

2025-2026

STUDENT HANDBOOK



MORNINGSIDE
UNIVERSITY

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ABOUT THE MORNINGSIDe UNIVERSITY STUDENT HANDBOOK

Rights Reserved

The University reserves the right to change policies and procedures in the Student Handbook. This includes changes to schedules, fees charged, and policies and regulations affecting students. Such changes shall take effect whenever the administration determines that such changes are prudent. This handbook is not to be construed as a contract.

It is the responsibility of each student to acquire an active knowledge of all policies and procedures set forth in the Student Handbook.

Please read the Student Handbook carefully. You are responsible to know and understand its contents. Students who violate the conduct policies and procedures described in the handbook may be subject to disciplinary action as outlined in the Student Handbook.

Notice of Nondiscrimination Policy

Morningside University prohibits discrimination in employment, admissions, recruitment, and its educational programs and activities. It is our policy and practice to promote equal opportunities without regard to age, sex (including pregnancy), religion, creed, race, color, gender identity, sexual orientation, disability, genetic information (employment only), national origin, or other characteristics protected by state and federal law. This prohibition applies in the selection or placement of employees, as well as in administration, supervision, compensation, training, promotions, and termination of employment. Every other practice or procedure, both in the areas of academics and business, must subscribe to the intent of this basic philosophy which is inherent in Judeo-Christian principles.

The University is committed to providing all its students, faculty, staff, and visitors with equal access to its programs, activities, and facilities. In compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, the University has made modifications to some of its buildings and grounds and will provide reasonable auxiliary aids and modifications in order to allow such equal access to the regular programs, activities, and degree objectives offered by the University, for qualified individuals with disabilities.

Persons wishing additional information about this nondiscrimination policy or with questions may contact the following:

Beth Boettcher
Title IX Coordinator
Lewis Hall 120, 1501 Morningside Ave., Sioux City, IA, 51106
phone: 712-274-5034
email: titleix@morningside.edu

Equal Employment Opportunity Officer
Business Office
phone: 712-274-5128



The Morningside University experience cultivates a passion for life-long learning and a dedication to ethical leadership and civic responsibility.

Student Code of Conduct

- To respect the rights of other persons regardless of their age, race, color, creed, sex (including pregnancy), religion, national origin, sexual orientation, gender identity, genetic information, disability, veteran status, or any other characteristic protected by law. Physical or psychological abuse of a person or conduct that threatens the health or safety of any person is not allowed.
- To respect the on-going program of all aspects of the University including teaching, research, administration, disciplinary procedures and other sponsored or authorized activities on University property. Obstruction or disruption of activities is not allowed.
- To respect the property of other individuals, organizations and the University.
- To observe all local, state and federal laws.
- To observe regulations pertaining to residence halls and University buildings and grounds that are officially adopted through the organizational procedures of student government, faculty, administration and/or trustees.
- To observe honesty in academic work and official University records. Cheating, plagiarism and giving false information to the University are not allowed.
- To meet financial obligations.

Rights, Freedoms, and Responsibilities of Students at Morningside University

Preamble

Morningside University exists for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of this academic community, students are encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. These standards of academic freedom for students are essential to any community of scholars. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students, like all citizens, should always exercise their freedom with responsibility. The responsibility to secure and to respect those general conditions conducive to learning is shared by all members of the University. Morningside University has a duty to develop policies and procedures that provide and safeguard this freedom. Such policies and procedures should be developed with the broadest possible participation of all segments of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

Classroom

Student/Professor Relationship

The professor should encourage free discussion, inquiry, and expression in the classroom and in conference. The professor should evaluate the academic performance of each student on the basis of how well the content and skills of the discipline are mastered, not on matters extraneous to the course. It is therefore the responsibility of the professor to inform the student of the requirements of the course early in the semester, including requirements for class attendance. Conversely, it is the student's responsibility to understand what the course entails. Students can reasonably expect proper instruction and advisement by all members of the faculty.

1. Protection of Freedom of Expression
Students should be free to take reasoned exception to the data or view offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Protection Against Improper Academic Evaluation
Students should have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Protection Against Improper Disclosure
Information regarding student views, beliefs, and political associations which a professor may acquire as an instructor, advisor, and counselor is considered confidential, and the professor is expected to guard against any improper disclosure of such materials as part of recognized professional obligation. Judgments about a student's ability and character will be offered only in the proper circumstances of standard evaluation by the professor.
4. Procedures to be followed in investigation of a Student's Academic Rights
 - a. Minor academic problems - Problems which involve classroom instruction will be reviewed by the professor of the class in which a complaint originates.
 - b. Departmental academic problems - Problems which involve departmental policy or University policy will be reviewed by the student's academic advisor.

Recourse for Unresolved Academic Problems

Major academic problems or minor academic problems not resolved by the student's professor/advisor shall be investigated by the department head of the academic department in which the problem originates. If, after investigation, the problem is not resolved, the student may present the case to the Academic Standards Committee. The case must be submitted in writing to the Provost/Vice President for Academic and Student Affairs and/or the Office of Academic Affairs within a period of ten school days after written notification and to the student at the close of the investigation.

Academic Standards Committee

The Academic Standards Committee considers only written appeals and may by majority vote of the full committee set aside the decision of the department if, in its opinion, any of the following conditions exist:

1. That the evidence against the student is clearly insufficient to warrant the action taken by the instructor or the department.

2. That the judgment of the instructor or department was prejudicial or capricious.
3. That the decision of the instructor or department was contrary to existing University policy.

Grade Appeal Policy

When a student feels that the end of semester grade assigned by a professor is incorrect, the student has the right to appeal the grade.

The appeal must be initiated within thirty days of the end of the semester. The process for a grade appeal is:

1. The student contacts the professor, in writing, stating their concern and a recommended resolution.
2. If the student and professor are in disagreement after they have communicated, the student may appeal the professor's decision to the department head. Both parties must submit written statements to the department head. The department head makes a ruling in the matter. All communications must be shared with all parties.

If either party is dissatisfied with the result of the department head's ruling, they may appeal to the Academic Standards Committee. All written statements must be forwarded to the committee, and the committee will make the final ruling.

Appeals from students who have been academically suspended from the University for low grade point averages, or appeals from students who want to be exempted from some other academic requirement at Morningside University are considered by the Academic Standards Committee that consists of five faculty members, the Provost or Associate Vice President for Academic Affairs, the Registrar, the Interim Vice President for Enrollment Management, the Senior Associate Vice President for Enrollment Management, and the Director of Financial Planning. Only the faculty members of the Academic Standards Committee are voting members.

Class Video and Recordings

Using a webcam or camera on a mobile device to record and submit video content within Morningside online learning platforms is a condition of enrollment in all online and hybrid courses. Instructors may also ask students enrolled in online or hybrid courses to record and post video content in a class discussion board or participate in a recorded class video conference. Students with a reasonable need or hardship that prevents or prohibits them from any of these video requirements may appeal, in writing, to their instructor, who will submit appeals for review and resolution to the Office of Academic Affairs.

Administrative Withdrawal Policy

Students are expected to prepare for and attend all classes for which they are registered and to act in a manner consistent with an academic environment while attending class. The University may administratively withdraw a student who is not attending class, exhibits disruptive or unruly behavior in class or in the community, or is otherwise not demonstrating a serious academic effort. Administrative withdrawals prior through the last day to drop a course during the semester will receive a grade of "AW" in the course/s. Administrative withdrawals from a course after the final day to drop a course will be recorded with an "AF", which is computed as an F.

Student Records

Student educational records are kept in several different campus locations. The director of each department is responsible for the maintenance of records. The support staff of each office are the only University personnel who have general access to the records. Their access is for filing and information gathering only. All other administrative or teaching staff must obtain the consent of the director of the particular student service. No person outside the institution may gain access to records without the consent of the student. Certain federal agencies may have access without student consent under some circumstances.

The Family Educational Rights and Privacy Act Official Notification of Rights under FERPA

Student education records are official and confidential documents protected by the Family Educational Rights and Privacy Act (FERPA). Educational records, as defined by FERPA, include all records that schools or education agencies maintain about students. FERPA affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review their records. Students should contact the Office of the Registrar to determine the location of appropriate records and the procedures for reviewing such records.
2. The right to request that records believed to be inaccurate, or misleading be amended. The request should be submitted in writing to the office responsible for maintaining the records. If the request for change is denied, the student has a right to a hearing on the issue.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational records. Generally, the University must have written permission from the student before releasing any information from the student's record. FERPA does, however, authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate educational interest in the record. A school official is a person employed by the institution in an administrative, supervisory, academic, research or support staff position; a person or company with whom the institution has contracted (i.e., an auditor, attorney or collection agency); contractors, volunteers, and other non-employees performing institutional services and functions; a person serving on the Board of Trustees; a student serving on an official committee or assisting another school official in performing their task. A legitimate education interest exists if the school official needs to view the education record to fulfill their professional responsibility.

Non-Disclosure of Directory Information

Students have the right, while enrolled, to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a non-release form through the Registrar's Office by the end of the first week of the semester. This release restriction is effective for one academic year only and must be renewed each year. If a student requests non-disclosure of directory information in their last term of attendance, that request will be honored until the student requests its removal.

A student should carefully consider the consequences of a decision to withhold directory information, as future requests for such information from other schools, loan or insurance companies, prospective employers or other persons or organizations will be refused as long as the request for non-disclosure is in effect.

Students may indicate on CampusWEB that they would like non-disclosure of directory information, and all University personnel should honor this request. However, official notification of non-disclosure must still be made in writing at the Registrar's Office.

Missing Student Policy

Morningside University has adopted the following Missing Student Policy. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

If a member of the Morningside University community has reason to believe that a residential student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through collaboration of Campus Safety and Security, Student Services, Residence Life, and the missing student's family and friends.

Students wishing to identify a confidential contact or contacts should include this on housing form that is filled out with their Residence Life Residential Assistant (RA) at the beginning of the year, including those under the age of 18 that are not emancipated. This information will only be accessible to authorized campus officials, and may not be disclosed, except to law enforcement personnel in the furtherance of a missing person investigation.

If not located within 24 hours, the confidential contact(s) will be informed, and a University official will make an official missing person report with the law enforcement agency with jurisdiction unless it was the law enforcement agency is the one that made the missing person determination.

If the student is an un-emancipated minor, the parent will be notified within 24 hours of the determination that the student is missing along with their confidential contact(s). In the event that parental notification is necessary, a University official will place the call.

Anyone who believes a student to be missing should report their concern to Campus Safety and Security immediately. If Campus Safety and Security is not available, then Residence Life or the local law enforcement agency with jurisdiction should be notified.

WHO TO FILE A MISSING PERSON'S REPORT WITH:

Director of Safety and Security	712-274-5500
Assistant Director of Safety and Security	712-274-5505
Dean of Students/Title IX Coordinator	712-274-5034
Director of Residence Life	712-274-5335
Plex Area Coordinator	712-274-5339
Roadman Hall Area Coordinator/Student Activities	712-274-5337
Associate VP of Academic Affairs	712-274-5410

Missing Student General Procedures:

1. The Morningside official receiving the report will collect and document the following information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time, and location of the missing student was last seen.
 - c. The missing student's cell phone number (if known by the reporter)
2. The Morningside University official receiving the report will contact the Director of Campus Safety and Security who will in turn notify the Vice President for Academic and Student Affairs (or their designee) in order to inform them on the situation and to receive additional consultation. They will ascertain if/when any other members of the campus and the Interim Vice President for University Engagement needs to be contacted.
3. Upon notification from an entity that a student may be missing, Morningside University may use any or all the following resources to assist in locating the student:
 - a. Call and text the student's cell phone and all any other numbers on record.
 - b. Check the student's room.
 - c. Check when their fob was last used.
 - d. Talk to the student's RA, roommate, and floor mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and location the student was last seen.
 - e. Secure a current student ID (from Campus Safety and Security) or another photo of the student from a friend.
 - f. Send the student an email.
 - g. Information Services to check email logs or if they can ping their computer on campus.
 - h. Check all possible locations mentioned by the parties above including but not limited to, library, residence hall lounges, student commons, fitness center, etc. The Campus Safety and Security Department and the Office of Residence Life may be asked to assist in order to expedite the search process.

- i. Contact or call other on-campus or off-campus friends or contacts that are made known. This includes checking a student's social networking sites such as Facebook or Twitter.
 - j. Ascertain the student's car make, model, and license plate number. A member of the Campus Safety and Security Department will also check Morningside University parking lots for the presence of the student's vehicle.
 - k. Send out an emergency notification text message via the Morningside University Emergency Notification System (ENS) to the campus alerting the campus of the situation to ask for help in locating the student.
4. Once all information is collected and documented and campus officials have been consulted and it is determined that the person is missing, Morningside Campus Safety and Security will contact the local police with jurisdiction to report the information within 24 hours of the person being missing. If in the course of gathering information as described above, foul play is evident or strongly indicated, the police will be contacted immediately. If it is necessary to contact state authorities, police procedure and protocol will be followed by the University.

Freedom of Association, Inquiry, and Expression

Morningside University, seeking to preserve and further its tradition of academic freedom, acknowledges that a student is a vital and essential member of the University community. In this context, the student is encouraged to accept membership with a spirit of cooperation and responsibility, with an obligation to work with the faculty, staff, and administration toward commonly shared goals. Only through total participation can academic freedom reach maximum effectiveness. Each segment of the community must also realize that membership in the academic community does not dictate equal levels of authority, but it does assure a significant voice to each in a partnership. The University also believes that the real meaning of student freedom can be reached only through the formulation of certain standards and its responsibility to them. It is the student's obligation to act as a responsible citizen, to abide by the standard rules and regulations of the University, and to express either assenting or dissenting opinions in an orderly manner. The student shall also be responsible for knowing and understanding all the rules and regulations set forth.

A. Freedom of Association.

Students bring to the campus a variety of interests previously acquired and develop new interests as members of the academic community. They should be free to organize and join campus associations to promote their common interests, consistent and compatible with the publicly stated policies of the University such as those set forth in University catalogs and handbooks and within the requirements for membership of each particular organization. Additionally, the Morningside University Student Government Constitution outlines the process of being a recognized student organization by the University and provides additional information on the rights and responsibilities of student organizations.

1. Affiliation with an extramural organization will not in itself disqualify a student organization from institutional recognition. At the same time, all actions of the student organization should be determined by vote of only those persons who hold bona fide membership in the University community as set forth in the organization's constitution.
2. The University requires each student organization to have an advisor. The advisor must be a full-time employee. Exceptions to this rule may be recommended by the Student Government Senate after a simple majority vote. This recommendation will be forwarded to the administration for a final decision. The advisor will counsel the organization in its relationship to the University and the exercise of its responsibility but should not have the authority to control the policy of the organization.
3. Procedures and Requirements for Student Organization Recognition.
 - a. The Morningside University Student Government consists of a staff/administrative employee and student members. It has the responsibility of approving and registering all student organizations desiring the benefits and restrictions of official recognition.
 - b. Each organization shall be recognized from the date of its registration until the fourth week of the succeeding fall term. Student organizations shall be responsible for re-registering themselves each year. To be registered, the organization must file the following information with Student Government:
 - i. Name of organization.
 - ii. Names and titles of officers.
 - iii. Specific goals and aims of the organization for the year.
 - iv. Names of advisors.
 - v. National affiliation if such exists.
 - vi. Notification of times and dates of regularly scheduled meetings and notification of times and dates of regular or special activities.
 - vii. An organization constitution outlining the purposes and procedures. This needs to be filed only for the initial approval and registration. The constitution will be held to be the organization's official functioning document by Student Government. Any additions or corrections will need approval for continuing recognition. The constitution must provide that:
 1. Only registered Morningside students, faculty, and staff are voting members and officers;
 2. The organization will abide by the University's Non-Discrimination policy in that there will be no discrimination on the basis of age, sex, religion, creed, race, color, gender identity, sexual orientation, disability, genetic information or national origin to the rights, privileges, programs, and opportunities generally available to students at the University.
 - c. If the required information is not submitted on time, a group will be denied registration and will not be entitled to the privileges accorded to registered student organizations. These privileges include sponsorship of all-University events, social functions, demonstrations, fund-raising events, and the use of University services and facilities. Although it is not a requirement for registration, organizations are requested to submit a list of membership.
 - d. No student organization shall have its registration denied or revoked by Morningside University Student Government on grounds of its beliefs or attitudes if these are compatible with the mission, vision, aims and purposes of the

University as set forth in the University catalog and the preamble of this document. A student organization may have its registration revoked in the event of the following:

- i. The required information submitted is falsified.
- ii. A violation of civil law on the part of the organization has been proven.
- iii. The organization violates University procedures or policy.
- iv. The organization actively participates in an attempted violent overthrow of the United States Government, the government of the state, or any duly established government.
- v. If the aims and purposes are not in keeping with the aims and purposes of the University as set forth in the University catalog and the preamble of this document.

B. Freedom of Inquiry and Expression.

The University firmly believes in the principle of free inquiry and expression and believes that freedom to learn depends upon appropriate opportunity to express opinions publicly and privately. Students should be free to support or oppose causes by orderly means, hear persons of their own choosing, participate in institutional governance, and be able to maintain an atmosphere of free and responsible discussion in student publications. Thus, the following statements governing these four areas of free inquiry and expression will help the student to achieve these goals through an orderly, well-defined process.

1. Outside Speaker on Campus

The University will permit recognized student organizations, faculty or administration to invite outside speakers to present points of view and programs in order to inform themselves and the campus on issues relating to various interests, such as politics, religion, ethics, and morals.

- a. The routing procedures required by the institution before a guest speaker is invited to appear on campus should be designed only to ensure that there is orderly scheduling of facilities and adequate preparation for the event and that the occasion is conducted in a manner appropriate to the academic community. The institutional control of campus facilities should not be used as a device of censorship. The sponsoring organization should make clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or Morningside University.
- b. Where a binding contract in the name of the University is to be made with a speaker or performer, or where the use of University facilities requiring reservation is concerned, the name of a proposed speaker or performer should be submitted to Central Scheduling. This should be done 30 days prior to the proposed date for the event and is to be scheduled through the Office of Central Scheduling.
- c. No speaker or program will be authorized by Morningside University if the speaker is likely to urge the audience to take actions prohibited by the University, incite the audience to violate state or federal regulations or advocates the use of violence.
- d. For potentially controversial guest speakers, specific procedural guidelines may be required by the University. For example, rules for a question and answer period may be specified or a moderator for the session may be selected by the University.
- e. If, in the judgment of the President of the University, bringing a speaker to campus would cause significant issues of security for the speaker, other individuals, or the campus, then the President may cancel the invitation to that speaker.
- f. Outside groups have the responsibility to clean up after the event, and they are financially responsible for any damage to the campus grounds or facilities.

2. Student Demonstrations

Under the guarantees established by the first amendment of the United States Constitution, the University recognizes the right of students to freedom of expression within the limitations of local, state, and federal law as well as the rules and regulations of the University. As part of our democratic tradition, students are encouraged to study social issues and express their convictions as responsible citizens. Any demonstrations must be conducted in an orderly manner and must observe the following limitations:

- a. They shall not constrain vehicular or pedestrian traffic, nor interrupt class schedules, meetings, ceremonies or generally the educational process of the University.
- b. They shall not be held within University buildings, the stadium, or athletic facilities while University functions are in progress.
- c. They shall not be allowed in the private residential areas of the campus.
- d. They shall not use obscene language or actions.

A student who violates any of these regulations can be disciplined, possibly suspended. If several members of one organization violate these regulations, action may also be taken against the organization by administration and through Student Government. To alleviate any possible misunderstanding of the rules as set forth, the University recommends that any student organization or group of students contemplating a demonstration inquire with the Student Life Office about appropriate procedures.

3. Morningside University Student Participation in Institutional Government

As constituents of the academic community, students are free individually and collectively to express their views on issues in policy making and on matters of general interest to the student body. Usually, student expression on University issues is under the direction of the Morningside University Student Government.

- a. Procedure for Student Participation and Involvement
 - i. Student Government, through its President, shall also have the opportunity at the time of the semi-annual Board of Directors' meeting to express its recommendations and views to this highest governing body of the University. The President of the Morningside Student Government is an ex-officio voting member of the Board of Directors.

