

Blue Mountain College

HANDBOOK FOR GRADUATE STUDIES



2008 - 2009

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This handbook provides information about academic programs and requirements as well as general information pertaining to the College and the Department of Education. Students enrolling in the graduate program are subject to the provisions stated herein. Statements regarding courses, when courses are offered, fees and other provisions are subject to change without advance notice.

Inquiries concerning graduate study and requests for application forms should be addressed to the Office of Graduate and Continuing Education, Blue Mountain College, P. O. Box 160, Blue Mountain, MS 38610, Telephone Number 1-800-235-0136, Extension #238 or email graduate@bmc.edu.

NON-DISCRIMINATION STATEMENT

Blue Mountain College adheres to the Equal Opportunities provisions of Federal Civil Rights Law and regulations applicable to this institution. The College does not illegally discriminate on the basis of race, color, national origin, age, sex, disability, or military service in the administration of its educational policies, admission policies, scholarship and loans programs, and athletic and other college-administrative programs or in employment.

ACCREDITATION

Blue Mountain College is accredited by the
Commission on College of the Southern Association of Colleges and Schools
to award baccalaureate and masters degrees.

Contact the Commission on Colleges at
1866 Southern Lane, Decatur, Georgia 30033-4097
or call 404-679-4500 for questions about the accreditation of Blue Mountain College.

Mississippi Commission on College Accreditation

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MESSAGE FROM PRESIDENT BETTYE ROGERS COWARD

Blue Mountain College welcomes you students into a challenging yet supportive collegiate environment. This unique learning community encourages the wholesome development of students with the desire that you will develop your God-given potential.

Since 1873, Blue Mountain College has provided an excellent education that promotes a seriousness of purpose in living and learning, Christian values, and service to others. This quality education is delivered in a caring, supporting environment resulting from meaningful relationships among students, faculty, and staff. The College, in its liberal arts tradition, will encourage you to face some of life's most fundamental questions, including: What is the meaning of life? And What is my purpose in life? In preparing for meaningful life's work, you will be encouraged to develop skills in analytical reasoning and effective communication, clarify personal values and attitudes, and increase social and cultural understanding.

This is an exciting time for you to be pursuing your education, and we welcome you as part of our community of learners. We challenge you to engage in every aspect of collegiate life which will develop your potential. Our goal is to help you succeed in life; therefore, your success is important to us. Join us as we journey together into a challenging and exciting future.

THE MISSION OF BLUE MOUNTAIN COLLEGE

Founded in 1873 as a Christian liberal arts college and affiliated since 1920 with the Mississippi Baptist Convention, Blue Mountain College assists students in developing intellectual integrity, academic excellence, social awareness, and Christian character. To accomplish the mission the College recruits undergraduate and graduate students who are committed to scholarship, servant leadership, and service in church and community. The student-centered campus exhibits a climate of personal attention, respect, inclusion and high expectations. With the leadership of professionals who share the common bond of Christian faith and who are committed to excellence, students are guided to reach their God-given potential.

EXPANDED STATEMENT OF PURPOSE

Blue Mountain College, a private, denominational, coeducational institution, offers academic programs at the undergraduate and graduate levels. General Mark Perrin Lowrey founded the institution in 1873 as a Christian college for women. In 1920, the property of the college was conveyed to trustees appointed by the Mississippi Baptist Convention. A coordinate program in ministerial education was added in 1956 at the request of the Mississippi Baptist Convention. In 2005, the Blue Mountain College Board of Trustees approved the college becoming a fully integrated coeducational

institution of higher learning. The college is currently governed by a Board of Trustees elected by the Mississippi Baptist Convention. The purpose of Blue Mountain College is to prepare students for graduate school, the job market, and a more fulfilled life. Providing a sound general education foundation, the college offers an undergraduate liberal arts curriculum, pre-professional and professional programs, and opportunities for graduate study in selected fields. The college is committed to offering programs which provide opportunities for service. Students who can benefit from the academic programs and student services at the college are recruited primarily from Mississippi and other southeastern states. Blue Mountain College is committed to excellence and creativity in teaching and learning. With a faculty and staff who share a common bond of Christian faith and with all of the departments functioning in close proximity to each other, continuity exists among the various programs. Each student is encouraged to grow as an individual, to adjust to his/her own uniqueness, and to take advantage of opportunities for service. Blue Mountain College adheres to the state and federal Equal Opportunities provisions of Federal Civil Rights Law and regulations applicable to this institution. The College does not illegally discriminate on the basis of race, color, national origin, age, sex, disability, or military service in the administration of its educational programs, admission policies, scholarship and loans programs, and athletic and other college-administrative programs or in employment.

BLUE MOUNTAIN COLLEGE GOAL STATEMENTS

Academic Excellence. (SD02, SD03, SD04, SD05) Blue Mountain College will strive for excellence by employing qualified faculty, staff, and administrators; recruiting students who can benefit from the college experience; providing a productive learning environment that motivates students to excel by stimulating intellectual curiosity and independent thinking and promoting scholarship, service, and cultural activities that advance knowledge.

Curriculum. (SD03, SD04, SD05) The curriculum will prepare students for a life-time of learning and instill basic skills, knowledge, and attitudes necessary for personal development and reasoned responses to a changing world. These goals will be accomplished through study in a general educational component of liberal arts and sciences balanced with concentrated student in specialized fields. This educational experience will provide students the opportunity to pursue academic studies and to prepare for meaningful careers as they serve God and others.

Image. (SD01, SD02, SD03, SD05) Blue Mountain College will seek to enhance its image as a Christian College for students who wish to reach their God-given potential in a small, student-centered environment by offering quality liberal arts, science, and pre-professional programs.

Faculty and Staff. (SD02, SD03, SD04, SD05) Blue Mountain College will employ and retain Christian faculty dedicated to teaching and advising and to improving themselves through professional development opportunities. Service to the College and the greater community will continue to be an important characteristic for all of those who work at the College. In addition, the College will seek staff and administrators who support their efforts. The College will provide compensation and benefits which compare favorably with regional colleges of similar size and mission and each individual's level of accomplishment. The College will support professional development for all personnel.

Student Development and Services. (SD02, SD04, SD05) Blue Mountain College will continue to assist individual students to grow and to adjust to the demands of the local and world community through providing opportunities for service to God and others. The College will offer students personal, career, and academic advising, lectures and programs that are enriching and uplifting, and students organizations where students can socialize and experience leadership opportunities.

Target Market. (SD01, SD05) Blue Mountain College will focus on recruiting students (particularly those who are actively involved in Baptist churches) who have a commitment to excellence in scholarship, leadership, and service in church and community. The College will target students nationally and internationally who desire a Christian liberal arts education.

Christian Setting. (SD02, SD05) Blue Mountain College will manifest Christian principles through its policies for students, faculty, staff, and administrators; through its promotion of a climate embracing personal attention, respect and inclusion; and through the encouragement of the development of Christian relationships among students, faculty, staff, and administrators.

Convention/Church. (SD001, SD05) Blue Mountain College will maintain strong ties with the Mississippi Baptist Convention and Baptist churches. Consistent with its mission and resources, the College will provide cultural, spiritual, and/or recreational activities for constituents within its service area.

Alumnae/Alumni. (SD01, SD05) In order to strengthen ties to their alma mater and to encourage their interest and investment in the institution, Blue Mountain College will communicate effectively with its alumnae/alumni and continue to serve them in meaningful ways.

Fiscal Affairs and Fund Raising. (SD05) Blue Mountain College will secure and manage the resources necessary to provide for its academic programs and essential support services. While maintaining a sound financial base, the College will seek to offer an affordable education for the greatest number of its applicants and remain competitive with its peer institutions' costs. The College will enhance its fund-raising efforts, expand its endowment, carefully manage its facilities, and follow a master plan for capital improvements.

BLUE MOUNTAIN COLLEGE STRATEGIC DIRECTIONS

- SD01 Optimize and stabilize enrollment to achieve the desired number and mix of students appropriate to the mission of the College.
- SD02 Improve the campus climate for learning and living.
- SD03 Provide a quality curriculum with a solid liberal arts foundation for areas of study which prepare students for productive careers and meaningful lives of service.
- SD04 Engage the College community in meaningful service.
- SD05 Ensure a sound and adequate resource base for the financial viability of the College.

BLUE MOUNTAIN COLLEGE VISION STATEMENT

Within the next five to seven years, Blue Mountain College will achieve a residential population of 250 students and an overall enrollment of 600 students. The College will enroll students of character, Christian values, and with a service-orientation who are academically prepared and motivated to reach their potential. These students will be studying at a four-year, Christian liberal arts institution recognized for its quality where an atmosphere of seriousness of academic purpose exists along side that of a caring, supporting environment resulting from synergistic relationships among students, faculty, and staff.

BLUE MOUNTAIN COLLEGE SLOGAN

Blue Mountain College a place for people who want to make a difference.

**ACADEMIC INFORMATION
CONCEPTUAL FRAMEWORK**

**Blue Mountain College
FIVE STAR
Teacher Education Program
Conceptual Framework**



PRINCIPLES AND/OR ASSUMPTIONS	INSTRUCTIONAL SKILLS	GENERAL EDUCATION
<ul style="list-style-type: none"> ▶ Integrated Curriculum ▶ Research-Based (eclectic) ▶ Modeling Best Practices ▶ Holistic Perspective ▶ Laboratory/Clinical Emphasis ▶ Activity Emphasis ▶ Diversity Emphasis ▶ Problem Solving Emphasis ▶ Performance-Based Evaluation 	<ul style="list-style-type: none"> ▶ Planning for Learning ▶ Managing Learning ▶ Evaluating Learning ▶ Individualizing Instruction ▶ Remediation and/or Enrichment of Learning Experiences ▶ Reflective Teaching 	<ul style="list-style-type: none"> ▶ Oral and Written Communication ▶ Fine Arts / Humanities ▶ Health Education ▶ Mathematical and Natural Science ▶ Social / Behavioral Sciences ▶ Computer Literacy

MASTER OF EDUCATION IN ELEMENTARY EDUCATION

GENERAL GOALS OF THE MASTER OF EDUCATION DEGREE PROGRAM IN ELEMENTARY EDUCATION

General goals which are consistent with the mission and strategic goals of Blue Mountain College have been established for the graduate program in elementary education. These general goals will:

- Provide a body of content that extends knowledge, skills and abilities at a level more advanced than the undergraduate program.
- Allow the graduate student to develop specialized skills which will enable him/her to contribute to the profession.
- Require graduate students to analyze, explore, question and synthesize information as they are extending their knowledge in their field of specialization.
- Require students to develop an understanding of research--how it is conducted, and how it is used in the understanding of education in general and elementary education in specific.
- Be of specific duration to provide for mastery of the subject matter, learning theory, research, methodology, evaluation of teaching and learning, curriculum development, and best practices in elementary education.
- Be staffed by a competent and productive faculty.
- Provide adequate library and learning resources, including technology resources, to support research and independent study required in advanced programs.

