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Mission Statement

"Miles College---a senior, liberal arts, church related college with roots in the Christian Methodist Episcopal Church and in the tradition of the Historically Black College---motivates and directs its students to seek holistic development that leads to intellectual, ethical, spiritual and service-oriented lives. Guided by these core values, the Miles College education involves students in rigorous study of the liberal arts as preparation for work and life-long learning, in the acquisition of verbal, technological and cultural literacy, and in critical community participation; all as a prelude to responsible citizenship in the global society which they will help to shape.”
Accreditation

Miles College is accredited by the Commission on Colleges, Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone 404-679-4500, website: www.sacscoc.org to award baccalaureate degrees.

Council of Social Work Education
The Alabama Department of Education
History of Miles College

Miles College was founded by the Colored Methodist Episcopal Church, now the Christian Methodist Episcopal Church (C.M.E.) and chartered by the State of Alabama to educate African-American young people.

The history of Miles College began with efforts in 1898 by the Colored Methodist Episcopal Church in Alabama to establish an educational institution. At that time there were only two conferences in the State, the Alabama and North Alabama Conferences. Each conference made an effort to build an institution, and for some years each of these conferences operated separate schools, one in Thomasville, established in 1898, and the other at Booker City (now Docena), established in 1902. The Thomasville High School served as a feeder for Miles for several years. The College is generally considered to have developed from the high school operated at Booker City by the North Alabama Conference. However, it may be considered a merger of the two schools.

In the Spring of 1905, the Board of Trustees decided to expand the scope of the school’s curriculum. Acting on this decision, they exchanged the site at Booker City for the present site and erected a large brick building along with one or more frame buildings. The work of the Institution as a College was begun in the Fall of 1907.

In 1908, the organization of the School was completed and it was chartered under the laws of the State of Alabama as Miles Memorial College, in honor of Bishop William H. Miles. In 1941, the Trustees voted to change the name of the College to “Miles College.”

The college is still supported by and affiliated with the CME Church, although the faculty and student body represent many religions and cultures, national and international. For over 100 years of survival in a difficult environment, Miles College has held steadfast in its goal of providing a quality college education while challenging and molding the minds of future leaders. During our centennial celebration, we observed our rich heritage as Metropolitan Birmingham’s only senior Historically Black College and the impact it has made in the lives of more than 8,000 alumni of Miles College including two mayors of Birmingham, judges, physicians, business leaders, legislators and teachers.

The College has had thirteen Presidents:

James A. Bray, 1907-1912
William A. Bell, 1912-1913
John W. Gilbert, 1913-1914
George A. Payne, 1914-1918
Robert T. Brown, 1918-1922
Miles College is physically located within the city limits of Fairfield, Alabama and is just two blocks from the western-most city limit of Birmingham. Throughout its history, Miles has maintained and continues to maintain an ‘open’ admissions policy that invites all students with a high school education who demonstrate the potential for and commitment to earning a baccalaureate degree.

While many smaller colleges have faced declining enrollment, Miles College has been ranked as the fastest growing United Negro College Fund (UNCF) member in the nation. The geographic diversity among our students: 36% of our first time students are residents of Alabama, 14% from Georgia, 7% from each of Illinois and Florida, 6% from California and the remaining 30% from 27 additional states.

Alumni of Miles College number 5,200 in the state of Alabama and 4,600 of those live in greater Birmingham contributing to its progress as leading educators, preachers, business executives, entrepreneurs, politicians and community leaders. The mobility of our alumni is evidenced by the growing demographic diversity of our students and leads to the belief that the impact of a Miles College education is widening the scope of enriched contributions throughout society. We are proud to continue a long standing tradition to educate students who otherwise could not attend college because of their lack of academic preparation, test scores or their lack of funds while also providing an honors curriculum for academically gifted students.
Traditions

Orientation for New Students: At the beginning of each semester, the upper class students, staff, faculty, administration and all facets of the College engage in a variety of informative, religious, cultural, personal/social, career and recreational activities. The primary purpose of this week is to acquaint new members of the Miles Family to the Campus, curriculum, customs/traditions and programs, as well as assisting them to adjust to their new home.

The Coronation of Miss Miles College: Each year a young woman is chosen by the student body to represent the Institution as “Miss Miles.” Her court consists of the first and second runners-up. Miss Senior, Miss Junior, Miss Sophomore, Miss Freshman and other campus queens are presented during the Coronation Ceremony.

Founders’ Day: Annually, the College Family rededicates itself to the fundamental purposes for which the Institution was founded.

The Coronation of Miss United Negro College Fund (UNCF Pre-Alumni Council): Each year a young woman from the student population is chosen to serve as Miss UNCF. Selection is based on the amount of funds raised for the National UNCF Campaign.

Homecoming: The Alumni are formally welcomed to Campus for a weekend during the football season. A parade in downtown with Campus decorations, the game and the homecoming dance are the highlights of this week-long event.

Religious Emphasis Week: Each year, one week is set aside for the College Community to engage in deep religious thought and rededicate its life to God. Outstanding local, state, regional and national religious leaders address and counsel the Miles Family.

Career Awareness Seminars: Sometimes referred to as “Career Days,” career conferences and seminars are activities conducted in a group setting that bring persons representing various employer organizations to the College Campus for interaction with all students, as well as with faculty and alumni to provide career information and insight into the world of work.

All Sports Banquet: In the Spring of each year, at the end of the sports season, the Athletic Department honors its athletes with an Athletic Banquet.

Spring Arts Festival: A Miles College Tradition sponsored by the Humanities Division, this activity familiarizes students with the Arts and Classical.

Black History Month: A month-long activity which focuses on the accomplishments of African-Americans.

Commencement: All College faculty, staff, and graduates are required to participate in this activity.
The Alma Mater

Hail to thee, our Alma Mater;

Dear Old Miles.

Though we toil, we’ll not forget thee,

Dear Old Miles.

We will love thee as our home,

Though amid life’s grandeur roam;

Alma Mater, Alma Mater,

Dear Old Miles.

Miles, the home of Southern beauty,

We love thee well.

Let our voices ring with praises,

Thy wonders tell.

We, thy loyal sons and daughters

Pledge to thee our loyalty.

For we love thee, yes, we love thee,

Dear Old Miles.

We will strive in life to serve thee,

Dear Old Miles.

All success in life we owe thee,

Dear Old Miles.

O’er thy hills and grassy plains,

Never shall our prestige wane;

Honor, love and praise we give thee,

Dear Old Miles.

Catherine Lavender Vaughans
Class of ’28
Rights of a Student

College Standards

Miles College seeks to maintain the following standards as a means of preserving student rights and responsibilities. In order to provide an atmosphere conducive to the pursuit of knowledge, basic rights and responsibilities must be understood, guaranteed, and reinforced by every member of the College Community. The College’s responsibility extends to all students enrolled. Students apprehended and proven guilty of serious or repeated violations of College standards may receive a maximum penalty of dismissal from the College.

The following section is not intended to restrain the activities of students and members of the College Community. They are intended, however, to assure an orderly fashion of life on the Miles Campus and to give every student an equal and orderly opportunity to pursue an education.

STUDENT RIGHTS AND RESPONSIBILITIES:

☐ The **right** of respect for personal feelings; the right of freedom from indignity of any type; the right to a high quality education; and the right to make the best use of time and talents toward reaching the student’s educational goal.

☐ The **responsibility** of assuming the consequences of one’s own actions, and of avoiding conduct detrimental in its effect upon fellow students and the College Community. The Miles Student is expected to conform at all times to a standard of conduct both on and off Campus which will reflect credit upon himself, the College, and the student body.

☐ The **right** to inquire about and to recommend improvements in policies, regulations and procedures affecting the welfare of students. The right to participate in Student Government and other student self-governing bodies which provide channels of communication and means for using democratic processes to solve problems.

☐ The **responsibility** for knowledge and observance of all policies, rules and regulations of the College and designated College groups (i.e., residence halls, campus organizations, traffic regulations, Student Center regulations, civil laws, etc.). All students are required to become familiar with the College rules and regulations and to abide by them.

☐ The **right** of freedom of expression as defined by the Constitution of the United States and the State of Alabama. Students and student organizations shall be free to examine and discuss all questions which interest them.

☐ The responsibility for seeing that the essential order of the College is preserved. There can be no assembly or gathering which interferes with the educational programs of the College, which violates College regulations or violates statutes governing unlawful assembly.

Any student parade, serenade, demonstration, rally and/or other meeting or gathering for any purpose conducted on the Miles College Campus must be scheduled with the Dean of Students at least three (3) days in advance of the event. Names of the responsible leaders of the group must
be submitted to the Dean’s Office at the time of scheduling. Organizations which meet at regular times and places may, at the beginning of the semester, schedule such meetings with the Dean of Student Affairs.

- **The right** of freedom to hear and participate in a vital dialogue during public discussions and assemblies.

- The **responsibility** that such free discussions be accompanied by peaceful conditions consistent with the scholarly nature of an academic community and accountability on the part of speakers and sponsors to Campus and Civil Authority under existing laws and regulations.

- **The right** of freedom to write and distribute printed material, free or sold, on the Campus for reasons that are not commercial. The circulation of literature identified by authorship and sponsorship, and consistent with College regulations, will be permitted.

- **The responsibility** of filing a statement of intent in the Office of the Dean of Student Affairs to make such distribution and the acknowledgement by the filer that he is subject to the College Regulations and Code of Ethics, and all of the laws of the City, State and Nation governing such freedom of expression.

- **The Constitutional right** of freedom of press is recognized for all student publications, to include allowance of the widest degree of latitude to student editors for the free discussion of current issues and problems.

- **The responsibility** of student editors for the exercise of journalistic ethics and maintenance of high standards of literary merit.

- **The right** to join College-approved organizations for educational, political, social, religious and cultural purposes, within the limits imposed by their responsibility to each other and to structural life of the College.

- **The responsibility** to insure that no recognized organization has a purpose either in name or in fact, the advocacy of overthrow of the government by force or other unlawful means; and that no student organization’s constitution, or other organizational document, may include discriminatory clauses pertaining to race, creed, color, sex or national origin.

- **The right** of due process in disciplinary procedures — when individual or group behavior comes under review by the College — in accordance with rules of procedure which shall insure basic procedural fairness as prescribed in the College Regulations and Code of Ethics.

- **The responsibility** for becoming fully acquainted with the College Catalog, Student Handbook, and other published policies for the guidance of students at Miles College.
Policy on Definition of Credit Hour

Miles College defines the credit hour as a unit of measure representing the time spent in instruction (contact hour) and the pursuit of student learning outcomes.

• Traditional courses are based on one semester hour which is equivalent to one contact hour per week.
  o Traditional courses are theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses can range between one and four semester hours.
  o Requires a minimum of 15 hours of contact per semester for every semester hour of credit and a minimum amount of two hours of out of class student work per week per credit hour.
  o Student learning outcomes are based on documented time required for students to complete assignments and learning activities for the specific discipline in order to achieve a specified competency level.

• Laboratory courses are based on one semester hour which are equivalent to two contact hours per week.
  o Laboratory courses are practical application type courses focused on the use of equipment, tools, machines, and programs generally found in a laboratory area with emphasis being placed on the hands on experience. Laboratory courses are equivalent to one semester hour.
  o Laboratory courses require a minimum of 30 hours of contact for every semester hour of credit.
  o Requires a minimum amount of two hours of out of class student work per week per credit hour.
  o Student learning outcomes are based on documented time required for students to utilize techniques and methods for the specific discipline in order to achieve the specified competency level.

• Internship/practicum courses are based on one semester hour which is equivalent to one contact hour per week.
- Internship courses require contact hours relevant to the amount of time spent in actual experience. An internship/practicum course involves the development of job related or practical skills and provides students with direct experience.

- Internship/practicum courses can range from three to twelve semester hours.

- Requires a minimum amount of out of class student work per week equivalent to at least a minimum amount of two hours per credit hour or as applicable to the course type.

- Student learning outcomes are based on documented time required for students to learn practical application of skills required for the specific discipline in order to achieve the specified competency level.

- Applied music courses are based on one semester hour which is equivalent to one contact hour per week.

  - Applied music courses are individualized private instruction with content based on individual ability and rate of progression.

  - Applied music lessons can range from one to two semester hours.

  - Requires a minimum amount of two hours of out of class practice time per week per credit hour.

  - Student learning outcomes are based on documented time required for students to complete assignments and learning activities for the specific discipline in order to achieve a specified competency level.

- Weekend courses are one semester hour which is equivalent to one contact hour per week.

  - Weekend courses are traditional in nature and the same principles regarding traditional courses apply.

  - Requires a minimum amount of six hours of out of class student work per week per credit hour.

  - Student learning outcomes are based on documented time required for students to complete assignments and learning activities for the specific discipline in order to achieve a specified competency level.
In accordance with Federal Regulations, a credit hour is defined as an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, the equivalent amount of work over a different amount of time; or

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work and other academic work leading to the award of credit hours.

- Division Chairs and Program Coordinators will assist faculty with development of course student learning outcomes which comply with new policy based on a specified course format.
- Division chairs will develop course schedules in a manner consistent with the policy.
- The Academic Dean and Associate Dean will work with Division Chairs to adjust the times to meet the established standards.
- The Registrar will assist departments in assigning and calculating times for classes.
- Traditional- theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration. Traditional courses can range between one and four semester hours and students interact in the same physical space.
- Laboratory courses are practical application type courses focused on the use of equipment, tools, machines, and programs generally found in a laboratory area with emphasis being placed on the hands on experience. Laboratory courses are equivalent to one semester hour.
- Applied music courses are individualized private instruction with content based on individual ability and rate of progression.
- Practicum/Internship- courses that require contact hours relevant to the amount of time spent in actual experience. Practicum and internship courses are courses that involve the development of job related skills and provide students with direct practical experience. Students in practicum or internship courses can earn from three to twelve semester hours.
- Weekend-theory type courses focused on principles, concepts or ideas, lecture, discussion and demonstration where students interact in the same physical space during their instructional time but the courses are offered during the weekend. Courses have same principles as traditional.
Appearance and Dress Code Policy

As an academic institution, Miles College engages students in pre-professional, academic, and social learning experiences. It stimulates 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 Miles College, to prepare students to competitively compete in the professional work force upon graduation, the College sets forth the following Policies which govern appearance and dress for all associations in the Miles 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 which hang from the hips and buttocks are never described as professional and are therefore unacceptable.

Shorts, skirts and dresses of varied lengths may be worn. To determine appropriate length, one must consider appearance when sitting or standing. Shorts, skirts, and/or dresses, should never expose the upper thighs or lower buttocks. Length of the shorts, skirts, and dresses can be determined by extending the arm down toward the knee. No hem line must be shorter than your fingertips when your arm is extended.

Splits in skirts and dresses my be worn. The appropriate length of the split will meet the fingertip when extended down the body.

Biking shorts, spandex clothing and biking pants should not be worn except while participating in related sports activities.

Hats and caps should never be worn, by males or females, while in an academic or residential building. Ladies may wear hats during appropriate formal occasions. Hats and caps may be worn during athletic events.
All shirts, tops, and blouses must fully cover the upper body. Half shirts, tube tops, halter tops, and muscle shirts may not be worn. Blouses and dresses may be cut in the neckline areas. Necklines, however, which expose cleavage and/or bust lines may not be worn.

No clothing may be worn which has cutouts or holes in the body.

Clothing which displays messages or illustrations of a profane or violent nature- or which has sexual connotations, or which advertise or suggest statements concerning drugs, alcohol, illegal substances, and weapons, may not be worn.
Privacy Policy

The Family Education Rights and Privacy Act of 1974 (Buckley Amendment) is a federal law which governs access to students’ educational records. This law grants students guaranteed access to their educational records; such access includes the right to inspect and review educational records, the right to obtain copies of the records (a copying fee may be charged), and the right to challenge or supplement information on file in order to prevent flawed interpretation. Certain records (i.e., medical records) are not deemed to be educational records and are therefore not accessible to students. Additionally, the Buckley Amendment prohibits the disclosure of “personally identifiable information” to third parties without the prior written consent of the student. Exceptions may be made only for College officials and other with legitimate educational interest. The College may disclose “directory information” unless the student notifies the College to the contrary. Directory information is defined as a student’s name, address, telephone number, date and place of birth, major field of study, student activities, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most previous educational agency or institution attended by the student.

Additional information on this subject may be received by contacting the Registrar’s Office located on the second level of Brown Hall, ext. 1421.
**Student Complaint Policy**

Miles College is committed to continuous improvement of support services for its students. There is a clear, fair, and reliable and internal process for managing student complaints. The College also ensures that there is a timely resolution process in place to improve student services and increase student satisfaction with the working, teaching, and learning environment of the campus.

