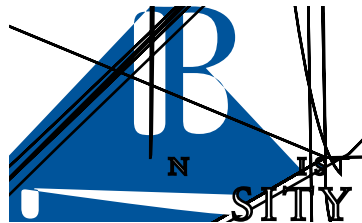


# the HBU Student Handbook

August 2006

HOUSTON, TEXAS





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# H

**General** - Houston Baptist College was created by action of the Baptist General Convention of Texas on November 15, 1960 culminating many years of work and study. The aim of the College founders was the establishment of a Christian college of the highest order in the city of Houston that stressed quality of life as well as quality of learning.

In 1952, the Union Baptist Association authorized a committee to study the possibility of locating a Baptist college in Houston. With the assistance and encouragement of the Education Commission of the Baptist General Convention of Texas, the committee conducted a survey in 1955. Acting upon information obtained with the endorsement of the Education Commission, the Association approved the concept of establishing a new college. In 1956, the Executive Board of the Baptist General Convention of Texas approved a recommendation that Houston Baptists be given assurance that the Convention would support such a college when the College Committee of the Union Baptist Association had succeeded in acquiring both (1) a satisfactory site for a campus of at least one hundred acres, and (2) a minimum corpus of at least three million dollars. Of this sum, one and one-half million dollars would constitute a nucleus endowment fund; one and one-half million dollars would be designated for a physical plant. The Union Baptist Association accepted these conditions and endorsed the requirements set up by the state Baptist convention.

In 1957, a Houston land developer, Frank Sharp, offered to sell Union Baptist Association 390 acres in southwest Houston for the construction of a college. The Board of Governors of Rice University agreed to lend most of the money needed with the land as collateral. To complete the funding, 25 business men, since called "founders," pledged to be responsible for \$10,000 each. Therefore, by 1958, a campus site of 196 acres was acquired in southwest Houston, and, in 1960, the initial financial goal of repaying the loan was reached as a result of a campaign among the churches.

In 1960, the Baptist General Convention of Texas in its annual session at Lubbock, Texas elected the first Board of Trustees. This board in session in Houston, Texas on November 15, 1960 approved and signed the College charter. The next day, this charter was ratified and recorded with the Secretary of State in Austin. The way was then cleared to select administrative officers, develop a suitable physical plant, and design an appropriate academic program. Dr. W. H. Hinton began service as the first President of the College on July 1, 1962.

The College opened in September 1963 with a freshman class of 193 students, a cluster of new buildings, and a teaching staff of 30 faculty. A new class was added each year until the College attained a four-year program in 1966-67. By then, the full-time faculty had grown to 54 members, serving an enrollment of approximately 900 undergraduate students.

**Degrees and Programs** - Initially, the College offered only a Bachelor of Arts degree with academic courses in five divisions: Christianity, Fine Arts, Languages, Science and Mathematics and Social Studies. The Board of Trustees, following the recommendation of the faculty and administration, authorized the establishment of the Division of Education and Psychology in 1964 and

a Division of Business and Economics in 1966. With the opening of the fall semester of 1969, the College added a Division of Nursing, offering a Bachelor of Science in Nursing degree.

In 1966, the Commission on Colleges of the Southern Association of Colleges and Schools recognized Houston Baptist College as an official candidate for accreditation. The highlight of the 1968-69 academic year was the granting of initial accreditation by the Southern Association of Colleges and Schools on December 4, 1968. A visiting committee made a careful study of the College in March 1971 and upon its recommendation, the Commission on Colleges extended accreditation for ten years. This accreditation was reaffirmed in 1981, 1991 and 2001.

In 1965, the Texas Education Agency first approved Houston Baptist College for the training of certified teachers for elementary and secondary schools. During its first semester, representatives selected by the Texas Education Agency evaluated the teacher education program; approval of the program was continued.

The baccalaureate degree program in nursing received accreditation by the National League for Nursing on April 21, 1972. In July 1972, all 38 members of the first nursing class successfully completed the examination required and administered by the State Board of Nurse Examiners. An Associate Degree in nursing was added in June 1983. This program graduated its first class in 1985.



2003, the Mabee Teaching Theater and the Glasscock Center were enhanced by a new lobby facility serving the conference capability of this complex.

In 2006, construction was approved for the first phase of a new Cultural Arts Center for the campus to include ultimately a chapel-recital hall, new housing for the Dunham Family Bible in America Museum, the Museum of American Architecture and Decorative Arts, a 1,200 seat theater, and an atrium gallery unifying each of the individual facilities.

Retired University professor Dr. Marilyn McAdams Sibley has written a more complete history of the early years of the founding of the University,

. Additional information is available through the archives of the Moody Library.

**Endowment Programs** - Special endowment programs have further enriched the University. The University received three endowed chairs during the period 1971-1978 — the Herman Brown Chair of Business and Economics, the Robert H. Ray Chair of Humanities and the John Bisagno Chair of Evangelism. In the same period, two endowed professorships were given — the Rex G. Baker Professorship in the College of Business and Economics and the Prince-Chavanne Professorship of Christian Business Ethics. The John S. Dunn Research Foundation funded the Dunn Endowed Professorship in Nursing in 1994 and a professorship for Clinical Excellence in Nursing in 2001. The Endowed Scholarship program was begun in 1971 increasing the endowment of the University and helping assure the recruitment of top academic students. In 2004, the University numbered more than 190 scholarships funded through this program.

**Leadership** - In 1987, the University's first president, Dr. W. H. Hinton was named University Chancellor and served in that capacity until his retirement in 1991. His successor, Dr. Edward Douglas Hodo, and his wife Sadie, came to Houston from the University of Texas at San Antonio where he served as Dean of the College of Business. During the Hodo years, the University achieved a position of financial solidarity that greatly enhanced its integral strengths in other areas of its operation. New academic programs were developed, and the physical plant witnessed construction of the Hinton Center, the Baugh Center, the Husky Village Apartments, the Memorial Hermann-HBU Wellness Center, and the Glasscock Center expansion. In 1997, Dr. and Mrs. Hodo received the HBU Spirit of Excellence Award, the highest honor bestowed by the University.

In the spring of 2006, Dr. Hodo announced his plans to move from the University Presidency to other areas of service effective June 30, 2006. A search committee was appointed by the Board of Trustees to seek the University's third President. The Board of Trustees named Jack D. Carlson interim president effective August 1, 2006 and also appointed an Executive Management Committee to assist Interim President Carlson in the day-to-day management responsibilities of the University. Named to the committee were Dr. Don Looser, vice president for academic affairs; Richard Parker, vice president for financial affairs; and Sharon Saunders, vice president for Marketing.

On August 8, 2006 the Board of Trustees named Dr. Robert B. Sloan Jr. the third president of Houston Baptist University effective September 1, 2006.



**Vision** - To be recognized as one of metropolitan America's premier academic Christian institutions.

**Mission** - Houston Baptist University, a Christian, liberal arts institution, prepares students for meaningful lives and work and for service to God and the peoples of the world.

**Purpose** - The University welcomes and extends its resources to those who strive for academic excellence. The faculty, staff, and administrators are committed to providing a responsive and intellectually stimulating environment that:

- fosters spiritual maturity, strength of character, and moral virtue as the

HOUSTON BAPTIST UNIVERSITY shall stand as a witness for Jesus Christ expressed directly through its administration, faculty and students. To assure the perpetuation of these basic concepts of its founders, it is resolved that all those who become associated with Houston Baptist University as a trustee, officer, or member of the faculty or of the staff, and who perform work connected with the educational activities of the University, must believe in the divine inspiration of the Bible, both the Old Testament and New Testament, that man was directly created by God, the virgin birth of Jesus Christ, our Lord and Savior, as the Son of God, that He died for the sins of all men and thereafter arose from the grave, that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall never be inconsistent with the above principles.



Traditions are a source of pride and enthusiasm to a university community for they pro

**Get up and go, you mighty Huskies**  
**Give it a hail for orange and blue**

Get up and go, you mighty Huskies  
 Give it a hail for HBU.  
 Whenever the goin' is rough and things are tough,  
 Don't give up the fight.  
 Shoulder the load, hold to the road,  
 Pull with all your might.  
 Get up and go, you mighty Huskies  
 Give it a hail for orange and blue.  
 Get ready to meet the test, show your best  
 Drive until you've made History, with victory  
 You'll win for HBU.

   
 D. L. H. H. U.



**Hail the Orange and Blue**

In the great state of Texas,  
 Houston, U.S.A.,  
 Stands our noble Alma Mater,  
 Christ saying I am the Way.

In our search for knowledge,  
 Tempered with Thy love,  
 Seeking our place of service,  
 With wisdom from above.

Give us courage, strength and faith,  
 To face a world filled with fear.  
 Ever onward to the challenge,  
 Knowing Thou art near.

Christ,  
 God bless our school.  
 Keep her safe and true.  
 God bless our Alma Mater.  
 Hail the Orange and Blue.

   
 M. H. H. U. D. L. H. H. U.





## **James W. Massey Outstanding Male Intramural Athlete Award**

The award is based on demonstrated athletic ability and contributions of leadership and sportsmanship to the Intramural Program.

## **Dr. Lou Shields Outstanding Female Intramural Athlete Award**

The award is based on demonstrated athletic ability and contributions of leadership and sportsmanship to the Intramural Program.

## **Health & Injuries**

Since participation in the Sports Rec program is on a voluntary basis, neither the University nor any Sports Rec staff member will accept responsibility for injuries sustained while participating in scheduled intramural activities. All participating students must have medical insurance and must have completed the waiver form.

## **A r t , t e , & M e**

**Art Exhibits** - The Art Department presents various art exhibits throughout the school year. The final exhibit of the academic year features Houston Baptist University student productions for exhibition and sale.

**Elections** - During the fall and spring quarters, Student Government elections are held. Special elections are held for Homecoming court, class favorites, and Mr. & Miss HBU.

**Founders' Day** - A special convocation, held in December, in honor of the founders of the University. This service marks the month the College received its charter from the State of Texas, designating it as an educational institution.

**Homecoming** - Homecoming activities are typically held the first week of February. The week's activities typically include a pep rally, campus wrap, bonfire, tailgate party, basketball games, Walk of Honor, and parties and receptions for alumni and students.

**Honors Convocation** - This special Convocation, held in May, honors the University's outstanding students. In addition to awards presented by each of the five colleges, other awards are presented for Outstanding Student Organizations, Class Academic Awards, Outstanding Faculty and Staff awards, Christian Action Award, Athletic and Intramural awards, Mr. and Miss HBU and President's Awards.

**Husky Revue** - This campus-wide variety show includes group, organization, and individual categories of performances. The acts are judged by a panel and prizes are awarded the winners.

