

nity, shall be subject to immediate administrative suspension, with or without prejudice, depending upon the nature and circumstances of the case, by the President of the College or his delegate. A hearing regarding the student's conduct must be held as soon as practicable.

The conviction of a student for a criminal offense which interferes with the orderly educational operation of the College or of a nature that, if the student were allowed to remain enrolled, would endanger the health, safety, or property of the college community, shall be sufficient grounds for disciplinary action consistent with the College's policies and procedures.

### **Recordkeeping**

The Vice President for Student Affairs shall keep on file all official records pertaining to disciplinary actions. These records are open to examination only according to the College's privacy regulations. Victims of acts by other students are allowed access to the sanctions of the perpetrator but are forbidden to share such information with

others. Records on students who have received external suspensions, expulsions, or dismissals will be permanently maintained. All other records will be destroyed four years after an individual ceases to be a student.

### **Expulsion Sunset Provision**

After five (5) years, an expelled or dismissed student may petition for the removal of the sanction. The request should be mailed or delivered to the Vice President for Student Affairs and must include the following:

1. An outline of the individual's educational plan;
2. Reasons for the request of reinstatement of educational privileges; and
3. A signed release allowing school officials to check criminal history.

Upon receipt of a complete petition, the Vice President for Student Affairs will review and forward the petition to the Admissions Committee with his recommendation. The Admissions Committee meets regularly prior to each semester.

## **Residence Hall Policies**

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### **Introduction**

Residence halls are provided by Northwest Mississippi Community College for the convenience of students who cannot or do not wish to commute on a daily basis. In addition, residence hall life often makes for a fuller and richer college experience. Many residents form lifelong friendships and pleasant associations with individuals of diverse backgrounds and cultures.

Northwest residence halls are a place to take pride in, not abuse; a place to meet, learn, study and appreciate others, not a haven for illicit activities or disorderly conduct unbecoming a student; a place where the human and student rights of others are observed, not a den of noise and confusion.

### **What is a Residence Hall Supervisor?**

A Residence Hall Supervisor is a Northwest Mississippi Community College employee who manages the residence hall in which he/she resides. The Residence Hall Supervisor is the student's first point of contact and is a great resource to our campus for their residents. The Residence Hall Supervisor oversees all aspects of check-in, check-out, open residence hall, and any other information that may be relayed from the Housing Office. In addition, the Residence Hall Supervisor maintains order in his/her residence hall through weekly room inspections as further discussed on page 38 of this *Student Guide* and via a "Campus Appearance Ticket" for behaviors that violate the Student Code of Conduct.

## Requirements

Residence halls are available only to students who take a full academic, career, or technical course load (excluding virtual classes) and attend class regularly. Class attendance will be monitored by the Housing Office. Students will be notified when they fall below full-time status and will be asked to vacate the residence hall. Exceptions to this policy are made by the Director of Campus Life and Housing under the most unusual of circumstances.

## GPA and Credit Requirements

1. Northwest Mississippi Community College views satisfactory academic progress as indicative of a student's efforts to achieve his or her educational goals. To encourage progress toward those goals, all residence hall students must meet the College grade point average and credit requirements for living in the residence halls. These requirements are similar to those used by the Registrar's and Financial Aid offices in determining satisfactory progress.
  - a. At the completion of the second semester of full-time study at the college a student must have accrued a minimum of 12 credits and have a cumulative grade point average of at least 1.35.
  - b. After the completion of the third semester, a student must have a GPA of 1.55 and accrued at least 20 credits.
  - c. The student must maintain a 1.55 GPA during all other semesters.
2. Students who do not meet the minimum requirements will lose their privilege to live in the residence halls and will be notified by letter that they will not be able to live on campus.
3. Students who wish to request an exception due to extraordinary circumstances may appeal to the Director of Campus Life and Housing.
  - a. The Director will forward the appeal

to an Ad Hoc Committee on Residence Hall GPA Appeals.

1. The committee will consist of the Director of Campus Life and Housing (chair); the coordinator of Housing operations; one residence hall supervisor; one member of the Counseling staff; and one student appointed by the chair.
- b. Students must file an appeal within 15 days from the date of their notification letter. The notification letter will specify the date, time, and location of the committee meeting.
- c. Students may appear in person at the meeting or may submit a written appeal for consideration by the committee.
- d. Students will be notified by letter of the outcome of their appeal.