According to The Principles of Accreditation: Foundations for Quality Enhancement published by the Southern Association of Colleges and Schools Commission on Colleges (2010 edition) under Section 3 Comprehensive Standards, 3.9 Student Affairs and Services and 3.9.1. Miles College publishes “clear and appropriate statement of student rights and responsibilities and disseminates the statement to the campus community.” The student complaint process is the right of the student.

1. If a student has a problem with Campus Life
   a. Academic and/or administrative services
   b. Student support services
   c. Any form of bias or discrimination (not sexual harassment) by a full or part time individual (student or employee) of the College that is within the scope of the College’s operations.

   He or she is advised to choose to

   a. make an oral or written complaint to the member of the faculty or staff responsible for the service immediately or within 72 hours of the incident if possible.
   b. make comments or suggestions regarding the issues or
   c. take no further action.

2. If the student is not satisfied with the outcome or if the matter is not resolved, they should seek the guidance or assistance of the next managerial level faculty or staff.
3. If there is still no satisfactory resolution to the issue, the student can lodge a written appeal with the Department or Division manager or submit an issues and concern form to the Office of Student Affairs.

4. The Office of Student Affairs will route the student issue to the appropriate department or division manager and acknowledge receipt of the complaint in a timely manner via email, postal, or campus mail.

5. The appropriate Cabinet Member will receive the complaint and render a final decision. Only the President of the College may overturn a decision made by a Cabinet Member. Final decisions will be delivered to the student via written notification.

6. A student has the right to withdraw a complaint at any time during this process. The withdrawal must be in writing. The withdrawal must include the reason for withdrawing the complaint.
Sexual Harassment Policy

Miles College affirms its policy to maintain a working and learning environment free from sexual harassment of faculty, staff and students. Sexual harassment at Miles is not simply inappropriate behavior, it is a violation of federal and state laws.

Title IX of the Education Amendments of 1972 states:

“No person in the United States shall, on the ground of race, color, national origin, age, or handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, or be so treated on the basis of sex under most education programs or activities receiving Federal assistance.”

Hearing/Grievance Procedure:

Miles College has a legal responsibility to respond to allegations of sexual harassment. The College will take appropriate steps necessary to prevent sexual harassment from occurring by: raising campus awareness; identifying actions which may constitute sexual harassment; outlining responsibilities for preventing sexual harassment; explaining and making conspicuous procedures for dealing with harassment; and providing information on Institutional Policies and Practices for filing sexual harassment complaints.

Title IX mandates that all sexual harassment complaints be investigated and resolved in a “prompt and equitable” manner. Awareness of an sensitivity to the potentially negative effect on the lives and careers of both parties involved is of great importance in handling an investigation; therefore, Miles College will assure confidentiality when dealing with a sexual harassment charge.

Informal Complaint:

Whenever possible, complaints should be resolved informally. Students may wish to report instances of sexual harassment, in writing, to the Counseling Center. Faculty and Staff members may informally report incidents, in writing, to the immediate supervisor and/or Department Head. If informal steps prove unsuccessful, the matter should be further pursued via the formal complaint/grievance procedure.

Formal Complaint Procedure:

Complainant must submit the complaint or grievance in writing to the Counseling Center specifying the form of redress desired:
a. A complainant is defined as any administrator, faculty/certified staff, other professional staff (non-teaching), non-professional/classified staff, or student, who has instigated prosecution or who refers an accusation against a suspected person.

b. A determination of sexual harassment must consider two(2) factors:

   (1) the conduct itself; and

   (2) the context in which it occurred.

The written complaint should include the name, address and daytime telephone number of complainant, and provide the date(s) of, and sufficient information about, the alleged incident(s) so that the College can understand the nature of the complaint.

The complaint should be filed within 90 calendar days from the last date of the alleged incident.

Persons needing assistance in initiating or writing a formal grievance may contact the Counseling Center.

In the event the Institution’s Internal Grievance Procedure proves unsuccessful, the complainant has 180 calendar days from the last date of the alleged discrimination to file a complaint with the U.S. Department of Education, Office of Civil Rights. The time for filing may be extended upon approval by the Department of Education.

Due Process requires that all persons involved in the grievance—both the grievant and the respondent (the party alleged to have violated Title IX requirements)—be provided equal opportunity to present their case and to receive a fair hearing.

**Grievance Process:**

A. It is the intent of the College to provide individuals with a variety of sources of initial, confidential and informal consultation concerning incidents of sexual harassment without committing the individual to the formal act of filing a complaint with its required subsequent investigation and resolution. Following informal consultation, an individual could then decide whether to: do nothing; take personal action (such as a letter to the harasser); request informal third-party mediation (for students, informing the Counseling Center; for faculty or staff members, informing the immediate supervisor and/or Department Head); or file a grievance with the Counseling Center, which initiates formal investigation and resolution of a complaint.

B. Steps of Processing a Formal Grievance/Complaint:

   Step 1 - College Level

      Authority: Grievance Committee consisting of a faculty member, staff member, and administrator.
Step 2 - Administrative Level

Authority: President and Administrative Cabinet

Step 3 - Governance Level

Authority: The Board of Trustees (either in its entirety or represented by designated members).

Each step of the grievance process will provide an opportunity for actual grievance resolution. Only those persons with authority to mandate action to correct or remedy any discrimination identified should be involved in decision making at these grievance steps.

C. When the complainant files a written formal complaint within the specified time, the following actions must be taken by the College:

Respondent must be notified immediately (within 2 days of receipt of complaint), of the allegations against him/her.

A hearing must be held by the Grievance Committee no later than five (5) calendar days after respondent has been notified.

Due process will be afforded all parties involved (both parties must have an opportunity to be heard).

Upon written notification of the date, time, and place of the hearing, both parties will be notified of their rights to:

have present at the hearing an individual or individuals to speak on his or her behalf;

have counsel of his or her own choosing during the hearing. This counsel may act only in an advisory capacity.

receive a copy of the names of witnesses, including a brief statement of their expected testimony; and a right to cross-examine the witnesses.

Hearings shall generally be closed to the public.

Formal rules of evidence and procedure shall not be followed.

A written record of the hearing shall be maintained. In addition, the College reserves the right to tape record and/or videotape the hearing.
After a decision has been made at any stage of the grievance process, all parties should be notified, within five (5) calendar days, of the decision, and the grievant should be notified of his/her right to appeal the decision to the next level of processing.

Definition: Sexual harassment is defined as verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services or treatment protected under Title IX.

Sexual harassment can cause serious physical or psychological damage to faculty, staff or students; affecting grades, attendance, performance and pride in one’s work.

Sexual harassment includes:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature carried out by someone in the workplace or educational setting.

Such behavior may offend the recipient, cause discomfort or humiliation, or interfere with job or school performance.

Sexual harassment may carry the explicit or implicit message that if the victim does not comply with the harasser’s demands, there may be retaliation.

Sexual harassment may include: inappropriate personal attention by an instructor, administrator, fellow student or a person with power or authority over another; inappropriate touching, personal questions or comments of a sexual nature; pressure for dates or sexual activity; attempted sexual relations, sexual relations, generally offensive cartoons or posters, and sexual jokes or comments.
Policy on Substance Abuse Prevention

Miles College is a private educational institution, and as such, shall not permit on its premises, or at any activity which it sponsors, the possession, use, or distribution of any alcoholic beverage or any illicit drug by any student, employee or visitor.

In the event of the confirmation of such prohibited possession, use, or distribution by a student or employee, MILES COLLEGE shall, within the scope of applicable Federal and State due process requirements, take such administrative or disciplinary action as is appropriate. For a STUDENT, the disciplinary action may include, but shall not be limited to, suspension or expulsion. Any visitor engaging in any act prohibited by this Policy shall be called upon to immediately vacate the Miles College Premises.

If any student shall engage in behavior prohibited by this Policy which is also in violation of Federal, State or Local Law or Ordinance, that student or visitor shall be subject to referral to law enforcement officials for arrest and prosecution.

The College may conduct searches for illegal drugs or alcohol on College premises based on reasonable suspicion. This might include rooms in the residence halls, personal vehicles parked on College property, lockers, and searches of students and employees when there is a reasonable and articulable basis upon which to believe that illegal drugs or alcohol have been brought on to College property and the search is conducted on College property.

STUDENT-ATHLETE STATEMENT AND DRUG TESTING CONSENT:

Each year, student-athletes will sign a consent form demonstrating their understanding of the National Collegiate Athletic Association (NCAA) drug-testing program and their willingness to participate. This consent statement is part of a total Student-Athlete Statement required of all student-athletes prior to participation in intercollegiate competition during the year in question. Failure to complete and sign the statement annually shall result in the student-athlete’s ineligibility for participation in all intercollegiate competition.

If the student-athlete is a minor (18 years of age or younger), the parent or legal guardian must sign the consent form.

MILES COLLEGE COMMITMENT:

Miles College will continue to provide Alcohol and Drug Awareness Education to its faculty, staff and student body and the Community. Our goal is to provide education for prevention and to provide intervention when necessary. As part of our efforts to promote a drug-free Campus, Miles will sponsor several activities during the year to include, but not limited to: a week-long series of drug prevention activities during designated times such as the National Collegiate
Alcohol and Drug Awareness Week; and various seminars conducted through speakers, literature, lectures and films in the residence halls, classrooms and chapel forums.

WHERE TO GET ASSISTANCE:

There is help available for persons who are in need of counseling or other treatment for substance or alcohol abuse. The College will assist employees and students who request help because of a drug, substance, or alcohol dependency problem, including confidential counseling and rehabilitation through a professional Assistance Program. Participation in a professional program does not automatically exempt an employee or student from disciplinary action for violating the College’s Substance Abuse Policy.

ON-CAMPUS ASSISTANCE:

The Counseling Center is available to students and employees concerning information on substance abuse as well as information on, and assistance in obtaining, counseling and other treatment.
Search and Seizure Policy

The College seeks to assure a climate which is conducive to the purposes of education and learning, which assures the health, safety, and welfare of all personnel and students, and which avoids disruption of the educational process.

To assist the College in the realization of a climate conducive to education and learning, the President or his designate, may search the person or the personal property of any individual, including that property or facility provided by the College, **upon reasonable suspicion and probable cause to believe that an illegal act or a violation of the College rules and regulations** which are designed or intended to protect the health, safety, and welfare of the persons and property entitled to such protection by the College, **is being or is about to be committed**.

The President or his designate may seize any property deemed injurious or detrimental to the health, safety and welfare of the personnel or students.

When the College authorities have reason to suspect that a violation of College policy or state or Federal law is present, they reserve the right to investigate and confiscate evidence of the violation. In addition, Miles College officials may make a cursory search of the student's room and person, including refrigerators, closets, wardrobes, desks, bags, boxes, knapsacks or any item that can be used for the concealment of an illegal substance.

Material evidence such as alcoholic beverages and empty containers, drug paraphernalia, suspicious odors, disruptive behavior, weapons or possession of stolen property will generally be the basis for such a search.

**Definitions**

- "dangerous object" means:
  - any explosive material or device;
  - any firearm or gas weapon;
  - any article, object or instrument that may be employed to cause bodily harm to a person or damage to property, or to render a person temporarily paralyzed or unconscious;
  - any other object similar in nature to the objects listed above.

- "illegal drug" means any unlawful substance that has a psychological or physiological effect; or any substance having such effect that is possessed unlawfully;

- "college property, facility or activity" includes any educational, cultural, recreational, sporting or social activity of the school within or outside the school premises; and

- "illegal activity" means the willful possession of an illegal drug, dangerous object or stolen item.
Policy on Student Activities

As an academic institution, Miles College engages students in pre-professional, academic, and social learning experiences. It stimulates the student's awareness and appreciation of accepted societal expectations.

The purpose of Student Activities is to encourage and provide opportunities for students to develop interpersonal, social, communication and leadership skills. Each student is encouraged to participate in at least one campus organization or institutional activity.

The College requires that all students participating in organizations be enrolled in the College and possess a cumulative grade-point average (GPA) of 2.0 (C) for non-Pan Hellenic Council Organizations, and 2.5 (C+) for NPHC Greek lettered Organizations.

All student organizations and activities must be registered in the Office of the Dean of Student Affairs.

GENERAL ORGANIZATIONS:

These are some of the organizations at Miles College that are not restricted because of registration in a particular major area:

- Student Government Association
- College Concert/Gospel Choirs
- The Cheerleaders
- The Hospitality Club
- The Purple Marching Machine
- Pre-Alumni Council of UNCF
- Residence Hall Organizations
- Student Library Action Committee (SLAC)
- Varsity Athletics (M-Club)
- International Students’ Organization
- The Student Center Board
- Men of Miles

DIVISION CLUBS:

These organizations are designed to give students an opportunity to broaden educational implications in a given field of study and to gain professional perspective:

- Phi Beta Lambda Business Club
- Education Club
- Communications Club
- Health Careers Club
- Humanities Club
Club De Poli Sci  
Mathematics Club  
Criminal Justice Club  
Students in Free Enterprise  
Institute of Management Accountants  
National Association of Black Journalists  

RELIGIOUS ORGANIZATIONS:  
CME Student Association  
Baptist Student Union  
Interdenominational Ministerial Alliance  
Women’s Ministry  
Delta Psi Epsilon Christian Sorority  
Alpha Omega Christian Fraternity  

GREEK / FRATERNAL ORGANIZATIONS:  
Alpha Phi Alpha Fraternity, Inc.  
Alpha Kappa Alpha Sorority, Inc.  
Delta Sigma Theta Sorority, Inc.  
Kappa Alpha Psi Fraternity, Inc.  
Omega Psi Phi Fraternity, Inc.  
Phi Beta Sigma Fraternity, Inc.  
Rho Nu Tau Sorority, Inc.  
Sigma Gamma Rho Sorority, Inc.  
Zeta Phi Beta Sorority, Inc.  
Nasiha Roho Adinasi Fraternity, Inc.  
Uzuri Weusi Malkia Sorority, Inc.  
Lambda Psi Gamma Sorority, Inc.  
FBI Fraternity  
Gamma Delta Iota Sorority  
National Pan-Hellenic Council  

The following regulations apply to all organizations on the Campus:  

SOCIAL AFFAIRS:  
All social affairs must be approved by the Dean of Student Affairs at least two weeks prior to the date of the event. All financial affairs must have the written approval of the Dean of Students and a financial statement of the results shall be submitted to the Business Manager within one week following the event.  

CAMPUS FACILITIES:  
Permission for use of any and all Campus facilities for social activities shall be secured from the Business Manager and the Director of the Student Center.
Miles College Policy on Use of Facilities by Student Organizations

- Only student organizations recognized by Miles College and in good standing may use campus facilities. This includes division clubs, fraternities and sororities, honor societies, etc.
- Activity Permit Forms must be completed and signed by the appropriate individuals at least seven days prior to the event. (If possible).
- Facilities are granted on a “first-come, first-served” basis but institutional needs may make it necessary for an organization to reschedule an event. Students are encouraged not to host events that are in conflict with institutional functions such as athletic events, seminars and workshops, special presentations, etc.
- Advisors must approve the activity by signing off on the form prior to the organization securing the campus facility.
- Police/Security must be present on campus during all events held in any campus facility where admission will be charged. (ie, parties, stepshows, etc.) If admission is charged, you must have the approval of the Vice President of Finance and Administration and any additional security necessary will be at the expense of the sponsoring organization.
- If any events are held on the campus grounds such as the plot area, the dormitory pavilion, or the blacktop, please be sure to obtain the approval of the Director of Student Life and Leadership/Director of Student Activities. Events held in the gymnasium or on the football or practice fields must have the approval of the Athletics Director.
- Students who need Audio/Visual assistance in Pearson Hall or Brown Hall must complete the Audio/Visual Request Form eight business days prior to the event. (If possible.)
- Students who need table or chairs must complete a Plant Request form at least five business days prior to the event. (If possible.)
- Organizations must submit a copy of the signed activity permit form to campus security at least seven days prior to the event (if possible) and retain a copy for the organization’s records. Failure to present a copy of the signed permit form will result in the immediate termination of the event.
- Organizations must leave the facility site clean and free of all decorations or debris at the conclusion of the event. Failure to “clean-up” may result in a fine for janitorial expenses.
- The policy on use of facilities for student organizations can be amended at any time by the Dean of Student Affairs.
- Failure to adhere to this policy may result in loss of privileges in conducting future campus events, fines, or disciplinary action.

SUSPENSION OF ACTIVE MEMBERSHIP:
Any student whose cumulative grade-point average is less than 2.0 shall not be eligible for active membership and cannot hold office in any social organization at Miles College. For NPHC Greek-lettered organizations, the cumulative grade-point average is 2.5.

Financial delinquency and disciplinary probation or expulsion shall likewise apply.