**Late Nite Breakfast** - This quarterly breakfast is provided for all enrolled HBU students on "Dead Day" during finals week. Breakfast is served by faculty, administration and staff in the Baugh Center Cafeteria, beginning at 9:00 p.m.

**Lunch Encounter** - Lunch for \$1.00 is provided by various sponsors throughout the year at the conclusion of Convocation on Thursdays. Money received is contributed to Summer Missions.

**Organization Fair** - Organizations have an opportunity to introduce themselves to the campus community at this event, held near the beginning of the fall quarter.

**Parent's Night** - Parents and their student(s) are invited to a tasty barbecue dinner during the fall quarter.

**Remembrance Service** - This Convocation, held towards the end of the school year, is dedicated to remembering those we have lost through death within the campus community during the past year.

**Roundtable** - Representatives from campus organizations meet regularly with the Student Affairs staff at 10:10 a.m. on Tuesdays throughout the year.

**Rush / Membership Recruitment** - Early in the fall and spring quarters, HBU's social service fraternities and sororities begin their recruitment period, otherwise known as "Rush." See "Greek Life" under the organization section for more details.

**Spiritual Growth** - A variety of opportunities are available to encourage spiritual growth. Refer to the Spiritual Life Program, Student Ministry and ACTS sections in this handbook. Spiritual Emphasis Week in the Fall quarter, Staley Lectures in the Winter quarter and Passion Week in the Spring quarter each feature special speakers and events.

**Spring Fling** - This campus-wide event, a highlight of the Spring quarter, offers entertainment for all. Students, faculty and staff participate in a variety of







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This code shall guide the organizing and functioning of chartered student or

## II. Becoming a Chartered Organization

To obtain a charter, an organization must fulfill the following obligations:

- A. The prospective organization may meet only for the purpose of: (1) Drafting a constitution and by-laws, if desired; (2) electing charter officers; (3) establishing charter members; and (4) securing a sponsor from the faculty or administration.
- B. The organization must submit the application, the constitution and by-laws, a list of charter members (minimum of 12 required) and the name of the sponsor to the Organizations Committee of the Student Government Association (SGA).
- C. Upon review and recommendation by this committee, the organization will be presented to the SGA for approval or disapproval. When approved by the SGA, the organization will be recommended for charter to the Assistant Vice President for Student Affairs. Final approval for charter will be given by the Vice President for Student Affairs.
- D. The organization may then proceed to function with full privileges for a provisional period. The provisional period is for two full quarters after Vice President for Student Affairs approval and does not include the summer quarter. The organization is expected to function according to the guidelines listed in Section III. A review shall be conducted at the conclusion of the provisional period before the final charter is granted. Charter will be granted upon satisfactory performance of the organization during the provisional period.

## III. Getting a Charter

To maintain one's status as a chartered organization, these guidelines must be followed. Failure to comply with any of these guidelines for maintaining a charter may result in a review of the charter in question, subject to revoking of the charter.

- A. **Reviews** - Each organization must comply with review procedures. Reviews will follow a similar procedure as the application for charter process and will involve the same parties. The Organizations Committee of the SGA will conduct at least one organization review annually. Active status reviews shall be held as necessary, in such cases as inactive organizations seeking to be active, and active organizations which fail to comply with procedural code or with their constitution.

Governing bodies and honor societies will not be subject to organization reviews.

- B. **Organization Form** - Not later than three weeks after the school year begins, each organization must submit to the Student Life Office an updated organization form which lists current sponsor, officers with their contact

- C. **Sponsor** - Each organization must have a faculty/staff sponsor who is responsible for, is to be aware of, and must approve, all of the organization's activities. Any changes in sponsor must be reported immediately to the Student Affairs Office.
- D. **Calendaring** - All meetings of organizations, either on or off the campus, must be registered on the University Calendar five days in advance, and are subject to the same rules governing campus functions. Before undertaking any special projects (i.e., fund-raising, donations/collections) the organization must coordinate with the Student Affairs Office by filling out a calendar request form to have the project placed on the University Calendar.
- E. **Meeting** - A meeting is defined as any gathering, regardless of size, whose purpose, either partial or entire, deals with matters pertaining to the organization.
- F. **Good Standing** - Grade point requirements of each organization must be maintained by the members according to their constitution or by-laws. Active members should be in good standing with the University.
- G. **Appropriate Conduct** - Each organization must at all times comply with civil law and the University's standards of appropriate conduct.
- H. **Alcohol** - No alcoholic beverages are to be served or consumed at any meeting, function or assembly of any Houston Baptist University chartered organization, whether on or off campus.
- I. **Changes in Function/Status** - Any change in constitution must be reported to the Organizations Committee of the SGA. If an organization wishes to become inactive, or request reactivation, a written request must be filed with the Student Life Office who will notify the Organizations Committee of the SGA. Inactive status will be noted in the organization's file in the Student Life Office.
- J. **Finances** - Organizations must set up an account in the Accounting Office. As required by institutional policy, all organizational funds must be handled through the Accounting Office in order to avoid losing its charter.
- K. **Participation** - Only registered HBU students in good standing may participate in University sponsored activities or events such as intramurals, Husky Revue, Homecoming, etc. Exceptions may only be given by the Vice President for Student Affairs or Assistant Vice President for Student Affairs.
- L. **Benefit Activities** - Activities sponsored by alumni, individuals or private groups for the benefit of a Houston Baptist University organization, at which HBU students are present, are considered to be activities of the HBU organization. Such activities are to be placed on the Official University Calendar and will be subject to all University regulations.
- M. **Police** - University Police must be in attendance at all off-campus events sponsored by HBU organizations. This includes all activities where non-members are invited, such as social functions, recruitment events, etc. If there is any question as to whether an officer must be present, please contact the Student Life Office for clarification. The cost for the officer is to be paid by the sponsoring organization.



- F. a list of officers with their duties and responsibilities to the chapter and International/National Headquarters (if applicable),
- G. a list of short and long term goals for the group,
- H. outline of the benefits the organization can bring to the University as a whole and to the current Greek System,
- I. service/philanthropic projects either required or interested in pursuing if awarded recognition,
- J. a copy of the National/International (if applicable) and collegiate chapter organizational structures,
- K. evidence of nearby collegiate chapter support,
- L. evidence of nearby alumni/ae support,
- M. outline of the chapter's intended financial structure and policies,
- N. a list of services provided by the International/National Organization or Regional Offices, and
- O. any additional information, brochures, pictures, or supporting documents that the interest group feels would enhance their likelihood of recognition.

**Step 3:** This completed packet would then be reviewed by a committee consisting of, but not limited to, Assistant Vice President for Student Affairs, Dean of Students, Interfraternity Council President, and the Panhellenic President. This committee has the option to interview members of the interest group for further clarification of the packet.

**Step 4:** After the packet has been reviewed by the committee and the interest group has addressed any required revisions it will then pass to the Vice President for Student Affairs.

**Step 5:** After the packet has been reviewed by the Vice President for Student Affairs and the interest group has addressed any required revisions, it will then be reviewed by the President of the University.

**Step 6:** If the packet meets the President of the University's approval and the interest group has addressed any required revisions, it will then move to the Student Affairs Committee of the Board of Trustees for information.

If the document is not approved at any level it will be returned to the International/National organization with appropriate responses. Each petitioning organization is permitted one re-submission per quarter.

**Please see Hazing policy on page 80 of this Handbook.**

# Student Government Association (SGA)

We, the Student Association of Houston Baptist University, by and with the consent of the faculty and administration, in order to govern ourselves more wisely; to promote greater understanding and cooperation with the faculty and administration; to foster the recognition of privileges and responsibilities of the students of the University community; to provide opportunity for responsible individual and collective action; to foster high ideals of conduct and academic standing; and to establish worthy traditions, establish the Student Association and the Student Government Association.

All currently enrolled students of Houston Baptist University shall be members of the Student Association, and shall be entitled to all rights and privileges outlined therein. The Student Association members shall come from the Freshman, Sophomore, Junior, and Senior classes; and from all colleges of the University organized under their college dean.

To obtain a copy of the SGA Constitution and Bylaws, you may contact the Student Life Office or e-mail [sga@hbu.edu](mailto:sga@hbu.edu).

Elections for all SGA positions, except freshman representative, are held each spring. Freshman representative elections are held each fall. More information is available by calling the Student Life Office at 281-649-3302, or by e-mail at [sga@hbu.edu](mailto:sga@hbu.edu).

# Spiritual Life Department

The Spiritual Life Department includes the Spiritual Life Program, Student Ministries, ACTS and the HBU REC Team. The Spiritual Life offices are located upstairs, above the bookstore in the M.D. Anderson Student Center. To reach the University Chaplain, Director of Spiritual Life, you may e-mail [ccross@hbu.edu](mailto:ccross@hbu.edu). For information on how to become involved in any of these areas, please call 281-649-3033 or visit the Spiritual Life offices.

## Spiritual Life Program

Participation in the Spiritual Life Program enables students to better integrate faith and learning and foster a sense of Christian community on campus. HBU is strongly committed to the spiritual development of students and has therefore made the Spiritual Life Program a graduation requirement for all students seeking an undergraduate degree.

The Spiritual Life Program has adapted throughout the history of Houston Baptist University in order to support spiritual life on campus. The original program offered a chapel service on Tuesdays and an assembly on Thursdays. As the program evolved, the chapel and assembly meetings were combined and became the weekly Thursday CONVOCATION. An activity period for clubs and organizations was added in place of the Tuesday meeting.

The Spiritual Life Program underwent a major format change to a point system in 1996, which enabled students to receive points for attending a variety of Spiritual Life Program (SLP) offerings.

## SLP Graduation Requirement

All students seeking an undergraduate degree (full-time or part-time) have a SLP Graduation requirement of 90 points. Students are encouraged to garner a minimum of 10 points per quarter until the full requirement is met and to complete their Spiritual Life Program requirement before their last quarter.



