome and inappropriate touching, patting, or pinching; obscene gestures
  - e. threats or insinuations that a person's employment, grade or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances
2. **Disability:** Rust College defines disability as a handicapped person who has, or who has a record of having, or who is regarded as having a physical or mental impairment that substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
3. **Age discrimination:** Rust College defines age discrimination as the denying or limiting individuals in their opportunity to participate in any program or activity receiving federal financial assistance because of age.

## **RESPONSIBILITIES**

All members of the college community are responsible for ensuring that their conduct and actions does not cause discrimination against any other member of the college community because of race, color, national origin, disability, age, or gender or sexual orientation. This responsibility extends to everyone on the campus, including students, employees or third parties doing business with the college or on college property and to campus visitors.

Supervisory personnel have the further responsibility of preventing and eliminating discriminatory practices within the areas they oversee. If supervisors know discriminatory practices are occurring, receive a complaint, or obtain other information indicating possible discriminatory practices, they must take immediate steps to ensure the matter is addressed, even if the problem or alleged problem is not within their area of oversight. Faculty members, likewise, must inform their division chair or an appropriate administrator or other college official with supervisory responsibility, if they have reason to believe that discrimination because of race, color, national origin, disability, gender or sexual orientation or age is occurring.

The Title IX Coordinator has the responsibility for handling matters of discrimination based on gender or sexual orientation to include sexual harassment and the Section 504 Coordinator has the responsibility for handling matters of discrimination based on disability. Complaints concerning discrimination based on gender or sexual orientation, disability and age will be handled in accordance with the grievance procedures outlined below.

## Grievance Procedures

Any student or employee who believes that she or he has been subjected to discrimination because of gender or sexual orientation, disability or age should use the procedures outlined below to make it known. The individual making the complaint must do it in writing within 48 hours after the alleged incident. The written complaint must point out when the alleged incident occurred, the name of the alleged discriminator, name(s) of witnesses to the alleged discriminatory practice, if any, and exactly what the alleged discriminator said or did.

The grievance procedure deals with discrimination based on gender or sexual orientation (including sexual harassment), age, race, color, national origin or disability. All other complaints will be handled in accordance with procedures set out in the student handbook and employee handbooks. Rust College will initiate an investigation within 24 hours of receiving any complaint and will strive to conclude the investigation and provide its findings within 30 days of receiving a complaint. However, this time frame may be longer or shorter depending on the evidence and availability of any witnesses. Both the accused and the accuser will be kept informed of the status of the investigation. The grievance procedure/investigation guidelines include the following requirements for Rust College:

- i. Provide for an adequate, reliable, and impartial investigation that includes reasonably prompt timeframes for conducting the investigation;
- ii. Provide a process for the allegedly harassed party, if the party wishes, to identify the allegedly harassing party and/or witnesses and provide other information in a manner that protects the allegedly harassed party's confidentiality;
- iii. Provide interim measures necessary to prevent further harassment of the allegedly targeted party, as well as measures to avoid retaliation against the reporting party, pending the resolution of the complaint. Measures to avoid retaliation or interim measures necessary to prevent further harassment of the allegedly targeted party, will include but not be limited to removing a student from a class or removing a student from a residence hall or removing a staff person from a department to lessen interaction with the accused and/or remove any direct control over the accuser. Rust College prohibits retaliatory action against any complainant or any person acting in good faith who is assisting in the investigation of a complaint. However, persons who knowingly bring false allegations may be subject to immediate disciplinary action;
- iv. Take remedial action(s) necessary to address and resolve an incident of harassment, including, as appropriate, provision of resources, including counseling, to the alleged harasser as a means to prevent recurrence of future harassment, discipline, strategies to protect the individual(s) alleged to be harassed and witnesses from retaliation, counseling for the individual(s) alleged to be harassed, witnesses, and the broader student body, and take any other necessary steps reasonably calculated to prevent future occurrences of harassment;
- v. Maintain on-going contact with and provide updates to the individual alleged to be harassed throughout the investigation;
- vi. Make efforts to identify the allegedly harassing party and/or witnesses if the targeted party is unaware of their identities or names (*e.g.*, interviewing other parties to include students and/or staff who were present during the incident(s));
- vii. Make referral to law enforcement authorities where appropriate;
- viii. Interview all relevant witnesses, not limited to the accused, and review all relevant documents and physical evidence;
- ix. Ensure that Rust College follows these procedures, regardless of whether the alleged harassment is also being investigated by another agency, including a law enforcement agency, unless certain procedural steps would directly impede a criminal investigation;
- x. Provide that the preponderance of the evidence standard will be used for investigating allegations of sexual harassment or violence;
- xi. Assess whether other students, including witnesses, were negatively impacted by the allegedly harassing behavior, and consider whether remedial actions are also appropriate for those students;
- xii. Prepare a final written report describing the steps taken in the investigation and the facts gathered, clearly stating whether or not sexual harassment occurred, and explaining the basis for Rust College's conclusion, including application of the appropriate legal standard of a preponderance of the evidence;