## Application

### New Students

1. All applications for residence halls should be sent directly to the Housing Office for review and approval. The Director of Campus Life and Housing has the right to reject any applications for housing.
2. No residence hall room reservation is made until a student's housing application and room deposit of \$100 for DeSoto, Marshall, and Tallahatchie or \$50 for all other halls is on file in the Housing Office.
3. Students making no specific requests will be assigned by the Housing Office to existing vacancies in the residence halls. Should residence halls be filled to capacity, students will be placed on a waiting list for the residence halls and prioritized as appropriate: commutable distance, dates of their room deposits, class standing, past resident, Mississippi resident, etc.
4. Due to space limitations, private rooms are not available.

## Returning Students

1. Current residents whose intent is to return to the residence halls for the next year should do the following to ensure their priority:
  - a. Participate in Room Reclaim Week (see calendar for dates).
    1. Students who reside on campus during the spring semester have the opportunity to reclaim their present room, present residence hall, or request a change to a different residence hall for the following fall semester.
    2. Students must pre-register for the fall semester.
    3. Room Reclaim Week will be advertised in the residence halls.
    4. Residents will complete a Returning Residence Hall Student Application and may receive their assignment prior to the end of the spring semester.
  - b. If student did not participate in Room Reclaim Week, complete a Returning Residence Hall Student Application which will be available from the Residence Hall Supervisor at check out.
    1. If student is requesting a residence hall with a higher deposit than is already on file, it is the student's responsibility to put forth additional deposit.
    2. Student will NOT be considered for the residence hall of choice until complete deposit is submitted and on file.
  - c. Indicate on the check-out form that the room deposit should be held for the future semester and NOT refunded.

## Cancellations

If an applicant finds it necessary to cancel a room reservation, the room deposit less \$25 will be refunded provided the Housing Office is noti-

fied by noon on the first day of class.

## No Shows

Students with residence hall reservations that are not claimed by noon the first day of classes shall forfeit their room and deposit.

## Room Changes

Requests for change of room and/or roommates will be considered **after** the second week of the semester and must be approved by the Housing Office. The Director of Campus Life and Housing has the right to change any room assignment.

1. If room changes result in building changes:
  - a. student must have the appropriate room deposit;
  - b. student must obtain and affix the appropriate parking decal on the day of the move.

## Consolidation

The Housing Office may consolidate rooms to full capacity when vacancies occur and may move students to another room when such consolidation becomes necessary. Consolidation will begin the week after the room change period for the fall semester and continue through the 10th week of classes. Consolidation will begin the second week of classes for the spring semester and continue through the ninth week of classes.

1. The Residence Hall Supervisor will submit a list of all residents who do not have a roommate within that residence hall to the Housing Office on a weekly basis.
2. The Housing Office will first offer vacant spaces to any students on the waiting list for a specific residence hall or the housing waiting list.
3. ALL residents without a roommate will be notified by the Housing Office of the following options:
  - a. Select a roommate from the list of residents who is also in this process.
    1. Inform the Housing Office which room both students will occupy.

- b. Wait for the Housing Office to assign the student to a new room or assign a roommate to the student's room.
4. Resident will be given five business days to complete the consolidation process.

### **Check-In Procedures**

1. Students are issued a residence hall housing inventory form, confidential student medical information form, and room key(s) at check in.
  - a. The student is to inspect the room and document the current condition of the room as indicated on the inventory sheet.
  - b. The student is to complete the medical information form.
  - c. The student is to obtain their room key.
2. All forms should be returned to the Residence Hall Supervisor no later than the residence hall's mandatory meeting.
3. Students must attend the Mandatory Residence Hall Meeting. Date and time will be distributed by the Residence Hall Supervisor.

### **Break Housing**

Although classes are not in session during these times, the residence halls remain open during the Labor Day, fall break, Martin Luther King Jr., and Easter holidays and breaks.

1. In order to protect the safety of students, all students intending to stay during these times must receive permission from their residence hall supervisor.
2. Permission slips may be obtained from residence hall supervisors and must be completed 24 hours before the break begins.

The residence halls are closed to all students during the Thanksgiving, Christmas, and Spring breaks.

### **Residence Hall Telephone Use**

As a service to students, Northwest provides

telephone outlets in every residence hall room. Students may make credit card and collect long distance calls, as well as local calls. This service is considered to be a privilege and should not be abused. All unauthorized long distance calls, including calls which violate state and federal laws, are not permitted. Students are forbidden from obtaining calling cards or external voice message boxes which are assigned to or based on a campus extension. Any student who makes an unauthorized long distance call on campus will be subject to disciplinary action.