Specific Outcomes and Learning Objectives

Specific outcomes and learning objectives of the program embrace the knowledge and skills as outlined in the National Board for Professional Teaching Standards (NBPTS), the Interstate New Teacher Assessment and Support Consortium Standards (INTASC) and the Association for Childhood Education Standards (ACEI). The outcomes and learning objectives of the graduate program in elementary education include the following:

- Understanding of young children and knowledge of students
- Knowledge of content and curriculum
- Establishing a learning environment that best facilitates teaching and learning
- Knowledge of assessment techniques and how to use them appropriately
- Respect for diversity and use of strategies to promote individual and meaningful learning by all students

- Knowledge of a variety of instructional resources including technological resources and how to use them to provide developmentally appropriate learning experiences for students
- Knowledge of the importance of family involvement in the learning process and techniques and strategies for engaging families in the support of children's learning and development
- Knowledge of the need for professional growth and an awareness of the avenues for professional development
- Knowledge of the importance of reflective practice in analyzing and evaluating practice in order to strengthen the quality of practice
- Knowledge of research procedures and tools used to examine topics in education and skills in planning, organizing, and conducting action research projects

ADMISSIONS

Blue Mountain College, a senior Christian college, admits without regard to race, color, national origin, age, sex, disability or military service those students who give evidence they can benefit from the programs provided by the college.

GENERAL POLICY

The Blue Mountain College Graduate Council admits students to the graduate program. Applicants for admission to graduate study must hold a bachelor's degree from a regionally accredited educational institution. Admission may be granted in one of the following categories: regular, provisional, or non-degree. Even though one may be accepted as a graduate student, the applicant may be required to take additional undergraduate courses if lacking any of the undergraduate prerequisites.

Requirements for Admissions to the Graduate Program

Each applicant for admission to the graduate program at BMC must file with the Office of Graduate and Continuing Education the following:

1. **Application.** A completed application for admission
2. **Application Fee.** A non-refundable application fee
The fee will be waived for Blue Mountain College graduates.
3. **Transcripts.** Official transcripts of all course work for the baccalaureate degree and any transferable graduate credit mailed to the Office of Graduate and Continuing Education. Student copies are not acceptable. Transcripts from international institutions and universities must be reviewed by the credential evaluation service before application for admission is considered.
4. **License for Applicants.** All applicants must provide a photocopy of their initial level teaching certification issued from the state in which they are certified (with the explanatory codes included).
5. **Standardized Test Score.** Acceptable scores on the Praxis II - Principles of Learning and Teaching K-6 and Elementary Education: Curriculum, Instruction, and Assessment (K-5), GRE, or MAT.

International Student Graduate Admissions

The following process must be followed by a prospective international student applying for admission to Blue Mountain College as a graduate student.

1. **Application.** Make application at least one year prior to the desired date of entrance with a non-refundable international student application fee (current amount of fee listed in the Blue Mountain College Graduate Catalog) and two current photographs.
2. **Transcripts.** Transcripts of course work taken at institutions located both outside and within the United States must be provided approximately six months prior to enrollment at Blue Mountain College.

Transcripts from Institutions Located Outside the United States - The student must request a COURSE BY COURSE REPORT. The service Blue Mountain College uses is Education Credential Evaluators, Inc., P. O. Box 92970, Milwaukee, WI 53202-0970, USA. Fax: 414-289-3411; Phone: 414-289-3400.

Transcripts from Institutions Located Within the United States - Official transcripts from institutions located in the United States must be mailed from these institutions directly to the Office of Graduate and Continuing Education at Blue Mountain College.

3. **Satisfactory Standardized Test Scores.** Satisfactory standardized test scores must be submitted prior to enrollment at Blue Mountain College. This requirement can be met by TOEFL (Test of English as a Foreign Language)--minimum score of 500 paper-based and 173 computer-based.

Acceptable scores on the Praxis II - Principles of Learning and Teaching K-6 and Elementary Education: Curriculum, Instruction, and Assessment (K-5), GRE, or MAT. NTE is acceptable if taken prior to August 1, 1997.

4. **Adequate Financial Support.** International students applying for enrollment as graduate students at Blue Mountain College must have adequate financial support.

Expenses for Academic Year - The student must have on deposit in the Office of Business Affairs at the college sufficient funds to cover expenses for one academic year. This includes tuition, fees, room and board, books, personal living expenses, and an insurance premium. In addition, the applicant must provide evidence of sufficient financial support for personal

living expenses such as vacation room and board, educational supplies, and transportation. There is no financial aid for international students.

Insurance Policy - Prior to enrollment, international students must, through Blue Mountain College, pay the premium for a twelve month insurance policy which provides medical, medical evacuation, and repatriation coverage with Blue Mountain College as the trustee beneficiary.

Additional Residence Needs - There are approximately 60 days in the calendar year (vacations and semester breaks) during which residence hall are closed.[Cross reference with Policy 4.14]

5. **Immunizations.** Applicants should submit Mumps, Measles, and Rubella Immunization Certificate and be tested for Tuberculosis.
6. **College Housing Requirements.** Applicants for college housing must submit a completed room application accompanied by a room deposit. The deposit serves as a damage deposit and is refundable, less any charges for damages, upon the student's written request within two weeks of having vacated college housing. [Cross reference with Policy 4.14.]
7. **Student Visa.** Blue Mountain College is authorized to admit international students on the F-1 (Student Visa). The Student Visa is issued by the U.S. Department of State on the basis of a completed I-20 Form issued by Blue Mountain College upon the formal admission of the student to the college. Each international student is required to have an I-20 Form before being allowed to register for classes.

Full-Time Student Status - The graduate international student must be prepared to be enrolled as a full-time graduate student (nine semester hours) during each semester in order to maintain student (F-1) visa status.

Transfer Students - Transfer students must supply photocopies of these documents with application along with a "Transfer Eligibility Form for F-1 Students."

Graduate credit will not be granted to students who do not comply with the above requirements. Admission to graduate study does not imply admission to candidacy for the Master's degree.

Satisfaction of the specified educational prerequisites does not guarantee an applicant's admission to graduate study at Blue Mountain College. In evaluating applicants, the college will make an effort to consider all relevant aspects of the applicant's record and suitability for graduate study.

Regular Admission

For regular admission, an applicant must present an undergraduate record that shows a cumulative grade point average of at least 2.50 on a possible 4.00 on all undergraduate work presented for the baccalaureate degree.

Provisional Admission

An applicant may be granted provisional admission (probationary period of one semester) when recommended by the Graduate Council. Provisional admission is granted when:

- The student lacks undergraduate prerequisites.
- The student lacks standardized test scores.
- The undergraduate cumulative grade point average is below 2.50 but above 2.25 on a possible 4.00.

Graduate students may earn up to 12 semester hours with provisional admission. For advancement from provisional to regular admission, the student must have obtained a grade average of B or higher on the first 12 semester hours of graduate-level courses attempted in an approved program and must clear any other deficiencies.

Admission as Non-degree Student

Students desiring graduate-level study for purposes other than an advanced degree may be admitted to a non-degree status. Applications for non-degree admission are available in the Office of Graduate and Continuing Education. An official baccalaureate transcript is required.

Students entering under this classification are not admitted to the Graduate Program. Should a student later apply for admission to the Graduate Program, any graduate work taken under the non-degree classification may not be counted toward a graduate degree except by specific approval of the Graduate Council. Nor more than 6 semester hours of academic credit taken as a non-degree student will be counted toward a degree.

Undergraduates Receiving Graduate Credit

An undergraduate who needs no more than 9 semester hours to complete all of the requirements for a bachelor's degree may be allowed to register for graduate work. During this semester, all undergraduate work should be completed. The total semester hours shall not exceed 12. The permission of the Vice President for Academic Affairs and the Program Coordinator for the Graduate Program must be obtained before registration. Admission to the graduate program is provisional until the student fulfills the requirements for the undergraduate degree.

Readmission

Graduate students, after missing a semester, summer session, or longer length of time must apply for readmission three weeks before registration.

COURSE NUMBERING SYSTEM FOR GRADUATE COURSES

Courses numbered from 500 and above are designated as graduate courses.

GENERAL REQUIREMENTS FOR GRADUATION

Standardized Examination

Every student applying for graduate study at Blue Mountain College is required to take either the Graduate Record Examination, Miller Analogy Test or the Praxis II - Principles of Learning and Teaching K-6 and Elementary Education: Curriculum, Instruction, and Assessment (K-5), dependent upon the program of studies.

No student will be admitted to candidacy at Blue Mountain College until the score on the appropriate examination has been received from the examining agency. Students are advised to request that a copy of the score be sent to the Office of Graduate and Continuing Education at the time the examination is taken.

If a standardized test was taken at another institution, it is the student's responsibility to see that the Office of Graduate and Continuing Education receives a copy of that score.

All degree-seeking students must take the required test(s) the first time it is offered after enrolling. No course work beyond twelve hours will be credited toward a degree until the requisite test has been taken. The student is responsible for requesting that test scores be sent to the Office of Graduate and Continuing Education.

Admission to Candidacy

All requirements for degree candidacy should be completed when a student has earned 12 hours of graduate work and must be completed before the student receives credit for more than 15 hours of work toward a degree. The Office of Graduate and Continuing Education will notify the eligible student by letter.

To be eligible for admission to candidacy for a graduate degree, a student must:

1. Complete an Application to Candidacy Form.
2. Have satisfied all requirements for regular admission to graduate study.