- xiii. Provide written notification to the allegedly targeted party explaining Rust College's investigative process, its factual findings, its determination as to whether harassment occurred, the reasons for the decision, and the appeal procedures;
- xiv. Document all investigative steps, including statements provided by the allegedly targeted party, and any other witnesses or reporting parties, the evidence reviewed, any remedial actions taken, and a copy of the letter of finding/report issued at the conclusion of the investigation; and
- xv. Contact the individual allegedly harassed within a reasonable period of time following the conclusion of the investigation to assess whether there has been on-going harassment or retaliation, and to determine whether additional supportive measures are needed;
  1. Students will make said discrimination known to the Dean of Administrative Services. Employees will make said discrimination known to the immediate supervisor of the accused discriminator. Non-employees or non-Rust College students or other visitors will make said discrimination known to the Coordinator of Title IX (sexual harassment), or the Section 504 Coordinator (disability).
  2. If the Dean of Administrative Services or the immediate supervisor is the discriminator, then the complaint will be made to the Coordinator of Title IX (sexual harassment) or the Section 504 Coordinator (disability).
  3. The the Dean of Administrative Services, immediate supervisor or coordinator will investigate the charges and convene a hearing as appropriate. Confidentiality will be maintained. If the charges are not resolved at this level the accused or the accuser may file an appeal with the Dean of Administrative Services, immediate supervisor or coordinator who will present the case to the President's Executive Council.
  4. The President will call a meeting of the Executive Council to present the case with documents for review by the Council.
  5. Confidentiality will be maintained to protect the accused and the accuser.
  6. The President's Executive Council will inform the complainant of its actions within 72 hours after receiving the report.

Ms. Patricia A. Pegues, Title IX  
 McCoy Administration Building – 1st Floor  
 Rust College  
 150 Rust Avenue  
 Holly Springs, MS 38635  
 (662) 252-8000 Extension 4010/4018

**Dean of Administrative Services,  
 McCoy Administration Building - 2nd Floor  
 Rust College  
 150 Rust Avenue  
 Holly Springs, MS 38635  
 (662) 252-8000 Extension 4075**

Adopted March 22, 1993  
 Revised September 1, 1998  
 Revised July 1, 2002  
 Revised February 16, 2009  
 Revised April 2, 2012  
 Revised December 30, 2013  
 Revised September 25, 2014  
 Revised July 1, 2015  
 Revised March 14, 2016

## **ANTI-HARASSMENT STATEMENT**

Rust College emphasizes its commitment to provide a professional working and learning environment which supports, nurtures and rewards educational and employment growth free of discriminatory, inappropriate and disrespectful conduct or communication. Discrimination of any kind threatens this type of learning environment in that it compromises institutional integrity and traditional academic values. Discrimination inhibits the individual's performance as a student or employee and violates acceptable standards for accessibility, equal opportunity and interrelationships. Accordingly, the college abides by the following guidelines:

- i. Encourages any student and/or employee who believe that he or she has been subjected to harassment based on sex to report the harassment to Rust College;
- ii. Rust College is committed to conducting a prompt investigation of all allegations of sex harassment;
- iii. Reports of allegations of sex-based harassment and other forms of sex discrimination should be reported to the contacts below as follows: Students will make said discrimination known to the Dean of Administrative Services. Employees will make said discrimination known to the immediate supervisor of the accused discriminator. Non- employees or non-Rust College students will make said discrimination known to the Coordinator of the Title IX (sexual harassment), or the Section 504 Coordinator (disability);
- iv. Please know that Rust College students and/or employees found to have engaged in acts of harassment based on sex will be promptly disciplined, with such discipline to include, if circumstances warrant, up to and including suspension or expulsion for students and termination of employment for employees; and,
- v. Rust college encourages its students and employees to work together to prevent acts of harassment of any kind.

Ms. Patricia A. Pegues, Title IX Coordinator  
McCoy Administration Building – 1st Floor  
Rust College  
150 Rust Avenue  
Holly Springs, MS 38635  
(662) 252-8000 Extension 4010/4018

Dean of Administrative Services  
McCoy Administration Building - 2nd Floor  
Rust College  
150 Rust Avenue  
Holly Springs, MS 38635  
(662) 252-8000 Extension 4075

Adopted 12/30/2013

Revised 07/01/2015

# **RUST COLLEGE CAMPUS SECURITY**

**The Safety and well being of the entire Rust College community is vital and top priority.** With the support and cooperation of the entire Rust College family, the security and safety of all can be realized. This section should be thoroughly read for the continued safety of Rust College. The Fiscal Affairs area publishes an Emergency Procedure Guidebook and is available upon request.

## **COLLEGE SECURITY**

The purpose of the security team is to provide 24-hour security to protect the physical properties of the campus, students and employees. The security's authority encompasses all properties owned and operated by the college. The Campus Security is a part of the Student Affairs Department and is supervised by a Chief of Campus Security. The Campus Security officers investigate, prepare, and submit incident reports to the Dean of Administrative Services and Director of Residence Education for further investigation and charges. Serial numbers of stolen items from the campus are reported to the local authorities. Criminal actions or concerns of emergency can and should be reported by any student, faculty, or staff.

The Physical Plant Area maintains the college buildings and grounds with a concern for the safety of all. Campus facilities are regularly checked and repaired for safety and security purposes...(i.e. broken windows, locks, and doors.) The Office of Residential Education and the Dean of Administrative Services assist the area by reporting potential and security hazards. College officials along with Campus Security will observe the campus to maintain proper lighting and other items of concern for the well being of our campus community. Any deficiencies observed are reported to the proper individuals for repairs. The College's facilities are open to the public during the day and evening hours when classes are in session with the exception of our residential halls. Residence Hall staff should be informed of all visitors, visiting the various rooms. Room visitation must be approved by the hall supervisor in charge. During the time the college is officially closed, buildings are locked and cleaned and only Residence Education personnel, physical plant, student workers, and other major officers have access to the facilities. The Rust College Campus Security Department publishes a Campus Security Operations Manual, and it is available upon request at 662 252-8090.

