



Rust College

2011/2012

150 E. Rust Avenue
Holly Springs, MS 38635
TEL 662 252-8000

Property of: _____
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Name: _____ Phone #: _____

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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"

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.

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

GREETINGS :

RUST COLLEGE

150 Rust Avenue, Holly Springs, MS 38635

(662) 252-8000 ext. 4077/4075

OFFICE OF THE DEAN OF STUDENTS



Welcome to Rust College!

College is an exciting time, full of opportunity and promise. In the Area of Student Affairs, our staff is eager to assist you in getting the most out of your college experience. The Area is equipped to deal with the total development of students and are deeply committed to Rust College educational mission. Our programs and services are designed to help you succeed academically and to engage in co-curricula learning when class is over. The Area is comprised of five functional areas, Residence Education (Housing), Student Health Center and Services, Religious Education, Student Activities which include intramural sports.

Included in this Student Handbook are the Code of Student Conduct, Rules, Procedures, Rights and Responsibilities governing non-academic relationships approved by the Administration of Rust College and endorsed by the Board of Trustees. It defines the rights students have, in general, and the procedures the College must follow in bringing charges for prohibited behavior and for invoking disciplinary sanctions. A detailed description of punishable offenses begins on page 17 of the Student Codes, Rights and Responsibilities and Conduct, and Rules and Regulations.

As a student, you can count on Rust College faculty, staff, and other students to put your needs and interest first. So whether it's helping find solutions to the challenges you may face or offering the extra measure of advice to make your academic experience successful-the Rust College Family is here to help.

Best Wishes!

Carolyn V. Hymon
Dean of Students

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 2011-2012

Academic Calendar 1st Semester

Faculty Report to Work	August 11
Pre-Planning Conference (Faculty/Staff)	August 11
Pre-Planning Conference (Academic Affairs)	August 12
Dormitories open for New Students'	August 13
New Student Orientation Week	August 13-23
Parents Day	August 14
Testing and Assessment	August 15-19
Registration for New Students'	August 18-19
Residence Halls open for Returning Students'	August 21
Registration for Returning Students'	August 22-23
FIRST MODULE	August 24 – October 15
Classes Begin	August 24
Late Registration with fines begin	August 24
Last day to add classes	August 29
Labor Day	September 5
Opening Convocation	September 8
Last Day to drop course (1st Module)	September 9
Dead Week – no activities	October 10-14
Final Exams (1st Module)	October 12-13
Module Break	October 14 - 16
SECOND MODULE	October 17 – December 16
Registration, 2nd Module	October 17
Classes Begin	October 18
Last day to add classes	October 24
Last day to Remove "I" Grade of previous semester	November 7
Last day to drop course (2nd Module)	November 11
Board of Trustees Meeting	November 10-11
Founders' Weekend	November 11-13
Academic Counseling and Second Semester Registration	November 14-December 2
Thanksgiving Break (After Last Class)	November 23
Residence Halls closing	(5:00 pm) November 23
Residence Halls reopen at 12:00 noon	November 27
Classes resume after Thanksgiving	November 28
Last day to apply for Spring Graduation	December 5
Christmas Dinner (all campus)	December 7
Dead Week – no activities	December 12-16
Final Exams (2nd Module)	December 15-16
Christmas Vacation begins for students after finals	December 16
Residence Halls close at 12:00 noon.	December 17
Christmas Vacation Begins for faculty after Grades reported	Dec 19

Second Semester 2012

Residence Halls reopen at 12:00 noon	January 3
THIRD MODULE	January 4-February 25
Registration	January 4
Classes Begin	January 5
Late Registration with Fines	January 5
Last day to add classes	January 10
Mid-Year Opening Convocation	January 17
Martin Luther King Holiday	January 17
Last Day to Drop Course (3rd Module)	January 19
Dead Week – no activities	February 20-24
Final Exams (3rd Module)	February 23-24
Module Break begins after Last class	February 24
FOURTH MODULE	February 29 - April 28
Registration	February 28
Classes Begin	February 29
Last Day to add Classes	February 29
Last Day to submit Senior Materials	March 9
Last Day to Remove “I” Grade of Previous Semester	March 9
Last Day to Drop Course	March 16
Academic Counseling and Fall Registration	March 18- April 6
Religious Emphasis Week	March 12-16
SGA Scholarship Banquet	April 5
Easter Holiday for Faculty and Staff	April 6
Athletics Award Day	April 10
Academic Honors (Alpha Kappa Mu Induction)	April 12
President’s Recognition Dinner	April 12
Senior Exams	April 18 - 19
Dead Week – no activities (except seniors)	April 23-27
Final Exams (4th Module)	April 25-26
Board of Trustees Meeting	April 26-27
Alumni Day	April 28
Senior Consecration 6:45pm	April 28
Residence Halls close at 6:00 p.m.	April 29
Commencement, 2:00 p.m.	April 29
Final Grades	May 1
SUMMER SCHOOL	May 2-30
Registration	May 2
Classes Begin	May 3
Last day to add classes	May 4
Last day to drop course (Summer School)	May 9
Final Exams	May 30
Residence Halls close at 5:00 p.m.	May 31

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 the 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	A 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.

CAMPUS BUILDING

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 244 male students.

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

Emma Elzy Living Learning Center, constructed in 1991, houses 200 female students.

Wiff Hall, houses 90 junior/senior females.

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 Leonear 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.

The Library is open during the following 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

Summer 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 Student Affairs for disciplinary action once reported by the Library staff.

STUDENT AFFAIRS

DEAN OF STUDENT AFFAIRS

Refer to Web page about the area, 2nd page.

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 Student Affairs.) 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 upcoming 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 Student Affairs.
8. Each organization must submit to the Dean of Student Affairs' 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 Life Area 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 Dean of Chapel and the Dean of Students. A directory of congregations for off-campus worship is also available. The Rust community worships in James A. Elam Chapel. The Dean of the Chapel serves as chaplain to The College and provides counseling, spiritual direction, and mentoring. Students may serve on the Religious Life 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 provides a comprehensive health care program to all enrolled students. The college health center is staffed with a full-time Licensed Practical Nurse serving as Director. Your health fee entitles you to health counseling care in the health center for minor accidents and illnesses.