<b>Event</b>	<b>Point Value</b>	<b>Credit Max. (Per Quarter)</b>
<b>Convocations</b>		<b>15 pts./qtr.</b>
Convocation	1 point each	15 pts./qtr.
Power Thursday	2 points each	6 pts./qtr.
Opening Convocation	2 points	2 pts./qtr.
Founders' Day	2 points	2 pts./qtr.
Honors Convocation	2 points	2 pts./qtr.
Special Emphasis Weeks:		
Spiritual Emphasis Week	1 point/meeting	5 pts./qtr.
Passion Week	1 point/meeting	5 pts./qtr.
<b>ACTS (must be pre-approved)</b>		
ACTS-sponsored Events	1 point per hour	5 pts./qtr.;
		10 pts. career limit
Mission Learning Opportunities	5 points/week	5 pts./qtr.;
		15 pts./career limit
<b>Internships</b>		
Service Learning Internship	30 points	30 pts./career limit
Church Leadership Internship	30 points	30 pts./career limit
<b>Student Ministry</b>		
Quest	1 point each	10 pts./qtr.
Power Quest	2 points each	6 pts./qtr.
Special Campus-wide Worship	1 point	No limit
Retreats	3 points each	15 pts./qtr.
Conferences	3 points each	15 pts./qtr.
<b>Other Alternatives</b>		
Organization Sponsored Events	1 point each	5 pts./qtr.
SLP Groups	1 point/meeting	10 pts./qtr.
SLP Classes	1 point/meeting	10 pts./qtr.
University Sponsored Lectures	1 point each	No limit
Seminars	2 points each	6 pts./qtr.
Dunham Family		
Bible in America Museum	2 points	1 career limit
Movie with Discussion	2 points each	6 pts./qtr.
Special Opportunities	Up to 3 points	15 pts./qtr.

**Organization Sponsored Events** - A student organization may submit a request form in the Student Affairs Office for an event to receive Spiritual Life Program credit. Each organization may sponsor up to five events per quarter for credit. The Spiritual Life Program Credit Request Form must meet the approval criteria and be submitted 10 days prior to the event. The event must support Spiritual Life on campus and the mission of Houston Baptist University. Once an event is approved, the organization is responsible for properly promoting the event.

Additional options approved for SLP points will be advertised through FirstClass News-Students, SLP e-mail, and other available posting venues. Any additional programs for SLP points must be approved by the Spiritual Life Office.



- instilling a constant desire to know God more than the day before,
- discovering and celebrating the diversity of spiritual gifts with which God has blessed each person, and
- helping students to feel the urgency of making a gospel difference on our campus and in our world

## Quest Ministry:

**Quest** - Weekly gathering for worship each Tuesday, 6:30 p.m. (Fall and winter quarters in Mabee Theater, spring quarter in Glasscock Center.)

**Mission Munchies** - Weekly meal benefiting busy students immediately following Thursday Convocations for only \$1. All proceeds go to student missions.

**Freshman Fellowship** - Weekly gathering for freshmen - full of discipleship and fun each Thursday, 6:30 p.m. in Cullen Parlor.

## Ministry Opportunities:

Ministry Leadership Council (MLC) gives student leadership opportunities to the following ministries:

- Black Student Fellowship
- Commuter Ministry
- Disciple Now
- Evangelism Team
- Freshman Fellowship
- Mission Munchies
- Performance Gifts (Drama Team)
- Prayer Team
- Quest
- Random Acts of Kindness
- Sports Ministry
- Student Missions

## Other Opportunities:

- FOCUS Conference - September 8-10, 2006
- Spiritual Emphasis Week - September 19-21, 2006
- International Student Retreat - October 6-8, 2006
- Mission Emphasis Convocation - December 7, 2006
- Spring Break Mission Learning Opportunities  
- Nicaragua; Urban Plunge, Houston - February 23-March 3, 2007
- Student Mission Opportunities - summer and extended opportunities
- Disciple Now Teams

Please come by the Student Ministry Office, M.D. Anderson Student Center, above the HBU Bookstore, or call 281-649-3393. You may also e-mail [dmiller@hbu.edu](mailto:dmiller@hbu.edu) or [sbubeck@hbu.edu](mailto:sbubeck@hbu.edu).



**ACTS Intern** - Oversee Service Learning Internship program.

**Hunger Advocate** - Lead a team of students to serve at The Way Station (a ministry that serves breakfast to the homeless and working poor).

**Justice Council Advocate** - Lead a bi-weekly meeting to discuss God's heart for the poor, social justice, simplicity and lifestyles of service.

### **Service Saturdays**

Service Saturdays are held a few times each month so that students can team up and make a difference in their communities on their Saturday mornings. See for dates and times.

The HBU tutoring program supports local inner-city elementary schools by providing mentors and tutors for at-risk children. Students may receive SLP points by applying tutoring hours to a S-L Internship. All tutors must go through a background check.

Students interested in learning more about the process of social change and desiring to make an impact in their community can participate in a S-L Internship. Students serve 30 hours at a faith-based non-profit agency over a period of two quarters, write a three-page reflection paper and upon satisfactory completion of all requirements, students receive 30 SLP points. Students apply for and be accepted by the ACTS Office prior to beginning the internship. Interested students can call the ACTS Office at 281-649-3393.

Annual mission learning opportunities are co-sponsored by Student Ministries and ACTS. These opportunities are available to all students. They provide academic and cross-cultural, hands-on experiences to prepare students for missions. Previous trips have included Buenos Aires, Argentina, where students

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eight residents with four bedrooms, two baths and a living room. A centralized lounge area, kitchen and additional computer lab access all facilitate a home-like atmosphere providing opportunities for social and academic interaction.

**Mest Wing for Women** — The Mest Wing of the WRC is a more traditional college housing choice with two bedrooms sharing a common bathroom providing living space for up to four residents. All the other amenities available to WRC residents are available in the Mest as well.

**Husky Village Apartments**— Husky Village is HBU's on-campus apartment community for upperclassmen. Located on-campus, it's just a short walk from classrooms, the library, and student center - everywhere a student needs to be. Our unique custom floor plans are designed exclusively for student use. Each unit includes a full kitchen with stove, dishwasher and refrigerator; built-in dining/study area; carpeting throughout; complimentary cable tv and high-speed internet; and maximum of two residents per bathroom. Individual lease liability.

**Residence Life Staff** — The Residence Life staff is committed to providing an atmosphere of learning and growth that will facilitate the educational experience in the context of University community. Resident Directors (RD) and Resident Assistants (RA) work together in developing a community conducive to student growth.

**Housing Requirements** — Because of the University's commitment to the residential experience, students are required to live on campus unless one or more of the following exceptions apply:

- 21 years of age or older prior to September 1
- Completed 96 credits prior to the beginning of Fall Quarter
- Married
- Graduate student
- Part-time student
- Living at home with parents/guardians in the Houston area

Any student who does not meet these criteria and desires to live off campus must petition to do so. A Housing Appeal form is available in the HBU Housing Office located in the Husky Village clubhouse, or you may e-mail [housing@hbu.edu](mailto:housing@hbu.edu).

## **Residence Life Services & Security**

### **Residence Life Services**

**Health Insurance** — All residential students will automatically be billed on their HBU student account for a Blanket Accident and Health insurance plan. Details of this coverage are available in the Office of Student Life.

**Laundry** — A laundry room with coin operated washing machines and dryers is provided for the use of the residents in each residential area.

**Lockouts** — If a resident becomes locked out of his/her room or apartment, they may call or stop in their housing area office or, if it is after hours, they may call the Resident Assistant on-call cell phone for assistance. This service is offered free to residents; however, a charge of \$15.00 per occurrence may be assessed if it becomes repetitive.





**Pool & Spa** — Please follow posted hours of operation. A lifeguard is not on duty but an emergency call box is available for emergencies. Additional rules are posted in this area. Running, irresponsible behavior, loud noise, or public displays of affection are not allowed. Glass containers are not permitted. Modest commercial swim wear must be worn at all times. Residents and guests are expected to use decorum and exhibit appropriate public behavior at all times.

**Video Surveillance** — The Husky Village community is equipped with a limited number of Closed Circuit TV cameras. These cameras have been installed for the purpose of recording events for later viewing. The cameras are not monitored and are not installed for the purpose of stopping an event in progress.

## Residence Life Security

Security features such as six-foot perimeter fencing, deadbolt locks and limited access gates are provided. Residents should report any incident of theft, vandalism or unsafe conditions to the University Police and Residence Life staff.

**Police**— The University employs on-campus police officers on a twenty-four hour basis. They are responsible for maintaining safety on campus. Residents and their guests are expected to give all HBU police officers full cooperation.

**Access to the premises** — An individual gate remote control provides access to the Husky Village gates and/or the Campus Gates in Residence College Parking lots. Acceptance and use of the remote control is subject to compliance with the following guidelines:

- a. Immediately report lost or stolen remotes (Husky Village to the Husky Village office, Residence College to Campus Police). A lost or damaged remote can be replaced for a \$50.00 charge.
- b. Right to use the remote control ends when a resident's lease/residence ends or is terminated. Remotes must be returned at that time. Failure to return the remote will result in a \$50.00 charge.
- c. Residents should not share their remote with anyone else.
- d. Mere possession of a remote does not necessarily confirm right of entry. Therefore, residents should not assist someone who appears to be having difficulty gaining entry, someone whose access privileges have been revoked, or guests of other residents.

**Limited Access Gates** — To avoid damage to one's vehicle and to the vehicle access gates, residents should pass through the gates carefully. Tailgating and following other cars through the gate is not permitted. The Housing Office is not responsible for damage which occurs to residents' cars or their guests. Residents who vandalize the gates in any way whatsoever, or who bump the gate, will be fined, required to pay the costs of repairs, and may face disciplinary action and/or criminal prosecution.

**Husky Village Call Box** — The front-gate call box for Husky Village provides a resident directory with listings by last name and first initial. To gain entry, visitors may press the "#" button first for a dial tone, then dial the three digit code listed by the resident's name. The apartment telephone number will be dialed

and the gate may then be opened for a visitor by pressing the "9" button on the resident's telephone. Although visitors may enter Husky Village to pick up or drop off a resident, visitor parking is located in Lot # 6, through Gate # 3 and in front of the Baugh Center.

**Residence College Security Code** — A security code is given to residents for after hours access and the protection of the residents in the building. The code must not be given out for any reason to anyone not residing in the Residence College. A fine of \$100 will be assessed to any resident disclosing the code and to any non-resident using the code.

## Residence Life Policies and Procedures

The following guidelines have been established to preserve the condition of the campus housing as well as provide safety and security to the residential community. Below is an overview of some of the policies; it is not an exhaustive list. All HBU students are expected to live in a way that promotes unity and the building of strong relationships with fellow students all in the context of a caring community and Christ-centered atmosphere. All other guidelines in this handbook are also applicable to campus housing facilities and residents.

**Housing Contract** — In order to reside on campus, students must complete a housing contract and return it to the HBU Housing Office.

**Meal Plans** — A meal plan is required of all resident students. The meal plan does not include University vacation periods or breaks between academic quarters. In the event that a resident needs to alter his/her meal plan, an appeal form may be obtained in the HBU Housing Office. All meal appeals must be accompanied by a written and detailed explanation of why the change is being requested, including medical documentation, if applicable.

**Residence College Housing Appeal Process** — A resident may request to break the housing contract by submitting a petition. The following procedures apply:

- Contact your Resident Director regarding your reasons for the appeal
- Complete a Housing Appeal form available from the HBU Housing Office, and
- Wait for approval/denial of request.