SUSPENSION OF ACTIVITY:
Miles College reserves the right to suspend the activities of any organization, or any member thereof, for any of the following:

For practicing hazing or brutality in initiation of members (brutality shall be interpreted as any activity which inflicts unusual physical pain or bodily injury or which is demoralizing or humiliating beyond social decency).

For infraction of the Standards of Conduct, violation of the honor system, or any other College regulations; stated or implied

For failure of the organization to maintain a cumulative grade-point average of 2.0 or 2.5.

For illegal (undercover) initiation of members into an organization.

How to start a new organization at Miles College

1) The organizers must draft a constitution, bylaws, or charter that addresses at minimum:

* the nature and mission of the organization
* membership requirements
* leadership roles and responsibilities (including faculty/staff advisor)
* process for removal of someone in a leadership position and/or filling a leadership vacancy
* organization operation (how often to meet, policy for quorum in a voting situation, etc)
* funding strategy and expected expenses

2) The organizers must recruit a faculty or staff (full time) advisor.

3) The organizers must present an initial membership list of at least 10 students or the minimum number of students necessary to establish the organization if the proposed organization is an affiliate, chapter, or charter of a nationally recognized organization.

When the organizers are satisfied with the constitution, send it to the Office of Student Affairs for review. The Dean of Student Affairs or a designee may meet with the organizers to discuss the organization. Once the constitution has been approved for submission, the Student Government Association will vote on the acceptance of the organization at the next possible meeting.

The primary student founder(s) will need to attend that meeting where the organization is on the agenda. The Student Government Association might have questions or they might approve on the spot. It is possible, however very unlikely, that the Student Government Association may deny recognition to a proposed organization. The mission of the club cannot be contrary to the College's mission or be illegal.
After approval by the Student Government Association, the organization is officially recognized by the College and has all rights to use of facilities granted to recognized student organizations.

*Miles College Policy on Student Organization Advertisement and Flyers*

- Only student organizations recognized by Miles College and in good standing may post advertisements and flyers. This includes division clubs, fraternities and sororities, honor societies, etc.
- Flyers must be approved by the Office of Student Affairs at least seven days prior to the event if possible. Any flyer not approved by the Office of Student Affairs will be removed and discarded.
- Flyers cannot obstruct the view of windows and doors and should only be placed on bulletin boards if possible.
- Flyers cannot be placed on surfaces where push pins or tape can cause damage. Any organization that damages college property with advertisement will be fined.
- Flyers cannot contain obscene language, lewd or suggestive images, graphics depicting substance abuse, messages or images that discriminate on the basis of race, creed religion, sexuality, or physical ability, or anything deemed to be of poor taste as determined by the Office of Student Affairs.
- Flyers must be removed within 24 hours of the conclusion of the event if possible.
- Flyers promoting events “off-campus” being hosted by student organizations or individuals can only be placed in Bell Hall, the Residence Halls, and the Student Union Building and must have approval from the Office of Student Affairs.
- The policy on flyers and advertisement for student organizations can be amended at any time by the Dean of Student Affairs.
- Failure to adhere to this policy may result in loss of privileges in hanging flyers, fines, or disciplinary action.
The Student Union Building

The Student Union Building exists as a venue to enable the College seeks to assure a climate which is conducive to the purposes of education and learning through extra curricular activities.

THE STUDENT CENTER (Norton Student Union Building):

Students will observe the laws of common courtesy, good judgment, and respectful behavior at all times on the College Campus. The rules and regulations of the Student Center areas follows:

Eligibility:

The following persons are eligible to use facilities of the Center:

- Miles Students
- Miles Faculty and Staff
- Miles Alumni
- Special Students
  (Upward Bound and National Youth Sports Program with permission from the Director.)

For Special Events:

- Guests of students, faculty, staff and alumni (by permission only).
- Community organizations and guests (with College approval)

Students expecting guests on Campus and desiring to use the facilities of the Student Union, should register their guests in the Office of the Director of the Student Center.

OPERATION HOURS OF THE COLLEGE CENTER AND RECREATION AREAS:

**Cafeteria:**

<table>
<thead>
<tr>
<th></th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
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<tbody>
<tr>
<td>Mon-Fri</td>
<td>7:00 - 8:30 am</td>
<td>11:30 - 1:30 pm</td>
<td>4:30 - 5:30 pm</td>
</tr>
<tr>
<td>Sat-Sun</td>
<td>Brunch 9:30 - 11:00 am</td>
<td></td>
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</tbody>
</table>
Dinner 3:30 - 4:30 pm

**Second Floor Rec Room:**
- Mon-Fri: 10:00 am - 11:00 pm
- Sat-Sun: 5:00 pm - 11:00 pm

**Tennis/Basketball Courts:**
- Mon-Sun: 10:00 am - 11:00 pm

**Recreation Area - to include Tennis and Basketball Courts:**

Students desiring to utilize any recreational facility on the Miles College Campus must present the Miles College ID card for entrance.

Students must leave identification cards at the time games are signed out. Anyone who signs for a game is held responsible for that game. Games which are not returned or which are discovered to have been defaced or mutilated must be replaced at the expense of the student who signs it out.

Games, cards, checkers, chess, etc., are restricted to the second floor game area and are not to be used any other place in the building without special permission.

Because of the College’s desire to foster courteous and respectful behavior at all times, excessive noise and boisterousness is discouraged and students who persist in such unusual displays may be asked to leave the area.

Students are urged to observe the posted schedule and to return games promptly at the end of the designated period.

When there is a great demand for certain games, the playing time may be limited by the staff.

Students will confine eating and drinking to the Snack Bar and the dining room.

Equipment and furnishings assigned to the College Center cannot be removed for any reason except upon written permission by the Director of Student Activities and/or a College Administrator.

Persons shall refrain from placing their feet on any furniture in the building.

Horseplay, tussling, exceptionally loud talking, profanity, etc., will not be permitted in the building.

Young men must **remove hats before** entering the Student Center.
Damage to the building or equipment will be charged to the group using it at the time the damage occurs unless individual responsibility can be established.

All notices, posters, etc., to be placed in the Student Center should be approved by the Director of Student Activities and the Dean of Student Affairs. Posters should be removed after the event has taken place.

The Center will not be responsible for articles left in the building, but the Center has a lost and found department where students turn in lost materials or items.

Failure to cooperate with the Student Center Staff (including student staff members), will result in disciplinary action against the offender.

**POLICIES:**

Reservations for the ballroom and conference areas must be made by contacting the Director of Student Activities to obtain an Activity Form which must be signed by the Business Manager, at least one month prior to the date of proposed use.

For the Student Government and Campus Organizations, at least two advisors, in addition to two professional police officers/security guards, must be present at all times during the affair.

Campus Organizations may utilize the facilities but will be responsible for the payment of two guards (professional) and a $100.00 damage deposit.

Groups reserving facilities in the Center shall be responsible for the behavior of their members and guests, and for ensuring that the facilities are left in good order.

Changes in the physical set-up of the reserved space must be approved by the Director of the Student Center.

Only limited decorations will be allowed in the building. Please see the Director of Environmental Services, or the Dean of Students before decorating any portion of the Center. Decorations such as hay, straw, dried leaves, excelsior and untreated paper, are prohibited.
The Student Government Association

Policy on the Student Government Association Campaign and Election

The purpose of Miles College Student Government Association is to encourage and provide opportunities for students to develop interpersonal, social, communication and leadership skills. The Miles College Student Government Association endeavors to provide a more effective student government to regulate student affairs, provide a medium for closer student-faculty relationship, and better facilitate the student role in the pursuit of excellence.

SGA Elected Officer Candidate Qualifications

Elected Offices of the SGA

President

First Vice President

Second Vice President

Secretary

Business Manager

(Editor of the Milean and Editor of the Yearbook are also elected positions.)

1. Candidate must have and maintain a 2.5 cumulative grade-point average or better.

2. Candidate must NOT have been in any trouble with the College that includes social probation, suspension, or expulsion.

3. Candidate must be a full-time student and must have eared no less than 32 credit hours at Miles College. (64 Credit Hours or more required for SGA President.)

4. Candidate must have been in attendance at Miles College for the last two consecutive semesters (full academic year).

5. Candidate shall be installed by the Student Government Association President during the “Installation of Officers”.
6. Candidate must attend the interest meeting prior to submission of the application package.

SGA Elected Class Officer Candidate Qualifications

7. Candidate must have and maintain a 2.5 cumulative grade-point average or better.

8. Candidate must NOT have been in any trouble with the College that includes social probation, suspension, or expulsion.

9. Candidate must be a full-time student

10. Candidate must have been in attendance at Miles College for the last two consecutive semesters for Sophomores, Juniors, and Seniors.

11. Candidate shall be installed by the Student Government Association President during the “Installation of Officers”.

12. Candidate must attend the interest meeting prior to submission of the application package.

Policy on SGA Elections

1. Any candidate caught tampering with the material of any other candidate will be disqualified from the elections.

2. Under no circumstance may a candidate bribe voters during the election.

3. All campaigning material must be taken down the day before the elections. THERE IS TO BE NO CAMPAIGNING DURING ELECTION DAY; this will forfeit a candidate’s bid for office.

4. Voting will take place from 9:00am to 7:00pm at a location on campus determined by the election committee.

5. Absentee ballots must be submitted before the election day to the office selected by the Elections Committee. Absentee ballots must be placed individually in a sealed envelop and signed by the student with his or her student ID Number on the envelop by his or her signature. Absentee ballots CANNOT be opened until the day of the count of all votes. The signature and student ID number must be verified against the list of eligible voters before the vote can be counted. All ineligible absentee ballots will be removed from the count of votes.

6. Poll monitors can be selected by the elections committee and should be objective individuals from the campus or the local community. Poll monitors will be responsible
of the verification of the voters. Employees of the Division of Student Affairs cannot serve as poll monitors.

7. Each candidate is allowed to have a poll watcher if he or she chooses to watch the activities during the election process. Poll watchers CANNOT talk to anyone while in the voting area.

8. During the count of the votes, candidates are allowed to have a campaign representative present to witness the process. During the count of the votes, campaign representatives are NOT allowed to speak to anyone unless he or she is addressing the Director of Student Life and Leadership or a representative of the Division of Student Affairs who will be present to monitor the process. The Division of Student Affairs will NOT be allowed to handle election ballots until they have been counted and the tally of votes have been verified and certified.

9. Once the votes have been certified, the results of the election are FINAL.
CONSTITUTION OF THE
MILES COLLEGE
STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

We, the students of Miles College, endeavoring to provide a more effective student
government to regulate student affairs, provide a medium for closer student-faculty/staff
relationship, and better facilitating the student role in the pursuit of excellence, do ordain and
establish this Constitution.

ARTICLE I

(Name)

SECTION I: The name of the organization under this Constitution shall be the STUDENT
GOVERNMENT ASSOCIATION OF MILES COLLEGE (SGA).

ARTICLE II

(Eligibility)

SECTION I: All regularly enrolled students of Miles College shall be members of the Student
Government Association (SGA), herein after referred to as the Association.

ARTICLE III

(Composition)
The Association hereby establishes three branches of government. They shall be the Executive, the Legislative, and the Judicial Branches.

SECTION I: The Executive Branch of the Association shall consist of all elected officials, elected at large by the Association.

SECTION II: The Legislative Branch shall consist of all senators.

Senators: Three (3) from each of the four (4) classes, one (1) from the Pan Hellenic Council, one (1) from each of the residence halls, one (1) from the Yearbook Staff if applicable, one (1) from the Men’s Athletic Department, one (1) from the Women’s Athletic Department, Miss Miles College, one (1) from Division Clubs and all recognized student organizations, and the Student Government Association Secretary.

SECTION III: The Judicial Branch of the Association shall consist of four (4) members, one from each class, and shall be headed by the representative from the Senior Class, all of whom are elected by the Senate or appointed by the Dean of Students and affirmed by the Senate.

ARTICLE IV

(Qualifications)

SECTION I: Qualifications of elected officials of the Executive, Legislative and Judicial Branches of the Student Government, and Miss Miles College, shall be in accordance with the following:

That any elected official must have been in attendance at Miles College for at least four Semesters, freshmen and transfer students are not included.

That any student seeking an appointed position will have accumulated 32 semester hours of credit at Miles College, freshmen students excluded.

That the cumulative grade-point average of the student must be 2.50 or above.

That Miss Miles and the SGA President be appointed during the Junior year (earned 64 credit hours) of matriculation, to serve their term of office during the Senior year.

That Miss Miles must be single, childless, and not pregnant; and will remain so for the duration of her reign. Miss Miles Contestants will be bound by the guidelines governing the “Miss Collegiate African American” Pageant requirements.
That these students should have no less than two (2) full-time additional semesters to complete before graduation.

**ARTICLE V**

**(Duties of the Executive Branch)**

**SECTION I:** Duties of elected officials of the Executive Branch:

The *President* shall be a non-voting member of the Senate. He shall have the power of veto over acts passed by the Senate within five (5) school days after the act has been passed. However, the President’s veto may be overridden by a two-thirds majority vote of the Senate, subject to the SGA Constitution.

The President shall have the power to select a cabinet and appoint a Committee Chairman and all other officers of the Student Senate whose appointments are not herein provided for, subject to the approval of the Senate.

The President shall propose and present to the Dean of Student Affairs a current budget of the Association annually.

The *First Vice-President* shall preside over the Senate and shall cast a vote only in case of a tie.

The First Vice-President shall succeed the President if for any reason the President of the Association becomes incapacitated while in office. In the event the President-Elect becomes incapacitated before installation, the association reserves the right to have another election.

The *Second Vice-President* shall act as Chairman of the Senate.

The Secretary of the Student Government Association shall be a non-voting member of the Senate.

The *Editor of the Milean, if applicable,* shall have the power to select his/her staff as deemed necessary to effectively publish literature. The decision of how many copies of
the Milean to be produced and when they are to be produced is vested in the editor with approval of the Dean of Student Affairs if the editor is an elected member of the Association.

The *Editor of the Yearbook, if applicable*, shall have the power to select his/her staff as deemed necessary to effectively publish literature. The Editor must work cooperatively with the Faculty Advisor, and must not attempt to financially obligate the Institution without prior approval.

*Miss Miles College* shall act as the official hostess of the Association. Other duties of Miss Miles will be specified by the Association with the approval of the Dean of Student Affairs.

Projects or ideas that the Student Government Association desire to implement; grievances which may arise and which the SGA wishes to publicly air, must be discussed with the Dean of Students before public addresses are made during all-Campus assemblies.

The *Business Manager* shall be elected at large during regular elections.

**ARTICLE VI**

*(Duties of the Legislative Branch)*

SECTION I: Duties of the Legislative Branch:

The Legislative Branch shall act as the official policy-making branch of the Association. It is the duty of the Legislative Branch to carry out the provisions of this Constitution, set standards and include acts to promote the general welfare of the Association.
ARTICLE VII
(Duties of the Judicial Branch)

SECTION I: Duties of the Judicial Branch:

It is the duty of the Judicial Branch of the Association to review cases of student involvement that are not violations of the laws of Birmingham, the State of Alabama or the United States of America.

Members of the Judicial Branch shall include a Senator from each of the four classes, to be headed by a member of the Senior Class.

The Judicial Branch of the Association will review cases of student involvement as stated in section I above, and shall submit recommendations of its findings through the proper disciplinary channels of the College.

ARTICLE VIII
(Sessions and By-laws)

SECTION I: All sessions of the Senate may be attended by any member of the Association.

SECTION II: Only those by-laws and decisions approved by a majority vote of the Senate shall become effective. The Senate may refer any matter or decision to the vote of the members of the Association and in such matters or decisions which are referred and approved by a majority vote of the members of the Association shall become effective.

SECTION III: The members of this Association may propose or reject any legal action or decision of the Senate by a written petition signed by 10% of the members of the Association and after each signature, each member shall set forth the number of his student identification card. Within three (3) weeks after such petition is filed, the act shall be submitted to the Association at a secret ballot election. A three-fourth (3/4) majority of votes cast shall be necessary to pass or reject such an act, which shall have the same force and effect as in acts passed by the Senate.

SECTION IV: Senate proceedings shall be determined by the First Vice-President of the Association.
ARTICLE IX
(Committees)

SECTION I: There shall be the following student committees of the Senate:

Student Union Building and Activities Board
Judiciary Review Board
Elections Committee
Special Events Committee

ARTICLE X
(Elections and Recalls)

SECTION I: Elections shall be held in the Spring Semester, no later than the last week of April, for the offices of the President, Secretary, Editor of the Milean (if applicable), Editor of the Yearbook (if applicable), Miss Miles College and her Attendants, and Business Manager.