3. Have satisfactorily completed a minimum of 12 semester hours of graduate work at Blue Mountain College. Satisfactory completion is interpreted as having a B average on all graduate work pursued.
4. Have on file in the Office of Graduate and Continuing Education a record of an acceptable score from the General Test of the Graduate Record Examination, the Miller Analogy Test or the Praxis II. No student will be admitted to candidacy until scoring at or above the minimal level required by the program of studies.

Full-time Status

To be classified as a full-time graduate student, the student must be enrolled in a minimum of nine semester hours during the fall and spring and 6 semester hours in the summer.

Transfer Credit

Six semester hours of graduate credit may be transferred from another regionally accredited college or university provided the student has maintained a B average, the course(s) are appropriate for the student's program, and the course(s) are approved by the Office of Graduate and Continuing Education. Transfer credit must be earned within the six year time limit in order to be considered.

Students who have credits and or degrees granted by international institutions must have a detailed credential evaluation completed by the service listed in the graduate bulletin. No transfer credit will be considered without this documentation.

Once a student has been admitted to graduate study at Blue Mountain College, he/she may not take graduate courses elsewhere without prior approval of the Office of Graduate and Continuing Education.

Only grades of B or higher will transfer. Transferred credit will not be used to pull up grades earned at Blue Mountain College--e.g., a transferred A will not be used to pull up a C earned at Blue Mountain College.

Time Limitation

All students pursuing the graduate degree must complete the program within six years from the time of the first graduate course taken. No credit will be allowed for any course taken prior to six years before graduation unless recommended by the Graduate Program Coordinator and approved for extenuating circumstances by the Office of Graduate and Continuing Education and the Vice President for Academic Affairs.

Grade Requirement

In qualifying for a graduate degree the student must earn a cumulative grade point average of 3.00 or better on all courses taken to fulfill requirements for a graduate degree.

An INCOMPLETE grade may be given to a student who fails to complete all requirements for a course within the required semester or term due to extenuating circumstances and with the approval of the Graduate Program Coordinator. A grade of I becomes an F if not removed by the end of the next semester or summer term.

Comprehensive Examination

Depending upon the graduate program, comprehensive examinations written and or oral will be required by the appropriate department as part of the degree requirement.

Students will be notified by the Office of Graduate and Continuing Education of the time for comprehensive oral/written examinations. Comprehensive exams will be scheduled during the last semester of graduate work.

No comprehensive examination will be authorized unless the student, at the time of application for the examination, has a 3.00 average or higher.

Application for Degree

Candidates for a graduate degree should file application with the Office of the Registrar for the degree a semester in advance of completion of degree requirements and pay the graduation fee in the Office of Business Affairs during the last semester of attendance. The graduation fee is a mandatory, comprehensive fee that covers the cost of the diploma, cap, gown and hood rental, and other incidental costs related to graduation.

The graduate student must have a 3.00 average or higher on Blue Mountain College graduate work at the time the student applies for graduation.

Attendance at Graduation

Students who meet graduation requirements are expected to march at commencement. If for good reason the student cannot march, he/she should notify the Vice President for Academic Affairs.

Graduate Student Procedures

As a useful guide to the graduate student, the procedures and time schedules outlined below are provided.

1. Prior to the opening of the term for which initial enrollment is planned:
 - a. Secure, complete and return applications for admission along with the application fee to the Office of Graduate and Continuing Education.
 - b. Have official transcripts from each college or university previously attended mailed directly the Office of Graduate and Continuing Education. Applicants for admission as transient students do not send transcripts, but must have the graduate dean or other appropriate official of the parent institution send a letter of good standing and approval to the Office of Graduate and Continuing Education.
 - c. Students must provide a copy of each teacher certificate/license currently held.
 - d. Submit scores on the entrance examinations required for the program.

2. After acceptance for admission and at registration:

Confer each term with the assigned education advisor and prepare the schedule of classes and the approved program forms. Students should pre-register for the next term according to announced dates, although advisement and schedule preparation may be accomplished during the regular registration periods.

3. After completion of 12 semester hours and prior to registration for the second half of the program:

Secure from the advisor and complete and return an application for admission to candidacy for the degree. Consideration for admission to candidacy is based on satisfactory scholastic achievement to date; demonstrated proficiency in English; removal of all prior conditions, submission of a program of study approved by the major field advisor.

4. Application for graduation:

Complete and file an application for graduation at the Registrar's Office, and pay the graduation fee at the Business Office. Graduate students should apply for graduation one semester prior to their anticipated date of graduation.

5. During the last term:

- a. Arrange with the college bookstore for proper academic regalia for graduation: cap, gown, and hood.

- b. Follow issued instructions on commencement procedures and rehearsal.
- c. Complete application for certification/licensure.
- d. Take comprehensive exam.

GRADING

All grades appearing on a Blue Mountain College transcript are reported using letters. Grades are reported to students in writing from the Office of the Registrar.

Grading System

The College uses the following grading system for graduate school:

- A is reserved for work which is definitely superior in quality.
- B is given for work which is consistently good and which manifest sufficient interest, effort, or originality to lift it above average work.
- C is given for average work and shows that basic requirements in class assignments have been met. Work at this level or lower is considered unsatisfactory for graduate students.
- D earns credit but is below the standard required for graduation.
- F indicates failure and, naturally, carries no credit.
- I Incomplete may be given to a student who has been providentially hindered from completing work required in a course - provided the student has made prior arrangements with the faculty member to complete work at a later date. A grade of I must be removed by the following semester.
- AU refers to credit without hours or grade points
- W Withdrawal (does not count in student's academic standing)

Grade Points

- A = 4 grade points per hour
- B = 3 grade points per hour
- C = 2 grade points per hour
- D = 1 grade points per hour
- F = 0 grade points per hour

Grade Point Average

A student's grade point average is based on grade point hours at Blue Mountain College. If one repeats a course, both grades are used in the calculation of the grade point average. Formula for GPA equals number of grade points divided by grade point hours.

Final Examination

Regular examinations are held at the end of each semester. No such examination of a regular class may be held at any other time except that designated by the administration. A student who is deliberately absent from a semester examination without legitimate reason will be given a grade of F on the course.

Grade Corrections

To correct a grade recorded in error, a request for correction must be filed before the end of the following semester or term.

The student who questions the accuracy of a grade in a semester grade report should ask the faculty member of the course to check for possible error. One who then still believes that the grade is inaccurate or unjust may appeal to the Graduate Program Coordinator. Final appeal is to the Vice President for Academic Affairs, who may seek the advice of the Graduate Council in resolving the issue.

Incomplete Grades

When a student has an acceptable reason for failing to complete a course in time to have the grade properly recorded, the record will be marked "Incomplete" by the faculty member. Removal of an incomplete grade may be arranged for by applying to the Graduate Program Coordinator for a special form on which the faculty member will turn in the grade. Completion of the work should be as soon as possible after the emergency that made the delay necessary but no later than the end of the next semester or summer term. An I that is not removed by the deadline becomes an F whether the student remains in school or not but does not apply to students called into military service.

CHANGE OF CLASS SCHEDULE

Changes in schedule involving either the adding or dropping of a course changing to another course must be made through the Office of Graduate and Continuing Education. Such changes will not be made without the permission of the Graduate Program Coordinator. Students will not be allowed to enter a course after the first week of a semester or after the beginning of the second class period of a regular summer term unless special permission is granted by the Graduate Program Coordinator.

A course that is dropped officially before the third week of the semester or before the end of the first week of a summer term will not be entered on the student's permanent record. After that time and up to the official drop date of the semester or term, if a student drops a course, a W will appear on the student's permanent record. However, a grade of F is given when one simply drops out of a course without following the procedure for dropping it officially.

A grade of F is given for any course that is dropped after the official drop date for the semester or term. In rare circumstances, the Graduate Program Coordinator may allow a student to drop a course after the official drop date and may receive a grade of W instead of F. However, the following conditions must be met: there are extenuating circumstances (beyond the student's control); the student must be passing the course(s); and the student has attended class with regularity, and has demonstrated general good faith toward completing the requirements of the course. The judgment of the of the student's advisor and Graduate Program Coordinator may be taken into account in considering an exception, but the final decision must be approved by the Vice President for Academic Affairs. Withdrawal after the official drop date is not allowed simply to avoid a low grade; in no case will a W grade be given unless the student has a passing average at the time of withdrawal.

For any change of schedule that is not originated by a faculty member or administrative official of the College, there is a fee assessed to the student.

Deadlines for Change of Schedule

The first week of the semester is the calendar week in which registration BEGINS.

Regular Semester

Week 1	Both adding and dropping of courses permitted
Weeks 1-3	Courses may be dropped without appearing on the student's permanent record.
4 th Week to Official Drop Date	Dropping permitted; grade of W will appear on student's permanent record.
After Official Drop Date	Dropping not permitted; grade of F for courses not completed

Without following the official withdrawal procedure, a student will receive an automatic grade of F in the course.

Summer Term

Comparable deadlines come much quicker in summer school because of the condensed schedule; see summer registration class schedule for specific dates.

When a student is taking only one course in summer term and drops it, it is considered a withdrawal from the College and a withdrawal form should be processed through the Office of Business Affairs.

WITHDRAWAL FROM THE COLLEGE

Requirements for Withdrawing from the College

A student who desires to withdraw from the graduate program should directly contact the Office of Graduate and Continuing Education for the proper withdrawal procedure. It is necessary for the correct procedure to be followed in order that the student's record may be properly kept. Failure to properly withdraw from a course will result in a grade of F.

Tuition Refund at Withdrawal

Any claims for refunds of tuition will be based on the date on which the student files with the Office of Graduate and Continuing Education a request for honorable dismissal.

ACADEMIC STANDING, GRADUATE PROBATION AND ACADEMIC SUSPENSION

Progress toward a degree is measured both quantitatively and qualitatively -by the number of grade point hours and by the grade point. Grade point average (GPA) is calculated by dividing the number of grade points by the grade point hours.