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 Students. 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 all 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 the Dean of Students 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 Students 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 Student Affairs 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 as 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 Student Affairs 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 Students 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. Issue must be presented to the Dean of Student Affairs in writing, which shall be given ample time for reaction to said issues (approximately one week)
- b. If the response from the Dean of Student Affairs 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 Student Affairs 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. All 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 the cafeteria 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 curlers, hair rollers, muscle shirts, house shoes, pajamas, scarves, and hot pants. The exposure of midriffs 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 Student Affairs. Persons from off campus must receive a clearance from the Vice-President or Dean of Student Affairs.

1.15 LOST AND FOUND

Lost and found articles should be turned in to the Dean of Students 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 Students 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 Student Affairs 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 noncampus 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 Students 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.

1.23 SMOKING, FOOD ITEMS AND LOST ID CARDS

- a. Smoking is prohibited in areas designated as such by "No Smoking" signs. These areas include, but are not limited to, elevators, classrooms, residence halls, cafeteria, auditoriums, library, gym, and lecture halls. Certain areas may be specifically designed to permit smoking.
- b. Beverages and food items are prohibited in auditoriums, classrooms, television studio, radio studio, and the Library.
- c. Lost ID cards - Replacement of card is \$15.00 in the form of cash or money order. Checks will not be accepted!

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 Students.
- 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 POLICE

- a. The College employs Campus Police 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 Police 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

New Student Pickup – will be August 13-14, 2011 from the Memphis Bus Station, Train Station, and Airport. Returning Student Pickup – will be August 21-23, 2011 from the Memphis Bus Station, Train Station, and Airport.

Pickup Times Trip 1 Trip 2

Bus Station 12 Noon 5:30 pm

Train Station 12:45 pm 6:15 pm

Airport 1:30 pm 7:00 pm

New students requiring transportation should contact Enrollment Services at 662-252-8000, extension 4058 prior to August 2, 2011. Returning students requiring transportation should contact the Dean of Students at 662-252-8000, extension 4077 prior to August 18, 2011.

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 at the time the reservation is made or upon boarding the van on return trips. Checks will not be accepted. Rust College transportation will only be provided for the Thanksgiving holiday after the last scheduled class on Wednesday, November 23, 2011. 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 Enrollment Services, contact Ms. Jo Ann Scott at 662- 252-8000, extension 4058.

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:

Boarding Students:	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
Non-Boarding Students:	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
Non-Students:	Indefinitely barred from campus and possible arrest.

1.31 SEARCHES BY LAW ENFORCEMENT AGENTS/RUST CAMPUS POLICE OFFICERS

A Campus Police 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 Students 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. possess 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 propose organization, and submit to the Dean of Students.
- 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. homosexuality (one's sexual orientation is personal); however, this orientation should not be imposed on any other student, faculty or staff member).
 - Cross-dressing is prohibited. (i.e. males dressing as females and or females dressing as males)
 - Females sleeping in the bed with other females is prohibited.
 - Males sleeping in the bed with other males is prohibited;
 - There should be one student sleeping in his/her bed.
- d. use and/or abuse of drugs or alcohol,
- e. dishonesty and disrespect (all members of the Rust College family should be treated with the utmost respect and honesty)
- f. 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. **It 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

Telephones have been installed for student use. The abuse of the telephone with obscenity, harassment, and fraudulent misuse of stolen calling cards or other means is illegal. Students found guilty of the abuse or misuse of the telephone system are subject to college disciplinary action and/or the local law enforcement agency. 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.

A person is guilty of misuse when he/she abuses the colleges and/or another person's calling card or credit card or when they charge third party calls without consent.

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 of any of the above, the sanction will be residence hall eviction or suspension from the college.**

1.43 QUEENS

All expenses of the 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 other.

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 Student Affairs 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:

- a. 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.
- b. "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".
- c. Entering or exiting through windows will result in immediate suspension.
- d. The propping open of doors will result in immediate suspension.

1.51 IMMEDIATE EXPULSION

For the following items, students will be expelled immediately.

- a. Illegal drugs will result in immediate expulsion without a hearing, If found in your room. Drugs are not allowed on Rust College campus. **No exceptions.**
- b. Possession of weapon(s) will result in immediate **expulsion without a hearing.**
- c. 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.**
- d. Assault of faculty or staff will result in immediate expulsion **without a hearing.**
- e. 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

Smoking is prohibited in all Rust College buildings, which include all Residence Halls. 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 Students 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 Students. 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 Student Affairs 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 Student Affairs 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 Student Affairs 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 Student Affairs 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 Student Affairs 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 Students.

- a. Restitution may be ordered by the Dean of Student Affairs, 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 Students 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 Students 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 Student Affairs.

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 Student Affairs 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 Student Affairs 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 are those actions that are illegal in the State of Mississippi and the United States.
- b. The college may reinstate the student if heshe 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 Student Affairs 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 Student Affairs 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 collegiate code of conduct, a complaint or charge is issued against the student through the Dean of Student Affairs. **The Dean of Students 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 Student Affairs. 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. Collegiate 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 Student Affairs Office.
- 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 Student Affairs, 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 Student Affairs shall become effective upon receipt of the sanction, unless the student notifies the Dean for Student Affairs that he/she plans to appeal.
- m. If the accused fails to appear for the hearing without notifying the Dean of Student Affairs, 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 Student Affairs 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 Student Affairs 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 Students.
- b. Return the case to the Dean of Students 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 Student Affairs 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 Student affairs 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 Students 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 Student Affairs. 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 Student Affairs 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 Student Affairs, to serve for not more than two years or twenty-four months.

Students must be approved by the Dean of Student Affairs. All committee persons must note that all information shared is confidential. During the summer session, student members shall be appointed by the Dean of Student Affairs 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 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 Students 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 Student Affairs' 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 Student Affairs.

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 STUDENTS 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 ORGANIZAITONS

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 2.5 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, YMCA, Sunday school, Catholic Student Association, Baptist Student Union, and All Saints Student Movement.

FRATERNAL AND SORORITY ORGANIZATIONS - Phi Beta Sigma Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Kappa Alpha Psi 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 Students. 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 'S 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 Student Affairs.

Article IV

Composition

Section I:

The Student Government Association Cabinet shall be composed of twelve officers, eleven elected by the student body plus the SGA Press Secretary who shall be appointed by the SGA Cabinet. There will be two faculty and/or administrative staff advisors chosen from recommendations by the SGA Cabinet and approved by the Dean of Student Affairs.

