

RUST COLLEGE

STUDENT HANDBOOK



"BY THEIR FRUITS YE SHALL KNOW THEM"

150 RUST AVENUE
HOLLY SPRINGS, MS 38635
WWW.RUSTCOLLEGE.EDU

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ACCREDITATION/MEMBERSHIPS

Rust College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the associate and baccalaureate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30003-4097 or call 404-679-5400 for questions about the accreditation of Rust College.

NON-DISCRIMINATION STATEMENT

Rust College does not discriminate based on race, color, national origin, sex (including pregnancy), age, disability, military service, or genetic information in its programs, activities, and employment. Further, the College does not retaliate against a person because he or she complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit. Rust College prohibits harassment because of a person's race, color, national origin, sex, age, genetic information, or religion. The College may discriminate based on religion in employment as it deems it is prudent to do so to achieve its mission.

FOREWARD

This handbook is designed to promote student awareness and appreciation of the various aspects of campus life at Rust College. It contains necessary and useful information which will help students understand their privileges, rights and responsibilities. Knowledge of its contents will facilitate cooperation and constructive relationships among students, faculty and staff. These relationships enhance student self-esteem, as well as intellectual and moral development.

Established in 1866, Rust College has a long tradition of providing a quality education to thousands of students and “the first to give learning to those who were set free”. Over the years, our former students have become successful alumni, leaving their mark on their various career and civic endeavors. In the near future, you will find yourself among the ranks of distinguished Rust College alumni, but not before your years here at the college have furthered prepared you for your future. Rust College is yours and, as such, it has an obligation to serve you--promoting your worthy interests and purposes in every possible manner. You, on the other hand, have an obligation to respond positively to its academic and social standards. This handbook presents a comprehensive view of the college community. It is your responsibility to further develop your talents and character in the college’s stimulating and culturally diverse environment.

CONTACT INFORMATION FOR ADMINISTRATIVE OFFICES

| DEPARTMENT | CAMPUS ADDRESS | TELEPHONE |
|--|---|------------------------------|
| Academic Affairs | McCoy Administration Building 2 nd Floor | 662-252-8000, extension 4050 |
| Admissions | McCoy Administration Building 2 nd Floor | 662252-8000, extension 4059 |
| Alumni Affairs | Oakview Mansion | 662-252-8000, extension 4911 |
| Athletics | McCoy Administration Building 1 st Floor | 662-252-8000, extension 4012 |
| Bookstore | S. L. Griffin Building | 662-252-8000, extension 4700 |
| Business Office | McCoy Administration Building 1 st Floor | 662-252-8000, extension 4034 |
| College Relations | McCoy Administration Building 1 st Floor | 662-252-8000, extension 4012 |
| Financial Aid | McCoy Administration Building 2 nd Floor | 662-252-8000, extension 4062 |
| First Year Experience Academic Advising | Shaw Hall | 662-252-8000, extension 4902 |
| Health Services | Shaw Hall | 662-252-8000, extension 4900 |
| Institutional Research | McCoy Administration Building 2 nd Floor | 662-252-8000, extension 4004 |
| Library | Leontyne Price Library | 662-252-8000, extension 4100 |
| Registrar's Office | McCoy Administration Building 2 nd Floor | 662-252-8000, extension 4055 |
| Student Engagement | McCoy Administration Building 2 nd Floor | 662-252-8000, extension 4083 |

WELCOME FROM THE PRESIDENT OF THE COLLEGE

HISTORY OF THE COLLEGE

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. Among approximately 20,000 former students of Rust, many only completed their elementary or secondary education; however, more than 15,000 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.

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 and served until May 2020. On June 1st, 2020, Ivy R. Taylor became president of Rust College and the first woman to serve in the role.

MISSION OF THE COLLEGE

Rust College equips and inspires students for excellence and service in their communities and throughout the world.

College Colors: Royal blue and white were adopted as the official colors of the college many years ago.

College Mascot: Bearcat

College Motto: By Their Fruits, Ye Shall Know Them”

College Chant: There’s No Place I’d Rather Be – R U S T; 2 claps and a Rick Flair

College Emblem: The emblem is a circle enclosing a book of knowledge and the date founded. It is symbolic of continuous efforts for quality learning and humanitarian service.

RUST COLLEGE 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:

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, Administrative Offices, and Career Pathways; 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).

Religious Practices: All formal meetings, assemblies and programs are opened with prayer; Grace is said before meals.

Founders Day: Founders Day is held annually in November.

President’s Convocation The President’s Convocation is held annually in September.

Mid-Year Convocation The Mid-Year Convocation is held annually in January.

ALMA MATER

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

WELCOME FROM THE VICE PRESIDENT FOR STUDENT ENGAGEMENT

This Division of Student Engagement and Enrollment Services is a student-centered division where our only goal is your success.

Our division includes several units that support student growth and development inside and outside of the classroom. Our department includes Residence Life and Housing, Campus Security, Student Activities, Religious Education, Student Conduct, Health Services, Student Activities, and Intramural/Recreational Sports.

We believe in an all-inclusive approach to student success by focusing on student-centered efforts to increase success opportunities at Rust College. All programs and services have centralized goals that bolster student success.

Rust College and the Office of Student Engagement and Enrollment foster out-of-class experiences that enhance our student's educational pursuits. The all-inclusive environment at Rust College offers something to everyone, with over 20 registered clubs and organizations. We encourage every student to be an active participant in their success. Research clearly states that student involvement significantly increases persistence and graduation.

Although this handbook will be an invaluable resource to you, it should not deter your interactions with the College's administration, faculty, and staff members. While this handbook is not a contract, it does provide guidance as to the conduct expected of students. We encourage you to ask questions and obtain additional information as needed for clarity and understanding.

Please refer to our website for additional information and a review of services we provide to assist in the successful journey to graduation. Rust College and the Office of Student Engagement look forward to meeting students where they are and nurturing the educational expedition. Please feel free to stop by our office on 2nd Floor of the McCoy Administration Building at any time. We look forward to seeing you around the campus. President Ivy Taylor has assembled a team dedicated to your success, and together we will make it happen.

Sincerely,

Dartell Treadwell, MSP, PT, DPT
Interim Vice President for Student Engagement

THE DIVISION OF STUDENT ENGAGEMENT

Rust College seeks to develop the whole student. While academics provide the mainstay of the College environment, Rust College recognizes that the "undergraduate experience" is not restricted

to the classroom. As such, the College offers several opportunities for students to participate in social, cultural, recreational, and athletic activities.

The Division of Student Engagement is the component of the College responsible for co-curricular and extra-curricular areas of student and campus life including, Campus Safety, Health Services, Student Discipline, Religious Life, Residential Life, Student Activities, the Student Government Association, and Student Clubs and Organizations. Under the direction of the Vice President for Student Engagement, the primary function of the area is to provide a comprehensive program of student support services directed toward meeting students' developmental needs. Student Engagement, through its programs and processes, seeks to create a supportive co-curricular environment at Rust College that is conducive to the development of emotional autonomy, coping skills and feelings of self-worth and independence, tolerance and mature relationships with peers, appropriate educational plans, mature career plans and a responsible lifestyle.

The Vice President for Student Engagement provides leadership and continuity in the long-range planning and program offerings of the division. The Office of the Vice President for Student Engagement is located on the 2nd Floor of the McCoy Administration Building.

CAMPUS SAFETY

Campus Safety aims to provide a safe and welcoming environment for the Rust College community. Campus Safety Officers strive to meet the individual needs of all students, faculty, and staff by providing frequent patrols, professional attitudes, and quick response to safety concerns.

Rust College is private property. Non-members of the campus community who engage in misconduct within College programs or on College property can be subject to actions that limit their access and/or involvement with College programs and property as the result of the misconduct. All vendors serving the College through third-party contracts are subject to all policies and procedures, to which their employer has agreed to be bound.

HEALTH SERVICES

Health services at Rust College are designed to meet the minor health care needs of members of the College community and to provide mental health support. The Health Services Office is located in Shaw Hall. The Office is staffed by a full-time licensed practical nurse (LPN).

To be Determined - LPN vs. RN, add counselor.

STUDENT DISCIPLINE

Accountability and discipline serve an important aspect of the growth of the individual and the well-being of the community at Rust College. Each member of the community has committed himself or herself to live within the College's expectations of life and conduct which are included in this handbook. When an individual fails to meet the responsibilities that are inherent in membership in this community, there is a need for accountability.

RESIDENTIAL LIFE

Rust College offers its residents the opportunity for a rich experience in group living and strives to provide an atmosphere conducive for living and learning. The College operates five residential

facilities. The male residential facilities are Davage Smith Hall and Gross Hall. The female residential facilities are E.L. Hall, Emma Elzy Hall, and Wiff Hall.

Rules and regulations are designed to give students freedom for growth, exploration and self-discipline while providing an environment conducive for learning.

The Residence Hall Director has the overall responsibility to provide general direction and supervision of the residence hall. The Director is aided by Residence Hall Assistants in providing services for the operation of the hall.

STUDENT ACTIVITIES

The College promotes a varied program of social, cultural, religious, co-curricular and extracurricular activities to supplement formal classroom education, and to provide opportunities for students to develop leadership skills and social competence. With guidance from faculty and staff members, these activities are a valuable way to apply intellectual and physical energy in cooperative tasks.

STUDENT GOVERNMENT ASSOCIATION & STUDENT CLUBS AND ORGANIZATIONS

The Student Government Association (SGA) and student clubs and organizations play a vitally important and essential role in the life of students and Rust College as an institution. The SGA and student clubs and organizations foster student engagement, provide a key mechanism for communication between students and Rust College administration, promote leadership development, and support the social, intellectual, recreational, and professional interests of students.

SOCIAL EXPECTATIONS

Life at Rust College is governed by the principles set forth in this handbook. As a matter of personal honor, each student is bound to uphold and to encourage others to obey the following regulations guiding life at Rust College. These rules are not suspended at any time. When on campus, students are under the jurisdiction of the College. Students representing the College or any organization of the College in any official activity (conference, club trip, etc.) are also under college jurisdiction. At Rust College, the student and the College work together to promote both an increasing intellectual maturity and continuous growth in personal responsibility, social maturity, respect for the dignity and rights of others, and a responsible respect for the moral and spiritual values that have characterized Rust College and its constituency. As a Christian institution, Rust College is interested in the wholesome development of the student spiritually and socially as well as academically. Therefore, the College looks with disfavor on anything contributing to the erosion of the character, moral, and spiritual development of the individual student. Certain activities are undesirable and are not in keeping with the atmosphere of a Christian educational environment. These activities include but are not limited to the following: disorderly conduct, possession and/or use of firearms, possession and/or use of illegal drugs (including alcohol), use of tobacco, gambling, cursing, and other conduct not in keeping with the standards and principles of Rust College. The College reserves the right to inspect the living quarters of any student residing on college property at any time that its administrative officials or their agents shall deem such inspection to be in the best interest of the College.

RESIDENTIAL LIFE

GENERAL RESIDENTIAL LIFE RULES

Rust College attempts to make living in the residence halls an exciting, enriching, and educational experience for students. All freshmen are encouraged to live on campus.

Rooms in residential facilities are furnished. However, it is recommended that students bring the following items with them: twin sheets, pillowcases, comforters/bedspreads, a blanket, shower shoes, a mattress cover, a pillow, trash can, and cleaning supplies.

Students who live in a residence hall must purchase the College meal plan.

The following guidelines apply to all residents of on campus housing:

1. Students who want to live in the residential facilities must submit a Room Reservation Form and the applicable fee before being assigned a living space.
2. **Visitation is permitted in the residential facilities according to policy and procedure.**
3. Students are not to move the furniture in the residence halls. Any student who moves or damages furniture and/or blinds in the residential facilities will be charged a fee for repair and/or replacement. The payment will be due at the time of the damage.
4. Unauthorized room changes and/or violations of the visitation policy are subject to disciplinary action.
5. Students have a responsibility and obligation to help maintain facilities in a neat, clean, and orderly manner at all times.
6. Living in the residence halls is a privilege and not a right; in order to continue living in the residence halls, students must follow and adhere to Rust College rules and regulations.
7. Students must respect fellow students and the staff of the residential facilities; the staff will show students similar respect.
8. Students must comply with the specific directives of all College faculty, staff and administrators. This includes Security Officers, Residence Hall **staff** and/or any employee acting within her/his authority and/or in the performance of her/his duty.
9. Each on-campus student is required to sign a Housing Contract prior to check-in. Students should read the contract very carefully, and sign and return one copy to the Office of Residential Life.
10. Residential students will pick up their room keys from the assigned hall office upon check-in. Upon claiming the room and receiving a room key, room and board charges officially begin. Students must not allow unauthorized persons to use their room keys. (If a student leaves the College after receiving a key, full room and board charges will be assessed.)
11. Students who fail to register for classes by the close of business on the last day of general registration will be terminated from the residence hall.
12. The Residence Hall Director will conduct a room inspection upon check-in. The condition of all furniture will be noted on the inspection. At the close of the semester, any changes in the condition of the furniture will be noted on the check-out form and students will be assessed a fee for any damage.
13. A student unenrolled for non-payment of fees will be terminated from campus housing.

14. If a student decides to leave the College, an official withdrawal form must be executed in the Office of the Registrar. (If a student leaves without officially withdrawing, full room and board charges will be assessed.)
15. To replace a lost key, a \$25 charge will be assessed. Students are not permitted to make copies of room keys. Copies of keys will not be accepted at check-out time at the end of the semester.
16. Room inspections are held on a weekly basis. (Students failing to maintain clean rooms may be terminated from housing.)
17. No refrigerator rental service is available on the campus. However, a student may bring her/his own refrigerator provided it is no larger than 4.0 cubic feet.
18. Electrical appliances such as George Foreman Grills, deep fryers, toaster ovens, and hot plates are not permitted in the residence halls. Non-permissible items will be confiscated, and students found to be in possession of these items will be required to appear before the Disciplinary Committee.
19. Weapons (guns, knives, box cutters, clubs, pellet or BB. guns, brass knuckles, sharp-edged instruments, Taser, pepper spray, or any other instrument that can be classified as a weapon) are not permitted on campus or the residence halls. Violators are subject to suspension and/or expulsion. The College has a zero-tolerance policy for: fighting, weapons and threats, vandalism, theft, unauthorized entry/illegal visitation, and refusal to obey directives from persons in authority.
20. Physical abuse, bullying, intimidation of any form, fighting and vandalism will not be tolerated.
21. Possession and/or consumption of alcoholic beverages and drugs on campus, in the residence halls or college facilities are not permitted. Violators are subject to suspension and/or expulsion.
22. Marijuana is an illegal drug in the state of Mississippi. The use of marijuana is prohibited on the Rust College campus. There will be no exception to this rule.
23. The College maintains a curfew policy of 12:00 a.m. on Sunday—Thursday nights; and 1:00 a.m. on Friday and Saturday mornings. All residence halls entrance doors (male and female) are secured at curfew each night. Students entering or exiting the residential facilities after these hours are required to show their ID cards to the staff on duty for entrance and exit.
24. Loitering is not permitted.
25. A student involved in disciplinary problems may be terminated from campus housing and must vacate the premises as directed by the Office of Student Engagement.
26. Students who have been involved in disciplinary problems may also be denied future housing accommodations.
27. Students *are discouraged from keeping* large sums of money or expensive jewelry in the rooms.
28. It is strongly recommended that students not share clothing or other personal items.
29. Smoking is **not permitted** in any facility on the Rust College campus. Students who damage or remove smoke detectors in residence hall rooms will be referred to the Disciplinary Committee. Violators may be suspended from the College and/or the residence facilities.

30. All loud sound producers (i.e., radios, stereos, tape players, CD players, TVs, musical instruments, iPods, laptops, etc.) must not be used in an abusive manner.
31. The burning of incense and candles in any form is not permitted in the residence halls. Other forms of room deodorizers may be acceptable with the approval of the residential staff.
32. Students are encouraged to permanently label/mark all belongings such as radios, TVs, alarm clocks, computers, etc. Students are also encouraged to record serial numbers.
33. To prevent damage to walls, woodwork and floors, students are not permitted to use nails, tacks, tape or screws in or on the walls or woodwork. *The use of Velcro tacking is suggested.*
34. Pets or experimental animals including mice, hamsters, birds, reptiles or insects are not permitted in residence halls.
35. No objects, including clothing, are to be hung outside windows, on steam pipes or venetian blinds.
36. Flammable items should not be kept in rooms. Floors should be kept clear of objects that persons might fall over.
37. When a student finds it necessary to be absent from the campus overnight, the student must sign out with the resident staff member. A record of the student's location is essential in case of an emergency.
38. The use of personal wheeled vehicles such as motorbikes, bicycles, skateboards, wagons, scooters, etc., is not permitted in residence halls at any time.
39. Fire drills will be conducted periodically. All students are required to participate.
40. The College does not provide housing for married students.

HOUSING POLICIES

1. Admitted students should complete and submit a Room Reservation Form to the Office of Residential Life along with a **\$150.00** reservation fee prior to being assigned a room and issued a key. Room reservation fees are accepted in cashier's checks, money orders, credit cards or personal checks only. **The room reservation fee is non-refundable.**
2. The Office of Residential Life assigns occupants to each room on a double occupancy basis.
3. At the opening of the College term, a student should report to the residence hall to which s/he has been assigned.
4. Prospective students who have paid their room reservation fee but deferred enrollment to the second semester should reapply for housing by contacting the Office of Student Engagement.
5. The College reserves the right to deny the privilege of residence hall accommodations to persons who show flagrant disregard for the policies and procedures governing residential living or for health reasons.
6. A charge is levied each semester to students responsible for damages and violation of housing policies in the residence halls. If damages occur in a hall and no student is found guilty of the damages, the entire floor/hall may be subject to charges. Levied charges

must be paid in cash to the Office of Business and Finance within 48 hours of the damage. Failure to do so may result in loss of housing privileges.

CABLE SERVICES IN RESIDENCE HALLS

Students are provided with cable connections in each residence hall student room. The College provides the basic cable channels in addition to the local area channel. The College does not provide televisions.

COMMON INTEREST AREAS

Some residence halls have lounges and TV rooms. With the right to access to these facilities goes the responsibility to adhere to residence hall policies regarding their use:

1. Students who use any of these facilities are responsible for the condition in which they are left.
2. Students who move furniture from common interest rooms/areas may be subject to penalty.

DAMAGE ASSESSMENT

Damages to student rooms and common areas in the residence halls are assessed at the end of each semester and, if necessary, periodically during the year. Damages within a room are charged equally to the room occupants; unless there is clear evidence that only one of the roommates was responsible. Damages in hallways, lounges, restrooms, and other common areas are charged to the person(s) responsible (if identified); otherwise, all floor or hall residents are collectively fined. An itemized list of damage fees will be attached to the student accounts.

The College is not liable for theft or damage to the personal belongings of resident students.

FURNITURE AND EQUIPMENT

Furniture and equipment provided in each resident room and all other areas of the building are the property of Rust College and are provided for the convenience of the occupants. Under no circumstances is any resident entitled to remove from the premises, or move to or from other parts of the building any furniture/equipment of this nature unless granted permission by the Vice President for Student Engagement.

FURNISHINGS AND ROOM INVENTORY

Residents are responsible for all furnishings in their care. Each room is provided with suitable furnishings which the residents are expected to maintain. Damages done to rooms or furniture will be charged to the residents. During check-in for each semester, each resident will complete a "Room Condition Form" along with a Residence Hall Director on the day of check-in. Whenever a resident moves from an assigned room or checks out of the residence hall, the Resident Hall Director will recheck the assigned room for damages. Damages to the room or furniture, which is not noted on the "Room Condition Form" will be charged to the resident. College property is not to be removed and transported elsewhere without the approval of the Vice President for Student

Engagement. Students with public area College property in their possession or in their room will be charged for the item and/or referred to the Disciplinary Committee and charged with theft of College property.

HALL SECURITY

Everyone shares a responsibility for the security of the residence hall. Outside doors are locked for the safety of the residents. Opening or propping outside doors open is prohibited, and fines and/or disciplinary action will be assessed to any person(s) found guilty of violating this policy. Entering or exiting through windows is not permitted and may result in appropriate disciplinary action.

KEYS

Each resident is issued a room key at the time of check-in. Keys are to be returned at the end of each semester. Residents who fail to return keys at check-out will be assessed a fee of *\$200.00*. Residents who turn in keys not issued by the College or not duplicated by the Physical Plant Department will also be charged a fee of *\$200.00*. Locks in residence halls may be rekeyed whenever a key is lost. If a lock is re-keyed, a charge of \$50.00 will be assessed to the student. All keys are considered property of Rust College and must be returned. Under no circumstances should a resident loan his/her key(s).

MAINTENANCE REQUESTS

Residents should contact a Residence Hall Director to request maintenance repairs.

QUIET HOURS

A student's right to sleep or study during quiet hours must be respected. Quiet hours are from *9:00 p.m. until 7:00 a.m.* Residents are to observe these hours by keeping TVs, stereos, radios, cell phones, etc. at a low volume and refraining from loud conversations during these hours.