End of Term Standings

- 1. Academic Good Standing.** The requirement for remaining in academic good standing as a graduate student at Blue Mountain College is the same as the requirement for graduation - a cumulative GPA of 3.00 or higher (a B average) on all grade point hours attempted at Blue Mountain College.
- 2. Graduate Academic Warning.** The student receives two C's in graduate courses. This status warns students that substantial academic progress must be made toward achieving good standing or they will not be allowed to complete their degree program.

- 3. Suspended with Right of Appeal.** Upon earning the third C, enrollment is suspended and the student must submit a written appeal to the Graduate Council before reinstatement is considered.

Students who pre-register for classes and then are suspended academically at the end of a given semester or summer term are expected to withdraw from pre-registered classes pending outcome of academic appeal. Students who do not appeal for reinstatement after being suspended will be withdrawn from classes for the semester or term for which they have pre-registered.

Special Calculation of End-of-Term Standings

A grade of D will not count on a graduate degree. The course, if a required one, must be repeated; however, the D is still calculated in determining the overall GPA.

Earning a Grade of F in a Graduate Course

Earning a grade of F in any graduate course will result in automatic graduate program suspension.

Appeals for Academic Suspension

Any student who is suspended for academic reasons has the right of appeal to the Graduate Council. The Council will consider each case on its merits, taking into account the full academic record, the student's rate of progress in making up deficiencies, and any special circumstances that might reflect on the student's ability and readiness to do acceptable graduate work.

Full-Time Graduate Student

One must be enrolled for a minimum of nine semester hours to be classified as a full-time graduate student during a regular semester. International students (F-1) must maintain full-time enrollment while pursuing their degree in compliance with Immigration and Naturalization regulations. In summer school a graduate student who is enrolled for a minimum of six semester hours across a full summer session will be classified as a full-time student.

ATTENDANCE REGULATIONS

Class Attendance

Class attendance is an essential part of college education, and students are expected to attend regularly and punctually classes and laboratories for which they are registered. Cumulative absences may result in a lowered grade or loss of credit for the course. **Tardiness** is also subject to penalty, as is any failure to complete required course work on time. Although some specific requirements may vary according to the nature and structure of the course, the following guidelines summarize institutional policy:

Attendance Required

Class attendance is required, and accurate records are kept.

Number of Absences

A student receives a grade of F in any course immediately upon accumulating the following number of absences, whether excused or unexcused in that class:

- 12 in semester classes meeting 3 times per week
- 8 in semester classes meeting 2 times per week
- 4 in semester classes meeting 1 time per week
- 5 in summer day classes
- Proportionate numbers in classes on other schedules.

Any exception to this rule, granted only in extraordinary circumstances, must be approved by the Vice President for Academic Affairs.

Absences Due to Late Registration

A student registering late will be charged for all absences occurring prior to his/her reporting to class, although these may be treated as excused absences.

CHAPEL

Graduate students are not required to attend chapel.

Academic Advising

Graduate faculty advisors are available to assist students in planning their graduate work. Program of Study Forms that show all course requirements for the degree are available from graduate faculty advisors. They may also be obtained from the Office of Graduate and Continuing Education.

These *Program of Study Forms* provide a convenient way for both students and their advisors to keep a careful record of those courses that have been completed and those that are still needed for graduation in a particular major. **The final responsibility for meeting degree requirements, however, rests with the student, who needs to monitor carefully his/her progress toward a degree.**

Course Requirements:

Master of Education in Elementary Education requires a minimum of 30 semester hours of credit including the following courses:

Core Courses

<u>Course #</u>	<u>Title of Course</u>	<u>Semester Hours</u>	<u>Credit</u>
ED 600	Reading and Research in Education	3 semester hours	
ED 605	Instructional Design	3 semester hours	
ED 610	Assessing Teaching and Learning	3 semester hours	
ED 615	Advanced Education Psychology	3 semester hours	

Teaching Field Courses

ED 620	Advanced Studies and Research in Reading Instruction	3 semester hours	
ED 625	Advanced Studies in Social Studies in Elementary Education	3 semester hours	
ED 630	Advanced Studies in Language Arts	3 semester hours	
ED 635	Practicum in Elementary Education	3 semester hours	
MA 600	Advanced Studies in Mathematics for The Elementary Teacher	3 semester hours	
SC 645	Investigations in Elementary Science Education	3 semester hours	
*ED 650	Special Topics in Elementary Education	3 semester hours	

* *Option for National Board Certification*

An additional 3-6 hours option will be provided for those students seeking National Board Certification. ED 640 - Special Topics in Elementary Education - will substitute for ED 605 - Instructional Design and a teaching field course.

FORMS

*Program of Study
Admission to Candidacy
Changes in Graduate Program
Transfer Credit Form*



BLUE MOUNTAIN COLLEGE Program of Study

Name _____ Student Number _____

Address _____

City/State/Zip Code _____

Telephone _____ (Home) _____ (Work)

Degree Sought _____ National Board Certification Yes No

Current Advisor _____

Courses Required

Date Completed

<u>ED600 Reading and Research in Education</u>	_____
<u>ED605 Instructional Design</u>	_____
<u>ED610 Assessing Teaching and Learning</u>	_____
<u>ED615 Advanced Educational Psychology</u>	_____
<u>ED620 Advanced Studies and Research in Reading</u>	_____
<u>ED625 Advanced Studies in Social Studies</u>	_____
<u>ED630 Advanced Studies in Language Arts</u>	_____
<u>ED635 Practicum in Elementary Education</u>	_____
<u>ED645 Advanced Studies in Mathematics</u>	_____
<u>ED650 Investigations in Elementary Science</u>	_____
<u>*ED640 Special Topics in Elementary Education</u>	_____

Signature of Graduate Student _____
Date

Advisor's Approval _____
Date

Program Coordinator's Approval _____
Date

Distribution: Office of Graduate and Continuing Education

- Advisor
- Student



BLUE MOUNTAIN COLLEGE

Application for Admission to Candidacy

Name _____ Student Number _____

Address _____

City/State/Zip Code _____

Telephone _____ (Home) _____ (Work)

Major: Elementary Education

___ 1. Have you maintained a B average on the first 12 hours or more of graduate work?

___ 2. Do you have a planned program of study signed by your advisor?

___ 3. If you have not followed your program of study, have you met with your advisor and filed a change of program form?

___ 4. Have you turned in to the Office of Graduate Education:

___ Test scores on the Praxis, GRE or MAT?

___ A copy of your Mississippi teaching certificate

Signature of Graduate Student

Date

Advisor's Approval

Date

Program Coordinator's Approval

Date

Distribution: Office of Graduate and Continuing Education

Advisor

Student



BLUE MOUNTAIN COLLEGE

Change(s) in Graduate Program

Name _____ Student Number _____

Address _____

City/State/ZipCode _____

Telephone _____ Home) _____ (Work)

Degree Sought _____ National Board Certification Yes No

Current Advisor _____

1. Change of course(s)

Course(s) Dropped	Course(s) Substituted
_____	_____
_____	_____

2. Change of Major

From: _____

To: _____

Advisor in new major: _____

I understand this change subjects me to current conditions and regulations which apply to the new program which I am entering.

Signature of Graduate Student _____
Date

Advisor's Approval _____
Date

Program Coordinator's Approval _____
Date

Distribution: Office of Graduate and Continuing Education Advisor
 Student



2.03

BLUE MOUNTAIN COLLEGE

Transfer of Credit Evaluation

Office of Graduate Education
P.O. Box 160 • Blue Mountain, MS 38610
Telephone: 800-235-0136 (Ext. 238) • Fax: 662-685-4776
E-mail: graduate@bmc.edu

Date: _____

Name _____ Student Number _____

Address _____

City/State/Zip Code _____

Term/Year Taken _____

Course Number and Title	Grade	Equivalent BMC Semester Number and Title	Hrs.
_____	_____	_____	_____
_____	_____	_____	_____

Student is responsible for providing course descriptions and course syllabi of transferred courses and is responsible for the content of the course(s).

Advisor's Approval

Date

Advisor's Approval

Date

Acceptance of graduate credit by transfer is limited to six semester hours of B or higher grade in graduate work appropriate to the program for which application is made. Acceptance of credit by transfer does not affect the quality point status required on work attempted at Blue Mountain College and does not reduce residence requirements. Requirements for the degree must be satisfied within six years from the date of enrollment, exclusive of time spent in active service in the Armed Forces of the United States. Credit accepted by transfer must comply with these limits as well as the regulations of the Mississippi Department of Education.

Distribution: Office of Graduate and Continuing Education

Advisor

Student

GENERAL INFORMATION

PREAMBLE TO HONOR CODE

When you enroll as a student at Blue Mountain College, you become an active citizen of our college community. This community is based on the belief in individual honor and the trustworthiness of every student. To make clear just what is expected of each member of the student body, a formal statement of obligation has been set forth in the honor code. Each student is expected to accept her/his responsibility to protect the honor system from actions and attitudes, which may weaken it. The exercise of this responsibility involves a student's reporting her/his own infringements of the policies and regulations of Blue Mountain College. The unchanging obligation is to prevent the occurrence of detrimental actions and attitudes.

HONOR CODE

Accepting my responsibility as a Christian for my own conduct and for the welfare of my fellow students at Blue Mountain College, I do hereby pledge myself:

To abide by the policies of Blue Mountain College, to report my own violations, and to use my influence to induce other students to keep the rules of the College and to report their own violations.

The Principle of Honor: I will at all times develop and uphold high standards of honesty in thought, speech, and behavior.

The Principle of Self-Control: I will at all times control my personal desires in harmony with the social good of all, considering the interest of others to be of equal value with my own.

The Principle of Conformity: I will at all times work in accordance with the conventions of cultured society and the traditions of Blue Mountain College.

The Principle of Good Citizenship: I will at all times cooperate with the rules and policies of the College.

Signature of Student

SOCIAL EXPECTATIONS

Life at Blue Mountain College is governed by the principles set forth in the honor code. As a matter of personal honor, each student is bound to uphold and to encourage others to obey the following regulations guiding life at Blue Mountain College. These rules are not suspended at any time.

When on campus, students are under the jurisdiction of the College. Students representing the College or any organization of the College in any official activity (conference, club trip, etc.) are also under college jurisdiction.

At Blue Mountain College, student and the College work together to promote both an increasing intellectual maturity and continuous growth in personal responsibility, social maturity, respect for the dignity and rights of others, and a responsible respect for the moral and spiritual values that have characterized Blue Mountain College and its constituency.