Section II:

The Student Government Association Council shall be composed of the SGA Cabinet members, a total of four class representatives, one representative from the NAACP, one representative from the YWCA and one representative from the YMCA.

Section III:

Qualification of Major Officers

No student shall hold the position of Miss Rust, Mr. Homecoming, 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. Homecoming, 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 Constitutional Advisor with a grade point average below 3.00. The candidate must have 70 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 Constitutional Advisor must not hold any other major office in a student organization.

Major Officers:

- President**
- Miss Rust**
- Mr. Homecoming**
- Vice-President**
- Constitutional Advisor**

Section IV:

Qualifications of Non-Major Officers

No student shall hold the position of SGA Press Secretary or USSA Coordinator 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.

No student shall hold the position of Assistant Secretary, Budget Director, Chaplain or 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 hours at Rust College at the time the application is submitted. **Candidates cannot have a disciplinary record.**

Non-Major Officers:

- SGA Press Secretary**
- USSA Coordinator**
- Assistant Secretary**
- 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 Student Affairs for the approval of two advisors.

Section VII:

The freshmen, sophomore, junior and senior class shall elect one representative from each class to 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 Constitutional Advisor - 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:

The SGA Press Secretary - shall serve as the official media spokesperson for the Student Government Association, work closely with the President, Vice-President, Secretary and Constitutional Advisor, 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 United States Student Association (USSA) Coordinator - shall inform the Student Government Association of all the developments in the USSA, make periodic reports of SGA activities to the USSA and assist the SGA Press in preparing news releases to the USSA.

Section VII:

The Assistant Secretary - shall perform duties of the Secretary in his/her absence, keep minutes of the Student Government Association meetings and be familiar with the duties and responsibilities of the Secretary.

Section VIII:

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 IX:

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 X:

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

Section XI:

Absence of Major Officers - in the event the President, Vice-President, Secretary and Constitutional Advisor 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 Press Secretary, USSA Coordinator, Budget Director, Chaplain, or Sergeant-At-Arms.

Section XII:

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 Nominating Committee and return applications to said Committee within forty-eight (48) hours.
2. The Nominating and Election Committee are to thoroughly explain the nominating and election procedures within forty-eight (48) hours after receiving the applications.
3. The Nominating Committee will submit all applications within twenty-four (24) hours to the Dean of Student Affairs for clearance.
4. The applications cleared by the Dean of Student Affairs will be returned to the Nominating Committee.
5. The Nominating Committee will inform all cleared applications through the Dean of Student Affairs 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. The Nominating Committee will submit all lists of signatures of applicants, to the Dean of Student Affairs for verification of enrollment.
8. Once the lists have been verified, they will be returned to the Nominating Committee.
9. 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.
10. 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 Students 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:

The specific time, place and manner of the campaign and election of officers shall be prescribed and supervised by the Student Government Association. The Election Committee shall be in charge of the voting process and the counting of ballots with 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.

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 representative or representative of NAACP, YMCA, or YWCA 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 representative or organization representative shall be replaced by the class or organization electing him/her at a regular or called meeting.

Article XIII

AMENDMENTS

Section I:

The constitution may be amended by 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 Student Affairs 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 (except SGA Press Secretary) on the SGA Cabinet will be filled by order of succession of the non-major officers.

Section X:

All positions occurring within the Cabinet (except SGA Press Secretary, the Editor and Miss 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 Student Affairs.

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 Student Affairs. All requisitions must be approved by the Dean of Student Affairs 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 Miss Rust in conjunction with SGA Cabinet within the first six weeks of school.

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. Homecoming 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.

Successors:

The student body shall elect Miss Rust and three alternates. 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 third 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 1999, must be verified as a full-time student, and must be approved by the Dean of Student Affairs. 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.

Section XVII:

MR. HOMECOMING – QUALIFICATIONS

The applicant for Mr. Homecoming 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.

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 \$1.50 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 Student Affairs 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 SEX, 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 comprises 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. Students, staff, faculty and administrators should know that the college is concerned about discrimination. The institution is prepared to take preventive and corrective action to deal with an individual or individuals who engage in such actions or conduct. 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, graduation or other conditions of employment or academic life may be adversely affected by not submitting to sexual advances.
2. **Student Disability:** Rust College defines student 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, because of their age.
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 their 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 sex. The same responsibility extends to employees of 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, sex or age is occurring. The Title IX Coordinator has the responsibility for handling matters of discrimination based on sex, to include sexual harassment. The Section 504 Coordinator has the responsibility for handling matters of discrimination based on disability. Complaints concerning discrimination based on sex, 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 sex, disability or age should use the procedures outlined 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.

This grievance procedure deals with discrimination based on sex (including sexual harassment), age, race, color, national origin, disability or age. All other complaints will be handled in accordance with procedures set out in the student handbook and employee handbook.

1. Students will make said discrimination known to the Dean of Student Affairs. Employees will make said discrimination known to the immediate supervisor of the accused discriminator. Non-employees or students will make said discrimination known to the Title IX Coordinator (sexual harassment), or Coordinator of Section 504 (disability).
2. If the Dean of Student Affairs or the immediate supervisor is the discriminator, then the complaint will be made to the Title IX Coordinator (sexual harassment) or the section 504 Coordinator (disability).
3. The Dean of Student Affairs, immediate supervisor or coordinator, will investigate the charges. If the charges are not resolved at this level, the Dean of Student Affairs, immediate supervisor or Coordinator 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, but the accused has the right to face the accuser in a hearing.
6. The President's Executive Council will inform the complainant of its actions within 72 hours after receiving the report.

Title IX Coordinator

McCoy Administration Building 1st Floor

Rust College

Holly Springs, Mississippi 38635

252-8000, Extension 4010

Adopted March 22, 1993

Revised August 1, 1994

Section 504 Coordinator

Shaw Hall

Rust College

Holly Springs, Mississippi 38635

252-8000, Extension 4907

COMPLAINT PROCEDURES

Any student who has a complaint should use the procedures outlined below to make it known. The individual making the complaint must file a written statement on the time, date, witness(es) and the circumstances surrounding the complaint.