Before purchasing external calling cards, students should consult the Housing Office regarding what services can be accessed from the college system.

### **Guest Policy**

#### **Visitation Policy (Same Sex)**

Resident students may have a guest (non-student, commuter student, or another residence hall student of the same sex) visit them at their residence hall room under the following guidelines:

1. Residents may have a guest in their room between the hours of 10 a.m. and 10 p.m. Monday through Thursday.
2. The guest must be 18 years of age and have a valid form of identification on their person.
3. The resident student is responsible for the guest's behavior.
4. The resident student must accompany the guest at all times.
5. All guests must sign in with the Residence Hall Supervisor. The guest will be subject to the same code of conduct expected from the resident student.
6. All guests must leave campus by 10 p.m. unless they are attending a campus event which is open to the public, such as an athletic event, dance, etc.
7. Resident students are NOT permitted to visit other residence halls between 10 p.m. and 10 a.m.
8. Unauthorized persons present between 10 p.m. and 10 a.m. are subject to disciplinary action or arrest.

9. Visitation is a privilege for residents. Abuse of the privilege can result in individual restrictions or loss of visitation for an entire residence hall.

### **Residence Hall Lobbies & DeSoto Courtyard**

DeSoto Courtyard, Bobo, Gainey, Marshall, Panola, Quitman and Taylor residence hall first floor lobby areas are places for the residents of those halls to participate in study groups and socialize. Residents may also have a guest (same sex or opposite sex) in the lobby during lobby/courtyard visitation hours for a short duration.

1. The guest must be 18 years of age and have a valid form of identification on their person.
2. The host (resident) student is responsible for the guest's behavior.
3. The host student must accompany the guest at all times.
4. The guest may be required to sign in and out of the lobby or courtyard.

### **Lobby/Courtyard Visitation Hours**

Taylor and Quitman—Sun.-Thurs., 3 p.m. to 10 p.m.; Fri., noon to 2 p.m.

DeSoto Courtyard, Bobo, Gainey, Marshall and Panola—Mon. and Tues., 3 p.m. to 10 p.m.; Wed. and Thurs., 3 p.m. to 6 p.m.

### **Overnight Guests**

1. Before overnight guests are brought into the residence hall, the host student must obtain a guest permit from the Housing Office before 4 p.m. on the day of the visit and should notify the Residence Hall Supervisor prior to 7 p.m.
2. The host student is at all times responsible for the guest's conduct, and any room damages that may occur will be charged to the host. Guests must keep their permits with them at all times.
3. If the guest eats in the college cafeteria, the guest must pay for his/her own meal.
4. Only three overnight guests per semester will be allowed, i.e. one guest per room per

night.

5. An individual guest will be allowed only three visits per semester. Passes will not be issued for weekends (Friday, Saturday, Sunday) or for consecutive nights.
6. No overnight guest under 18 years of age is permitted.

### **Open Residence Hall**

During designated open residence hall hours, students are allowed to have a guest of the opposite sex in their room. Open residence hall hours are subject to change, and students should check with the Residence Hall Supervisor for specific dates and times.

1. The schedule is:  
Female residence halls, Mondays, 6-10 p.m.  
Male residence halls, Tuesdays, 6-10 p.m.
2. Guests must be at least 18 years of age.
3. The resident whose room the guest is visiting must sign in the guest at the front desk of the residence hall where the student lives (resident may not check a guest into any room except their own).
4. The guest must leave a Northwest student ID card, an ID card from another recognized college or university, or a valid driver's license at the front desk when he/she signs in.
5. The guest must be signed in to a specific room (one guest per resident).
6. The guest will not be permitted to go from room to room or wander through hallways or upper level lobbies.
7. The host student must stay in the room with the guest until the guest is ready to sign out.
8. Once the guest enters the room, a light must be on at all times, and students must be and remain fully dressed while the guest is present.
9. When the guest is ready to leave or when open residence hall is over, the host student must escort the guest back to the front desk and sign the guest out.
10. Visitors of the opposite sex in Bobo, Gainey, Panola, Quitman, and Taylor should use the

bathroom facilities provided in the lobby.

## **Check-Out Procedures**

### **Regular Check Out**

1. The residence hall student must make an appointment with their Residence Hall Supervisor during regular working hours to check out of his/her assigned room. This appointment should be made within 12 hours of the student's last exam. All check-out appointments should be made no later than 4 p.m. on the last day of final examinations unless special permission has been previously obtained.
2. The student must have all of his/her belongings removed from the room.
3. The room must be cleaned (see Residence Hall Supervisor for specifics).
4. The student must return the issued room key to the Residence Hall Supervisor.
5. The student must read and sign the check-out form.