As a Christian institution, Blue Mountain College is interested in the wholesome development of the student spiritually and socially as well as academically. Therefore, the College looks with disfavor on anything that contributes to the erosion of character, moral, and spiritual development of the individual student.

Certain activities are undesirable and are not in keeping with the atmosphere of a Christian educational environment. These activities include but are not limited to the following: disorderly conduct, possession and/or use of firearms, possession and/or use of illegal drugs (including alcohol), use of tobacco, gambling, cursing, and other conduct not in keeping with the standards and principles of Blue Mountain College.

The College reserves the right to inspect the living quarters of any student residing on college property at any time that its administrative officials or their agents shall deem such inspection to be in the best interest of the College.

REPORTING SEXUAL HARASSMENT

Blue Mountain College is committed to the policy that no employee or student shall be subjected to sexual harassment. Inherent in this policy is the commitment to maintaining a positive and productive environment in which the dignity and worth of all members are respected. Sexual harassment is damaging to this environment and will not be tolerated. All complaints of sexual harassment should be reported to the Vice President for Academic Affairs (VPAA).

STUDENT CONCERNS AND COMPLAINTS

Student concerns are handled through the campus offices having responsibility for the area where the concern is directed. Formal complaints must be submitted in writing, signed, and sent to the member of the President's Cabinet responsible for the area where the complaint is directed. The College is not obligated to consider complaints that are not in writing, or which are anonymous, nor is the College obligated to consider complaints sent electronically.

DEPARTMENT OF EDUCATION DUE PROCESS PROCEDURES

The following grievance/due process procedures are available to all students enrolled in Education programs/courses in the Department of Education at Blue Mountain College. The procedures are used to resolve formal student complaints related to matters such as: advisement, course requirements, clinical experiences, grades, student teaching, and/or improper or discriminatory application of Department of Education rules, regulations, standards, and procedures.

The Department of Education Grievance/Due Process Procedures are not intended to replace any College-wide grievance procedures, and these procedures do not apply to actions involving suspension, expulsion, dismissal, or termination of enrollment. Students who wish to resolve the above mentioned actions can obtain information about the grievance/due process procedures through the Office of the Vice President for Academic Affairs.

When a student has a complaint related to advisement, course requirements, practicum experiences, grades, student internship, student teaching and/or improper or discriminatory application of Department of Education rules, regulations, standards and procedures, the student should follow the appeals process outlined below:

1. The student should first appeal to the Department of Education faculty member directly involved with the complaint to seek a resolution to the situation/grievance.
2. If the student feels that the complaint is not resolved with the faculty member directly involved with the complaint, the student can then appeal directly to the Chair of the Department of Education. The department chair should document the resolution of the complaint.
3. If the complaint is not resolved at the department chair level, the student may appeal to the Vice President for Academic Affairs (VPAA)> If the appeal reaches the VPAA level, the Chair of the Department of Education and the VPAA should consult on the matter to reach an agreement concerning the most appropriate manner in which to handle the complaint. All discussions at this level should be documented.
4. If the student is still not satisfied with the resolution of the matter, an appeal can be made to the President of the College.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students possess the privileges, responsibilities, and rights of several citizenships, including those of state, federal, and municipal governments. Membership in the Blue Mountain College community of citizens presents privileges beyond those available to

all citizens at the partial expense of the Mississippi Baptist Convention. With these additional privileges come additional responsibilities.

Blue Mountain College seeks three sources of authority, in light of the College mission, for the behavioral expectations it places on students:

1. Scripture (What does the Bible have to say about behavioral expectations?)
2. Legal authority (Local, State, and Federal laws)
3. Baptist life and Christian heritage (The life-style issues, roots, and values of evangelical Christians who find their authority in God's word and have stressed the need for a personal, redemptive, faith in Jesus Christ.)

The behavioral standards of Blue Mountain College are based on these three sources. As is the case with all communities, reasonable expectations (rules and regulations) are identified which contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism must give way to what is best for a caring, just, and orderly community. As a community, we continue to be committed to the Christian values on which Blue Mountain College was founded.

All students are required to abide by the laws of the local, state, national, and international governments and are subject to disciplinary action at the hands of the College and/or law enforcement agencies if those laws are broken. Discipline is issued from the Student Government Association Council in matters dealing with the Association's constitution and stated penalties. The Dorm Councils act as peer accountability group in relationship to matters within individual residence halls. The Office of Student Affairs issues disciplinary action in matters dealing with College policy, rules, and regulations to all students. Any student has the right to appeal the decision of any disciplinary action if the student believes the treatment was unjust, all the facts in the situation were not taken into consideration, or the action was too severe for the behavior involved.

JUDICIAL PROCESS/STUDENTS RIGHTS FOR GRADUATE STUDENTS

Any necessary disciplinary action for graduate students will be issued by the Graduate Council. Students may appeal any disciplinary actions for the following reasons:

- The treatment received was unjust.
- All the facts in the situation were not considered.
- The disciplinary action taken was too severe for the behavior involved.

Disciplinary decisions of the Graduate Council must be appealed in writing within 48 hours after receiving the disciplinary action. The appeal must be addressed to the Vice President for Enrollment Services and Student Life whose decision will be final.

STUDENT RIGHT TO KNOW AND CAMPUS SECURITY

The following is published in accordance with the Federal Crime Awareness and Security Act of 1990. Any questions or comments regarding the following should be directed to the Office of the Student Affairs.

REPORTING VIOLATIONS OF COLLEGE POLICY AND CIVIL LAW

All known or suspected violations of College policy or state and/or federal crime should be reported to either the Security Officer (662.512.8059), the Office of Enrollment Services and Student Life (Ext. 144), the Office of Business Affairs (Ext. 133), the Office of Graduate and Continuing Education (Ext. 238), or the Tippah County Sheriff's Office (662.837.9336).

Accurate and prompt reporting of all crimes to the above personnel are necessary to insure the safety and protection of students and employees of Blue Mountain College. Crimes committed off campus should be reported immediately to the law enforcement agency where the crime occurred.

Once a report has been made, the Security Officer will follow standard operating procedures in responding and processing the report. This response will include appropriate notification and documentation.

SECURITY AND ACCESS TO CAMPUS FACILITIES

Buildings are secured on campus during non-operating hours by the Security Officer. Once a building is secured, access may be gained only by authorized personnel with Blue Mountain College.

All campus buildings, facilities, and grounds belonging to the institution are regularly patrolled by both vehicle and foot patrol by the security officer.

Within all residence halls, outside entrance doors, other than the front door, are locked in the late afternoon. All lobbies are monitored by the student workers and/or resident director from 4:00 p.m. to midnight, seven days per week. All non-residents must be acknowledged by the student worker and/or the resident director. All residence halls are supervised by a Resident Director. All residence halls entrances are closed at midnight with access gained only by Blue Mountain College authorized personnel.

Vehicle registration decals are issued to students and employees in order that unauthorized vehicles might be more easily recognized. Upon request, the security officer will provide escort services from vehicles to buildings or from building to building should individuals feel uncomfortable or unsafe. Individuals may receive assistance by contacting the Office of Business Affairs (Ext. 133) or the Security Officer (662.512.8059).

With safety concerns in mind, the College maintains appropriately manicured trees and shrubbery around buildings and on campus grounds. Appropriate campus lighting is also a priority in an effort to reduce the opportunity for criminal activity.

CAMPUS LAW ENFORCEMENT

The role of the Security Officer is to work toward ensuring the safety of all individuals while on campus and provide for the security of all properties of the College. In doing so, it is recognized that security at Blue Mountain College is everybody's business. Although no community can be totally risk-free in today's society, the Officer works toward securing partnerships with students, faculty, staff, administration, and guests in creating an atmosphere that is safe and conducive to learning. The Officer is also responsible for the control, regulation, and flow of traffic on Blue Mountain College property.

The Security Officer establishes and maintains communications with the officially recognized civil and criminal law enforcement authorities of the City of Blue Mountain and Tippah County. The Officer is authorized and directed to make citizen's arrests of individuals creating disturbances against the general peace. Arrests may consist of interfering with the security of the physical plant, facilities, or grounds, or interfering with or disturbing the safety and the general welfare of members of the Blue Mountain College community. When such a citizen's arrest is necessary, the Officer, as prompt as possible, and beforehand if reasonable, requests civil or criminal law enforcement authorities to respond and assist.

SECURITY AWARENESS

Blue Mountain College provides informative programs to students and employees on the following topics:

1. Campus Security Procedures and Practice
2. Crime Prevention and Awareness

These programs are offered annually at events such as New Faculty and Staff Orientation, residence hall meetings, faculty/staff meetings, and chapels. etc.

Additional programs specifically designed for students include:

1. Drug and Alcohol Abuse Education
2. Sexual Assault and the Prevention of Sex Offenses. (This program includes the promotion of awareness of rape, acquaintance rape, and other sex offenses, as well as, information regarding the prevention and awareness of reporting procedures of sex offenses.)

STATISTICS

Federal law provides that students and employees be informed during the most recent calendar year and during the two preceding calendar years of the reported number of on-campus occurrences of the following criminal offenses: aggravated assault; arson; arrests for liquor violations; burglary; drug abuse violation, hate crime; motor vehicle theft; murder; negligent manslaughter offenses; rape; other sex offenses; robbery; and weapons possessions. These statistics are provided in the *Blue Mountain College Student Handbook*. The same information is provided to employees annually through campus mailers. Copies are also located in the Office of Business Affairs, Admissions Office, and the Office of Student Affairs.

Statistics concerning the occurrence on campus of the following criminal offenses reported to Campus Security personnel, or when known to local police agencies are as follows:

Classification of Offense	2005	2004	2003
Aggravated assault	0	0	0
Arson	0	0	0
Arrests for liquor violation	0	0	0
Burglary	1	0	3
Hate crime (race, gender, religion, sexual orientation, or disability)	0	0	0
Motor vehicle theft	0	0	0
Murder	0	0	0
Negligent manslaughter offenses	0	0	0
Rape	0	0	0
Other sex offenses	0	0	0
Robbery	0	0	0
Weapons possession	0	0	0

This information is provided to all current students and employees and upon request to any applicant for enrollment or employment.