## **MISSION STATEMENT OF POLICY ON AIDS/HIV**

In complying with the U.S. Department of Health and Human Services Mandate to balance the rights of Acquired Deficiency Syndrome (AIDS) persons for an education and employment against the rights of students and employees to exist in an atmosphere in which they are protected from contracting the disease, Rust College has adopted education, counseling and making referrals as its primary response to HIV/AIDS. The college is committed to providing students and employees with education on the nature, transmission, and protection against HIV/AIDS disease and the legal rights of persons infected with AIDS. A committee representing a wide spectrum of college interests (religious, counseling, medical, academic) has been organized and is responsible for acting upon and administering the college's policy on HIV/AIDS and coordinating the college's effort to provide information on the nature of HIV/AIDS. This committee is chaired by the Director of the College Student Health Services. All inquiries should be directed to the Health Service Director. Appropriate measures reflecting official policy outlined by the U.S. Department of Health and Human Services will be taken to insure legal safeguards, confidentiality, and emotional support. Committee recommendations will be consistent with the welfare of both the individual with HIV/AIDS and the college community. All efforts by organizations, including academic units, to educate the college community on the nature of the HIV/AIDS should be coordinated through the Committee. Educational materials on HIV/AIDS can be obtained from the Student Health Services.

## **POLICY STATEMENT**

The College recognizes that employees and students who may have HIV/AIDS or any other life-threatening illness or disability may wish to continue in as many of their normal activities as their conditions permit. As long as an employee with HIV/AIDS is able to meet acceptable performance standards (including attendance) or a student with HIV/AIDS is physically able to perform acceptable/academically, he/she will be treated as any other employee (student) with a physical disability or handicapping condition, in accordance with the American Disability Act (ADA) ruling. Neither an employee nor a student with HIV/AIDS will be discriminated against because of his/her handicap and if it becomes necessary, reasonable accommodations will be made to enable a handicapped but otherwise qualified person to continue his/her normal college activities. The Health Center publishes an HIV/AIDS manual which is available upon request at 662 252-8000, extension 4900.

**DIVISION OF STUDENT AFFAIRS**  
**RESIDENCE EDUCATION HANDBOOK**  
**RULES AND REGULATIONS**

2018-2019

**WELCOME TO RUST COLLEGE**

The residential life at Rust College is to promote a safe comfortable environment that enhances the social, educational, cultural and personal growth of each student. To foster a positive climate in the residential halls with self discipline, self-direction and full participation with effective living and learning.

As you know Rust College emphasizes the cultivation of ideas and Christian character along with the acquisition of knowledge. Because you have decided to join us here on campus, we believe you are seeking those many unique qualities and advantages we offer.

This HANDBOOK has been designed to help the students become familiar with the Residential Hall living, rules and regulations, which governs its operation.

The rules and regulations, which have been included, have been kept simple and limited in number. However, those, which have been included, are intended to insure the safety and welfare of all students, to promote an atmosphere conducive to learning, and to properly maintain housing facilities.

You are now a part of the Rust College family, a family that is rich in tradition. Since its inception in 1866, Rust College has been a school, which has produced some of the best scholars and enriched many talented students.

On behalf of the entire Residence Education staff, we welcome you and wish to provide the best possible opportunities as part of your total development. Take full advantage of your college experience. We are looking forward to working with you. Again, Welcome.

Sincerely,

Tanya Kelly Kirk, Associate Dean of Administrative Services for Housing and Judicial Affairs.

## **ABOUT THE RESIDENCE HALLS**

The college has five(5) Residence Halls on the campus. Three (3) female, two (2) male, and one Residence Hall for single parent females. The Residence Halls are available for student living. They are described as follows:

**Davage-Smith Hall (1970)**, is a brick building with individual air conditioning and heating units. The rooms have built-in desk drawers and closet space, blinds, beds, and chairs. In 1976, the Living Learning Center Annex was added to Davage-Smith Hall. In 1989, the building was renovated and now houses 274 male students.

**E. L. Rust Hall (1970)** is a two-story, brick, air-conditioned building which houses approximately 194 female students.

**Emma Elzy Hall (1991)** is a two-story building which houses approximately 208 female students. It has a spacious Living Learning Center.

**Gross Hall (1965)** is a three story building which houses approximately 90 male students.

**Wiff Hall (1965)** is a three story building which houses approximately 90 female students.

## **ABOUT THE HANDBOOK**

**This handbook is designed to familiarize you with information essential in getting the most out of residential hall living. It contains policies and procedures designed for compatible group living.**

### **MISSION:**

The general mission of Residence Education is to provide a safe, comfortable and appealing environment that is conducive to living and learning for all students who reside in the residence halls. Students who reside in the residence halls are given an opportunity to develop a sense of responsibility, human relation skills, socialization, working with others, sharing values and ideas, and developing positive attitudes. Rust college is essentially a residential college. All students are encouraged to secure residence on the campus. Exceptions to this policy are made for married students, residents of Holly Springs and vicinity where commuting is possible or students who cannot be accommodated by campus housing.

### **THE RESIDENCE HALL PROGRAM IS DESIGNED TO:**

- Provide a clean, comfortable, and economic place of dwelling for students,
- Provide an environment which will be conducive to academic achievement, good scholarship, and maximum intellectual stimulation,
- Assist in the orientation to college life and in the self-development of each student, so that each person understands and evaluates his/her own purpose for being in college.
- Help each student develop a sense of individual responsibility and self-discipline,
- Provide the opportunity for faculty-student contact outside the classroom, so that learning experiences are enhanced,
- Provide for basic concerns of the individual student within the ever-changing campus community.
- Provide integrated religious, social, recreational, cultural and intellectual activities in order to broaden the use of leisure time,
- Provide an atmosphere of warmth, high morale, and loyalty towards the residence life program and the college.

## **STAFF**

**The Residence Education** main office is located in Wiff Hall, Room 102. The Associate Dean for Housing and Judicial Affairs is responsible for the Residence Education Department day to day operations and budget.