SECTION II: Candidates shall be placed in nomination by at least 10% of the Association. The petition shall be filed with the Chairman of the Elections Committee under the supervision of the SGA Advisor and the Office of Student Affairs, and the Chairman shall examine the eligibility of each candidate for Office, and shall then certify to the Elections Committee that the candidate is qualified; or, if he/she is not, shall inform the candidate to that effect stating reasons for non-qualifications. (In accordance with the Privacy Act, transcripts are confidential personal information. Therefore, only the SGA Advisor will be allowed to obtain a copy of the candidates’ transcripts).

SECTION III: The candidate receiving the highest number of votes for any elected office shall hold that office if such number be a majority; if there is a tie, a run-off election will be held. A majority is defined as 50% plus one.

SECTION IV: All classes shall elect their Senators to the Student Senate at the first class meeting held annually in the Fall Semester.

SECTION V: Recall of any officer elected at-large by the Association may be proposed by petition signed by 25% of the Association. Within three (3) weeks after such a petition is filed, the recall shall be submitted to the Association at a secret ballot election. If a two-third (2/3) majority of the votes cast is against such officer, he is recalled.
SECTION VI: The power to recall Senators not mentioned above is reserved by the First Vice-President who recommends recall when a Senator is delinquent; however, recall is only validated when the class that the Senator is representing recalls him by a three-fourth (3/4) majority of the class. All are subject to the approval of the Senate. The Dean of Student Affairs or the SGA Advisor reserves the right to recommend any member of the Student Government Association for recall.

SECTION VII: Election Procedures:

The Election Committee Chairman shall be elected from within the Senate by the Senate and can be either a voting member or a non-voting member of the Senate.

The Election Committee shall consist of at least five (5) working members.

The election shall last for at least two (2) weeks and, if necessary for run-offs, this shall be determined by The Election Committee.

All candidates running for President, First Vice-President, Second Vice-President, and Miss Miles College shall be required to come before the public (Miles Community), shall be required to speak during the campaign at least twice before the election, plus all other candidates running for office must come before the voters at the same time.

The campaign policies shall be decided by the Election Committee, in conjunction with the SGA Advisor and approved by the Dean of Student Affairs, as to what a candidate may or may not do.

Under no circumstances may a candidate bribe voters during the election.

All campaigning shall cease at least one (1) day before the votes are cast.

There will be an all-Campus assembly at least twice before the election where the candidates will be required to give addresses of no more than ten (10) minutes so that the students can judge their qualifications by question and answer periods.

All other campaign procedures shall be determined by the Election Committee with the guidance of the SGA Advisor and with the approval of the Dean of Student Affairs.
ARTICLE XI

(Ratification)

SECTION I: This Constitution shall supersede all previous constitutions, and if amended, shall have full force and effect immediately after approval by the President of the College, the Dean of Student Affairs, and the general student body in a special election held for that purpose.

ARTICLE XII

(Amendments)

SECTION I: An amendment to any part of this Constitution may be proposed by a three-fourth (3/4) majority vote of the Senate, or by a petition signed by 20% of the members of the Association.

NOTE: The SGA Advisor or his/her designee must be in attendance at all meetings and functions of the Student Government Association.
Student Disciplinary System and the Student Code of Conduct

Miles College places marked emphasis on proper conduct, social graces, orderly behavior, good manners, grooming, and concern for the individual and functions to provide teaching, learning, and social interchange in a healthy environment. Accordingly, certain rules and regulations must exist and be enforced. Such rules and regulations have been standardized into a STUDENT CODE OF CONDUCT.

The Student Code of Conduct applies to all students enrolled at Miles College. Miles College is a community like any other which has certain standards of behavior. Students, faculty, and staff are expected to conduct themselves in a manner that supports the educational goals and mission of the college. All individuals must abide by the law and college policies. Students who do not abide by the college guidelines and Student Code of Conduct are subject to discipline. Violations of the Student Code of Conduct are processed through the Office of the Dean of Students. The administration of student discipline is recognized as a vital part of the educational process. The College must exercise its rules within the fair and proper established procedures of due process.

Inappropriate Conduct

Inappropriate conduct by students at Miles College is discouraged and will not be tolerated. If a student engages in conduct that violates one or more provisions of the Student Code of Conduct, he or she will be subject to disciplinary action.

Such action normally includes:

(1) Determination by the Dean of Students to impose or recommend corrective measures, such as probation, suspension, or expulsion

(2) the right to appeal to the Judicial Council in cases of suspensions or expulsions, whose recommendation is final

(3) a right to appeal to the President, who has the final responsibility of all disciplinary decisions under the Constitution and By-laws of the College (Article II, Section IV) to review the recommendation of the Judicial Council.

Should a student be charged with a criminal offense, the nature of which may present a clear and present likelihood of serious physical or mental harm to the student or to any other member of the college community, the Dean of Students may impose such temporary sanction on the student, including suspension, as may be deemed necessary to protect the student, college community, and/or property from such danger. Such temporary sanction may exist and be enforced only until such time as final disposition has been made of the case by the Judicial Council.
Further, the Dean of Students shall have the power to impose such temporary sanctions (interim sanctions), including suspension, pending a hearing, when the student or group of students engages in conduct that materially and substantially interferes with the requirements of appropriate discipline in the operation of the college.

**Sanctions**

Experience suggests that most inappropriate behavior will involve violations of more than one section of the Student Code and, as such, may yield sanctions beyond those minimums spelled out in this code.

The following list of sanctions is illustrative rather than exhaustive. *The college reserves the right to create other sanctions as it deems appropriate:*

- Expulsion from the college with permanent notation on transcript of disciplinary action.
- Suspension from the college with permanent transcript notation.
- Loss of eligibility for college funded scholarships or funds, including part-time work.
- Cancellation of residence hall contract.
- Probation—repeat violation of same code section or violation of any other code section while on probation could lead to the sanctions listed below.
- Loss of membership on teams, clubs, and officially recognized organizations.
- Community service/uncompensated labor.
- Loss of institutional titles such as Miss Miles College or SGA President
- Restitution.
- Loss of guest privileges on campus or residence halls.
- Letter of censure or reprimand.
- Requirement of a letter of apology.
- Requirement of counseling, education, or chapel attendance

**Due Process**

For offenses that may result in suspension and/or expulsion, the procedures to be followed are:
Adequate Notice: A student who faces expulsion or suspension must be informed of the accusations and apprised of them with such specificity that an adequate defense can be prepared. Records of improper conduct should be maintained, and the rule broken must be legally defensible.

Rules and Regulations governing student conduct shall be distributed to the students and/or posted in a conspicuous place. These rules should be contained in the Student Handbook. A Miles College Student Handbook is available to each student when he/she is admitted to the College or when revisions are made.

Copy of Procedures: The involved student should be provided with a copy of the Judicial Council’s decision in order to insure that they know all of their rights.

Procedures for Administration of Disciplinary Action

Complaint: All acts of misconduct on the part of students shall be reported in writing to the Dean of Students, who is designated the principal administrator to enforce college disciplinary measures as they pertain to student misconduct. Each complaint shall contain a statement or facts outlining each alleged act of misconduct, each regulation which the student is alleged to have violated. The Student Incident Report Form or the Violation of Miles College Rules and Regulations form can be used for reporting acts of misconduct by the student.

Investigation or Review: The Dean of Students shall cause to be reviewed or investigated alleged acts of student misconduct reported to him or her. He or she may appoint a staff member(s) to conduct an inquiry into alleged misconduct act(s), and the appointed member(s) shall recommend to the Dean of Students what further action is indicated. The Dean of Students may dismiss the allegation. The Dean of Students can impose sanctions immediately. The Dean of Students may host an informal hearing and summon the student(s) to appear before imposing disciplinary action. After a decision is made, the Dean of Students shall notify the accused student(s) in writing.

Notification: When written notification is made by the Dean of Students to the student(s) for alleged violation of misconduct, it shall contain a statement of the nature of the alleged or suspected misconduct, and state the section(s) of the conduct code the student(s) is/are alleged to have violated. Rights and procedures for appeal are explained if applicable.

Student Reply: The student(s) must admit or deny the alleged violations in writing. Cases of misconduct that result in suspension must be appealed by the following:

1. The student(s) must submit in writing a request to review the case with the name, address, telephone number(s) and student identification number on the top of the letter.
2. The student must state the date of the disciplinary action and by whom he or she was disciplined in the letter.
3. The student must state the nature and charges of the disciplinary action in the letter and the circumstances which merit review.
4. The letter requesting a review must be signed and dated.
5. The written request for review must be made within seven (7) class days from the date on which the disciplinary action was taken against the student. In the event the disciplinary action was taken at the end of the semester, the student(s) has seven days from the beginning of the next semester to submit the request.

_The student(s) waive/forfeit a hearing of the Judicial Council by failure to respond according to the procedure listed above._

_Students who have been expelled can only appeal to the President who is the final authority in judicial matters._

_Dean of Students Reply:_ Upon receipt of the written letter requesting a review of the case, the imposition of any penalty is suspended until the appeal is finally decided. The Dean of Students notifies the Chairman of the Judicial Council that a student(s) has/have requested a review of his or her case. The following will then occur:

1. The date, place and time for the committee review will be set
2. The student will be notified in writing within seven (7) class days after receipt of the student’s request for a review of the meeting of the Judicial Council.
3. During the time after the submission of a letter of appeal, the student is responsible for preparing an adequate defense for his/her upcoming review of the Judicial Council.
4. The Judicial Council shall meet within five (5) class days after the student has been notified of the review.
5. The student who fails, without just cause, to appear in person for his appeal as notified forfeits his right to appeal.

_Interim Action:_ If necessary, interim action may be taken while a student(s) is awaiting a review of his or her case. The President or any member of the administrative cabinet may take immediate interim disciplinary action when in the opinion of such official, the interest and safety of the college would best be served by such action. This interim action must be documented and can include suspension of the rights of the student(s) to be on campus and to attend classes.

_The Miles College Judicial Council_

The Miles College Judicial Council is composed of four students (members of the Judicial Branch of the Student Government Association) and five faculty and staff members plus one faculty or staff member who serves as the chairman. The Dean of Students shall be an ex-officio member of the council.

The four student members of the Judicial Council are elected by the Student Government Association Senate and consist of one Senate member from each class and is headed by the Senator from the Senior Class. The four students members of the Judicial Council may be appointed by the Dean of Student Affairs and affirmed by the Student Government Association. The faculty and staff members of the Judicial Council are appointed by the Dean of Student Affairs. The Chairman of the Judicial Council must be approved by the President.

The Council will hear cases brought to its attention by the Dean of Student Affairs. The Council
has no jurisdiction over cases decided by the President of the College, nor shall it be interpreted to exclude an encroachment upon any authority or any Office of the Miles College Administration.

The Chairperson shall vote in cases where the Committee has a tie, and all votes shall be made by secret ballot.

**Hearing Procedures**

- The Judicial Council or Dean of Students may request, but not demand, that an accused student submit briefs or other documentation to the Judicial Council before a hearing; either party may file a brief voluntarily.
- Live character testimony is not permitted, although a charged student may submit written character references to the Judicial Council before the hearing.
- The student may present names of witnesses, affidavits or any documents desired prior to the hearing to insure adequacy for the presentation of his or her defense.
- If the student(s) fails to appear when the case is called for a hearing, without just cause he or she forfeits his right to appeal. The hearing may proceed in the student’s absence if he/she failed to respond.
- Any member of the hearing body shall disqualify himself if the personal involvement in the hearing is of such a nature as to prejudice the case.
- Hearing body deliberations are closed to all but the hearing body members.
- Members of the Miles College Campus Police may be requested to be present at hearings when the case warrants it.
- The student may appear at the hearing with legal counsel of his or her choice. The legal counsel is not permitted to address the Judicial Council.
- The student has the right to remain silent with no inference of guilt drawn therefrom. The student cannot be compelled to testify against him/herself.
- The names of all witnesses shall be made known to the student during the hearing.
- The student shall be entitled to inspect any affidavits or other evidence used against him/her during the hearing.
- The hearing body shall make a tape recording and/or maintain minutes of the proceedings. Judicial Council proceedings that are tape recorded are used for appeals only. Minutes of the proceedings will be maintained confidentially in the Office of Student Affairs.
- The hearing body shall provide recommendations for appropriate disciplinary actions to the Dean of Students.
- The Dean of Students will review the case and recommendations and implement disciplinary action based on the recommendation of the Judicial Council.
- The decision reached at the hearing shall be communicated in writing to the student.
- The decision of the Judicial Council shall be filed after the completion of a hearing.
- All records of the case will be confidential.
- The decision of disciplinary action imposed by the President is final and there is no opportunity for appeal to the judicial council.
- The final responsibility for all disciplinary decisions is vested in the President of the College under the Constitution and By-laws of the College (Article II, Section IV).
Judicial Council Hearing Meeting

1. All members sign in stating their presence on the date of the hearing.
2. The council members determine who will take minutes of the proceedings.
3. If a tape recorder is being used, all members are made aware that the proceedings are being recorded.
4. Presentation and Review of Evidence
5. Questioning of the accused and the complainant as necessary.
6. After the presentation of evidence, the accused and complainant (and any other witnesses) are dismissed and the Judicial Council discusses the case.
7. The Council votes by secret ballot.
8. Once the decision is made, the accused is returned to the room to receive the recommendation of the Judicial Council.
9. The recommendation of the Judicial Council is presented to the Dean of Student Affairs who can accept the recommendation or impose alternative disciplinary action.

Definitions

The following definitions and explanations apply to terms used in the Miles College Student Code of Conduct:

“College” or “institution” means Miles College.

“Student” includes all persons taking courses at the college, both full-time and part-time. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the college are considered “students.”

“College official” includes any person employed by the college, performing assigned administrative or professional responsibilities.

“College premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college (including adjacent streets and sidewalks).

“Community” includes any person who is a student, faculty member, college official, or other college employee. A person’s status in a particular situation shall be determined by the Dean of Students

“College-sponsored activity” means any activity on or off campus that is initiated, aided, authorized, or supervised by the college.

“Admonition” means a warning.

“Expulsion” means permanent severance of the student’s relationship with the college. Request for readmission and/or review of the case at a future date may be done only through written communication to the President of the College.
“Suspension” means temporary severance of the student’s relationship with the college for a specific period of time, though not less than one semester. A student expelled or suspended shall leave the campus and not visit the campus during the period of expulsion or suspension, except when on official school business. To violate this stipulation would affect adversely the student’s chance for readmission. During the suspension, the student shall not: (1) attend classes, or (2) participate in any College authorized activities. This status of suspension shall be reflected on the transcript only for the duration of the suspension, and will be removed by the Dean of Student Affairs when the student regains eligibility to re-enter the College. A record of the disciplinary suspension remains a part of the student’s confidential record concerning individual suspension and shall indicate: (1) the date at which the suspension begins, and (2) the earliest date at which application may be accepted for readmission. The student must submit a written request to the Dean of Student Affairs requesting readmission.

“Probation” means subjection of any individual to a period of testing and trial. Notice is given to the student that any further disciplinary violation may result in suspension or expulsion. Disciplinary probation may also include any or all of the following: the setting of restrictions or fines; the issuance of a reprimand; or a requirement of public work. A student on disciplinary probation will not be permitted to hold an elected or appointed office or to participate in or attend any contest, performance, or other extracurricular activity, on or off campus, that is sponsored by the college or with which the college is involved. This penalty is for a definite period of time determined by the circumstances of the case and is the most severe penalty under which a student may remain in the College. A record of the disciplinary probation remains a part of the student’s confidential record in the Office of the Dean of Student Affairs.

**Student Violations and Related Sanctions**

**A: Physical Abuse**
Physical abuse of others (staff, students, members of the community) including but not limited to, fights and injury caused by endangering behavior.

**Sanction:** A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than $100, probation, mandatory counseling and/or community service.

**B: Rape**
Rape is the penetration by an inanimate object or other bodily parts without consent. The act of penetration will be considered forced and without consent if the victim was unable to give consent due to a condition of which the offending student was or should have been aware (e.g., the victim was intoxicated due to the excessive use of alcohol or other drugs, coerced, or threatened verbally, including being threatened with future physical harm).

**Sanction:** EXPULSION (No appeal to the Judicial Council)

**C: Breaking and Entering/Theft**
Breaking and entering of any college building or a part thereof; or theft including, but not limited to, the unauthorized use of ATM, phone, credit cards, checks, Miles College ID cards, or computer systems, and knowingly possessing stolen property.

**Sanction:** A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than $100, probation, or community service.

**D: Weapons, Firearms and Explosives**
Possession or use of weapons, firearms, fireworks, bullets, or other explosive devices on college property. (The term weapon may be defined as any object or substance designed to inflict a wound, cause injury, or incapacitate.)