Any resident who moves without completing the appeal process and receiving approval is still responsible for the full terms of the contract.

**Husky Village Lease Termination Process** — Residents in the on-campus apartments enter into a legal and binding leasing contract with the Housing Office. A resident who wishes to break the terms of his or her leasing contract should review the terms of the contract carefully and speak directly with the Director of Housing Operations.

**Housing Assignment** — All students will receive a notice via e-mail to their university account confirming their move in date and roommate assignment. If a housing assignment is not received at least 30 days prior to the beginning of the quarter, contact the HBU Housing Office at [housing@hbu.edu](mailto:housing@hbu.edu).

**Keys** — Each resident is provided keys to access his/her room and mailbox upon checking in. Lost keys should be reported to the RA or Housing Office

**Residence College Move Out** — When a student is moving out of his/her room, it is his/her responsibility to set up a time with his/her Resident Assistant to check out of his/her room. Prior to check out, the resident is responsible for emptying the room of all personal belongings and trash. The room must be in “Model Ready Condition,” all furniture and University property must be arranged properly and cleaned. At the time of check out, the Resident Assistant will once again inspect the Room Condition/Inventory with the resident, assessing any Room Condition Charges, if applicable.

**Husky Village Move-In** — Within forty-eight hours of Move-In, each resident must complete and return to the Housing Office a Move-In Inventory and/or a Unit Condition Report form. Any and all defects and damages reported must be noted and a written work order must be completed. Otherwise, the Premises, fixtures, appliances and furniture will be considered to be clean, safe, and in good working condition.

**Husky Village Move-Out** — When a resident leaves, whether at or prior to the ending date of their lease, the apartment, including, but not limited to: the windows, bathroom, patios, balconies, and kitchen appliances in the Common Areas, must be clean and in good repair and condition, reasonable wear expected. Failure to clean, or if any appliances have been damaged or are missing, will result in reasonable charges to complete such cleaning, repair or replacement. A walk-through may be scheduled with our staff prior to move out, though it is not required. Failure to schedule a walk-through indicates an agreement to accept assessment of damages and charges upon inspection of the Housing staff. Also, the final determination of damages will be made by management staff who may not inspect your room or Apartment until after you have moved out.

## **Residence Life Visitation Policies**

Visitation policies have been established in each Housing Area in order to create a healthy living environment for all residents.

### **Residence College Visitation**

#### **Residence College Visitation Guidelines**

- HBU Students and Staff must show their HBU ID to the box worker.
- Off campus visitors must leave photo identification at the front desk when they sign in and must be escorted by a resident.
- The resident is responsible for the behavior of his/her guest.
- All visitor-occupied rooms must have room doors fully open.
- All visitor-occupied rooms must have lights on.
- Guests of the opposite sex are prohibited from using residents' bathrooms. Guest bathrooms are provided in the lobby of each Residence College.
- Resident Assistants (RAs) will monitor visitation by making rounds.

**Visitation of the opposite sex** -- The Residence Colleges have established visiting hours for members of the opposite sex as follows:

Monday - Thursday 6:00 p.m. to 10:00 p.m.

Friday 6:00 pm to 12:00 a.m.

Saturday 2:00 p.m. to 12:00 a.m.

Sunday 2:00 p.m. to 10:00 p.m.

Visitation of the same sex may take place in the residence colleges anytime the Residence Colleges are open. The visitor must show his/her HBU ID or sign in with a resident and present an off campus ID. Same sex guests who stay after 12:00 AM will be considered overnight guests and must be registered with the RA on duty.

**No visitation during breaks** — During the University breaks, there will be no one allowed into the building except with advance permission of the Resident Director or the Assistant Vice President for Student Affairs.

### **Husky Village Visitation Guidelines**

**Except for members of the immediate family, visitors of the opposite sex are not permitted between the hours of 2 AM and 10 AM.** Same sex guests who stay after 2:00 AM will be considered overnight guests and must be registered in the Housing Office.

**Firearms/Weapons** — Firearms and other weapons are not allowed on the property. Residents and their guests must comply with all federal, state, local and University laws and regulations pertaining to all weapons including, without limitation, explosives, bows and arrows, illegal knives, martial arts weapons, air rifles, BB guns, or any other object that can be construed as a weapon.

**Implied Consent** — All students in a room/area will be held responsible for their behavior/objects in that room or area. In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called “Implied Consent.” If a resident is not present, he/she will be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

**Loss of Property** — The University assumes no responsibility for damages and/or loss of personal property due to theft, fire, destruction, acts of God, etc. Students are advised to check with their parents/guardians regarding their insurance coverage. Students are encouraged to get renters insurance or contact the HBU Housing Office for details. Students are reminded that any belongings left in Campus Housing after moving out will be disposed of by the University.

**Minor Children** — Residents are required to supervise at all times any guests on the property who are minor children. Babysitting is not permitted in any on-campus housing. Guests under the age of 16 are not allowed to stay overnight.

**Noise Policy** — Residents and their guests must respect the rights of others at all times by behaving in a manner that is conducive to sleeping and studying. High volume sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. Residents are expected to show consideration and courtesy to others at all times.

**Quiet Hours** — In order to meet the many requests of resident students for a better living and learning environment on campus, the hours between 10:00 pm to 10:00 am have been set aside as quiet hours for residents to relax, study and sleep.

**Posting** — All signs and posters must be pre-approved by the HBU Student Affairs department before being posted. If approved, posters, signs, and other items should only be posted in designated areas.

**Roommate & Neighbor Counseling** — All residents agree to abide by the following process:

- a. The complaining resident discusses the problem with an RA/RD; the staff will give tips on how to talk with the roommate/neighbor; the complaining resident addresses the concern directly with the roommate/neighbor.
- b. Our staff will follow up with the complaining resident. If the problem remains, a resolution meeting is held among roommates/neighbors and our staff. A roommate/neighbor contract may be formulated to help arrive at resolution.
- c. Our staff will follow-up and revise the roommate/neighbor contract if needed.

Only after our staff feels that the roommate/neighbor resolution process has been given full opportunity will changes in room or apartment assignments be considered. Failure to get along with roommates/neighbors is not grounds for lease termination.

**Solicitation** — No student is to permit his or her room to be used for any commercial purpose. Soliciting in the Residence Colleges or on University grounds is forbidden without the expressed written permission of the Vice President for Student Affairs. Campus organizations must obtain permission from the Residence Life Office to sell or conduct meetings in the Residence Colleges.

**Smoking** — HBU is a smoke-free campus. Smoking is prohibited anywhere on University premises except for the confines of private vehicles.

**Verbal and/or Physical Abuse** — Residents and guests are to treat all neighbors, apartment mates, visitors, Residence Life, Housing Staff, and University officials with courtesy and respect. Verbal abuse will not be allowed including swearing, name calling or any other language offensive or demeaning to the person. Physical violence of any type will not be tolerated.

**Windows** — Students are prohibited from entering or exiting rooms or buildings through the windows.

## Campus Housing Facility Policies

**Decorations** — Personal decorations are not to be displayed publicly, i.e., outside a room or apartment. Aluminum foil may not be placed in windows as insulation or decoration. Decorations inside the room or apartment must comply with other stated guidelines and be consistent with the morally conservative environment of the University. All decorations should be temporary in nature so as to not permanently deface or cause damage. Posters and other wall decorations are only permitted to be hung with poster putty, as that will not damage painted wall surfaces. No wall papering or painting is permitted.

**Fire Hazards** — Because of the potential for accidents or fires, the following regulations must be observed:

- no open flames (candles, sterno, liquid fuel, etc.),
- no incense,
- no hot plates,
- no halogen lamps,
- only UL approved, or listed, electrical lights or extension cords may be used.
- lights are not to be placed around doors or windows with the power line passing through the doorway or window frame to an outlet,
- no multiple-outlet, "octopus" plugs in your room or apartment unless they have a self-contained circuit breaker,
- only artificial trees are permitted in student's rooms,





**Room Furniture** — University furniture in a given room must remain in that room. Residents are responsible for all University property assigned to their rooms and will be billed at the end of the semester/academic year for missing or disassembled items.

**Street Signs** — Municipal signs (stop, yield, street, interstate, etc.) are not allowed in Campus Housing.

**Trash** — All trash must be deposited by residents in provided trash barrels and dumpsters. Failure to deposit trash in the appropriate place may result in warnings and/or fines.

**Parking Areas & Permits** — All vehicles operated on the university property must be registered at the University Police Department. A resident may have one vehicle registered in his/her name or his/her parent's name parked on-site at any time. Husky Village residents receive a parking tag from the Housing Office which should be displayed on the rear view mirror at all times. Commercial vehicles, boats, campers, trailers or large recreational vehicles may not be stored on the property, even temporarily, without prior written permission. All vehicles that have not been properly registered may be towed at the owner's expense. Vehicles may not be maintained, repaired, or washed on the property.

**Motorcycles** — Motorcycles and all other motorized two or three-wheeled vehicles must be licensed for operation on public roadways and must be registered at the University Police Department. These types of vehicles may not be allowed on the property. However, if permitted, the vehicle must be parked in a parking space.

## Residence Life Emergencies

**Emergencies** — All emergencies should be reported immediately to the University Police. Please call the University Police at 281-649-3314 (non-emergencies) and/or 281-649-3911 (emergencies) to report any criminal activity, fire or medical emergency. From a University phone, dial ext. 3911.

**Emergency Fire Procedures** — In order to protect the health and property of residents, the University has established the following procedures for fire safety:

- Before a Fire: (a) know the location of fire safety equipment on the floor; and (b) know the location of all exits throughout the building.
- Discovering a Fire: (a) vacate the building as quickly and safely as possible via the nearest accessible exit; and (b) if time permits, notify University Police (Ext. 3911) and a Residence Life Staff member.
- Being warned of a fire when in your room:
  - a. open curtains,
  - b. put on shoes and coat and take a wet towel to cover the face,
  - c. turn off all lights,
  - d. vacate the room, close the door and lock it if time permits,



An undergraduate student who leaves the University to attend a graduate or professional school to which he or she has been admitted prior to the completion of the requirements for the Bachelor's degree may petition the Registrar's Office upon the successful completion of two years of graduate school for the granting of the Bachelor's degree. The student must complete all Smith College requirements. Approval must be granted by the University faculty, upon the recommendation of the Academic Affairs Committee in consultation with the faculties of the colleges representing the fields of major study.

## **Attendance Requirements**

Faculty members are responsible for maintaining complete and accurate attendance records for each student. The number of absences for each student is recorded on the grade sheet for each course at the end of the quarter. A student must be present for at least two-thirds of the class sessions. A grade of "F" is assigned to the student who does not meet this minimum attendance requirement. Regular attendance in class, labs, internships, and practicum experiences is expected of all students. Attendance may be considered as a factor in determining the final course grade as stipulated in the course syllabus.