**Residence Hall Directors:** Hall Directors are professional staff members with living quarters in the residence halls, which increase their availability to students. Their major responsibilities are to develop an atmosphere that is conducive to the personal growth and development of the student; provide efficient administration of the residence hall; provide personal assistance to students in a variety of areas; and to maintain an environment that promotes safety and security of students

**Hall Monitors:** Hall monitors are professional staff that assist the Residence Hall Directors with overall operation of the residence hall and are generally on duty during the evening and overnight hours.

**Resident Assistants:** RA's are students who are members of the residence education staff. He or she assists the full-time staff in establishing and maintaining a community environment, which fosters student development and performs specific duties assigned by supervisor. They are also responsible for implementing, planning and organizing monthly Well/Life skill programs for students living in the residential halls growth and development.

## **RESIDENTIAL HALL ASSOCIATION**

Residence Hall Government is the voice of the residents with matters pertaining to the hall. The purpose of the Hall Government is: 1) to promote student leadership within the hall, 2) to plan for special activities within 49 the hall, and 3) to handle infractions of housing regulations and social regulations which do not involve a violation of the Student Handbook. Each hall has its own Hall Council. Members should be instituted in the residence halls. The Council will consist of the following officers: President, Vice-President, Secretary, and Treasurer:

## **RESIDENTIAL HALL ASSOCIATION DUTIES AND RESPONSIBILITIES**

- To assist peers in promoting a healthy, positive growth through good housekeeping.
- Hall competition through room decoration and cleanliness.
- Working with students to protect the property around them; address public drunkenness, theft in the residence hall, and respect for self and others.
- The Council shall meet bi-monthly with Director of Residence Education and Dean of Administrative Services as needed.
- All students living in the residence halls must be present at the hall meetings or seminars.

## **REQUEST FOR HOUSING**

All residential students are required to pay a \$50.00 room reservation fee annually to reserve a space in campus housing. This fee must be paid to guarantee campus housing. All students are strongly encouraged to pay this fee as early as possible because of the high demand for campus housing. Students are entitled to a refund, if the request is made prior to July 31st for the fall and December 1st for the spring semester. A \$15.00 processing fee will be deducted from all room reservation fees.

## **RESIDENCE HALL ROOM:**

Room assignments are made by priority of application. Students will complete a Residence Hall Contract and an emergency contact form when checking into the residence hall and pay a non-refundable \$10.00 key deposit. Lost keys can be replaced by your hall director for a \$20.00 replacement fee. Students, who fail to return keys at the closing of the school year, will be assessed for the cost of the cylinder, material and the labor cost of \$150.00. All students are required to complete a Residence Hall Contract...please read thoroughly before signing.

## **REGISTRATION /FINANCIAL OBLIGATIONS**

After the close of Registration, students are required to present registration slips to their Hall Director/Hall Monitor. Those students, who have not registered at the close of registration, must vacate the residence hall within 24 hours. Failure to comply will result in eviction and a \$100.00 charge per day. All outstanding financial obligations to the college must be paid in the Business Office. Damages and fines must be cleared with the Dean of Student Affairs no later than the end of each module. Students who fail to get cleared may be subjected to a loss of housing privileges. Note: All fines must be paid before a student is given a key.

## WITHDRAWAL

Students who withdraw or permanently leave the residence halls for any reason are expected to complete a Residence Hall Release form and vacate the room within 24 hours. Each student, when moving out of the hall, should check out with the Hall Director. Failure to follow withdrawal protocol will result in a fine of \$50.00.

## GUEST POLICY

Residents are allowed to host one (1) guest per room during special College-related events upon approval by the Director of Residence Education. Such events are Founders Weekend, Graduation and etc. The host student must notify the Residence Hall Director three to five days prior to bringing overnight guests to the room and receive permission from the Hall Director. Overnight guests are expected to pay \$15.00 per night. The host student, who does not inform the Hall Director, will be charged \$50.00 per night that the guest lives in the Residence Hall. Students are responsible for informing their guest(s) of college regulations and will be held accountable for the actions of their guests. Children age 0-6 years are not allowed in the residence hall without supervision of parent or guardian. Children of ages 0-17 years are not permitted to be overnight guests of students unless otherwise approved by the Director of Residence Education. All non-campus persons must not go beyond the front desk unless permission has been granted by the Hall Director/Supervisor. If you observe an unauthorized visitor, please contact the residence hall staff and security immediately. **Our priority in Residence Education is to protect, at all times, the well being of the occupants.**

Occupants, who are found to have non-Rust College boarding students in their room after closing, without a clearance from the director, will be subject to the following sanctions, and the non-boarding students will be charged room and board in the cashier's office:

1st Offense:	\$50.00
2nd Offense:	\$75.00 Fine.
3rd Offense:	Residence Hall Eviction.

If you observe un-announced and unwanted visitors, please contact the Residence Hall Director and Security immediately. Note: Children of ages

0-17 years are not permitted to be overnight guests of students.

Fines will be charged to the student's account within ten (10) working days of the violation. A receipt will be given. Failure to pay fine within the prescribed time will result in **EVICTION. NO EXCEPTIONS.**

## OCCUPANCY AND ROOM CHANGE

Occupancy begins when the student accepts his/her key to the room and terminates when he/she turns in his/her key. During the first thirty (30) days after the Residence Halls open, no room changes will be permitted. The reason for this policy is to allow time to locate unoccupied rooms and to provide for an adjustment period. No student is allowed to move from his or her assigned room without the approval of the Residence Hall Director. If you move without approval, you will be asked to move back to your assigned room and fined \$100.00

## REMOVAL OF DINING HALL EQUIPMENT

Each occupant of the room will be assessed for any dining hall dishes, equipment, etc., found in the room. It is always imperative that those items be left in the dining hall. A fine of \$50.00 will be charged per room or person if identified.