RESIDENCE HALL TELEPHONE NUMBERS

Residence Hall Office phones are for general office use. Students may neither charge long distance calls nor engage the office phone for more than three minutes.

| Residence Hall | Telephone Number |
|-----------------------|-------------------------|
| Davage Smith Hall | 662-252-8201 |
| E. L. Hall | 662-252-8401 |
| Elzy Hall | 662-252-4803 |
| Gross Hall | 662-252-8101 |
| Wiff Hall | 662-252-8301 |

ROOM CHANGES

Following the close of registration for each academic semester, room changes will be granted with the approval of the Director of Residential Halls. Residents who change rooms without the

approval of the Director of Residential Halls will be referred to the Disciplinary Committee for disciplinary action. The College reserves the right to make room changes without the prior consent of the student resident.

ROOM CONSOLIDATION

The College reserves the right to make assignment and re-assignment of accommodations as considered necessary. Students in double rooms without roommates will be required to consolidate to fill all half-filled rooms.

ROOM INSPECTIONS

The College reserves the right to conduct random room inspections. Residential staff will inspect rooms for cleanliness, damages, illegal activities, and/or illegal cooking utensils or other items. Residents may be referred to the Disciplinary Committee for disciplinary action.

VISITATION

The College does not permit visitation in the residential facilities. Students who violate this policy will be referred to the Disciplinary Committee for disciplinary action. Students found guilty of violating the visitation policy may be suspended from the College. This applies to visitors or students who are found in rooms or living areas on residential halls. First, a male student may not be found in the living quarters of a building housing female students at any time; and conversely.

CHECK-OUT AFTER FINAL EXAMS

All students must check out of the residence hall by the date and time announced for the closing of the residence hall. Graduating seniors may check out on graduation day.

All personal possessions must be removed from the room before check-out. Residents are to complete the following tasks before check-out:

1. Remove tape, nails, etc. from wall, doors, ceilings, windows, desks, shelves, wardrobes, dressers, etc. (Any damages will be assessed to the resident).
2. Empty and clean closets, cabinets, and drawers.
3. Empty trash cans.
4. Clean the room to include sweeping, dusting, and mopping if needed.

SICK TRAYS

A student who is ill and confined to a residence hall may have meals brought in. Students must obtain slips for sick trays from the Vice President for Student Engagement. Meals may be picked up only during regular meal hours.

HOLIDAYS

Residence Halls close during the annual Thanksgiving Break and Christmas Break. All students must vacate the facilities by the time designated in the College Calendar. There will be no exceptions.

1. The College assumes no responsibility for personal belongings of students that are left in the residence halls during holiday breaks.
2. Students must vacate the residence halls and remove all belongings by the designated date at the end of the fall and spring semesters.
3. Students may be charged a cleaning fee for belongings left in rooms and for rooms left untidy.
4. Travel arrangements should be made by the student prior to the time of the scheduled checkout and closing of the residence halls.

JUDICIAL SYSTEM

Rust College is a community of scholars whose members include students, faculty, staff, and administrators. This community has certain rights and responsibilities. Each right places upon the individual a reciprocal responsibility, the duty to permit each individual to exercise that right. Everyone has the responsibility (to one's self, one's fellow members, and one's College) to promote the mission/purpose of the College and to contribute to the maintenance of the balance between freedom and order.

The student, in her/his status as a member of the academic community, has both rights and responsibilities. The student's most basic right is the right to learn. The College has a duty to provide the student with those privileges, opportunities, and protections that best promote the learning processes in all its aspects. The student, for her/his part, has responsibilities to refrain from interference with or encroachment upon the rights of others that are equally essential to the purposes and functions of the College.

All students are responsible for reading this Student Handbook. It is also an expectation that each student knows and observes all values and behavioral expectations related to the Student Code of Rights, Responsibilities, and Conduct, and is familiar with the information contained in all College publications.

Each student voluntarily chooses to be a part of the Rust College community, and as a member, agrees to abide by established values, rules, and regulations. Rust College has established reasonable expectations, which contribute to the common good of the total community. Being a contributing member of the community requires that selfish individualism often must give way to what is best for a caring, orderly, and just community.

STATEMENT OF RIGHTS AND RESPONSIBILITIES

Reprehensible conduct cannot be neatly or comprehensively described. Therefore, each member of the College community should be guided by the Standards of Conduct set forth in the pages to follow and the following Statement of Rights and Responsibilities.

Students of the Rust College community have certain rights. These include:

1. The constitutional rights of freedom of speech, freedom of press, freedom of political belief and affiliation, freedom from discrimination, freedom of peaceful assembly, and freedom of petition for redress of grievances.
2. The right to be treated fairly and with respect and dignity from all College employees, in the classroom as well and outside of the classroom.
3. The right to organize one's personal life and behavior, to pursue normal activities, including freedom of movement, except when these interfere with the rights of others.
4. The right to freedom from personal force, violence, threats of violence, personal abuse, either as individuals or groups within the Rust College community.
5. The right to be free from arbitrary or unwarranted search or seizure.
6. The right to privacy of personal information.

7. The right to dissent or, in other words, to carry on individual or organized activity which expresses grievances held against or changes desired in society or the College or both. This activity is carried on within the limits of the democratic process of freedom of speech, assembly, and petition.
8. The right to due process. Due process is met when principles of fair play are invoked and when actions are reasonable, just, and not arbitrary. (See Rights of Accused).
9. The right to equal treatment, regardless of gender, age, race, sexual orientation, or religion.

Rust College students as individuals and in groups have certain responsibilities. These include:

1. The responsibility to respect the established offices of the College and the exercise of the authority required in carrying out responsibilities delegated to them by the College.
2. The responsibility to present College identification, upon request to Security Officers and other College employees and to follow directions given by them while acting within their authority.
3. The responsibility to respect the right to privacy of other individuals and groups, and to respect the right of property of individuals and the College itself.
4. The responsibility to refrain from the use of force against a person or group, the forcible interference with another person's freedom of movement, or personal abuse of another person.
5. The responsibility to refrain from actions which deny other members of the College community their rights as enumerated.
6. The responsibility to refrain from disruption in the form of coercion or violence.
7. The responsibility to observe all duly established College, local, state, and Federal laws.

Nothing in this Statement of Rights and Responsibilities can affect in any way the jurisdiction of courts and other civil authorities over any Rust College student. Membership in the College community does not mean privileged or immune status of the laws and regulations that other residents of the City of Holly Springs and the State of Mississippi must abide by and obey.

NOTE: If a student has been apprehended or convicted for violation of a city, state or federal law, the college will not seek or agree to any special consideration because of her/his status as a student nor does the college provide bail bond or stand as security in such civil/criminal case and/or render any legal assistance. However, at the request of the student, a representative of the college will assist the student in contacting her/his parents or relatives who must arrange for any bail bond or legal assistance.

STANDARDS OF CONDUCT AND DISCIPLINARY PROCEDURES

The approval of a student's application for admission and registration (or in process of same) at Rust College certifies the student's willingness/agreement to abide by the standards of scholarship and conduct, policies, and regulations of the College. Failure or refusal to comply with the

standards, policies, and regulations established by the College will subject the offender to disciplinary action including dismissal from the College.

The Standards of Conduct and other regulations set forth in this Student Handbook have been established to:

- ensure the rights and privileges of all members of the College;
- communicate the College's expectations to its members;
- provide a basis for orderly conduct of the affairs of the College.

It is hoped that the Standards of Conduct and Regulations that are, at first College-imposed, eventually become self-imposed, and that students will continually strive toward becoming mature, self-disciplined adults.

Discipline will be imposed for conduct destructive to the mission of the College and for misconduct falling within the following stated offenses. The following acts are prohibited by the College:

1. Abusive, obscene, violent, excessively noisy, disorderly or drunken behavior on College property. (Disorderly behavior/conduct is that which disrupts the normal operation and quietness in the residence halls or on campus and disturbs or infringes upon the rights of others and the expectations of the campus community).
2. Fighting or physical abuse of any person or conduct that threatens or endangers the health and safety of any such person.
3. Possession and use of alcoholic beverages, including beer, on college property or at College-sponsored or approved activities. This policy applies on buses or in cars sponsored by the College to transport students to College-related or approved functions
4. Possession or use of illegal drugs or any controlled substance on College property or at an activity sponsored by or approved by the College. This policy applies on buses or in cars sponsored by the College to transport students to College-related or approved functions.
5. Theft, misappropriation, illegal possession of, sale of or damage to property of the College, including forcible breaking, entry or unauthorized use of any building, residence hall or room on College property.
6. Possession or use of firearms, explosives, or illegal weapons on College property and/or their use or threat of their use in an altercation or fight.
7. Destruction or defacing of property of the College, of a member of the College community or of a campus visitor(s).
8. Loitering, gathering or socializing on College property after the campus entrance and exit gates are locked at night.
9. Attempting to intimidate, coerce, threaten or otherwise unlawfully influence the decision of any member of a judicial body.
10. Illegal or unauthorized entry or visitation in the residence hall and/or room of a student of the opposite sex. (The person(s) who permits or abets such illegal entry or visitation is also in violation of this regulation).
11. Tampering with or falsely activation fire alarms, extinguishers or fire hoses or making false reports of a fire.

12. Failure or refusal to comply with specific directives of the Residence Hall Director, Security Officers, and/or any other employee acting within her/his authority and/or in the performance of her/his duty.
13. Violation of any civil or criminal law (local, state, or federal) on College property. (The College reserves the right to take disciplinary action in the event of a conviction of any criminal offense off the College campus).
14. Drug trafficking of any form on College property, i.e., the sale and distribution of any illegal drug, including marijuana.
15. Gambling in any form on College property.
16. Unauthorized use of or entry to College facilities and unauthorized possession of master keys to the residence halls and other facilities.
17. Excessively loud playing of stereos, radios, televisions, CDs, or tape players in the residence halls, on campus or in motor vehicles on College property.
18. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including unauthorized occupancy of College facilities or blocking free access to or from such facilities, and /or inciting a disturbance/riot or participating in same.
19. Forgery, alteration, destruction or misuse of College documents, records or identification.
20. Possession or use of unauthorized appliances, cooking in the residence hall rooms, or carrying plates of food into the residence halls without permission.
21. Occupancy of a room in the residence hall and/or eating in the Dining Hall when not officially registered or having not paid or been billed for room and board.
22. Violation of the regulations governing residence hall visitation, use of lounges, quiet hours, and/or the overnight guest policy.
23. Repetition of misconduct.
24. Violation of other written policies and regulations as stipulated herein or as promulgated and announced by authorized College personnel.

HEARING PROCEDURES

- When applicable, the accused student will receive a written notification of the charge(s) against him/her or the alleged violation. The notice will cite the accuser/complainant, witnesses, date, time, and place of the hearing.
- The administrative judicial hearing will follow this procedural guide for conducting a hearing:
 - the Student Hearing and Disciplinary Committee **or** the designee of the Vice President for Student Engagement will assume responsibility for making the determination as to the guilt or innocence of the accused student and recommending the sanction for the said offense. In some instances, a faculty/staff member and a student may be asked to participate in the hearing.
- The Vice President for Student Engagement or his designee will notify, in writing, the accuser and other appropriate persons of the decision and sanction imposed. If the student

is found guilty, a copy of the notification will be sent to his or her parents and appropriate College personnel.

RIGHTS OF THE ACCUSED

The following are the rights of the accused:

1. The right to the presumption of innocence until guilt is established. Guilt is determined either by an admission of guilt by the accused or by presentation of sufficient evidence to establish guilt.
2. The right to be given written notice of the charge(s) against her/him prior to the hearing after the alleged violation has occurred or when s/he has been identified as the alleged violator.
3. The right to a fair, impartial and expeditious hearing and the right to be judged solely on the evidence presented at the hearing.
4. The right to be accompanied by a representative of the accused's choice to the hearing. The representative shall be a member of the faculty, staff, or student body of the College. The representative's role is strictly consultative to the accused; she/he is not permitted to present the accused's case or cross examine during the hearing.
5. The right to testify and to present evidence and material witness (es) on her/his behalf.
6. The right to hear and question adverse witnesses and to rebut unfavorable inferences that might be drawn from written evidence.
7. The right to challenge for cause any member of a judicial body. If the accused or the accuser can establish bias on the part of the challenged member, the member shall be excused. The Chair of the judicial body will rule on such challenges and may confer with membership of the judicial body (except the challenged member) in arriving at her/his decision. In cases where the Chair is the member being challenged, the judicial body will, by majority vote, decide whether or not the Chair should be excused from the case. If excused, the Vice Chair shall preside.
8. The right upon request to an open hearing. All judicial hearings are closed unless the accused student requests an open hearing. If the number of spectators exceeds space limitations or disorderly behavior disrupts the open hearing in any manner, the Chair may order any and all spectators to leave the hearing. The Chair shall have the responsibility and authority of maintaining order in the hearing at all times. The Chair may also prohibit the use of cameras or unauthorized tape recording equipment. All persons present, except judicial members, will be excused from the hearing during the deliberation.
9. The right to appeal for infringements of procedural due process to which the student takes exception to, or on, substantive grounds.

REPORTING A VIOLATION, FILING A CHARGE, AND INITIATING DISCIPLINARY PROCEDURES

When a member of the Rust College community observes a violation of any of the Standards of Conduct or has knowledge of the same, she/he shall file a formal charge within two school days after the alleged violator is identified. When such a violation occurs within the residence hall, the Residence Hall Director shall process the charge against the alleged violator. The Vice President

for Student Engagement or her designee shall process all charges against the alleged violator falling within the jurisdiction of the other judicial bodies. The following procedure shall be in effect for cases before the Student Hearing and Disciplinary Committee:

Upon receipt of the formal charge, the Chair of the judicial body before whom the accused student is to appear shall notify the accused in writing at her/his last address known to the College prior to the hearing. The notification will include the charge(s), accuser witness(es), if any, and time and place of hearing.

The letter of notification will further remind the accused student of her/his rights.

The above procedure shall be followed except in the event of cases when the accused student's continued presence constitutes a danger to others, to herself/himself or to property. The President, with the Vice President for Student Engagement may defer procedural due process and place the student on interim suspension upon making a determination that such action is necessary to maintain safety and order on campus. A student placed on interim suspension will, as soon as practical, be afforded a hearing or appeal by the appropriate judicial body.

NOTE: A FORMAL CHARGE FILED AGAINST A STUDENT THROUGH A CAMPUS JUDICIAL BODY DOES NOT PREVENT THE COMPLAINANT (OR THE COLLEGE,) FROM EXERCISING HER/HIS LEGAL RIGHT TO FILE A CIVIL OR CRIMINAL CHARGE WITH THE APPROPRIATE LAW ENFORCEMENT AGENCIES.

THE ACCUSED'S RESPONSE TO A CHARGE

The accused upon receipt of the letter of notification may elect to do one of the following:

1. Request that her/his case be handled through an administrative hearing. The Residence Hall Director may conduct the hearing of violations occurring within residence halls. The Vice President for Student Affairs or her designee shall conduct the hearing of violations occurring in all jurisdictions.
2. Enter a plea of guilty to the charge or violation, waive her/his right to a hearing and appeal in writing, and accept the sanction for such violation.
3. Appear before the appropriate judicial body for hearing.

If the accused student does not elect either option 1 or 2 above and fails to appear for the hearing, the hearing will be held in her/his absence.

PROCEDURES FOR DISCIPLINARY HEARINGS

Judicial Councils are fact-finding bodies and their hearings are not intended to simulate a court of law. Therefore, the parties involved present at the hearings of any judicial body will be the following: the accused, the accuser, witnesses, and representatives for the accused and accuser. At least a quorum of the members of the judicial body must be present. No person shall attend the hearing that is not herein defined. If an open hearing is desired by the accused, she/he should make this request to the Chair of the judicial council within 24 hours prior to the start of the hearing. If a member of the judicial body is responsible for a case being brought before the judicial body, that member must disqualify or recuse herself/himself from the case.

GUIDELINES FOR CONDUCTING THE HEARING

The Chairperson of the judicial body will convene and preside over the hearing according to the following guidelines:

1. The hearing begins when all are seated and ready to commence.
2. The Chair asks both the accused and the accuser if they are ready.

The Chair stresses the confidential nature of the proceedings and reminds those present that they are obliged to speak the truth whenever they are speaking during the hearing.

The Chair asks both the accused and accuser if there is any member of the Council either wishes to challenge. (See Rights of the Accused).

The Chair calls the hearing to order and reads the charge(s) that has (have) been filed by the accuser.

The Chair asks the plea of the accused. If the accused pleads guilty, the Chair excuses the parties and the Council members confer on the sanction to be imposed for said violation.

The recorder, elected by the body, maintains a written record of the proceedings. The accuser then opens her/his case. The accuser presents her/his opening remarks, states the nature of the accusation(s) and, in a brief statement, outlines the major elements of her/his case. The accuser then calls her/his witnesses, if any, one at a time. After each witness testifies, the accused may cross examine the witness if she/he wishes to do so. The members of the Council may also question each witness if they have questions after which the accuser calls the next witness. The members of the Council may also question the accuser if they have any questions.

3. The accused now follows the same procedures as above, namely direct examination, cross examination, and questions by the members of the Council.
4. After all presentations from the accuser, the accused, and their witnesses, the floor is opened to the members of the Council by the Chair. The members may direct questions to the accuser, the accused, and their witnesses for the purpose of clarification.
5. The accuser presents her/his closing remarks (summarizing the prior testimonies, how they relate to the case, etc.
6. The accused presents her/his closing remarks in a like manner.
7. After hearing from all parties, the Chair dismisses them and the members of the Council make their decision on the facts of the case (as below) based upon a majority of the quorum secret vote.
 - a. Guilty: There is sufficient evidence to believe that the accused committed the violation.
 - b. Not Guilty: There is insufficient evidence to believe that the accused committed the violation.
8. After the Council has determined whether the accused student is guilty or not guilty, the Chair reconvenes all parties to hear the decision, the sanction recommended, and the appeal procedures.

9. The Chair, within 24 hours, shall send a written notification of the decision to the President and Vice President for Student Engagement. If the accused student is found guilty, the Vice President for Student Engagement or his designee will send a copy of the sanction to the student and appropriate College personnel.

PROCEDURE FOR APPEAL

Both the accused and the accuser may file an appeal within 24 hours after receipt of the written notification of the decision.

The decision of the Student Judicial Council may be appealed to the Vice President for Student Affairs.

The decision of the Faculty-Student Hearing and Disciplinary Committee may be appealed to the Appeals Committee consisting of the President, Vice President for Academic Affairs, and the President of the Student Government Association.

Grounds for Appeal

A decision or judgment of the President may be appealed by either the accused or the accuser on the following grounds:

1. Material and relevant evidence, new or newly discovered, which with reasonable diligence, could not have been produced at the hearing.
2. The decision is not supported by the evidence.
3. The sanction imposed was excessive or insufficient.

Contents of An Appeal Letter

An appeal request letter shall be submitted to the President of the College within 24 hours after the decision has been rendered. The letter shall contain a statement(s) of the grounds for appeal in order to allow the Appeals Committee to make a reasonable judgment on whether to grant or deny the appeal.

The proceedings of the judicial body which heard the case shall be made available by its Chair.

ACTION ON AN APPEAL

Once an appeal has been granted and the President reviews the case and evidence, it may render one of three decisions:

1. Sustain the findings and sanction imposed.
2. Sustain the findings and alter the sanctions.
3. Ask the judicial body of original jurisdiction to reconsider its decision.

OFF-CAMPUS CONDUCT AND JUDICIAL AUTHORITY

The College shall hold students accountable for violations of civil laws as cited in its Standards of Conduct. This regulation is quite consistent with the College's purpose of training students to

become responsible members of society. Therefore, disciplinary proceedings can be initiated by the College after a student had been convicted in a civil or criminal court. Moreover, if a student has violated a Standards of Conduct or a College regulation, and is also charged by civil authorities with a violation arising out of campus disturbances or misconduct, the College is not required to wait until the civil case has been adjudicated.

Student Sanctions

The College has authority to impose sanctions on any student found guilty of an offense or breach of regulations. Possible sanctions are as follows:

- A. Reprimand - an official written statement to the student that she/he is found guilty of violating a College regulation. It is a warning that further or continued violations may result in a more severe sanction.
- B. Compulsory Counseling - In certain instances, a student may be referred to counseling. Such a referral will be made when a student who is involved in a disciplinary case manifests behaviors and or attitudes that make it difficult for her/him to function effectively as a member of the Rust College community.
- C. College Disciplinary Probation - places a student on social and behavior restrictions for a period of not more than 15 weeks or until such time as a stated condition is met.
- D. Restitution - the student is forced to compensate the College or, in the case of private property, the owner who has suffered the loss. The sanction is applied in cases involving damages to College or private property.
- E. Campus/Community Service - the Vice President for Student Engagement or the Student Faculty/Staff Hearing and Disciplinary Committee may require a student to perform campus/community service as punishment for an infraction. This sanction may be imposed in conjunction with other sanctions and its nature and length shall be determined by the person(s) imposing the sanction.
- F. Suspension - forced withdrawal from the College for a stated period of time, after which readmission to the College may be considered. Suspension may extend for the remainder of the current semester, more semesters, or until a specified condition is met.
- G. Expulsion - a forced permanent withdrawal from the College. The student is not eligible for readmission.
- H. Permission to Withdraw - under certain circumstances, a student is allowed to withdraw whose behavior appears incompatible with continuance at the College but whose personal problems and needs appear to make this particular action most appropriate.