1. The student will file the complaint in written form in the Dean of Student Affairs Office within 48 hours of the incident.
2. The Dean of Student Affairs will follow through with an investigation of the alleged complaint and file charges once agreed upon by the parties involved. The Dean for Student Affairs will present the complaint to the President.
3. The President will call a meeting with the Executive Council to present the complaint for review by the Council.
4. Confidentiality will be maintained; however, it should be known that the individual that the complaint is filed against has the right to face the accuser.
5. The President's Executive Council will inform the complainant of its actions within 72 hours.
6. The complaint should be resolved within 10 working days from the time the written complaint is filed.
7. If a student finds that the response to the complaint is unsatisfactory, the student may contact: Don Manning-Miller, Business Manager, 1st Floor Administration Building, Holly Springs, MS 38635, Phone Number: 252-8000, extension 4034.

RUST COLLEGE CAMPUS POLICE

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 Police is a part of the Student Affairs Department and is supervised by a Chief of Campus Police. The Campus Police officers investigate, prepare, and submit incident reports to the Dean of Students 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 Students assist the area by reporting potential and security hazards. College officials along with Campus Police 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 dormitory personnel, physical plant, student workers, and other major officers have access to the facilities.

The Rust College Campus Police Department publishes a Campus Police 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.

THE AREA OF STUDENT AFFAIRS
RESIDENCE EDUCATION HANDBOOK
RULES AND REGULATIONS

REVISED BY
Director of Residence Education
Dean of Student Affairs
2011-2012

WELCOME TO RUST COLLEGE

We are pleased you have chosen Rust College as the place you will further your education. As you know, Rust College emphasizes the cultivation of ideas and Christian character along with the acquisition of knowledge. Because you have sought us and decided to join us here on the campus, we believe you are seeking those many unique qualities and advantages we offer. We hope your experience here will help equip you with both maturity and insight.

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

The 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 college 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 to be a part of your total development. Take full advantage of your college experience. We are looking forward to working with you.

Again, Welcome.

Sincerely,

Dorothy Donnell, Director of Residence Education

ABOUT THE RESIDENCE HALLS

The college has six (6) 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. A Residence Hall Director with an Assistant is in charge of the residence hall. In 1976, the Living Learning Center Annex was added to Davage-Smith Hall. In 1989, the building was renovated and now houses 275 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.

Eaton Hall (1983) is a single parent student-housing complex. It has 6, one bedroom, individual apartments.

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.

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.

Violation of Housing Regulations

It is each student's responsibility to be aware of the contents of this booklet.

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 office is located in Wiff Hall. Mrs. Dorothy Donnell serves as Director of Residence Education, along with four (4) Residence Hall Directors and five Assistant Hall Directors. Each Hall Director is responsible for the total operation of his/her Residence Hall.

RESIDENCE HALL GOVERNMENT

Residence Hall Government is the residents voice in matters concerning the hall. The purpose of the Hall Government is: 1) to promote student leadership within the hall, 2) to plan for special activities within 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.

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 August 1, 2011 for the fall and December 9, 2011 for the spring semester. "A \$15.00 processing fee will be deducted from all room reservation fees".

RESIDENCE HALL SPACE

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 \$10.00 key deposit. Lost keys can be replaced by your hall director for a \$15.00 non-refundable 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.

GUEST POLICY

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 Resident 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 0-10 years are not permitted to be overnight guests of students. 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 fine to be paid in the Dean of Students Office 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.**
- 2nd Offense: \$75.00 Fine.
- 3rd Offense: Residence Hall Eviction. Note: students evicted from the residence hall seeking re-admission, must come before a Residence Hall Review Board before re-entering the residence halls (see Residence Hall Review Concerns - Dean of Student Affairs) If you observe un-announced and unwanted visitors, please contact the Residence Hall Director and Security immediately. Note: Children of ages 0-10 years are not permitted to be overnight guests of students.

GAMBLING

Gambling in any form is prohibited. All college students should become familiar with the Rust College Student Handbook. This offense brings immediate suspension.

CLOSING OF REGISTRATION

After the close of Registration, students are required to present registration slips to their Hall Director/Assistant Director. 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.

WEAPONS, ALCOHOLIC BEVERAGES, NON-PRESCRIPTION DRUGS, DISCIPLINARY ACTIONS

Rust College regulations prohibit the possession of weapons on campus. Possession of alcoholic and non-prescription drugs are prohibited in the Residence Halls and in cars parked, entering or exiting the campus. You are directly responsible for any container that contains alcoholic beverages (empty or filled) or evidence of non-prescription drugs found in your room or vehicle. Failure to adhere to these regulations will result in suspension/expulsion from the college. If marijuana butts, marijuana paraphernalia, seeds, ashes, are found, students will be immediately suspended from the college. Students found with weapons of any type will be expelled.

Alcohol Fine:	1st Offense:	\$150.00
	2nd Offense:	\$200.00
	3rd Offense:	Residence Hall Eviction

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 for Student Affairs 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 Students, Director of Housing, or the College Nurse has the authority to counsel with any student and make medical referrals.

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.

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 approved, you will be asked to move back to your assigned room and fined \$100.00

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. Students who do not attend hall meeting will be charged \$5.00 for each violation.

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. The total amount must be paid in full within 10 working days. Students are required to report all damages to their Residence Hall Director. **THE COLLEGE IS NOT RESPONSIBLE FOR PERSONAL PROPERTY LOST, DAMAGED OR STOLEN. We advise students to have insurance for their personal property. Insurance information is available in the Office of the Dean of Students.**

Property destruction – when halls are destroyed, doors kicked in, etc., all residents living on that hall will be fined and may be evicted for the duration of the semester, if the known individual(s) are not identified. The 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 Student Affairs Office for a clearance only). Fines must be paid in 10 working days, in the Dean of Students Office. Cash or money orders only – no personal checks will be accepted. A receipt will be given upon receipt of funds.

FINES /CHARGES

Students who leave their room dirty at the end of the semester or any other closing: Thanksgiving, Christmas, Module Break, and Easter Break) 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 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

Broken Chair: \$50.00

Removal of Dining Hall Equipment per item: \$50.00

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

Poor Room check: 1st offense/1 poor \$50.00; 2nd offense/2 poors \$75.00 and possible Residence Hall eviction

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): 1st offense is \$60.00; 2nd offense is \$180, with possible housing privileges being revoked; 3rd Offense - Housing Priviledges revoked

Trash in hallway, bathroom, balcony, staircase, etc: \$100.00 per person or \$20.00 per person in hall.