SEXUAL ASSAULT

Blue Mountain College provides annual educational programs to promote awareness of rape, acquaintance rape and other sex offenses. The following procedure should be followed in the event a person has been sexually assaulted:

For the victim:

1. Go to a safe place.
2. Call the appropriate institution officials (Security Officer at 512.8059, the Office of Business Affairs at Ext. 133, or the Office of Enrollment Services and Student Life at Ext. 144) and/or local law enforcement officials for assistance and to report the assault.
3. Do not bathe, wash hands, or clean fingernails. It is important that victims preserve evidence that may be necessary to prove criminal sexual assault.
4. Do not remove clothing worn during or following the assault, as these frequently contain valuable fiber, hair, and fluid evidence.
5. Do not apply or take medication.
6. If officials have not been contacted, call someone you can trust to take you to the hospital.
7. If this attack occurred on campus, you should notify the Security Officer at 512.8059, the Office of Business Affairs at Ext. 133, or the Office of Enrollment Services and Student Life at Ext. 144.
8. When you get to the hospital, tell the triage staff you have been sexually assaulted. By law, emergency room staff must contact the police when they treat sexual assault victims. The police will ask you to file a report, but you do not have to talk to them or file a report if you do not want to.
9. If the assault happened some time ago, you should explore the following options:
 - * Seek counseling.
 - * Seek medical attention for treatment of injuries or symptoms related to the assault.
 - * Consider reporting the incident to the police.

- * If this attack occurred on campus, you should notify the Security Officer at 512.8059, the Office of Business Affairs at Ext. 133, or the Office of Enrollment Services and Student Life at Ext. 144.

For Someone Assisting the Victim:

1. Provide support.
2. Advise the victim of the procedures listed above.
3. Call the Security Officer at 512.8059, the Office of Business Affairs at Ext. 133, or the Office of Enrollment Services and Student Life at Ext. 144.

Institutional sanctions may be imposed following the final determination of an on-campus disciplinary procedure regarding rape, acquaintance rape, or other sex offenses, forcible or non-forcible, in addition to civil or criminal action. Sanctions for students will be administered by the Dean of Students.

Students who believe they have been victims of sexual assault may contact both on-campus security as well as local police. If preferred, students have the option of having the Security Officer notify the proper local law enforcement authorities.

Counseling service resources are available for students subjected to sexual or non-sexual assault of any kind or nature. The confidentiality of all persons will be respected and no information or names will be released without the consent of the victim.

SECURITY AND SAFETY TIPS

Students are expected to contribute to their own safety by being prepared and alert to their surroundings. In addition students are expected to:

- * Lock the doors to their residence hall rooms.
- * Never loan residence hall keys or ID cards to others.
- * Never prop open the doors or entrances to residence halls.
- * Never allow strangers to enter residence halls.
- * Report incidents which violate the rules of the College or criminal activity immediately to the Security Officer, residence hall staff, or local police.
- * Secure personal property such as cars, bicycles, motorcycles, jewelry, electronic equipment, computers, etc.
- * Walk in lighted areas, preferably with others at night.
- * Ask for an escort by the Security Officer (512.8059) if warranted.
- * Respect the privacy and personal dignity of others.
- * Read and abide by the rules and regulations of the College and residence halls.

BLUE MOUNTAIN COLLEGE COMMITTED TO DRUG FREE ENVIRONMENT

The Congress of the United States has enacted and the President of the United States has signed into law THE DRUG FREE SCHOOLS AND COMMUNITIES ACT OF 1989.

It is the purpose of this Act to encourage the establishment of a DRUG FREE community of all educational settings, for the benefit of all students. Blue Mountain College is committed to the principles of the Act and publishes this notice to all students. It is assumed that every student enrolling in Blue Mountain College agrees to conduct himself or herself in a manner conducive to the highest sort of mental and moral development in keeping with the ideals and the traditions of the College.

In addition to the standards and regulations published in the Blue Mountain College Student Handbook, Blue Mountain College is committed to the establishment of a completely drug free environment in the lives of each student enrolled for any and all study at the College, or involved in any way in any of her programs.

The use, possession, or distribution of illicit drugs and alcohol by students at Blue Mountain College is expressly forbidden and the same shall not be tolerated on any property owned or controlled by Blue Mountain College, nor shall the same be tolerated at or as a part of any activity undertaken at or under the direction or supervision of Blue Mountain College.

Illicit drugs shall be defined to include any drug, the use, possession or distribution of which is proscribed by the laws of the State of Mississippi or by the United States of America. Any violation of the provisions of this notice, or of any statements of a similar nature published by Blue Mountain College, relative to illicit drugs, will result in disciplinary action, which may include expulsion, suspension, mandatory successful completion of approved rehabilitation programs, and/or probation, any of which may be a part of the permanent record of the person violating or breaching any expression of this statement or similar published College rules and/or regulations.

Additionally, the College expressly reserves the right to refer any person violating this or similar regulations to the appropriate Law Enforcement Officials for prosecution for violation of Civil and/or Criminal Laws, as authorized by The Drug Free Schools and Communities Act of 1989.

The Office of Enrollment Services and Student Life has available a list of approved rehabilitation centers. The criminal penalties for drug possession, abuse, use and/or distribution in the State of Mississippi, as expressed in the Mississippi Uniform Controlled Substances Law, Miss Code Section 4129-139, range from six months imprisonment and \$500 fine for the sale of paraphernalia to 30-years and \$1 million in fines for second offenders. Illicit drugs are listed in schedules and penalties vary.

It is the desire of Blue Mountain College to have a totally DRUG FREE environment, where the body, as the temple of God, is allowed to remain healthy and grow in stature and where the mind is allowed to grow in wisdom.

FEDERAL TRAFFICKING PENALTIES

Drug/Schedule	Quantity	Penalties	Quantity	Penalties
Cocaine (Schedule II)	500-4999 grams mixture	First Offense:	5 kgs or more mixture	First Offense Not less than 10 years, and not more than life. If death or serious injury, not less than 20 yrs or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual
Cocaine Base (Schedule II)	5-49 grams mixture	Not less than 5 years, and not more than 40 years. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual	50 grams or more mixture	
Fentanyl (Schedule II)	40-399 grams mixture		400 grams or more mixture	
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture	Second Offense:	1 kg or more Mixture	
LSD (Schedule I)	1-9 grams mixture	Not less than 10 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual; \$10 million if not an individual.	10 grams or more mixture	Second Offense: Not less than 20 years, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual. 2 of More Prior Offenses: Life imprisonment
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture		50 grams or more pure or 500 grams or more mixture	
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture		100 grams or more pure or 1 kg or more mixture	

PENALTIES

Other Schedule I & II Drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any Amount	First Offense: Not more than 20 years. If death or serious injury, not less than 20 years, or more than Life. Fine of \$1 million if an individual; \$5 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram or more	Second Offense: Not more than 30 years. If death or serious injury, not less than life. Fine of \$2 million if an individual; \$10 million if not an individual.
Other Schedule III drugs	Any amount	First Offense: Not more than 5 years. Fine not more than \$250,000 if an individual; \$1 million if not an individual.
Flunitrazepam (Schedule IV)	30-999 mgs	Second Offense: Not more than 10 years. Fine not more than \$500,000 if an individual; \$2 million if not an individual.
All other Schedule IV	Any amount	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual; \$1 million is not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mgs.	Second Offense: Not more than 6 years. Fine not more than \$500,000 if an individual; \$2 million if not an individual.
All Schedule V drugs	Any amount	First Offense: Not more than 1 year. Fine not more than \$100,000 if an individual; \$250,000 if not an individual. Second Offense: Not more than 2 years. Fine not more than \$200,000 if an individual; \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES - MARIJUANA

DRUG	QUANTITY	1 ST OFFENSE	2 ND OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	Not less than 10 years, not more than life. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$4 million if an individual, \$10 million if other than an individual.	No less than 20 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$8 million if an individual; \$20 million if other than an individual.
Marijuana	100 kg to 99 kg mixture; or 100 to 999 plants	Not less than 5 years, not more than 40 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$2 million if an individual, \$5 million if other than an individual.	No less than 10 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$4 million if an individual; \$10 million if other than an individual.
Marijuana	More than 10 kgs hashish; 50 to 99 kg mixture; more than 1 kg of hashish oil; 50 to 99 plants	Not more than 20 years. If death or serious injury, not less than 20 years, not more than life. Fine not more than \$1 million if an individual, \$5 million if other than an individual.	No less than 30 years, not more than life. If death or serious injury, mandatory life. Fine not more than \$2 million if an individual; \$10 million if other than an individual.
Marijuana Hashish Hashish Oil	1 to 49 plants; less than 50 kg mixture 10 kg or less 1 kg or less	No more than 5 years; Fine not more than \$250,000; \$1 million other than individual	Not more than 10 years; Fine \$500,000 if an individual; \$2 million if other than an individual

CONTROLLED SUBSTANCES-USES & EFFECTS

DRUG	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Narcotics	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, low of appetite, irritability, tremors, panic, chills and sweating, cramps, nausea
Depressants	Slurred speech, disorientation, drunken behavior without odor of alcohol	Shallow respiration, cold and clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Stimulants	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite	Agitation, increase in body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Hallucinogens	Illusions and hallucinations, poor perception of time and distance	Longer, more intense "trip" episodes, psychosis, possible death	Withdrawal syndrome not reported
Cannabis	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior	Fatigue, paranoia, possible psychosis	Insomnia, hyperactivity, and decreased appetite occasionally reported