In order to be eligible to receive credit in any course, a student must be present for at least two-thirds of the class sessions, discussion group meetings and other scheduled activities related to that course. This limitation applies regardless of the ability of the student and the quality of the work he has done.

## **Classification of Undergraduate Students**

Freshman:	Fewer than 32 semester hours of credit
Sophomore:	At least 32 and not more than 63 semester hours
Junior:	At least 64 semester hours, and an approved degree plan on file with the Registrar
Senior:	At least 96 semester hours and a 2.00 scholastic standing or above
Special:	A student over 21 years of age, with demonstrated ability to do acceptable university work, but indicating by signed statement that he or she is not interested in following a degree program
Part-time Student:	Undergraduates registered for fewer than eight semester hours in a regular quarter

## **Degree Plan**

Before an undergraduate student with 64 semester hours of credit can register, the student must have an approved degree plan on file. A transfer student who transfers more than 50 semester hours must file a degree plan before the second quarter in residence. A transfer student who expects to receive Veteran's Administration benefits must file a degree plan before the initial registration. The degree plan must be based on the current Bulletin at the time of filing and will be valid for a period not to exceed five years from the date of filing. The student must submit their degree plan to the Registrar's Office in person.

## **Degrees with Distinction**

Honors at graduation are awarded to undergraduate baccalaureate students who have completed a minimum of 64 semester alpha hours in residence at Houston Baptist University and have earned an appropriate number of grade points to be eligible for the honors indicated. An average standing of 3.5 entitles the student to graduate cum laude; 3.7 magna cum laude; 3.9 summa cum laude.

Honors at graduation are awarded to undergraduate associate degree students who have complete a minimum of 35 semester alpha hours in residence at Houston Baptist University. An average standing of 3.5 or higher entitles the student to graduate with high honors. An average standing of 3.0 to 3.49 entitles the student to graduate with honors.

## **Dishonesty in Academic Affairs**

Houston Baptist University views any act of academic dishonesty as a violation of the very heart of the nature of the University as expressed in this Bulletin. Academic dishonesty occurs when a student submits the work or record of someone else as his own or when a student has special information for use in an evaluation activity that is not available to other students in the same activity.

It is the responsibility of the faculty member or administrative officer to establish clearly whether academic dishonesty has occurred. The faculty member will decide whether to assign a zero for the specific component of work involved or an "F" for the course in the case of a classroom violation. The faculty member shall report the incident to the Dean of the College. In the case of admissions testing or documentation, the student may be barred from admission by the University Admissions Committee. The student may appeal the action in the case of a classroom violation to the Dean of the College involved or to the Director of Admissions in the case of admissions testing or documentation violations. An existing Standards Committee within each College will serve as a hearing committee to assure that the student receives a fair hearing. The committee may take further action when academic dishonesty has occurred or may recommend further action to a standing



achieved, an informal hearing will be scheduled by the dean before a Standards Committee that exists in each college. The membership of the committee is composed of both student and faculty representatives. The Standards Committee hears the presentation of both parties in informal setting. No legal representation is allowed. Formal due process is not observed. The Committee has no coercive authority to force the change of a grade; however, the hearing aspect of the Committee process serves to assure integrity in the assigning of grades to students by faculty. If a student questions any grade as recorded in the University Registrar's Office, the student has a period of one year beginning with the end of the term in which the grade was awarded, or six months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the grade. At the end of five years, the permanent record will become the absolute record and a record may NOT be changed for any reason. A faculty member may not initiate a grade change after one calendar year.

## **Majors**

Since most baccalaureate graduates of Houston Baptist University will complete a major in each of two selected academic fields of interest, minors are not recognized or indicated on student records except in the Bachelor of General Studies degree. No more than 36 semester hours in the same field may be counted as a part of an undergraduate degree program.

Upon occasion, a student who holds the undergraduate degree from Houston Baptist University may wish to complete courses to add a third major. When this request is made in the Registrar's Office, the student must file a modified degree plan which details the requirements for the major which are in effect at that time, including any new requirements for Smith College. Upon completion of all requirements for the third major, the student should notify the Registrar's Office so that a note can be added to the appropriate section of the student's transcript which verifies completion of the major and the date.

## **Pass-Fail Courses**

Houston Baptist University undergraduate students may register for one elective course each quarter on a pass-fail basis. Such an option is offered to encourage students to broaden their educational contacts through participation

total required for a degree but not for honors. A pass grade does not affect the computation of scholastic standing; however, a fail grade in a course affects

and graduates. To obtain this service, the person whose record is involved completes and signs a Transcript Request form and files it with the Registrar's Office. Students should allow three working days for the request to be processed. Transcripts will not be released until satisfactory arrangements have been made regarding all financial obligations to the University. The University ordinarily does not issue copies of transcripts or other documents received from other institutions or agencies, nor may official records be removed from academic files once placed there.

The Family Educational Rights and Privacy Act of 1974 provides that transcripts may not be released to anyone without the written consent of the student.

If a student questions any grade as recorded in the Registrar's Office, the student has a period of one year beginning with the end of the term in which





Students may wish to spend some time investigating fields of interest, majors, and careers. Advisors or staff members in the Enrichment Center or the Office

site in the University's TV studio, and transmitting tapes or live presentations, either locally or to remote sites, via fiber optic cable or uplinking for satellite transmission.

The University's television/classroom studio is a fully equipped distance learning broadcast facility with complete interactive communications capabilities for properly equipped receive sites.

## **Intensive English Institute**

The Intensive English Institute at Houston Baptist University specializes in serving international students and professionals. Classes assist international students to reach the level of English skills required to enter the University. International professionals advance their careers by improving their English proficiency.

After testing, students are placed in class levels according to the individual's current ability. The Institute follows a 20-hour per week classroom schedule and uses an integrated approach to skill building. All instructors are required to have a minimum of a baccalaureate degree and teaching experience with international students. Further information may be obtained by calling 281-649-3292.

## **Instructional Media Services**

Instructional Media Services provides assistance and information to members of the University community who use instructional technologies to support their teaching, learning, research, and community service.

Instructional media services include classroom projection equipment, video and audio production services, and production of PowerPoint presentations.

## **Honors Programs**

The Departmental Honors Program provides highly qualified and motivated students with the opportunity to develop additional expertise in their chosen majors through independent investigation. Students may apply for the program who have completed 64 hours, 32 of which must have been earned at HBU, with an overall GPA of 3.25 and 3.50 in the selected major or majors. Specific requirements are established by each academic department or college and approved by the Honors Council. Successful completion of Departmental Honors is indicated on both the transcript and diploma and is announced at graduation. Students interested in Departmental Honors should contact the appropriate college dean for additional information.

## Recreation & Baugh Center

The Eula Mae Baugh Center, or Baugh Center, is one of the newer buildings on the HBU campus. The cafeteria is located on the first floor of the Baugh Center. On the second floor students may enjoy watching TV in the student lounge area, relax with a game of pool in the game room or join a small study group in one of the study rooms available. The Baugh Center conference room can be scheduled for meetings and storage areas are available for organizations. Offices for Sodexo Campus Services, Student Activities and Residence Life are also located on the second floor.

## Computer Lab

HBU offers a supervised walk-up lab available to all students, located in Atwood II #101. Anyone using the lab must present a valid University ID card. Guests are not allowed to accompany students into the lab.

**COMPUTER LAB HOUR-77.2063 20.30 0 t-25(t-25(t-25(t-2wMnd)-2-y)-24(s**

## Computer Lab

- Please be considerate of others!!!
- You must currently be attending HBU to use the computer lab. Your HBU ID card or SS# is necessary to have access to the lab.
- You are allowed to enter the lab up to five occurrences per quarter without your HBU ID card. NOTE \*\*\*IEI students must always show their IDs with current quarterly stickers on the back to enter the lab.

Please:

- do not load any software, games, inappropriate material, etc. on computers;
- keep food, drink and all containers outside the computer lab;
- whisper when talking to classmates;
- turn phones on vibrate or silent. Talk on your cell phone outside the lab;
- do not move or unplug any lab equipment;
- sit in chairs only;
- wait for the Lab Assistant to take your ID before entering the lab;
- when exiting, wait at the Lab Assistant desk for your ID ... do not take your ID card from the Lab Assistant's holder;
- wait in hallway for the next available computer when both labs are full;
- do not use lab equipment for non-class purposes;

As a courtesy to those waiting for a computer, please do not leave the computer idle for more than five minutes. You may be asked to let another use your idle computer.

**We reserve the right to ask anyone to leave the lab for improper conduct. Failure to comply with these guidelines may result in loss of computer lab privileges.**

**Thank you for following these instructions!!**

## Enrichment Center

The HBU Enrichment Center provides a full range of career and personal counseling services to undergraduate and graduate students, as well as University alumni. The Enrichment Center offices are open Monday through Friday, 8 a.m. to 5 p.m. T 1 T wmoent range of compTa25(1)-7(rEMC 0 49 C 1 Tf10 073TBT9inBT9i

- job fairs,
- on-campus interviews with prospective employers,
- off-campus Interviews with prospective employers,
- career/job-search counseling,
- career seminars,
- job vacancy listings,
- career resource library,
- web-based resume posting service, and
- mock interviews.

For further information please contact the Enrichment Center at 281-649-3359.

## Careers

Professional personal counseling services are provided for students in an effort to assist them in becoming more effective, productive and comfortable (becom

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**All Quarters**

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Monday-Thursday .....7:30 a.m. -



**Photocopiers** - The library provides three photocopy machines. Patrons can use coins (15¢ per 8 1/2" x 11" or 20¢ per 11" x 17") or declining balance cards which are available at the circulation desk. The cards provide substantial savings. The library does not provide change.

**Computers** - All of the library's computers are dedicated to library-related purposes. Students should use the computer labs for non-library usage. E-mail is available only on HBU's FirstClass system. There is no word processing capability.

## L t & F ,

All lost and found items are to be taken to the Student Affairs Office. Items will be held for only 30 days.

## M e \_\_\_\_\_

## D F B e A e M e

The Museum houses one of the most extensive collections of rare American Bibles. On display are first editions of the earliest Bibles printed in America. Exhibits focus on the Bible and its influence in American life and culture. From September-May, the Museum is open Tuesdays 10 a.m.-4 p.m., Thursdays 11 a.m.-4 p.m., and the second Saturday of every month, noon-5 p.m. Tours are available at other



Visitor parking is available in several locations. Visitor parking for more than one hour is not permitted in any space labeled “Short Term Parking - Limit One Hour.” Failure to display either a permanent or temporary permit does not allow parking in visitor places. License plate numbers of vehicles parked in visitor parking will be monitored and citations for parking in a visitor space and failure to secure a parking permit will be issued to vehicles belonging to students or their families.