Improper checkout-no keys returned: \$50.00

Destruction of mattress: \$200.00

Damage of intercom equipment: \$400.00

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.): \$150.00 and loss of lab privileges.

Damages/Replacement Fees: **Students will be assessed for the following items:**

- All students must pay all fines and the \$50.00 room reservation fee before moving into the residence halls.
- Room Key Fee - \$10.00 (no students will be permitted to live in the residence hall until this fee is paid) Students who leave their room dirty at the end of the semester will be charged \$50.00 per person.
- 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.
- Cost of room door replacement per student of the room: Gross - \$275.00; Elzy, Davage-Smith, and Wiff - \$150.00; EL Rust - \$200.00. Students are given 10 working days to pay the fine.
- 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 - \$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.
- Etc. Other fines

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 redo 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/Assistant and Director of Residence Education are responsible for the general upkeep of the residence halls in conjunction with the Physical Plant Personnel.

LOUNGES

All Residence Halls are equipped with a reception lounge, which is to be used as a living room for all students in the hall.

Bedclothes, hair rollers, house shoes, and robes are considered to be inappropriate for these public areas, regardless of the time or situation. Lounges open for visitation at 4:00 p.m.

KITCHEN

Groups may be given special permission by the Residence Hall Director or Director of Residence Education to use the kitchen for special functions in Wiff and Gross Halls. Based on a recommendation from the Fire Marshall and our Insurance Company to cease the use of cooking utensils in the sleeping quarters, **other electric utensils are not permitted. Please leave clean or a \$25.00 fine will be charged.**

COOKING

Students are not permitted to use electrical appliances, i.e., hot plates, electric skillets, griddles, crock 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 \$50.00 fine and confiscation of such items, and residence hall eviction may occur. This is hazardous and could result in serious bodily harm.

VISITATION HOURS

Neither male nor female halls are approved for visitation beyond the lounge area. Social visits by males or females in the halls lounges area are permitted between 4:00 pm – 11:45 pm Sunday through Thursday; 4:00 pm – 12:45 am, Friday, and Saturday; Conduct in lounges must be respectable and in lighted rooms at all times. The lounge may be closed down at anytime for unbecoming behavior. The Director of Residence Education and each Resident Hall Director/assistant will announce Open Visitation/ Open House, when permitted.

Rules for participation in Open Visitation:

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

Any violation will result in disciplinary action.

For the safety and welfare of all students living in the residence halls, only authorized college personnel will be permitted to provide access to Residence Halls after closing hours.

STUDENTS ARE NOT PERMITTED ON THE ROOF OF ANY BUILDING. WINDOWS ARE NOT TO BE USED AS ENTRANCES/EXITS. A FINE OR DISCIPLINARY ACTION WILL BE ASSESSED FOR VIOLATION OF THESE REGULATIONS.

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.

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. **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.**

The Residence Halls will be closed during the following holidays: Campus Holiday Break.

Thanksgiving; Christmas, and Module Breaks (when announced). 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.

OVERNIGHT TRIPS

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

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 Resident Hall Director.

CLOSING HOURS

The residence halls will open at 6:00 am. Students are expected to be in the halls by 12 midnight on weekdays (Sunday through Thursday) Friday-Saturday 1:00 am. The doors will be closed at the respective time period. Entering and exiting the residence halls after closing and propping doors open after closing will result in complete residence hall lockdown, fine, or eviction.

STUDENT HEALTH SERVICES

The college maintains a Student Health Center, which is open from 8:00 am - 12 noon and from 1:00 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.

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, or the Dean of Students. members, RA's, student leaders, and Hall Representatives immediately.

USE OF ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted on our campus. Any person is guilty of use of alcoholic beverages when he/she consumes any alcoholic beverage 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; second offense is a \$200.00 fine; and the third offense is residence hall eviction within five days.

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 official in the performance of his/her duty. **The sanction for this violation can be immediate suspension.**

INTERCOM SYSTEM

The cost of any stolen or destroyed intercom equipment (speakers, etc.) will be assessed to students living on the floor/wing or where the incident occurred unless someone can identify the person or persons responsible for the act. Any student found guilty of stealing or knowingly damaging intercom equipment will be fined the cost of repairs and be required to vacate the residence hall immediately.

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 Director or Residential Services. 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.

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 Student Affairs, 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 an RA.

NOTICE 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.

FINANCIAL OBLIGATIONS

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.

GUIDELINES FOR HALL CLOSING AND OPENING

- Residence halls will be closed at the posted hours. Students may enter after closing hours through Security.
- Residence halls will close 30 minutes following the scheduled end of an on-campus sponsored activity.
- Residence Halls close at 1:00 am (Friday and Saturday)
- Students who have justifiable reasons for entering the residence halls beyond the closing hours will be responsible for going to security, who will open the hall. Directors of groups will be responsible for submitting names to security and the Hall Director. However, in case of emergencies, or when the Hall Director is not available, the Hall Assistant is in charge of opening and closing of the door upon consultation with the Director of Residence Education.

CRITERIA FOR LATE ENTRANCE

- Students going home and expecting to return after closing time.
- Students engaged in college sponsored activities away from campus such as choir, band, athletics, drama presentations, and work assignments.
- Approved organizational sponsored activities away from campus (i.e., approved scheduled off-campus activities and meetings)
- Personal problems (i.e., medical, family, economic).
- Students attending special college sponsored activities (i.e., movies, concerts, plays, religious, and cultural activities.)
- Permission will not be issued for activities held at establishments that sell alcoholic beverages. Student's names will be submitted to security for late entrance of the residence hall. Check with your director as to the time the hall will be opened after an on campus activity. You are required to adhere to this time frame. **NO EXCEPTIONS.**
- Students who work must have a written statement in the following areas for late entrance: Director of Residence Education, Campus Police, and the Dean of Student Affairs.

SIGNED STATEMENTS FROM PARENTS

Students who are arrested at establishments where alcoholic beverages are sold, should contact the parents first, and their respective residence hall director.

POLICY CONCERNING LITTERING

A student found guilty of throwing trash out of windows, in hallways, on the bathroom floors, on the floors in their rooms, or the campus lawn, will be governed by the following:

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

All fines are to help maintain standards in our residence halls. Violation of these accepted rules of behavior, subjects a student to removal from the residence hall, disciplinary action, or both.