4. Student Publications

Student publications and the student press are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and a climate of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and to the institutional authorities and of formulating student opinion on various issues on the campus and world at large. The University affirms student rights and freedom of speech and in no way will obstruct this student right. The only qualification is that the students honor the canons of responsible journalism, including the limitations of gross obscenity and the avoidance of libel and slander. It is the responsibility of the editors and managers to develop their own editorial policies and news coverage so as to maintain integrity and so to see and express the truth. As safeguards for editorial freedom, the following provisions are necessary.

- a. Student Press (The Collegian Reporter, The Kiosk) and other student publications shall be free of censorship and advance approval of copy.
- b. The editors and managers of the Collegian Reporter and other student publications will be protected from suspension and removal because of student, faculty, administrative or public disapproval of editorial policy or content. Only for proper and stated causes will an editor or manager be subject to removal.
- c. The editorial page of the Collegian Reporter shall state that the opinions there expressed are not necessarily those of the University student body or the University administration, faculty, or staff.

Off-Campus Freedom of Students

Morningside University assumes that students are both citizens at large and members of the academic community. As citizens, students should enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy. Faculty members and administrative officials should ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus. But these off-campus freedoms should be balanced with responsibilities as to conduct and a respect for civil law. As members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership, and in this context Morningside University expects its students, faculty, and administrative personnel to maintain standards of conduct which will reflect in a positive manner upon the institution.

Morningside University has the inherent responsibility to protect its educational position through the setting of standards of conduct for the members of the University community. Students who violate the laws may incur penalties prescribed by civil authorities, but institutional authority will not be used merely to duplicate the function of the general laws. In all cases, institutional action shall be independent of community pressure. The Dean of Students/Title IX Coordinator (or “designee” in all references) will determine whether a student’s activity or involvement with civil authorities is due cause for disciplinary action by the University. In these cases where a student’s off-campus conduct is detrimental to student welfare or the University in general, the Resolution Team shall hear all aspects of the particular case and recommend to the Dean of Students/Title IX Coordinator what action should be taken. The student will be guaranteed every safeguard to ensure protection from unfair imposition or serious penalty as well as the right to appeal the decision to the Vice President for Academic and Student Affairs.

Student Conduct Procedures

A. Standards of Conduct

Codes of conduct concerning the rules and regulations of Morningside University will be covered in this Student Handbook, the current University catalog, and other appropriate bulletins, and are to be communicated through groups and organizations of the University community by meetings, publications, and contracts. The student is obligated to act as a responsible citizen, to abide by the stated rules and regulations of the University, and to know and understand all the rules and regulations set forth. Morningside University’s jurisdiction extends beyond University property. The University has the right to review the conduct of a student not on University property.

B. Status of Student Pending Final Action

Pending action on the charges, the status of a student and the right to be present on the campus to attend classes will not be altered except for reasons relating to a) the student’s physical or emotional well-being b) the safety of students, staff, faculty, or University property or c) if the student poses a substantial threat of disruption or interference with the normal operations of the University. In such rare instances, the Dean of Students/Title IX Coordinator or designee has the right to immediately place a student on an interim suspension pending the resolution process or medical evaluation. Notification of interim suspension will be done via the University’s official form of communication (email). During the interim suspension period, the student may be denied access to the campus (including classes) and all other University activities and privileges for which the student might otherwise be eligible, as deemed appropriate by the Dean of Students/Title IX Coordinator (or designee). Expenses incurred or course penalties because of the interim suspension will not be the responsibility of the University.

C. University Conduct System

The formality of the procedure to which a student is entitled in conduct cases should be proportionate to the gravity of the offense and the sanctions which may be imposed. Minor penalties may be assessed informally under prescribed procedure. Only when misconduct may result in serious penalties (e.g. suspension or expulsion) does the student have the right to appeal to the Vice President Academic and Student Affairs.

Hazing Policy

Morningside University prohibits any form of “hazing” in its programs, activities, and by student organizations. This policy sets forth the University’s procedures for handling reports of hazing, the potential consequences for engaging in hazing, information on Morningside’s hazing prevention and awareness programs, and the University’s reporting and publication requirements.

Policy Definitions

For the purposes of this Policy:

“Student organization” means any organization at Morningside in which two or more of the members are enrolled students, whether or not the student organization is established or recognized by Morningside. This includes clubs, societies, associations, athletics teams, fraternities, sororities, bands, or student government.

“Hazing” means any intentional, knowing, or reckless act by a person, or in concert with others, against another *regardless of their willingness to participate* that:

- (1) Is committed in the course of initiation into, affiliation with, or the maintenance of membership in, a student organization; and
- (2) Causes or creates an unreasonable risk of physical or psychological injury, including any activity which places another person in reasonable fear of bodily harm through the use of threatening words or conduct and any activity that includes or requires another person to perform a criminal violation of state or federal law.

This includes whipping, beating, striking, electronic shocking, or placing a harmful substance on someone’s body. It includes causing, coercing, or otherwise inducing sleep deprivation; exposure to the elements; confinement in a small space; extreme exercise; consuming food, liquid (including alcohol), drugs, or other substances; or the performance of sexual acts.

Iowa also has a criminal law on “hazing,” Iowa Code 708.10. This law defines hazing as an intentional or reckless act or acts involving forced activity which endangers the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with the university, regardless of the student’s willingness to participate

Reporting Hazing and Investigations

All forms of hazing must be reported to the Dean of Students, Director of Safety and Security, Title IX Coordinator, or other University administrator. If any campus official or employee such as a coach, sponsor, adviser, residence life staff member receives a report or becomes aware of an alleged hazing incident, they should report it to one of the afore-mentioned University administrators.

All allegations of hazing will be taken seriously and investigated. Allegations against students and/or student organizations will be handled under the Student Conduct and Misconduct Response and Resolution Procedures. Any allegations against faculty or staff will be investigated and handled under applicable employee policies and procedures. Consequences for founded incidents of hazing can include discipline up to and including suspension or expulsion for students, serious sanctions for student organizations, and termination of employees. Allegations of hazing may also be reported to the Sioux City Police Department for a criminal investigation.

Clery Act Statistical Reporting and Transparency Report

In accordance with the Clery Act, statistical information on hazing incidents within the University’s Clery geography are included in the Annual Security Report which is distributed to the campus community each year on or before October 1st.

Consistent with applicable law, Morningside will also collect information on hazing incidents involving student organizations and publish a Campus Hazing Transparency Report on its website, if there are violations to report. If there are violations, the University will update the Transparency Report at least twice a year with the following information:

- A statement notifying the public of the annual availability of the University’s hazing statistics in the Annual Security Report;
- Information about this Policy and Iowa’s hazing law; and
- For each period of time since the last update, the following information about each finding of responsibility for a hazing violation against a student organization:
 - The name of the student organization;
 - A general description of the hazing violation that resulted in a finding of responsibility, including whether the violation involved the abuse or illegal use of alcohol or drugs;
 - The findings of the institution, and any sanctions placed on the student organization by the institution, as applicable;
 - The dates on which the hazing was alleged to have occurred, when the investigation was initiated and ended, and when the student organization was notified of the violation.

Neither the statistical information in the Annual Security Report nor the Campus Hazing Transparency Report will include any student’s personally identifiable information, as defined by the Family Educational Rights and Privacy Act (“FERPA”). Past Transparency Reports will be maintained by Morningside for at least five (“5”) calendar years from the date of publication.

Prevention and Awareness Programs

It is the policy of Morningside University to develop and offer prevention and awareness programs related to hazing. These programs will be research-informed and campus-wide, and designed to reach students, faculty, and staff with information about:

- This Policy, including how to report incidents of hazing and Morningside’s processes used to investigate incidents of hazing;
- Iowa’s hazing law; and
- Primary prevention strategies intended to stop hazing before hazing occurs, which may include skill building for bystander intervention, information about ethical leadership, and the promotion of strategies for building group cohesion without hazing.

To meet these requirements annual training will occur for faculty, staff and students using Catharsis, an online training platform. This same training platform will be used for providing training for new employees and transfer students that occur throughout the year.

Title IX Misconduct Response and Resolution Procedures¹

Reporting Misconduct

Any member of the community, guest or visitor who believes that a policy has been violated should contact the Dean of Students/Title IX Coordinator, Director for Safety & Security, Director of Residence Life, or other University administrator.

Initial Assessment

Following receipt of notice or a report of misconduct, the Dean of Students/Title IX Coordinator or designee shall engage in an initial assessment to determine if there is reasonable cause to believe a policy has been violated. The initial assessment is typically 1-5 business days in duration.

In cases where the Dean of Students/Title IX Coordinator determines the University must proceed, and the initial assessment shows that reasonable cause exists, the allegation will be resolved through either an informal or formal resolution process. The process followed considers the preference of the party/parties but is ultimately determined at the discretion of the Dean of Students/Title IX Coordinator.

If a formal investigation is commenced, the Dean of Students/Title IX Coordinator will provide written notification of the investigation to the respondent at an appropriate time during the investigation. Notification will be made in writing and be delivered by email to the parties' University-issued email account. Once emailed, notice will be presumptively delivered. The University aims to complete all investigations within a sixty (60) calendar daytime period, which can be extended as necessary for appropriate cause by the Dean of Students/Title IX Coordinator with notice to the parties as appropriate.

If, during the initial assessment or at any point during the formal investigation, the Dean of Students/Title IX Coordinator determines that there is no reasonable cause to believe that policy has been violated, the process will end. This decision lies in the sole discretion of the Dean of Students/Title IX Coordinator or designee.

Interim Remedies/Actions

The Dean of Students/Title IX Coordinator may provide interim remedies intended to address the short-term effects of misconduct or to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Altering the housing situation
- Altering work arrangements for student employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between parties
- Offering adjustments to academic deadlines, course schedules, etc.

The University may place a student on interim conditions and/or suspension pending the completion of an investigation and procedures, particularly when in the judgment of the Dean of Students/Title IX Coordinator, the safety or well-being of any member(s) of the campus community may be jeopardized by the presence on-campus of the respondent or the ongoing activity of a student organization whose behavior is in question. In all cases in which an interim suspension is imposed, the student or student organization will be given the option to meet with the Dean of Students/Title IX Coordinator or designee prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Dean of Students/Title IX Coordinator has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension, a student may be denied access to University housing and/or the University campus/facilities/events. As determined by the Dean of Students/Title IX Coordinator, this restriction can include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Dean of Students/Title IX Coordinator, alternative coursework options for students may be pursued to ensure as minimal an impact as possible on the respondent.

The institution will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

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Resolution Types

Allegations of policy violations(s) will be resolved through either an informal or formal resolution process. The process followed considers the preference of the party/parties but is ultimately determined at the discretion of the Dean of Students/Title IX Coordinator.

I. Informal Resolution

Informal Resolution is used when the matter can be resolved through 1) conflict resolution; 2) where the respondent accepts responsibility for violating policy; 3) or when a University official can resolve the matter informally by providing remedies to resolve the situation.

i. Conflict Resolution

Conflict Resolution is an informal process between parties, such as mediation or restorative practices, by which a mutually agreed upon resolution of an allegation is reached. It may be used for less serious, yet inappropriate, behaviors and is encouraged as an alternative to the Formal Resolution process to resolve conflicts. The parties must consent to the use of Conflict Resolution.

Additionally, the Dean of Students/Title IX Coordinator determines if Conflict Resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue, and the susceptibility of the conduct to Conflict Resolution.

In a Conflict Resolution meeting, a trained administrator facilitates a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a Conflict Resolution process, though the parties may agree to appropriate remedies.

The Dean of Students/Title IX Coordinator maintains records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution is not the primary resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy, though it may be made available after the Formal Resolution process is completed should the parties and the Dean of Students/Title IX Coordinator believe it could be beneficial.

ii. Respondent admits responsibility for alleged violations

The respondent may admit responsibility for all or part of the alleged policy violations at any point during the resolution process. If the respondent admits responsibility, the Dean of Students/Title IX Coordinator makes a determination that the individual is in violation of University policy.

The Dean of Students/Title IX Coordinator then determines appropriate sanction(s) or responsive action, which are promptly implemented in order to effectively to stop the misconduct, prevent its recurrence, and remedy the effects of the misconduct.

If the respondent only admits to part of the alleged policy violations, then the Dean of Students/Title IX Coordinator finds the respondent in violation of the admitted violations and the contested allegations will be resolved using Formal Resolution.

iii. Negotiated Resolution

The Dean of Students/Title IX Coordinator, with the consent of the parties, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the University.

II. Formal Resolution

If a Formal Resolution is deemed necessary by the Dean of Students/Title IX Coordinator, two members from the Resolution Team will be assigned to investigate the allegations and present a report with their findings and recommendations to the Dean of Students/Title IX Coordinator or designee. The University reserves the right to appoint an external investigator(s) with expertise in investigation.

Investigations

Investigations for formal resolution are completed expeditiously, normally within sixty (60) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, etc.

Morningside University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Morningside University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances

include but are not limited to: a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations involve interviews with all relevant parties and witnesses; and obtaining available, relevant evidence, both inculpatory and exculpatory.

While in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Google Meets, Skype, Zoom, FaceTime, Webex, or similar technologies may be used for interviews if the Investigator(s) determines that timeliness or efficiency dictate a need for remote interviewing. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

All investigations will be conducted as discreetly as is practicable. No unauthorized audio or video recording of any kind is permitted during investigation meetings.

The burden of proof and the burden of gathering sufficient evidence to reach a determination of responsibility rests with the University and not with the parties. The investigation may include, but is not limited to, interviews with the Complainant, the Respondent, any witnesses identified by the parties or by the investigator as having information relevant to the complaint, and collecting and reviewing any relevant documents, communications, or physical evidence if possible. The Investigation typically includes the following:

- Interview the Complainant and Respondents separately. Each party will be asked to participate in an initial interview and may be asked to participate in a follow-up interview(s) as needed.
- Each party may offer witnesses and other information, documents or other evidence relevant to the complaint, both inculpatory and exculpatory. Information, documents or other evidence provided by the parties and witnesses may be shared with both parties during the investigation.
- The order of the interviews will be determined by the Investigator(s) based on the circumstances of each complaint.
- The investigator(s) will make a good faith effort to contact and interview relevant witnesses.
- In the event Complainant or Respondent request reasonable accommodations during the investigation process due to a disability, the investigator(s) will consult with the Dean of Students/Title IX Coordinator.

Neither party will be restricted in their ability to discuss the allegations or to gather and present relevant evidence; provided, however, that such communications shall not constitute harassment of or retaliation against any party.

The Investigator(s) will evaluate all relevant evidence, both inculpatory and exculpatory. The Investigator(s) will only access, consider, disclose, or otherwise use a party's treatment records made or maintained by a health care provider, or other records protected under a legally recognized privilege, if the party provides the investigator(s) with voluntary, written consent to do so.

Inspection and Review of the Evidence and Investigation Report

Prior to the completion of the investigation report, the Complainant and Respondent and, unless directed otherwise by the respective parties, their Advisor, will be provided the opportunity to inspect all evidence directly related to the allegations of the formal complaint, including both inculpatory and exculpatory evidence, and evidence that the University does not intend to rely on in reaching a determination. The University may require both parties and their Advisors to enter into a written agreement prohibiting the use or dissemination of evidence for any purpose other than those directly related to the parties' participation in resolution process.

Complainant and Respondent will be given *at least ten days* to inspect and review the evidence collected during the University's investigation and to submit a written response the Investigator(s) will consider in preparing a final investigation report. The parties can waive all or part of this inspection period.

The final investigation report will summarize the information and include any documents gathered. The investigative report will not include determination of responsibility for the complaint itself. Complainant and Respondent will be given at least an *additional ten days* after receiving a copy of the University's final investigation report to respond to the investigation report, in writing. In their written response to the investigation report, Complainant and Respondent may provide written comments regarding the relevance of the evidence included in or excluded from the investigation report, provide factual or other corrections to the report, and otherwise provide context for the report.

The final investigation report will be distributed, concurrently, to both of the parties and the Dean of Students/Title IX Coordinator or designee.

The Dean of Students/Title IX Coordinator, in possible consultation with another University administrator, will base the determination(s) on the preponderance of the evidence, whether it is more likely than not that the responding party violated policy as alleged.

The respondent may choose to admit responsibility for all or part of the alleged policy violations at any point during the investigation or Formal Resolution process. If the respondent admits responsibility, the Dean of Students/Title IX Coordinator will render a determination that the individual is in violation of University policy.

If the respondent admits the violation, or is found in violation, Dean of Students/Title IX Coordinator, in consultation with others as appropriate, will determine an appropriate sanction or responsive action, will implement it, and act promptly and effectively to prevent its recurrence and remedy the effects of the misconduct.

The Dean of Students/Title IX Coordinator will inform necessary parties of the final determination. Notification will be made in writing and will be emailed to the parties' University-issued email account. Once emailed, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law. The notice will also include information on when the results are considered by the University to be final, any changes that occur prior to finalization, and any appeals options that are available.

Advisors

Each party is allowed to have an advisor of their choice present with them for all meetings and proceedings during the formal resolution process, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and usually otherwise not involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them who is available and eligible. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community or proceed without an advisor. Morningside University cannot guarantee equal advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not, Morningside University is not obligated to provide an attorney.

The parties may be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting or interview unless invited to. The advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the investigators. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have and allows the University an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of their role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, Dean of Students/Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

Morningside expects that the parties will wish to share documentation related to the allegations with their advisors. The University provides a consent form that authorizes such sharing. The parties must complete this form before Morningside is able to share records with an advisor, though parties may share the information directly with their advisor if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with 3rd parties, disclosed publicly, or used for purposes not explicitly authorized by Morningside. The University may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the Morningside's privacy expectations.

Morningside expects an advisor to adjust their schedule to allow them to attend University meetings when scheduled. Morningside does not typically change scheduled meetings to accommodate an advisor's inability to attend. The University will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process and is not locked into using the same advisor throughout.

The parties must advise the investigators of the identity of their advisor at least one (1) business day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to investigators if they change advisors at any time.

Sanctions

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation.
- An individual's disciplinary history.
- Previous allegations or allegations involving similar conduct.
- Any other information deemed relevant by the administrators.
- The need for sanctions/responsive actions to bring an end to the misconduct.
- The need for sanctions/responsive actions to prevent the future recurrence.
- The need to remedy the effects on the reporting party and/or the community.

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination; they may be accompanied by monetary fines to student accounts, supplemental educational courses, or other corrective actions:

- *Warning*: A formal statement that the behavior was unacceptable and a warning that further infractions of any University policy, procedure or directive will result in more severe sanctions/responsive actions.
- *Probation*: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any University policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- *Suspension*: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at University.
- *Expulsion*: Permanent termination of student status, revocation of rights to be on campus for any reason or attend University-sponsored events.

Withdrawal or Resignation While Charges Pending

Should a student decide to withdraw and/or not participate in the resolution process, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to Morningside unless all sanctions have been satisfied.

Appeals

All requests for appeal consideration must be submitted in writing to the Dean of Students/Title IX Coordinator within three (3) business days of the delivery of the written finding. Appeals will be considered by the Vice President for Academic and Student Affairs or designee. Any party may appeal, but appeals are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias, material deviation from established procedures, etc.).
- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the University has designated for this offense and the cumulative record of the responding party.

The Vice President for Academic and Student Affairs will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

Where Vice President for Academic and Student Affairs finds that at least one of the grounds is met, additional principles governing the hearing of appeals will include the following:

- Decisions by the Vice President for Academic and Student Affairs are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-hearings (de novo) of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the investigation, and pertinent documentation regarding the grounds for appeal.
- Appeals granted based on new evidence should normally be remanded to the investigator(s) for reconsideration.
- Sanctions imposed as the result of Formal Resolution are implemented immediately unless the Dean of Students/Title IX Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
 - Graduation, study abroad, internships/ externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.
- The Vice President for Academic and Student Affairs will confer with the Dean of Students/Title IX Coordinator, incorporate the results of any remanded grounds, and render a written decision on the appeal of the resolution of the appeal or remand.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand.
- All parties will be informed in writing of the outcome of the appeal decision, without significant time delay between notifications, and in

accordance with the standards for notice of outcome as defined above.