VIOLATIONS

1.01

- A. Disorderly, lewd, indecent or obscene conduct or expression while on College property or at College-sponsored or supervised functions.
- B. Unauthorized use of any building or any residence hall or room on College property.

- C. Possession or consumption of alcoholic beverages in any form or being under the influence of alcohol on College property.
- D. Possession or use of fireworks on College property.
- E. Having lighted cigarettes, cigars, or pipes in classrooms, library and/or other facilities of the College posted with a “NO SMOKING” Sign.
- F. Failure to appear before the Student-Faculty/Staff Hearing and Disciplinary Committee.
- G. Filing a false charge against a member of the College community.
- H. Possession of unauthorized appliances or cooking in the residence hall rooms.
- I. Excessive loud playing of radios, stereos, televisions, CDs, tape players in the residence halls, on campus and/or motor vehicles on College property.

1.02

- A. Intentionally damaging, destroying or defacing College property.
- B. Intentionally damaging, destroying or defacing the private property of a member of the College community.

1.03

- A. Violation of residence hall visitation rules outside the identified policy and procedure.
Unauthorized entry or visitation in the residence hall or room of a student of the opposite sex or permitting entry or visitation in the residence hall or room by a person of the opposite sex.
- B. Theft, misappropriation, or sale of property of any member of the College community or a campus visitor, while on College property.
- C. Forcible breaking and entry of any building on College property.
- D. Intentionally filing a false report to include, but not limited to the following activities: a. allegations against a person or persons in the College community b. fire and/or other emergencies c. activation a fire alarm
- E. Gambling on College-owned facilities or property.
- F. Committing sexually intimidating and offensive behavior, including indecent exposure.
- G. Failure or refusal to comply with the specific directive of a College official acting within her/his authority and/or in the performance of her/his duty.
- H. Fighting without the use of a weapon.
- I. Failure to attend counseling sessions as instructed by the Vice President for Student Affairs and/or College Counselor.

1.04

- A. Possessing, using or being under the influence of narcotics, barbiturates or hallucinogens, including, but not limited to marijuana, Lysergic Acid Diethylamide (LSD), crack, and every other substance not chemically distinguishable from them, on College property, or while attending an affair sponsored by or approved by the College.
- B. Any intentional act that creates a substantial risk of serious injury to any person while on College property or threatening the use of force to inflict bodily harm upon any person while on College property.

- C. Obstruction or disruption of teaching, research, administrative functions, disciplinary procedures, or other College activities, including its public functions, or other authorized activities on College property.
- D. Attempting to intimidate, coerce, threaten, or otherwise unlawfully influence the decision of a member of the Faculty Student Hearing and Disciplinary Committee.
- E. Inciting a riot or disturbance or participating in the same.
- F. Unauthorized giving, making or possessing any key for a residence hall or any other College facility.
- G. Possession or keeping of any dangerous weapons such as, but not limited to, handguns, rifles, shotguns, ammunition and explosive devices while on College property.
- H. Hazing.
- I. Forgery, alteration, destruction, possession or misuse of College documents, records, or identification.
- J. Illegal entry in to the Rust College computer system.
- K. Fighting with a dangerous object or weapon.
- L. Physical assault on an employee of the College or on a student.
- M. Sexual Assault

1.05

- A. Possession of a firearm in a residence hall room, personal automobile or on her/his person, or the discharge of the same on College property.
- B. Rape.
- C. Selling and/or manufacturing drugs.
- D. Conviction of a felony.
- E. Arson or attempted arson on College property.
- F. Conviction by the Faculty-Student Hearing and Disciplinary Committee for the fourth time.

1.06

Any misconduct, on or off campus, committed by a student, not specified or listed among the aforementioned violations, which affects the College's pursuit of its educational purpose will be viewed individually with regard to the above sanctions.

COLLEGE POLICIES

APPEARANCE AND DRESS CODE

As members of the Rust College community, it is expected that, at all times, students show good judgment and common sense in wearing attire. Students are expected to dress neatly and appropriately for classes, residential living (including eating meals in the Dining Hall), and all College events and activities. Clothing may in no way be so extreme as to be distracting or disruptive.

- As an academic institution, Rust College engages students in pre-professional, academic, and social learning experiences. We cultivate the student's awareness and appreciation of accepted societal expectations with regard to professional and personal preparation, appearance, and judgment.
- In accordance with the goals and objectives of Rust College to prepare students to compete in the professional workforce upon graduation, the College sets forth the following Policy which governs appearance and dress for all associations in the Rust College community.
- Undergarments may not be worn as fashion statements on campus. All undergarments must be covered by appropriate outer clothing at all times.
- Slacks, jeans and shorts may be worn with appropriate fittings, belts, suspenders, etc. Baggy or loose-fitting slacks, jeans, and shorts that hang from the hips and buttocks are never described as professional and are therefore unacceptable.
- Shorts, skirts, and dresses of varied length may be worn. To determine appropriate length, one must consider appearance when sitting or standing. Shorts, skirts, dresses should never expose the upper thighs or lower buttocks.
- Biking shorts, spandex clothing and biking pants should not be worn except while participating in related sports activities.

The following are considered unacceptable and may not be worn at Rust College:

- clothing that allows under garments to be visible
- slacks, jeans, shorts, significantly below the waist
- biking shorts/pants
- hats and/or other head gear while inside a building (males and females)
- half shirts, tube tops, halter tops, see-through garments,
- muscle shirts
- tops or shirts that expose any portion of the midriff or breasts
- shirts or other clothing that display messages or illustrations of a profane nature, have sexual connotations, or display advertisements or suggestive statements relating to drugs, alcohol, or any illegal substance.

NOTE: THE VICE PRESIDENT FOR STUDENT ENGAGEMENT AND THE PRESIDENT HAVE FINAL AUTHORITY WITH RESPECT TO THE INTERPRETATION OF THIS POLICY.

AUTOMOBILE REGISTRATION

All automobiles that are operated regularly by students must be registered with the College. Each operator must possess a valid driver's license, show proof of liability insurance, and purchase a

decal. There is a decal fee of \$5 per year (September 1 to August 31). The decal must be appropriately displayed on the vehicle. The following regulations must be observed:

1. Parking zones must be observed 24 hours a day without exception.
2. Parking is permitted in designated areas only.
3. Parking in reserved parking spaces is prohibited.
4. The maximum speed limit on campus is 10 miles per hour unless otherwise posted.
5. All “STOP” and “SLOW” signs are to be observed.
6. Reckless and careless driving is forbidden on campus.
7. Movement of traffic along the campus where College streets are not provided is forbidden.
8. The responsibility for locating parking space rests with the operator of the motor vehicle. Lack of space will not be considered a valid excuse for violating any parking regulation.
9. Parking of motor vehicles or otherwise obstructing fire lanes is prohibited at all times.
10. The College shall have no responsibility for the loss or damage to any vehicle or its contents while operated or parked on Rust College property.
11. Pedestrians have the right-of-way at established pedestrian crossings.
12. All accidents, break-ins, or incidents should be reported to the Security Office immediately.

NOTE: Given the size of the campus and limited parking spaces, students are encouraged to walk between campus buildings rather than driving.

CELL PHONES/COMMUNICATION DEVICES

All communication devices must be turned off inside an academic building or outside during formal, school-sponsored occasions, such as graduation, Chapel services, public prayers or ceremonies. Persons making or receiving calls using these devices, will be asked to leave immediately and not return to that class session or event. Under extreme circumstances, the student may be referred to the Disciplinary Committee before s/he is permitted to return to class.

CHILDREN ON CAMPUS

In order to maintain an academic environment that is conducive for learning, Rust College prohibits children, pets, and unauthorized personnel in or outside classrooms or academic support areas such as the Library and computer laboratories. This policy is intended to eliminate distractions for students; protect minors from injury; and conform with the College’s commitment to safety and security.

Policy Statement

The use of social media websites is increasingly common for Rust College (“College”) departments, students and employees, and these communication tools have the potential to create a significant impact on organizational, professional and personal reputations. In response to those concerns, the College has developed this Policy and Social Media Guidelines and Directives (“Guidelines”) to assure that all College entities, including student organizations and groups, properly portray, promote and protect the institution, and to assist College entities in creating and managing their social media accounts. The Policy and Guidelines will assure that:

- Officially recognized College social media accounts and web pages are reviewed and approved in advance through an application process.
- Each social media account will have responsible administrators assigned.
- Each officially approved account includes a disclaimer statement, in the prescribed form, regarding content and opinions contained on the site.
- Prohibited content is removed by College employees identified as account administrators or at the direction of the Director of Marketing and Public Relations.

Application of Policy

This Policy and Guidelines will apply to social media accounts created by College employees for the official business purposes of the College, including College employees, groups, departments, programs, entities, student organizations, and to the users of such accounts. Media covered by this policy include Facebook, Twitter, LinkedIn, Flickr, and YouTube.

Student organizations that wish to create social media accounts that will be officially recognized by the College must be registered through the Office of Marketing and Public Relations.

Exemptions

This policy will apply only to social media accounts created by the College, including College groups, departments, programs, entities, etc. and will not apply to private social media accounts.

Content Regulations

1. College employees must adhere to same standards of conduct online as they would in the workplace. Laws and policies respecting contracting and conflicts of interest, as well as applicable policies and guidelines for interacting with students, parents, alumni, donors, media and other College constituents apply online and in the social media context just as they do in personal interactions. Employees are fully responsible for what they post to social media sites.
2. A user shall not represent or lead another to believe that the user’s personal opinions are endorsed by the College or any of its organizations, **and the use of the College’s name or marks in connection with the expression of personal opinions is prohibited.**
3. Content on college sites that: (a) violates copyright law; (b) is defamatory, obscene, or threatening; (c) constitutes stalking or unlawful harassment; (d) violates federal, state or local law, or (e) violates College policy is expressly prohibited.
4. When using or posting online material that includes direct or paraphrased quotes, thoughts, ideas, photos, or videos, always include citations. Provide a link to the original material if applicable.
5. Content shall not disclose confidential information concerning current or former College employees or students
6. Content shall not include proprietary information of the College.
7. Content on college sites shall not support or advocate for or against any political issue, cause, party or candidate.

8. Content on college sites shall not market, advertise, promote, endorse or sell any personal business, product, service or benefit.
9. Any substantive error shall be transparently corrected as soon as possible after the error has been recognized.
10. Administrators may contact the College's Marketing & Public Relations Office at any time for consultation.

Violations of Policy

While we embrace freedom of speech, we discourage students from posting negative and damaging information about the college or its personnel or faculty on social media. These posts can diminish the reputation of the institution. Concerns with faculty and staff should be directed to the appropriate party to resolve issues.

The College shall have the right to review content posted to any site maintained in the name of the College, and may remove or cause the removal of any content that violates the Policy or Guidelines, or federal, state or local laws.

The College may block posts of users that violate this Policy or Guidelines, or restrict or deny a violator's access to College sites. College students or employees who violate this Policy or Guidelines may also be subject to additional College discipline.

COMPUTER USAGE

It is the policy of the College that faculty, staff and students shall use technology within the scope of duties and academic work assigned and all applicable state and federal laws. The transmission of pornographic information across the Internet is a violation of Mississippi State Law and is strictly prohibited. Additionally, no member of the College community may, under any circumstance, use Rust College computers or networks to libel, slander, or harass any other person.

Rust College computing and network services are not to be used for extensive or competitive recreational game playing. Recreational game players occupying a seat in any of the computer laboratories must surrender that seat when others need to use the computer or facility for academic or research purposes.

This policy is strictly enforced. Failure to abide by this policy will result in disciplinary action and or prosecution to the fullest extent of the law.

SOCIAL MEDIA

Students are reminded that pictures and information posted on the internet via programs such as Twitter, Snapchat, Instagram, TikTok, MySpace, Facebook, and Youtube, etc. are public information. Pictures or information from these sources that describe or document behavior that are brought to the attention of the College and which reasonably suggest that behavior violating College policy has taken place, on campus or a function off-campus, is subject to further investigation and verification by the College. Any College policy violations that are documented as a result of such an investigation will result in appropriate disciplinary action by the College.

CONFIDENTIALITY OF STUDENT RECORDS

It is the policy of Rust College to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the Buckley Amendment, and, in so doing, to protect the confidentiality of personally identifiable educational records of students and former students. Students have the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the decision of the hearing panel is unacceptable. Except as otherwise stated by policy, Rust College may disclose directory information to any person requesting it without the consent of the student. Directory information includes the student's name, address, telephone number, date and place of birth, major field of study, recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Rust College provides each student the opportunity to refuse to allow disclosure of any designated directory information.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) BUCKLEY AMENDMENT EXCERPTS)

The overall purpose of FERPA is to afford parents and eligible students certain rights with respect to the students' educational records. At the collegiate level, this FERPA affords rights to student, NOT PARENTS.

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the FERPA and the regulation authorized disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by the institution to comply with the requirements of the ACT and the regulations.
5. The right to obtain a copy of the institution's education records policy.

Copies of the Family Educational Rights and Privacy Act are maintained in the Office of the Registrar.

CRIME AWARENESS AND CAMPUS SECURITY ACT

In compliance with the Crime Awareness and Campus Security Act of 1990, the College has developed a manual on campus safety and security for distribution to potential students, and employees. Appropriate College personnel will distribute information contained in the Manual to include campus crime statistics and security information. A copy of the Manual is maintained on the College's website and in the Offices of the President and the Vice President for Student Engagement.

DISCIPLINARY RECORDS

Disciplinary actions taken in a Rust College residence hall shall be recorded in that hall and in the Office of Student Engagement. When the student moves from a residence hall, the record of disciplinary actions in the residence hall shall be destroyed unless the action is current and its conditions have not yet been fulfilled.

Disciplinary action taken against a student at any and all levels of the College judicial structure shall be recorded in the records of the Office of the Vice President for Student Engagement and maintained for five years after the student withdraws from the College.

The student's disciplinary record may be released to members of the faculty and administration of the College if such information is necessary in the execution of their respective responsibilities. A student's disciplinary record shall be released to sources other than parents or guardians only with the written consent of the student.

DRUG POLICY

No Rust College student shall use, consume, be under the influence of, manufacture, sell, or distribute alcohol, an illegal drug or controlled substance, or use, consume, manufacture, sell, or distribute any alcohol or legal drug or substance in an unlawful manner on Rust College property, as a part of any College-sponsored function or activity or while representing the college.

ELECTRONIC DATA PROCESSING SECURITY POLICY

Rust College relies heavily on its electronic data processing systems and computers to meet its operational, financial, and informational requirements. It is essential that these systems and machines be protected from misuse and unauthorized access. It is also essential that the College's computers and computer systems and the data that are stored on these systems be operated and maintained in a secure environment and in a responsible manner.

To this end, the following are violations of College Policy:

1. Deliberate, unauthorized attempts to access or use the College's computers, computer facilities, networks, systems, programs, or data or the unauthorized manipulation of the College's computer systems, programs, or data;
2. Deliberate, unauthorized use of Rust College's facilities or equipment;
3. Deliberate, unauthorized activity which causes Rust College's computers, computer facilities, systems, programs, or data to be accessed or used; and
4. Deliberate activity (conducted in the course of one's employment with the College or in the course of one's enrollment as a student at the College) which causes non-Rust College owned computers, computers facilities, systems, programs, or data to be accessed or used in an unauthorized manner.
5. Any such violations of College policy by any College employee or student constitute theft and/or unauthorized use of College property.
6. Such offenses by students constitute non-academic misconduct and will be subject to disciplinary action.
7. The College may report the activity to appropriate law enforcement authorities if it appears that the activity is a violation of local, state or federal law.

EMOTIONALLY DISRUPTIVE BEHAVIOR WITHDRAWAL

Students may be administratively withdrawn from the institution whose emotional or psychiatric disorder is potentially harmful to himself/herself and others, or otherwise renders him/her unable to follow the Code of Student Rights, Responsibilities, and Conduct.

HAZING POLICY

The term “hazing” is broadly defined by statute to mean any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization. Rust College prohibits hazing in any form.

Hazing in educational institutions is prohibited by both state law (97-3-105 Of The Mississippi Code Of 1972). Individuals and/or organizations engaging in hazing could be subject to fines and charged with criminal offenses. Additionally, the law does not affect or in any way restrict the right of the College to enforce its own rules against hazing.

Hazing with or without the consent of a student is prohibited by the College, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.

Initiations or activities by organizations may include no feature that is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline

The College feels that joining an organization should promote the educational goals of both the College and the organization. Therefore, it believes that hazing is against the law and is detrimental to the success of fraternities, sororities, and other groups, and especially to those persons who are victims of such action. Therefore, the College’s policy on hazing will be enforced, and violators will be prosecuted to the fullest extent of the law.

Hazing includes, but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subject the student to unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving the consumption of a food, liquid, alcoholic beverage, liquor, drug or other substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an

- educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subdivision; and
5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Code and Mississippi State Law. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution.

PENALTY: DISCIPLINARY SUSPENSION OF INDIVIDUALS AND ORGANIZATIONS; EXPULSION; IN CASE OF CONVICTION OF HAZING.

HIV/AIDS POLICY

Rust College will guarantee persons with HIV/AIDS have all their legal rights. Such persons will be made aware of existing support services available both on and off-campus which could be appropriately used by them.

Members of the College Community who have HIV infection, whether they are symptomatic or not, will be allowed regular school attendance and performance in an unrestricted manner in compliance with state or federal laws prohibiting discrimination against handicapped employees as long as they are physically and mentally able to perform their duties.

Students with HIV infection will have access to all campus facilities.

The College will not routinely request students to respond to questions about the existence of HIV infections. However, the College will encourage those with HIV to inform the Vice President for Student Engagement so as to direct them to the proper sources for medical care, support, counseling, and education.

Information about persons known or suspected of having HIV infection will be treated in the confidential manner that is prescribed by professional, ethical, and legal standards.

Each member of the College community is to be treated fairly and with respect and dignity by all members of the community. Therefore, the College condemns all forms of emotional and/or physical abuse of persons known or suspected of being infected with HIV.

IDENTIFICATION CARD USE

Rust College issues Identification Cards (ID) to all students at the time of registration. The following regulations apply to College-issued ID cards:

1. ID Cards are not transferrable. Therefore, students may not lend them to others or use the ID Card of another person. This is a violation of the Code of Student Rights, Responsibilities, and Conduct, and violators are subject to a disciplinary hearing.
2. Lost or stolen ID Cards should be returned to the Office of the Vice President for Student Engagement
3. If the ID card is lost or stolen, to obtain a new ID Card, the student must pay for a duplicate ID card. The cost is \$10.00.

4. ID Cards must be presented to attend College-sponsored/campus activities.
5. ID Cards should be carried at all times and must be presented to on-campus Security and other College officials upon request.
6. Residential students must present their ID Card to residential staff upon entrance and exit after curfew hours.

IMMUNIZATION POLICY

A medical history form, with proof of MMR immunization, must be completed and signed by a physician prior to admission to Rust College.

LAPTOP COMPUTER OR TABLET USAGE

In the classroom, laptops are to be used only for notetaking or activities directed by the faculty in that classroom. If students use them for any other purpose, e.g., work for other courses, web-surfing, game-playing, or communicating with others, the student will be asked to close down her/his laptop computer and leave the room. In the computer labs, students must observe the College policy on Computer Usage.

LEGAL PROTECTION

If intellectual property belongs to the College, the administration will secure the copyright, patent, or trademark. Individuals who own a created work must secure protection themselves, at their own expense.

LIABILITY

The College is not responsible for the loss or theft or damage to the personal property of students. Any such occurrences, however, should be reported promptly to the Office of the Vice President for Student Engagement and Campus Security for an official report.

Students are encouraged to purchase their own student property insurance.

MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES

Effective August 14, 2008, the Higher Education Opportunity Act of 2008 requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures (20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008.)

Rust College cares deeply about the safety and well-being of everyone on its campus - every student, faculty member, staff member and/or visitor. The College considers the creation and maintenance of a safe and secure environment essential to a place where student-learning is encouraged and supported

The purpose of this policy is to establish procedures to guide the College's response to reports of missing resident students. Reports of commuter students may also be made to the Department of Security who can then notify and assist the appropriate law enforcement authority in an investigation of the missing student.

Rust College students who are eighteen (18) years of age or older or who are legally emancipated have the opportunity to identify an individual or individuals to be contacted by the Office of Student Engagement whenever circumstances indicate that the student may be missing or otherwise endangered. In the event the student is under eighteen (18) years of age and is not emancipated, the College is required to make any missing student notification to the custodial parent(s) or guardian(s).

Students residing on-campus will complete the Contact Information Form when they move into campus housing. This form must be completed at the beginning of each term. It is the responsibility of the student to update any changes to contact information.