At any given time, the Dean of Students or the Director of Residence Education, after observation of a student's behavior, can request a student to vacate the hall. The students will be given 5 working days to vacate the hall and will not be able to enter the residence hall without a written clearance from the Dean of Student Affairs.

STUDENTS SHOULD REFRAIN FROM:

- Eating in lounge and hallways
- Propping feet on chairs or other furniture
- Stretching out on sofa or chair in a public area
- Removing furniture from one room to another or the lounge areas
- Playing radios, stereo record players, etc., in open windows at anytime
- Placing food inside or outside of window ledges
- Having parties in the room or bringing crowds which may hamper the sleep or studies of his/her roommates or other residents
- Displaying any pornographic materials in room or hall
- Stepping/tapping canes or sticks, or holding step practice in residence halls
- Changing locks on their doors/closets.
- Bouncing balls, roller skating or wearing spiked shoes in the residence halls
- Placing wires, hangers, nails, etc., on knobs and locks or doors to prevent opening with a key
- Loitering around residence halls after visitation hours and after closing hours
- Entering or exiting room at anytime through window – **immediate suspension if found guilty**
- Communicating out of windows
- Smoking in any residence hall, or building on campus
- Littering hallways, lounges, study rooms, office area, etc. at any time
- Sitting in windows of the residence hall
- Hanging clothes or other items from windows, or ledges.
- Visiting students of the opposite sex, except in the case of Open House/Open Visitation Day
- Roaming the halls late at night
- Dragging furniture or objects across the floor.

HOUSING CONTRACT

RUST COLLEGE

OFFICE OF RESIDENCE LIFE

HOLY SPRINGS , MS 38635

I _____, wish to live in a Rust College Residence Hall and agree to abide by the following regulations:

1. Housing facilities are available only to students who purchase a meal card. (Room and Board is a package agreement)
2. A housing agreement is binding for one semester.
3. The resident is responsible for the cleanliness and proper care of the room and its furnishings.
4. All rooms are designed for 2 to 4 occupants.
5. Residents are not permitted to allow any person who is not properly registered to stay in his/her room without the permission of the Residence Hall Director.
6. The occupants of each room are accountable for any damage to his/her room or damage to any items found in the room at the time the room becomes occupied.
7. Occupants of the Residence Hall are jointly responsible for any damages to community property or community areas of the residence hall.
8. All rooms are to be vacated by the posted time on the established date for any closing period.
9. Occupants are required to cooperate during any safety drill held for the occupants of a residence hall.
10. Dogs, cats, or other pets are not permitted in the residence hall.
11. The College reserves the right to inspect residence hall rooms at all times, and may, if and when necessary, at the discretion of the Dean of Student Affairs, conduct a thorough search, preferably but not necessarily in the presence of the student whose room is being searched. (Illegal items found during the inspection or search may be confiscated. Students may be subject to disciplinary action. See Handbook.
12. The telephone lines in each room are the property of the college. Students are not permitted to purchase calling cards using the telephone number or in the name of Rust College.
13. The safety and welfare of the student is important: Therefore, students are required to assist in safety prevention, at all times making sure that as you leave your residence hall, the doors are secure for all occupants. The security of the building is a joint expectation.
14. I promise to adhere to the above rules and regulations.

Rust College's property insurance 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. We recommend that you contact National Student Services, Inc., for information on student's personal effects property insurance. National Student Services, Inc., offers affordable personal property coverage for purchase by student, and will be pleased to provide coverage. They may be reached at 1 800-256-6774, or you may apply on line at www.nssinc.com.

Signature _____ Date _____

RESIDENCE CONTRACT

All students are required to sign a residence hall contract. Please read the contract thoroughly before signing.

ALL STUDENTS ENROLLED AT RUST COLLEGE ARE SUBJECT TO RANDOM DRUG TESTING.

TELEPHONES – 911

Rooms have been equipped for telephone use. Phones are the responsibility of the students. Abuse of the telephone with obscenity, harassment, and fraudulent misuse of stolen calling cards or credit cards are illegal. Students found guilty of the abuse or misuse of the telephone system are subject to college disciplinary action and or the local law enforcement agency.

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.

GUIDELINES FOR RESIDENCE HALLS

Listed below are violations if committed, the occupant is subject to disciplinary action and residence hall eviction/and fine up to \$100.00, depending on the damages.

- A. Possession or use of any electrical cooking utensils, such as electrical fry pans, hot plates, crock pots, coffee makers, microwaves, immersible cup heaters, or any other cooking appliance are not permitted. The college will confiscate any hazardous appliance and student will be fined.
- B. Tampering with locks, fire alarm mechanisms or fire extinguishers is a serious offense, and this behavior may result in legal action or **Suspension with no hearing**,
- C. Entering residence halls after closing without valid permit,
1st Offense: Fine
2nd Offense: Residence Hall Eviction
- D. Disturbing other residents by rowdy, boisterous, or disorderly conduct - warning and hall eviction,
- E. Property damage to any residence hall facility or equipment furnishing will result in suspension, no hearing,
- F. Violation of any visitation regulation or posted visitation rule (authorized guests, etc..) - hall eviction.
- G. Using any sound producing equipment at such volume or in any manner that it disturbs other residents, whether during quiet hours or at any other time. Sound from such equipment must not be audible outside the resident room. Abuse may result in confiscation for an indefinite period of time.
- H. Evidence of possessing or consuming alcoholic beverages in residence halls or on college property.
- I. Littering - throwing trash out of windows, in hallways, bathroom floors, in rooms, or balcony are prohibited. Persons guilty of violating this policy will receive a \$50.00 fine for 1st violation; \$75.00 fine for 2nd violation; and hall dismissal for 3rd violation.
- J. It is imperative that dishes be left in dining hall. Failure to comply will result in a fine.
- K. Students are expected to maintain their room in a state of cleanliness, with beds made, floors swept and mopped, trash emptied, etc. Failure to comply will result in fine or eviction.