- In rare cases where a procedural [or substantive] error cannot be cured by the original investigator(s) and/or Dean of Students/Title IX Coordinator (as in cases of bias), the Vice President for Academic and Student Affairs may recommend a new investigation and/or Formal Resolution process, including a new University official. The results of a remand cannot be appealed. The results of a new Formal Resolution process can be appealed, once, on any of the three applicable grounds for appeals.
- In cases where the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Actions

Following the conclusion of the resolution process and in addition to any sanctions implemented, the Dean of Students/Title IX Coordinator may utilize long-term remedies or actions stop the misconduct, remedy its effects and prevent their reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Permanently altering the housing situation
- Providing campus escorts
- Climate surveys
- Policy modification
- Providing transportation accommodations
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

The institution will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the institution's ability to provide the actions or protective measures.

Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions

All respondents are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Title IX Coordinator. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the University. A suspension will only be lifted when compliance is achieved to the satisfaction of the Dean of Students/Title IX Coordinator.

Records

In implementing this policy, records of all allegations, investigations, and resolutions will be kept by the Title IX Coordinator for 7 years.

ACADEMIC & CAMPUS POLICIES AND REGULATIONS

All disciplinary action is subject to the guidelines established in the Statement on Student Rights, Freedoms and Responsibilities. Disciplinary action for violations within the Residence Halls is outlined in the Residential Hall Policies and Regulations section of the handbook.

Academic Honesty and Dishonesty

Academic integrity is basic to all academic activities so that grades and degrees will have validity. Morningside University expects its students to:

- A. Perform their academic work honestly and fairly.
- B. Not hinder other students in their academic work.
- C. Not unfairly assist other students.

These expectations of Morningside University and the penalties for not meeting these expectations are outlined below. A student in doubt about their responsibility as a scholar or unsure that a particular action is appropriate should consult the instructor of the course.

In an academic community, students are encouraged to work together to help each other learn. Because of the many different learning styles, this kind of environment will foster the academic development of all students involved. Yet all work a student submits or presents as part of course assignments or requirements must be their own original work unless expressly permitted by the instructor. This includes individual and group work in written, oral, and electronic forms as well as any artistic medium.

Plagiarism is a major form of dishonesty. When students use another person's ideas, thoughts, or expressions (in writing or other presentations), each instance must give some form of acknowledgment to the source. Examples include, but are not limited to:

- A. Deliberate copying
- B. Buying (from a "paper service" or individual) or borrowing a paper and submitting it as one's own
- C. Copying someone else's paper, homework, computer program, lab report, or any written or oral assignment and submitting it as one's own
- D. Unauthorized and/or unacknowledged substantial use of artificial intelligence writing tools
- E. Submitting a paper or other presentation in more than one class without the instructor's permission
- F. Using a direct quote from a source without both putting it in quotation marks and providing appropriate documentation
- G. Submitting direct quotes as a paraphrase
- H. Changing only a few words in a quote and using it as a paraphrase
- I. Invention of information or citation

Some Actions/Behaviors constitute academic dishonesty. Examples include, but are not limited to:

- A. Provide unauthorized help in taking tests, quizzes or in preparing any other requirements of a course.
- B. Communicate answers in any way to another student during an exam.
- C. Tampering with or damaging the work of another student.
- D. Reading or observing the work of another student without their consent.
- E. Lying to an instructor.
- F. Damaging or abusing library and other academic resources
- G. Unauthorized and/or unacknowledged substantial use of artificial intelligence writing tools

Consequences of Violations of the Academic Honesty Policy

An instructor who suspects a student of violating the Academic Honesty Policy will consult with the department head or another member of the department. If the violation is verified, the instructor will (as a minimum penalty) assign a grade of zero for the assignment. The maximum penalty is a failing grade in the course in which the violation occurred. If there is more than one violation in the same course, the instructor will assign a failing grade in the course. A student receiving a failing grade due to Academic Honesty Policy violations may not withdraw from the course. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office for Academic Affairs.

If the violation occurs in a 100-level course and it is the first reported violation for the first-year student, the instructor may allow the student to re-submit the assignment for 1/2 credit. The student must be informed in writing of the alleged violation and the penalty. A copy of this written notification must be sent to the Office for Academic Affairs.

The student has the right to file an appeal to either the charge of academic dishonesty or the penalty imposed. The appeal must be filed within two weeks of the instructor's filing of the violation. The student should first consult with the faculty member for the course. If the student is not satisfied with the outcome, they should meet with the department chair or department member who verified the violation. If the student wishes to appeal beyond this, they should file a written appeal with the chair of the Academic Standards Committee. The faculty member will be asked to submit an explanation of the alleged violation in writing. Either the student or the faculty member may submit letters from material witnesses. If the charge is found to be valid, the Academic Standards Committee will determine whether the penalty was reasonable. If the penalty is determined to be unreasonable, the committee will impose a different penalty but not less than assigning a grade of zero for the assignment.

If this is not the first reported violation for the student, the Academic Dean's office may intervene to pursue suspension or expulsion from the University or other penalties beyond a failing grade in the course. Information regarding violations of the Academic Honesty Policy will be kept in the Academic Dean's office until a student completes their degree program, at which point all such records will be removed from the student's permanent record.

Accommodations Policy for Students with Disabilities

Morningside University is committed to providing equal educational opportunities for qualified students with disabilities in accordance with state and federal law, including the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.

A disability is a mental or physical impairment which substantially limits one or more major life activities. A qualified student with a disability is a student who meets the academic and technical standards for admission or participation (e.g., all essential nonacademic admissions criteria) in an educational program or activity, with or without reasonable accommodation. For full information regarding Morningside's policies and the process to register for accommodations, please visit the Disability Services website online or call 712-274-5131.

Alcohol and Drug Use Policy

The Drug Free Schools and Communities Act of 1989 (PL 101-226, as enacted, and any subsequent amendments) requires that as a condition of receiving funds or any other form of financial assistance under any Federal Program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In compliance with this statute, it is the position of Morningside University that the abuse of alcohol and the unlawful possession, use, or distribution of illicit drugs is strictly prohibited. Morningside University will comply and cooperate with all federal, state, and local authorities in their effort to prevent the use and abuse of drugs and alcohol.

The Morningside University policy on alcohol is that no student may manufacture, distribute, dispense, possess, or use alcohol in the workplace and no student may bring, keep, or drink alcoholic beverages on the campus with the exception of individual residence hall rooms, and then only

under the provisions set forth in the Residential Hall Policies and Regulations. Any student violating this regulation is subject to disciplinary action including dismissal from school, counseling, monetary penalties, and other sanctions, including dismissal from residence life as well as referral to the proper authorities for prosecution.

The State of Iowa prohibits the possession and use of alcoholic beverages by persons under the age of 21 years. Violation of this statute can result in monetary fines, incarceration, and other serious sanctions.

The Morningside University policy on drug use is that possessing, using, or distributing any stimulants, depressants, narcotics, or hallucinogenic drugs, including marijuana, is strictly prohibited among students and employees. A physician's prescription to the treated individual is the only exception to the policy. Violation of this policy may result in termination of employment, dismissal from school, counseling, monetary fines, or other serious sanctions up to and including referral to the proper authorities for prosecution.

Federal and Iowa laws prohibits the manufacture, delivery, or possession of illicit drugs. Violation of these statutes may lead to monetary fines, incarceration, and other serious sanctions. Federal and Iowa laws governing the unlawful possession, use, or distribution of illegal drugs or alcohol may carry up to a "double penalty" for this illegal activity on or near school and campus. The penalty upon conviction can be both monetary as well as incarceration for a prescribed period of time. The fines and incarceration vary with the nature and severity of each offense. For the protection of its students, faculty, administration and staff, Morningside University insists that all illegal activities be reported to the Office of Safety & Security.

Statement on Parental Notification Regarding Alcohol/Drug Use – See Residence Hall Policy and Regulations

In response to the Higher Education Reauthorization Act on parental notification, the following is the policy Morningside University has adopted:

If a student is found in violation of the Morningside University alcohol policy twice within the academic year, a parent/guardian may be contacted after the second incident. Information regarding when the incident occurred, and the sanctions imposed can be shared.

In the event that a student is transported to the hospital due to excessive alcohol or drug use, the parent/guardian may be notified. If a student is hospitalized due to excessive alcohol use, the parent/guardian will be contacted by telephone.

For students who are 21 years or older, the University will make the above communications to a parent or guardian only when it determines that the conduct posed a significant risk to the safety or well-being of the student, other students, or other members of the University community.

Use of Student Organizational Funds

Any student organization or group owning their existence to Morningside University, whether officially or unofficially, formally or informally, may not use organizational funds held by the institution to purchase alcoholic beverages, nor may alcohol be served at any Morningside University on-campus activity involving students. Such activities shall include but are not limited to Student Government events, Morningside Activities Council events, or Residence Life programs.

Personal Counseling for Alcohol and Drug Issues

Through the Personal Counselor, Student Health, or community counseling agencies, assistance and education is provided to our student population:

- A. Who are chemically dependent.
- B. Whose use of alcohol or drugs is causing problems in their daily lives.
- C. Who are concerned about another's use of alcohol or drugs.
- D. Who are recovering from chemical dependency.
- E. Who need support for their decision to remain chemically free,
- F. Who have been affected by chemical dependency in their family of origin.

If you are concerned about a member of the Morningside community or have personal concerns, contact the Personal Counselor, 712-274-5606 or the Director of Student Health Services 712-274-5178. All concerns and inquiries will be handled in a confidential manner.

System of fines and disciplinary actions regarding on-campus alcohol policy violations outside of the residence halls may include:

1. *First offense in an academic year*
Violation of this type may result in a \$100.00 minimum fine and possible community service. Deferred judgments may be given if the student is cooperative with staff, the offense is not overly egregious, or aggravating circumstances (e.g. property damage) are not present. This is at the discretion of the Director of Safety and Security.
2. *The second offense in an academic year*
A \$150.00 minimum fine, possible notification of parents under the guidelines given by FERPA, possible community service, meeting with the Director of Safety and Security, and/or possible campus probation if deemed necessary by the Director of Safety and Security. Any deferred judgments from a first offense are revoked and the initial fine and/or sanctions will be reinstated in addition to the second offense fine and/or sanctions.
3. *The third offense in an academic year*
A \$200.00 minimum fine, mandatory meeting with the Director of Campus Safety and Security or their designee, possible mandatory alcohol assessment*, notification of parents, and possible notification of campus support employees (coaches, advisors, support staff, etc.).

4. *The fourth offense in an academic year*
A \$250.00 minimum fine, mandatory meeting with the Director of Safety and Security, mandatory alcohol assessment*, notification of parents and campus support employees, and possible campus suspension.
5. Possession of a keg, tapper, party ball, or alcohol punch: \$150.00 minimum and confiscation of prohibited items in addition to the appropriate sanctions for the offense.
6. Additional University disciplinary action, up to and including campus suspension, may be taken in the event of flagrant and repeated violation of these rules by a student. Failure to respond to a violation notice will result in a doubling of the initial fine which will be placed on the student's student account with the Business Office.

* Mandatory alcohol assessment is to be completed by a licensed mental health professional. Students must complete the regimen of meetings and activities as directed by the mental health professional until a time in which you both agree the services are no longer needed. You must sign a waiver allowing your counselor to provide the Office of Residence Life with documentation of your attendance and evaluation outcomes. Failure to complete the full regimen of meetings and activities or to provide the Office of Residence Life with documentation of your progress will result in immediate sanctions including, but not limited to, housing suspension. Arrangements for alcohol assessment can be made through the Office of Residence Life. Any costs associated with the alcohol assessment are the responsibility of the student and are typically done at a reduced rate.

Attendance Policy

Students are expected to attend all class sessions. Attendance regulations (and their impact on final grades) are the responsibility of each faculty member, who will announce the policy in writing to the students at the beginning of each course, subject to the conditions below:

- a. Participation in university-sanctioned activities (e.g., athletics, academic conferences, leadership events) is recognized as part of a student's educational experience. Students must inform instructors in advance of such absences and will be permitted to make up missed work within a reasonable timeframe.
- b. In cases of illness or emergency, final permission to make up missed work rests with the instructor. For routine illnesses such as colds, the flu, or other minor health concerns, students are not required to provide documentation or a doctor's note. Campus health professionals, including the nurse, should not be asked to supply medical excuse notes in these cases. Students should contact their instructors as soon as possible to arrange any necessary accommodations. For more serious health issues—such as hospitalizations, concussions, or car accidents—students may submit documentation through Student Services, who will notify faculty as needed. This documentation should be submitted within 2 weeks.

Behavior Expectations

Morningside University holds all members of the university community accountable for their behavior. Behavior must align with community standards of health, safety, and noninterference with the living and learning environment of others.

Discriminatory, disrespectful, threatening, putting the safety of others at risk, and any harmful behavior or the threat of such behavior directly violates the Student Code of Conduct. This includes physical, verbal, written, and digital behaviors such as:

- Behavior that is dangerous to the individual or others.
- Behavior that significantly disturbs the living and/or learning environments of others.
- Self-injurious behavior which threatens or endangers their own safety, health or life, or the health and safety of another student
- Threatening emails, phone calls, texts, social media comments and messages, and any other form of written, digital, and verbal communication.
- Any action that puts the safety of others in jeopardy including allowing others to use keys, IDs, propping doors, or allowing others to gain access to a building.
- Discriminatory behavior based on an individual or group's age, sex, religion, creed, race, color, gender identity, sexual orientation, disability, genetic information (employment only), national origin or other characteristics protected by state and federal law ("protected and immutable characteristics").
- Any actions that are criminal in nature.

Violations of these expectations may result in fines, probation, suspension or expulsion from Morningside University.

False Information Policy

Furnishing false information to any University official, faculty member, administrative office, or organization is prohibited and subject to disciplinary action. Violation of this policy will result in a \$150.00 minimum fine.

Student Responsibility for Self-Care

Incidents where students demonstrate a lack of care for themselves that pose a threat to the health and safety of the individual and others - such as alcohol poisoning, drug use, refusal to take required medications, refusal to seek professional and/or medical assistance, refusal to be sanitary, or other health and safety situations - may result in the student being removed immediately from the residence halls if they are a residential student and/or prohibited from attending classes on-campus until they provide documentation from the appropriate professionals confirming that they are ready to return to Morningside. Additional conditions may be placed upon an individual's status as a student as deemed necessary by the University. Failure to provide proof of evaluations may result in housing probation or permanent removal from the residence halls with no refund of student room costs; such students may also be subject to administrative withdrawal from classes. Repeating incidents may result in removal from the residence halls or academic withdrawal.

Students who exhibit threatening behavior towards other students may be removed from the residence halls and/or campus immediately. All suicidal or homicidal statements or actions, as well as concerns about alcohol poisoning or drug overdoses, should immediately result in a 911 call to report such concerns to the Sioux City Police Department or Emergency Medical Services; Campus Safety and Security, and appropriate Residence Life Staff should also be notified as soon as possible. The University reserves the right to contact a student's parents/guardians if they violate university policies. Morningside also reserves the right to confiscate any property that may pose a threat to a student's health or safety or that of others.

Parental Notification

Morningside University reserves the right to contact a student's parents/guardians if they violate University policies. This includes but is not limited to conduct violations as outlined in the Morningside University Student Handbook, as well as if it is determined that a student has compromised their own health, safety or security, or that of the greater campus community.

Campus Policies

All federal, state, and local laws, and local ordinances including those regarding alcohol and illegal drug possession, use, and sale, are applicable to the Morningside University Campus. The University reserves the right to sanction individuals who violate these laws. The possession of any type of firearm, weapon, fireworks, explosives, hazardous chemicals is prohibited at all times. Students who are convicted of a criminal offense after admission are subject to the University's conduct process. If the student is found guilty by the University, penalties can range from probation to suspension and/or expulsion.

Camera Policy (Security Cameras)

General Purpose

The purpose of this policy is to regulate the use of security cameras on campus for the purposes of safety and security. This policy applies to all personnel and property of the University in the use of security camera monitoring and recording.

General Terms

As used within this policy, the following terms are defined as follows.

Security camera: a camera used for recording common areas on university-owned property. Cameras are video only.

Security camera monitoring: the real-time review or watching of security camera feeds.

Security camera recording: a digital or analog recording of the feed from a security camera.

Security camera systems: any electronic service, software, or hardware directly supporting or deploying a security camera.

General Principles

- Security cameras are utilized for purposes including the enhancement of safety, monitoring restricted areas or equipment, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents.
- Disability Services does use cameras to monitor proctored tests done in the Learning Center. All regular testing rooms are equipped with video recording equipment to aid in proctoring test takers. Students are not allowed to tamper with or move this equipment. Proctors can communicate with test takers through a two-way audio component when needed (such as for time reminders). This is the only use of two-way communication with cameras on campus.
- The existence of this policy and the use of security cameras do **NOT** imply or guarantee that the cameras will be monitored in real time.
- Both Campus Safety and Security and the University are committed to enhancing the quality of life of the campus community. A critical component of a comprehensive security program is the use of security cameras.
- Security cameras will be used in a professional, ethical, and legal manner in accordance with this policy. Personnel involved in video surveillance will be appropriately trained and supervised in the responsible use of technology.
- Copies of information obtained as security camera recordings will be released internally or to law enforcement personnel only as authorized by the Director of Campus Safety and the Vice President for Finance and Business or Provost/Vice President for Academic and Student Affairs, and consistent with applicable law. Copies will not be released to any other party except pursuant to a valid subpoena that has been reviewed and approved by the Director of Campus Safety and Security, or otherwise as required by law. All recordings will be as FERPA related educational recordings for a student and the University will follow all applicable laws and regulations related to access to these records.
- Images and related data collected by security cameras are the property of Morningside University, will be retained for a reasonable period of time not to exceed 90 days.

Responsibilities

The Director of Campus Safety has the responsibility to authorize all security camera operation at Morningside University, in consultation with the Director of Residence Life, Dean of Students/Title IX Coordinator, Assistant Vice President of Facilities and Auxiliary Services, Vice President for Business and Finance, or the Provost and Vice President for Academic and Student Affairs.

Campus Safety and Security is authorized to oversee and coordinate the use of security camera systems at the University and implement this policy.

The installation of security cameras without the review and approval of the Director of Campus Safety and Security is **prohibited**. This prohibition applies to the installation of the use of consumer grade cameras by students and other members of the University community in non-common areas, such as residential living areas and office spaces.

Individuals should not rely upon the University's security camera systems to protect them or their property from criminal activity, nor to detect other potentially unlawful actions.

Procedures

Campus Safety and Security will ensure that appropriate campus signage for security cameras is posted. This will include signage that cameras are being used in the building.

Campus Safety and Security will limit camera positions and views in residence halls and specific academic areas to only capture common, non-private spaces. Cameras will not be placed in bathrooms, locker rooms, offices, or residence living spaces.

The security camera recording equipment will be configured to prevent tampering.

Compliance

The Director of Campus Safety and Security will ensure that records related to the use of security cameras and recordings from security cameras are sufficient to validate compliance with this policy.

Sanctions

Anyone found in violation of this policy, including tampering with equipment, may be subject to possible fines, probation, suspension, expulsion from the University or termination of employment from the institution. Fines for violations of this violation will start at \$150.00 plus replacement costs of the equipment damaged. Subsequent violations will increase in severity.

Policy Revision

This policy is subject to change without prior notice.

Campus Safety and Security Policy

Morningside University is concerned about the safety and welfare of all campus members and guests and is committed to providing a safe and secure environment. Campus Safety and Security is the administrative office at Morningside University that is responsible for the safety and security of our students, faculty, and staff. It includes a director, assistant director, and part-time students. The Director reports to the Provost and Vice President for Academic and Student Affairs. Campus Safety and Security employees are not sworn or commissioned officers. They do not carry weapons. They do not have arresting authority. The Sioux City Police Department, Woodbury County Sheriff's Office and the Iowa State Patrol handle all arrests. All on-duty personnel wear a distinctive security uniform. They provide basic security services to the campus community and are on duty 24 hours a day 365 days a year. Members of the Campus Safety and Security staff attend training programs specifically designed for security personnel.

Campus Safety and Security has a close working relationship with the Sioux City Police Department. All major crimes (felonies) are reported to the Sioux City Police Department, which assumes responsibility for any investigation that may be necessary as soon as possible. In the case of emergencies, the Sioux City Police Department or Sioux City Fire Rescue are notified immediately. Campus Safety and Security encourages victims to report crimes immediately and to call in the event of emergencies.