### **Express Check Out**

1. Available to all residence halls EXCLUDING Quitman Hall.
2. Students may request an express check-out packet from their Residence Hall Supervisor during semester clearance.
3. Students must have all of their belongings removed from the room.
4. The room must be cleaned (see Residence Hall Supervisor for specifics).
5. The student completes information on the express check-out envelope, completes check-out form, and completes returning student application (if applicable).
6. The student understands that by choosing express check-out, he/she is ensuring that the room is clean, no damages exist, and the key is returned. The student will be charged for rooms not being clean, any damages, and/or keys not returned.
7. The student seals the room key inside the envelope and places the envelope in campus

mail.

8. The student should complete this process within 24 hours of the student's last final exam.

### **Improper Check Out**

1. Any residence hall student who fails to utilize express check-out or make an appointment with their Residence Hall Supervisor for regular check-out will be considered an improper check-out.
2. Improper check-out automatically results in the student's forfeit of their entire room deposit.
3. If the room was not cleaned, the student will be charged a cleaning fee in addition to the loss of room deposit.
4. If the room has any damages, the student will be charged for repair in addition to loss of room deposit.

## **General Residence Hall Policies**

### **Expectations of Residence Hall Students**

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. It is the responsibility of all students in the residence halls to become aware of and observe all published rules affecting their status within the residence hall system at Northwest.

### **Rules and Regulations**

The following Rules and Regulations must be observed by all residents and guests:

1. Room Inspection
  - a. Rooms must be kept neat and ready for room inspection on a daily basis to include:
    - Beds made
    - Closet neat
    - Books and belongings orderly
    - Dresser neat
    - Floors free of dirt and/or trash.  
Trash should NOT be swept into the

hall, but swept up and properly disposed.

- All trash or waste should be deposited daily in trash containers located outside each residence hall.
- All appliances should be turned off as appropriate when leaving the room.

b. Rooms will be inspected each week for cleanliness. Residence Hall Supervisors will issue notices (“gigs”) if deficiencies in cleaning standards are found.

- 1st gig will result in a warning.
- 2nd gig will result in a \$15 fine.
- 3rd gig will result in a \$30 fine.
- 4th gig will result in disciplinary action which may result in loss of residence hall privileges.

2. What is and what is NOT allowed

a. *Allowed*

- Cooking appliances to include crock pots, coffee makers, self-contained grilling machines, and small hot pots. Refrigerators that are 4.5 or less cubic feet.
- In order to preserve painted wall surfaces, residents are asked to use tape or adhesive to attach wall decorations which can easily be taken down without removal of paint or destruction of walls.
- Room decorations which are in good taste.

b. *NOT allowed*

- Pets and other animals (including fish and reptiles).
- Refrigerators over 4.5 cubic feet, electric heaters, sunlamps, and appliances such as microwave ovens, toasters, and hot plates are prohibited.
- Nails, tacks, or screws are not allowed to be used for any reason on windows, walls, or furniture.
- Exercise equipment and/or other

items that could be considered disruptive, damaging, or injurious are not permitted. Treadmills, bicycles, and weights are specifically not permitted.

- Candles, combustible substances, and dangerous chemicals.
- Room decorations that are NOT in good taste.
- Alcohol beverage containers (full or empty).
- Gambling is prohibited in all residence halls.
- Smoking is prohibited in all residence halls.

3. Residence Hall Quiet Hours begin in all residence halls at 10 p.m. This includes adjacent parking lots.

- a. Excessive noise at any time will result in disciplinary action.
- b. Alarm clocks, radios, televisions, stereo equipment, and any other sound apparatuses shall not be loud enough to be heard in other rooms or disturb or disrupt the normal tone of the residence hall. Stereo speakers are limited to no more than ten (10) watts.
- c. Students are not to engage in conversation out of windows or across balconies or make unnecessary noise in the residence hall (interior, exterior, outlying areas, and parking lots).
- d. Gathering or congregating in such a manner as to disturb the normal educational process of the residence hall is not permitted.

4. Babysitting is not permitted.

5. Room Condition

- a. No furniture or other items of inventory may be removed from the residence hall without written permission from the Housing Office.
- b. Window blinds are furnished in each room. Curtains may be hung using a spring-type rod only.