VIOLATION OF RESIDENCE HALL CLOSING

STUDENTS, WHO FAIL TO CHECK OUT PROPERLY AT THE CLOSE OF SCHOOL FOR THE CHRISTMAS HOLIDAY AND AT THE END OF SCHOOL IN THE SPRING AND SUMMER, WILL NOT RECEIVE THEIR KEY DEPOSIT MONEY. IF THEIR ROOM IS LEFT DIRTY/LITTERED/, THEY WILL BE CHARGED A \$50.00 FINE FOR DIRTY ROOM; \$50.00 AND UP FOR DAMAGES DONE TO ROOMS. THESE FINES WILL BE PAID IN THE DEAN OF STUDENT AFFAIRS OFFICE, IN CASH OR BY CASHIERS CHECK, BEFORE STUDENTS ARE ALLOWED TO RECEIVE A ROOM IN THE FALLOF THE FOLLOWING SCHOOL YEAR. A RECEIPT FOR ALL FUNDS WILL BE GIVEN. ENTERING AND EXITING THE RESIDENCE HALLS AFTER CLOSING, AND PROPPING DOORS OPEN AFTER CLOSING, WILL RESULT IN COMPLETE LOCKDOWN. THIS MEANS NO ONE WILL BE ALLOWED TO ENTER OR EXIT WITHOUT SECURITY AND/OR THE RESIDENCE HALL DIRECTOR.

HALL COUNCIL

Hall Councils should be instituted in the residence halls. The Council will consist of the following officers:

President

Vice-President

Secretary

Treasurer

Hall Council Duties and Responsibilities

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

RESIDENCE EDUCATION REVIEW BOARD

Students may be able to seek readmission to the residence hall with a parent/guardian; however, readmission may be denied. Once your letter is submitted to the Review Board, reviews will be forwarded to the Dean of Students who will inform the student/parent.

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 the student understands that the purchase of property insurance for these items is their responsibility, not the institution. Each student is therefore advised that:

- A. 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.
- B. The student should consult their parents regarding the availability of coverage under the parents' homeowner or tenant policy.
- C. 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, or you may write to:

National Student Service, Inc.

P.O. Box 2137

Stillwater, OK 74076-2137

Applications are also available in the Dean of Students Office as well as the individual Residence Hall Directors' desk.

FIRE SAFETY REGULATIONS

How to Prevent Fires and Survive in an Emergency

Question: What causes most fatal fires?

Answer: Careless smoking - falling asleep while smoking is the biggest single cause of residence hall fires. It is also one of the biggest single causes of fire death. Electrical shortages caused by faulty or improperly used appliances - including hot plates, lamps, and electrical extension cords account for the largest number of fatal residential fires.

Questions: When do most fires start?

Answer: Most fatal fires start between midnight and dawn, while you are asleep. That is why it is important to have a fire plan.

Question: What's the biggest killer, smoke or flames?

Answer: Most fire victims are overcome by smoke. They suffocate to death. At night, your nose is one of the first senses to fall asleep. The toxic gases and smoke created by a fire can overpower your lungs before the flames get near you.

Question: How can I prevent fires in the residence hall?

Answer: Learn the following basic fire safety rules and practice them. Make sure you learn to follow the rules:

- A. Do not smoke in bed,
- B. Report faulty cords, switches, and plugs on lamps, heaters, and other electrical equipment,
- C. Do not use multiple extension cords from one outlet or overload circuits
- D. Do not attempt to replace faulty electrical wiring. Contact your Resident Assistant or Director.
- E. Keep flammable liquids out of your room or hall
- F. Report any piles of old papers, magazines, oily rags, flammable liquids in storage rooms. These should be thrown away,
- G. Report problems with electrical outlets, you should have enough outlets for your lamp and other appliances. Electrical cords should be in the open, not hidden under rugs. Limit the number of extension cords you use,
- H. TV Sets and stereo units should not be touching the wall, they need space around them to let hot air out,
- I. Combustibles in the laundry/storage room areas around the hot water heater and dryers should be kept clean.

Question: When should I call the fire department?

Answer: After everyone has reached safety, call from another hall or Guard House or use alarm box.

Question: How will we teach you to follow an escape plan?

Answer: We will make students aware of fire dangers, practice different emergency situations, as well, so everyone knows how to use every escape route, at least once per semester.

Question: What about me? I live on the 2nd/3rd floor?

Answer: First, if the fire's on your floor and you cannot get out of the door, close your room door. Stuff all the door cracks with towels or blankets, to cut down on smoke coming into your room. Don't break windows unless absolutely necessary. If you can leave your room, close the door behind you and take your keys so you can get back into your room. Learn your building's posted escape plan and practice it. The more you practice, the more likely you'll survive if a real emergency happens.

Question: Do smoke detectors work?

Answer: Yes, many people have escaped from a fire because their smoke detectors warned them in time. Seconds can be crucial.

Question: Where are smoke detectors located?

Answer: They are located in the ceiling of the Residence hallways. No matter where they are installed, do not tamper with them.

Question: Should we have fire extinguishers?

Answer: Yes, but remember they offer protection from small fires. They cannot make you fireproof. Use your fire extinguisher like a broom. Sweep from side to side at the base of the fire. If the fire can't be contained, get out fast.

NOTE: IF YOU DISCHARGE AN EXTINGUISHER WHEN THERE IS NO FIRE, YOU ARE ENDANGERING YOUR LIFE AND THE LIVES OF OTHERS.

Question: Are grease fires different?

Answer: Yes, grease fires are fires that can start suddenly and without warning. Many can be put out easily. Never put water on a grease fire. It only spreads flames and makes the fire worse. In case of a grease fire, turn off the appliance and put a lid on top of the pan. Most fatal hall fires start at night while you are asleep. If you smell smoke, don't panic, follow the residence hall escape plan, and get out as quickly as possible. Keep bedroom doors closed. Stairways and hallways are natural fire corridors. Crawl to the door. Feel it with the back of your hand for heat. If the door feels hot, do not open it. The safety crawl zone is roughly the height of your doorknob. Stay low where the air is better and crawl to the exit. Keep a cloth over your nose and mouth (wet is possible) Remember, valuables can be replaced, lives cannot. If there is a fire in your hall, leave everything and get out. A few seconds can make the difference between life and death.