**Sanction: EXPULSION (No appeal to Judicial Council)**

**E: Illegal Substances**
The illegal sale, distribution, or possession of illegal substances

**Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than $200, probation, mandatory drug counseling, or community service.**

**F: Breaching Campus Safety or Security**
Breaching campus safety or security includes, but is not limited to:

A. Unauthorized access to college facilities; intentionally damaging door locks; unauthorized possession of college keys or access cards; duplicating college keys or access cards; or propping open of exterior residence hall doors;

B. Tampering with fire safety equipment, such as fire extinguishers, smokedetectors, alarm pull stations, or emergency exits;

C. Placement of equipment or vehicles (including bicycles) so as to obstruct the means of access to or from college buildings.

**Sanction: A violation of this section may result in one or a combination of the following: suspension, termination of housing contract, a fine of not less than $100, probation, or community service.**

**G: Hazing**
Miles College upholds the position on hazing adopted by the Association of Fraternity Advisors (AFA) and the National Pan-Hellenic Council; however, for brevity, the following policy should be utilized by all student organizations as a guideline. Enforcement of this policy falls under the jurisdiction of the Office of Student Affairs.

For purposes of this section, hazing means any activity or situation intentionally or unintentionally created, with or without consent, whether on or off the organizations premises that: (1) endangers the mental or physical health of the participants; which produces physical discomfort; which subjects the individual to embarrassment, harassment, or ridicule; or which creates excessive fatigue; or (2) threatens physical or psychological harm to the individual; which requires participation by the individual in quests, treasure/scavenger hunts, stunts, morally degrading or humiliating games and activities; which requires late or early work sessions; or any activity that is not consistent with the laws, rituals, and policies of the organization or the regulations and policies of the college.
Any individual member or members of the organization participating in hazing activities will forfeit the organization's campus privileges, including its rights to license or its existence on the campus. The following are examples of conduct that constitute hazing activities:
A. Actions that recklessly or intentionally endanger the physical and mental health or safety of students.
B. Forced or required consumption of any food, drink, drug, or any other substance.
C. Forced or required participation in physical activities, such as calisthenics, exercises, or so-called games.
D. Exposure to the weather.
E. Excessive fatigue resulting from sleep deprivation, physical activities, or exercises.
F. Assignment of activities that would be illegal or unlawful, or might be morally offensive to the individual.
G. Physical brutality, including paddling, striking with fists, open hands, or objects; and branding.
H. Kidnapping, transportation, or stranding of individuals (“Road trips”).
I. Verbal abuse, including “Line-ups” and berating of individuals.
J. Forced or required conduct that could embarrass or adversely affect the dignity of the individual, including the wearing of apparel that is conspicuous or extraordinary, and the performance of public stunts and activities.
K. Forced servitude, including errands and cleanup activities.
L. The intentional creation of cleanup work or labor for pledges by active members of alumni.
M. Denial of sufficient time to study.
N. Nudity or lewd behavior.
O. Any other activities not consistent with the policies of the college.

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than $250, probation, or community service.

H: Sexual Assault
Sexual assault is defined as the unwanted touching of the intimate body parts of another (e.g., breasts, buttocks, groin, genitals, or the clothing covering any such body part). These acts will be considered unwanted and without consent if the victim was unable to give consent due to a condition of which the offending student was or should have been aware (e.g., the victim is intoxicated due to the excessive use of alcohol or other drugs, coerced, or threatened verbally, including being threatened with future physical harm).

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than $200, probation, community service.

I: Academic Dishonesty
Academic dishonesty, including any attempt of a student to present as his or her own work that which is not his or her own work, aiding or abetting others in such an attempt, or any other forms of cheating.
Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine to be determined by the Office of Academic Affairs Judiciary Committee.

**J: Disruptive Behavior/Disorderly Conduct/Obscene Behavior/Endangering Behavior**
Participation in promoting disruptive behavior that would interfere with teaching, disciplinary proceedings or other college activities. Such activity may include, but is not limited to: Classroom behavior that interferes with either (a) the instructor’s ability to conduct the class, (b) the ability of other students to profit from the instructional program, or (c) any behavior not otherwise specified that is not acceptable and detrimental to the College Community.

Endangering behavior is defined as conduct demonstrating that the student constitutes a danger to others or to the proper functioning of the college, including threats, possession of mace or other chemical sprays, possession or use of knives, propping safety doors open, etc.

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, cancellation of residence hall agreement, expulsion, suspension, a fine of not less than $100, probation, restitution, mandatory counseling, or community service.

**K: Intimidation**
Intimidation or harassment on the basis of race, religion, national origin, age, sex, sexual orientation, handicap, or veteran status.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than $100, probation, mandatory counseling, or community service.

**L: Sexual Harassment**
Sexual harassment occurs when a person is the recipient of unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal, visual, or physical conduct of a sexual nature where:
• Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment;
• Submission to or rejection of such conduct by and individual is used as the basis for academic or employment decisions affecting the individual’s welfare; or
• Such conduct has the purpose or effect of substantially interfering with an individual’s welfare, academic or work performance, or creates an intimidating, hostile, offensive or demeaning education or work environment.

Examples of Prohibited Behavior
Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:
• Repeated unwelcome sexual propositions, invitations, solicitations and flirtations.
• Stated or implied threats that a person’s employment, wages, academic grade, promotional opportunities, classroom or work assignments or other conditions of employment or academic life may be adversely affected by
not submitting to sexual advances.
• Repeated and pervasive unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person’s body, dress, appearance or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene gestures.
• Unwanted exposure to sexual graffiti, photographs, electronically transmitted images or suggestive objects that substantially interfere with an individual’s welfare, academic or work performance.
• Unwelcome and inappropriate touching, patting or pinching.

Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than $200, probation, or community service.

M: Stalking
Any repeated conduct directed specifically at another person that causes that person to fear his or her safety. Such conduct includes following another person and actions (internet, phone calls, and text messages) that threaten or intimidate another person through fear of bodily injury.

Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than $100, probation, or community service.

N: Possession or Consumption of Alcohol
Drinking or having in possession any alcoholic beverage on campus or in campus housing; possession and/or consumption by a minor; and public intoxication.

Sanction: A violation of this section may result in one or a combination of the following: cancellation of housing contract, suspension, a fine of not less than $50, probation, community service, counseling or letter of reprimand.

O: Furnishing False Information/ Fraud/ Forgery
Forgery, alteration, or misuse of college documents, records (including all software and computer databases) or identification, or possession of an altered driver’s license, ID, credit card that belongs to someone else. Deliberate misrepresentation of facts that could adversely affect the mission of the college.

Sanction: A violation of this section will result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than $200, probation, or community service.

P: Vandalism
Vandalism to or destruction of any property of the college on college premises or at college-sponsored activities.

Sanction: A violation of this section will result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than $100, probation, or community service and restitution.

Q: Failure to Vacate
Failure to vacate a College building after fire alarm or other emergencies.
Sanction: A violation of this section will result in a fine of not less than $25 and not more than $100.

R: Noise Disturbances
Noise disturbances in residence halls, campus grounds, classroom buildings, campus buildings, or community.
Sanction: A violation of this section may result in a fine of not less than $50, and cancellation of residence hall agreement, probation, community service or a combination of any of the above.

S: Inappropriate Sexual Behavior/Illegal Visitation
Inappropriate sexual behavior includes sexual intercourse or any activity involving the sexual organs of the male or female on college property (dormitory rooms, buildings, lobby, grounds, vehicles).
Sanction: A violation of this section may result in one or a combination of the following: cancellation of residence hall agreement, fine of not less than $250, probation, or community service.

T: Unauthorized Use of Others’ Property/Stealing
Sanction: A violation of this section may result in referral to authorities, a fine of not less than $75, expulsion, suspension, restitution, probation, or community service.

U: Abuse of Residence Hall Agreement
Abuse of residence agreement as it relates to guests in residence hall including having overnight guests, disrespecting residence hall staff, failure to attend mandatory residence hall meetings, and failure to leave identification at front desk for guests.
Sanction: A violation of this section may result in cancellation of residence hall agreement, a fine of not less than $25, probation, or community service.

V: Failure to Obey College Authorities/Insubordination
Failure to follow reasonable directions of college authorities that are necessary for the proper conduct of the college or disrespect to an administrator, faculty, staff member, or another student acting as an agent of the college.
Sanction: A violation of this section may result in one or a combination of the following: expulsion, suspension, a fine of not less than $100, probation, community service and restitution.

W: Unauthorized Use of College’s Name
Unauthorized use of the college’s name or other identifying mark.
Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, expulsion, suspension, a fine of not less than $100, probation, community service and restitution.

X: Gambling
On-campus gambling.
Sanction: A violation of this section may result in one or a combination of the following: cancellation of residence hall agreement, expulsion, suspension, a fine of not less than $100, probation, community service and restitution.

Y: Inappropriate Dress
Inappropriate dress includes, but is not limited to, wearing an undershirt customarily worn as an undergarment (“wife beater,” low cut tank top, white gauze shirt, “see through materials,” no underwear, etc.) These may not be worn in public places other than the physical education building.
Sanction: A violation of this section may result in a fine of not less than $75, probation, or a combination of both.

Z: Misconduct either on or off campus of such a nature as to be detrimental to the college community or a violation of any college policy or regulation not otherwise specified but not limited to those policies or regulations pertaining to college facilities, student activities, conduct in campus housing, conduct in off-campus housing, and civic enterprises. Can include but not limited to, domestic violence, unauthorized assembly, sexting, harassing communications, shoplifting, fighting on or off-campus (non-violent), indecent exposure, prostitution and/or solicitation, lewd and indecent behavior, public nudity, obscene behavior, possession of stolen property, sexual misconduct, setting a fire/arson, using or possessing fireworks on campus, aiding, abetting or conspiring, computer misuse, reckless behavior, driving while impaired, committing a city, state or federal crime, or unauthorized entry.
Sanction: A violation of this section may result in one or a combination of the following: referral to authorities, cancellation of residence hall agreement, cancellation of off-campus housing contract, expulsion, suspension, a fine to be determined by the Dean of Students, probation, community service, mandatory counseling and restitution.
Miles College aims to stimulate the student's awareness and appreciation of accepted societal expectations. The purpose of Residence Life and Housing Services is to provide accommodations for residential students to encourage academic achievement and positive interaction with each other. Residential Life and Housing Services adds to the mission of the College to prepare students for leadership and involvement in a global society and to promote the learning, growth, and personal development of the whole student.

Miles College currently has the following residential properties:

Murchison Hall-for male students
Pitts Hall-for female students
New Men’s Dorm-for male students
Bass Hall-for female students
North Campus Apartments-for students with a 3.0 GPA or better or a part of the Honors Curriculum
Monte Sano Apartments-for upperclass students, primarily out-of-town students, with a 2.5 GPA or better
The Duplex on Myron Massey Boulevard-Used for overflow housing until on campus housing is available.

RESIDENCE LIFE AND HOUSING SERVICES POLICIES AND PROCEDURES

STAFF: The housing program at Miles is designed to promote living-learning centers, where emphasis is placed on enhancing the academic pursuits of the residents. Professionals, paraprofessionals and students constitute the housing staff. Each staff person is selected on his/her ability to aid students in all aspects of their ability as well as the management of the living units.

Each resident staff member should be familiar with his/her job description. A copy of the job description should be readily accessible to the individual. Any questions regarding job description should be directed to the Director of Residence Life and Housing Services or the Dean of Student Affairs. The chain of concern should always be followed regarding questions and issues related to job descriptions.
EMPLOYEE FILES AND PERSONAL DATA RECORDS: A master file of all residence hall staff will be on file in the Office of the Dean of Student Affairs and/or the Office of the Director of Residence Life and Housing Services. This file will contain the following:

1. Job description
2. Written communications
3. Copy of work schedule
4. Telephone number, address, phone number and address of next of kin
5. Resume if applicable
6. Written evaluations by the immediate supervisor

Each staff person has the right to review his/her file.

EMPLOYEE EVALUATION: Each staff member will be evaluated by his/her immediate supervisor each year. Appointments will be scheduled to review evaluation results. A staff person may appeal the results of his/her evaluation to the Director of Personnel.

DORM AND STAFF MEETINGS: Staff meetings will be scheduled regularly. Residential staff will be notified in writing or verbally regarding the date, time, and place of staff meetings.

Residential hall meetings should be conducted as needed in the residential halls. Housing services coordinators and Residence Life Specialists/Coordinators should assist and be present at residence hall meetings. The Director of Residence Life and Housing Services should be notified of all residence hall meetings.

Minutes of both staff and dorm proceedings should be kept.

STUDENT RECORDS: All residential students must have a file in the residence hall where he/she resides. The file will contain the following:

1. Housing application (remains in admission office)
2. Signed housing contract
3. Copies of written communications including fines
4. Room inspection reports
5. Health form
6. Housing identification card

When it becomes necessary to suspend a residential student, a copy of the suspension letter must be placed in the student’s file in the respective residential hall.

RESIDENT ROSTER: A roster of each residence hall should be compiled by the Director of Residence Life and Housing Services as soon as possible after registration. A copy of the roster should be sent to the Housing Services Coordinators, Security, and the Dean of Student Affairs.

COLLEGE HOUSING

Miles College maintains residence for approximately 750 students. This includes four residence hall (two for women and two for men), and two apartment complexes. Applicants for the complex must be approved by the Dean of Student Affairs, Housing Director, Financial Aid, the
Registrar’s Office, the Business Office, and have and maintain a GPA of 2.5 or 3.0 depending on the unit.

All residence hall rooms are furnished and designed to house two (2) students, with the exception of the New Men’s Residence Hall, it will house three students in some rooms. Laundry facilities and recreational areas are located in the basement and/or on the first floor of the residence halls.

Cable television and personal phone service has been installed in the individual rooms at the expense of the college. Long distance service is available at the students’ expense. **Residence hall space is allocated in the order of receipt of room reservation fees.** If you request a roommate, monies for both students must arrive at the same time.

The residence halls are closed when classes are not in session, and the College reserves the right to use rooms for conferences or conventions during vacation periods. Residence halls will be closed for the following holidays: Christmas; New Year’s; and Spring Break; Thanksgiving (notice will be disseminated by the Dean when the College deems it necessary to leave the halls open during this holiday); the period between the completion of the academic year and the start of the summer session; the period between the end of the Summer Session and the beginning of the Fall Semester. **IT IS THE STUDENT’S RESPONSIBILITY TO SECURE ACCOMMODATIONS WHEN THE RESIDENCE HALLS ARE CLOSED.**

**RESIDENCE HALL CODE**

In accordance with the philosophy of providing maximum opportunities for living and learning in an environment conducive to growth and psychological adjustments, the residence hall program includes those policies and regulations regarded essential to group living.

Under this code, it is the policy of the College to give to students a large degree of liberty consistent with good work and orderly conduct. This concept fosters the assumption of personal responsibility and the maintenance of integrity in all dealings involving students, faculty, and College authorities. The responsibility to set the right tone and attitudes on Campus is a part of student leadership.

The College’s philosophy places marked emphasis on proper conduct, social graces, orderly behavior, good manners and grooming, and concern for the individual, his reputation and the College Community.

It is the responsibility of all students in the residence halls to become aware of and to observe all published rules affecting their status within the residence hall system at Miles College. Housing rules and regulations may be found in the **HOUSING CONTRACT**.

The meal plan is required for all resident students. Individual who are assigned to the apartments have the meal plan option. If you are to have a special diet from your doctor, see the Dean of Student Affairs and the cafeteria Director, they will provide you with this special diet.

**HOUSING APPLICATION:** The non-refundable $150.00 housing application fee is required of all new resident students before a room can be assigned.

**ROOM RESERVATION DEPOSIT:** Housing contracts are for a period of one
year. Students who anticipate residing in Campus housing for the next academic year MUST submit a Security Deposit of $100 by May 1 to secure housing for the next academic year. This Security Deposit will be credited to the student’s tuition account for the fall semester. The cost for single or private occupancy is double the regular cost of a room, only if room is available. Cost will be set-up by the Business Affairs office before room is assigned.