Handicapped parking is available in designated parking spaces. Parking in handicap parking places is not allowed without the handicap permit. A University permit is not required where the vehicle is issued special handicap identification by the state.

warning and University citations are recorded in the Police Office. Citations can be issued for any of the following violations:

**Typical Parking and/or Traffic Violations and Associated Fines**

**Group A**

Fire lane zone

Handicapped zone

**Fine \$100**

**Group B**

Faculty/staff restriction

Proper permit not displayed

**Fine \$30**

**Group C**

Loading zone

No parking zone

Blocking traffic wayeh25(wayeh25(wayeh2ng )-24(tra.07330 66 416.6976 Tm( )TJH

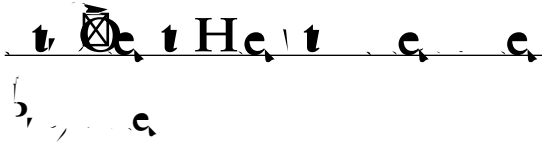
## **Appeal Procedures**

Any citation may be appealed by completing an appeal form in writing available from the University Police Department. Appeals must be filed within 10 working

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2. a four-year College Program that leads to a commission in the Naval or Marine Corps Reserve provides all books and uniforms required for naval science courses,
3. a two-year Scholarship Program covering juniors and seniors, and
4. a two-year Nuclear Propulsion Candidate Scholarship Program which may lead to nuclear power training after graduation.

Interested students should contact the Naval ROTC Unit, Rice University, Houston, TX 77001 (713-527-4825).



The purpose of the HBU's Student Health Services is to promote the wellness of the campus community through health education and provision of basic health care services.

## G

- Meet health education needs of campus community.
- Delivery of personalized, comprehensive, high-quality student care through on-going monitoring for quality of practical and health outcomes.
- The campus community will be free of outbreaks of communicable

## **The services provided include, but are not limited to:**

- Comprehensive Physical Examination
- Flu Shot Administration
- Immunizations and Tuberculosis (TB) screening
  - Hepatitis A
  - Hepatitis B
  - MMR
  - Tetanus
- Office Visits for Basic Health Care

## **H**

The health services are provided Monday-Thursday, 9 a.m. - 3 p.m. and Friday, 9 a.m. - 12 noon. The last patient will be seen at 15 minutes to the scheduled closing time. Either a nurse practitioner, nurse or physician will be available to see students on a first-come-first-serve basis.

Non-emergency visits to the Student Health Center should be made at times that do not conflict with the student's class schedule.

Clinic hours are posted as "sick call" and published on FirstClass quarterly.

**"Sick Call"** : Upon presentation for "sick-call," the student must present a student ID card for current enrollment verification and follow the outlined sign-in procedure posted in the clinic. The student will be seen on a first-come, first-served basis unless a change is deemed necessary by the Student Health Service personnel.

**"Sick Call"** Once seen by the provider, and before leaving the Student Affairs Office, the student will pay for services rendered based on a posted fee schedule. Subsequent consultation, prescriptions, and/or referrals will also be determined prior to discharge from the clinic.

## **Admission Records**

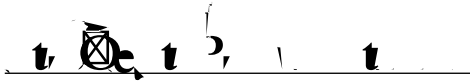
Prior to admission to the University all students are required to complete a Student Health Record. The form is provided by the Office of Admissions or the Student Health Services. Records will be retained for an undetermined period of time. Charts, Progress Notes, Confidential Records, and notes for student visits will be retained for a minimum of five years past graduation.

## **Incident / Accident Reports**

Copies of Incident / Accident reports completed by HBU Police according to the protocol established by the Medical Emergency Procedures Team, will be retained for an undetermined time by the Director of Student Health Services.







## H. B. G.

Editors of HBU's student publications are expected to ensure that their publications advance ideals in keeping with the principles of a Christian university. Editors are expected to exercise responsible freedom, good taste, high ideals and fair-mindedness.

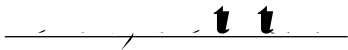
### *The Collegian* (N.C.)

The student newspaper is housed in the Department of Communications and is published without prior restraint. It serves as a tool to prepare students for a professional career in journalism; therefore students follow the "Model Code of Ethics for Collegiate Journalists" prepared by the Associated Collegiate Press. The adviser and the department chair serve as resource people on matters of University policy and journalistic practice. The University's legal counsel is available for libel review.

### *Ornogah* (C.)

The official yearbook of the University is published under the auspices of the Office of Marketing. The is a student-produced publication which follows the guidelines of the Associated Collegiate Press. The publication's goal is to accurately represent the history of the University. A concerted effort is made to include all campus groups, activities and individuals.

The is not a journalism lab. However, credit may be given for student portfolios in the Department of Communications based on the criteria set up by the department.



A city bus operates on Fondren Road, the east boundary of the campus. Call Metro at 71313.-13.7-13.7-10;065(t)5(-)163(7)5(1)5(313.-13.7-f63)-FTJETBf63 o auto1oRt1les are perm-yy ed, and ample, c1v( )11oRni( )11oRn o 72(p)5(a)5(r)5(k-yy) Owners of ll les on campus re requiredo Stud( )11oRn 35(A)5(f)23(f)5(a1oRi)7-f63 sOfff63 ce 3.7-f63 PETolf63 ce Departn o20

**Hours:**

<u>Days of Operation</u>	<u>Hours of Operation</u>
Monday & Thursday	7:45 a.m. -6:30 p . m .
Tuesday & Wednesday	7:45 a.m. -4:30 p . m .
Friday	7:45 a.m. -2:00 p . m .
Saturday & Sunday	CLOSED

Extended hours of operation may be available during the first week of each quarter and during the week of book buy-back.

**Methods of Payment** - Payment for University Store purchases may be made by cash, check, VISA, MasterCard, Discover, American Express or charged directly to the student's University account. When paying by check you will be required to furnish your student ID and day-time phone number.

**Refunds or Returns for General Merchandise - An HBU receipt is required for all returns or refunds.** Refund or return of supplies, clothing, gifts, etc. will be five days from the date of purchase. All original packaging or materials must be included. No refunds or returns on computer software, special orders, sale items, or any review books and study aids. Defective items should be returned immediately for replacement. University Store staff will determine if refunds or returns are permitted.

**Refunds or Returns for Textbooks - An HBU receipt is required for all returns or refunds.** Full refunds or returns will be allowed for 10 days from the first day of class for Fall, Winter and Spring quarters and five days from the first day of class for each summer session. No refunds or returns on any textbooks or course materials bought after the 10th day of class for Fall, Winter and Spring quarters and after the 5th day of summer classes. No refunds or returns will be allowed on textbooks or course materials bought the week before and the week of finals. Buy back price may be offered at this time. New textbooks must be clean, totally free of markings and have no damaged corners. All components must also accompany book. Defective books should be returned immediately for replacement. University Store staff will determine if refunds or returns are permitted.

**Textbook Information** - All required and optional textbooks for each class are arranged alphabetically by course name, course number and section. Bring your class schedule from registration to match course and section numbers with the information on the shelves. This will help ensure that you arrive at class with the correct book(s).

**Textbook Buy Back** - Textbook buy back is conducted in the University Store during the week of finals for Fall, Winter and Spring Quarters and two different dates for summer sessions. Days and times will be posted approximately two weeks in advance. Up to 50% of purchase price will be paid for books that are 1) needed the following quarter, 2) a current edition of the book, and 3) in resalable condition. The amount paid for used books varies for the following reasons:

1. A new edition has been published making the edition being used at HBU obsolete and valueless.





community. It is essential that you are aware of your surroundings and that you report any activity which seems out of the ordinary. The officers would much rather respond to a call that proved not to be of any consequence, than to write an incident report after a situation occurs in which they had NO opportunity to intervene.

The officers of the Houston Baptist University Police Department are highly committed to this University and maintaining the safety of every person. They take a personal interest in each and every person. Please help them help you.

Some of the ways which you can help are:

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## Medical Emergencies

Should you have any type of medical emergency on campus, call ext. 3911 immediately. The HBU Nursing School has trained the officers to provide the quickest and most appropriate attention until the paramedics arrive. Contacting the Houston Fire Department or the University Clinic directly will only delay medical attention. Please call 3911 for any emergency.



The Memorial Hermann/HBU Wellness Center provides excellent facilities, personnel and opportunities that promote the total wellness of persons, strengthening physical, social, psychological and spiritual health among individuals of every age. Membership to the Wellness Center is available to all undergraduate students enrolled on a full-time basis. Students enrolled for part-time coursework, graduate students and Intensive English students have the opportunity to purchase memberships. Hours posted for student use of the Wellness Center are:

<u>Days of Operation</u>	<u>Hours of Operation</u>
Monday - Thursday	9:00 a.m. - 11:00 a.m. 1:00 p.m. - 4:00 p.m. 8:00 a.m. - 10:00 p.m.
Friday	9:00 a.m. - 11:00 a.m. 1:00 p.m. - 10:00 p.m.
Saturday & Sunday	1:00 p.m. - 5:00 p.m.

- Aquatics Center with lap pool, therapy pool, class exercise pool, whirlpool,
- indoor walking track (1/17th mile in length),
- cardiovascular, strength and stretching areas,
- multi-purpose gymnasium with full-court basketball and volleyball court,
- racquetball/squash/handball courts,
- outdoor courtyard with meditation garden,
- café and healthy snack area,
- wellness resource information area, and
- other basic service classes and program offerings available during student hours.

To upgrade membership, contact the HBU business office. For additional information The Wellness Center may be contacted:

Telephone: 713-488-8000

E-mail: [wellnesscenter@mhhs.org](mailto:wellnesscenter@mhhs.org)

Web:

## AID

AIDS is an acronym for Acquired Immunodeficiency Syndrome, and is a disease caused by a virus that breaks down part of the body's immune system, impairing a person's natural defenses against a variety of illnesses, many life-threatening. HIV is a medical term for the virus that breaks down the body's immune system. HIV is found in many body fluids and secretions of people who are infected, but respected medical authorities have determined that its transmission is solely through blood, semen and female genital secretions. Current medical knowledge indicates that students and employees with HIV infection do not pose a health risk to other students and employees in an academic setting. The Public Health Service states that there is no risk created by living in the same place as an infected person, casual kissing or swimming in the same pool with an infected person.

## E

There is as yet neither a vaccine to prevent HIV infection nor curative therapy for infected persons. Even though knowledge about limiting the consequences of established HIV infection is meager, what is presently known should be communicated through education consistent with the morals espoused by a Christian institution.