Any reports of a missing student should be directed to the Department of Security in person or by telephone at 662-252-8000, extension 4880. An investigation into the circumstances surrounding the student being reported missing will be promptly initiated by the Department of Security and the Office of Student Engagement. Nothing herein shall prohibit the investigation of a report of a student missing before a specific amount of time has elapsed. Investigative steps may include, but are not limited to:

1. Calling the student's personal cell phone on record.
2. Entering the student's residence hall room.
3. Checking the daily and/or weekend curfew logs maintained by the residence hall.
4. Checking the student's class schedule and visiting scheduled classes.
5. Contacting faculty members regarding class absences.
6. Contacting known friends, roommates, acquaintances, and place(s) of work, if any.
7. Checking vehicle registration records for vehicle information and searching the vicinity for registered vehicles.

Upon receipt of a credible report of a missing student, the Department of Security will notify the Holly Springs Police Department of the report of the missing student after 24 hours.

Once the Department of Security and/or the Holly Springs Police Department has been notified and makes a determination that a student who is the subject of a missing person report is indeed missing, the Vice President for Student Engagement shall initiate the emergency contact procedure using the student's designated emergency contacts.

Following notification of the Holly Springs Police Department, the College will cooperate in the investigation and offer assistance necessary to locate the missing student.

OFF-CAMPUS CONDUCT

A student is subject to disciplinary action for prohibited conduct that occurs while participating in off-campus activities sponsored by another college or university, including field trips, internships, and athletic events. Students may be brought before the Disciplinary Committee for violations of the Student Code of Conduct that occur off-campus and for behavior and conduct that reflect negatively on the image or reputation of the College. The specific actions and/or behaviors will be described in the official notice of charge(s) brought against the student.

PETS AND ANIMALS

Pets and animals are not permitted on College grounds or in any College facility. Violations of this policy will result in disciplinary action including, but not limited to removal from the residence hall.

RECORDS AND FILES

The Family Education Rights and Privacy Act (FERPA) of 1974 ensures students the right to inspect their educational records and files. Provisions also exist concerning the release of materials from a student's file to a third party without the written consent of the student. Rust College complies fully with the legislation and follows the guidelines issued by the U.S. Department of Education. Questions about these policies and procedures should be referred to the Office of the Registrar.

SEXUAL HARASSMENT AND DATE RAPE

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Elementary/Secondary Education Act of 1972 for students. Date Rape is forced, unwanted intercourse with a person known to the victim. It is a violation of the victim's body and trust. Date rape is an act of violence.

Rust College prohibits sexual harassment and/or date rape by any faculty or staff member, or student. The College is committed to creating and maintaining an environment for all College personnel and students that is free of harassment, forced sexual activity, or any other unreasonable sexual communication or conduct that interferes with performance in the classroom or workplace. Persons found in violation of the RUST COLLEGE SEXUAL HARASSMENT AND DATE RAPE POLICY will be subject to disciplinary action that may include written warnings, suspension, transfer, demotion, dismissal, and/or arrest by local enforcement officials.

Sexual Harassment

Sexual harassment can be directed at a person of the same or opposite sex.

Behaviors that are considered as sexual harassment include:

1. unwelcome sexual advances;
2. requests for sexual favors;
3. language, graphic materials, or physical conduct commonly understood to be of a sexual nature;
4. other verbal or physical conduct of a sexual nature.

Such behaviors are offensive when:

- it is either implied or clearly stated that submission to, or rejection of, the behavior will affect, or is a term or condition of, instruction, employment, educational status, or participation in College activities; and
- submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making academic or personal decisions affecting an individual.

Date Rape

Date rape can occur between persons of the same or opposite sex.

Date rape occurs when sex is forced on an individual without that person's consent by someone the person knows. Force can range from intimidation, verbal threats, physical overpowering or violence, to the real or implied use of weapons.

Faculty and staff persons who believe that they have been sexually harassed by a member of the College community should contact one of the following persons immediately:

1. Immediate Supervisor
2. Director of Personnel
3. Vice President for Academic Affairs

Students who believe that they have been sexually harassed by a member of the College community should contact one of the following persons immediately:

1. Faculty Advisor (student's choice)
2. Vice President for Student Engagement

Faculty and staff persons who have been sexually assaulted should contact one of the following persons immediately:

1. A trusted friend
2. Campus Security
3. Director of Personnel
4. Vice President for Academic Affairs
5. The Holly Springs Police Department

Fraternization Policy

Rust College faculty and staff are prohibited from engaging in intimate, sexual personal relationships with students. Even if students consent to this engagement, it is prohibited.

Procedures For Handling Inquiries

Inquiries about sexual harassment and/or date rape need not begin with a formal complaint nor necessarily result in such a complaint. Inquiries can be made without disclosing specific details such as names and places. Confidentiality will be respected for those making inquiries.

The administrative procedure for handling complaints of sexual harassment or date rape ensures that there is uniformity in the steps taken to resolve the matter even though more than one official is designated for receiving complaints or inquiries. Initial emphasis is placed on resolving the situation through informal mediation; however, there is also a formal complaint procedure allowing for formal investigations, hearings, and appeals.

Informal Review Procedures

If a complaint or charge is directed against any of the persons holding offices listed above, another person will be designated by the President.

1. The mediator will be the complainant's choice of one of the persons listed above. The mediator will listen to the complaint and assist the complainant in clarifying his or her experiences or feelings
2. The mediator will advise the complainant of the option of the informal and formal hearing procedures.
3. At the request of the complainant, the mediator will talk to the accused without revealing the identity of the complainant in an attempt to work out a satisfactory solution.
4. If both parties are satisfied with the outcome of the mediation process, the matter ends there.
5. If the accused is not willing to participate in the mediation process, the mediator will inform him or her of the formal hearing procedures.
6. If the complainant is not satisfied with the informal hearing, he or she may take the matter through the formal grievance procedures.

Formal Review Procedures

A Formal hearing may be requested by the complainant or by the administration, if a resolution cannot be reached informally.

1. If a College employee wishes to have a formal hearing, the standard grievance procedure listed in the Staff Handbook should be used.
2. If a student wishes to have a formal hearing, the procedure outlined in the Student Handbook should be used.
3. Permanent records of all formal complaints and their resolution are retained by the Personnel Office or the Office of Student Engagement. The privacy of all persons involved in a complaint will be protected.

Protection Against Retaliation

Retaliation against anyone seeking information on sexual harassment or date rape or serving as a witness is forbidden. If you feel that you are being retaliated against, you may report the matter to the persons listed above. Appropriate disciplinary action will be taken.

Frivolous Or False Charges:

This policy shall not be used to bring frivolous or malicious charges against students, faculty members, or college staff. Charges of sexual harassment made in bad faith will result in disciplinary actions against the person making the false charges.

Duty To Cooperate:

All students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action shall be required to cooperate with the Title IX/EEO Coordinator and other parties who are duly authorized to investigate or to discipline. Persons who are accused of sexual harassment shall be entitled to such cooperation when necessary to obtain witnesses in any formal disciplinary proceedings that may be initiated.

SMOKING

Rust College is a smoke free campus. As such, the College recognizes the dangers of the use of tobacco and tobacco-related products and prohibits the use of it in all campus buildings and facilities.

SOLICITATIONS, CANVASSING AND SALES

Solicitations, canvassing and sales are prohibited on campus except by Rust College students with the permission of the Vice President for Student Engagement. Exceptions for other groups and companies may be approved at the discretion of the President of the College or the Vice President for Student Engagement.

STUDENT DEMONSTRATION POLICY

As an educational institution that wants to be engaged in meaningful debates and improving our society, Rust College encourages its students and faculty to voice their concerns. A meaningful and responsible commitment to society must include critical examination and challenge of areas concern. Neither the institutional nor the individual involvement can achieve any meaning if the instruments of engagement, reason, and dialogue are denied or inhibited. It would be a shameful indictment of our intellectual climate and personal integrity if the free interchange and reasoned partisanship should ever succumb to fear of violence or the transgression of human, civil, and individual rights. Violence and intimidation are repugnant and intolerable in any expression of assent or dissent.

It is our intention that the right to express opinions in public displays can be exercised without encroaching on individual privacy, impeding freedom of passage or interfering with the functioning of the College community and/or the larger community. ***To this end, all demonstrations that take place on Rust College property should be registered with the Vice President for Student Engagement.***

STUDENT/GROUP TRAVEL POLICIES AND GUIDELINES

I. General

Rust College recognizes the benefit of off-campus student/group travel in conjunction with academic, co-curricular, and College-sponsored programs. Rust College also recognizes the need for certain regulations and procedures to promote safety, maximize educational value, manage risk, minimize liability, and enable appropriate responses in times of crisis.

Rust College will assume no liability for unscheduled and/or unauthorized student/group travel, whether by individuals, recognized or unrecognized groups, even if such travel involves a College-related activity. Rust College requires that all applicable College and/or program travel forms be completed and approved prior to travel. Approval by the President, or his designee, is required for any travel involving students.

This policy applies to all student/group traveling in conjunction with official College sponsored activities, and registered student organizations, including, but not limited to, instructional field trips; College-recognized club or organization activities; drama, music, athletic events; and other programs sponsored or endorsed by the College.

II. Definition of “College Sanctioned/Authorized Travel”

Student travel is travel involving a minimum of one student and generally more than one student and authorized by the appropriate College personnel. Additionally, an employee of Rust College must be responsible for compliance with the student travel policy requirements including completion of appropriate forms prior to departure. A College employee must assume responsibility for informing students of all guidelines associated with the student/group travel policy even if it is an individual student traveling.

Student/group travel must be authorized by the College, in advance, and in compliance with this policy, regardless of whether the travel is funded through College budgets or not. Travel is authorized when the Student/Group Travel Form is completed, approved by the departmental supervisor(s), vice president(s), the President, if appropriate, and the Office of Business and Finance.

If student travel is undertaken without compliance with the student/group travel policy and associated guidelines, the travel will be considered unauthorized and the College assumes no liability for unscheduled and/or unauthorized student/group travel, whether by individuals, recognized or unrecognized groups, even if such travel involves a College-related activity. The persons(s) responsible for the travel will be held personally liable in the event of an accident or incident. Further, the College employee may be subject to disciplinary action in accordance with non-compliance of College policy.

Student/Group authorized travel includes:

1. Activities related to athletic travel;
2. Co-curricular (out of classroom) activities that require off-campus travel;
3. Travel related to grant programs where participants are the travelers.
4. Course-related field trips and research projects;
5. Study Abroad travel;
6. Attendance at local, regional or national meetings or conferences representing Rust College;

7. Travel required by student organizations registered at Rust College; and
8. Travel funded by external organizations approved by the College.

The following travel is NOT considered “authorized College travel” for the purposes of these regulations:

- When a class, organization or individual student is informed of an opportunity to attend an event off-campus that is not required by the class or organization and they choose to attend on their own or use their own transportation.

These procedures and the associated student travel guidelines are considered the minimum required for authorized, organized student travel. Areas, divisions, classes, and/or student organizations may mandate additional standards as deemed necessary to address the unique requirements associated with a particular type of student travel.

Various modes of transportation may be required for student/group travel. Each mode of transportation requires that common and mode-specific precautions be used at all times. In addition to following applicable local, state, and federal laws and using sound judgment when traveling, students and College personnel must follow the guidelines associated with this policy according to the specific mode of transportation involved. Travel conditions must be considered prior to department on any travel involving students.

III. Responsibility

It is the responsibility of the College area, division, registered student organization, academic program, College employee, etc. that sponsors the organized student/group travel to assure compliance with this policy and associated procedures. If an individual student travels under these guidelines and policies, a College employee (sponsor) must assume responsibility for compliance with these guidelines.

The sponsor must advise students of rules and regulations regarding conduct during the trip including, but not limited to, hotel curfew and responsibility for obligations, purchases or damages incurred by the students/group. Students will be subject to enforcement of the Rust College Code of Student Rights, Responsibilities, and Conduct and local, state, and federal laws at all times while traveling. The sponsor must report any disciplinary issues to the Vice President for Student Engagement immediately.

Divisions/areas that use any College-owned, rented, borrowed, chartered, or leased vehicle are responsible for assuring that the drivers of the vehicle attend any driver training required by the College and have been approved to drive College-owned, rented, borrowed, chartered, or leased vehicles.

IV. Required Documentation

1. Travel Notification and Authorization – All official student/group travel must be authorized in advance by the President or an authorized designee of the President prior to any travel using the Student Travel Authorization Form with accompanying waivers of liability forms attached. The travel authorization form and attachments must be submitted for approval no less than one week or 5 working days prior to the date of the departure. The sponsor must also attach the following information: associated conference flyer/brochure, hotel name, address, dates and rates, etc.
2. Itinerary – The sponsor must provide appropriate trip information to all students traveling as well as the following offices: President, Vice President for Student Engagement, Vice President for Academic Affairs, and Business and Finance.
3. Waiver and Release Forms – All student/group travelers must complete a waiver of liability form verifying that they understand and accept the risks involved in participating in the travel activity and assume responsibility for their behavior; applicable emergency information, etc.
4. Minority Age Students – Students/groups under the age of eighteen (18) must have a liability waiver signed by their parent(s) and/or legal guardian(s).
5. Medical Coverage – Rust College assumes no responsibility for medical coverage of student travelers. It is recommended that each student, staff or faculty member have their own medical and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler. Insured travelers must carry their insurance cards with them on the trip.
6. Unapproved Expenses – Any unapproved travel expenses incurred by the traveler is the responsibility of the traveler. Students must be informed that the College assumes no responsibility for providing students/groups with funds for unanticipated delays or other incidents which may require additional expenditures.

V. Modes of Travel

1. Vehicles Owned, Leased, Rented, Borrowed or Chartered by the College (other than 15 passenger vans). All drivers operating College owned, leased, rented, borrowed, or chartered vehicles as a part of organized student/group travel are required to be an authorized driver at least ten (10) business days prior to driving and transporting students. All authorized drivers must complete and submit an approved Driver Authorization Application. In addition, all drivers must:
 - a. Be a full or part-time faculty or staff member of the College;
 - b. Be an approved volunteer who has been authorized to drive by the President;
 - c. Be at least 18 years of age (for vehicles other than 15 passenger vans);
 - d. Possess a valid Mississippi or other state driver's license
 - e. Possess acceptable driving record; and

- f. Be approved in accordance with these procedures and guidelines.

If an individual who has been approved to drive and transport students has restrictions added or endorsements removed from her/his driver's license, or has any driving offense occur after receiving approval to drive, that individual must report this change to the sponsor of the organized student/group travel and the Vice President for Finance immediately. The motor vehicle history will be checked on each potential driver prior to authorization. The motor vehicle history may also be checked at designated intervals after approval.

2. Fifteen (15) Passenger Vans

- a. Drivers for fifteen (15) passenger vans must be at least 21 years of age.
 - b. Travel involving fifteen (15) passenger vans must be in compliance with the provisions of the associated guidelines on van safety.
 - I. Authorized drivers can transport students/groups in 15 passenger vans with a maximum of fourteen (14) passengers (plus driver).
 - II. All passengers must use seat belts at all times.
 - III. Authorized drivers shall not drive a van for more than six (6) hours within a sixteen hour period. Total driving time cannot exceed twelve (12) hours within a 24-hour period.
 - IV. All destinations more than four (4) hours driving time must have another authorized driver as a relief driver.
 - V. Authorized drivers must obey applicable speed limits and reduce speed in adverse weather conditions.
 - VI. Authorized drivers must obey all local, state, and federal laws when operating the van.
 - VII. Authorized drivers are banned from using cell phones while driving.
 - VIII. The van's gross vehicle weight shall not exceed manufacturer's recommendations.
 - IX. Luggage shall not be carried on the roof of the van.
3. Privately-Owned Vehicles – Drivers of privately owned vehicles must have a valid Mississippi or other state driver's license and possess personal automobile insurance coverage as mandated by the State of Mississippi, and their vehicles must have a current registration. The driver and all passengers must complete a liability waiver when driving or being transported in a privately-owned vehicle. The owner, driver, and passengers of private cars assume liability in the event of accidents.
 4. Commercial Travel – Students traveling by commercial transportation, whether domestic or international, must comply with all laws regulating travel and the rules of the specific carrier.

VI. Safety Requirements

Drivers and passengers must act responsibly and use sound judgment when traveling. Further, drivers must:

1. Obey all traffic laws and regulations, including posted speed limits.
2. Not drive under the influence of alcohol or illegal drugs or transport or possess alcoholic beverages, illegal drugs, unauthorized firearms or other types of weapons.
3. Wear seat belts at all times. The number of occupants in the vehicle must not exceed the number of seat belts.
4. Not exceed the vehicle manufacturer's recommended load capacity (see owner's manual for specific instructions).
5. Avoid horseplay, racing or other distracting or aggressive behavior.

VII. Student Responsibilities

1. Students are required to provide requested information and assist in the completion of forms required for their academic or co-curricular travel.
2. Students should advise faculty or staff of any special needs or concerns that may impact their academic or co-curricular travel.
3. Each participating student must conduct him/herself in a manner that is not in opposition to existing Rust College practices, guidelines, and regulations, or that violates any local, state, or federal laws; and should insure that they understand the expectations of the travel as defined by faculty or staff. Students participating in Rust College authorized travel are required to read, complete, and sign the Liability Waiver which includes agreement with Code of Student Rights Responsibilities, and Conduct, emergency contact information, and health insurance information.
4. Students agree to use seat belts and other safety devices at all times when the vehicle is in operation.
5. Students who travel to and from events and activities covered under this policy using privately owned vehicles or any vehicles other than those owned, leased, chartered, or rented by the College are required to follow the same safe travel rules as designated for College vehicle use and applicable state law. Any individual who drives his or her personal vehicle to a College sanctioned trip, including field trips, assumes all responsibility for the safety of him/herself as well as any passengers. The College bears no liability for student use of personal vehicles.
6. The possession or consumption of alcohol or illegal drugs, and possession or transportation of a weapon is prohibited during all travel covered under this policy. Registered student organizations that require their members to travel to events and activities covered under this policy must obtain written approval for the travel from its faculty or staff advisor or the

Division head responsible for funding or organizing the travel at five (5) business days before the date of the event or activity. When the College provides transportation, students traveling to events must return in the College provided vehicles unless authorized to do otherwise by the appropriate College official. Students under eighteen (18) years of age are not authorized to return in a vehicle other than the vehicle provided by the College.

VIII. Compliance and Enforcement

Areas and divisions that encourage or require one or more students to travel to events and activities covered under this policy are responsible for verifying that students are aware of the above-requirements and the safe travel rules. It is the responsibility of the sponsor to provide all necessary information to each student traveling. Areas and divisions must report violations of this policy and safe travel rules to the Vice President for Student Engagement and the appropriate supervisory authority immediately. Faculty and staff employees who fail to comply with this policy are subject to disciplinary action in accordance with the applicable provisions of College policy.

Individual students who violate these guidelines and associated policies are subject to disciplinary action, including suspension. Student organizations that violate these guidelines and associated policy are subject to disciplinary action, to include suspension and loss of funding.

ACADEMIC INFORMATION

THE DIVISION OF ACADEMIC AFFAIRS

The Division of Academic Affairs is responsible for the overall coordination of the educational program of the College. Academic Affairs is comprised of five academic divisions: Division of Business, Division of Business, Division of Education, Division of Humanities, Division of Science and Math, Division of Social Sciences, and Division of Social Work. The Library and academic support services are part of the Division of Academic Affairs.

The Office of the Vice President for Academic Affairs is located on the 2nd floor of the McCoy Administration Building.

ACADEMIC ADVISEMENT

Every student is assigned an academic advisor. The advisor is responsible for guiding the student in academic matters. Every aspect of the registration process must be facilitated through the academic advisor. Students will not be permitted to register for any course nor drop or add a course without the consent of the academic advisor.

ACADEMIC INTEGRITY

Any student found guilty of being dishonest on any examination or academic assignment will be given a grade of zero for the work concerned

ACADEMIC PROGRAMS AND SERVICES

NEW STUDENT ORIENTATION PROGRAM

New Student Orientation is a two-week program designed primarily for new and transfer students with 30 hours or less and new students are expected to participate. The objective of the New Student Orientation Program is to equip incoming students with the necessary skills and information that will aid in their transition from high school to college. New Student Orientation provides an introductory review of programs and policies of the College to acclimate new students to the campus. Additionally, New Student Orientation develops students' ability to navigate their first year at Rust College and learn why it is important to get involved at the institution.

FIRST YEAR EXPERIENCE PROGRAM (FYE)

The First Year Experience Program is designed to assist students' transition to college by offering events and services aimed at helping them to become familiar with the college and connect to campus resources. Easing the transition to college, helping students feel at home and promoting academic success are goals of the First Year Experience Program. This is mainly accomplished through intrusive academic advising, College Orientation and retention efforts.

LIBRARY SERVICES

The Rust College Leontyne Price Library provides an array of services to students in supporting educational programs and services. Through its services, the library develops students' information literacy skills. Student learning is supported by providing access to a myriad of library services: The National Institute of Health-National Library of Medicine Health Database website is available to students in the biological science programs; MAGNOLIA, JSTOR, and Bloomberg via the Internet at all desktop and laptop computers; and e-mail service through Rust College accounts is available for students, faculty, and staff. Additionally, the Library provides assistive technology to student users with special needs (i.e. seeing and hearing impaired). The following sources are used: Inter-Library Loan; Mississippi State Department of Education; Jobbers who sell books and other materials for special needs students; and other agencies for the blind and hearing impaired. Additionally, The MAGNOLIA Project, a publicly funded library program in Mississippi now provides Rust College students access to several data bases which include: Alcorn State University Library; Jackson State University-H.T. Sampson Library; and The University of Mississippi Library.