RESIDENT CHECK IN PROCEDURES: Upon the arrival of an individual to a residence hall, a copy of his/her validated schedule and an updated Student ID card must be presented as proof of enrollment. The following are also requirements for the Check-in Procedure:

1. Make sure the student has completed a Housing Application Form and has paid the Housing Application Fee. (Returning students must pay a Housing Reservation Fee.)
2. The student must complete the Housing Identification Card. Make sure the student identification number, home address and phone number, and the person to notify in case of an emergency section is completed. If the individual’s name is not listed on the room assignment computer roster, please inform the individual that the room assignment is only temporary until clearance is received from the Director of Residence Life and Housing Services.
3. The Director of Residence Life and Housing Services with the assistance of Housing Services Coordinators will assign rooms before the students’ arrival. Changes to room assignments cannot be made without the written approval of the Director of Residence Life and Housing Services or the Dean of Student Affairs.
4. Make sure the student reads and is thoroughly familiar with the Housing Contract, Rules and Regulations, and Housing Code. The student must sign the contract. (if under 18 years old the parent must sign) and is to receive a signed copy before he/she is assigned a room.
5. The Housing Services Coordinator or his/her designee, must accompany the student to the assigned room to inspect the room before the student moves into the room to insure that everything is in its proper place. The Check-In Inspection Sheet must be signed by the residential student and the inspector.
6. Insure the student is assigned a key and that the student signs the form indicating whether or not a key was received, and whether or not the key deposit was paid. Once a key has been given to a student, the student MUST BE CHARGED FOR THE ROOM.
7. The residential student must have a completed Health Form in his/her file. Make sure the student fills out the form and has a copy of his/her health insurance card on file. If the student does not have his/her own health insurance, he/she must subscribe to the student health insurance program.
8. If an individual moves into the residence hall for even one day, he/she will be charged for the full semester. Please be sure the student understands this.
9. All new residential students will receive a copy of the Residence Fines/Replacement Cost for College Property Form once check-in procedures are completed.
10. All residential students must complete the residence Renewal Housing Form at the end of each Fall Semester.

RESIDENT WITHDRAWAL PROCEDURES: Any residential student who
withdraws from the residence hall and/or College before the completion of the semester must fill out a Withdrawal Form. A copy of the form must be filed in the student’s residence hall file. The form will be delivered to the Business Office after it has been signed by the appropriate personnel in the Division of Student Affairs.

**CARE AND INSPECTION OF BEDROOM:** Residents are expected to take of their own rooms and to keep them clean and presentable. Cleaning supplies (brooms, mops and dustpans) should be provided by the student for the general cleaning of personal rooms. Stripping and removal of wax, waxing and polishing of floors will be done by the custodial staff, as needed.

Pictures and other objects may not be thumb tacked, nailed, or scotch taped to the walls, doors, windows, or furniture. Masking tape and other special tapes will be permitted for this purpose.

Occupants are held responsible for damages done to furniture or other College property connected with their rooms. All damage or defacement of the institution’s property will be charged to the occupants of the room.

Room inspection will be conducted on a weekly basis by the Residence Hall Director. Room inspection dates and times should be posted in a conspicuous location for the benefit of all residents of the residence hall.

**COOKING:** Is not permitted in the Residence Halls.

**LAUNDRY FACILITIES:** Are located in the basement area of Pitts and Murchison Halls, and on the first floors of Bass and New Men’s Halls. Coin-operated machines are provided for laundering and drying clothes and linen.

**ELECTRICAL APPLIANCES:** A usage fee of $30.00 per semester is required for personal computers, microwaves, toasters, refrigerators, and stereos.

The following electrical appliances **MAY BE USED** in student bedrooms: radio, television, typewriter, tape recorder, clock, hair dryer, razor, electric toothbrush, and styling irons (be sure to unplug these appliances at all time when not in use.)

Electrical appliances which **MAY NOT BE USED** in the student bedrooms: heating pads, hot plates, George Forman grills, deep fryers, waffle or sandwich makers or any appliances not specifically listed above (unless special permission has been obtained from the Dean of Students Affairs).

Electrical cords must be of good quality, in good condition, and are subject to inspection and approval by the Department of Plant.

**SMOKING:** and flammables such as incense, candles, etc. are not permitted in the residence halls at any time. Violation of this policy will result in a fine and or automatic termination of housing contract.

**PETS:** or experimental animals including mice, hamsters, birds, reptiles or insect are strictly prohibited in any part of the residence halls.
RESIDENCE HALL GOVERNMENT: Living in the residence halls is considered a privilege and not a right. A student’s residence on Campus is contingent on that student’s compliance with the policies established for the general welfare of all residence hall students.

In order to be eligible to live in the residence halls, students must be officially enrolled at the College.

In accordance with the philosophy of providing maximum opportunity for living and learning, the College places marked emphasis on acceptable conduct, social and orderly behavior, cleanliness and basic concern for the individual rights of others as well as the integrity of the Institution.

Each residential unit has a governing body which is organized to unify a cohesive bond between the students, who bring to the residential units diversified backgrounds and geographical and cultural differences. This organization provides opportunities for interest and attitudinal expression through student-initiated activities.

RESIDENCE HALL FINES
(Subject to change at the discretion of the Dean of Student Affairs)
1. $25 Missing a mandatory residence hall meeting without an excuse (per offense)
2. $25 First warning of loud music/television
   $50 Second warning of loud music/television
   Cancellation of housing agreement for third violation of loud music/television
3. $50 Hanging clothes, towels, etc in or outside of window
4. $50 Tampering with or removing light bulbs from hallway
5. $200 Playing with fire extinguishers or the fire alarm
   May be subject to termination of housing agreement by Dean of Student Affairs
6. $100 Standing in the window in underwear or indecently exposed
   May be subject to termination of housing agreement by Dean of Student Affairs
7. $50 Use of profanity (per offense)
8. $25 Violation of room inspection
   $50 Second violation of room inspection
   Cancellation of housing agreement for third violation of room inspection
9. $100 Leaving room excessively dirty after check-out
10. $150 Tampering with or destroying locks on doors
11. $250 First violation of dormitory visitation policy
    $500 Second violation of dormitory visitation policy
    Cancellation of housing agreement for third violation of visitation policy
12. $100 Possession of alcohol in the room or in the parking lot or Public Intoxication
    $250 Second possession of alcohol in the room/parking lot or Public Intoxication
    Third possession of alcohol in the room/parking lot or public intoxication will result in a cancellation of the housing agreement.
13. Possession of illegal substance with the intent to sell in room or parking lot will result in immediate expulsion.
14. $100 First offense of smoking in the room
    $250 Second offense of smoking in the room
    Cancellation of housing agreement for third offense of smoking in the room
15. $100 First offense of insubordination to residence hall staff
    $250 Second offense of insubordination to residence hall staff
Cancellation of housing agreement and possible suspension for third offense of insubordination to residence hall staff.

16. $25  Wearing hats inside building (males)
Wearing “do rags” outside of the residence hall (males and females)

17. $25  Hanging out or talking out of dorm room window

18. $100  First offense for entering or exiting out of emergency exits
$250  Second offense for entering or exiting out of emergency exits
Cancellation of housing agreement for third offense of using emergency exits

19. $100  First offense of being found guilty of using a grill or hot plate, burning candles, burning incense, or using a George Foreman Grill in the residence hall
Cancellation of housing agreement for second violation of the above

20. $200  Leaving belongings in the room if not registered for Spring Semester
Items will also be discarded immediately.

21. $200  Tampering with fire alarm/smoke detector in room

22. $200  Tampering with security cameras

23.  Cost of labor and repairs for destruction of residence hall property such as toilets, sinks, water fountains, fire alarms, smoke detectors, thermostats, etc.
Replacement cost of property will be subject to the current market price.

**IN HOUSE RESIDENT RULES**

1. Resident students MAY NOT have overnight guest in their bedrooms, even if the roommate is away or the space is unassigned, unless special permission is granted by the Dean of Student Affairs. Any unauthorized person found in a building will become the responsibility of the occupants in whose room he or she is found or is staying and the penalty and/or charge will be levied upon the occupants.

   For health and safety reasons, infants and children are strictly prohibited in the residence halls.

2. **Quiet Hours** are in effect between the hours of 9:00 p.m. and 7:00 a.m. Monday through Thursday.

3. **Visitors.** All visitors must sign the sign-in sheet, even if they are students of Miles College. Identification must be left with the front desk. Room visitation by the opposite sex is strictly prohibited and may be just cause for a fine and/or termination of the housing contract.

4. **Loitering** is prohibited. Individuals are not allowed to sit in the lobby unless they are visiting a specific resident student. Male resident students have cable television in their own residence hall and are encouraged to utilize their own facility.
   a) The residence hall steps are to be cleared of all residents and visitors at 11:00 p.m.
   b) The lobby area will be cleared during quiet hours and no later than 11:00 p.m. on weekends (residents included).
c) Male visitors are not allowed in Bass or Pitts before the hour of 4:00 p.m. Female visitors are not allowed in Murchison and the New Men’s halls before the hour of 4:00 p.m.

d) The parking lots adjacent to the residence hall must be cleared nightly by 12:00 midnight. The Tennis Court adjacent to the residence halls will be cleared and secured by 10:00 p.m.

4. **Sick Trays:** A student who is ill and confined to a residence hall may have meals brought in. Students must obtain slips from sick trays from the Residence Hall Directors. Meals may be picked up only during regular meal hours. For those students who are in need of medical attention, they are encouraged to go see a doctor or emergency personnel will be called as appropriate.

6. **Pregnancy:** For health, safety and legal reasons, Miles College Policy does not encourage pregnant women to reside in the residence halls. In such cases, the following procedures are to be utilized:
   1. Notify the College Nurse if available
   2. Notify the Dean of Students and the Director of Residence Life and Housing Services
   3. Notify the young lady’s parents.

7. Because some students opt to study in the residence halls, there is to be no excessive noise, loud music or horseplay in the room, or hallways.

8. The use of personal wheeled vehicles such as motorbikes, bicycles, skateboards, wagons, scooters, etc., is not permitted in residence halls at any time.

9. Use of residence hall facilities by anyone other than those Officially housed therein is prohibited without the specific written authorization of the Dean of Student Affairs or duly authorized representative.

10. Keys to College property may be held only by authorized Persons and may not be loaned to any others persons. Master keys may be held only by authorized persons in charge of a building, the security force, chief administrators of a given area, and the Director of Physical Plant. Students are responsible for their individual room keys. Students who lose their keys will be fined.

11. All secondary entrances are used as **EMERGENCY EXITS ONLY.** Residents are required to enter and exit through the front entrance only. Residents are specifically prohibited from opening secondary doors for any persons or tampering with, or in any way preventing doors from locking or closing properly. Violating of this regulation will result in a fine. All Doors in the residence hall will be locked at 11:00 p.m. daily or as otherwise posted by the Dean of Student Affairs office.
12. Emergency situations occurring in the residence halls are to be handled by the Housing Services Coordinator who will in turn notify Campus Security. Campus Security will contact the Fairfield Police Department if the need arises.

FIRE REGULATIONS

Fires can happen anywhere. A fire in a large building creates an enormous risk to everyone. Other reasons for evacuating residence halls include natural gas leaks, and storms. Knowing what to do is the key to surviving a fire emergency. Conducting regular fire drills gives you the knowledge and confidence to escape a fire safely. There are two steps for a good evacuation program – planning and practice.

Everyone should recognize and respond to the sound of the smoke detector or other fire alarm immediately. Immediate response is vital for a quick, orderly evacuation. Everyone should exit in an orderly manner to prevent confusion and minimize panic or injury. No one should push their way out an exit. Single file lines are best in controlling traffic to the exits.

Fire extinguishers and smoke detectors are provided in each building for the protection of the lives and property of each resident. There are two extinguishers on each floor of the residence halls.

In case of fire, each student should do the following if you detect a fire in its early stages; call 911:

1. Awaken your roommate.
2. Get a towel and dress, if possible.
3. Turn on and leave the ceiling light burning.
4. **DO NOT** open windows, except to escape a fire blocking your immediate exit, close your door, leave unlocked.
5. Go to the nearest END OF THE HALL EXIT. **Do not use the Center stairway.**
6. Proceed to a distance of at least 50 feet on the front lawn.
7. The Resident Director will check immediately for missing Students.
8. **DO NOT RETURN TO THE BUILDING UNTIL AN ALL CLEAR HAS BEEN ANNOUNCED.**

Fire Drills are conducted in the Residence Halls on a Regular Basis.

City of Fairfield Fire Department – 785-2422 or 911

Do not call the Fire Department with 911 with prank Calls. Your call can be traced and you will be prosecuted. Students who activate a false alarm will be fined and/or expelled from the residence hall.

**STUDENTS WHO FAIL TO EVACUATE THE BUILDING DURING A FIRE DRILL OR A FIRE EMERGENCY WILL BE FINED.**
TORNADO WATCH – TORNADO WARNING

March through October is “Tornado Season.” The following terms are used by media and emergency agencies when referring to tornados.

1. **Tornado Watch**: Weather conditions are ripe to produce these storms. You should be alert to changing weather conditions and be prepared to seek shelter should a Tornado Warning” be announced.

2. **Tornado Warning**: A tornado has been sighted in the area.

In the residence halls, you will be notified by one or more of the following:

a. Continuous sounding of area alarm;
b. Radio/TV news bulletins;
c. Verbal notification from Residence Hall staff.

Upon receiving such notice:

1. Close your room windows (if open) to avoid water damage. Leave your room immediately.
2. Go to your designated safety spot.
3. Grab a pillow, blanket, or coat to protect your head from flying objects.
4. Residence Halls should be equipped with a weather radio.
5. Listen to radio for weather bulletins.
6. Refrain from using the telephone or entering your room during the danger period.
7. Staff will notify when the danger is past.

There will be emergency familiarization programs as well as fire and tornado drills during the academic year. More specific information will be provided by staff.

**STUDENTS WHO FAIL TO COMPLY WITH TORNADO DRILLS OR A TORNADO EMERGENCY WILL BE FINED.**
Health Insurance Services

The College seeks to assure a climate which is conducive to the purposes of education and learning, which assures the health and safety of students while enrolled at the Academy.

The College requires that all enrolled students show proof of health insurance coverage (accidental and sickness) or subscribe to the program provided by the institution.

The College reserves the right to ask any student to submit to an examination whenever it is deemed necessary for the good of the student and the well-being of the College Community. Students whose health records reflect chronic ailments by too frequent absences from classes may be requested, at the close of the scholastic year, not to return to the College until these ailments have been corrected.

All new students, and re-admits, are required to submit a Health Record as evidence of a recent medical examination by the family physician or the Health Department prior to admission to the College.

Upon enrollment each school year (Fall or Spring), students will be asked to provide proof of health insurance coverage to the Office of Business Affairs located in Brown Hall. If the student has coverage, he or she must sign a waiver and return it to the Business Office by the deadline date to avoid automatic charges for sickness and accidental insurance coverage provided by the College.

The Office of Student Affairs will receive all insurance cards from the Office of Business Affairs and distribute them to the students.

Students who live “off campus” must pick up their insurance cards from the Office of Student Affairs. In order to receive their insurance card, they must show their College ID.

All students with health emergencies should be referred to the appropriate health care facility or the nearest hospital emergency room. In the event an incident occurs the housing services coordinator, faculty, or staff should get the following information for the record:

1. What happened?
2. When did the illness or injury occur?
3. Where is the pain or injury?
4. What has been done to help the student?
5. Does the student have a medical history or on medication?

The above listed information must be given to the emergency personnel and included in the incident report as applicable.

The student is responsible for all bills not covered by insurance and all transportation charges to and from health care facilities.
Policy on Fraternity and Sorority Affairs
(Greek Life)

As an academic institution, Miles College engages students in pre-professional, academic, and social learning experiences. It stimulates the student's awareness and appreciation of accepted societal expectations.

The purpose of Fraternity and Sorority Affairs also known as Greek Life is to encourage and provide opportunities for students to develop interpersonal, social, and leadership skills and encourage them to engage in campus and community service.

The Goal of Greek Life at Miles College

The goal of Greek Life at Miles College is to foster opportunities for students in the following areas:

Campus and Community Service
Members of fraternal organizations are required to perform service to the campus and the surrounding community.

Campus Engagement and Pride
Students in fraternal organizations are the ones first called to represent the institution and should exhibit knowledge and pride in the academy.

Scholarship
Membership in fraternal organizations require high scholastic achievement.

Leadership
Students in fraternal organizations are required to develop leadership skills through participation in their organization and campus programs and workshops.

Friendship and Networking
Students who are members of fraternities and sororities establish friendship bonds that last a lifetime. They also learn how to interact with people from diverse backgrounds in many different settings (business and social.)

Greek Life at Miles College aids the Office of Student Affairs in fostering culture, class and civility at the academy. Membership in campus fraternal organizations helps students develop interpersonal, social, communication and leadership skills.
The College requires that all students participating in organizations be enrolled in the College and possess a cumulative grade-point average (GPA) of 2.0 (C) for non-Pan Hellenic Council fraternities and sororities, and 2.5 (C+) for NPHC Greek lettered Organizations.

All fraternities and sororities must be registered in the Office of the Dean of Student Affairs.

**NPHC GREEK LETTERED ORGANIZATIONS:**
- Alpha Phi Alpha Fraternity, Inc.
- Alpha Kappa Alpha Sorority, Inc.
- Delta Sigma Theta Sorority, Inc.
- Kappa Alpha Psi Fraternity, Inc.
- Omega Psi Phi Fraternity, Inc.
- Phi Beta Sigma Fraternity, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.
- National Pan-Hellenic Council, Inc.