## HI /AID

1. **Individual Rights** - The individual rights of all people in the Houston Baptist University Community shall be safeguarded. Therefore: a) The uninfected should be protected from undue risk of exposure to the disease. b) The infected should be protected against prejudice and denial of the reasonable opportunity for an education at the University. c) The University condemns any and all actions of physical or emotional harassment toward the infected or those suspected of infection.
2. **Policy Implementation** - As stated above, current medical knowledge indicates that people with HIV infection do not pose a health risk to others in an academic setting. Therefore, until medical knowledge indicates a



contrary conclusion, or unless health regulations or other laws require a different response, the policy of Houston Baptist University will conform to the following:

- Admissions - No otherwise qualified individual will, solely by reason of his or her HIV/AIDS status, be denied admission to the University.
- Attendance - Students with HIV/AIDS may attend regular classroom sessions. The University reserves the right to restrict a student on a case-by-case basis if a student has a contagious disease (including those associated with or arising from AIDS) or if the individual's behavior is disruptive or endangers the safety of health of other persons. Departments will establish safety guidelines for the handling of blood and bodily fluids in classroom settings in which either may be a part of the course work, such as in nursing or biology classes.
- Access to University Housing and Facilities - Students with HIV/AIDS will have access to University housing and facilities. Restrictions will only be imposed on the basis of medical recommendations.

## A

Members of the HBU Community are expected to commit themselves to promoting a healthy social and academic environment where learning and campus life are not hindered by the misuse of alcohol and other drugs.

Possession, sale, or use of alcoholic beverages on campus or at University sponsored events or activities is strictly prohibited.

Evidence of use of alcohol, such as empty alcoholic beverage containers displayed in resident's rooms or in a student's possession is also prohibited.

Lighted beer signs or posters promoting the use of alcoholic beverages will not be permitted on campus.

Any student who returns to campus while intoxicated shall be subject to full disciplinary action.

Culpability: As it is difficult to accurately determine degrees of culpability, all students present in a room or area at the time of the alcohol violation will generally be held responsible for such violation. Students are advised in advance to avoid such situations which may put them at risk of disciplinary action.

### **Alcohol Counseling**

If students or employees of HBU feel that they may be experiencing an alcohol or drug problem, they are encouraged to contact the Enrichment Center located on the first floor of the M.D. Anderson Student Center. Counseling is available for confidential consultation on a voluntary walk-in basis or by appointment. The student will not be disciplined for coming in on a voluntary basis. The counselor will be able to provide information or assist in making a referral to a local agency or treatment facility.

Following is a list of various counseling, treatment or rehabilitation programs and facilities available in the surrounding community:

## **Alcoholics Anonymous**

### **Memorial Hermann Southwest Hospital**

7600 Beechnut Street and SW Frwy, Houston, Texas 77074

Monday, 8 p.m.; Wednesday, 8:00 p.m.; Friday, 8:00 p.m.

### **West Oaks Hospital**

6550 Hornwood, Houston, Texas 77074

Sunday, 8 p.m.; Monday, 8:00 p.m.

### **College Park Baptist Church**

7887 Beechnut Street, Houston, Texas 77074

Thursday, 8 p.m.

### **Bellaire Club**

6701 Dunlap, Houston, Texas 77074

713-771-3370

Sunday, 12 Noon; Sunday, 8 p.m.;

Monday, 12 Noon; Monday, 8 p.m.

## **D**

- Only all-university dances will be allowed.
- Dances must be sponsored by registered student organizations or University departments and may be attended by all currently enrolled HBU students and guests of the HBU student attending the dance. HBU identification cards will

- Representatives of the student organization sponsoring a dance must meet with the appropriate University officials prior to the event and must agree to adhere to any special requirements that are imposed. Those present at the meeting should include, but should not be limited to, the President and faculty advisor of the organization, the Chief of HBU Police and the Director of Student Activities. Failure of the organization to comply with pertinent University requirements, rules, and regulations, including those involving security and financial obligations related to the event, may result in the forfeiture of the privilege of scheduling events on campus.
- Signage with the rules of the dance must appear at every entrance. On the signs, there must be special notice that no alcohol or other drugs will be permitted.
- At the beginning of each dance, the student leaders and faculty advisor of the organization sponsoring the dance will introduce themselves to the police officers on duty and go over any special procedures for the given event. They will cover notification procedures in case of emergencies or incidents needed assistance. Members of the organization will be responsible for cleaning the facility and cleaning the facility at the close of the event.
- If an attendee or organization violates a University policy, the sponsoring organization leaders and advisor will inform the violator to leave. If ignored, then the HBU Police officers can order departure or the violator may be arrested for criminal trespass. If anyone chooses to violate state laws (e.g., fighting, intoxication, trespass, refusal to leave upon order of the HBU Police), he or she may be arrested, transported to jail, and appropriate reports filed with the criminal courts system and the University.
- All participants will conduct themselves in a manner consistent with the Christian mission and purpose of the University. Attire must be modest and not sensual in any way. All dancing (individual, couples, group/line, etc.) shall be in good taste and should not be sexually suggestive, profane, or in any other way inappropriate. Students and/or their guest will be asked to leave for non-compliance. Students may also be addressed via the University disciplinary process.
- The faculty advisor and student leaders of the organization must be present for the duration of the dance.
- The sponsoring student organization will be held responsible for the conduct of all attendees.
- An appropriate covering for the floor must be used for all indoor dances, regardless of the location of the dance. The sponsoring organization is responsible for procuring and paying for the rented dance floor. The rented covering must be approved by HBU facilities management prior to being placed in the dance location-1 li tion-1 da5lSe inof all attendees.

## D.

HBU has a prime concern for the psychological and medical well-being of its students and employees and recognizes the problems created by the misuse of controlled substances. The University prohibits the possession, distribution, sale or use of controlled substances and all other drugs prohibited by state and federal law (e.g. marijuana, cocaine, narcotics, barbiturates, hallucinogens or amphetamines). The University also prohibits the possession of drug paraphernalia.

Students who violate this policy are subject to disciplinary action by the University and/or criminal prosecution under State and Federal law. Possession or use of illegal drugs may result in immediate dismissal for a maximum of three quarters.

**Sale** - When, in the opinion of the Vice President for Student Affairs/Assistant Vice President for Student Affairs, there is sufficient and credible information that a student is or has been trafficking in controlled drugs, the student will be dismissed from the University by the Vice President for Student Affairs/Assistant Vice President for Student Affairs.

**Use** - Students are urged to seek help for themselves or on the behalf of others in any matter of drug use. If, in the judgement of the Vice President for Student Affairs/Assistant Vice President for Student Affairs, the welfare of the HBU campus community requires that the student receive help either on or off campus,

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**AND APPROVED BY THE CALENDAR FACILITATOR. CONFIRMATION WILL BE SENT VIA CAMPUS MAIL.**

Notification of change/cancellations should be made by calling the Calendar Facilitator at 281-649-3236, returning the pink copy of the calendar request form, and contracting Campus Services at 281-649-3442.

2. **Facility Set-up Request** - This request is made in addition to the calendar request form for any event requiring special arrangements/set-up. The facility set-up request form must be submitted to Campus Services located in the Husky Village Clubhouse **at least five working days prior to the event.**
3. **Media Request** - Contact Media Services at 281-649-3000, ext. 2465.
4. **Food Services/Table Linens** - Contact Sodexho Campus Services at 281-649-3360 or 281-649-3366. The catering request form is available on the HBU Intranet under Campus Services forms.



## **General Statement**

University owned vehicles are available on a first-come, first-served basis provided the request for use has been made in a timely manner and in accordance with the guidelines established by Campus Services. When multiple requests have been made, priority will be given to “Level 1” groups (please see definition below).

### **Level 1**

These groups include those whose activities and trips are initiated or required by the University. Funding of the trip would typically be provided in part or fully by the University. If a University vehicle is not available, then Campus Services will procure a vehicle to satisfy the request (provided the request has been made according to established guidelines). Level 1 groups may include, but not necessarily be limited to: academic, athletic, rec. team, residence life, choral, faculty/staff, etc. Any clarification on whether a group is Level 1 will be determined by the Student Affairs Office.

### **Level 2**

This includes all other groups such as HBU chartered clubs, organizations, academic classes, etc. If a University vehicle is not available, then Campus Services will procure a vehicle to satisfy the request (provided the request has been made according to established guidelines). If a non-University vehicle is used, the group will be responsible for payment. Payment may be made directly to the University or via an internal accounting transfer.

### **Guidelines (these apply to Level 1 and Level 2)**

- The organization must reserve a vehicle in advance and in accordance with the established procedures of the Campus Services Department (Hinton 118, ext. 3442).

- A University faculty/staff member, or their delegate, must accompany student groups any time a vehicle is used (whether the vehicle is University-owned or rented).
- All drivers (faculty/staff or students) must complete the Driver Safety Course and currently be on the approved driver list as determined by Campus Services.
- All drivers must be at least 21 years of age to drive a vehicle, whether HBU owned or rented.
- A reservation may not be made unless:
  - a) a copy of the individuals TDL is on file with Campus Services,
  - b) the driver has taken and passed an online driving test,
  - c) the driver has a clear MVR (will be run by Campus Services).
- If the trip is to exceed six hours, the group must have a minimum of two approved drivers per vehicle.
- Drivers will obey all laws, ordinances, etc. in the operation of University vehicles.

Any questions should be directed to:

**Student Affairs - 281-649-3236 or Campus Services - 281-649-3442**

## G r e e n e

Houston Baptist University maintains an open door policy regarding your concerns. To address suggestions, concerns or dissatisfaction regarding Houston Baptist University policies, procedures, discipline/code of conduct or living conditions, the following process should be followed:

- the grievance must be submitted in writing to the Assistant Vice President for Student Affairs,
- the Assistant Vice President for Student Affairs may elect to address the grievance himself and/or refer action to appropriate personnel,
- the student who submitted the grievance will be notified of the Assistant Vice President's decision or referral to the appropriate Vice President for action, and
- the Office of the Assistant Vice President for Student Affairs will maintain documentation files on the grievances submitted and subsequent action taken.

Note: Additionally, students are encouraged to express their concerns and suggestions to the Student Senate.

# H

No annoyance of a student by playing abusive or ridiculous tricks, harassing or aiding or abetting in such behavior, which would cause physical, mental or emotional harm, or which involves violation of a statutory law, shall be allowed. A student or an organization may be found to have engaged in acts of hazing even when the acts are not subject to the provisions of state law,

For a number of years the Laws of the State of Texas have contained a provision that makes hazing unlawful. The provisions of Subchapter F. of the Education Code (Section 37.151 to 37.157) are made applicable to certain institutions of higher education under Section 51.936 of the Higher Education Code. These statutes are available at the Reference Desk in Moody Library using the CD-ROM version of Vernon's Annotated Texas Statutes. The statute specifies a number of activities that may constitute hazing under the law. Generally, these activities are directed against a student by other students or a group of students when the student is "pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization."