General services provided by Campus Safety and Security are walking and vehicle patrols, response to criminal and non-criminal activity, escorts, jump-starts and unlocking vehicles. Security officers make routine patrols of campus buildings and check exteriors of buildings. They also monitor the mechanical rooms of each building and report any potential problems to the Facilities Department. If a fire is discovered or suspected, evacuate the building and then call 911, then contact Campus Safety and Security immediately by dialing 712-274-5234.

Campus Safety and Security makes, keeps, and maintains a daily log of reported crimes written in a form that is easily understood. The log is available to the public for inspection in the Campus Safety and Security Office. The monthly log provides the nature, date, time and general location of each crime. Additionally, the disposition of the complaint is given, if known. Information, including updates, is added as the information becomes available. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withdrawn until the damage is no longer likely to occur from the release of such information. As a matter of policy, names are not included in the monthly log.

Facility Security

Most University facilities and corresponding programs are open to the public during respective hours of operation. University facilities and landscaping are maintained to minimize hazardous conditions. Malfunctioning lights and other unsafe conditions should be reported immediately to the Facilities Department for repair or correction.

Residence halls are a special concern; therefore, all entrance and exit doors are locked or monitored to ensure the safety and security of all living there. It is the responsibility of all RAs, Safety and Security Officers, and Facilities and Custodial personnel to close all propped doors. A fine of \$150.00 or more may be imposed on anyone caught propping doors in any residence hall or apartment.

Each resident is provided with a room key that operates their individual room door lock. Doors marked “exit only” or “emergency exit only” are not accessible from the outside. Such doors are to be used for exit purposes only. Windows are equipped with locks operable by the room occupants. Campus Safety and Security will patrol the exterior of the residence halls and campus parking lots, while residence hall staff monitor the interior of the residence halls and secure all entrances and exits.

During low-occupancy periods, the residence halls are locked, and key cores may be changed. Students who receive permission to stay on campus during such periods are registered with the Office of Residence Life.

Code of Conduct for Extracurricular Travel

Students who participate in travel that is sponsored or sanctioned by the University are not only representing their own specific group, team or organization, but also Morningside University and our mission and values. As such, the University has established expectations that all students must adhere to when participating in extracurricular travel, which may include, but is not limited to athletic competitions, professional conferences and seminars, and organizational meetings that may occur on the local, regional, or national levels.

1. All students are expected to follow the Student Code of Conduct found in the Student Handbook/University Catalog. The following rules and regulations also apply to all Morningside students participating in extracurricular travel in which the name of the University is used in conjunction with the event.
2. Students traveling to or from, or during an event, must remember at all times that they are representing Morningside University. They are expected to behave with decorum, upholding and maintaining Morningside University’s reputation through appropriate professional behavior and respecting each other and others. This applies also when no formal activities are scheduled, such as late evening or early morning hours.
3. Participants will dress appropriately for each situation (e.g., no casual clothing at formal get-togethers and banquets).
4. Students are expected to attend ALL seminars, workshops, and other scheduled events, including scheduled social events. Please be prompt and prepared for all sessions.
5. Participants are to report any accidents, injuries, or illness to the advisor or head delegate immediately.
6. For all officially sanctioned University conferences, workshops, etc., no student may consume alcohol, regardless of age.
7. The use and possession of illegal drugs will not be tolerated.
8. Participants responsible for theft and/or vandalism to property during the course of an event will be held financially liable and will be subject to disciplinary action.
9. Due to liability, risk, and insurance reasons, guests/visitors (e.g., friends, relatives, significant others, etc.) are not allowed to attend/participate in student organization travel-related activities.
10. Upon arriving at the destination, students are not allowed to leave the premises without prior approval from the student organization advisor.
11. When traveling as part of a Morningside University excursion, students are not allowed overnight guests. In addition, roommate assignments are final and cannot be changed without advisor approval.
12. Should a student be found violating state/local laws (e.g., possession of drugs, underage drinking, possession of weapons/explosives, etc.), it is recommended that the advisor contact/notify the local authorities. Consequences and/or punishment could include anything from possible expulsion for the activity to criminal charges.
13. Additionally, this is a Student Code of Conduct violation which will be discussed with the Vice President for Academic and Student Affairs as soon as possible. Failure to uphold the aforementioned guidelines, policies, and/or procedures may cause a student traveler to be sent home immediately from the event or excursion at the traveler’s own expense. The action may be reviewed and, depending upon the severity of the offense, the student may be removed from office or membership by the student organization and/or the Dean of Students/Title IX Coordinator or the Vice President for Academic and Student Affairs.
14. The advisor(s) to the student organization or group participating in the extracurricular travel that accompanies the group shall have total authority over the supervision of the event and its participants. This dictates that all student participants must adhere to and abide by the advisor’s decisions and judgments and afford them common courtesy and respect due by virtue of their position as the official representative of Morningside University.
15. Participants who disregard or violate these rules may be subject to disciplinary action through the Student Life Office and/or the Student Code of Conduct.

Communication

The official form of communication at Morningside University is campus email (Morningside Mail). All full-time undergraduate students are assigned an email address. It is the responsibility of all students to use email communication to stay apprised of official University notices and information. It is expected that students will check their email every 24 hours during business days and every 48 hours during weekends and breaks. Students who fail to do so, resulting in missed deadlines or notices, will not be pardoned.

Computer Ethics and Network Acceptable Use Policy

Computer and Email Usage

A. Use of Morningside University’s Equipment

All Morningside University equipment, software, data, and network connections including computers, email accounts, PDAs or other electronic devices, shall be used for Morningside University-related business only. Computers, computer files, the email system, and software furnished to Morningside University students (hereinafter “Users”) are Morningside University’s property intended for educational use only.

Users are responsible for the use (and misuse) of their Morningside Network Account. Users must take reasonable precautions to prevent use of their account by unauthorized persons, including password maintenance, and report all unauthorized use to the Technology Services Center.

B. Confidentiality of Email Communications

Users have no expectation of privacy with respect to any electronic communication and content created, viewed or saved while using Morningside University-controlled electronic devices. It is extremely important that: (1) all Users who send email messages recognize that there can be no assurance that they will be seen only by the intended addresses; and (2) all Users act carefully, professionally, and responsibly with respect to email messages. Users should take extra care when communicating highly sensitive or confidential information.

Morningside University reserves the right to access and disclose computer files on any Morningside University controlled electronic environment and messages sent over its email system, for any purpose, including disclosure of appropriate email messages or computer files to law enforcement officials, with or without notice to any User(s) who may have created such a computer file or sent or received such messages. It also reserves the right to destroy any and all computer files and messages at any time pursuant to Morningside University's Record Retention and Document Destruction Policy, subject to limitations required by law enforcement officials or other legal authority.

C. Compliance with Morningside University's Policies and Procedures

Users must adhere to all of Morningside University's policies and procedures when using Morningside University's equipment, including when using Morningside University's equipment to engage with other users online via social networking or in virtual spaces. This includes but is not limited to Morningside University's harassment and discrimination policies and FERPA policies. Users may not use Morningside University's computers or other equipment in a manner that violates another's rights under FERPA, HIPAA or any other applicable law pertaining to privacy or confidentiality.

Any conduct that would be prohibited by these policies is also prohibited online or in virtual contexts. Any violation of this policy or any other applicable policy will be grounds for discipline as defined in the Student Handbook up to and including suspension or expulsion.

For example, email messages or social networking posts that include obscene statements, or derogatory comments should never be created or transmitted. Similarly, email messages or social networking posts containing improper or offensive materials on topics such as color, race, religion, national origin or ancestry, sex, age, disability or any other legally protected status should never be created or transmitted.

If Users receive external or internal email that contains material that would violate Morningside University's harassment policy, they should immediately delete the email and inform the sender to refrain from sending such email in the future.

D. Compliance with Intellectual Property Laws

Morningside University purchases and licenses the use of various computer software for education purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Morningside University does not have the right to reproduce such software for use on more than one computer. Users may only use software on local area networks or on multiple machines according to the software license agreement. Morningside University prohibits the illegal duplication of software and its related documentation.

Use of Morningside University's logos, branding materials, or any other intellectual property is strictly limited to business use and only by those who are duly authorized to act on Morningside University's behalf.

E. Reporting Suspected Violations

Users should notify the Chief Information Officer upon learning that a student has violated this policy. Failure to report another user's violation of this policy may subject the student to discipline as defined in the Student Handbook, up to and including suspension or expulsion.

Users should notify their advisor and the Technology Services Center if they suspect an unauthorized user has accessed equipment, software, or data belonging to Morningside University.

F. Violations of this Policy

Users who violate this policy will be subject to disciplinary action as defined in the Student Handbook, up to and including suspension or expulsion. Failure to report a known violation by another user is also a violation of this policy that may subject the user to discipline, up to and including suspension or expulsion.

Blogging Policy

A. Scope

This policy applies to any student (hereinafter "User") who engages in blogging activity on Morningside University's equipment. This policy also applies to any User who engages in blogging activity on any digital equipment that references or refers to Morningside University, its policies or its community members. Blogging activity is broadly defined as any communication posted on the Internet by a User.

B. Compliance with Morningside University's Policies and Procedures

Any User who engages in blogging activity must abide by all of Morningside University's policies and procedures that include, without limitation, Morningside University's non-disclosure policies, confidentiality policies, anti-discrimination policies, anti-retaliation policies, anti-harassment policies and computer use policies. Any conduct that would be prohibited by these policies is also prohibited when blogging.

Users are prohibited from making discriminatory, retaliatory, defamatory, libelous or slanderous, threatening, and/or sexually explicit comments when discussing Morningside University, its administrators, employees or students. Users should be aware that Morningside University's anti-retaliation policy prohibits retaliation against any individual who in good faith reports an incident of discrimination, harassment, bullying, abuse, or the warning signs thereof, or who cooperates with an investigation regarding any matter covered by the policy. This includes retaliation against any individual who notifies Morningside University of inappropriate blogging activity by User.

Any User blog that references Morningside University, its policies or its community members, must clearly state that it expresses the views of the User and does not represent, in any capacity, the views of Morningside University.

C. Compliance with Intellectual Property Laws

Use of Morningside University's logos, branding materials, or any other intellectual property is strictly limited to business use and only by those who are duly authorized to act on Morningside University's behalf.

D. Violations of this Policy

Morningside University reserves the right to take disciplinary action as defined in the Student Handbook, up to and including suspension or expulsion of any User whose blog violates any Morningside University policies.

Morningside University reserves the right to monitor User blogging activity that is conducted on Morningside University's equipment or server.

If Morningside University detects a violation(s) of its policies and/or applicable laws as a result of:

- (1) Activity conducted on institution-controlled equipment on any site (public or internal);or
- (2) Activity conducted on Morningside University's server or cloud on any site (public or internal) on any equipment.

Morningside University reserves the right to authorize its IT department to disable or remove any content from an institution-controlled server, site, or institution-controlled equipment using any legally available means.

Employee and Student Created Software Policy

It is the policy of Morningside University that full rights of ownership, including copyrights, of software created by its employees or students be vested with the creator, subject to the following exceptions and conditions:

1. Software developed by employees or students of Morningside University under one or more of the following circumstances is owned by the University:
 - a. Morningside University owns conversions, modifications, or updates to software that already belongs to the University.
 - b. If a condition of employment for an employee, or a condition of an internship, class or project for a student is to develop software for the University, software created to fulfill such a condition is owned by Morningside University.
 - c. Morningside University will own the copyright to any software that is specifically ordered or commissioned by the University if there is a written agreement, executed prior to the creation of the software, in which the author(s) and University agree that the copyright shall belong to the University.
2. Ownership of software created by students for entities other than Morningside University in order to fulfill a class or project requirement should be determined before the work on the software begins.
3. Software developed by a student (or students working together) to fulfill a class requirement where the software does not fall under any of the circumstances of items 1 or 2 above, is affirmed by the creator(s) to be placed in the public domain when it is submitted for grading or evaluation. The office of academic affairs may, at its sole discretion, grant waivers to the requirement that student software created for a class be placed in the public domain on an item-by-item basis. Students desiring such a waiver must contact the office of academic affairs and request the waiver at least one week prior to submitting the software for grading or evaluation.
4. Ownership of software created under the sponsorship of a grant or contract should be determined before the project is undertaken. If terms of a grant or contract conflict with this policy, then the employee or student creating the software must secure a waiver of the conflicting parts of this policy from the University before entering into the contract or accepting the grant.
5. Ownership of software created jointly by any Morningside employee and students, which is not addressed by items 1-4 of this policy, should be defined before the project begins via a written memorandum of understanding agreed to in writing by all participants.

Copyright Materials

The use of copyright materials, such as films, videos, filmstrips, electronic media, etc., for public performance must comply with the Federal Copyright Act (Title 17, United States Code, Section 101 and following), Digital Millennium Copyright Act (DMCA), and Technology, Education, and Copyright Harmonization Act (TEACH). Copyrighted materials used for educational purposes in a classroom setting must comply with the Fair Use Guidelines of the Copyright Act which may be found in the Copyright Act at Section 107. Further copyright exceptions for academia are found in Sections 108 (reproduction by libraries and archives), 109 (first sale), and 110 (use of materials in an educational setting). Copyrighted materials used for recreational purposes as public performance, outside of the private sphere of one's home, are required to obtain a public performance license. To access information on purchasing the rights to show copyrighted materials or purchase a public performance license, contact the Vice President for Business and Finance.

Dismissal from Morningside University

Students who are dismissed from the University must vacate their rooms within 24 hours, unless otherwise informed. No tuition, living expense (housing and food), or fees will be refunded. If the student received federal Title IV Financial Aid and is dismissed prior to completing 60 percent of the term, the federal aid programs will be refunded in accordance with federal policies and based on percentage of the term not completed.

Drones

Indoor/outdoor use of drones for academic purposes is permitted when responsible faculty or other space owners have determined the space is suitable for such experimentation. Hobbyist use of drones is not permitted without the express prior permission of Campus Safety and Security.

Early Support System

The Early Support System, administered by the Advising and Disability Services Coordinator, requests that class instructors enter specific academic concerns into the students' records in CampusWEB during a reporting window. Students and advisors are notified when the reporting window closes and are asked to consult to develop a plan that enables a student to address the concerns noted.

Elevators

Proper operation of elevators is imperative to the safety and convenience of all community members.

Tampering with elevators or equipment is not permitted. This includes, but is not limited to:

- Tampering with the control panels/key access
- Forcing elevator doors open or preventing them from closing.
- Overloading elevators with people or items.
- Tampering with the alarm system or security camera.
- Engaging in behavior which could potentially damage the proper functioning of the elevator or equipment.
- Use of alarms or emergency stops in non-emergency situations.

Anyone found in violation of this policy will be subject to a minimum \$250 fine (cost to service elevator), restitution for repair, and possible probationary housing status.

Final Exams

Final Exam Week occurs during the last few days of each semester. The schedule for final exams is on the Registrar's website or available at the office. No extracurricular activities may be scheduled during Exam Week. Such activities include athletic events (except given GPAC Conference Activities or NAIA Championship of Character activities subject to review by the Provost/Vice President for Academic and Student Affairs), student trips, theater productions, operation of the campus radio station, music recitals, faculty committee meetings, student organization activities, and other similar activities. There will be no meetings mandating student attendance during the final examination period. Students who have conflicts or desire a change in their final exam schedules must consult the Associate Vice President of Academic Affairs.

Fire Equipment Regulations

Tampering with alarms, extinguishers, fire exit signs, or smoke detectors is against the law as stated in the Iowa code. Students pulling false alarms or tampering with fire equipment will be fined a minimum of \$150.00 and will face disciplinary action.

Gambling

Gambling of any kind is prohibited on the entire campus, including residence halls. The only exception to this is Residence Life, MAC, or other University sponsored events.

Graduation/Diploma

Upon graduation the diploma will be held if there are financial obligations to the University. All graduates will receive a complimentary unofficial copy of their transcript.

Hate Crimes Policy

Hate crimes are prohibited. Persons within the state of Iowa have the right to be free from any violence, or intimidation by threat of violence, committed against their persons or property because of race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, age, or disability status.

Hate Crimes, as defined in Iowa Code # 729 A.2, means one of the following public offenses (assault, criminal mischief, trespass, arson) when committed against a person or person's property because of a person's race, color, religion, ancestry, national origin, political affiliation, sex, sexual orientation, gender identity, age, or disability, or a person's association with a person of any of the above determinants.

Identification Card (ID)

A student photo identification (ID) is provided when a student begins classes for the first time. The cost of replacing a lost ID is \$25.00 after the second re-print and will be placed on their student account. For your safety and security, you may be requested to present your student ID to Campus Safety and Security or other University officials. If you are asked for identification by Campus Safety and Security, Residence Life, or any University official, you must present it. Your ID serves many purposes: access to your residence hall, library card, printing, meal ticket, admission pass to theater performances, concerts, athletic events and more.

IDs are only for the use of the ID holder. Giving or allowing others to use your ID is prohibited at all times. If you or anyone is found to allow others to misuse an ID, there will be a minimum fine of \$100.00 per incident. Examples of misuse include allowing them to use it to gain access to a building/residence hall they do not live in or use to gain access to the cafeteria or use at Bucks or Spoonholder.

Illness Policy

Students should contact faculty in advance of any absences and should be aware of possible penalties as outlined on the syllabus of each class. In cases of illness, final permission to make up missed work rests with the instructor. For routine illnesses such as colds, the flu, or other minor health concerns, students are not required to provide documentation or a doctor's note. Campus health professionals, including the nurse, should not be asked to supply medical excuse notes in these cases. Students should contact their instructors as soon as possible to arrange any necessary accommodations. For more serious health issues—such as hospitalizations, concussions, or car accidents—students may submit documentation through Student Services, who will notify faculty as needed.

Immunizations

All students registered for nine or more hours are required to submit proof of current immunizations upon entering Morningside University and before validating for classes. Questions concerning immunization records should be addressed to the Student Health Director at 712-274-5178.

Nondiscriminatory Policy

Morningside University admits academically qualified students without regard to age, sex, religion, creed, race, color, gender identity, sexual orientation, marital status, disability, genetic information or national origin to the rights, privileges, programs, and opportunities generally available to students at the University. It does not discriminate on the basis of age, sex, religion, creed, race, color, gender identity, sexual orientation, marital status, disability, genetic information or national origin in administration of its educational policies or programs including admissions, financial aid, athletics and other school-administered programs. Morningside's Equal Opportunity, Title IX, Harassment, & Nondiscrimination Policy can be found on the university's website.

Title IX of the Education Amendments of 1972

This portion of the Educational Amendments of 1972 requires that, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

A grievance procedure has been established for members of the Morningside University community who wish to make a formal notification to the University of violations of Title IX regulations. Information about those procedures is available on the university's website or from the Dean of Students/Title IX coordinator for the University, 712-274-5034, titleix@morningside.edu.

Parking

Parking permits are required for all students, faculty, and staff during the school year (August - May) if they park on campus. This includes part-time students. Parking regulations are enforced at all times including evenings, weekends, any breaks.

All permits may be picked up at Campus Safety and Security Office located in the Olsen Student Center. Permits are billed to each individual student account. For parking regulations see the 2025-2026 brochure online or in the Campus Safety and Security Office. Only the first ticket for NO PERMIT will be voided when a permit is purchased. All Student Permits are \$100.00 per year. Permits for second vehicles are billed at \$50.00. Any vehicle that must be registered in order to drive on a road must obtain a permit. Handicap Permits can be issued free to students to be used on campus only.

Parking Appeals Process

When a student, faculty, or staff member wishes to dispute a parking ticket, they should first contact the Director or Assistant Director of Campus Safety and Security to discuss the issue. If they are unable to resolve the parking issue, an appeal should be initiated within seven days of the issuance of the ticket. The appeal form is available from the Campus Safety and Security Office. The written appeal should be submitted to the Administrative Coordinator in the Business Office located in Lewis Hall. The appeal will then be distributed to the Parking Committee for review. For complete parking regulations for the current academic year refer to the parking brochure online or in the Campus Safety and Security Office.