RUST COLLEGE INTRAMURAL AND RECREATIONAL SPORTS ACTIVITIES 2011-2012

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: Monday-Friday 3pm-11:30pm

Saturday and Sunday 3pm-11:30pm

MEN AND WOMEN INTRAMURALSPORTS

Activity	Entry Dates	Play Begins	End Playoffs	Championships
Basketball	Aug. 22-Sept.1	Sept. 13-Oct. 3	Oct. 4-7	October 8
Volleyball	Oct. 3-7	Oct. 17-Nov. 1	Nov. 3-4	Nov. 5
Flag Football	Feb. 20-24	March 5-30	April 2-4	April 9-10
Dodgeball	Feb. 20-24	March 5-23	March 27	March 29

DAILY ACTIVITIES

Activity	Days	Time
*Gym	Daily	Daily
Swimming	TBA	
Track (Jogging/Walking)	Daily	
Weight Lifting	Daily	5pm-10:30pm
Aerobics/Taebo	Daily	6-9pm
Recreational Games	Daily	3pm – 11:15 pm
DirecTV all games	Daily	3pm-11:15 pm
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: Mrs. Priscilla Fisher

Assistant Director of Student Activities: Brandon Reeves, and Ato Green

DIRECTORY

<u>LOCATION</u>	<u>EXTENSION</u>
McCoy Administration Building - 1st Floor	
President's Office	4016
Development Office	4004
Personnel Office	4010
Business/Cashier's Office.....	4034/4024
Vice-President	4012
Campus Post Office.....	252-8857
Purchasing Agent	4975
Gifts and Receipts	4019
Grants and Contracts	4009
McCoy Administration Building 2nd Floor	
Dean of Student Affairs.....	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
McMillan Multi-Purpose Center	
Division of Education.....	4408
Student Activities Area.....	4402/4404
Men's Basketball Coach	4091
Women's Basketball Coach.....	4418
Leontyne Price Library	
Head Librarian	4103
Library Front Desk	4100
Brown Mass Communication Building	
Radio Station	4551
TV Station.....	4550
Campus Cafeteria/Chef.....	4502
Humanities.....	4559
Shaw Hall	
Freshman Studies	4902
Student Support Services.....	4902/4909
Warehouse	
Physical Plant Director	4750
Supply/Book Store.....	4700
Print Shop.....	4975
Science Building	
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

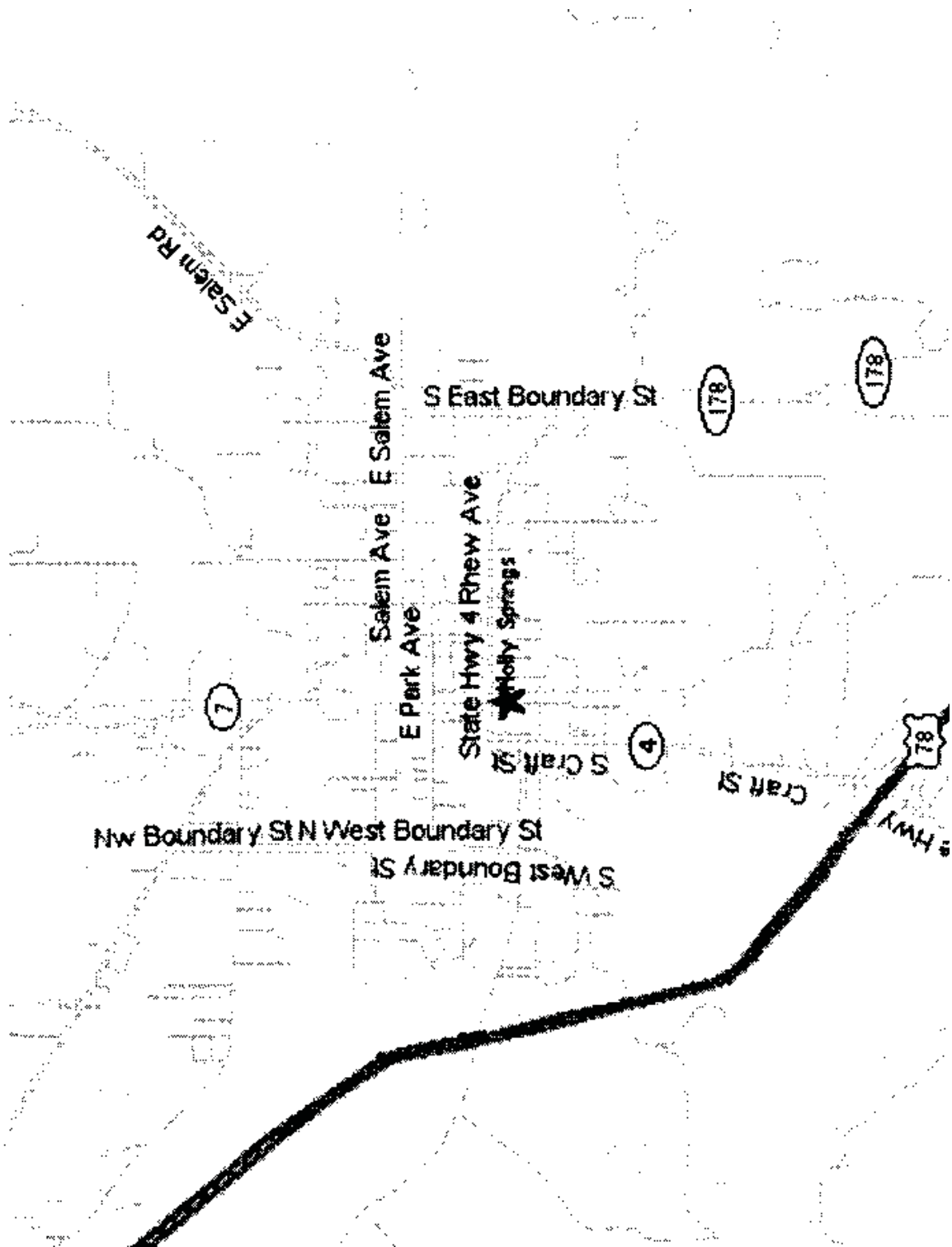
City Police 252-2121
County Sheriff 252-1311

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
Liddy's Health Mart 252-2285



CALENDAR YEARS

2011

September	January	S M T W T F S 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	February	S M T W T F S 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	March	S M T W T F S 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	April	S M T W T F S 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
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	October	S M T W T F S 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	November	S M T W T F S 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	December	S M T W T F S 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		

2012

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2013

September	January	S M T W T F S 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	February	S M T W T F S 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	March	S M T W T F S 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	April	S M T W T F S 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
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