**RELIGIOUS FRATERNITIES AND SORORITIES**
- Delta Psi Epsilon Christian Sorority, Inc.
- Alpha Omega Christian Fraternity

**NON-NPHC FRATERNITIES AND SORORITIES**
- Rho Nu Tau Sorority, Inc.
- Lambda Psi Gamma Sorority, Inc.
- FBI Fraternity
- Gamma Delta Iota Sorority
- Miles College Multicultural Council (Black Greek Council)

**AFRO-CENTRIC FRATERNITIES AND SORORITIES**
- Nasiha Roho Adinasi Fraternity, Inc.
- Uzuri Weusi Malkia Sorority, Inc.

The following regulations apply to all organizations on the Campus:

**SOCIAL AFFAIRS:**
All social affairs must be approved by the Dean of Student Affairs at least two weeks prior to the date of the event. All financial affairs must have the written approval of the Dean of Students and a financial statement of the results shall be submitted to the Business Manager within one week following the event.

**CAMPUS FACILITIES:**
Permission for use of any and all Campus facilities for social activities shall be secured from the Business Manager and the Director of the Student Center.
SUSPENSION OF ACTIVE MEMBERSHIP:
Any student whose cumulative grade-point average is less than 2.0 shall not be eligible for active membership and cannot hold office in any social organization at Miles College. For NPHC Greek-lettered organizations, the cumulative grade-point average is 2.5.

Financial delinquency and disciplinary probation or expulsion shall likewise apply.

SUSPENSION OF ACTIVITY:
Miles College reserves the right to suspend the activities of any organization, or any member thereof, for any of the following:

For practicing hazing or brutality in initiation of members (brutality shall be interpreted as any activity which inflicts unusual physical pain or bodily injury or which is demoralizing or humiliating beyond social decency).

For infraction of the Standards of Conduct, violation of the honor system, or any other College regulations; stated or implied

For failure of the organization to maintain a cumulative grade-point average of 2.0 or 2.5.

For illegal (undercover) initiation of members into an organization.

Miles College Policy on Fraternal Organization Advisors

At Miles College all social and service fraternal organizations are required to have persons that counsel, guide and advise them.

These advisors serve to aid the organizations in sponsoring wholesome and engaging activities for the College. Campus advisors/sponsors must be fully aware of College’s expectations and policies.

The advisor must:
• Be a full- time or part-time member of the faculty or staff. Since the NPHC organizations are affiliated with a national office, the primary advisor may be an advisor assigned by the alumni/ae chapter.
• Be financially active and in good standing with their national organization if a member of the NPHC.
• Be knowledgeable of the organization's constitution, bylaws, policies and procedures.
• Be aware of the expectations of the national body (if applicable) and the College.
• Be available to serve on the Greek Affairs Committee.
• Be a liaison between the College and the organization.
• Possess an awareness of all current Miles College policies governing students and organizations.
• Attend all activities, projects and programs of the organization or appoint a faculty/staff or
alumni/ae chapter designee if necessary.

- Attend mandatory meetings, workshops, or sessions required by the College
- Approve activity permit forms or campus use of facilities forms
- Sign all organizational paperwork as required by the College from the organization

Miles College Policy on Fraternal Organization Intake

PROSPECTIVE MEMBER GUIDELINES

- Be in good financial standing with the University. (Must have a zero balance)
- Not be on any disciplinary probation or suspension or have a history of being suspended or expelled.
- Be in good academic standing and carry no less than twelve (12) semester hours at the time of application.
- Must have a **minimum** cumulative grade point average of **2.5 for NPHC Organizations and 2.0 for all other organizations**;
- Have the **minimum number of hours required by the organization if it is an NPHC organization**. Transfer students must have completed 12 semester hours at Miles College prior to seeking membership in an organization.
- Have participated in Greek Speak or some organizational or campus-based workshop on hazing.

MEMBERSHIP

The Office of Student Affairs works closely to monitor the membership activities of the Greek Letter Organizations. Accordingly, each chapter is required to meet the following requirements and submit the appropriate documentation to the office prior to the membership intake period:

- An updated copy of the national and chapter membership guidelines must be on file with the Office of Student Affairs.
- The chapter must be in good academic and social standing. (All active members must have a 2.5 GPA for NPHC and 2.0 for other fraternal organizations and must not be on suspension.)
- The chapter must complete the following forms:
  a. Active Members Roster and Academic Release Form
  b. Inactive Members Roster Form (if applicable)
  c. Chapter Anti-Hazing Contract Form
  d. Certification Report Form
  e. Permission to Conduct Intake Form
- Miles College Prospective Pan-Hellenic/Social Organizations Member Verification Form must be submitted for all candidates PRIOR to induction.

INTAKE ACTIVITIES

- Intake periods will be established by the Dean of Student Affairs prior to the beginning of the semester for all Fraternal Organizations.
• No student enrolled with less than twelve (12) semester hours is eligible for intake activities. (A student MUST be enrolled full-time)
• Only students whose names appear on the Miles College Prospective Member Verification Form are to be considered for intake.
• Intake activities must take place on campus unless special permission is granted by the Dean of Students Affairs. (A written request from the chapter’s graduate advisor must be received prior to any intake activities taking place.)
• Intake related activities on campus must terminate by 11:00 p.m. No intake activities, interest meetings, interviews, "shop," etc can occur during Midterms.
• All organizations can conclude intake with a formal new member presentation. New member presentation must occur within timeline as outlined in the Miles College Greek Intake Schedule that is presented every semester. Formal member presentations are not mandatory by Miles College.

**Miles College Guidelines for Greek Weeks**

The time allotted for Greek Weeks will be determined by the Dean of Student Affairs. Greek Weeks can include (but not limited to) activities such as educational programs, talent shows, community service projects, campus clean up projects, church attendance, and pageants. All Greek Week activities must be approved by the Dean of Student Affairs. Greek Week activities should positively display the organization and engage the entire Miles College community. Greek Weeks are excellent recruitment tools that allow the campus community the opportunity to get to know the members of the fraternity and sorority.

Although Greek weeks are allocated for a specific time, they do not, however, supercede Miles College activities, or another organization’s activities. Other events and activities are allowed and will take place regardless of the assigned organizational week. No Greek Letter Organizations may infringe upon another organization’s week by holding a separate event on campus without written approval from the organization that is hosting a week. If another organization is hosting an event off campus during an assigned week, they may not advertise their event on campus property.

An organization can advertise their events during their week only.

No Greek Weeks are scheduled during the week of Midterms, Finals, Spring Break, Religious Emphasis Week, Spring Arts Festival, or the SGA / Miss Miles College Elections. College sponsored events in campus facilities supercede Greek Organizational activities. Organizations cannot begin an activity before 7:00 a.m. or host an activity (on campus) after 11:00 p.m. Organizations may not host social events during class time or during chapel.

All member organizations are responsible for removing all decorations, flyers, and or garbage from their week. All advertisement must be removed by 11:59 p.m. on the last day of their week. Failure to clean up after every event or to remove advertisement by the end of the week will result in a clean up charge of no less than $100.00.
An infraction of the Greek Week Policy is subject to a fine or suspension to be determined by the Dean of Student Affairs.

Miles College Policy on Greek “Stepshows”, “Yardshows”, “Strolling” and New Member Presentations

Stepshows, Yardshows, Strolling, and New Member Presentations are forms of cultural expression that provide entertainment and display the pride of an individual in his or her organization. Stepshows should create and environment that positively promotes fraternities and sororities to the campus community, especially to prospective members.

According to the NPHC Stepshow Guidelines (originally written by Jasmine Andrews, NPHC National 3rd Vice President and B. Afena Cobham, Assistant to the NPHC Executive Director in 2001) “fraternities and sororities are strongly urged to consider positive themes when developing stepshows…When skits are performed, they should be developed to convey positive political, social justice, and moral messages.” Stepshows “which take the form of dancing, singing, and/or skits, should not be performed using lewd, indecent, or obscene behavior.”

In keeping with the goal of promoting culture, class and civility at the academy, any fraternity or sorority recognized by Miles College must refrain from public displays that exhibit lewd, indecent, or obscene behavior or uses music, songs, or chants that relay the same.

Organizations must refrain from “bashing,” “dissing,” or any form of disrespect, degradation or belittlement to any other organization (NPHC or MC-BGC). Organizations must insure that their costumes and attire are in good taste and not in violation of the student dress code. Organizations must also insure that new member presentations do not display anything contrary to the Miles College Policy on Hazing.

As the academy seeks to direct students to seek “holistic development that leads to intellectual, ethical, spiritual, and service oriented lives,” the activities of fraternities and sororities will promote unity, positive expression, healthy student engagement, and responsible citizenship. Fraternities and sororities represent the best and brightest of students matriculating at the academy and members should serve as an example of fine and true Mileans.

An organization can be asked to immediately cease “performance” at any time by the Dean of Student Affairs, an Advisor, or any College Official who feels as though their display is inconsistent with the above mentioned policy.

Any organization in violation of the College’s policy on stepping, strolling, yardshows, and new member presentations, will be subject to fine and/or suspension and will be reported to their national office, if applicable.
**Intellectual Property Policy**

Introduction and Scope.

a) Miles College is a private liberal arts College that embraces its mission of teaching and academically preparing students. The College encourages research and scholarship and recognizes that inventions, discoveries, and creative works may arise from the scholarly activities of the College. Miles promotes the use of such intellectual property for the public good and encourages development and commercialization of inventions, discoveries, and creative works through patenting or copyrighting.

b) Miles may designate one or more commercialization agent(s) for the intellectual property of the College. To accomplish this, Miles College shall assign to such agent(s) the rights, title, and interest to certain intellectual property created, invented, or discovered by Miles faculty, staff, students, and others for the purpose of evaluation, filing for appropriate legal protection, marketing, and development.

c) All rights in intellectual property subject to this policy shall be allocated in accordance with this intellectual property policy and other College policies. The Appendices to this Policy provide additional information and serve to implement and may further define the Policy.

Types of Intellectual Property Subject to this Policy.

Except as set forth in other related College policies, this policy applies to all types of intellectual property, including, but not limited to, any invention, discovery, creation, know-how, trade secret, technology, scientific or technological development, mask work, trademark, research data, work of authorship, and computer software regardless of whether subject to protection under patent, trademark copyright, or other laws.

Individuals Subject to this Policy.

This intellectual property policy applies to:

a) All persons employed by, paid by, or under contract with Miles College, unless expressly exempted by contract, including, but not limited to, full and part-time faculty and staff and visiting faculty members and researchers, consultants, and students.

b) Students working on sponsored projects and/or who use Miles College resources other than for lecture-based coursework or other course-related assignments.
c) Anyone using the facilities or resources of the College, as defined in this policy, or the facilities of any entity affiliated with Miles College for the purposes or in the manner described in “Determination of Ownership Rights in Intellectual Property.”

College Resources. For purposes of this policy, use of College resources:

a) Means the use of College funds, facilities, equipment, personnel, tangible or intangible research materials, information and/or materials that are not publicly or freely available to the public, and funds provided through externally funded grants, contracts, or other types of awards or agreements with third parties – including gifts to the College, and anything not covered in subsection (b) below.

b) Does not include the use of College designated office space, routinely available office-type equipment such as desktop personal computers, and the College library facilities.

Determination of Ownership Rights in Intellectual Property. Unless provided for otherwise in this policy:

a. College Ownership. The College retains all rights to any intellectual property conceived, created, developed, fixed®, or first actually reduced to practice by a Creator:

i. Within the scope of their employment or official association and/or appointment with the College – inclusive of summer months and holidays; or

ii. As part of activities directly or indirectly related to College research whether the research is externally or internally funded or pursuant to an agreement or contract of any type (including gifts) between the College and a third party; or

iii. In support of specific College initiatives; or

iv. Using College resources, including any resources provided through externally funded and/or outreach initiatives.

v. For clarification purposes, the College shall retain rights to:

1. Classes and/or Courseware developed for teaching at the College whether fixed in tangible or electronic media. For illustration purposes only, a Class includes the syllabus and any Class notes, if provided, but would not include teaching notes. Courseware includes any and all software and digital material (in any media).
Any Classes which are videotaped or recorded using any other media are College property, and may not be further distributed without permission from the College and pursuant to an approved contractual agreement. Prior to videotaping, permission should be obtained from anyone who will appear in the final program. Permission is not required for 1) the use of videotaped or recorded Classes for student related or other College purposes or 2) for evanescent recordings.

With regard to Courseware, if the College enters into an agreement with a third party to license or otherwise authorize the use, distribution, replication, and sale of such Courseware to third parties for a profit, the College and Author shall share the Copyright Income related to such transactions in accordance with the Income Distribution Plan.

2. Any and all Marks (trademarks and service marks) relating to Miles College and its affiliates. Pursuant to this Policy, College faculty, staff and students grant and assign to Miles College their entire right, title and interest in and to all marks which relate in any way to the business or activities of Miles College.

Note: Research data or results created by an employee are owned by the College and, except to the extent that rights to such research data have not been contractually assigned or licensed to a third party, the Creator shall have a nonexclusive, perpetual license to use such data for nonprofit educational research and scholarly purposes within the scope of the employee's employment, subject to other provisions of this policy. Inventorship shall be determined in accordance with United States Patent Law.

* Under Section 101 of the 1976 Copyright Act, "a work is fixed in a tangible medium of expression when its embodiment in a copy or phonorecord, by or under the authority of the author, is sufficiently permanent or stable to permit it to be perceived, reproduced, or otherwise communicated for a period of more than transitory duration. A work consisting of sounds, images, or both, that are being transmitted, is fixed for purposes of this title if a fixation of the work is being made simultaneously with its transmission."

**Evanescent works include “those projected briefly on a screen, shown electronically on a television or cathode ray tube, or captured momentarily in the 'memory' of a computer.” (House Rpt., at 53, reprinted in 1976 U.S.C.C.A.N. 5666-67).

b. Creator Ownership. Creator(s) shall retain all rights to any intellectual property authored, invented, created, discovered, developed, or generated by Creator(s):

i. On the Creator’s own personal, unpaid time; or

ii. Unrelated to the individual’s College responsibilities; and
iii. Without the use of College resources, including any resources provided through externally funded programs or contracts (including gifts).

iv. For clarification purposes, Creators shall retain rights to:

1. Creative or scholarly works including artworks, musical compositions, and literary works directly related to their professional endeavors, credentials, and/or activities. This includes any personal material created, developed, or used solely by Authors in connection with their delivery of College Classes.

2. Textbooks and other materials which are developed without aid or compensation from the College.

c. Student Ownership Exception. In accordance with this policy, student Creators do not hold the rights to intellectual property created, developed, or generated:

i. In the course of rendering compensated services to the College; or

ii. As part of sponsored research or projects; or

iii. Pursuant to an agreement that requires the College and/or student to assign his or her rights either to the College or to a third party; or

iv. Using pre-existing or background intellectual property belonging to the College or to a third party with whom the College has a contract under which such background intellectual property rights are already allocated.

v. Notes:

1. Student retains a non-exclusive, royalty-free, perpetual, irrevocable license to use, reproduce, and publicly distribute, for educational and/or research purposes, copies of intellectual property created by student.

2. If intellectual property is developed or generated as a group class project, joint ownership by the collaborators will be assumed unless a prior written agreement exists among the collaborators.

d. Other. There may be instances when College faculty, staff, students, and/or others enter into written agreements with the College to collaborate in the development of intellectual property.
These agreements may provide for allocation of intellectual property rights in a manner that is not consistent with this Policy. Each such agreement shall be valid only when approved by the College. While each agreement may contain unique provisions, all such agreements must require disclosure of any intellectual property in accordance with the terms of this Policy.

Use of Facilities and Resources.

Unless authorized or allowed under a College policy, the Miles College facilities and resources shall not be used to:

a) Create, develop, or commercialize intellectual property outside the course and scope of employment and/or College related-responsibilities of the individual; or

b) To further develop or commercialize intellectual properties that have been licensed, released, or are otherwise subject to third party interests except as approved by the College in instances where the College has retained an interest under the terms of the license or release.

Background Information and Special Issues

1. Patents

a. Objectives.

The objectives of the College's policy regarding patents include the following:

i. Encourage research and scholarship as creative academic endeavors while recognizing that commercially viable inventions may yield benefits to both the College and inventors;

ii. Delineate procedures that assist inventors in reporting discoveries with patent potential and safeguard the interests of all concerned parties;

iii. Make inventions resulting from academic research available to the public and promote their effective utilization and development;

iv. Provide adequate recognition and incentives to inventors through shares in proceeds from their inventions; and

v. Provide an appropriate framework to recognize the equity of sponsors by allowing reasonable and equitable provisions for the granting of patent rights to the sponsor.

b. Term. Generally, the term of a new patent is 20 years from the date on which the application for the patent was filed in the United States or, in special cases, from the date an earlier related
application was filed, subject to the payment of maintenance fees. U.S. patent grants are effective only within the United States, U.S. territories, and U.S. possessions. Under certain circumstances, patent term extensions or adjustments may be available.

c. Protection. A provisional application may be filed as a “lower-cost first patent filing” to secure an initial filing date for an invention that will be the subject of a corresponding non-provisional application.