Postings Policy

Posters, notices, flyers and other documents are not allowed on any exterior glass doors or glass areas surrounding exterior doors of campus buildings. Postings or signs related to an emergency or safety issue are the only exceptions to this policy. Signs must include identifying contact information or be sponsored by a campus organization. Signs are expected to be removed by their owners after their expiration date.

Refund/Repayment Policy

If a student officially withdraws from Morningside University prior to completing 60 percent of the term, institutional charges for tuition and living expenses (housing and food) will be refunded based on the percentage of the term that has not been completed. Financial aid awarded will be returned to the federal, state, and Morningside programs based on the same percentage. Outside scholarships will remain on the student account unless this creates an "over-award" situation, or the donor specifically requests a refund should the student withdraw. In simple terms – if the student officially withdraws after completing 20 percent of the term, the student will be charged for only 20 percent of the applicable tuition, living expenses (housing and food) and will retain 20 percent of their financial aid.

During the first week of the term and off-site terms (or the first day of May Term or Summer Sessions), 100% of the tuition and living expenses (housing and food) charges will be refunded.

After the 60 percent point in the term, no refund will be granted, nor will financial aid be reduced. The portion of the term completed is based on calendar days from the first day of the term through the last scheduled day of finals, including weekends and mid-term breaks of less than five days.

Withdrawal date is the date (determined by the school) that:

- The student began the withdrawal process prescribed by the school.
- The student otherwise provided the school with official notification of the intent to withdraw.
- Is the midpoint of the payment period of enrollment for which Title IV assistance was disbursed (unless the institution can document a withdrawal date) if the student does not begin the school's withdrawal process or notify the school of the intent to withdraw.

If the school determines the student did not begin the withdrawal process or notify the school of the intent to withdraw due to illness, accident, grievous personal loss, or other such circumstances beyond the student's control, the school may determine the appropriate withdrawal date.

Music Fees: no refund after the first week of the term

Parking Fees: no refund

Student Teaching Fees: no refund

General Fees (except technology fee): no refund

To officially withdraw, a student must complete a Withdrawal Form, which can be obtained in the Student Life Office, Lewis Hall 120.

Retaliation Policy

Morningside University Policy prohibits retaliation against any individual who makes a report or participates in a complaint process. Acts of alleged retaliation should be reported immediately to the Dean of Students and will be promptly investigated.

Service Animals and Assistance Animals

Morningside University is committed to being in compliance with the Americans with Disability Act (ADA), Fair Housing Act (FHA), and applicable laws, regulations, and amended updates and reauthorizations regarding individuals with disabilities. In cases where a student is requesting a Service or Emotional Support Animal, the University will determine whether such animal is a reasonable accommodation on campus on a case-by-case basis. The University is mindful in its attempt to balance the needs to the individual's request for reasonable accommodations and the impact that an animal may have on the health and safety of the campus community. The University may require appropriate formal documentation from a medical or mental health provider (signed and on office letterhead) that contains sufficient information for the University to determine whether the animal qualifies as a Service or Therapy animal under applicable law. In accordance with federal laws, the University has established the following definitions:

Service Animals: Under Titles II and III of the Americans with Disabilities Act, a service animal is a dog that is individually trained to do work and perform tasks for a person with a disability. Miniature horses may qualify as a service animal where reasonable, per ADA regulations. This may include, but is not limited to, work or tasks such as guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. Students with service animals are permitted to bring their service animals in all public areas of campus, including classrooms and residence halls as needed. Students with service animals must ensure that the service animal is under control at all times as outlined with University policy and requirements under ADA.

Emotional Support Animals: Accommodations for emotional support animals (which also may be referred to as assistance animals, or companion animals) are outlined in the Fair Housing Act (FHA) and Section 504. A emotional support animal is defined as an animal whose sole purpose is to provide emotional support, comfort, or other therapeutic benefits to a person with a mental or psychiatric disability to promote emotional well-being. A emotional support animal does not receive any specific training and is not required to do so. An emotional support animal may be subject to reasonable accommodation law and the reasonable accommodation policies as outlined by the University.

Students requesting accommodations for a service animal or emotional support animal must contact the Disability Services Coordinator. The coordinator will work with the student regarding the specific needs of the student's individual situation, will determine what accommodations may or may not be reasonable, and will coordinate subsequent appropriate efforts with other offices and departments (i.e., student's faculty, Residence Life, Sodexo Services, etc.) as needed.

Smoking/Tobacco/Vaping Policy (under general policies)

Morningside University facilities, including residence halls, grounds, and vehicles owned or leased by Morningside University, are off limits for tobacco use, including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Any individual failing to abide by

this policy is required to extinguish their smoking material, dispose of the tobacco/nicotine product, or leave Morningside University premises immediately. Violations of this policy may result in a minimum fine of \$150.00.

Solicitation

Only registered student organizations and University departments and organizations may solicit on campus. All salespersons or agents for any product, proposition, or cause are prohibited from soliciting members of the faculty, staff, or the student body in any building or part of the campus without prior approval from a member of the President's Cabinet. Door-to-door solicitation in residence halls is strictly prohibited.

Theft

Any intentional, negligent, or attempted acts of theft are prohibited. This includes but is not limited to theft or possession of University property. Those found in possession of stolen property or involved in the act of theft will be brought up for disciplinary actions and possible criminal charges. Those involved will be fined a minimum of \$150.00 and the cost of replacement or repair of items.

Vandalism

Any intentional, negligent, or attempted acts of vandalism are prohibited. This includes but is not limited to the vandalism of University property. This includes the vandalism of cameras, doors, signs, or other University property. Those involved in vandalism will be brought up for disciplinary action including possible criminal charges. Those involved will be fined a minimum of \$150.00 and the cost of repairs or replacement.

Unauthorized Entry or Presence in University Facilities

Unauthorized entry or presence in University facilities is strictly prohibited and will be considered an act of trespass. Unauthorized entry or presence will include, but not limited to, the following violations: entry or presence in a facility when said facility is closed for a break period; remaining in a facility after closing hours; entry or presence in an office, laboratory, or residence hall room of another person without the permission of the appropriate authority. Unauthorized exit of facilities, such as out a window, is also strictly prohibited. Violations will carry a minimum fine of \$150.00 per incident.

Weapons and Explosives

The possession of any type of firearm or weapon and the possession of any type of explosive, hazardous chemicals or fireworks are strictly prohibited. This rule applies at all times and in all facilities of the campus. No weapons are to be stored in residence hall rooms at any time.

Weapons may be defined as firearms (pistols, hunting rifles, air guns, etc.), blades (daggers, switchblades, archery equipment, machetes, etc.), or other items that are designed primarily for the purpose of causing death or injury to a human being or animal. This also includes items such as handheld electronic immobilization devices, whips, swords, or weapon parts. A weapon may also include any instrument or device that is used in an aggressive manner with the intention of causing death or injury. Objects that strongly resemble weapons (toy guns, look-a-like firearms, etc.) or are used for recreational purposes may be subject to disciplinary action. Weapons are not allowed on any University property, including in student-owned vehicles parked in University parking lots.

Exemptions include, but are not limited to, knives designed for cooking and kitchen purposes, blades used for the sole purpose of an academic tool as designated by the student's academic program (utility knife for an Applied Ag class, etc.).

The minimum fine amount will be \$150.00 per violation. A student may be put on housing probation, suspension or expelled from the University depending on the number of weapons and if they are involved in an incident involving the illegal weapons.

Weather Conditions and Weather Policy

The University distinguishes between canceling classes and closing offices of the University. On most occasions when severe weather causes a change in our schedule, it requires us only to cancel classes, not close the offices of the University.

Canceling Classes / Closing Offices of the University

Since a fair number of our students commute to the University, it may become necessary on occasion to cancel classes due to weather conditions. On such days, people who are employed in the administration and staff will continue their responsibilities. The services of some offices are needed more than ever on occasions when classes are canceled, because residential students are still on campus. This work, therefore, will continue for those days.

Faculty and students should assume that classes are normally held at the time at which they are regularly scheduled. However, the decision to cancel classes will be made at the earliest feasible time. In terms of evening classes, whenever possible the decision will be made in the late afternoon or early evening of the preceding day.

If classes are not canceled, students commuting long distances are urged not to take unnecessary risks at times when road conditions are hazardous. Students who are absent for this reason should inform their professors of the reason for the absence at the next class session.

A faculty member should not cancel classes unilaterally. Many students often make unusual efforts to reach their classes. Every effort, therefore, should be made by the faculty member to use the class time in an educational and valuable manner for the students who are present.

RESIDENCE HALL POLICIES AND REGULATIONS (In conjunction with Campus Policies and Regulations)

The Mission of Residence Life is to provide a safe, comfortable, and healthy living environment for all students. Through collaboration between students and staff, the Office of Residence Life has adopted the following policies, procedures, and regulations. It is important to recognize your rights as well as the rights of others and to take full responsibility for your own actions. Living in a residential community requires the cooperation and understanding of each and every individual.

Morningside University recognizes the importance of the living environment as an integral part of the total educational process of the University student. Therefore, the following inter-residence policies are based on specific principles, regulations, and controls.

- A. The program must take into consideration the total educational development of the individual student.
- B. The program must recognize and respect the rights of both residents of the residence hall room. It should be understood that the activities of one resident should not inhibit the freedom of others.
- C. The collective rights of a residence hall sub-living unit must be agreed upon and respected.
- D. Residential policies need both individual and collective cooperation of all students to formulate, implement, coordinate, and control the program. The responsibility for the success or failure of this program rests with the students.

Need for Regulations and Controls

Inherent in a residence hall is the need for certain guidelines for its residents. These guidelines, or regulations, are derived from the realistic expectations of all those who reside, study, and learn in the various halls. The regulations are primarily expected to protect the individual's freedom and safety. Some of these rules are in the form of city, state, and federal ordinances which protect the welfare of the general resident body. Other regulations are created by the residents and the University.

Many of the regulations that operate in the residence halls limit personal freedoms of individuals within a particular living unit; however, the total effect is that of greater freedom for the group as a whole. Visitations by the opposite sex to nonpublic areas, the use of alcoholic beverages, and the level of noise within the residence halls must be regulated to protect certain student rights to privacy, safety, and general living as that person desires. While individual freedom and development are of central concern, the residents are expected to make choices with awareness that their actions may affect the rights and freedoms of other individuals and groups. University personnel reserve the right to require students to change or remove room furnishings or alter behaviors to provide safety, security, and comfort to the residents of the community.

To ensure maximum group and individual freedoms, the quiet hour guidelines must be followed. An infraction is a violation of another's right. Therefore, the penalty for an infraction must be strong enough to ensure that it deters further infractions, and that the student learns from the experience.

Alcohol Policy

Morningside University is well aware of the problems and concerns associated with the use of alcoholic beverages. In light of these concerns, the University has adopted the following policy strictly adhering to state law prohibiting minors from possessing or consuming alcohol. The University believes that it is important for students to learn the responsible use of alcoholic beverages, and part of that responsibility lies in following the laws society has set up. Please see the Alcohol and Drug Use Policy in the Campus Policies and Regulations section of the Student Handbook for further information.

Definitions:

Alcoholic Beverages: Any beverage with alcoholic content including beer, wine, and liquor.

Covered Beverage: An alcoholic beverage which is covered. Coverage shall consist of any method whereby the container cannot be visually identified as an alcoholic beverage. Placing a container under an article of clothing is not acceptable coverage.

Disciplinary Action: This includes any action taken by or through the Office of Residence Life, Student Services, or the Resolution Team, with the student having the right to appeal. Specific action can be one or a combination of the following: a cash fine, social probation, a warning letter, suspension from University housing, or any other action deemed appropriate.

Minor: Any person who has not yet attained the legal drinking age (21 years of age).

Possession: When a person is found to be in the presence of alcohol or to have ownership of empty alcoholic beverage containers. Residents are responsible for alcohol found in their rooms even when not present at the time.

Public Areas: Any area of the residence hall other than the individual student rooms. This includes central lounges, reception areas, hallways, restrooms, and stairwells. This also includes the entire campus, particularly any outdoor areas that are on campus. Individual student rooms are designated private areas.

Residence Hall: All on-campus living units: Roadman Hall, Dimmitt Hall, Plex (Residence Complex), Poppen Hall, Waitt Hall, Lags Hall, and the Garretson Houses.

Restitution: An amount of money or time a student must pay for violating a policy or regulation.

Suspension: Removal from Residence Halls.

- Emergency: Will take effect immediately, cannot be appealed, term of length is dependent on the judgment of the Director of Residence Life after careful consideration of all the information, but is not permanent.
- Permanent: The resident is no longer allowed in any campus housing facilities for the duration of their suspension period.

Alcohol Guidelines and Violations

1. The laws of the State of Iowa pertaining to the possession and use of alcoholic beverages shall be followed specifically. Therefore, it is a violation of the alcohol policy for students under the legal drinking age (21 years of age) to consume or possess alcoholic beverages on campus.
2. Alcohol containers, full or empty, are not allowed in the rooms of minors. Individuals of the legal drinking age who room with minors give up their right to have alcohol in their rooms. In the apartments where minors reside, alcohol may only be consumed in individual's bedrooms where all occupants are of legal drinking age. Alcohol may not be consumed in common areas of the apartment if minors reside there. Alcohol may be possessed or consumed only in those rooms where all people who live there and all people who are present are above the legal drinking age. If anyone is found to be in violation of the alcohol policy, all alcohol will be confiscated and emptied by a residence life staff member.
 - a. Morningside is a "wet" campus in that alcohol is allowed in rooms of students 21 years of age or older. A room is considered "wet" only when both roommates are 21 and everyone in the room, including visitors, is 21 or older. If an underage student were to walk in or be present in the room, it automatically becomes a "dry" room.
3. Morningside University cannot accept responsibility for the conduct of individuals while they are off campus unless they are on a University sponsored and approved trip. The University encourages those who represent Morningside to handle themselves in a responsible manner while away from the campus.
4. Any alcoholic beverage with a broken seal, covered or not, must remain in the room with the door closed. Alcohol containers must be covered completely by opaque covering when being transported into the residence halls or other public areas on campus.
5. Alcoholic containers, full or otherwise, should not be visible from residence hall hallways, windows, or other public areas on campus.
6. Possession of kegs, tappers, and/or party balls (empty or full) is strictly forbidden. Such items will be confiscated and not returned.
7. Those students of legal drinking age are expected to behave responsibly when consuming alcohol. Any loud or disruptive behavior or disorderly conduct associated with alcohol consumption will be subject to disciplinary action in accordance with the violation of that specific policy.
8. Common source mixtures of alcohol and juice, Kool-Aid, or other mixes (Jungle Juice, etc.) are not permitted because of the potential danger of unknown alcohol content or presence of other substances.
9. Hazing, drinking games, or other potentially dangerous drinking behaviors are prohibited. Devices designed for the rapid consumption of alcohol, such as (but not limited to) funnels, beer pong tables, and beer bong are not allowed and will be confiscated.
10. All Morningside University students are responsible for the conduct of their guests. The host will be responsible for any fines or damages that occur from their guests.

System of fines and disciplinary actions regarding alcohol policy violations may include:

7. *First offense in an academic year*
Violation of this type may result in a \$100.00 minimum fine and possible community service. Deferred judgments may be given if the student is cooperative with staff, the offense is not overly egregious, or aggravating circumstances (e.g. property damage) are not present. This is at the discretion of the Office of Residence Life.
8. *The second offense in an academic year*
A \$150.00 minimum fine, possible notification of parents under the guidelines given by FERPA, possible community service, meeting with the Office of Residence Life, and/or possible housing probation if deemed necessary by the Office of Residence Life. Any deferred judgments from a first offense are revoked and the initial fine and/or sanctions will be reinstated in addition to the second offense fine and/or sanctions.
9. *The third offense in an academic year*
A \$200.00 minimum fine, mandatory meeting with the Director of Residence Life or their designee, possible mandatory alcohol assessment*, notification of parents, possible housing relocation and/or housing probation, and possible notification of campus support employees (coaches, advisors, support staff, etc.).
10. *The fourth offense in an academic year*
A \$250.00 minimum fine, mandatory meeting with the Director of Residence Life, mandatory alcohol assessment*, notification of parents and campus support employees, and possible housing suspension.
11. Possession of a keg, tapper, party ball, or alcohol punch: \$150.00 minimum and confiscation of prohibited items in addition to the appropriate sanctions for the offense.
12. Additional University disciplinary action, up to and including housing suspension, may be taken in the event of flagrant and repeated violation of these rules by a student. Failure to respond to a violation notice will result in a doubling of the initial fine which will be placed on the student's student account with the Business Office.
13. Students living on campus during Christmas break, Spring break, May term or summer who violate this policy may face immediate housing suspension for the remainder of that break as well as other disciplinary action at the discretion of the Office of Residence Life.

* Mandatory alcohol assessment is to be completed by a licensed mental health professional. Students must complete the regimen of meetings and activities as directed by the mental health professional until a time in which you both agree the services are no longer needed. You must sign a waiver allowing your counselor to provide the Office of Residence Life with documentation of your attendance and evaluation outcomes. Failure to complete the full regimen of meetings and activities or to provide the Office of Residence Life with documentation of your progress will result in immediate sanctions including, but not limited to, housing suspension. Arrangements for alcohol assessment can be made through the Office of Residence Life. Any costs associated with the alcohol assessment are the responsibility of the student and are typically done at a reduced rate.

Drug Use Policy

1. Possession or use of controlled substances or paraphernalia, including marijuana, is strictly prohibited on the Morningside University campus. This includes private residence hall rooms as well as public areas. Those violating this policy will be fined a minimum of \$250. Subsequent violations may result in housing suspension or dismissal from the University.
2. The misuse of prescribed and over-the-counter drugs is destructive to the welfare of students. The illegal possession, distribution, or use of drugs except as directed on over-the-counter drugs or as prescribed by a medical doctor, is prohibited.
3. Any student found to be possessing, using, or distributing such drugs will automatically be in violation of this policy and turned over to the local authorities.
4. Smell, haze in a room or area, and other evidence that strongly leads a reasonable person to believe that marijuana is being used is also in violation of this policy.
5. Any student found in violation may be sent for substance evaluation. Any violation of this policy will result in disciplinary action including possible suspension from the residence halls and other actions as deemed necessary by the Director of Residence Life or the Director of Safety and Security. Students found distributing drugs may be suspended from the institution. The University reserves the right to notify parents.

Appeal Process

Students at Morningside University have the right to appeal a decision concerning any sanction imposed by the Director of Residence Life or the Director of Safety and Security. The appeal must be based off new evidence coming forward, procedural aberrations during the investigation, or conflicts of interest and not based off the fact that one party may not like the outcome. The process will involve the Dean of Students/Title IX Coordinator assigning two people from the Resolution Team to hear the appeal. They will then give a recommendation to the Dean of Students/Title IX Coordinator. All appeals must be made within 10 days of the original outcome.

Good Samaritan Policy

Purpose:

Morningside University is concerned about the safety and welfare of all students, faculty and staff and their guests, and is committed to creating and maintaining a healthy and secure living and learning environment. The Good Samaritan Policy has been implemented to encourage students and members of the campus community to come forward and seek help and support of University personnel when in the judgment of others, a student needs medical attention due to alcohol, drug, or substance use. The intention of this policy is to encourage students to seek help from campus resources (residence life, campus security, etc.) without fear of disciplinary action being taken against those asking for help, or the intoxicated student. This policy is rooted in the ideas of civic responsibility and ethical leadership, and is in accordance with the Behavioral Expectations and Self-Care Statements as outlined in the Student Handbook.

When seeking assistance for an intoxicated individual by informing Morningside staff (residence life, campus security, chaperones at events, etc.) neither the intoxicated individual nor those asking for help will be subject to formal disciplinary action through the campus conduct process. Those calling for help and seeking assistance must stay with the intoxicated/impaired individual until University staff arrive.

This policy applies only if the intoxicated individual follows the medical, health, and safety recommendations of the assisting staff, including those of off-campus emergency medical personnel. While no formal disciplinary sanctions will be filed in a student's record, intoxicated individuals may need to meet with University personnel to discuss the incident and may be required to complete an alcohol, drug, or substance abuse educational course depending on the severity of the incident and by the determination of the Director of Residence Life and/or their designee.