TUTORIAL SERVICES

Tutorial services are available to support the academic needs of students through the Student Success and Persistence Program (SSPP). SSPP coordinates tutoring services with our Academic Skill Specialist for general education courses. Please contact the Director of Academic Advising in Shaw Hall at 662-252-8000, extension 4900.

CAREER PATHWAYS

The mission of Career Pathways Initiative Rust College is to prepare Rust College students with the resources to gain workforce experience and professional skills allowing them to transition to college and careers.

The goal of Career Pathways is to provide a leadership role in defining their pathway by increasing number of undergraduates to transition to meaningful jobs in their chosen fields upon graduation. This is devised by a three-pronged approach to shape your undergraduate experience that results in “Students Engaged to Learn” and “Graduates Ready to Earn by including the following strategies:

1. Guided Pathways-Placing your success at the center of institutional operations by engaging you as a Rust College student in the learning journey ensuring to get on, and graduate from an pathway that facilitates your personal and professional growth.
2. Curricular Enhancements- A collaborative redesign of current curricular to streamline course and program offerings and embed 21st century competencies in your student learning outcomes.
3. Integrated Co-Curricular Engagement- Integration of learning activities from outside the classroom with coursework that increase your’ skill development and competencies.

CPI Learning Agenda is to:

Improve measures of student success such as retention, persistence and graduation rates.

Improve quantity and quality of students’ campus experiences.

Improve graduates’ career placement rates, including postgraduate and career outcomes.

Career Pathways Rust College offers the following services;

- Career Exploration
- Resume Building
- Career Assessments
- Internships
- Graduate School Day
- Career Fair
- Job Placement
- Quest for Excellence Training Program
- Dress for Success Clothes Closet

Career Pathways partner with five division chairs, faculty, community and businesses to ensure our mission is fulfilled and our goal is met to prepare our students for a Global Workforce. By preparing our students for the Global marketplace will allow them to make contributions to the sustainability and economic growth of their communities.

TEXTBOOK USE SYSTEM

Rust College operates a Textbook Use System which allows registered students to check- out books from the Campus Gift Shop/Bookstore to use for courses in which he or she is registered. Students return books to the Bookstore at the end of the course term. A student may opt to purchase books used for classes.

CLASS ATTENDANCE

Students are obligated to comply with class attendance policies. Faculty members are obligated to notify students in writing at the beginning of each class of the policies and procedures on absences and makeup work. When students must be absent from class, they are required to make arrangements satisfactory to the instructor with regard to work missed. Ten percent (10%) of class meetings is regarded as a maximum number of absences, after which grades may be impacted. A student who is absent for 50% of class meetings by the drop deadline for the module, may be dropped by the instructor.

COURSE CANCELLATION

Rust College reserves the right to cancel any class in which enrollment does not materialize. Students will be allowed and encouraged to enroll in another class in these instances.

EVALUATION OF INSTRUCTION

Evaluation of the faculty at Rust College is conducted to improve the instructional process. Faculty course evaluations are conducted by each academic division at the end of classes. The evaluations become a part of the annual faculty review of performance and instruction.

EXAMINATIONS

Students are required to take the final examination in each course in addition to the class quizzes and tests as prescribed by the instructor. Each instructor should inform the students of the results of evaluations and counsel with those who are failing to perform up to expectation.

The final evaluation should include work done by the student during the course. Instructors are required to report the final grades to the Registrar's Office by the specified date and in the manner prescribed by the Registrar. Final grade reports are sent to the student.

GRADE APPEAL PROCESS

A student has a right to challenge any grade she/he feels was assessed in error. The appeal procedure for a student with a complaint about grading requires contact with the instructor involved. If the matter is not resolved at this level, the student should contact the Division Chairperson in which the course is offered. If the matter is not resolved at the Division level, the student should submit a written petition to the Vice President for Academic Affairs.

A student must register a complaint within thirty (30) days of receiving the grade. Any grade appeal not initiated during this timeframe will remain on the transcript of the student. Special considerations may be made by the Vice President for Academic Affairs.

Changes in a grade will be recorded in the Registrar's Office by the instructor involved with the prior approval of the Division Chair and the Vice President for Academic Affairs.

INCOMPLETE (I) GRADES

The grade of "I" (Incomplete) indicates that work in a particular course is incomplete. This grade (I) will be given only in exceptional cases when illness or other unavoidable reasons prevent the student from taking the final examination or completing a major class project.

When an incomplete grade is given, it may be changed to a permanent grade upon removal of its cause. Incompletes must be removed within the first regular semester in which the student reregisters. In case a student discontinues for a valid reason(s) he/she has two semesters to remove the "I" grade. Failure to remove stated cause for incomplete will result in an automatic change in the incomplete into a permanent grade.

INFORMATION TECHNOLOGY

Technology is an integral part of everything at Rust College. We continue working to improve access. Students are introduced to computer science and financial literacy as a part of general education courses. Courses in the computer science degree are open for any student enrollment. Computers are positioned in the campus library, area labs as well as dormitories

Every full time enrolled student will be given a laptop. The laptop will be kept by the student upon graduation from Rust College. If students leave or withdraw from Rust College without graduating, they must return the laptop to IT.

The IT Help Desk is available 24 hours and can be reached by contacting _____ . The IT Department is located on the first floor of the BCS Building.

INTERNET ACCESS

Rust College provides internet access to all residential students. Student can access internet on campus by connecting to the free WI-FI.

EMAIL ACCOUNTS

Email Accounts are provided to each student upon registration at Rust College and remain in effect as long as the student is enrolled at the College. All students should check their Rust College email daily as this is the official mode of communication by the college faculty, staff, and administration.

REGISTRATION AND EXAMINATION HOLD

Students may be withheld from registration because of failure to meet financial obligations to the College. The student must clear with the office that issued the hold before the registration process can begin or examinations can be taken.

REQUEST FOR CHANGE OF NAME

Students or graduates who wish to change the name to reflect on their official transcript must send a written request to the Office of the Registrar, and provide legal documentation that verifies the change, such as a marriage license or divorce decree.

SCHEDULE

The schedule of classes for each module is prepared by the Vice President for Academic Affairs. The Vice President for Academic Affairs receives from each division chairpersons a proposed schedule, makes necessary adjustments, and compiles the total schedule. Any changes in classroom assignments, hours, and meeting days must be approved by the Vice President for Academic Affairs.

STATEMENT OF DISCLOSURE OF GRADUATION RATES

It is the policy of Rust College to comply with the Student Right to Know Act and to disclose graduation and completion rates for the Rust College student body.

STUDENTS WITH ACADEMIC DEFICIENCIES

Rust College recognizes that students enter college with a wide range of skills. Some entering freshmen may require more academic enrichment than orders in order to succeed in college level courses. The College, therefore, provides support services in English, reading, and mathematics to all first time and transfer students, and others with identified needs.

SYLLABI

Each course in the college curriculum has a course syllabus. Faculty members are to distribute copies of each course syllabus on the first day of class of each module.

WITHDRAWAL FROM THE COLLEGE

Students who withdraw from the College for any reason must complete the following steps:

1. Complete counseling from academic advisors in the SSPP, which includes completion and electronic submission of a College Withdrawal Form.
2. The Office of Academic Affairs will confirm completion of the College Withdrawal Form and advance withdrawal process to the Registrar Office.
3. The Registrar Office will complete withdrawal request for placement in permanent record.

It is important for each student who withdraws from the College to complete the steps indicated above. Failure to do so may result in the assignment of the grade "F" in the courses in which the

student was enrolled. If a student leaves the College before the end of a term without officially withdrawing, the official date of withdrawal will be set by the earliest date on which it was determined that the student had no intention of returning to class(es).

ADJUSTMENTS FINANCIAL AID FOR STUDENTS WHO WITHDRAW FROM COURSES

Pell Grant adjustments are made for students enrolled in less than 12 semester credit hours per semester. Loan adjustments are made for students enrolled in less than 6 semester credit hours per semester.

UNAUTHORIZED WITHDRAWAL

A student who leaves the college during a module or semester without following the proper withdrawal procedures will be reported as having failed all courses. The withdrawal procedures will not take place automatically for the student who leaves because of illness, nor can this be done by a proxy, but must be initiated by the student. If this cannot be done in person, it can be initiated by writing to the Registrar and the Vice President for Academic Affairs.

DISCIPLINARY WITHDRAWAL

When a student is requested to withdraw from the college for disciplinary reasons, the student is required to surrender her/his ID card, room key, and laptop. The student is also required to complete a room inventory and vacate the primes.

STUDENT INVOLVEMENT IN INSTITUTIONAL GOVERNANCE

The student's involvement in decision-making contributes essential information about their views, needs, and desires as learners and consumers; and it facilitates responsible and adequate management of the total educational experience. The College encourages student participation in those areas where students have the interest and the competence to contribute and where they will assume responsibility. In such situations, students can give sound advice, and exercise good judgment, becoming articulate participants in the campus decision-and policy-making processes.

To this end, students have the opportunity to participate in joint Committees and councils with faculty, staff, and administrators, These Committees and councils serve an advisory function and make policy recommendations and decisions that affect the total operation of the College.

STUDENT GOVERNMENT, CLASS OFFICERS, ELECTIONS AND MEETINGS

The Student Government Association and each class shall elect a president, vice president, secretary, chief of staff, vice president of finance, vice president of public relations, sergeant at arms, chaplain, class king and class queen. The election procedures and processes will be provided by the Vice President for Student Engagement and/or designee in the first week of February. The time and place for SGA and class elections will be announced by the Vice President for Student Engagement and/or designee.

REPRESENTING THE COLLEGE

Students representing the College must be in good standing and not on academic or social probation. They must have the minimum grade point average for their classification.

CAMPUS ROYALTY TITLES

MISS RUST COLLEGE

The title of Miss Rust College is an honor bestowed upon a young lady who, in competition against other young ladies, is elected by the student body.

MR. RUST COLLEGE

The title of MR. Rust College is an honor bestowed upon a young man who, in competition against other young men, is elected by the student body.

MISS FRESHMAN, MISS SOPHOMORE, MISS JUNIOR, AND MISS SENIOR

These young ladies are selected by their respective class members at the same time class elections are held.

MR. FRESHMAN, MR. SOPHOMORE, MR. JUNIOR, AND MR. SENIOR

These young men are selected by members of their respective classes at the same time class elections are held.

The criteria for each position above is described in the Student Government Association Constitution and Bylaws.

STUDENT GOVERNMENT ASSOCIATION

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION (to be amended)

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 Vice President for Student Engagement.

ARTICLE IV

Composition

SECTION I:

The Student Government Association Cabinet shall be composed of ten officers elected by the student body. There will be two faculty and/or administrative staff advisors, the Vice President for Student Engagement and a designee by the Vice President for Student Engagement.

SECTION II:

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

SECTION III:

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

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, Mister/ Miss Rust College may be terminated from their respective position if his/ her conduct is found not to be in the best interest of the SGA Cabinet, SGA Council and student body.

SECTION II:

The Vice-President shall perform duties of the President in his/her extended absence (i.e., Internship, Practice Teaching, Co-op, Exchange Program not performed in the immediate area),

serve as Chairperson of the Program Committee, serve as ex-officio member to all SGA Committees and be aware of all major activities.

SECTION III:

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

SECTION IV:

The Chief of Staff - shall possess a copy of specified edition of Robert's Rules of Order provided by the SGA, be familiar with the official parliamentary procedures book, have a working knowledge of parliamentary procedures and should always be ready to give interpretation of parliamentary procedures at all meetings when necessary, be familiar with the Student Handbook, advise the President on issues involving the usage of the Student Handbook when necessary, be familiar with the Student Government

Association Constitution, be able to interpret the Constitution of the Student Government Association, call for the restoration of order upon misuse of the constitution and/or parliamentary procedures, serves as chairperson of the Constitution Committee, and preside over meetings in the absence of the President, Vice-President and Secretary.

SECTION V:

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

SECTION VI:

The Vice President of Finance - shall represent the Student Government Association in all official business transactions, see that proper arrangements and preparations are made for all social activities and programs sponsored by the Association, be required to keep on record bills and receipts for all expenditures made for the Student Government Association by any member, receive all funds belonging to the Student Government Association and keep such funds in the

safe in the Business Office, pay all approved bills of the Student Government Association, make monthly financial reports to the Student Government Association stating what money has been received and its sources and an itemized list of expenditures and serve as Chairperson of the Financial Committee.

SECTION VII:

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

SECTION VIII:

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

SECTION IX:

Each Class President shall coordinate activities through the SGA Council, and make class recommendations to the SGA. The Class Presidents shall represent the interests of their specific class year. They are responsible for sharing information from the SGA Council to their constituents.

SECTION X:

Miss Rust

Miss Rust College is 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 role and responsibilities 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 Co- President of the SGA with Mister Rust College until new major officers are elected.

Alternates to Miss Rust

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

SECTION XI:

Mister RUST

Mister Rust College is delegate-at-large from the student body to the SGA and shall serve as an ex-officio member to all of its committees. He is to work closely with the Institutional

Advancement Office of Rust College. He must be familiar with the interworks of the SGA. He must live on campus. In the event the major officers of the Student Government Association are incapacitated, Mister Rust shall serve as Co- President of the SGA with Mists Rust College until new major officers are elected.

SECTION XII:

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

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 Advisors

SECTION III:

Steps in the Nominating Process

1. Interested students will secure applications from the Vice President for Student Engagement Office and return applications to the Vice President for Student Engagement Office within seventy-two (72) hours.
3. The Election Committee is to thoroughly explain the nominating and election procedures within forty-eight (48) hours after receiving notification of the applications.
4. The Nominating Committee will review applications within twenty-four (24) hours and submit completed applications to the Vice President for Student Engagement for clearance.
5. The applications cleared by the Vice President for Student Engagement will be returned to the Nominating Committee.
6. The Nominating Committee will inform all cleared applications through the Vice President for Student Engagement office.
7. 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.

8. Applicants must not campaign until after he/she receives a clearance letter from the Vice President for Student Engagement. The Nominating Committee will submit all lists of signatures of applicants, to the Vice President for Student Engagement for verification of enrollment.

9. Once the lists have been verified, they will be returned to the Nominating Committee.

10. Each applicant shall appear before the Nominating Committee at a time specified by said committee for an interview on Leadership Potential, SGA Constitution, Social and Historical Aspects of Rust College, Local, National and International issues and other concerns deemed necessary by the Committee.

11. Upon completion of the interviews, the Nominating Committee shall submit the names of all candidates to the SGA Council within twenty-four (24) hours. Effective beginning with the 1996-1997 academic school year, the advisors, along with a designated officer from the Student Engagement staff, will be present for the processing of all applications. No applications should be submitted to the Vice President for Student Engagement Office without proper review.

THE ABOVE MUST BE FOLLOWED OR THE VICE PRESIDENT FOR STUDENT ENGAGEMENT WILL TERMINATE THE ELECTION.

SECTION IV

Qualification Guidelines

1. All candidates must be aware of the election guidelines and will be required to submit a completed application, to be approved to run for the office they are seeking. For any concerns regarding the bylaws of the SGA Elections please visit, www.rustcollege.edu.

2. All candidates applying for the Rust College Student Government Association Major Officers (President, Secretary, Vice President, Chief of Staff, Mr. Rust, and Miss Rust College) must be full-time Rust College student prior to the beginning term of office; completed at least 90 semester college-level credits hours with at least 30 credit hours obtained at Rust College; and earned a grade point average of 3.0 prior to applying for candidacy.

3. All candidates applying for the Rust College Student Government Association non Major Officers (Vice President of Finance, Vice President of Public Affairs, Chaplain, Sargent – At-Arms,) must be full-time Rust College student prior to the beginning term of office; completed at least 64 semester college-level credits hours with at least 30 credit hours obtained at Rust College; and earned a grade point average of 2.7 prior to applying for candidacy.

4. All candidates applying for Senior Class Officer must be full-time and completed at least 90 semester college level credit hours and a grade point average of 2.75 prior to applying for candidacy.

5. All candidates applying for Junior Class Officer must be full time and completed at least 60 semester college level credit hours and a grade point average of 2.75 prior to applying for candidacy.

6. All candidates applying for Sophomore Class Officer must be full time and completed at least 30 semester college level credit hours and a grade point average of 2.75 prior to applying for candidacy.
7. All candidates applying for SGA Major Officers and candidates for Class Officers must NOT have a disciplinary record and must be verified by the Office for Student Engagement.
8. All transcripts and grade point averages, and disciplinary records will be reviewed by and monitored after the election of candidates by the Office for Student Engagement. Failure to maintain the required grade point average and failure to maintain good behavioral standing may result in loss of privileges during their tenure, probation and/or removal from office by the Office for Student Engagement.
9. All candidates will participate in an interview. Failure to attend a scheduled interview will result in automatic disqualification. Candidates must adhere to the interview date and time in which they signed up for. Should an extenuating circumstance prevent a candidate from interviewing on the date and time he/she signed up for, verbal and/or written notice must be given to the Student Government Association President or Office of Student Engagement prior to the scheduled interview date.
10. Candidates must arrive to their scheduled interview ON TIME. However, a five (5) minute grace period will be granted. Should a candidate arrive more than five minutes late to their scheduled interview, he/she will automatically be disqualified.
11. Students are only allowed to run for (1) position per election cycle

SECTION V

Social Networks

1. Candidates that campaign on any social media outlets are not allowed to post negative or smearing campaign tactics such as, but is not limited to: harassment, defamation of character, slander, etc... by word, print, or through social media is not allowed and is grounds for disqualification.

SECTION VI

Early Campaigning

1. Early campaigning will NOT be tolerated. Candidates must not participate in any form of campaigning.

SECTION VII

Campaigning

1. All campaigning must be in alignment with the College Core Values
2. Official Campaigning shall start AFTER candidate has received his/her official approval letter from the Office of Student Engagement and Student Government Association. Campaigning concludes 11:59 P.M. the night before Election Day.
3. Official campaigning dates for election will be determined by the Student Government Association and the Office for Student Engagement.
4. All campaign materials (i.e. flyers, posters, photos, etc.) must receive the stamp of approval prior to posting by the Office for Student Engagement. Full body photos are prohibited and will be approved at the discretion of the Office for Student Engagement.
5. All campaign materials must be removed within 24 hours after the conclusion of the election. Failure to do so will result in an election fine in the amount of \$25.00.
6. The support of a positive campaign season is expected by all candidates. Negative or smearing campaign tactics such as, but is not limited to:
7. Harassment, defamation of character, slander, etc. by word, print, or through social media is not allowed and is grounds for disqualification.
8. Election results will be posted at least 24 Hours after the close of Election Day.
9. All major campaign events must be communicated and submitted in writing to the, Student Government Association for review by the Office of Student Activities and Student Engagement.
10. Candidates are encouraged not to sponsor off campus events to promote their campaign. If they do so it will not be at the risk of the college, but at their own risk. Should an event occur that suggests the college involvement through action or deed, any candidate in attendance will be held responsible and subject to disqualification.
11. Any eligible candidate or elected/selected student official indicated in a judicial referral or receiving judicial sanctions during campaign season, prior to the start of campaign season or post-election will be subject to disqualification or removal of office if he or she is found guilty
12. Faculty/staff are not permitted to endorse a candidate.
13. All uncontested candidates MUST participate in the campaigning and election process. Uncontested candidates are required to participate in Speech Day.

SECTION VIII

Election Process (Voting Day)

1. Voting Day will take place at the end of each school year in the Brown Mass Communication Building. (Subject to change)
2. Only current Rust College Students enrolled at the time of elections will be given access to cast one vote. Rust College IDs must be presented at the time of voting. Failure to present Rust College Student Identification may result in failure to vote.
3. In the event of a vacancy within the SGA Executive Board, each class cabinet, the newly elected and/or appointed board members reserve the right to appoint someone to the position.
4. This vacancy must be submitted and reviewed by the Office for Student Engagement.
5. Any unusual, concerning, or unethical campaign practices occurring during the election process or on Election Day should be reported immediately to the Office for Student Engagement and the Student Government Association.
6. Students voting for elections must appear in person through Electronic voting machines provided by the Student Government Association – Subject to change per CONVID 19 Plan
7. At any time, if an elected/selected student government official is removed or resigns from office, they will automatically forfeit all associated benefits attached to the position. In some cases, removal or resignation could result in reimbursement to the College.

SECTION IX:

The members of the Election Committee shall be composed of students recommended by the SGA President and approved by the SGA Advisor (s). A designated individual from the Student Engagement area will be a member of this Committee.

SECTION X:

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

ARTICLE VII

MEETINGS

SECTION I:

The SGA Cabinet shall hold its regular meetings once per week and shall be subject to call meetings by the President/ Advisors 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 twice 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. Final decisions must be submitted to the SGA Advisor and for approval. The Office for Student Engagement and Student Retention will coordinate an inauguration for incoming SGA officers during the fall semester in which they are to officially assume office.