## QUIET HOURS

In order to provide a place conducive to study, quiet hours have been established from 9:00 PM – 7:00 am in each Residence Hall. During these hours, doors to rooms should be closed, and all noise from conversation, stereos, radio, etc., should be contained in the rooms. Maintaining quiet hours is the responsibility of each resident, as well as the Residence Education staff. Violation of quiet hours will be handled by the Hall Director and could cause you to forfeit your privilege to reside in the hall. **QUIET HOUR VIOLATORS, WHO CONSISTENTLY PLAY LOUD MUSIC, WILL BE ASKED TO REMOVE STEREOs, TVs, COMPUTERS, ETC. FROM THEIR ROOM OR IT WILL BE REMOVED BY THE HALL DIRECTOR OR ASSISTANT.**

**24-hour consideration hours are always in effect.**

Residence Hall Living is a privilege at Rust College. Students who live on campus must obey all rules and regulations and attend all hall meetings when called. Residence Hall meetings are held monthly. If a student cannot attend a meeting, he/she must have prior permission from the Hall/Assistant Director. Remember, this is your home away from home – be alert and responsible at all times.

## **PERSONAL PROPERTY**

**The College is not responsible for personal property lost, damages or stolen. We advise students to have insurance for their personal property. Insurance information is available in the Office of the Dean of Administrative Services or Residence Education Director's Office.** Rust College's property coverage is not designed to cover the personal effects of students (i.e., stereo and computer equipment, clothes, and other personal items). It is important that the student understands that the purchase of property insurance for these items is their responsibility, not the institution. Each student is therefore advised that:

- The institution's property insurance will not pay to replace personal belongings in the event of fire, theft, water damage or loss of any type.
- The student should consult their parents regarding the availability of coverage under the parents' homeowner or tenant policy.
- If the students have no insurance coverage, but coverage is desired, the student should purchase personal effects coverage, at his or her own expense.

As in the past, we are once again recommending that you contact the National Student Services, Inc., for information on student personal effects property insurance. NSSI offers affordable personal property coverage for purchase by students. The company may be reached at 800 256-6774, [www.nssinc.com](http://www.nssinc.com) or you may write to:

National Student Service, Inc.

P.O. Box 2137

Stillwater, OK 74076-2137

## **STUDENT FINES/DAMAGES/PROPERTY DESTRUCTION: FURNISHING AND DAMAGE**

Students are responsible for all college property in their rooms. They will be assessed for any damages in the room regardless of who has inflicted such damage, unless the guilty party is identified. Any building damage caused by unknown persons will be assessed against students residing in the areas in which the damage occurred or against the residents of an entire hall. Students are required to report all damages to their Residence Hall Director. When students violate the residential hall rules and regulations fines are assessed for violations. The Residence Hall Director has the authority to fine all hall residents for repairs/cleanup. No student will be permitted to move into campus housing until delinquent fines are paid. (See the Dean of Administrative Services office for a clearance only). Fines will be charged to students account within 10 days.

## **FINES /CHARGES**

- Students who leave their room dirty at the end of the semester or any other closing: Thanksgiving, Christmas) will be assessed a \$50.00 fine
- Smoking is not allowed in the Residence halls: 1st offense-\$100.00; 2nd offense-loss of campus housing privileges.
- Alcoholic beverages (including visible empty containers): 1st offense-\$150.00; 2nd offense \$200.00-
- Moving of furniture in the residence hall from one room to another room without permission: \$50.00
- Removal of Dining Hall Equipment per item: \$50.00
- Possession of/Burning of Incense/Candles: 1st offense-\$150.00; 2nd offense – Housing privileges revoked
- Poor Room check: 1st offense \$50.00; 2nd offense \$75.00 and possible Housing privileges revoked
- Loud music: 1st offense-\$50.00; 2nd offense – Item confiscated plus \$100.00
- Use of Profanity: \$25.00
- Failure to comply with safety drills: 1st offense \$75.00, 2nd offense Housing privileges revoked
- Illegal electrical appliances (i.e., non-micro fridge microwaves, other appliances): \$100.00 fine and confiscation of item.
- Violation of quiet hours (9pm-7am): 1st offense is \$60.00; 2nd offense is \$180, with possible housing privileges revoked; 3rd Offense - Housing Privileges revoked
- Trash in hallway, bathroom, balcony, staircase, etc: Individual trash \$30.00 – if an individual is not identified the entire hall will be fined \$10.00 per person.
- Improper checkout-no keys returned: \$50.00
- Playing with or misuse of the intercom/paging system \$50.00

- Lockouts: \$5.00 per person each time.
- Unauthorized moving to a room without permission from the Director: \$100.00 and must move back to the original assigned room.
- Students who do not attend hall meeting will be charged \$5.00 for each violation. Must have written permission from Residence Hall Director if a student cannot attend.

### **DAMAGES/REPLACEMENT FEES**

- Damage to Exit Doors - \$1000.00 (this will not be charged to the student's account. Students will be given 30 working days to pay this fine. Students are subject to disciplinary action and immediate eviction from the residence hall.
- Lost Key Replacement -\$15.00
- Cost of room door replacement per student of the room: Gross -\$275.00; Elzy, Davage-Smith, and Wiff - \$150.00; EL Rust - \$200.00.
- Locks/lock replacement for, Davage-Smith \$150.00; Elzy Hall, EL Rust, Wiff and Gross Halls \$125.00.
- Bathroom sinks \$200.00
- Bathroom commodes \$300.00
- Room mirrors and bathroom mirrors \$50.00
- Window replacement - \$150.00
- Screens- \$50.00
- Window Panes \$100.00 (E.L., Elzy, & Davage); Gross & Wiff - \$35.00 per pane
- Graffiti - \$100.00; Ceiling Tile -\$15.00 each piece.
- Recharging Fire Extinguisher- \$100.00
- Replacement/ Cut Speaker wire -\$100.00
- Patching Door -\$100.00
- Blind Replacement - \$35.00 per person.
- Broken Chair- \$50.00
- Damage of intercom equipment - \$400.00
- Misuse or damage of computer lab equipment (i.e., exchanging keyboards, mouse, monitors, etc.)-\$150.00 and loss of lab privileges.
- Destruction of mattress- \$200.00