Policy Interpretation

The Good Samaritan Policy applies to incidents involving alcohol, drug, or substance use poisonings only. This policy does not apply to individuals involved in policy violations such as vandalism, harassment, and assault. The Dean of Students will make a final determination as to whether the Good Samaritan Policy is applicable if necessary.

Morningside University cannot guarantee that criminal charges will not be brought against an individual if local law enforcement is required for assistance during the incident.

When it is determined by emergency medical personnel that a student must be transported to the hospital or detoxification center, and is unconscious, incapacitated, or in serious physical harm, the University reserves the right to contact the student's parents. This is not for the purpose of disciplinary action, but rather for the concern of the student's health and safety.

Frequently Asked Questions

What if I call for help and do not stay with the intoxicated individual?

There is no reason not to stay with a severely intoxicated or impaired individual. Leaving them may put them in even more danger. Although it may be difficult or uncomfortable situation, you can make a difference by choosing to make the right decision when medical assistance is needed for another student. Leaving an individual will mean that this policy does not apply to you.

What will happen to me in response to a Good Samaritan Policy situation?

Students involved in these situations will not be subject to formal disciplinary action; however, students involved will need to meet with the Dean of Students or their designee to discuss the incident. Non-disciplinary action, such as an alcohol/substance abuse education program, or counseling referral, may be required at the discretion of the Dean of Students.

Can the Good Samaritan Policy be used for a student more than once in an academic year?

Repeated instances and flagrant offenses will be determined at the discretion of the Dean of Students. Each instance will be assessed on the specific circumstances of the incident, behavior of those involved, and the reports filed by University staff at the time of the incident.

When can the University call my parents?

The University may contact parents regarding alcohol and drug violations as stated in FERPA. The University reserves the right to contact parents in the event that a student has compromised their own health, safety, and security. If a student is transported to a hospital by emergency personnel and the student is unable to contact parents on their own, it is the University's common practice to contact parents on the student's behalf.

Where does this policy apply? Who does this policy cover?

The Good Samaritan Policy only pertains to incidents that occur on-campus that involve Morningside students.

What if I seek help for a friend if we are off campus?

This policy does not apply to incidents that occur off-campus. Local police and emergency personnel will respond to a situation and assess it based upon their procedures and training.

If a University staff member (RA, Head Resident, Residence Life staff, Campus Security, etc.) comes upon a situation before I call, can I claim Good Samaritan afterward?

No.

What if a student does not comply with the recommendations and/or requirements of the Dean of Students as a result of the use of the Good Samaritan Policy?

If a student chooses not to comply with the recommendations of the Dean of Students or their designee, the student may be subject to formal disciplinary action through the student conduct process, which may include but is not limited to monetary fines, housing probation, or suspension.

Check-In/Check-Out

When you initially move into your room, you will be asked to verify and sign a Room Condition Report. You should make certain that the condition of your room is accurately described before signing. You are responsible for all damages not listed at the time of check-in. If at any time during the year you change rooms, you must properly check out of your old room and complete a new Room Condition Report. Students failing to follow the proper procedure for check-out will be fined \$75.00. Sliding keys under staff members' doors is not acceptable. Trash left in the room and/or hallway at check-out time will be considered an improper check-out and charged accordingly. You may be charged for room damages found by housekeeping or maintenance after you are checked out.

Damage and Repair Charges

The University expects normal wear and tear through the everyday use of a student's room and the residence hall in general. However, any damage(s) to the room and furnishings or to the public areas or community property of the hall caused by a student's carelessness, negligence, or improper conduct will be charged to the student. Costs are equally divided among all residents for unclaimed damages on their floor or section of the building. All fines will be added to the student's account. Fines for damages are determined in collaboration with the Facilities Department and based off of repair/replacement value plus labor. The Facilities Department reserves the right to use preferred vendors and service providers.

Housing Policy

All full-time students under the age of 22 who have not attained senior class standing (minimum 91 credit hours) are required to live in on-campus housing unless otherwise excused by the Office of Residence Life. Prior to living off-campus, the student must complete a Commuter Application/Request for Housing Policy Exemption form to begin the process. Annual address verification will be required for those requesting to be exempt from the Housing Policy due to living with a parent. False or misleading information shall be grounds for disciplinary action. If students are not granted permission to live off-campus, they will be charged housing costs.

The University believes living in the residence halls provides many valuable, educational experiences, and encourages all students to remain in campus housing.

In the event the University residence halls are at full occupancy, housing priority will be given to those required to live on campus.

Students are assigned roommates without regard to race, religion, sexual orientation, age, or disability. Students are assigned to single-sex floors or apartments/houses are placed in individual rooms based upon their legal sex classification as listed on their student record. The Office of Residence Life makes every effort to match students according to preferences; however, we are not able to honor all preferences.

Definitions:

Housing Probation: a formal status imposed for a period of time, typically a semester or more, where subsequent violations can lead to more serious sanctions up to housing suspension. Housing probation could affect your future housing placements and disqualify a student from living in any apartment style-living or houses.

Housing Suspension: a student will be temporarily or permanently prohibited from living or visiting others in the residence halls for a specific period of time. Housing suspension will affect your future housing placements and disqualify a student from living in any apartment style-living or houses.

Gender Neutral Housing

Morningside University is committed to working with students to ensure safe, inclusive, and healthy living options for all students. The University also recognizes that not all students may identify with the male/female classification of sex and/or gender. Transgender and gender nonconforming students are encouraged to contact the Office of Residence Life to discuss gender-neutral housing options that may fit their specific needs. Spaces identified as gender-neutral housing options are limited, so students are strongly encouraged to contact Residence Life as soon as possible after making the decision to live on campus (prior to February 1st for returning students, prior to May 1st for new students).

Guest Policy

Residence hall facilities are intended for the sole use of Morningside University students. All guests must be 18 years of age or older unless they are a family member and must be escorted by their host at all times. A minimum of \$50.00 fine will be assessed when a guest is found in the building without an escort. Students who allow strangers access into the building assume responsibility for the individual(s) the entirety of their stay and may be assessed a fine for allowing an unknown person into the building.

University students are responsible for the conduct of their guests. If the guest is not a student attending Morningside University, the host will be responsible for all fines relevant to that individual. Morningside students who live off campus are held liable for any fines they incur.

Off-campus visitors, including students who live off campus, are restricted to stays of three days or less. Any visitor stays extending over three days must be preregistered with the Office of Residence Life. Every night beyond three days carries a \$50.00 charge per night.

Housing Registration/Selection Process

Students returning to Morningside in the fall will have an opportunity to register for housing for the fall semester each spring. The Office of Residence Life will publish dates, location, and other detailed information a few weeks prior to Housing Registration. Students seeking to register for housing will be required to bring with them a completed Residence Life Housing Agreement, the \$30 room registration fee, and any additional contracts or applications that are required for the area in which the students are trying to register. Housing Agreements, applications for apartment housing, and other information regarding the Housing Registration process are available outside the Office of Residence Life, located in the lower level of the Olsen Student Center, or by stopping by either Residence Life Office. A \$30 room registration fee is required from each student to register for a residence hall room or apartment unit. Registration fees are used for residence hall programming, game room supplies, and front desk supplies. If a student cannot pay the \$30 room registration fee, they should make contact with the Office of Residence Life to make alternate arrangements for housing registration.

The housing registration periods are on a first-come, first-served basis, unless otherwise specified (such as when using the Housing Points System). Priority will be given to incoming freshmen, sophomore, and junior students, as they are required to live on campus.

Morningside University reserves the right to make the final roommate selections and transfer room/building assignments. The housing sign-up process is used for housing preferences only. By signing up for a room preference, a specific room is not guaranteed. If roommate situations change, Residence Life may consolidate rooms either by changing room assignments or assigning students to a different room. Students may not “exempt themselves” by refusing to participate in the Housing Sign-up Process. Any student who has not signed up for a room and has not been approved to live off campus will be charged the value of a basic double room.

Incoming first-year and transfer students will be assigned housing and placed in rooms over the summer on a first come, first served basis once their initial housing deposit, housing agreement, and roommate selector forms have been turned into the Office of Residence Life. Room placements are sent to students on or around July 15th.

For more information regarding the Housing Registration Process, the point systems, or additional information regarding room selection, please contact the Office of Residence Life.

Housing Cancellation and Off-Campus Waivers

To cancel a housing assignment, an Off-Campus Housing Petition must be completed and approved. Cancellations must be put in writing (or email) and sent to the Office of Residence Life (housing@morningside.edu). Students will be notified of the status of their Off-Campus Housing Petition in writing or over email as soon as a decision is made by the Office of Residence Life. Off-Campus Housing Petitions are available from the Office of Residence Life.

Request for Housing Policy Exemption must be completed by the deadline of May 1st to avoid the following penalties:

- Any students who cancel their housing after May 1, 2025, for Fall 2025 (December 1, 2025, for Spring 2026) WILL NOT receive their \$30 registration fee back. Students who cancel housing must have either completed an off-campus housing petition and been approved or officially withdrawn from the University.
- Any student canceling their housing after June 30, 2025, for Fall 2025 (December 12, 2025, for Spring 2026) will be charged a \$200 late cancellation fee.

- Any student canceling their housing after July 15, 2025, for Fall 2025 (January 6, 2026, for Spring 2026) will be charged for the fall semester.

Students may be required to vacate their on-campus residence due to certain violations of University policy as outlined in the Student Handbook. Should a student have their housing contract cancelled as a result of being suspended from campus housing due to violations of University policy, this will be treated as if the student voluntarily broke their housing agreement without notice or justification. Financial arrangements, fees, and refund policies remain the same as if the student voluntarily terminated their housing agreement. For more information regarding the cancellation of housing, please contact the Office of Residence Life at 712-274-5161.

Quiet Hour Policies and Procedures

Definitions:

Courtesy Hours: Courtesy hours are any time not designated as quiet hours.

Quiet hours: The period of time during which excessive noise is not allowed in the residence halls.

Final exam week: The Registrar's office will publish the dates prior to the beginning of the semester.

Disciplinary action: Any action taken by or through the Office of Student Life. Specific action can, for example, be one or a combination of the following: residence hall restrictions, suspension, or any other action deemed appropriate fines.

Private areas: Private areas include individual student rooms.

Residence hall: All on-campus living units: Roadman Hall, Dimmitt Hall, and the Plex (Residence Complex).

24 Hour Lounges:

- Roadman Hall - Ground floor lobby, lounge areas, TV room, study room, kitchen, laundry room.
- Dimmitt Hall - Lobby, formal lounge, TV lounges, print lounges, informal lounge, laundry room, kitchen, lounges on 3rd West Central, and 3rd East Central
- Plex (Residence Complex) - Both lounges, laundry room, kitchen.

This privilege is granted to students with the understanding that all other campus housing regulations are in effect in these areas. Students will conduct themselves in an appropriate manner by being considerate to and respecting the rights of other students and guests who use these areas.

Quiet Hours

Sunday	10:00 p.m. to 10:00 a.m.
Monday	10:00 p.m. to 10:00 a.m.
Tuesday	10:00 p.m. to 10:00 a.m.
Wednesday	10:00 p.m. to 10:00 a.m.
Thursday	10:00 p.m. to 10:00 a.m.
Friday	Midnight to 10:00 a.m.
Saturday	Midnight to 10:00 a.m.

General quiet hour guidelines and regulations

1. The responsibility for the successful administration of the quiet hour policy rests individually and collectively with each resident, along with the administrative staff of each residence hall.
2. Each resident is responsible for understanding and knowing the working procedures of the quiet hour policy.
3. The individual host must assume responsibility for their guests. The host should inform their guests about the residence hall quiet hour policy and is held responsible for controlling the noise level of their guests. In a party situation, all hosts and guests who are also residents, are subject to disciplinary action as set forth in the System of Fines and Disciplinary Action Section of the Student Handbook.
4. Any individual found violating the quiet hour policy or regulations is subject to disciplinary action set forth under the Systems of Fines and Disciplinary Action Section of the Student Handbook.
5. The quiet hour program is in effect for the entire calendar year, including all breaks, vacation, school cancellations, May term, and summer.
6. During the week of final exams, quiet hours will be in effect for twenty-three hours a day. The time from 6:00 p.m. to 7:00 p.m. is the designated loud hour during this week.
7. Waitt, Poppen, Lags, and the Garretson Houses set their own quiet hour policies. However, campus quiet hours apply in study rooms and hallways. Excessive or flagrant abuse of acceptable noise levels during courtesy hours will be treated as a noise violation without need for a warning or courtesy call, under the same guidelines as a quiet hours violation.

Violations

Violations of quiet hours encompass anything that is judged to be disruptive by any resident student or residence life staff member. Disruptive activities will include loud stereos, loud TVs, shouting, singing, and slamming doors. The fine for a quiet hours violation is \$75.00.

System of fines and disciplinary action

To ensure maximum group and individual freedoms, the quiet hour guidelines should be followed. An infraction is a violation of another's rights. Therefore, the penalty for an infraction must be strong enough to ensure that it deters further infractions, and that the student learns from the penalty. Failure to be quiet during the designated quiet hour periods will result in the following disciplinary actions:

1. A \$75.00 fine will be placed on the student's account in the Business Office.
2. Subsequent offenses may result in housing probation or suspension.
3. During Final Exam Week, when there are 23-hour quiet hours, no warnings are given. There is an automatic \$75.00 fine.

MISCELLANEOUS POLICIES AND REGULATIONS

Abandoned Property

Students are responsible for maintaining their personal property at all times. Students are encouraged to keep their personal property secure in their residence hall rooms. The University does not store students' personal property (see Storage policy). Students should not store their personal property in hallways or other common areas. If students continue to store items in public or common areas despite warnings from staff, the items may be considered abandoned property and removed or disposed of by staff.

Students are also responsible for removing all of their personal property (clothes, books, posters, appliances, etc.) when checking out of their residence hall rooms. Students should not formally check out and complete the Room Condition Report until ALL of their personal property is removed from the facility. If items remain in the room once a student no longer occupies it, including if the student does not formally check out of the room and follow proper check out procedures, remaining personal property of that student may be considered abandoned property.

Abandoned property will be removed from the residence hall room by residence life staff and/or maintenance and housekeeping staff. Food and perishable items will be immediately disposed of. All other items will be bagged and stored in the residence hall facility for up to two (2) weeks so that the student may have a chance to reclaim the abandoned property. Efforts may be made to contact the student regarding the abandoned property; however, the University cannot guarantee that efforts to contact the student will be successful. Students are responsible for reclaiming their own abandoned property and may be charged costs associated with it that are incurred by the University. If, after two (2) weeks, abandoned property is not claimed it will be disposed of at the discretion of the Office of Residence Life.

Antennae

Antennae, satellite dishes, and any other type of reception devices which require permanent attachment to the building in any way are prohibited.

Bed Lofting/Bunking

Please note: Lofts are to be used only to support beds. Platform lofts supporting other types of furniture are prohibited. Loftable furniture is already available in Lags Hall, Waitt Hall, Poppen Hall, Dimmitt Hall and Roadman Hall rooms 30-41, 130-142, 230-246, 330-349. Students cannot use other lofts than those already provided in these rooms have newer furniture. For other rooms on campus, including those in Roadman North and the Plex, all loft equipment used must be approved by Residence Life professional staff. Morningside does not lease or rent lofts but does work with a local vendor if you would like to rent/lease a loft. Failure to bunk beds when checking out will result in a \$75 fine.

As a safety precaution, these guidelines for student construction of lofts within the room must be followed.

1. The structure must be free-standing, not fastened to the walls, ceiling, or other furniture provided by the University.
2. All supporting structures in the loft must be assembled with carriage bolts and/or lag screws and make no use of nails. (Nails work loose overtime and pose a possible hazard.)
3. The University recommends that all lofts include a safety rail or board to prevent injury.
4. The loft must be structurally able to support a student's or students' weight.
5. The structure must not block the doorway, window, or heating system. The door must be able to open perpendicular with the door opening.
6. The structure must not restrict exit from any portion of the room. A minimum width of 22 inches must be allowed for exiting from a student room from any interior room arrangement.
7. Only structures used to loft beds are allowed. No other platform construction is acceptable.
8. The construction must not include any materials or any design of a particularly hazardous and/or flammable nature, including suspended flammable fabrics, carpeting applied anywhere except as a floor covering, and flammable plastics such as Styrofoam.
9. There must be at least three (3) feet from the top of the main construction frame to the ceiling. (The reason for a minimum height to the ceiling is to prevent head injuries. Also, in the event of a fire, smoke and toxic gases tend to rise to the ceiling and a person could be overcome-even from the fumes of a wastebasket fire.)
10. Residents must be prepared to respond to the concerns of staff about the hazardous nature of construction and decorative materials and must remove materials that are judged to be particularly hazardous by the housing staff.
 - Approximate mattress dimensions to help in constructing your loft.
 - Extra-long beds: 80" long x 38" wide x 6" deep
 - Standard beds: 76" long x 38" wide x 6" deep

Although not required, it is also recommended that some form of nonflammable padding be applied to the loft at any point that touches the wall(s) so as to prevent damage to the wall paint, which would carry a fine to the student for repainting.

Bicycles/Bikes

Student bikes may be stored in the student's assigned room or on the bike racks located around campus. Unmaintained bikes on the bike racks and bikes left around campus will be disposed of at the discretion of the Office of Residence Life and/or Facilities. Electric bikes and electric scooters are not allowed to be stored inside the Residence Halls due to fire hazards.

Building Security

In order to maintain the security and safety of our residents, door propping is prohibited in all the residence halls. This may include exterior access doors and access doors between halls, at the discretion of the Office of Residence Life. Tampering and vandalizing with the doors and locks will result in a minimum fine of \$500.00, as well as any costs incurred repairing the alarm or lock. Propping open a door for any reason without authorization from the Office of Residence Life will result in a minimum fine of \$150.00. Any individual allowing any unauthorized individual into or allowing someone to use their ID to gain access to a building may be fined a minimum of \$150.00.

Candle/Open Flame Policy

Candles are strictly prohibited in all residential facilities, including halls, suites, apartments, and houses. Additional sources of ignition that are prohibited include but are not limited to: incense, lanterns, charcoal, lighter fluid, Bunsen-type burners and propane. Grills and grilling material are subject to approval by the Office of Residence Life. Violations will result in a minimum fine of \$75.00.

Closing Procedures for the Residence Halls (Break Housing)

Residence halls close the day after the end of the semester. Housing is not provided during winter and spring breaks. Routine safety inspections will happen during this time. Food Service is not provided when the institution is on academic break. Student teachers and international students are allowed to stay during breaks for no charge. Students who are athletes, involved in a musical performance or other business of the University, or are working for an office over the break period must be listed on a roster provided to the Office of Residence Life by their coach, director or supervisor. Other students staying in the residence halls must have explicit permission of the Office of Residence Life to remain in the halls over a scheduled break and are subject to additional housing charges.

Cooking Policy

No cooking of any kind within the individual rooms is permitted with the exception of hot air popcorn poppers, hot pots, and coffee machines or Keurigs. Microwave ovens, air fryers, toasters, frying pans, any item requiring grease, items with exposed heating elements, etc., are not allowed and will result in a fine and confiscation of the appliance. These items may only be used in designated kitchens or utility rooms. Violation of the cooking policy will result in a \$75.00 fine.

Damage to Public Areas and Community Charge

Common areas of the residence halls (lounges, study areas, patios, lobbies, restrooms, hallways, etc.) are designed for the use of members of the residential community. It is the responsibility of everyone in that residential community to help maintain these areas and ensure they are in good condition. When damage to public areas does occur, the following may be applicable:

1. Damage to the common or public areas within a residential community is the responsibility of all members of that community.
2. When the individual(s) responsible for the damage can be identified, that individual(s) may be held responsible for any damages or restitution necessary or appropriate for the repair or replacement of the damaged item.
3. When damages are repetitive, extreme, or formal warnings regarding such behavior are given from residence life staff and go unheeded, a community charge may be assessed to a hall or residence hall if an act of vandalism takes place in a common area (lobby, lounge, kitchen, etc.) and the responsible parties cannot be identified.

For more information about community charges that may result due to damage in public areas, please contact the Office of Residence Life.