CONTROLLED SUBSTANCES-USES AND EFFECTS

	DRUG & CSA SCHEDULE	TRADE OR OTHER NAMES	DURATION OF EFFECT (in hours)	USUAL METHODS ADMINISTRATION
Narcotics	OPIUM II, III, V	Dover's Powder, Paregoric, Parepectolin	3-6	Oral, smoked
	Morphine II, III	Morphine, Pectoral Syrup	3-6	Oral, injected, smoked
	Codeine II, III, V	Codeine, Empirin Compound with Codeine, Robitussin A-C	3-6	Oral, injected
	Heroin I	Diacetylmorphine, Horse, Smack	3-6	Injected, sniffed, smoked
	Hydromorphone II	Dilaudid	3-6	Oral, injected
	Meperidine (Pethidine) II	Demerol, Pethadol	3-6	Oral, injected
	Methadone II	Dolophine, Methadone, Methadose	12-24	Oral, injected
	Other Narcotics I, II, III, IV, V	LAAM, Leritine, Levo-Dromoran, Percodan, Tussionex, Fentanyl, Darvon, Talwin, Lomotil	Variable	Oral, injected
Depressants	Chloral Hydrate IV	Noctec, Somnos	5-8	Oral
	Barbiturates II, III, IV	Amobarbital, Phenobarbital, Butisol, Phenobarbital, Secobarbital, Tuinal	1-16	Oral, injected
	Glutethimide III	Doriden	4-8	Oral, injected
	Methacholine II	Optimil, Parest, Quaalude, Somnific, Sopor	4-8	Oral, injected
	Benzodiazepines IV	Ativan, Azene, Clonopin, Dalmane, Diazepam, Librium, Serax, Tranxene, Valium, Verstran	4-8	Oral, injected
	Other Depressants III, IV	Equanil, Miltown, Noludar, Placidyl, Valmid	4-8	Oral, injected
Stimulants	Cocaine II	Coke, Flake, Snow	1-2	Sniffed, injected
	Amphetamines II, III	Biphetamine, Delcobese, Desoxyn, Dexedrine, Mediatric	2-4	Oral, injected
	Phenmetrazine II	Preludin	2-4	Oral, injected
	Methylphenidate II	Ritalin	2-4	Oral, injected
	Other Stimulants III, IV	Adipex, Bacarate, Cylert, Didrex, Ionamin, Plegine, Presate, Sanorex, Tenuate, Tepanil, Voranil	2-4	Oral
Hallucinogens	LSD I	Acid, Microdot	8-12	Oral
	Mescaline and Peyote I	Mesc, Buttons, Cactus	8-12	Oral, injected
	Amphetamine Variants I	2.5-DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB	Days	Oral, injected
	Phencyclidine II	PCP, Angel Dust, Hog	Variable	Smoked, oral, injected
	Phencyclidine Analogs I	PCE, PCPy, TCP	Variable	Smoked, oral, injected
	Other Hallucinogens I	Bufotenine, Ibogaine, DMT, DET, Psilocybin, Psilocin	Variable	Oral, injected, smoked, sniffed
Cannabis	Marijuana	Pot, Acapulco Gold, Grass, Reefer, Sinsemilla, Thai Sticks	2-4	Smoked, oral

EFFECTS OF ALCOHOL CONSUMPTION

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake may lead to hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. In addition, research has indicated that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

21 U.S.C. 844(A)

First conviction: Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: At least 15-days in prison, but not to exceed 2-years and fined \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: At least 90-days in prison, not to exceed 3-years and fined up to \$250,000, or both, if:

- A. 1st conviction and the amount of crack possessed exceeds 5 grams.
- B. 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
- C. 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

21 U.S.C. 853(a)(2) and 881 (a)(7)

Forfeiture of personal real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1-year imprisonment. (See special sentencing provision regarding crack).

21 U.S.C. 881a

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 884a

Civil fine of up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1-year for first offense, up to 5-years for second and subsequent offenses.

18 U.S.C.922(g)

Ineligible to receive or purchase a firearm.

Miscellaneous

Revocation of certain Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Note: These are only Federal penalties and sanctions. Additional State and Local penalties and sanctions may apply.

STATE OF MISSISSIPPI SANCTIONS DRUG TRAFFICKING PENALTIES (EXCEPT MARIJUANA)

Schedules I and II

First Offense: Maximum jail term of 30 years or maximum fine of \$1,000,000 or both.

Second Offense: Twice the penalty for a first offense (see notes 1 and 2).

Schedules III and IV

First Offense: Maximum jail term of 20 years or maximum fine of \$250,000 or both.

Second Offense: Twice the penalty for a first offense (see notes 1 and 2).

Schedule V

First Offense: Maximum jail term of 10 years or maximum fine of \$50,000 or both.

Second Offense: Twice the penalty for a first offense (see notes 1 and 2).

Note 1: Sale or transfer of certain amounts of marijuana and other controlled substances within a 12-month period carries a sentence of life imprisonment with no possibility of parole or suspension.

Note 2: Anyone over 21-years old convicted of sale or manufacturing of Schedule I-V drugs to a person under 21-years of age may be fined as set out above and may be imprisoned for twice the stated time.

POSSESSION PENALTIES (EXCEPT FOR MARIJUANA) Schedules I and II

First Offense: Maximum jail term of 3 years or maximum fine of \$30,000, or both.

Second Offense: Twice the penalty for a first offense.

Schedules III, IV, and IV

First Offense: Maximum jail term of 1 year or maximum fine of \$5,000, or both.

Second Offense: Twice the penalty for a first offense.

MARIJUANA PENALTIES

1. Trafficking

- a) First offense - one ounce or less: Maximum jail term of 3 years, or maximum fine of \$3,000, or both
- b) First offense - less than one kilogram but more than one ounce: Maximum jail term of 20 years, or maximum fine of \$30,000, or both.
- c) First offense - one kilogram or more: Maximum jail term of 30 years, or maximum fine of \$1,000,000, or both.
- d) Subsequent offenses - twice the above-stated penalties.
- e) See Notes 1 and 2 above.

2. Possession

- a) One ounce or less
First offense - fine of \$100 to \$250.
Second offense within 2 years - fine of \$250 and 5 to 60-days in jail and mandatory participation in drug education program.
Third offense within 2 years - fine of \$250 to \$500 and 5-days to 6-months in jail.
- b) More than one ounce but less than one kilogram
Maximum jail term of 1 year or maximum fine of \$1,000, or both or
Maximum jail term of 3-years or maximum fine of \$3,000, or both.
- c) One kilogram or more
Maximum jail term of 20-years, or maximum fine of \$1,000,000, or both.
- d) Possession in a motor vehicle of more than one gram but less than one ounce
Maximum jail term of 90-days and maximum fine of \$1,000.

PENALTIES FOR ILLEGAL ALCOHOL SALES, POSSESSION, AND DRIVING UNDER THE INFLUENCE

Sale or transfer of alcoholic beverages to a person under 21-years of age

1. First offense - fine of \$500 to \$1,000.
2. Subsequent offenses - fine of \$1,000 to \$2,000, or maximum jail term of 1-year, or both.
3. Possession or purchase of alcoholic beverages by a person under the age of 21-years - fine of \$100.
4. Misrepresentation of age to purchase alcoholic beverages - fine of \$25 to \$500, or 30-days of community service, or both.
5. Driving under the influence of alcoholic beverages or other impairing substances
 - a) First offense - fine of \$250 to \$1000, or jail term of 24-hours, or both, and driver's license suspended for 90 days.
 - b) Second offense within 5 years - fine of \$600 to \$1,000 and jail term of 48 hours to 1 year and driver's license suspended for 2-years.
 - c) Third offense within 5 years - fine of \$800 to \$1,000 and jail term of 30 days to 1 year and driver's license suspended for 5-years.
 - d) Fourth and subsequent offenses within 5 years - fine of \$2,000 to \$5,000 and jail term of 90 days to 5 years and driver's license suspended for 5 years.

Note: In addition to the previously stated penalties, an individual driving a motor vehicle under the influence of alcohol, and negligently causing death or injury to another faces a maximum jail term of 10 years.

TIPPAH COUNTY SANCTIONS

Tippah County has not held an election in which the majority of the qualified electors voting in the election voted to come out from under the prohibition laws, therefore, those sanctions applicable to the prohibition laws in the State of Mississippi are in effect in Tippah County.

STUDENT SUPPORT PROGRAMS, SERVICES, AND ACTIVITIES

Administrative Offices and Hours

Alumnae/Alumni Affairs and Public Relations	8:00 a.m. - 4:30 p.m.
Admissions	8:00 a.m. - 4:30 p.m.
Business Affairs	8:00 a.m. - 4:30 p.m.
Vice President for Academic Affairs	8:00 a.m. - 4:30 p.m.
Enrollment Services & Student Life	8:00 a.m. - 4:30 p.m.
Financial Aid	8:00 a.m. - 4:30 p.m.

President	8:00 a.m. - 4:30 p.m.
Registrar	8:00 a.m. - 4:30 p.m.
Graduate & Continuing Education	8:00 a.m. - 4:30 p.m.

Academic Advising

Graduate faculty advisors are available to assist students in planning their graduate work. *Program of Study Forms* that show all course requirements for the degree are available from graduate faculty advisors. They may also be obtained from the Office of Graduate and Continuing Education.

These *Program of Study Forms* provide a convenient way for both students and their advisors to keep a careful record of those courses that have been completed and those that are still needed for graduation in a particular major. The final responsibility for meeting degree requirements, however, rests with the student, who needs to monitor carefully his/her progress toward a degree.

Office of Admissions

Provides information regarding the graduate program and refers perspective graduate students to the Office of Graduate and Continuing Education.

Bookstore and Gift Shop

The campus bookstore, located on the lower level of the Paschal Student Center offers course support materials, school and office supplies, trade books, gifts and collegiate memorabilia. The store is open to the public and the campus community from 8:00 a.m. until 4:30 p.m., Monday through Friday.

Counseling Services

Counseling services are provided to those students who are in need of the services. Students are referred by the Dean of Students to the faculty member who has credentials in counseling.

Disability Services

Blue Mountain College services for students with disability are designed to meet the unique educational needs for regularly enrolled students with documented disability. The philosophy and mission of the program is to encourage independence, assist students in realizing their academic potential, and to facilitate the elimination of physical, programmatic, and attitudinal barriers. The College will assist students in meeting their

educational challenges. Students with disabilities should contact the Vice President for Academic Affairs, who serves as the Disabilities Coordinator for Blue Mountain College, to discuss the appropriate procedures for accommodating documented disabilities.

Office of Financial Aid

The Office of Financial Aid provides quality and professional services to all students, administers federal and state programs as required by the Department of Education, seeks outside sources to help students offset the cost of attending college.