ARTICLE VIII

STANDING COMMITTEES

SECTION I:

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

ARTICLE IX

SPECIAL COMMITTEES

SECTION I:

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

ARTICLE X

PAYMENT OF FEES

SECTION I:

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

ARTICLE XI

PETITION, INITIATIVE AND RECALL

SECTION I:

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

SECTION II:

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

ARTICLE XII

EXPULSION

SECTION I:

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

ARTICLE XIII

AMENDMENTS

SECTION I:

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

ARTICLE XIV

UNIFICATION OF POLICY

SECTION I:

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 Vice President of Student Engagement with two advisors at the meeting.

SECTION III:

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

SECTION IV:

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

SECTION V:

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

SECTION VI:

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

SECTION VII:

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

SECTION VIII:

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

SECTION IX:

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

SECTION X:

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

SECTION XI:

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

SECTION XII:

The SGA President, Miss Rust, and Mister Rust must live on campus. No exceptions.

SECTION XIII:

A private room in the residence hall shall be assigned to the SGA President, Miss Rust and Mister Rust where feasible.

SECTION XIV:

The SGA President, Miss Rust, and Mister Rust 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 Vice President for Student Engagement. All requisitions must be approved by the Vice President for Student Engagement and SGA Advisor before being submitted to the Business Office.

SECTION XVI:

The coronation will be held at a time, place and manner designated by the college, SGA, and Founder's Week Committee.

STUDENT ACTIVITIES/ORGANIZATIONS

POLICIES AND PROCEDURES

The Office for Student Engagement is responsible for the coordination of student extra-curricular activities, including all student (or student-centered) organizations and for insuring that the same are consistent with College policies and regulations.

RECOGNITION

Student organizations are recognized as official College groups if their goals, policies, and activities are stated in their respective constitutions and are in keeping with the mission of Rust College. Organizations including, but not limited to, those affiliated with national organizations, may be established for educational, social, or service purposes.

ESTABLISHING A STUDENT ORGANIZATION

Five or more students who wish to establish an organization must file an application with the Vice President for Student Engagement. The following procedures should be followed:

1. An application should include the:
 - a. proposed name of the organization;
 - b. purpose of the organization;
 - c. name(s) of the advisor(s); and
 - d. proposed constitution with a brief description of activities, programs, etc.
2. The Vice President for Student Engagement in conjunction with the Student Engagement Council, will review, evaluate, and approve, conditionally approve or deny the application.

ORGANIZATION MEMBERSHIP POLICY

Active membership in student organizations must be limited to students registered at the College.

Members of a student organization, individually and collectively, are expected to comply with:

1. The stated purpose(s) of the organization and College policies governing the same.
2. Reasonable conditions and obligations of the organization.

No student shall be denied membership on the basis of race, religion, creed, national origin or sex if such organization receives institutional funds.

The constitution of recognized student organizations shall not contain any provisions that discriminate against a student.

ELIGIBILITY REQUIREMENTS FOR STUDENT ORGANIZATION OFFICERS

To be eligible to hold office in any student organization or take part in any contest or act as a representative of a student organization on behalf of the College, a student must be in good academic and disciplinary standing with the College.

Organizations such as honor societies, fraternities, sororities, as well as the Student Government Association, require specific scholarship eligibility requirements that are more stringent. These requirements must be met and certified by the Vice President for Student Engagement through the Office of the Registrar to determine eligibility for office and/or admission to such organizations.

ANNUAL REGISTRATION OF STUDENT ORGANIZATIONS

To exercise the privileges afforded to officially recognized student organizations, a student organization must register on or before the second Friday in the month of September with the Vice President for Engagement. The following policies apply:

1. Registration is valid from the date of registration to the end of the academic year.
2. Registered/organized student organizations are required to have an advisor who is also a member of the faculty or staff of the College.
3. The following information must be filed at the time of registration:
 - a. Name of organization;
 - b. Names, titles and addresses of elected officers;
 - c. Name(s) and address(es) of advisor(s);
 - d. Copy of constitution; and
 - e. Regular meeting date and location.

NOTE: APPLICATION FOR ESTABLISHING A STUDENT ORGANIZATION, THE ANNUAL REGISTRATION OF STUDENT ORGANIZATIONS, THE ADVISOR'S ACCEPTANCE, AND THE ANNUAL REPORT OF ACCOMPLISHMENT FORMS CAN BE OBTAINED FROM THE VICE PRESIDENT FOR STUDENT ENGAGEMENT.

Privileges Granted to Student Organizations -- The College grants the following privileges to officially registered/recognized student organizations:

1. The privilege to use designated College facilities;
2. The privilege to invite speakers; and
3. The privilege to sponsor social and fund-raising events.

ANNUAL REPORT OF ACCOMPLISHMENTS

All registered student organizations must submit on or before the last Friday in April of each year to the Vice President for Student Engagement a report of their accomplishment, services rendered, activities and programs, etc. The reporting form is sent to each organization in March.

INACTIVE STATUS

An organization that has **not** been active for two consecutive academic years will be placed on an inactive status. To be reinstated as an active organization, an organization must submit to the Vice President for Student Engagement a request for renewal, and complete the application as required for establishing a new student organization.

ORGANIZATION FUND

College-sponsored groups such as the Student Government Association (SGA), intercollegiate athletics, band, cheerleaders, and the A'capella Choir receive assistance from institutional funds.

College-approved groups do not receive money from the College but depend on dues and money-making projects for organizational funds.

The Student Government Association (SGA) is required to submit a financial report of revenue and expenditures each semester to the Vice President for Student Engagement. This report should be submitted one week prior to final examinations each semester and should be signed by the President, Vice President for Finance, and SGA Advisor.

All student organizations are required to meet their financial obligations promptly and to use good faith, honesty, and integrity in their business transactions. The College will not be responsible for any financial indebtedness of an organization.

NOTE: NO ORGANIZATION OR INDIVIDUAL MAY SOLICIT FUNDS, GOODS, OR SERVICES IN THE NAME OF RUST COLLEGE WITHOUT THE EXPRESSED WRITTEN CONSENT OF THE **PRESIDENT OF THE COLLEGE.**

ROLE OF ADVISORS

The advisor promotes organizational understanding and student leadership development within a student organization by providing the following guidance and advisory support:

1. Informing the organization of its privileges and responsibilities;
2. Insuring that the organization's responsibilities are met;
3. Insuring that the organization's activities/programs are consistent with the procedures and guidelines outlined in this Handbook;
4. Serving as chaperone (the official representative of the College) for all social events/meetings held by the organization;
5. Insuring sound financial responsibility and practices; and
6. Conducting student leadership and decision-making skills workshops.

NOTE: AN ADVISOR'S ACCEPTANCE STATEMENT MUST BE SUBMITTED WITH THE ORGANIZATION'S REGISTRATION APPLICATION IN SEPTEMBER.

USE OF FACILITIES BY STUDENT ORGANIZATIONS

All requests and approvals for the use of any building by a student organization and/or a group of students must be secured through the Office of the Vice President for Student Engagement. An advisor or employee of the College must be present during the use of any facility on campus.

METHODS OF ESTABLISHING THE COLLEGE CALENDAR OF EVENTS

All student activities must appear on the annual College Calendar of Events which is coordinated by the Office of the Vice President for Student Engagement. The College Calendar of Events is made up of dates submitted to the Office for Student Engagement from the following sources:

1. The Office of the Vice President for Student Affairs
Dates from this office include, but are not limited to, annual observances and traditional events, examination and special test dates, regulatory dates, and College-sponsored conferences, seminars, etc. These dates are given first priority on the College Calendar of Events.
2. The Office of the Director of Athletics

Dates from this office are those of intercollegiate competition in basketball, football, and special sporting events or programs. These dates are given second priority on the Calendar.

3. The Office of the Vice President for Academic Affairs

Dates from this office are those activities designed to enrich the curriculum of the College and/or the personal development of the students enrolled. These dates may include, but are not limited to, concerts, workshops, seminars, clinics, lectures, plays, etc.

NOTE: DATES FROM THE FOREGOING OFFICES SHOULD BE SUBMITTED DURING THE FIRST WEEK IN APRIL TO THE VICE PRESIDENT FOR STUDENT ENGAGEMENT.

4. Classes, SGA, Registered Clubs and Organizations -- Dates for socials, parties, talent shows, movies, and bake sales, should be submitted to the Vice President for Student Engagement.

NOTE: ALL ACTIVITIES OF STUDENT ORGANIZATIONS MUST BE ON RECORD WITH THE VICE PRESIDENT FOR STUDENT AFFAIRS PRIOR TO THE DATE OF THE ACTIVITY/EVENT.

WEEKDAY ACTIVITIES

Social activities on weekdays are strongly discouraged. Dates for social activities during the week must be cleared with the Vice President for Student Engagement.

Two or more days (Monday through Thursday) for Greek-letter organizations' special observances are granted only if the College calendar of events permits. The activities held and the hours must be consistent with the above-mentioned paragraph.

WEEKEND ACTIVITIES

An organization that has an event scheduled to occur on a Friday or Saturday night must complete and submit an organization's activity/event form to the Vice President for Student Engagement one week prior to the scheduled event. Copies of the organization's activity/event form are distributed to the Office of Security and the Vice President for Student Engagement.

LOCATION AND TIME

All activities/events (defined as parties, socials, dances, and entertainment where both male and female college students are present) are held in the Student Recreation Center. An activity/event scheduled to occur on a Friday night may begin at 7:00 p.m. and last until 12:45 a.m.

NOTE: OUTDOOR SOCIALS OR DANCES MAY NOT BE HELD BEYOND 12:00 MIDNIGHT ON EITHER FRIDAY OR SATURDAY NIGHTS WITHOUT THE EXPRESSED PERMISSION OF THE VICE PRESIDENT FOR STUDENT AFFAIRS.

POSTERS AND ADVERTISEMENTS

Posters and advertisements must be placed in designated areas and must be removed the day after the event by the individual or group sponsoring the advertised program. Posters may be removed for major campus events. All advertisements must be in good taste. Advertisements alluding to or pertaining to alcoholic beverages shall not be used.

Regulations regarding displays are as follows:

1. All posters/flyers must be approved by the Vice President for Student Engagement.
2. Posters shall not be placed on glass surfaces and/or doors.

3. Posters/flyers must be removed within 24 hours after a scheduled event.

FRATERNITIES AND SORORITIES

BASIC POLICIES AND REGULATIONS

1. Rust College recognizes four sororities: Alpha Kappa Alpha, Delta Sigma Theta, Zeta Phi Beta and Sigma Gamma Rho. The College recognizes four fraternities: Alpha Phi Alpha, Kappa Alpha Psi, Omega Psi Phi, and Phi Beta Sigma.
2. Any other organization desiring recognition as a fraternity or sorority, must petition the College through the Vice President for Student Engagement, submitting a list of its prospective members and a general statement of its purpose. If it receives approval, a charter will be issued and its organization will be placed on the College's list of recognized fraternities and sororities.
3. The organization shall be part of a national body.
4. Each fraternity and sorority shall be represented on the Pan-Hellenic Council.
5. Each group shall have two faculty or staff advisors chosen from the active membership of the particular organization. If an organization has no member on the faculty or staff, the College will appoint two advisors from the faculty or staff.
6. Advisors are required to attend Pan-Hellenic meetings.
7. Each fraternity and sorority shall furnish the Vice President for Student Engagement and the Pan-Hellenic Council a complete roster of members and officers of the local chapter at the beginning of each semester and after each Intake Period.
8. Greek-letter organizations are required to abide by all regulations of the College regarding student conduct and general campus life.
9. Greek-letter organizations are responsible both to the Vice President for Student Engagement and to the Pan-Hellenic Council for general cooperation with the standards of the College and for concern for its welfare.
10. To qualify for membership, the student must have a cumulative grade point average of at least 2.5; must be in good financial standing with the College (a signed statement from the Registrar is required as evidence of good standing); must have been in College at least two semesters, one of which has been spent at Rust College; and must not be on social probation. (A transfer student who was a "Greek" in good standing at the College that s/he last attended must have completed one semester at Rust College). If a member drops below average in any semester, the administration may take disciplinary action until s/he regains the required grade point average. The chapter will be penalized if it fails to place the member on its inactive list.
11. Lists of prospective members and the final initiates are to be submitted to the Vice President for Student Engagement before the deadline. No lists are to be posted until they have been

approved, and no student is to participate in the activities of any of these groups until, her/his name has been approved.

12. Social activities are to be held on campus.
13. Visiting Greeks from other campuses are not permitted to participate in intake activities.
14. No meeting may be held without the presence of the two advisors approved by the President and the Vice President for Student Engagement.
15. Dates for the Intake period will be disseminated by the Vice President for Student Affairs or designee.
16. All Intake activities must take place on campus.

JURISDICTION

The Pan-Hellenic Council has charge of all combined Greek activities. The Council receives and deals with the official report of all charges against Greek letter organizations, except that a chapter cannot be expelled, or suspended indefinitely, without approval by the Vice President for Student Engagement.

PROCEDURES AND REGULATIONS REGARDING INTAKE ACTIVITIES

At the opening of each school year, a form will be sent to each organization for confirming or changing its sponsors. If, during the year, there is any change of sponsors, the chapter is asked to send an official notice to the Vice President for Student Engagement.

1. Each organization must fill out and return one of the regular student organization roster forms. In addition, group permission forms are to be filed for activities other than the regular meetings if the activity is at night, or if it is off campus, such as a trip to the public library, or a community center.
2. Names of prospective members must be submitted to the Vice President for Student Engagement at least three weeks before the date of posting, or the date of the first activity, so that each eligible person can be verified and an officially approved list can be sent to the chapter.
3. To obtain the grade point average and the number of hours of a prospective member, permission must be granted in writing by the prospective member.
4. A student may be initiated into a Greek-letter organization when s/he has earned 31 semester hours and at least 12 hours have been earned at Rust College, and has a cumulative grade point average of 2.5 or better.
5. There are to be no "underground activities". All Intake activities are to take place within the period designated by the Pan-Hellenic Council, and approved by the College Administration.

6. The College forbids any form of hazing, which includes humiliation, physical punishment, or danger. (See Hazing Policy)

CO-CURRICULAR CLUBS AND 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:

STUDENT GOVERNMENT ASSOCIATION: The Student Government Association (SGA) is the student governance in matters pertaining to the common interest of all students. The SGA Constitution and Bylaws are described herein.

CLASS ORGANIZATIONS: Class organizations include the four levels of student classifications: Senior, Junior, Sophomore, and Freshmen classes. Students must have a 2.75 cumulative grade point average in order to run for office and the appropriate number of credit hours representing the respective classes.

MAJOR ACADEMIC AREA CLUBS: Pre Law, Pre-Med, Science and Math Social Science, Social Work Sociology, Fine Arts Club, Division of Business Students Advisory Council

SOCIAL CLUBS AND ORGANIZATIONS: Cheerleading; Collegiate 100, Debate Team, Devoted Brothers of Excellence, International Student Organizations, Pre-Alumni Council, and Talented Fifth

SPECIAL ORGANIZATIONS: Mississippi Association of Educations, the National Association for the Advancement of Colored People, Pan-Hellenic Council.

HONORS CLUB: Sigma Tau Delta, Alpha Kappa Mu, Chi Beta Phi

RELIGIOUS ORGANIZATIONS: STUDENT MINISTRY FELLOWSHIP, BAPTIST STUDENT UNION

FRATERNITIES AND SORORITIES: Phi Beta Sigma Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Zeta Phi Beta Sorority, Inc., and Delta Sigma Theta Sorority, Inc., Sigma Gamma Rho, Kappa Alpha Psi Fraternity, Inc. are all social organizations. Alpha Beta Mu, Zeta Phi MU; DELTA PSI OMEGA NATIONAL HONORARY DRAMATIC FRATERNITY, INC., ARE ALL HONORARY.

AUXILIARIES: A'capella Choir, Band (The Bearcat Boom), Blue Illusion Dance Team

INTRAMURAL SPORTS

Athletic Teams And Sports: Rust College Cheer Team, Men and Women Basketball, Men and Women Track and Field Activities, Tennis, Volleyball, Baseball, Women Softball, and Cross Country.

All student clubs and 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 Vice President for Student Engagement. Off-campus activities must be approved by the organization's advisors,

Director of Student Activities and the Vice President for Student Engagement. Violation may result in suspension of individual members involved or suspension of the entire organization for up to two years.

COLLEGE OFFICES AND SERVICES

BUSINESS AND FINANCE

The Division of Business and Finance is responsible for the Switchboard, Mail Service, and the financial accounting systems of the college.

COLLEGE BOOKSTORE

The Rust College Bookstore and Gift Shop, located in the S. L. Griffin Building houses textbooks, office supplies and Rust College paraphernalia. Purchases may be made in cash and/or debit cards.

DISABILITY SERVICES

Rust College provides services and facilities for students with disabilities to assist them in making their college experience successful and positive. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, these services are coordinated through the Office for Student Engagement and the Office of Title IX. Students with disabilities are encouraged to initiate contact with the college as early as possible to discuss individual needs.

Student Responsibilities

1. Contact the Office for Student Engagement, located on the 2nd Floor of the McCoy Administration Building, in order to arrange an appointment and to register with the Office.
2. **On the day of the appointment, complete the Disability Services Intake Packet.**
3. Provide appropriate documentation that includes a statement of diagnosis, how the diagnosed problem impacts your ability to learn, and suggested accommodations in order to validate your request for academic accommodations. Documents must be current and prepared by a qualified health professional, such as a physician, audiologist, psychologist, psychiatrist, or neuropsychologist. Information regarding your documentation will be provided during your initial appointment.
4. Meet with the Title IX Coordinator to request academic accommodations.
5. Follow all time deadlines and procedures necessary to receive your specific academic accommodations Contact the Title IX Coordinator prior to the beginning of each semester in order to discuss any necessary changes in your accommodations and to establish accommodations for current classes.
6. Contact the Title IX Coordinator immediately should you encounter any difficulty or other concerns regarding your academic accommodations.
7. Abide by the College's standards and guidelines for behavior in the Student Code of Rights, Responsibilities, and Conduct.

Disability Services Responsibilities:

1. Review the student's documentation and meet with the student as necessary to determine eligibility for receiving academic accommodations. Confer with other professional staff members and approve accommodations as appropriate for each student
2. Meet with assigned student to discuss the approved accommodations and the procedures necessary to obtain them.
3. Research and prepare paperwork (i.e. Accommodations Letter) as necessary to facilitate receipt of appropriate accommodations for which the student is approved.
4. Assist the student with academic accommodations process.
5. Assist the student in resolving problems that may occur.
6. Interact with college faculty, staff, and external professionals on student's behavior as appropriate.
7. Maintain records of interactions with student related to administration of academic accommodations.

FINANCIAL AID (INCLUDE COMPLETION TIMELINES)

College tuition is a major expenditure for any family. As a private university, Rust College strives to keep costs low, but many of our students still need financial aid to attend. The Office of Financial Aid is eager to help you and your family obtain the assistance you need to bridge the gap between your financial resources and the full cost of tuition. Among your options are scholarships, grants, loans, and part-time employment.

Our staff can answer your questions about everything from filling out your FAFSA (Free Application for Federal Student Aid) to understanding your award letter. We want you to be able to attend Rust College, and we'll do everything we can to make that happen.

FINANCIAL AID PROGRAMS

1. Federal Pell Grant:

The Federal Pell Grant is a federal entitlement program that provides funds to students pursuing a first undergraduate degree. To apply, the student must complete the Free Application for Federal Student Aid. The Federal Pell Grant is based on financial need.

2. Federal Supplemental Educational Opportunity Grant (FSEOG):

The Federal Supplemental Educational Opportunity Grant is a federal program for undergraduate students who demonstrate exceptional financial need. FSEOG awards are made to students with the greatest need; the funds are only awarded to FPELL eligible students.

3. Federal Work-Study Program (FWSP);

The College Work-study Program is a federal program that provides part-time employment to FPELL eligible students who are enrolled at Rust College. Students are employed on campus by a variety of departments, with the typical student working approximately 10-15 hours per week. They are paid minimum wage. Also, the program encourages community service work and work related to a student's course of study.

4. William D. Ford Federal Direct Loan Program (Federal):

Loans made through this program are referred to as Direct Loans. Eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Direct Loans include subsidized and unsubsidized Direct Stafford Loans (also known as Direct Subsidized Loans and Direct Unsubsidized Loans), Direct PLUS Loans, and Direct Consolidation Loans. You repay these loans directly to us. Students who demonstrate financial need may borrow up to \$3,500 for the first year of enrollment, \$4,500 for the sophomore year and \$5,500 per academic year for the remaining undergraduate years. Repayment begins six months after the student graduates, withdraws, or drops below half-time.

Federal Subsidized Direct Loans are available to undergraduate students with financial need. The U.S. Department of Education pays the interest on a subsidized Direct Loan while the student is in the school at least half-time and when the student is in deferment. Unsubsidized loans, the student is responsible for the interest, but can have interest capitalized.

5. Federal Direct Parental Loans for Undergraduate Students(FDPLU):

The PLUS Program is a non-need based loan that is available to parents who may borrow to help pay for their children's education. Federal Direct Plus Loans enable parents with good credit histories to borrow money for each child who is enrolled in at least half-time (6 hours) and is a dependent student. The annual loan limit is the student's cost of education minus any estimated financial aid received.