Disorderly Conduct

Students are expected to act as responsible citizens of their campus community, as behavior is integral to the ethical leadership and civic responsibility components of the mission of the University. Behavior that is disruptive and negatively impacts persons or property within the campus community may be addressed through the disciplinary process. Disorderly conduct is defined as:

- unreasonable or reckless behavior or actions by an individual or group that is inherently or potentially unsafe to other persons, their personal property, or property of the University; and/or
- conduct by an individual or group that disrupts the peace or interferes with the normal operation of the University or University-sponsored activities.

Disorderly conduct includes but is not limited to: disruptive behavior in public places on campus and in the residential communities that may interfere with the normal operations of the University, urinating and/or vomiting in public, indecent exposure, forcefully opening secured doors by kicking, shouldering or other inappropriately violent means, and overt misuse and/or damage of University furnishings or property.

Electrical Appliances

- Window air conditioning units, including portable units, are not allowed in residence hall rooms.
- Halogen lights and heat lamps are strictly prohibited.
- Students are not permitted to plug in their vehicles into any outside building.

A minimum fine of \$75.00 for any unauthorized appliance in a room.

Escort Policy

You must escort your guest(s) anywhere they need to go, no matter what gender. Individuals found without an escort will be escorted off the hall and may be subject to a monetary fine.

False Information

Any misrepresentation of acts, names, or giving false information will be subject to a minimum \$150.00 fine.

Fire Equipment and Fire Regulations

All students, including apartment residents, must leave the building if a fire alarm is sounded. You must not assume that the fire alarm is false. There will be a \$100.00 fine for failing to leave the building when the fire alarm is sounded. Students may be charged restitution for any damages that may be incurred as a result of violating these policies. For their own safety and the safety of others, residents are expected to maintain their rooms in an orderly manner at all times in compliance with the following regulations:

1. No cooking of any kind within the rooms.
2. No appliances with exposed heating elements or fire pits may be used in student rooms or residences.
3. Light fixtures must not be tampered with in any way and items should not be hung from or near them.
4. No candles, incense, or potpourri simmer pots may be used or burned in student rooms.
5. Electrical bikes, motorbikes, and hoverboards may not be stored in the residence halls due to the lithium-ion batteries causing a fire.
6. Holiday decorations will be permitted within guidelines issued by the Office of Residence Life.
7. Only fire-resistant wastebaskets are permitted in student rooms.
8. Fire Code allows for two-person occupancy in rooms other than those designated as suites, triples, and singles.
9. Halogen lamps are strictly prohibited.
10. Real/live Christmas trees are prohibited.
11. Propane and kerosene tanks are not permitted in the residence halls.
12. Items should not be attached to or hung from the ceiling.
13. Personal belongings and furnishings may not block smoke detectors, sprinkler heads, or other fire equipment.
14. Any pulled fire alarms, tampering with fire equipment, or setting off a false alarm will result in a minimum \$100 fine as well as possible legal action in accordance with the Sioux City Fire Department.
15. Tampering with or covering smoke detectors or any fire equipment in residence rooms, hallways, and common areas is prohibited. Any violation of the above will result in a fine, set at the discretion of the Office of Residence Life.

Grill Policy

Grills are provided for student use on the patio outside of Roadman South, outside the Plex (Residence Complex), the Dimmitt East courtyard, and the Apartments Clock Tower patio. Students are responsible for providing their own grilling supplies (charcoal) and are responsible for cleaning up the area after use. Abuse and misuse of the grills will result in their immediate removal. Student-owned grills are subject to approval by the Office of Residence Life. Grills are not to be used within 25 feet of any residence hall or building structure. Charcoal, lighter fluid, propane tanks, and other combustible materials are not to be stored within the residence halls or apartments. For more information, please contact the Office of Residence Life.

Indecent Exposure/Public Nudity

Indecent exposure and/or public nudity is not permitted in any public area on campus, including residential hallways and lounges. A minimum fine of \$250.00 will be assessed.

Keys

Students will be issued keys as they check into their residence hall room. Keys are for the use of the assigned individual student and should not be passed from person to person. Keys are considered property of the University. Keys must be returned when students check out of their room. If keys are not returned during the check-out process, the lock will need to be replaced for that room and additional keys are reissued, resulting in the student being charged \$75.00 per key.

Students who lose or misplace their keys should contact their RA or the Office of Residence Life IMMEDIATELY. Lost keys are considered a security and safety concern, and staff will work to get replacements made or locks are re-cored as quickly as possible. Students who lose their keys may be responsible for costs associated with issuing new keys and re-coring the room and charged \$75.00 per key.

Students who lock themselves out of their room excessively may be fined. Students are expected to have their keys with them at all times. If a student is determined by Residence Life or Safety and Security to have excessively locked themselves out, the fine will be assessed. The minimum fine will be \$50.00

Students are strongly encouraged to lock their room when leaving at all times.

Lounge Furniture

Moving furniture from public areas deprives others of its use. Furniture and accessories may not be moved from public areas to student rooms or hallways in the residence halls. Theft charges may be made or conduct action may occur for lounge furniture found in student

rooms. Furniture misuse may result in a minimum fine of \$100.00, plus damages. Theft will result in the cost of the item(s) and a minimum fine of \$150.00.

Meal Plan

Morningside University requires all resident students to purchase a meal plan. These plans are available for 2025-2026:

19 meals weekly plus \$25.00 flex points meal plan:

This Meal plan offers 19 meals per week in the Olsen Student Center Dining Hall plus \$25.00 worth of flex points to spend in the Mustang Grill, C-Store, or Spoonholder Café. You are allowed 5 meal exchanges per week at Mustang Grill or the Spoonholder Café. You may only swipe your card 3 times per day for your meals. You are allowed 10 guest meals per semester. Your flex points will work the same as cash. You can purchase food for yourself or anyone else in the Mustang Grill, C-Store or Spoonholder Café with your points. The price of this plan is \$2,793.00 per semester.

14 meals weekly plus \$75.00 flex points meal plan:

This Meal offers 14 meals per week in the Olsen Student Center Dining Hall plus \$75.00 worth of flex points to spend in the Mustang Grill, C-Store, or Spoonholder Café. You are allowed 5 meal exchanges per week at Mustang Grill or the Spoonholder Café. You may only swipe your card 3 times per day for your meals. You are allowed 10 guest meals per semester. Your flex points will work the same as cash. You can purchase food for yourself or anyone else in the Mustang Grill, C-Store or Spoonholder Café with your points. The price of this plan is \$2,793.00 per semester.

140 meals plus \$175 flex points meal plan:

This Flex plan is a combination of 140 meals per semester (9 meals per week on average) in the Olsen Student Center Dining Hall and \$175 worth of flex points to use in the Mustang Grill, C-Store or the Spoonholder Café. You are allowed 40 meal exchanges per semester at Mustang Grill or the Spoonholder Café. You may only swipe your card 3 times per day for your meals. Your flex points will work the same as cash. You can purchase food for yourself or anyone else in the Mustang Grill, C-Store or Spoonholder Café with your points. The price of this plan is \$2,793.00 per semester.

120 meals plus \$250 flex points meal plan:

This Flex plan is a combination of 120 meals per semester (8 meals per week on average) in the Olsen Student Center Dining Hall and \$250 worth of flex points to use in the Mustang Grill, C-Store or the Spoonholder Café. You are allowed 40 meal exchanges per semester at Mustang Grill or the Spoonholder Café. You may only swipe your card 3 times per day for your meals. Your flex points will work the same as cash. You can purchase food for yourself or anyone else in the Mustang Grill, C-Store or Spoonholder Café with your points. The price of this plan is \$2,793.00 per semester.

Commuter Plan:

All commuters are required to purchase \$50 in flex points per semester.

Musical Instruments

With the exception of acoustic guitars, no musical instruments may be played in residence hall rooms. Musical instruments shall include any string, keyboard, or wind instrument as well as drums and other percussion instruments. Pianos are available in the lounges of Dimmitt Hall, Roadman Hall, and the Plex (Residence Complex), but may not be played during quiet hours. The term acoustic guitars shall broadly define other such instruments as ukuleles and banjos. Amplified guitars will be allowed under the following stipulations. Violation of this policy will result in a \$50.00 fine.

1. That the intent of playing the instrument will be for the sake of practice; no full bands will be allowed.
2. Instruments will only be allowed in individual rooms. No playing will be allowed in hallways, lobbies, lounges, etc., with the exceptions of the Dimmitt Hall music room, which is designed for this purpose.
3. Each individual room is allowed as many instruments as capacity of room (Single room-1 guitar, Double room-2 guitars, etc.).
4. That such instruments will be under the same rules and regulations of normal, household stereo systems.
5. That such instruments will not be played during regular quiet hours.
6. That such instruments will be subject to courtesy calls from either the R.A. of the residence hall and/or other residents within the given hall.
7. That such instruments will not be played without consent from each individual roommate.

Narcan Use Policy

Narcan is a medicine that reverses the effects of an opioid overdose.

Please be aware if you provide Narcan to someone while on Morningside University property you MUST immediately call 911 and stay with the person until emergency personnel arrive. We request that you call Campus Safety and Security AFTER you call 911 or ask someone else present to do so.

Off-Campus Students

Morningside University Students who do not live in the residence halls are still held accountable for their actions when they are in the residence halls. This includes the rules and regulations set forth in the Student Handbook including the Guest Policy. If you are found violating any of these policies and regulations, you will be subject to fines and disciplinary action.

Painting

Students are NOT allowed to paint their rooms or their hallways. The minimum fine will be \$75.00 plus the cost of materials and time to repaint the room or hallway.

Peephole Policy

Covering, tampering with, removing and vandalizing peepholes is prohibited. A minimum fine of \$50.00 plus replacement costs will be assessed.

Pets

For reasons of health and sanitation, pets are not permitted in the residence halls. Exceptions to the rule include fish and any animals trained to assist the disabled (See policy on Service Animals and Assistance Animals). Fish must be in an appropriate fish tank that is no more than 10 gallons in size. Violation of this rule will result in a fine of \$100.00 plus repair and cleaning costs. Students requesting accommodations for a service animal or assistance animal must contact the Disabilities Services Coordinator prior to bringing the animal to campus. Information regarding service animals and assistance animals is outlined in a separate policy in the Student Handbook. Violation of this policy will result in a \$100.00 fine per instance.

Disability Services

Morningside University offers reasonable accommodations for students who have documented disabilities. Appropriate accommodations for each student are determined based on provided documentation. Contact the Advising and Disability Services Coordinator for more information.

For reasons of health and sanitation, pets are not permitted in the residence halls. Exceptions to the rule include fish and any animals trained to assist the disabled (See policy on Service Animals and Assistance Animals). Fish must be in an appropriate fish tank that is no more than 10 gallons in size. Violation of this rule will result in a fine of \$100.00 plus repair and cleaning costs. Students requesting accommodations for a service animal or assistance animal must contact the Disabilities Services Coordinator prior to bringing the animal to campus. Information regarding service animals and assistance animals is outlined in a separate policy in the Student Handbook. Violation of this policy will result in a \$100.00 fine per instance.

Pools

The unauthorized use of a pool, Slip 'n Slide, or homemade version of either in a University building or on property without approval is prohibited and may result in, but is not limited to, a fine and/or restitution. A fine of \$100.00 will be assessed plus costs for repairs.

Refrigerators

A student may bring their own refrigerator providing it complies with all of the following specifications.

1. The unit capacity is no larger than 5.0 cu ft.
2. The power required is not greater than 2.0 amps, 100-12-volt, 60 cycles AC.
3. Due to electrical constraints, only one refrigerator per double or triple room will be allowed.

Acceptable sanitation standards must be maintained in all units. If not, the University reserves the right to remove the refrigerator from the room. Over the holiday break, students must remove all perishable items, unplug and defrost refrigerators, and prop the refrigerator door open.

Renter's Insurance

Students are encouraged to have renter's insurance policies to cover the replacement value of possessions. Morningside University does not carry insurance to cover residents' belongings, such as clothing, notebook computers, computers, stereos, and other personal possessions. In the event of loss or theft, a student will be responsible for the replacement costs.

Restroom and Bathroom Policy

Students and campus guests should use the restroom facilities that correspond to their sex or gender identity or utilize single-user facilities that are designated as a "restroom" or "gender-inclusive restroom." Anyone found in violation of this may be fined a minimum of \$75.00.

Roofs

No residents are allowed on the roof of any residence hall. Violators of this regulation will be subject to a minimum \$100.00 charge, plus a \$75.00 charge for removing their window screen, plus any repairs.

Room Changes

Students are required to have roommates unless they are granted special permission for a single. In the event the residence halls are not full, residence life may offer single rooms to upperclassmen. The Office of Residence Life realizes that there may not always be a perfect "fit" between roommates and therefore allows for room change requests. Students are encouraged to work out difficulties with their roommates and to seek the help of their Resident Assistant. After consultation with the RA, if the situation is still not resolved, the roommates may apply for a room change.

Applications and information on room changes may be obtained from the Office of Residence Life. The University also reserves the right to change a student's room assignment for medical, disciplinary, health, and room consolidation reasons. In general, no room transfers will be approved for the first four weeks of classes. After the four-week waiting period, students may complete a room change form, available from the Office of Residence Life. Once the completed form is submitted to the Office of Residence Life the student will be notified via email of the approval or denial of the request within 2 business days.

Once a room change is approved students will have a period of not more than 5 business days to “officially” check into their new room and “officially” check out of their old room. Official check out is defined as arranging a time to meet with an RA to complete check out paperwork and turn in keys/fobs and following through with the meeting. Official check in is defined as arranging a time to meet with an RA to complete check in paperwork and receive keys/fobs and following through with the meeting.

Room Consolidation

The Office of Residence Life reserves the right to consolidate students in order to better use available space. When such a situation arises, a student may be assigned a new roommate, be asked to move to another room, or given the option of having a single room for an additional fee.

Room Entry

Your room is your private domain. It will not be entered without your permission except for the following reasons:

1. There is reason to believe that a danger to health, safety, and welfare of any person or property exists.
2. University personnel are reasonably certain a University policy is being violated or to remove unauthorized University-owned property.
3. To insure proper maintenance of the facility. Room safety inspections will occur within the first month of each semester and over Winter Break.

Room Furnishings

Residence hall room furnishings must remain in a student’s room. The University does not have the capacity to store furniture during the year. If University furnishings are not in the room at the end of the year, the residents of the room are held accountable and billed the replacement cost of the items missing. Residents are also billed for any damage created by the moving or removal of any room furnishings. Apartment furnishings should not be stored in the bathrooms of the apartments as the steam/humidity of those rooms will damage the furniture and the student will be held responsible for damages.

Room Modifications (Bed Lofting or Bunking)

Shelves, mounted TV stands, and other room furnishings that are required to be secured to the wall via a screw, nail, or other device that enters the wall is strictly prohibited. Charges may be assessed on a case-by-case basis depending upon the damage that is incurred. Lofts are subject to approval of the Office of Residence Life and should follow the policies and procedures outlined under the Bed Lofting/Bunking Policy. All loft equipment in residence halls must be approved by the Office of Residence Life.

Roommate Issues

The University recognizes that not all roommates may be a “fit” for one another and is committed to working with students so that they can be comfortable in their living environment. When roommate issues arise, students are strongly encouraged to communicate their concerns with their roommate to address their issues and see if it can be resolved. Students who are not comfortable addressing their roommate(s) about their concerns should seek assistance from their Resident Assistant (RA) or Apartment Manager (AM), who are trained at facilitating these conversations and mediating conflicts. All Residence Life staff are trained at facilitating conversations about roommate issues and may request or require roommates to complete a Roommate Agreement. If a student still has concerns after speaking with the roommate and working with the RA/AM, or in more severe cases, students should speak to the Head Resident or Area Coordinator of their building.

Shared Responsibility

All students in a room or area where a policy is being violated will be responsible for behavior or objects in the area, even if they are not directly engaging in the behavior.

Smoking/Tobacco/Vaping Policy (under general policies)

Morningside University facilities, including residence halls, grounds, and vehicles owned or leased by Morningside University, are off limits for tobacco use, including but not limited to cigarettes, cigars, chewing tobacco, snuff, pipes, snus, Electronic Smoking Devices (ESD) and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation. This requirement extends to students, employees, and visitors. This policy applies at all times, including school-sponsored and non-school-sponsored events. Any individual failing to abide by this policy is required to extinguish their smoking material, dispose of the tobacco/nicotine product, or leave Morningside University premises immediately. Violations of this policy may result in a minimum fine of \$150.00.

Solicitation

No solicitation is allowed within the residence halls or residential areas by off-campus businesses, groups, or other organizations. Residence Life has the right to limit and/or prohibit student organization solicitation where it disturbs or disrupts the campus community. This may include, but is not limited to, prohibiting door to door solicitation, tabling in lobbies, or posting excessive signage throughout the building.

Sports Activities in the Residence Halls

Engaging in sports activities such as, but not limited to Frisbee, football, soccer, rollerblading, Nerf or water guns, using a scooter, tag, catch, etc., inside the residence halls is prohibited due to the potential damage. Students may be assessed a fine of \$75.00 plus the cost of damages per incident.

Storage

Morningside University does not have the space to store student belongings or room furnishings on campus. Anything left behind will be disposed of after two (2) weeks as noted in the University’s Abandoned Property Policy. Students may be charged for attempting to store

items in vacant rooms, common areas, or places not assigned to the student (i.e., housekeeping and linen closets). Room furniture and personal items must remain in the student's room. Morningside University is not responsible for personal items or room furniture left in common areas. Students will be charged for replacement furniture if the original room furniture is not present at check-out. Items such as grills and furniture may not be left outside the building. Fees for improper storage may be assessed. Students will be responsible for the cost of shipping plus the time associated with packing and shipping items.

Subletting

At no time may a student sublet, lease or otherwise permit another individual—whether affiliated with the institution or not—to reside in or occupy their assigned room without the prior written consent of the Office of Residence Life. This prohibition includes, but is not limited to, the unauthorized distribution of keys or access devices and the arrangement of any form of temporary or permanent occupancy by others.

Trash

Students are responsible for disposing of trash from their rooms and hallways. They must deposit it regularly in a designated hall dumpster, not in bathroom waste containers. Students leaving trash in undesignated/public areas will be subject to a fine at the discretion of the Office of Residence Life. The minimum fine for violation of this policy will be \$50.00

Vandalism

Vandalism is not permitted in or around the residence halls. Vandalism includes but is not limited to damaging bulletin boards, signs, water/food fights, tampering with equipment, and/or other acts which cause loss or value of service. Tampering with items such as washing machines/dryers or vending machines is prohibited. Individuals who vandalize will be subject to a minimum fine of \$150.00, disciplinary action, restitution costs, and possible criminal charges.

Verbal and Physical Abuse

Verbal and physical abuse of any student, staff or faculty member will not be tolerated. This includes fighting, punching, spitting and other aggressive contact between students, staff, and faculty. Disciplinary action will be taken if such abuse occurs. Additional disciplinary actions will be assessed if a student is rude or abusive to a resident assistant or staff person during a documented conduct violation situation.

Weather Emergencies (Tornadoes)

If a severe weather warning is issued through the media or through the University alert system, go to the lowest level of the building. When in residence halls, go to the following areas:

- Plex (Residence Complex) – kitchen/laundry room and adjacent hallway
- Roadman Hall North – apartment hallway (north side of building),
- Roadman Hall South – ground and 1st South lounge and hallway
- Dimmitt Hall – the ground floor laundry room, ground floor hallway near laundry room, 1st East lounge, 1st wing B hallway.
- Poppen and Waitt, - internal hallways and bathrooms (without windows) of each apartment
- Lags – 1st floor hallway or internal hallways and bathrooms of 1st floor apartment
- Garretson Houses – Basement of each house away from windows

Students are responsible to be aware of weather conditions and take shelter as warnings are issued; building alarms will NOT sound for weather emergencies.

Windows/Screens

Window screens must stay in the windows at all times. If removed, a \$75.00 fine will be assessed to each occupant of that room. If your screen is broken or damaged, replacement charges will be assessed.

SERVICES AND FACILITIES

Hickman-Johnson-Furrow Learning Center

The Learning Center cultivates life-long learners with resources, expertise, and an inspiring place to study in the center of campus. Students can access the library catalog, databases of information, subject specific study guides, and instant message reference assistance from their computers both on and off-campus. A library of books, journals, and periodicals is available in-house, and inter-library loan services are available.