- c. Vandalism or abuse to living quarters is prohibited. Students found responsible shall be assessed the cost of repair, the replacement of damaged or missing items, and/or the cleaning of the room.

## 6. Compliance

- a. Students must comply with a request by a college official to disperse or leave the residence hall or any adjacent area when they are acting in a disorderly, disruptive, and/or excessively noisy manner.
- b. All thefts, damage to property, etc. should be reported immediately to the Residence Hall Supervisor and Campus Police. The College assumes no responsibility for loss or damage.
- c. Loitering around the entrances and in the lobbies of the residence halls is not permitted. Loitering will not be permitted around unauthorized areas.
- d. Solicitation of funds and distribution of leaflets and/or materials is prohibited in residence halls without written permission of the Vice President for Student Affairs.
- e. Unauthorized room changes are not permitted.
- f. For residence halls with breezeways, visits by members of the opposite sex in breezeway should be of limited duration.
- g. Students will be held responsible for violations of any other college policies or regulations. See the Code of Student Conduct and other college regulations for further information.

## 7. Safety

- a. Residence hall rooms (entry doors) are expected to be locked at all times.
- b. All students are expected to enter or leave the residence halls only by the designated entrance after the residence halls are secured for the night.

- c. Fire and insurance regulations prohibit the burning of any material in the residence halls.
- d. Each student is responsible for his/her key at all times. Lost or stolen keys should be reported immediately to the Residence Hall Supervisor and Campus Police. Keys may not be loaned out. A \$100 fee will be charged for each lock recore.
- e. When a student is locked out of his or her residence hall room, the resident should contact the Residence Hall Supervisor during their scheduled working hours and Campus Police when the Residence Hall Supervisor is off duty.
  - 1. The Residence Hall Supervisor or Campus Police Officer will request the student's I.D. to verify that the student does reside in that residence hall room.
  - 2. The resident will be issued a Campus Appearance Ticket as a receipt that the room was unlocked.
  - 3. The first time a resident's room is unlocked in a semester, there will be no charge.
  - 4. All subsequent unlocks will result in a fine of \$5 each. The fines will be posted to the student's account as a discipline fine and will be due at the time of clearance.

## **Emergency Residence Hall Closure**

If a residence hall or residence hall room must close due to circumstances beyond the control of the College, students may be asked to vacate the premises for a period of time. Northwest will attempt to find accommodations for these displaced students.

## Emergencies

Any accident, sickness, or other emergency situation in the residence hall should be reported to the proper person. The person charged with the responsibility of making decisions in these cases are: (1) Residence Hall Supervisor, (2) Director of Campus Life and Housing, (3) Campus Police.

## General Policies and Regulations

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### Pistols, Firearms, or Other Weapons on College Premises

The Board of Trustees of Northwest Mississippi Community College recognizes that the possession of pistols, firearms, or other weapons on college premises or at college functions by persons other than duly authorized law enforcement officials creates unreasonable and unwarranted risk of injury or death to the College's employees, students, visitors, and guests, and further creates an unreasonable and unwarranted risk of damage to properties of the College, the College's employees, students, visitors, and guests. Because of such dangers, the Board hereby prohibits the possession of pistols, firearms, or weapons in any form by any person other than duly authorized law enforcement officials and the College's security officials on the College's premises or at college functions, regardless of whether any such person possesses a valid permit to carry such pistols, firearms, or weapons.

### Sexual Harassment

#### Preventing Sexual Harassment

Northwest Mississippi Community College is committed to creating and maintaining an environment in which all persons who participate in college programs and activities can work and study together in an atmosphere free of all forms of sexual harassment. Every member of the college community should be aware that the College is strongly opposed to sexual harassment and that such behavior is prohibited by law (Title IX of the Education Amendments of 1972) and by College policy.

Northwest views sexual harassment (as defined in this policy) as serious and will not tolerate it in any form. It is the intention of the College to take whatever action is needed to prevent, correct, and if necessary, discipline behavior which violates this policy. Prosecution of employees or students for the crimes they commit, whether by state or federal prosecutors, is independent of and in addition to the charges or disciplinary proceedings instituted by the College.

#### What is Sexual Harassment?

Sexual harassment consists of unwelcomed sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical behavior of a sexual nature when:

1. Submission to that conduct or communication is made either explicitly or implicitly a condition of the individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the individual's welfare;
3. Such conduct has the purpose and effect of substantially interfering with an individual's welfare, academic performance, or creates an intimidating, hostile, offensive, or degrading educational 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:

1. Unwelcomed sexual propositions, invitations,