### **DECORATIONS**

- While there is a chance for students to express themselves individually in decorating their rooms, the following guidelines are to be followed in preserving the facilities.
- Thumb tacks and nails should not be placed on the woodwork or on walls or any room corridor.
- No paste or paint should be used on the walls, corridors or in lounges.
- Curtain rods are not to be used for hanging articles in the window.
- No pictures of nude women or men or profane words on the walls.
- No pictures or wording that is considered profane, discriminatory, or offensive to any particular group of people or religions.
- Students who fail to follow these guidelines will be charged the amount it takes to repair woodwork, walls, corridors, etc.

### **ROOM CLEANING**

The College will inspect rooms on a consistent and regular basis, to ensure sanitary and healthful living conditions. Students are required to maintain their rooms in a state of cleanliness, with beds made, floors swept, trash emptied daily, floors mopped, clothes and shoes in the proper place, all dressers and desks must be neat, and etc. To conserve energy, radios, televisions, and lights are to be turned off when there is no one in the room. Room checks are done daily, and as needed. The computer room is expected to remain quiet at all times. The computer room will remain open during the day and evening. No study materials, tables, chairs, computer equipment, etc., may be taken out of the room without permission from the Hall Director. The Residence Hall Director/Hall Monitor and Director of Residence Education are responsible for the general upkeep of the residence halls in conjunction with the Physical Plant Personnel.

## LOUNGES

Social visits by males or females in the halls lounges area are permitted between 12noon – 11:45 pm Sunday through Thursday; 12noon – 12:45 am, Friday, and Saturday; All Residence Halls are equipped with a reception lounge, which is to be used as a living room for all students in the hall. Sleepwear, hair rollers, house shoes, and robes are considered to be inappropriate for these public areas, regardless of the time or situation. Conduct in lounges must be respectable and in lighted rooms at all times. The lounge may be closed down at anytime for unbecoming behavior. No activities may be conducted in the lounge area without the written permission from residence hall director or unless a scheduled planned event with proper approval form.

## COOKING

Students are not permitted to use electrical appliances, i.e., hot plates, electric skillets, griddles, crock pots, coffee pots, etc. Insurance investigators and fire department officials have determined the above items as hazardous. Failure to adhere to this regulation will result in a \$100.00 fine and confiscation of such items, and residence hall eviction may occur. This is a fire hazard and could result in serious bodily harm.

## WINDOWS

Students are expected to keep their draperies or blinds drawn during the periods of dressing and when the lights are on. Failure to do so will be considered an infraction of college policies. In order for the air conditioners to function properly, windows must be kept closed during warm and hot weather. No students are to talk through the windows to another person.

## PETS

Because of Public Health regulations, pets are not allowed in the Residence Halls.

## USE OF ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on our campus. If a student is found in possession of alcoholic beverages or if it is found in the residential hall or his/her room, the first offense is a \$150.00 fine; second offense is a \$200.00 fine; and the third offense housing privileges will be revoked within five days.

## ENTRANCE/EXIT OF RESIDENTIAL HALLS

The residential hall doors require entry with a valid student identification card. Students are allowed to enter any residential hall before 12 midnight on weekdays (Sunday through Thursday). After 12 midnight students are only allowed to enter the residential hall in which he/she are assigned. If student leaves residential hall after 12 midnight on weekdays (Sunday through Thursday) and Friday-Saturday 1:00 am entry is gain with the use of his/her student identification card. Entering and exiting the residence halls after closing by propping doors open or entering non assigned residential hall during non-visiting hours will result in complete residence hall lockdown, fine, or eviction at the discretion of the Residence Hall director.

## OPEN VISITATION/OPEN HOUSE

Neither male nor female halls are approved for visitation beyond the lounge area. The Director of Residence Education and each Resident Hall Director/Hall Monitor will announce Open Visitation/Open House, when permitted. The following policy must be observed during open visitation/open house. Any violation will result in disciplinary action:

- All doors must remain open wide at all times. Closed door fine is \$50.00 per room.
- Only Rust College Students can participate.
- Student ID's must be left at the front desk during Open Visitation.
- You must sign in and out at front desk. Failure to comply may result in suspension.
- Students are not allowed to roam the hallways, or visit from room to room.

**CHECKING-IN AND CHECKING OUT** Residents are expected to sign-in and out at all times. Failure to check-in and out may result in a fine. All residence halls are closed during official college holidays and at the end of each semester and summer. Students are expected to arrange for transportation ahead of time and to leave the campus for their holiday destination by the time the residence halls are closed, and not returning until the resident halls are reopened. Closing times are announced prior to each holiday. Upon completion of final examinations in the fall, or summer, students must vacate the residence halls within 24 hours. **The Residence Halls will be closed during the following holidays: *Thanksgiving; Christmas.*** Any student staying in campus housing while the facilities are officially closed will be assessed a fee to be determined by the Director of Residence Education.

**PERSONAL PROPERTY MAY NOT BE LEFT IN ROOMS OVER THE SUMMER, OR EXTENDED HOLIDAY BREAKS.** Forty-eight (48) hours after school closes during any one of these periods, whatever property is left will be disposed of at the school's discretion. The college is not responsible for any items left behind or disposed of items.

## **OVERNIGHT/WEEKEND**

Students desiring to leave campus overnight are to sign out at the main desk of their residence hall on the appropriate form.