1) To retain the initial date, the non-provisional application must be filed within one year of the provisional application filing date.

2) The provisional application does not require a formal patent claim, oath or declaration, or any information disclosure (prior art) statement and allows the inventor to use the term "Patent Pending" when describing the invention.

3) The inventor may convert the provisional application to a non-provisional application by filing a petition within one year of the provisional application filing date; however, the term of the patent associated with the invention will be negatively impacted since the term will be measured from the filing date of the non-provisional application.

d. Ownership.

The rights of Miles College in patents arising from research will vary in accordance with the College Intellectual Property Policy.

In order to avoid any questions concerning the tax exempt status of financing used for certain College facilities/resources, Miles shall, with regard to sponsored research activities, seek to:
i. Retain ownership of inventions arising during performance of research sponsored by any private industry and/or federal Government sponsor and
ii. Grant to such sponsor(s) any right in the invention under compensation terms that are set after the time when the invention comes into existence and that are at a fair market level of compensation to Miles. Under the terms of certain contracts and agreements between Miles and various sponsors, Miles may be required to license patent rights to the contracting party.

iii. Miles retains the right to enter into such agreements whenever such action is considered to be both in its best interest and in the public interest. The College will not agree to grant any rights in future inventions to private corporations or businesses unless such provision is included in the contract that sponsored the work leading to the invention.

iv. Special cases not covered by the above statements or which arise because of conflict of interest shall be considered by the College.

v. In the absence of an agreement allocating intellectual property rights, and subject to any licensing arrangements and this Policy, Miles College’s policy with regard to ownership of intellectual property is as follows:

1. College shall retain title to all intellectual property including supporting data for all discoveries and/or inventions made exclusively by any individual subject to this Intellectual Property Policy.

2. College shall share ownership of intellectual property including supporting data for all discoveries and/or inventions made jointly by any individual subject to this Intellectual Property Policy and a third party.

e. College Responsibilities.

During the summer sessions and extended College holiday periods, the College will have the authority to: a) Expedite the review of patent disclosures deemed time critical, in terms of negotiations with prospective licensees, meeting filing deadlines, and the like; b) Initiate negotiations with prospective licensees for patent filing/processing fees or the like; and c) Such other activities that are time critical and cannot be delayed for handling at a regular or special called meeting or semester.

f. Record Keeping Guidelines.

Good laboratory practice dictates the use of bound notebooks for record keeping, making entries on a daily basis. This "diary" format provides a day-to-day chronology. Use the notebook to
record a conception (a complete description of a means to accomplish a particular purpose or result), laboratory data, and drawings. Each entry should be headed with a title and continued on successive pages. Make entries in ink and do not erase; instead, draw a line through text or drawings to be deleted and enter the material in corrected form. Draw a line through any blank spaces on the page. Separate sheets and photographs pasted to notebook pages should be referred to in an entry. Material that cannot be incorporated in the notebook should be keyed to an entry. Sign and date all entries at the time they are made and have them witnessed by an individual who is capable of understanding the material yet had nothing to do with producing it. Secure additional witnesses when something important or highly unusual is discovered. Remember that an inventor and his or her co-inventor(s) cannot serve as their own witnesses. Records - when made a matter of routine - take only a small amount of time and effort, become an invaluable asset to work in progress, and may ultimately reserve for the inventor those rights to which he or she is, by priority, entitled. Records that support the conception, development and demonstration of a particular intellectual property should be available for review by the College and patent officials at each stage of review of a particular disclosure.

2. Copyrights

a. Introduction and Scope.

Copyright ownership and rights are defined by federal law. College policy is structured within the context of the federal copyright law and the long-standing academic tradition that Creators of works own the copyright resulting from their research, teaching, and writing. Exceptions to this rule may result from contractual obligations, from employment obligations, from certain uses of College facilities/resources, or by agreement governing access to certain College resources. This Policy addresses these exceptions.

The 1976 Copyright Act generally gives the owner of copyright the exclusive right to reproduce the copyrighted work, to prepare derivative works, to distribute copies of the copyrighted work, to perform the copyrighted work publicly, or to display the copyrighted work publicly. The copyright protects the form of expression rather than the subject matter of the writing. For example, a description of a machine could be copyrighted, but this would only prevent others from copying the description; it would not prevent others from writing a description of their own or from making and using the machine.

b. Copyrighted Materials may include the following:
• Books, journal articles, texts, glossaries, bibliographies, class notes, study guides, laboratory manuals, reports, syllabi, tests, and proposals;
• Lectures, musical or dramatic compositions, unpublished script, works of art;
• Films, filmstrips, charts, transparencies, and other visual aids;
• Video and audio tapes or cassettes;
• Live video and audio broadcasts;
• Programmed instructional materials;
• Mask works;
• Other materials or works that qualify for protection under the copyright laws of the United States (USC 102).

c. Ownership. Copyright ownership of all work by College employees or students shall be allocated in accordance with the College Intellectual Property Policy. When using outside consultants/independent contractors to perform work for the College, whether under a sponsored program or otherwise, College employees must ensure there is a written agreement or adequate provisions in other agreements with the consultants/independent contractors to assign the rights to and in all works to the College.

2. Computer Software Copyrights

a. Ownership. Ownership of computer software developed by faculty, staff, and student employees of the College shall be handled in accordance with the College Intellectual Property Policy.

b. Funding by Other College Agent(s). If computer software is developed by faculty, staff, or student employees but funded by another designated College agent(s) pursuant to a contract between the parties, then the College shall require the designated agent(s) to pay the Creator(s) the royalty payments that the Creators(s) would have received after appropriate review and recommendation by the College if the computer software had been funded and developed by the College.

Appeal Process.
a) A Creator may appeal a decision or determination made pursuant to this policy by submitting an appeal in writing to the College within thirty (30) days of receiving notice of the decision or determination.

b) The College shall review the appeal and render a decision in writing within a reasonable time of receiving the appeal.

a) “Class” includes a set of educational objectives that are identified in a syllabus and delivered either by an instructor, or under an instructor’s supervision and pursuant to the College’s policies.

b) “Class Notes” are notes or other instructional material provided to the participants by the instructor as part of a Class.

c) “Copyright” is a form of protection provided to the authors of “original works of authorship” including literary, dramatic, musical, artistic, and certain other intellectual works, both published and unpublished.

d) “Copyright Income” is defined to include income associated with any copyright disclosure made to the IPC for exploitation, even if the income is received before a copyright application has been filed or a copyright issued, and includes such monies received as royalties, fees, advanced payments, court awarded infringement damages, payments received in settlement of infringement disputes, and the like, calculated after the costs of exploiting the disclosure have been reimbursed to the employee(s) or the College, whichever funded the original exploitation. Some examples of such costs are the cost of securing the appropriate copyright licenses, and other legal efforts as required. Copyright Income shall not include indirect economic benefits resulting from the technological position established by the copyrighted technology or the sale of derived articles or concepts, including such items as a follow-on sponsored programs that uses the copyrighted technology as a basis for future work.

e) “Courseware” shall mean educational material in the form of software programs/applications and data (usually digital and/or packaged for use with a computer) and intended for classroom instruction (in class or remotely) or for a self-learning or faculty/coach assisted program.
f) "Creative and Scholarly Works" shall mean traditional academic publications, such as professional papers published in scholarly journals, or newly created texts published in journals or books.

g) “Creator” is defined as an author of, inventor of, or person who discovers, develops, or generates any type of intellectual property. Inventorship and authorship shall be determined in accordance with patent law and copyright law, respectively.

h) "Intellectual Property" shall mean any patentable materials, copyrighted materials, trademarks and service marks, software, art and creative endeavors, and trade secrets, whether or not formal protection is sought.

i) “Patent” refers to the grant of a property right to the inventor, issued by the United States Patent and Trademark Office (USPTO) or foreign analog.

j) "Patent Income" is defined to include income associated with any patent disclosure made to the College for exploitation, even if the income is received before a patent application has been filed or a patent issued, and includes such monies received as royalties, fees, advanced payments, court awarded infringement damages, payments received in settlement of infringement disputes, and the like, calculated after the costs of exploiting the disclosure have been reimbursed to the College. Some examples of such costs include, but are not limited to, the cost of securing the patent, appropriate licenses, and other legal efforts as required. Patent Income shall not include indirect economic benefits resulting from the technological position established by the patented technology or the sale of derived articles or concepts, including such items as follow-on sponsored programs that use the patented technology as a basis for future work.

k) "Software" shall mean one or more computer programs existing in any form, along with any associated operational procedures, manual, or other documentation, whether or not protectable or protected by patent or copyright. The term "computer program" shall mean a set of instructions and statements of related data that, in actual or modified form, is capable of causing a computer or computer system to perform specified functions.
l) “Teaching Notes” are the personal notes of the instructor regarding the delivery of a Class. m) “Trade Secret” shall refer to information that companies keep secret to give them an advantage over their competitors.

n) “Trademark” is a word, phrase, symbol, or design, or a combination thereof, that identifies and distinguishes the source of the goods of one party from those of others. A “service mark” is the same as a trademark except that it identifies and distinguishes the source of a service rather than a product. The College is concerned only with trademark issues that pertain to patented or copyrighted Intellectual Property of the College. All other trademark issues should be directed to the appropriate College officials.

o) “College” includes Miles College and all of its administrative units, including but not limited to departments, centers, institutes, consortia and other similar organizations, regardless of source of funding.

Publication.

Faculty, staff, students, and others may contract with third parties to publish their own research results and other scholarly information unless there are contractually imposed restrictions or temporary restrictions imposed to protect intellectual property that may be the subject of an application for intellectual property protection.


All Creators have a duty to promptly disclose any intellectual property authored, invented, created, discovered, developed, or generated by Creator(s) to Miles College in accordance with the procedures in this policy.

Assignment of Intellectual Property.

a) If any intellectual property is determined, in accordance with this policy, to be owned by Miles College, Miles College may, at its sole discretion, assign all rights, title, and interests to one or more designated commercialization agents.

b) Faculty, staff, students, and others may not assign or license intellectual property owned by the College without the written consent of the College or its designated commercialization agent(s), as applicable. The College has the ultimate right to resolve any conflicts relating to
ownership of intellectual property rights arising in connection with contracts between the College and third parties or organizations.

c) In the event that faculty, staff, students, or others are Creators of intellectual property owned by an external entity and the intellectual property does not fall within the scope of this Policy, (e.g., it is not the subject of an agreement between the external entity and the College/its designated commercialization agent(s)) this intellectual property policy will not apply. Neither Miles College nor its designated commercialization agent(s) will have any obligations with regard to negotiation of terms and conditions, patenting, licensing, or royalty distribution.

d) When using outside consultants/independent contractors to perform work for the College that is not specifically identified in a sponsored research or other contract, there must be a written agreement established through procurement or other College policies/mechanisms ensuring proper assignment of intellectual property.

e) Any special cases and unique situations relating to intellectual property and not specifically covered by this policy or any other College policy, or which arise because of conflict(s) of interest, shall be brought to the attention of the College Administration.

College Holiday Periods.

During the summer sessions and extended College holiday periods, the College will have the authority to: a) Expedite the review of intellectual property disclosures deemed time critical, in terms of negotiations with prospective licensees, meeting filing deadlines, and the like; b) initiate negotiations with prospective licensees for patent filing/processing fees or the like; and c) such other activities that are time critical and cannot be delayed for handling at a regular or special called meeting or semester.
Intellectual Property Disclosure and Related Procedures.

a) Creators have a duty to promptly disclose all Intellectual Property to the College.

b) With regard to College owned intellectual property, particularly patents and/or patentable inventions, each Creator has a duty to promptly disclose any intellectual property discovered, conceived, or first reduced to practice to the College prior to disclosing such information to ANY other third party.

c) When a disclosure of Intellectual Property is received by the College, it has a duty to promptly evaluate and provide final disposition of the rights to the intellectual property disclosed. The College shall determine a preliminary course of action based on the commercial potential of the invention. The College will provide notice of any potential delays, and recommend alternative courses of action if unexpected delays are encountered.

d) After reviewing the relevant materials and conducting discussions with the Creator(s), the College may recommend that additional information be gathered to determine the ownership, legal, competitive, and market issues that have bearing on the patenting, copyrighting, or trademark decision. After that information is collected and evaluated, the College will recommend one of two courses of action:

i. Assert its sole interest in the intellectual property in writing and recommend that the College pursue an application for protection using its own financial and legal resources and/or refer the intellectual property to a designated commercialization agent as determined by College’s agreement with such commercialization agent;

ii. Return or assign sole interest in the Intellectual Property to the Creator(s) for their own pursuits, relinquishing in writing all College interests in said Intellectual Property as well as any related responsibilities for costs and reserving for itself a fee-free and royalty-free, perpetual, irrevocable license to use the Intellectual Property in its academic, research and other non-commercial scholarly endeavors. The agreement between the parties shall be in accordance with this policy.

e) For trademark requests, the College will forward a decision to the Responsible
Individual/Organization.

f) If the College pursues a patent or copyright application, its designated commercialization agent shall manage the interactions and timelines with attorneys and the USPTO but will rely on the Creator(s) to provide sufficient technical details and insight so that attorneys will be able to craft the best possible protection.

g) Pursuit of foreign patent applications will only be recommended to the College when: (a) there is substantial justification for the commercial potential of the invention; (b) one or more firms have expressed their intent or made a commitment to license the technology; or (c) a potential licensee will assume all filing and other foreign application costs. Foreign patent applications will be reviewed annually and may be dropped at the College’s discretion depending on actual or potential licensing activity. With the College’s approval and subject to mutual agreement regarding the allocation of each party’s rights, Creators and/or sponsors may request and be granted rights to assume such costs on foreign patent applications.

h) If a patent is dropped or abandoned, the rights may be released to the inventor(s) subject to a stipulation that any direct patenting costs incurred by the College be reimbursed if the patent generates income. If and when appropriate, income distribution arrangements shall be handled on a case by case basis between the College and the inventor(s) and shall be subject to College approval. The College shall review the status of all disclosures and pending or issued patents provided by the designated commercialization agent in accordance with College policies.

i) Reassignment to Creator(s) of College Intellectual Property.

Should the College, or its designated commercialization agent(s), decide not to assert its rights in and to the Intellectual Property for administration, or if at any future time decide not to take any further action in protection or commercialization of the Intellectual Property, it shall exert reasonable efforts to notify the Creator(s) and, upon request of the Creator(s), and subject to prior commitments or obligations, relinquish in writing all College interests in the Intellectual Property as well as any related responsibilities for costs and release the Intellectual Property to the Creator(s) in accordance with the following:

1) The Creator(s) agree to maintain the technology at their expense from the point of the assignment forward;
2) The assignment is consistent with any obligations to third parties, including but not limited to unreimbursed fees, any legal obligations, or any approvals from sponsors necessary prior to release; and

3) The assignment to the Creator(s) does not involve a conflict of interest.

4) In the case of Federal agency sponsorship, any release must be made to the Federal Government, following which the Creator(s) may directly petition the federal agency for a release of the rights to himself or herself. Decisions by the Federal sponsors to permit individual Creator(s) to acquire ownership are generally made on a case-by-case basis with the Federal Government retaining for itself certain rights as provided for in federal patent laws.

   ii. In the case that unreimbursed fees of third parties or unreimbursed fees incurred by the College, or its designated commercialization agent(s), exist, the Intellectual Property may be licensed to the Creator(s) until all fees are repaid. At which time the Creator(s) may be assigned the Intellectual Property pursuant to section (a) above.

   iii. In exchange for such assignment, the Creator(s) shall grant the College a perpetual, irrevocable, fee and royalty free license to use such intellectual property for research, academic and other scholarly purposes of the College.

Infringements.

Faculty, staff, and students should notify the College Office of Technology Transfer of any potential infringement of protected College intellectual property.

The Office of the President and College legal counsel.

Applicable Laws. The provisions of this Policy are subject to any applicable laws and regulations. Grants or contracts between external sponsors and the College under which intellectual property is produced may contain specific provisions with respect to disposition of rights to such property that may differ from those contained in this policy. Under the terms of certain contracts and agreements between the College and various agencies of government, private and public corporations, and private interests, the College may be required to license patent rights to the contracting party. Miles retains the right to enter into such agreements whenever such action is considered to be both in its best interest and in the public interest.