Financial Aid is available for teachers seeking a graduate degree in education. The Graduate Teacher Loan/Scholarship (GTS) program is available through the State of Mississippi's Institutions of Higher Learning. For more detailed information and application forms or assistance in completing any of the forms contact the Office of Financial Aid at Blue Mountain College.

FOOD SERVICES

Dining Hall

All resident students are required to purchase a five-day or seven-day meal plan. If a student must have a special diet, the physician's prescribed diet must be provided. Meals are served in Ray Dining Hall at the following hours:

Monday-Friday

Breakfast	7:15 a.m. - 8:15 a.m.
Dinner	12:35 p.m. (MWF 12 noon)
Supper	5:00 p.m. - 6:15 p.m. (Friday - 5:00 p.m. - 5:45 p.m.)

Saturday

Breakfast	8:00 a.m. - 8:30 a.m.
Dinner	12:00 Noon - 1:00 p.m.
Supper	5:00 p.m. - 5:45 p.m.

Sunday

Breakfast	8:00 a.m. - 8:30 a.m.
Buffet	12:00 noon - 1:15 p.m.
Supper	5:00 p.m. - 5:45 p.m.

If it is necessary for a student to eat at other than the scheduled hours, a special permit must be obtained from the Office of Student Affairs and presented to the manager of the dining hall.

Reservations for guests must be made at least one meal in advance unless there is some emergency. It is the student's responsibility to make arrangements with the dining hall manager to pay for the meals of her/his guests.

All activities involving the dining hall must be cleared with the manager before placing them on the master calendar. Students must plan with the dining hall manager two weeks in advance for menus for formal dinners, banquets, and other special occasions.

Dress in the dining hall should be the same as for class. Caps and hats are never worn in the dining hall or at meals.

BMC Grill

The BMC Grill located in the Paschal Student Center is open through lunch each class day.

OFFICE OF GRADUATE AND CONTINUING EDUCATION

The following services are provided by the Office of Graduate and Continuing Education: managing the registration process; overseeing the advising of graduate students; certifying to the Mississippi Department of Education those endorsement areas to which a graduate is entitled; distributing campus mail to graduate students; and coordinating services with the Office of the Registrar. The Office of Graduate and Continuing Education is located in Fisher-Washburn, Room 207.

STUDENT HEALTH SERVICES

The goal of Blue Mountain College Health Services is to improve wellness through an atmosphere of helpfulness and caring. Health care services are provided in the following ways:

1. Any resident student who is sick enough to miss a meal, classes, or chapel is asked to report to the Resident Director. No food is to be brought to a student in the resident hall room from the dining hall without special permission from the Resident Director.
2. If a resident student becomes ill during the night, the Resident Director must be notified. If medical treatment is necessary, the Health Care Coordinator should be notified and will make arrangements to take the student for medical attention.
3. Any student needing medical attention while attending classes should report to the Office of Enrollment Services and Student Life or the Office of Business Affairs. The Health Care Coordinator will be contacted to provide the necessary service.

4. Parents are notified of any serious health problem that requires hospitalization.

There is a family medical clinic in the Town of Blue Mountain with a full time nurse practitioner. Hospitals are located in New Albany and Ripley. If students need medical assistance and/or first aid, the Health Care Coordinator should be contacted. Students may reach the Health Care Coordinator at Ext. 304.

INFORMATION TECHNOLOGY SERVICES

Campus Telephone System

When using a campus phone extension, enter only the three-digit extension you wish to call. To call an off campus number, enter 9 and, after the second dial tone, enter the complete number you wish to call. Long distance calls must be made at your own expense. Use of the campus telephone system in a manner which is deemed unacceptable, may result in service being removed and/or disciplinary action.

Telephones in Stevens and Whitfield Halls are a part of the campus telephone system. Individual student rooms in Cockroft Hall are not connected to the campus system and telephone service is the responsibility of the individual student.

Any Internet connection by means of the campus telephone system is at the expense of the student. Due to a large number of Internet modems that may be connected in Whitfield Hall, students who live in Whitfield Hall are asked to use a maximum connection time of 30 minutes per dial-up.

Campus Computing System

Students are encouraged to make use of the campus computing system. Acceptable use begins with individual responsibility in adhering to all local, state, and national laws. Furthermore, in keeping with the mission and goals of the College, all computing use should promote the academic, social, spiritual, and moral development of the campus. The fully stated College policy regarding acceptable computer use is posted in all computer labs. Computer labs for student use are located in each residence hall, Guyton Library, Fisher/Washburn, and the Lowrey Administration Building.

Students who live in Stevens Hall have Internet accessibility in individual rooms. Arrangements for service may be made through the Office of Business Affairs of the College. All policies may be accessed at www.bmc.edu

LIBRARY SERVICES

Guyton Library

Guyton Library provides a favorable environment for reading, research, and study by BMC students, faculty, and staff. To maintain that environment, patrons should enter quietly and turn electronic devices to vibrate or off. Patrons need to receive or place calls prior to entering the library. The collection includes books, periodicals and newspapers, audiovisual materials, and electronic resources. While the collection primarily contains resources for study and research, some current fiction and leisure materials are included in the collection. Library patrons may access electronic resources through the computer lab in Guyton Library and/or through the Guyton Library mini-website <http://www.bmc.edu>. If a book or article is not available, the Library can often get it through interlibrary loan from another library. Reproduction services including a self-service copier and computer printer are available near the main desk of the library. A computer scanner located in the audiovisual room allows patrons to scan and save materials to a USB memory storage device. The May Gardner Black collection, Mo Kwong Room, and Mary Dean Hollis Historical Doll collection offer patrons an opportunity to revisit the history and heritage of the college.

Fines: The administration requires students to settle all library accounts before taking examinations. Fines on overdue materials, or for replacement of lost materials, are to be paid promptly. There is a five-cent per day fine for overdue three-week materials and twenty-five cents per day charge for overdue reserved materials.

Dress: Dress in the library should be the same as for class attendance.

Guyton Library Hours:

Monday-Thursday	7:45 a.m. - 10:00 p.m.
Friday	7:45 a.m. B 4:30 p.m.
Saturday	9:00 a.m. - 3:00 p.m.

(Guyton Library is closed on Sunday and during Chapel.)

Curriculum Library Hours:

Monday-Thursday	7:45 a.m. - 8:00 p.m.
Tuesday & Wednesday	7:45 a.m. - 5:00 p.m.
Friday	7:45 a.m. - 12:30 p.m.

PLACEMENT AND CAREER SERVICES

The College provides assistance to its students who wish to pursue graduate work or move directly into the job market by offering instruction in resume writing and job interviewing. Job and career opportunities are publicized.

PHYSICAL FITNESS AND RECREATIONAL FACILITIES

The physical education facilities include the Wilfred C. Tyler Physical Education Center (gym), the Johnnie Armstrong Gal-ry, the swimming pool, the tennis courts, and the golf course.

Gym: Sports that may be played in the gym are badminton, volleyball, basketball, and tennis. Only tennis shoes are allowed on the playing floor of the gym and on the tennis courts. The gym is open during specific hours for recreation and is not to be used when classes are in session. The person on duty during these hours is responsible for checking out equipment and for lights. Hours will be posted.

Swimming Pool: The swimming pool is to be used *only* when a lifeguard is on duty. No glass containers are allowed inside the fenced swimming area. Hours will be posted.

Johnnie Armstrong Gal-ry: Gal-ry is a recreational facility designed to serve the needs of the Blue Mountain College family as part of the philosophy of the College to nurture mind, body, and soul. There is space for socializing, reflection, study, and physical workouts.

The following guidelines for use of Gal-ry must be followed:

Exercise Facility

1. Modest apparel must be worn at all times
2. Showers are available.
3. Bring and remove all linens and toiletries, including towels, bath cloths, and soap C pack a gym bag.
4. At least two people must be present at all times when exercise equipment is being used.

Lounge Area

1. Treat the furniture with respect.
2. Have respect for others in the use of the entertainment center.
3. You are personally accountable for your conduct. Random checks of the facility will be made by faculty/staff.

Kitchen Area

1. If you mess it up, please clean it up. Except for general routine cleaning, you are responsible for cleaning up as you use the facility.
2. Please do not leave food or drink. Items left in the refrigerator after 1:00 p.m. on Friday afternoons, will be thrown away.

3. Do not eat other people's food nor use other people's dishes or utensils.
4. If used for a private party or planned event, the kitchen must be scheduled through the Office of Enrollment Services and Student Life. The Office of Enrollment Services and Student Life will post an announcement of planned events.
5. The facility cannot accommodate meetings by societies, clubs or classes. Do not schedule these events for the Gal-ry.

The Johnnie Armstrong Gal-ry will be available primarily for use by Blue Mountain College students, faculty, and staff. Guests are permitted as followed:

1. Any official guest of the College;
2. Any guest in the company of a currently enrolled BMC student; and/or
3. Any immediate family member of faculty/staff.

Gal-ry is open at 6 a.m. and closes at 2:00 a.m. Please note the requirements for at least two people to be present to use the exercise equipment.

POSTAL SERVICES

Personal mailboxes (PMBs) are located on the lower level of the Paschal Student Center. Full time students and faculty and staff members are assigned a postal box. A list of assigned boxes is posted on a bulletin board outside the post office door. Combinations for mailboxes are available from the mail supervisor.

Incoming mail is distributed to PMB's by 10:00 a.m. Monday -Friday. Stamped, outgoing mail should be placed in the slot on the post office door or deposited in the mail drop located in the campus store by 2:00 p.m. Stamps are available for sale in the campus store.

OFFICE OF PUBLIC RELATIONS

The Office of Public Relations provides student IDs, maintains the web pages for the graduate program, and provides publicity for the program.

OFFICE OF THE REGISTRAR

The Office of the Registrar maintains academic records, issues transcripts, collects, reports, and records grades, verifies student enrollment upon request in accordance with the Office of Graduate and Continuing Education and certifies veterans.

RESIDENCE LIFE

Housing is provided to full time graduate students as needed. For information regarding on campus housing contact the Office of Enrollment Services and Student Life.

SECURITY

Security services are provided in the same professional manner to graduate students as to undergraduate students. For more detailed information about campus security and safety, see pages 36-48 in this Handbook.