Writing, math, research and other specialists are available as tutors and help with class assignments, research, and exam preparation. Consultation services are free to students, and specialized tutoring may be available upon request. Study spaces include quiet private rooms, group areas with projectors, computer stations, open and quiet reading areas, and the Spoonholder Café that serves coffee, sandwiches, and snacks.

Regular fall and spring semester hours are:

MONDAY – THURSDAY: 7:30 a.m. - Midnight

FRIDAY: 7:30 a.m. - 4:00 p.m.

SATURDAY: 10:00 a.m. - 3:00 p.m.

SUNDAY: 1:00 p.m. - Midnight

Holiday and Break Hours are posted on the library website. Hours are subject to change.

Academic Support Center – Learning Center, Second Floor

Academic Support Center: The Academic Support Center helps students with academic questions and concerns. Services include help with writing assignments, subject area tutoring, and study group sessions. All services are free. The Academic Support Center is open during library hours. Specific tutoring hours are published each semester.

Campus Safety and Security – Learning Center, First Floor

The Office of Campus Safety and Security has two locations: 1) the lobby of the Olsen Student Center; 2) the first floor of the Learning Center. Campus Safety and Security can be reached by calling 712-274-5234.

KMSC

The offices, production studio, and DJ booth for KMSC, the campus radio station, are in the Multimedia Communication Department, located off the rear hallway of the Learning Center.

Hindman-Hobbs Center (The HPER)

The center includes three multipurpose courts for basketball, volleyball, and tennis. A 3-lane jogging track and 6-lane 25-yard pool are available for use by students, faculty, and staff. The weight room is open during regular building hours. The facility houses a multipurpose room for dance and aerobics, classrooms, locker rooms with saunas, and administrative offices for Men's and Women's Athletics. Recreational programs offered to students, faculty, and staff include intramural, aquatics, open recreation, and special events.

Regular Hours:

Monday-Friday: 7:00 a.m. - 10:00 p.m.

Saturday: 9:00 a.m. - Midnight

Sunday: 1:00 p.m. - 10:00 p.m.

Summer Hours:

Will be announced in May prior to graduation.

Pool Hours will vary. Hours may change due to events being held at the facility or breaks and/or holidays.

Krone Center

The Krone Center is connected to Buhler Rohlfs Hall and houses University Engagement Offices, including Career Services.

Career Services

Career Services guide students through the process of selecting a major, as well as evaluating career options, including job shadowing and observational experiences. They also assist students with resume and cover letter writing, interviewing techniques, job search tips, on-campus recruiting, and their search for internships or externships. For job openings and internships, or to make an appointment, visit: www.joinhandshake.com. Career Services is located in the Krone Center.

Lewis Hall

Business Office

The Business Office helps students make payments on their account, file paperwork for work study or campus payroll, or cash personal checks up to a maximum amount of \$50.00. There is a charge for returned checks. The office is open Monday through Friday from 8:00 a.m. - 4:00 p.m.

Disability Services

Morningside University offers reasonable accommodations for students who have documented disabilities. Appropriate accommodations for each student are determined from the documentation. Contact the Advising and Disability Services Coordinator for more information.

Registrar's Office

This office helps students by dropping or adding classes; changing advisors; declaring or changing majors, minors, and endorsements; tracking progress toward graduation; processing applications for graduation; completing deferment papers; changing addresses; processing transcript requests; processing claims for veteran benefit.

Student Life

Student Life aims to provide positive out-of-classroom experiences for all Morningside students in order to support them in achieving their present and future goals and the University's goals for them.

Student Financial Planning

This office helps guide students through the financial aid process and to answer questions along the way. They are committed to providing students with access to the financial resources needed to finance a Morningside education in the following ways:

- Understanding the financial aid process.
- Completing and/or electronic filing of the Free Application for Federal Student Aid (FAFSA).
- Scholarship programs, grant programs, work programs, loan programs, payment plans, etc.

- Assisting with special circumstances a family may experience. This may include loss of income and/or major medical expenses, which may necessitate an adjustment to financial aid.
- Publicizing part-time employment opportunities.
- Searching for scholarships and/or completing the financial aid application online. Lewis Hall.

Maintenance Building/Print Shop/Central Scheduling

Physical Plant

The Morningside University Physical Plant's mission is to provide safe, functional, and attractive facilities to allow other departments to perform their missions in a clean, high quality, physical environment. The Physical Plant strives to effectively manage human, financial and physical resources provided by the University.

The Physical Plant understands the vital role that the appearance of the campus plays in customer satisfaction and comfort. This point is of critical importance because the success of the University is determined by being able to meet the selection criteria of students and parents, which is heavily dependent upon presenting a safe, aesthetically pleasing, and comfortable environment. Call 712-274-5116 to place work orders.

Print Shop

Morningside students may use the services of the print shop. Copies of research papers, fliers, invitations, posters, resumes, etc. may be printed for a charge. Two to three days' notice is recommended. Call 712-274-5198 for details.

Central Scheduling

The Central Scheduling Office is responsible for scheduling and coordinating campus events. It can be reached by calling 712-274-5175.

Olsen Student Center

Mside Store

The University Spirit Store is located on the lower level of the Olsen Student Center and carries all of your Morningside Mustangs gear and souvenirs. The Mside Store carries backpacks, clothing, hats, travel mugs, and much more!

Hours:

Monday-Friday: 9:00 a.m. - 4:00 p.m.

Saturday: 11:00 a.m. - 1:00 p.m. (only before home football games)

Summer Hours:

9:00 a.m. - 1:00 p.m. (hours may change due to inventory or holidays)

Campus Ministry

Campus Ministries seeks to support and develop the spiritual life of Morningside students, staff, and faculty. Opportunities include interdenominational worship of various formats, weekly Bible studies, faith formation groups, mission trips, service projects, and other opportunities designed to help the Morningside community grow in faith.

Food Service (Sodexo)

Morningside University contracts with Sodexo to provide campus meals to residence hall students. Food Service is provided in the Wiekert Dining Hall, Mustang Grill (Located at Buck's) and the Spoonholder Café. Sodexo also provides catering services to meet the needs of the campus and local community.

The Wiekert Dining Hall is located on the upper level of the Olsen Student Center. The Spoonholder Café is located on the first floor of Hickman-Johnson-Furrow Library. The Mustang Grill is located on the lower level of the Olsen Student Center.

Food Service Contacts

General Manager:	712-274-5303
Executive Chef:	712-274-5177
Catering Manager:	712-274-5580
Retail Manager:	712-274-5301
Mustang Grill:	712-274-5305
Spoonholder Café:	712-274-5200

The meal schedule for 2025-2026 is as follows:

Wiekert Dining Hall

Monday - Friday

Breakfast: 7:00 a.m. - 9:45 a.m.

Lunch: 11:00 a.m. - 1:00 p.m.

Dinner: 4:30 p.m. - 7:00 p.m.

Saturday and Sunday
Brunch: 11:00 a.m. - 1:00 p.m.
Dinner: 4:30 p.m. - 6:30 p.m.

Mustang Grill (Located at Bucks Snack Bar)

Monday - Thursday: 10:00 a.m. - 11:00 p.m.
Friday: 10:00 a.m. - 7:00 p.m.
Saturday: Closed
Sunday: 6:00 p.m. - 11:00 p.m.

Spoonholder Café

Monday - Thursday: 7:30 a.m. - 3:30 p.m. & 7:00 p.m. - 10:00 p.m.
Friday: 7:30 a.m. - 3:30 p.m.
Saturday: Closed
Sunday: 7:00 p.m. - 10:00 p.m.

Campus Dining Policies

Students using meal plans or flex points must have their Morningside ID in order to eat in any of the dining areas. Guests will be charged a set meal price in the Wiekert dining hall and have the option to pay with cash or with credit cards. All customers (students, faculty, staff and guests) must wear appropriate clothing and footwear in the dining areas at all times. With the exception of to-go meals in Sodexo containers, no food may be removed from the Wiekert Dining Hall. Dishes, cups and utensils also must remain in the dining areas. No outside beverage containers, except Sodexo cups, are allowed in the Wiekert dining hall.

Students with dietary concerns should contact the Disability Services Coordinator at 712-274-5131 for accommodations.

Health Services

Student Health Services, located in the lower level of the Olsen Student Center, is staffed during the academic year by a registered nurse. Local physicians have regularly scheduled hours each semester. All records are confidential and cannot be shared without a student's permission. There are no charges for seeing the nurse or physician. Services are available to all FT students who pay the health fee.

Office Hours (subject to change):

Monday: 7:45 a.m. – 2:00 p.m.
Tuesday: 7:45 a.m. – 2:00 p.m.
Wednesday: 7:45 a.m. – 2:00 p.m.
Thursday: 7:45 a.m. – 2:00 p.m.
Friday: 7:45 a.m. – 12:00 a.m.

Doctors' hours may vary so please call for more information at 712-274-5178.

Student Health Services reserves the right to refuse service for non-compliance or for not following medical advice as directed.

Massage Chair (multi-functional electronic) is available. Appointments must be made in advance. Contact the health center for more information. In case of extended illness, hospitalization, or family emergencies, the Student Services office should be notified.

In cases of minor illness that causes a student to miss class, the student is responsible for informing instructors. No notes will be issued.

Personal Counseling

Morningside meets the needs of the individual by providing counseling services for various emotional, transitional, behavioral, relationship, and mental issues. A full-time licensed counselor is available throughout the academic year, August through May. The counselor provides free and confidential short-term counseling for full-time undergraduate students. Various counseling services and treatments are available including individual, couples, and group sessions. In addition, by maintaining working relationships with community professional agencies, the counselor is able to make referrals to resources needed outside of the University setting.

Personal counseling staff is obligated to strictly follow federal and state laws concerning confidentiality. In cases where staff have reasonable cause to believe that a student or someone else is in imminent physical danger and/or their health is severely compromised, or the information involves concerns about a minor who is being abused, information regarding or concerning a client receiving services with a Morningside Personal Counselor may be shared with appropriate University officials and emergency personnel without the client's consent. This includes parents of students who are over 18 years of age, as well as University faculty and staff. Confidentiality waivers are available from Personal Counseling and Student Health staff so that necessary information can be shared regarding the client's specific case, but only with those identified at the client's discretion. For more information about confidentiality and counseling services, please consult with the Personal Counselor and/or Dean of Students.

Residence Life

The Office of Residence Life is located on the lower level of the Olsen Student Center. Please refer to the RESIDENCE HALL POLICIES AND REGULATIONS section of the handbook for more information on Residence Life. Additionally, Residence Life is responsible for a number of student programs, student organizations, and other campus life initiatives throughout the year. For questions about on campus housing or student life concerns, please contact Residence Life at 712-274-5161.

Student Post Office

The Student Post Office is located in the lower level of the Olsen Student Center across from the bookstore. All residential students with 12 or more credit hours will be assigned a post office box on campus and are encouraged to check it daily. Commuter students will not be assigned post office boxes. If you lose your post office box information, stop by the Post Office during open hours, or the Office of Residence Life, lower level of the Olsen Student Center, to get your box number and combination information. The Student Post Office also has 1st class stamps and envelopes available for purchase. Mail needs to be sent to students in the following format.

YOUR NAME
3609 Peters Avenue PMB (YOUR BOX NUMBER)
Sioux City, IA 51106

PMB: Private Mailbox

****DO NOT put "PO Box" in your address as your mail may not reach Morningside University.

Mail can be received and sent from the Student Post Office. Packages can be received and sent, if postage for them has been paid for or UPS, FedEx or other delivery service has been notified by the student to pick up the package.

FORWARDING YOUR MAIL: If you cease to be a student at Morningside University, either by graduating, withdrawing, or transferring, your mailbox will be closed. Please complete a forwarding address card, available from the Student Post Office. By completing a forwarding address card, your First-Class Mail and parcels with proper postage will be forwarded to the address given for up to one year. Magazines will be forwarded for 90 days. Campus mail will not be forwarded. The Student Post Office will forward your 1st class mail and magazines to your home address during the summer.

Commuters, who wish to keep their mailbox after moving off campus, must email their request to the student post office at postoffice@morningside.edu prior to moving off campus to ensure their box is not reassigned to another student.

Student Government

Student Government is comprised of the Executive Council and the Senate. These bodies are directly responsible for regulations, supervision and coordination of all student government functions, and campus involvement. Student Government is also responsible for allocating funds for registered student organizations and being a voice for the student body. Copies of the constitution, election procedures, and membership requirements are available in this office. The Student Government and Morningside Activities Council (MAC) offices are located on the lower level of the Olsen Student Center.

Morningside Activities Council

The Morningside Activities Council (MAC) is a student board with oversight from administration that coordinates a variety of cultural, recreational, educational, and social programs for the campus.

Roadman Hall

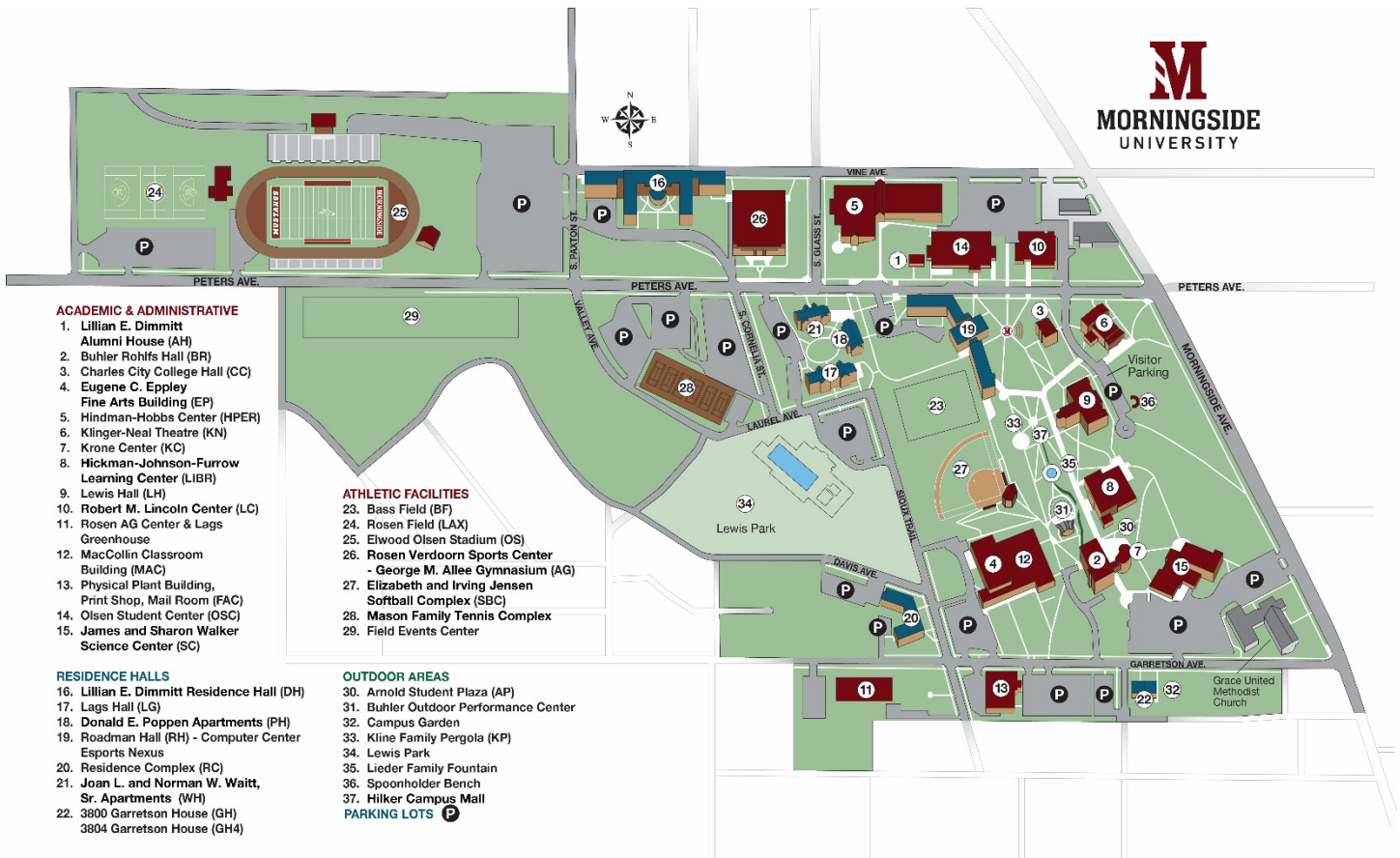
Technology Services

The Technology Services Center is located in Roadman Hall. You will need to enter through the Roadman South Lobby entrance. This department provides computer and media services for the University. Some of the services provided include audio/visual classroom equipment, password questions, the campus printing program, and service for University-issued computers. Their phone number is (712) 274-5544.

Hours (excluding holidays & school breaks):

Monday - Friday: 8:00 a.m. - 4:00 p.m.

Campus Map



ACADEMIC & ADMINISTRATIVE

- 1. Lillian E. Dimmitt Alumni House (AH)
- 2. Buhler Rohlf's Hall (BR)
- 3. Charles City College Hall (CC)
- 4. Eugene C. Eppley Fine Arts Building (EP)
- 5. Hindman-Hobbs Center (HPER)
- 6. Klinger-Neal Theatre (KN)
- 7. Krone Center (KC)
- 8. Hickman-Johnson-Furrow Learning Center (LIBR)
- 9. Lewis Hall (LH)
- 10. Robert M. Lincoln Center (LC)
- 11. Rosen AG Center & Lags Greenhouse
- 12. MacCollin Classroom Building (MAC)
- 13. Physical Plant Building, Print Shop, Mail Room (FAC)
- 14. Olsen Student Center (OSC)
- 15. James and Sharon Walker Science Center (SC)

ATHLETIC FACILITIES

- 23. Bass Field (BF)
- 24. Rosen Field (LAX)
- 25. Elwood Olsen Stadium (OS)
- 26. Rosen Verdoorn Sports Center - George M. Allee Gymnasium (AG)
- 27. Elizabeth and Irving Jensen Softball Complex (SBC)
- 28. Mason Family Tennis Complex
- 29. Field Events Center

RESIDENCE HALLS

- 16. Lillian E. Dimmitt Residence Hall (DH)
- 17. Lags Hall (LG)
- 18. Donald E. Poppen Apartments (PH)
- 19. Roadman Hall (RH) - Computer Center Esports Nexus
- 20. Residence Complex (RC)
- 21. Joan L. and Norman W. Waitt, Sr. Apartments (WH)
- 22. 3800 Garretson House (GH)
- 3804 Garretson House (GH4)

OUTDOOR AREAS

- 30. Arnold Student Plaza (AP)
- 31. Buhler Outdoor Performance Center
- 32. Campus Garden
- 33. Kline Family Pergola (KP)
- 34. Lewis Park
- 35. Lieder Family Fountain
- 36. Spoonholder Bench
- 37. Hilker Campus Mall

PARKING LOTS



Morningside University Building Addresses

Morningside University.....	1501 Morningside Ave.
Alumni House.....	3527 Peters Ave.
Buhler-Rohlf's Hall.....	1701 Morningside Ave.
Charles City Hall.....	3630 Peters Ave.
Dimmitt Hall.....	3318 Vine Ave.
Eppley Fine Arts Building.....	3625 Garretson Ave.
Facility Services Building.....	3600 Garretson Ave.
Lewis Hall.....	1501 Morningside Ave.
Hindman-Hobbs HPER Center.....	3501 Peters Ave.
Learning Center.....	1601 Morningside Ave.
Jensen Softball Complex.....	3625 Garretson Ave.
Klinger-Neal Theatre.....	3700 Peters Ave.
Lags Hall.....	3503 Laurel Ave.
Lincoln Center.....	3627 Peters Ave.
Poppen Hall.....	3510 Peters Ave.
Roadman Hall.....	3600 Peters Ave.
Olsen Student Center.....	3609 Peters Ave.
Residence Complex (Plex).....	1717 Sioux Trail
Rosen Ag Center.....	1801 Sioux Trail
Rosen-Verdoorn Sports Center.....	3415 Peters Ave.
Waitt Hall.....	3500 Peters Ave.
Walker Science Center.....	1707 Morningside Ave.
3800 Garretson House.....	3800 Garretson Ave.
3804 Garretson House.....	3804 Garretson Ave.
Olsen Stadium.....	1401 South Paxton