## **HALL CLOSING AND OPENING**

Students are permitted to move into the Residence Hall prior to official school openings with written permission from the Dean of Administrative Services or Director of Residence Education. **NO EXCEPTIONS!!** Student participating in college sponsored activities such as the choir, band or athletics will be permitted to move in or remain in residence halls prior to official school opening and after official school closing if the organization has a scheduled event.

## **STUDENT HEALTH SERVICES**

The college maintains a Student Health Center, which is open from 8:00 am – 1:00 pm noon and from 2:00 pm - 5:00 PM, five days a week. If more care is needed, arrangements are made to see a physician. Transportation and small emergency loans can be obtained for medical needs. For medical emergencies, please contact the college nurse or residence hall staff on duty. The Student Health Center is not responsible for seeing students as private patients. If students are too ill to attend classes, they should contact the Residence Hall Director, day or night.

## **PREGNANCY**

Rust College does not have the facilities or personnel to insure the health and safety of the pregnant mother nor does our housing meet the Public Health Department standard for pregnancies. Therefore, pregnant students are not permitted to reside in the Residence Halls. The Director of Residence Education and Hall Director, College Nurse, and the Dean of Administrative Services have the authority to ask any young lady to verify their pregnancy status, if in doubt.

## **HEALTH CONCERNS**

Students should be free of harmful, infectious diseases. The Dean of Administrative Services, Director of Residence Education, or the College Nurse has the authority to counsel with any student and make medical referrals.

## **FIRE SAFETY**

Fire evacuation plans are posted on all floors. Drills will be conducted in each hall at least once during the semester. A resident will be subject to disciplinary action for tampering with or activating fire alarms or fire safety equipment (except in case of a fire) or failure to evacuate the building during the fire drill. Violations will result in disciplinary action. A resident, who sees or suspects a fire, should notify the hall staff, Campus Police, RA, Director of Residence Education, the Dean of Administrative Services, and student leaders, or Hall Representatives immediately.

## **FIRE INSTRUCTIONS**

- Close all windows, open drapery and leave lights on
- Put on light coat or raincoat and walking shoes
- Grab a towel-use wet towel over nose and mouth in case of smoke
- Proceed single file and remain at least 100 feet from burning buildings
- Do not run or return to building unless the "ALL CLEAR" signal is given

Prolong ringing of the fire alarm will indicate a fire drill. The most probable danger of fires starting comes from wastebaskets, drapery, improper use of microwaves for which the fire extinguisher should be used. Always know where the nearest fire extinguisher is located in the residential halls.

## **SEARCH POLICY**

Rust College respects the privacy of members of the college community. However, the College reserves the right to conduct searches if reasonable cause exists to believe that: 1) Activity is taking place in a room which is detrimental to the health, safety, or welfare of residents, or 2) Substances are contained in the room which would constitute a violation of the Rust College Student Handbook, "a reasonable cause to believe," will be determined by the Dean of Administrative Services, Security, Director of Residence Education, and Hall Director or by professional members of the Dean's staff. Every reasonable effort will be made to see that the student, whose room is being searched, is also present. If the student is not present; the Residence Hall Director will conduct the search with security or a RA. **ALL STUDENTS ENROLLED AT RUST COLLEGE ARE SUBJECT TO RANDOM DRUG TESTING.**

## **SELLING IN THE RESIDENCE HALL**

It is a privilege to sell items in the residence hall. Organizations desiring to sell goods, must obtain a form for selling items in the hall from the Director of Residence Education. This form is to be signed by the Resident Education Director. Only items listed and approved on the form can be sold at the designated places. Let it further be understood that all selling is to be done between the hours of 12 noon – 12 midnight. The maximum selling period in the residence hall, per organization, is three days per selling period. If this privilege is abused, it will be revoked immediately.

## **ADVERTISEMENT/ FLYERS/WRITTEN NOTICES TO RESIDENTS:**

Residents are responsible for all information contained in official notices posted on bulletin boards or distributed to residents. Student notices must be approved by the Hall Director. Persons posting notices are responsible for removing them after the event. Students are permitted to use the intercom system for announcing events on campus with permission of the Residence Hall Director.

## **911 EMERGENCY ABUSE**

The law of Mississippi provides that it is unlawful for any person or persons to make any comment, request, suggestion or proposal over a telephone, which is obscene, lewd or lascivious with intent to abuse, threaten or harass any party at the called number. Students who use the 911 numbers for unfounded reasons will be turned over to the local authorities for prosecution. The 911 number is for emergency use only and should not be used for any other reason. If found guilty, the sanction will be residence hall eviction or suspension from the college (Note: You may be jeopardizing the health of someone when you misuse the 911 number). Abuse may warrant dismissal without a hearing.



**HOUSING CONTRACT**  
**RUST COLLEGE**  
**RESIDENCE EDUCATION DEPARTMENT**

I, \_\_\_\_\_, wish to live in a residential hall at Rust College and agree to abide by the following:

1. Campus housing is available for registered full-time students of Rust College with minimum of 6 credit hours per module- 12 hours per semester.
2. All rooms are designed for 2 or 4 person occupancy. Residents are not permitted to allow any person not properly registered to live in his/her room without permission from the hall director or director of residence education.
3. Occupants will be totally responsible for any damages to his/her room to walls, furniture or other items located in the room at the time of room occupancy. If damages occur, occupants will also be responsible for any damages cause to any community and common areas of the residential halls.
4. Occupants will be responsible for paying any fees and/or fines prior to check-in or check-out of the residential halls. Fees/fine ex. room reservation, key deposit, lockout, poor room, damages etc. According to the Student Code of Conduct Handbook –Residence Education.
5. The safety and welfare for students is important, therefore, students are required to assist in the prevention of crimes and unsafe habits within the residential halls. Students are encouraged to make sure doors are secure at all times. The use of the magnetic card system as well as use of individual keys to keep doors locked at all times. Occupants are required to cooperate during any safety drill conducted within the residential halls and campus community.
6. Occupants are encouraged to keep the residential halls free of clutter and unnecessary trash within the rooms and common areas. Bathrooms are to be kept cleaned and free of debris. Animals are prohibited in the residential halls.
7. Students who in the residence halls must attend monthly hall meetings.
8. Occupants must observe the Rust College holiday closings as well as end of school year closings. All rooms are to be vacant by the posted establish dates. See Student Handbook.
9. The college reserves the right to inspect any room within the residential hall at any time at the discretion of the Dean of Administrative Services, Director of Residence Education, Campus Security or Hall Directors. A thorough search may be conducted but not necessarily in the presence of the occupants of the room being searched if there is suspicion of any illegal items or substances.

Having read and understand the above agreement and other rules and regulations according to the Rust College Student Code of Conduct handbook outlined in the Residence Education sections. I do promise to adhere to the policy with the acknowledgement of my signature.

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Signature

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Date



# DIVISION OF STUDENT AFFAIRS STUDENT ACTIVITIES INTRAMURAL AND RECREATION SPORTS 2018-2019

The intramural and recreation sports activities are available to serve the students, faculty, staff, and administration of Rust College.

**Phone:** Director's Office 662 252- 8000, ext 4402

Assistant Director Office 662 252- 8000 4407

Office Hours: Monday-Friday 12 Noon 6:00 pm

Activities Hours: Sunday-Thursday 3pm-11:00pm

Friday and Saturday 3pm-11:00pm

## DAILY ACTIVITIES

<b>Activity</b>	<b>Days</b>	<b>Time</b>
*Gym	Daily	Daily
Swimming	TBA	
Track (Jogging/Walking)	Daily	
Weight Lifting	Daily	5pm-10:00pm
Aerobics/Taebo	Daily	6-9pm
Recreational Games	Daily	2pm – 10:00pm
DirecTV all games	Daily	2pm-10:00pm
Movies	Daily	begin 3:30pm

New release movie every Tuesday and Saturday night at 9pm (promptly)

Note: All intramural contests must start on time or coaches and teams will forfeit the game. Must arrive 15 minutes before your game starts.

Note: All center days and hours are subject to change due to campus events and fields trips.

\*Note: Open gym hours are 3p.m.-11pm provided practice is not in session.

**Director of Students Activities:** Mr. Robert Hayes

**Assistant Director of Student Activities:** TBD

# DIRECTORY

LOCATION .....	EXTENSIONS
<b>McCoy Administration Building - 1st Floor</b>	
President's Office .....	4016
Development Office .....	4004
Personnel Office .....	4010
Business/Cashier's Office.....	4034/4024
Vice-President .....	4012
Campus Post Office.....	4857
Gifts and Receipts .....	4019
Grants and Contracts .....	4009
<b>MCCOY ADMINISTRATION BUILDING 2ND FLOOR</b>	
Dean of Administrative Services Office .....	4075/4077
Vice President for Academic Affairs.....	4053
Registrars Office.....	4055
COPE Center (Counseling), Freshman Year Experience, and Freshman Testing .....	4079
Financial Aid .....	4061
Enrollment Services.....	4058
Retention .....	4907
<b>MCMILLAN MULTI-PURPOSE CENTER</b>	
Division of Education .....	4408
Student Activities Area.....	4402/4404
Men's Basketball Coach.....	4091
Women's Basketball Coach.....	4418
<b>LEONTYNE PRICE LIBRARY</b>	
Head Librarian .....	4103
Library Front Desk.....	4100
<b>BROWN MASS COMMUNICATION BUILDING</b>	
Radio Station .....	4551
TV Station .....	4550
Campus Cafeteria/Chef.....	4502
Humanities.....	4559
<b>SHAW HALL</b>	
Freshman Studies .....	4902
Student Support Services.....	4902/4909
<b>WAREHOUSE</b>	
Physical Plant Director .....	4750
Supply/Book Store.....	4700
Print Shop.....	4975
Purchasing Agent .....	4975
<b>SCIENCE BUILDING</b>	
Division of Science and Mathematics.....	4201

**MCCARTY-VARNELL BUSINESS/COMPUTER/SOC. SCI. BUILDING**

Business Division .....4357  
Social Science Division .....4311

**RESIDENCE HALLS**

Davage-Smith Hall..... 252-8000, Ext. 4801  
Gross Hall..... 252-8000, Ext. 4804  
Wiff Hall ..... 252-8000, Ext. 4805  
Emma Elzy Hall ..... 252-8000, Ext. 4803  
E.L. Rust Hall..... 252-8000. Ext. 4802

**WHERE TO GO IN HOLLY SPRINGS**

**CHURCHES**

- Asbury United Methodist Church, 62 W. College Street
- Anderson Chapel CME Church, Hwy 78 West
- Providence MB Church, Withers Drive
- Hopewell MB Church, Bonner Street
- Christ Temple, Park Avenue
- St. Joseph Catholic Church, 305 W. Van Dorn Avenue

**LAW ENFORCEMENT**

City Police.....252-2121  
County Sheriff.....252-1311

**HOSPITALS /DOCTORS OFFICE**

Alliance Health (Hospital) Center Hwy 4 East .....252-1212  
Dr. Kenneth Williams, 439 Access Road .....252-1599  
Cockrell Family Medical Center 491 Craft Street .....252-6416

**PHARMACISTS**

Tyson Drug Store.....252-2321  
Wal-Mart Pharmacy.....252-9988  
CVS .....252-2285