SATISFACTORY ACADEMIC PROGRESS POLICY

The United States Department of Education (34 CFR Section 668.34) requires standards of satisfactory academic progress for students who receive federal funds. As required, Rust College SAP policy for Title IV students is the same or stricter than the College's standards for students enrolled in the same educational program who are not receiving Title IV funds. Measures must include the student's total academic history, regardless of whether the student received financial aid. Satisfactory Academic Progress (SAP) measures a student's completion of coursework toward a degree. Students who do not complete classes in which they are enrolled, or fail to achieve the minimum standards for grade point average may lose their eligibility for all types of federal, state, and institutional aid. SAP is measured both qualitatively (GPA) and quantitatively by a

completion standard or pace based on attempted and earned credit hours. All degree/certificate seeking students of Rust College must meet the following standards in order to establish and maintain eligibility for Federal Financial Aid and certain scholarships. The Standards of Satisfactory Academic Progress (SAP) are monitored and enforced in all periods of enrollment. The Standards of Satisfactory Academic Progress are evaluated and students are notified of their current SAP standing at the conclusion of each period of enrollment.

SAP is evaluated annually, at the end of the spring semester (May), of each academic year and is comprised of three components. Failure to comply with any component may result in academic sanction and a loss of financial aid eligibility. The components are as follows:

- Qualitative Measure: Minimum Cumulative Grade Point Average (CGPA)
- Quantitative Measure: Minimum Completion Standard for Attempted Credit Hours (APCR)
- Maximum Timeframe for Degree

QUALITATIVE MEASURE OF ACADEMIC PROGRESS

A Rust College student must maintain a cumulative grade point average (CGPA) that satisfies the academic standards established by the college. The qualitative measure of academic progress is based on semesters of enrollment; attempted credit hours; and the cumulative GPA. Students are expected to enroll full-time (at least twelve credit hours) to be eligible to receive full financial assistance. Equivalent qualitative and quantitative measures of academic progress are also required of part-time students receiving federal financial aid. The Financial Aid Office reviews the GPA at the end of the spring semester. Students who are suspended from financial aid may appeal to the Academic Standards Committee. The decision of the Academic Standards Committee is final as related to this measurement.

MINIMUM CUMULATIVE GRADE POINT AVERAGE (CGPA)

| Hours Classification | Hours Attempted | CGPA | CGPA Dismissal |
|----------------------|-----------------|------------------|--|
| Freshman | 29 or less | Minimum GPA 1.50 | Less than 1.5 after two semesters |
| Sophomore | 30 to 59 | Minimum GPA 1.85 | Less than 1.85 after four semesters |
| Junior | 60 to 89 | Minimum GPA 2.00 | After one semester on probation and less than 2.00 |
| Senior | 90 to | Minimum GPA 2.00 | After one semester on probation and less than 2.00 |

QUANTITATIVE MEASURE OF ACADEMIC PROGRESS

Students must adhere to the minimum specified academic progress completion rate (ACPR) specified in the chart below for all credit hours attempted or accepted as transfer credit by Lane College. This percentage includes all credit hours attempted, regardless of whether or not financial aid was received. Students enrolled full-time are required to take a minimum of twelve (12) hours; students must complete/pass 67% of all credit hours attempted with grades of A, B, C, or D. Enrollment status for financial aid is defined based on hours enrolled at the end of the College's 100 percent fee refund period.

The quantitative component measures the pace at which students must progress through his/her program of study to ensure completion (within the maximum time frame permitted and provides for the measurement of students' progress) at the end of each evaluation. Pace or completion rate is calculated according to the formula below:

Cumulative Attempted/Cumulative Earned = Completion Ratio of 67% or higher

Credits accepted from other schools that maybe applied to a degree are counted in the calculation as both attempted and earned hours. To meet the quantitative requirement, students' completion ratio must be 67% or higher (undergraduate and graduates). "A", "B", "C", "D", and "P" grades count as successfully completing the course. "F", "I", "W", "WF", and "WP" grades **do not** count as the successful completion of a course. Repeated courses also count as attempted hours.

Examples:

| | |
|--|---|
| $\frac{12}{45} = .26$ | $\frac{36}{45} = .80$ |
| Student's completion ratio is 26% (.26 x 100). Therefore, the student did not meet this standard. | Student's completion ratio is 80% (.80 x 100). Therefore, the student met this standard. |

MAXIMUM TIMEFRAME MEASURE FOR DEGREE COMPLETION

Students are eligible to receive financial assistance for a limited period while pursuing a degree. Students must be able to complete their declared degree/certificate program within 150% of the published number of credit hours required to complete the program. For example, if the published length of a bachelors in 124 credit hours; students must be able to complete their degree within 186 attempted credit hours in order to remain eligible for financial aid. Students who exceed 186 attempted credit hours are considered ineligible for financial aid based on excessive hours.

THE MAXIMUM TIMEFRAME CALCULATION IS PERFORMED AS FOLLOWS:

All Rust College credit hours attempted (including repeated credits plus (+))

All credit hours transferred* from other colleges/universities minus (-)

All remedial credit hours attempted (course numbers less than 100 equals (=))

The TOTAL number of credit hours used to determine current progress toward degree/certificate.

Maximum Time Frame Measure:

Students' financial aid is available up to 150% of the number of hours required to complete the specific program of study.

Example:

| Degree Seeking | Required Hours | 150% of Required Hours |
|-----------------------|-----------------------|-------------------------------|
| B. S. in Biology | 124 | 180 |

If a bachelor’s program requires **124** hours, students may attempt a maximum of **180** hours before becoming ineligible for financial aid. Students who change majors or degree programs may reach eligibility limits before obtaining a degree. Students who decide to change majors or degree programs should do so early to prevent jeopardizing eligibility for student financial aid.

*All transfer credit hours accepted by the college are counted as both attempted and completed credits and are included in the maximum timeframe calculation.

- If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum time frame, the student is placed on “Suspension”.
- Students who change declared degree/certificate programs prior to completion may do so, however, all attempted credits in all degree programs that count towards the student’s declared degree/certificate, including elective credits, will be included in the maximum timeframe calculation.

Students who have previously completed the requirements for a degree/certificate at Rust College and who wish to earn an additional degree/certificate may do so, however, all attempted credits that fill degree requirements, including elective credits, will be counted. The Standards of Satisfactory Academic Progress are evaluated and students are notified of their current SAP standing at the conclusion of each period of enrollment.

Please Note: If a SAP review makes it clear that a student cannot mathematically finish his/her declared degree/certificate program within the maximum timeframe, regardless of status (Good Standing, Warning, or Probation), the student will be placed on Suspension.

TRANSFER STUDENTS

Transfer students are required to meet the same satisfactory academic progress requirements as Rust College students. All accepted transfer credit hours will be included in credit hours attempted and earned to determine academic progress toward degree completion. We do not count the grades on those transfer credits toward the qualitative measure (i.e., CGPA). At initial enrollment, a transfer student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

READMISSION

Readmitted students (students who previously attended Rust College) must meet the same satisfactory academic progress requirements. Readmitted students with transfer credits from others institutions will be evaluated based on transferable credit hours attempted and earned plus

credit hours previously attempted and earned at Rust College. Upon readmission, a readmitted student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

REPEAT COURSES

Only the highest grade counts toward the qualitative measure of SAP. All repeated courses count toward attempted hours and the ACPR evaluation. Repeating a course(s) with a grade of "D" more than once, affects enrollment status (i.e., student classification). Students are allowed to retake previously failed courses (grade of "F") until successful completion; all repeats of previously failed courses are counted in attempted credit hours and in the APCR evaluation. Repeated Courses count as attempted hours each time you register for them. Count against the maximum time frame allowed. Reduce your completion ratio because repeated credits count as earned credits only once.

WITHDRAWAL FROM COURSES

Withdrawals from course(s) with grades of W, WP, or WF (after the official add/drop period) are counted in attempted credit hours and in the APCR evaluation.

INCOMPLETE COURSES

Students with incompletes must adhere to the academic policy associated with removal of the incompletes within a specified time period. The credit hours assigned to the "I" (incomplete) are counted in attempted credit hours and in the APCR evaluation.

REMEDIAL COURSES

Students may receive financial aid for no more than 30 credit hours of remedial coursework in any degree program. The grades earned in remedial courses are not included in a student's qualitative SAP evaluation or in the student's academic GPA. Remedial courses are also not included in the quantitative SAP component or used to evaluate pace. Students are required to receive a final grade of "C" in remedial courses and will not be allowed repeat these courses more than once.

CHANGE OF MAJOR

A change of major can have an adverse effect on your Satisfactory Academic Progression. The credits students earn at Rust College under all majors will be included in the calculation of qualitative, quantitative and maximum time frame measures.

Students Seeking Subsequent Degree:

Students that have graduated and wish to seek another degree must complete a **Subsequent Degree Certification of HoursPlan** before financial aid eligibility can be determined. If approved, students must be admitted into the subsequent degree program and are restricted to enroll in **only** courses listed on the Subsequent Degree Certification of Hours Plan. Students must maintain a minimum 2.0 (undergraduate) Financial Aid GPA; earn 67% of hours attempted at the end of the spring semester; and not exceed 150% of hours required to complete the degree. Students are required to submit a Free Application for Federal Student Aid (FAFSA), other required documents, and review their loan status at www.nslsds.ed.gov.

FAILURE TO COMPLY WITH SATISFACTORY PROGRESS STANDARDS

FINANCIAL AID SUSPENSION

Students who fail to satisfy any of SAP standard requirements at the end of each SAP evaluation period are placed on financial aid suspension. A student on Financial Aid Suspension at the end of the spring semester is not eligible for financial aid during the summer. The student is denied all types of federal and state aid (grants, work study, and loans) until the deficiency has been removed and the student is in good SAP standing. The student must pay his or her educational expenses from personal funds during the time period financial aid is suspended. This policy applies to all students at Rust Colleg receiving financial aid.

Students who do not meet SAP standard requirements may exercise one of the following options to restore eligibility for financial aid:

1. Attend the following summer term(s) without receiving financial aid and meet the minimum satisfactory academic progress requirements by the end of the summer term. The student returns to good standing and will be eligible for financial aid during the next semester.
2. Appeal the financial aid suspension to the SAP Appeal Committee (See procedures below).
3. **Self-Pay:** SAP Suspension does not prevent students from registering for classes. However, payment is the responsibility of students and must be made as required by university policy.
4. **Private or Alternative Student Loans:** Students who do not qualify for Federal Financial Aid (because of financial aid suspension/ineligibility (reached max limit for federal financial aid) can apply for private or alternative student loans. These loans are non federal loans, made by a lender such as a bank, credit union, or state agency. Eligibility for private/alternative loans depends on the student's creditworthiness. These loans are offered by private lenders and the amount you may borrow varies and depends on the lender of your choosing. The Office of Financial Aid will process any private/alternative loan of your choice upon notification. Rust preferred lender is Sallie Mae.

APPEAL PROCEDURES

SAP Appeal Process

If students do not meet SAP at the end of the spring semester, an appeal process is available for those students with extenuating circumstances. Students can appeal for reinstatement of Financial Aid by completing the Satisfactory Academic Progression Appeal for Eligibility Application.

Students must **COMPLETE** all information on the application and **SUBMIT** completed application.

Students who have their federal financial aid suspended because of failure to meet quantitative or qualitative standards may appeal **ONLY** for a **Valid Reason**. Circumstances relating to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, **are not considered extenuating** for purposes of appealing a financial aid restriction.

Reasons for Financial Aid Suspension

- *Medical: A personal medical problem contributed to your failure to maintain satisfactory academic progress. Attach documentation from a medical professional from whom you have received advice or treatment. All documentation **MUST** include the dates. Your personal statement must include the dates of treatment and a resolution to the medical issues as well as clearance to return to school from your doctor/physician.*
- *Death/Illness: The death or illness of an immediate family member contributed to your lack of academic progress. Attach appropriate copies of medical records, death certificate, obituary, etc. Your personal statement must include your relationship to the immediate family member.*
- *Military Service: You were required to report for active duty unexpectedly and had to withdraw. Provide a copy of official orders for active duty. Your personal statement must include your dates of deployment.*
- *Other Unforeseen Events: An unexpected event occurred which affected your academic progress. Personal statement must include an explanation of the extenuating circumstance(s) and include appropriate documentation substantiating the reason(s) for lack of Satisfactory Academic Progress. Your personal statement must include dates of occurrences and a resolution to the issues.*

Detailed Personal Statement: Federal regulations requires that you provide a **detailed explanation** of the special circumstances that prevented you from maintaining satisfactory academic progress. **Specific dates** as to when your special circumstance occurred, and **detailed documentation** to support your statement.

Documentation to support your personal statement. Review the reason you selected above and provide the requested documentation. Documentation should be specific and provide detailed information.

Academic Plan: Seek an academic advisor concerning a review of your plan before submitting. one of the following reasons as it relates to the student or an immediate family member (parent, spouse, sibling, or dependent child).

If approved, status will change to Financial Aid Probation. Approved appeals must be used within one year. If denied or student chooses not to appeal, the status will remain as Financial Aid Suspension until has been resolved.

Important Facts Concerning the SAP Appeal Process

Financial Aid policies are not directly related to policies for academic admission. Reinstatement to the University after academic suspension or dismissal does not ensure that students' financial

aid will also be reinstated.

The Financial Aid Committee realizes that students may not be able to immediately continue their education without financial assistance. However, financial hardship is not an extenuating circumstance that can be considered by the Financial Aid Committee.

Circumstances relating to the typical adjustment to college life such as working while attending school, financial issues related to paying bills and car maintenance/travel to campus, are not considered extenuating for purposes of appealing a financial aid restriction.

All documents must be submitted along with the SAP Appeal Application to the Office of Financial Aid 150 Rust Avenue, Holly Springs, MS 38635). Information can also be delivered to the Office of Financial Aid. Documents submitted with the appeal will not be returned.

Students must provide information requested the Sap Appeal Application as well as consult with your academic official to review your Academic Plan of Study before your appeal will be considered by the Financial Aid Committee.

SAP Appeals are due by the specified deadline on the SAP Appeal Application. Late appeals will not be accepted. Incomplete appeals will not be reviewed.

SAP Appeals are reviewed by the Financial Aid Committee. The Financial Aid Committee decisions are final.

The Financial Aid Committee decision on your appeal will be communicated in writing to the students' email address provided on the application.

The Financial Aid Committee may not begin reviewing appeals until the beginning of the semester; therefore, you may not know the outcome of your appeal before classes begin. It is important to submit your appeal by the priority deadline.

If you decide to enroll in classes, you are responsible for the payment of all charges regardless of the outcome of the SAP appeal

Incomplete submission of any of the requested documentation within the requested timeframe will result in a denial of the appeal due to lack of sufficient evidence.

- Students are to submit all Financial Aid Appeals to the Office of Financial Aid no later than fifteen (15) business days after the official notification of their financial aid suspension status. NO EXCEPTIONS.
- Students notified of suspension of Financial Aid during the registration period must submit a written letter of appeal along with the requested documentation to the Office of Financial Aid within seven (7) business days of the notification in order to have a decision made regarding his/her financial aid eligibility for the current semester.

REINSTATEMENT OF FINANCIAL AID

Appeal Approval

If the SAP Appeal Committee determines that the student is eligible for reinstatement of financial aid, s/he will be considered for aid available at the time of reinstatement. The student will be reviewed again at the end of the following semester and will be subject to the same required standards as previously stated, unless otherwise stated in the SAP Committee letter of reinstatement. The SAP Committee may recommend the development of an Academic Plan (AP) for the student. This Academic Plan outlines the specific requirements the student must fulfill in order to satisfy the College's satisfactory academic progress standards within a specified timeframe. The student's academic progress will be evaluated at least twice during the semester, and at the end of each academic semester to ensure that s/he is making progress according to their AP.

Financial Aid Probation

Financial Aid Probation is no longer granted automatically. A student must successfully appeal financial aid suspension in order to be placed on financial aid probation and remain eligible to receive federal financial assistance from the College. Upon review of a student's Appeal Packet, the SAP Appeal Committee may make one of the following three determinations:

The student is placed on financial aid probation without an academic Plan. After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that the student should be able to meet SAP standards by the end of the subsequent semester without an academic plan. The SAP Appeal Committee reviews probationary students at the end of each subsequent semester.

The student is placed on financial aid probation with an Academic Plan. After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee determines that the student will require more than one semester to meet SAP standards; it may place the student on probation and develop an academic plan for the student. The College monitors the student's progress at least twice a semester and at the end of each semester to ensure that the student is meeting the requirements of the Academic Plan. As long as the student is meeting the requirements of the Academic Plan, the student is eligible to receive Title IV financial aid.

The student is placed on financial aid probation with an Academic Plan after a subsequent appeal of his/her original probationary status. The SAP Appeal Committee may consider an additional appeal from a student initially placed on financial probation without an Academic Plan. After review of the subsequent Appeal Packet, the Committee may extend the probationary status of the student by placing him/her on an Academic Plan.

APPEAL DENIAL

After review of the Appeal Packet and the student's academic record, the SAP Appeal Committee may determine that the student should remain on financial suspension and ineligible to receive any Title IV funds. S/He must make arrangements pay all educational expenses from personal resources and/or non-federal sources (i.e., private loans, etc.). All decisions rendered by the SAP Appeal Committee are final and not subject to further review.

PRIOR SATISFACTORY ACADEMIC PROGRESS STATUS

Students on financial aid probation under the prior SAP rules and regulations are evaluated at the end of the next semester using the new standards for satisfactory academic process. A student not meeting SAP requirements may be placed on financial aid probation only after a successful appeal.

FINANCIAL AID APPEAL LIMITS

Students are allowed to appeal financial aid suspension twice during his or her academic career at the College, unless special and extenuating circumstances justify one additional appeal. The student must provide information explaining what has changed to permit him/her to make satisfactory progress at the next evaluation period. The College may request additional documentation when a particular circumstance warrants it. A student is limited to one probationary period per appeal unless s/he is following an academic plan. Therefore, a student may be placed on probation more than once during his/her academic career.

ACADEMIC CIRCUMSTANCES THAT AFFECT YOUR STATUS

- **INCOMPLETE GRADES, IPS, MISSING GRADES, FAILING GRADES, COURSE WITHDRAWALS:**
All reduce your completion ratio because they are counted as attempted, but not earned credits. They also count against your maximum attempted hours.
- **REPEATED COURSES:**
Count as attempted hours each time you register for them. Count against the maximum time frame allowed. Reduce your completion ratio because repeated credits count as earned credits only once.
- **LEARNING SUPPORT COURSES:**
Students who are required to enroll in learning support coursework may attempt up to 30 credit hours in learning support courses (per federal regulations). The 30 credit hours in learning support courses will be counted as attempted hours in the maximum time frame for the students' program of study.
- **TRANSFER CREDITS, CREDITS TAKEN WHILE IN TRANSIENT STUDY, AND CREDITS TAKEN WHILE ENROLLED IN STUDY ABROAD:**
Count toward your maximum attempted credits and your completion ratio. NOTE: Credits count as attempted, but not earned, until your official transcript is reviewed and processed by the Rust Registrar's Office.
- **LATE POSTED GRADES OR GRADE CHANGES:**
 - May have an effect on your current SAP standing. Rust Registrar's Office will notify the Office of Financial Aid that a grade change has been posted to your academic record. Office of Financial Aid will re-evaluate your current FA SAP standing. You will be notified if FA SAP standing changes. May be required to repay any awards that have already been disbursed for term if financial aid is suspended.
- **DISMISSAL AND RETURN:**
 - Students who are suspended academically or choose not to attend because of Financial Aid Suspension will not be automatically eligible for financial aid upon their return. Students

must meet both the qualitative and quantitative standards for FA SAP. Student must use means other than financial aid for their educational expenses. It is the responsibility of the student to be knowledgeable of their SAP standing when returning to school after dismissal or choosing not to return because of SAP suspension.

- **SUMMER TERM COURSES:**

All hours attempted and completed in the summer term are treated as any other semester hours in determining SAP status. SAP is checked following the summer term as well.

- **AUDIT COURSES:**

Students are not eligible to receive financial aid assistance for audit courses. Audited courses are not included in hours attempted or earned for SAP determination.

SCHOLARSHIPS

1. Academics

Scholastic potential and financial need are the two most important criteria for awarding academic scholarships. All new students applying for an academic scholarship must have a minimum high school average equal to that of “B.” Enrolled students at Rust must have achieved a minimum over-all average of “B” for all course work completed at the college level. Renewal of this award will depend on maintaining a “B” average, good character, and availability of funds.

2. United Methodist Scholarship

Any United Methodist student who is registered as a full-time student may apply for this scholarship. An applicant must be a citizen of the United States and/or an eligible non-citizen, a member of the United Methodist Church and be Christian in character, sound in health, and show promise of future usefulness. An applicant is required to have a grade average of “B” or better during the semester immediately preceding the application. These scholarships are funded by the United Methodist Church. Renewal of this scholarship depends on maintaining the above requirements and the availability of funds from the church.

3. Rust-Wood Scholarship

The Rust-Wood Scholarship is given to one student annually, selected on the basis of scholarship, personality, character and leadership in religious and social activities. The scholarship amount will be based on funds received from the Mississippi Conference United Methodist Women. The College will make the selection.

4. Pate Whitehead Foundation Scholarship

This foundation provides scholarship grants to deserving female students from nine southeastern states.

5. United Negro College Fund Scholarships

6. Honors Scholarships

Rust College awards three groups of scholarships that are collectively grouped to recognize the most academically outstanding students. These scholarships are known as: (1) The Honors Track, (2) The Presidential Scholarship and (3) The Academic Dean's Scholarship. There are fifteen slots available in each program. Scholarships are renewable for no more than four years, contingent upon maintaining the GPA.

Once the time or GPA eligibility is lost the scholarship cannot be regained.

HONORS TRACK (Up to full cost to attend including federal and state aid).

Criteria for Admission

- a) Applicants should rank in the top 10% of high school graduating class and have a 3.50 or above cumulative GPA.
- b) Submit a desirable score of 22 on the ACT or 1530 on the SAT.
- c) Three letters of recommendation (high school counselor and two teachers) must accompany the application.
- d) Submit a 500 word essay addressing why you would like to attend college and Rust College, in particular, along with academic and life goals.
- e) If accepted into the program, the student must maintain a cumulative GPA of 3.50 for as long as the scholarship is held.

PRESIDENTIAL SCHOLARSHIP (UP TO \$3,000 EACH YEAR).

Criteria for Admission

- a) Must meet two of the following requirements:
 - a 3.25 or above cumulative GPA
 - an ACT score of 19 or above or 1350 on SAT
 - in the top 10% of graduating class
- b) If accepted into the program the student must maintain a cumulative GPA of 3.25 for as long as the scholarship is held.
- c) Submit a 500 word essay addressing why you would like to attend college and Rust College, in particular, along with academic and life goals.

ACADEMIC DEAN SCHOLARSHIP (UP TO \$2,500 SCHOLARSHIP EACH YEAR).

Criteria for Admission

- a) Must meet two of the following requirements:

- a 3.00 or above cumulative GPA
 - an ACT score of 17 or above or 1230 on SAT
 - in the top 10% of graduating class.
- b) If accepted into the program, the student must maintain a cumulative GPA of 3.00 for as long as the scholarship is held.
- c) Submit a 500 word essay addressing why you would like to attend college and Rust College, in particular, along with academic and life goals.

GRANTS

1. College Grant-in-Aid

The College offers a limited number of “Grant-in-Aid” awards (varying from \$100-\$1,000) to students on the basis of their ability to perform in such areas as drama, band, and choir. These grant-in-aid awards are funded by special student aid contributions, made by donors to assist in special programs. Renewal of these programs depends on performance and availability of funds.

2. Mississippi Tuition Assistance Grant (MTAG)

This grant is for full time residents of Mississippi (the student must have lived four years in-state prior to receiving the grant). If eligible, the maximum grant is \$500 for freshmen and sophomores, and \$1,000 for juniors and seniors. Deadline to apply is September 15.

3. Mississippi Eminent Scholars Grant (MESG)

This grant is for residents of the state of Mississippi. The grant amount is \$2,500 per year.

4. William Winter Teach Scholar/Loan Program (WWTS)

This program offers Mississippi residents who are enrolled full-time in an undergraduate teacher education program leading to a Class “A” standard teacher education license up to \$1,000 per academic year as freshmen and sophomores, while juniors and seniors may receive up to \$3,000 per academic year. Freshman applicants must have a cumulative college grade point average of 2.5 each academic year and earn a minimum of 24 credit hours per academic year. Application deadline is April 30th.

ENDOWED SCHOLARSHIPS

Endowed Scholarships are made possible by individual donations. These scholarships are presented at Honors and Awards Day in April of each year.

1. The L.M. McCoy Fund was set up for Dr. L.M. McCoy who served as President of Rust College for 33 years. It provides a \$300 scholarship for a selected freshman, sophomore, and junior who display high standards of leadership in campus life.

2. The Algernon Sullivan Scholarship Award is a fund which provides a \$2,500 scholarship for the student selected on the basis of scholarship, personality, character, and leadership in religious and social activities.
3. The James and Lydia McMillian Scholarship is a fund which provides a \$1,000 scholarship to four needy students selected on the basis of need, scholarship and personality.
4. The Leontyne Price Scholarship Fund was founded by the Metropolitan Opera Star, Miss Leontyne Price. The interest from this fund provides two scholarships yearly in the amount of \$500 each for students majoring in music selected on the basis of need, scholarship, personality, character and leadership in religious and social activities.
5. The James T. Heard Scholarship is a fund which provides a \$500 scholarship for students selected on the basis of scholarship, personality, character, and leadership in religious and social activities.
6. The Earnest A. & Milverta Smith Scholarship Award is a fund which provides a \$500 scholarship annually for a student selected on the basis of scholarship, personality, character, and leadership in religious and social activities.
7. The Rainsford A. and Ruth M. Brown Award provides scholarships for three (3) students selected on the basis of scholarship, personality, character, and leadership in religious and social activities, granted in the following amounts:

| | |
|-----------|----------|
| Freshman | \$500.00 |
| Sophomore | \$500.00 |
| Junior | \$500.00 |

8. The Amanda Elzy Scholarship Fund provides approximately \$850 per year to needy students in the field of education.
9. The J. W. Patillo and D.M. Ray Memorial Scholarship is given to a pre-ministerial United Methodist student based on (1) need, (2) character, (3) scholarship, (4) personality, (5) dedication, and (6) leadership. The amount of this scholarship is \$350.
10. The Beckley Family Scholarship Fund, established by President and Mrs. David L. Beckley, in memory of Mrs. Georgiana Thompson (1952), the Reverend and Mrs. Brown Jackson, and Mr. and Mrs. Leander Fields, provides \$700 per year to a student selected on the basis of scholarship, character, and leadership.
11. The Elizabeth Naas Scholarship Fund, the interest from this fund provides \$1,200 scholarships for needy students selected on the basis of need, scholarship, character, and leadership.

12. The Rosa Rogers Steward Endowed Scholarship Fund was established by her children in recognition of their love for her and her contribution to them and humanity. An annual scholarship is awarded to a student who exemplifies unusual leadership qualities in at least one or more of the following areas: academics, religion, social, recreational or organizational activities.
13. The William Randolph Hearst Endowment Scholarship was established in 1988 to provide annual scholarships to students selected on the basis of scholarship, character and leadership abilities.
14. The Hernando Central High School Alumni Scholarship provides an annual scholarship of \$500 to an African American student from Desoto County. The student is selected on the basis of grade point average, financial need, personality, character and leadership in religious and social activities.
15. The Morris Marion Scholarship provides \$100 annually for a student selected as a regular library user who maintains an average of 3.00 or above. All nominees receive gifts in the form of money and/or books.
16. The Willie Erst Elliott Memorial Scholarship Fund was established in 1988. It was to provide a \$200 scholarship annually to a student from Carroll or Montgomery County on the basis of 2.75 GPA or above, financial need, personality, character and leadership.
17. The John W. and Mary N. Mosley Memorial Scholarship Fund was established in honor of John W. and Mary N. Mosley to provide scholarships for United Methodist students from Oktibbeha County who are making satisfactory academic progress with a cumulative grade point average of at least 2.75m are active in campus religious activities and show willingness to assist others through precepts and examples.
18. The Edgar and Robbie Rankin Scholarship is a fund which provides annually a \$500 scholarship to a student in the field of education who has an interest in teaching in the state of Mississippi.
19. The Ruth D. Cummings Memorial Scholarship Fund established by her granddaughter (Paula Drungole) provides the financial assistance to juniors/seniors with a demonstrated need, particularly when such aid may make the difference between success and failure. Students must be full-time, members of the United Methodist Church, political science/pre-law majors, maintain a 3.8 cumulative grade point average and be residents of Mississippi.
20. The Dr. Ching-Lein Han Memorial Scholarship Fund established in 1998 by his daughter (Jan Han) provides an annual scholarship of \$500 to a student in the field of Education and Psychology with a 3.5 CGPA or above who has an interest in teaching in the state of Mississippi. The student will be selected by the Division of Education faculty.
21. The Ruby Hamilton Puryear Memorial Scholarship was established by Dr. M.T. Puryear in memory of his wife, who died in 1983. The scholarship, which carries a stipend of five hundred dollars (\$500), will be awarded to a senior student who qualifies as an honor student, a leader in

student and campus life, and who shows potential as a leader in graduate school, on the job and in the community in which the recipient shall reside.

22. The Cecile (Murrell) Flippen Endowed Scholarship provides funds to highly motivated students with at least a 2.5 cumulative grade point average.

23. The H.M. Thompson and Allen Stewart Endowed Scholarship Fund established by the United Supreme Council Charitable Foundation in honor of two outstanding educators, Rust College Supporters and Masonic Members will provide a \$300 annual scholarship to a mathematics student pursuing a baccalaureate degree at Rust College.

24. The Reverend Joyce Graham Dozier Endowed Scholarship is a fund which provides \$300 annually to support ministerial students to attend Rust College.

25. The Vernon-Child Memorial Fund was established by Mr. Arnold Vernon and Mr. John Child at Rust College on March 23, 1999, in the amount of \$25,000. This fund was established to help promote quality education for deserving students and to provide financial assistance to those students with a minimum GPA of 3.0 and demonstrated academic achievement. The recipient must sign a commitment statement to give back to Rust College the monetary value that he or she receives in financial assistance while attending the college. The maximum amount a student can receive is \$2,000 per year from the fund.

26. The Macon Stewart & Annette H. Stewart Memorial Scholarship is a fund awarded in the amount of \$1,000 in honor of their granddaughter, Aisha Nakita Williams. This Scholarship provides financial assistance to students selected on the basis of scholarship, personality, character and leadership who plan to attend Rust College and participate in the Rust College A cappella Choir pursuing a career in an academic area of their choice with the approval of the Academic Scholarship Committee at the college.

27. The Arvern Moore Head Start Scholarship Award established by the Institute of Community Services, Inc. to support a student of good character with a financial need majoring in Biology, Chemistry, or Physics with a grade point average of 3.00 and above. The student must be an active member of the Christian Methodist Episcopal Church (CME) and a resident of Mississippi.

28. The George and Deolia Bruce Endowed Scholarship Fund established by the Bruce family to provide a \$300 scholarship to a senior education major from Panola or Lafayette County selected on the basis of scholarship, personality, character, and leadership in religious and social activities.

29. Class of 1964 Promise Scholarship supports six scholarships of \$1,000 each for students studying to become teachers, three females, and three males based on economic need with a minimum GPA of 2.50.

30. Rock River Endowed Scholarship was established by Morgan Freeman to support needy students from Coahoma and Tallahatchie Counties making satisfactory progress toward a degree. The fund provides five \$1,000 scholarships annually.

31. The Marjorie Jones Barringer Endowed Scholarship Fund was established by Mrs. Barringer in memory of her son Alan Alvoyd Jones. An annual scholarship in the amount of \$1,000 is awarded to two students majoring in Education with a minimum 2.75 cumulative grade point average. The students shall also have financial need, pleasing personality and leadership characteristics.
32. The Rubye Street-Owens Scholarship is awarded to an entering first year student with demonstrated financial need. The scholarship is in memory of a dedicated employee of Rust College for forty-two years. The Street-Owens Scholarship may range from \$500 to \$1,000.
33. The Gertrude White Hayes, '50, Memorial Scholarship established by Joe S. Hayes, '48, to support a needy student majoring in music or science with a GPA of 2.00 in music and 3.00 in science. The Hayes Memorial Scholarship will be awarded annually in the amount of \$500.
34. Omicron Alpha Omega Chapter of Alpha Kappa Alpha Sorority, Inc. Endowed Scholarship established by Omicron Alpha Omega Chapter to support a need-based, full time, female sophomore student who has a cumulative grade point average of 2.50 or above.
35. Odell Davis Dockins Endowed Scholarship established by Mr. Joe T. Dockins in memory of Mrs. Odelle Davis Dockins, Class of 1952, to support an English major with a 3.0 or above GPA from Starkville or Oktibbeha County, MS.
36. The Alonza J. Nero Scholarship was established by Mr. and Mrs. David Harrington and the Nero family to support a needy student with a grade point average of at least 2.5.
37. The Katina Kitchens-Lloyd Memoria Scholarship (Class of 1995) is a fund which provides a \$1,250 annual scholarship for a Junior or Senior Education Major with a minimum 2.90 grade point average. A student from Mississippi should have first preference followed by any student from the United States that meets the above criteria.
38. The Jonathan Le'Andre Taylor (Class of 2000) Endowed Memorial Scholarship.

RUST WORK PROGRAM

Through special assistantships and tutoring grants made by donors, Rust College is able to provide assistance to students with special financial needs. Students who are not eligible for federal work-aid may apply for work through this program.

FOOD SERVICES

The Dining Hall is located on the 1st Floor of R.A. and Ruth Brown Mass Communication Building. The College provides dining facilities for residential students. The cost for meals is included in the cost for room and board. All residential students are issued identification cards that are used for entrance into the Dining Hall.

Meals are served at the follow hours:

| Monday - Friday | TIME |
|-----------------|------------------------|
| Breakfast | 7:00 a.m. – 8:00 a.m. |
| Lunch | 11:00 a.m. – 1:30 p.m. |
| Dinner | 4:00 p.m. – 6:00 p.m. |
| Saturday | |
| Brunch | 11:30 a.m. – 1:00 p.m. |
| Dinner | 4:00 p.m. – 5:00 p.m. |
| Sunday | |
| Brunch | 11:30 a.m. – 1:00 p.m. |
| Dinner | 4:00 p.m. – 5:00 p.m. |

Students may take meals from the Dining Hall only in cases of illness and when permission has been given by the Student Health Center. When presenting a permission slip for a carry-out meal, the student must present identification. Commuting students may purchase meals in the Dining Hall. The cost for meals is posted in the Dining Hall.

MAIL SERVICE

Mail service for residential students is located in the L. B. Bruce Building. Mail distribution hours of operation are scheduled Monday-Friday from 9:30 a.m. – 5:00 p.m. A Rust College ID must be presented before staff can release mail. Incoming packages from FedEx, UPS, U. S. Postal Services and Dalsey, Hillblom, and Lynn (DHL) are received in the Bookstore, and staged for pick-up with a signature.

PHYSICAL PLANT OPERATIONS

All maintenance, renovations, landscaping and lawn care services are under the supervision of the Director of Physical Plant. Students have an interest in the physical efficiency of the buildings and grounds and share responsibility for the general appearance, upkeep and protection of College property.

SECURITY SERVICE

The College maintains security on a twenty-four (24) hour basis to safeguard the members of the College and the property of the College. Security personnel respond to any situation involving the safety and welfare of members of the College against unauthorized visitors, prowlers, non-college traffic, disorder disturbance, and the violation of College policies and regulations.

Any report of the above and/or request for assistance should be directed to the Office of Security by calling Extension 4880 or locating a Security Officer on patrol.

Security Officers are authorized to take whatever measures necessary to render effective and efficient services, and to execute their duties, including acquiring the assistance of the City of Holly Springs Police Department.

Students, faculty, and staff members must give due recognition to the Security Officers' position as authorized and duly deputized officers of the college. Failure to carry out their directives constitutes a violation of College policy and subjects the violator to disciplinary actions. The following rules must be followed:

1. There will be no loitering in or on the grounds of unoccupied buildings.
2. Any student owning a vehicle is responsible for any violation involving her/his vehicle although s/he may not be operating the vehicle.
3. All vehicles not in operation will be towed after a letter of warning has been issued.
4. All working on-campus students not able to return to campus by curfew must advise the Vice President for Student Engagement and the appropriate residence hall personnel.
5. When walking on the campus, do not walk on the grass.
6. Radios and recorders can be played on campus as long as they are played quietly.
7. Persons involved in traffic violations will be fined. Fines are to be paid in the Business Office.
8. Disciplinary actions will be taken against any student failing to obey a Security Officer or College official.

All questions, complaints, suggestions, etc., concerning Security Services should be addressed to the Vice President for Student Engagement.

STUDENT ACCOUNTS

The Business Office at Rust College handles the receipt of all funds for student accounts, record keeping, refunds, work study and salary payments. Students at the College have the right to request information concerning their accounts and also have the responsibility of following up with financial aid applications and making timely payments on all financial obligations.

Tuition and fee schedules are provided in the College Catalog. All charges are due and payable on or before the first day of registration. Payments should be made by cash, certified checks, cashier's checks, money orders payable to Rust College or by debit or credit cards. Personal checks are acceptable. All payments made by mail should be sent at least 7 (seven) days prior to registration to the following address:

Rust College Business Office
150 Rust Avenue
Holly Springs, MS 38635

Financial Aid awarded to students is a form of payment. It is the responsibility of the student to make timely arrangements with the Financial Aid Office to receive benefit of such awards toward

payment of her/his fees. Completing financial aid requirements is essential to receive aid and avoid late fees.

Payment of all charges each semester is due and payable in advance or at the time of registration. Upon approval by the Vice President for Finance, payment may be made according to an installment plan (deferred payments). The installment plan requires payment of 25% of the balance at the time of registration and payment of the balance in three equal amounts. The balance of the deferred payment plan must be paid in full before registering for another semester.

Students who fail to meet the deadlines for payment of all charges may be assessed a late payment fee.

EMERGENCY PROCEDURES

Emergency situations may occur at any given time. For this reason, one must act as quickly as possible in response to an emergency.

The following are procedures that should be adhered to in case of fire, threatening or severe weather, and/or other emergencies.

FIRE PROCEDURES

If you detect a fire in its early stages:

1. Remain calm
2. Activate fire alarm
3. Call the Holly Springs Fire Department (Dial 911)
4. Attempt to extinguish the fire (use your own judgement)

FIRE EVACUATION PLAN

The procedures should be observed for your own safety and protection in the event of a fire or fire drill. The evacuation route posted in the residence hall should always be used during fire drills, and, if possible, in the event of an actual fire, the best exit available should be used.


When fire alarm sounds:

1. Check to see if the door and knob are hot before you open the door. If they are HOT, DO NOT OPEN THE DOOR.
2. If you can't get out of your room, go to the window and stand by for help from the Fire Department.

3. If you can get out, leave IMMEDIATELY. No matter what you are doing, leave your valuables, clothes, etc. in the room. If you don't, it may be too late for you to get out of the building.
4. Walk-Don't run or stampede.
5. Don't cause a jam and possible injury to fellow students.
6. Leave the lights on.
7. Close the windows, shades up.
8. Close the door. Leave unlocked

REGISTRAR'S OFFICE

The Office of the Registrar has the responsibility for maintaining all data pertaining to academic records of students currently enrolled at the College and those who have previously attended. These responsibilities include registration, graduating, reporting enrollment data to agencies, and supplying data to and for students currently enrolled and those who have left the College as a result of graduation or withdrawal.

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|---|--------------------------------------|----------------------------------|------------|
|  | McCoy Administration Building | SOP # | RC 001 |
| | | Revision # | |
| | | Implementation Date | |
| Page # | 1 of 2 | Last Reviewed/Update Date | 04/01/2021 |
| SOP Owner | Rust College | Approval | 04/01/2021 |

Standard Operating Procedure: Active Shooter

1. Purpose

The purpose of the SOP for an Active Shooter is to provide detailed information on the procedure or protocol to follow in the event of an Active Shooter in the McCoy Administration Building.

2. Scope

This SOP is intended for administrators, faculty, staff, students and visitors the McCoy Administration Building.

3. Prerequisites

All McCoy Building personnel must participate in at least one simulated Active Shooter drill and sign a notice of completion of the drill. All faculty are to keep classroom doors locked at all time.


4. Responsibilities

Designated Personnel Responsibility (all designated personnel must have a backup):

- Activate emergency response in McCoy Administration Building
- Designated 1st floor occupants will lock preassigned exterior doors with a provided hex key
- Provide a head count of floor occupants after building evacuation
- Occupants will move to the furthest corner away from the door.

All Rust College Personnel Responsibility:

- If you detect an active shooter is present, notify the Rust College Campus Police Department on campus immediately.
- Do a quick visual inspection of your area.
- Close and lock all windows and doors.
- Render first aid as needed.
- Follow your department's lock down protocol.

| | | | |
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5. Lockdown Procedure

- Designated personnel will lock preassigned exterior doors.
- In the event of an active shooter in the McCoy Administration Building, designated personnel and all Rust College personnel will perform their trained responsibility.
- All McCoy Building occupants will lock themselves in immediately available or closely accessible classroom, closet or office.
- After lockdown all occupants are to remain in their locked areas until:
 - The “all clear” is given by designated Rust College personnel or Rust/City police or fire department personnel.
 - The “all clear” is provided by campus emergency system.
- Total building head count taken by the designated personnel’s floor tally sheet.
- Once the “all clear” is given, designated personnel will unlock preassigned exterior doors.

6. References

List resources that may be useful when performing the procedure, for example, Admin policies, Municipal Code, government standards and other SOPs.

7. Definitions

An **active shooter** - the United States Department of Homeland Security defines an active shooter as "an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims."