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- All information posted must be consistent with the Christian mission and purpose of the University.
- Posters/signs should give accurate information regarding events (place, date and time), consistent with the University Calendar.
- Because of limited space, keep the sign/poster to a maximum size of 8 1/2" x 11"
- Banners (maximum size of 4' x 8') may be posted in M.D. Anderson Student Center, hung on the cable along the upstairs railing.
- Distributing flyers on car windshields is prohibited. Police should be notified immediately if this is detected.
- All posters must be removed as soon as the event is over.
- Chalking may be done only in open, uncovered areas.

## Searches

Institutional searches may be authorized by the Vice President/Assistant Vice President for Student Affairs. In this instance the Vice President/Assistant Vice President would have reason to believe that it is more likely than not that items which are in violation of University policy (re. drugs, alcohol, master keys, guns, weapons, stolen property, etc.) are present in a specified location. The University also reserves the right to use a search warrant issued by civil authorities if deemed necessary or appropriate.

## Harassment

### Sexual Harassment?

Sexual harassment is a form of discrimination in violation of Title VII of the Federal Civil Rights Acts of 1964. Such behavior has the potential of threatening an individual's academic performance, economic livelihood, career advancement, psychological and spiritual well-being, as well as our Houston Baptist University community life. According to the Federal Equal Opportunity Commission guidelines:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual,
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment.

Sexual harassment most often occurs in situations where one person abuses the



Faculty, administrators, and staff believing they are being harassed or feeling in need of advice are encouraged to see the Director of Human Resources as soon as possible.

Students are encouraged to seek assistance even if they are unsure that what they are experiencing is sexual harassment. Do not allow sexual harassment to jeopardize your rights and opportunities as a student here at Houston Baptist University for work or education. The University wants to work with students to attempt to resolve sexual harassment issues but cannot do so unless reports are received by the appropriate personnel listed above.

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## Effective September 1, 2006

The University has elected to strengthen the Smoke Free Campus Policy. Effective September 1, 2006, the new policy prohibits smoking anywhere on University premises except for the confines of private vehicles.

Consistent with the University's commitment to health and wellness education, information regarding cessation programs and the health risks of smoking will be available in the Student Health Center, located in the Student Affairs Suite of M.D. Anderson.

### Preamble

A. Houston Baptist University has chosen to set itself apart for the purpose of preparing students for meaningful lives and work, and for service to God and the peoples of the world. The University is dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Spiritual maturity, strength of character, and moral virtue are considered foundational for successful living. The University shall stand as a witness for Jesus Christ expressed directly through its administration, faculty, and students.

Students by their voluntary membership in this Christian community, assume responsibility to abide by all the standards, rules and regulations of the University, as well as to use personal discretion involving any activities which may be morally or spiritually destructive or reflect poorly on the campus community. All members of the campus community share mutual responsibility for confronting actions that violate established standards for conduct or reflect poorly on the University. It is essential that this confrontation is exercised in a spirit of love and gentleness—a hallmark characteristic of biblical Christianity.

The Student Conduct Code serves the educational mission of the University



as a University-wide initiative. The Student Discipline System is designed to support the University's commitment to developing the NAIA's five core character values in the lives of students: *Respect, Responsibility, Integrity, Servant Leadership, and Citizenship.*

#### **Article I: Definitions**

1. The term "University" means Houston Baptist University.
2. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who

the sole member or one of the members of the Student Discipline Board. The Vice President for Student Affairs may authorize the same Student Discipline Administrator to impose sanctions in all cases. Unless otherwise delegated, the Assistant Vice President for Student Affairs will serve as the Chief Student Discipline Administrator. A Resident Director may serve as the Student Discipline Administrator in less severe violations involving residents under their supervision.

10. The term “Appellate Administrator” means a University official authorized on a case-by-case basis to consider an appeal from a student, either the complainant or the accused. Unless otherwise delegated, the supervisor of the acting Student Discipline Administrator will serve as the Appellate Administrator. The Vice President for Student Affairs will serve as the Chief Appellate Administrator. The Vice President for Student Affairs may authorize an Appellate Administrator to serve simultaneously as an Appellate Administrator and the sole member or one of the members of the Appellate Board.
11. The term “Appellate Board” means any committee of persons authorized to consider an appeal from a Student Discipline Board’s determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the Student Discipline Administrator. The Appellate Administrator, the Chairperson for the Student Discipline Appeals Committee or alternative designee from the Student Discipline Appeals Committee may serve as the chair of the Appellate Board.
12. The term “Student Discipline Appeals Committee” refers to an appointed committee of faculty, staff, and students available to serve as members of an Appellate Board at the request of the Appellate Administrator. Faculty and staff nominees are affirmed by the Vice President for Student Affairs and confirmed by the University President, and student members are nominated by the Student Government Association President, confirmed by a two-thirds vote of the Student Senate, and appointed by the Vice President for Student Affairs.
13. The term “shall” is used in the imperative sense.
14. The term “may” is used in the permissive sense.
15. The term “customary(ily)” is used to provide the prerogative to diverge from the typical action.
16. The term “community standards” refers to general or overarching guidelines and biblical principles represented in University policies, rules, regulations, codes of conduct, and other reasonable expectations for student conduct.
17. The term “policy” means the written regulations of the University as found in, but not limited to, the Bulletin, Student Conduct Code, Student Handbook, Housing Agreement, website, or other relevant publication.
18. The term “Complainant” means any person who submits a charge

alleging that a student violated this Student Conduct Code. When a student alleging the violation believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.

19. The term "Accused Student" means any student accused of violating the Student Conduct Code.

Article II: Student Discipline Act

A. Student Discipline Act

The Vice President for Student Affairs is that person designated by the University President to be responsible for the administration of the Student Discipline System. The Vice President for Academic Affairs is that person designated by the University President to be responsible for the administration of the academic policies and procedures addressing academic dishonesty (see the Houston Baptist U

Article III: Student Conduct

A. Jurisdiction

The University Student Conduct Code and Community Standards shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that is deemed to adversely affect the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the



3. *Sanctity of life.* The University embraces a biblical position which honors the sanctity of life. Consequently, the University cannot support actions which encourage or result in the termination of human life through suicide, euthanasia, or abortion-on-demand. The University's belief in the sanctity of life influences its response to those students who are involved in a crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience forgiveness that comes from genuine repentance. Subsequently, abortion is not advised or entertained as an alternative solution. The University is committed to assisting the student(s) with other alternatives. Continuity of on-campus student residency will be considered in light of what is best for all those impacted by the pregnancy. As always, persons in such a crisis will find the University officials supportive and redemptive.
4. *Sexual harassment.* The University desires to maintain a working and learning environment free from the sexual harassment of its community members and guests. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous, and will be subject to disciplinary action. The University recognizes that the perception of sexual harassment behavior is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency and severity need to be considered in assessing the behavior. Although statistical analysis has shown that sexual harassment is usually committed by an individual in a position of power or influence, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action.

C.

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- 1.0 *Administrative Policy.* The following are prohibited:
  - 1.1 *Knowing presence contribution.* Behavior, active or passive, which fails to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation through their own complicity.
  - 1.2 *Non-Compliance.* Violation of any University policy, rule, or regulation. Failure to comply with the requests or directions of University officials or law enforcement officers acting in performance of their duties. Failure to identify oneself to these persons when requested to do so.

- 1.3 *Acts of dishonesty.* Dishonesty including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Furnishing false information to any University official, faculty member, or office.
  - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- 1.4 *Disruption or obstruction.* The disruption or obstruction of teaching, research, administration, disciplinary proceedings, free flow of pedestrian or vehicular traffic, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises. Participating in an on-campus or off-campus demonstration, riot or activity that infringes on the rights of other members of the University community.
- 1.5 *Abuse of the Student Discipline System.* Including but not limited to:
  - a. Failure to obey the notice from a Student Discipline Board or University official to appear for a meeting or hearing as part of the Student Discipline System.
  - b. Falsification, distortion, or misrepresentation of information before a Student Discipline or Appellate Board.
  - c. Disruption or interference with the orderly conduct of a Student Discipline Board proceeding.
  - d. Institution of a student disciplinary proceeding in bad faith.
  - e. Attempting to discourage an individual's proper participation in, or use of, the Student Discipline System.
  - f. Attempting to influence the impartiality of a Discipline or Appellate Administrator or member of a Student Discipline or Appellate Board prior to, and/or during the course of, the student disciplinary proceeding(s).
  - g. Failure to comply with the sanction(s) imposed under the Student Disciplinary System.
  - h. Influencing or attempting to influence another person to commit an abuse of the Student Discipline System.
- 2.0 *Property, Facilities and Grounds.* The following are prohibited:
  - 2.1 *Theft or vandalism.* Attempted or actual theft of and/or damage to, or unauthorized alteration or misuse of, property of the University or property of a member of the University community or other personal

2.3 *Abuse of computer resources.* Theft or other abuse of computer facilities and resources, including but not limited to:

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.
- e. Use of computing facilities and resources to view, download, or send pornographic, obscene or abusive messages or images.
- f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
- g. Use of computing facilities and resources in violation of copyright laws.
- h. Any violation of the University Computer Use Policy.

2.4 *Unauthorized motorized vehicles.* Operating unlicensed motorized vehicles, except for those prescribed for a verifiable physical disability, anywhere on University premises without the prior written consent of the Vice President for Student Affairs.

2.5 *Postings and solicitation.* Posting flyers, posters, advertisements, etc. without departmental sponsorship or the approval of Student Affairs. Postings must be stamped approved and displayed in compliance with written policies available in Student Affairs. Solicitation of goods and services on University premises without the prior approval of Student Affairs is prohibited.

3.0 *Safety and Security.* The following are prohibited:

3.1 *Failure to evacuate.* Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a University representative.

3.2 *Breaching security systems.* Depending on charges 33g.41) Spac/Actual safety and security systems established within the campus 21(a)-2tenlyty,

fuel for operation. Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or immediately adjacent to buildings.

4.0 Social, Moral or Biblical. The following are prohibited:

4.1 Unlawful acts. Violation of any federal, state or local law. Students convicted of a crime during continued enrollment or residential status in University housing must report this information to the Vice President for Student Affairs.

4.2 Abuse or threats. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including oneself, whether acted upon or not.

4.3 Sexual harassment. Including but not limited to the following:

- a. Sexual advances
- b. Requests for sexual favors
- c. Verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (1) academic pursuits, (2) University employment, (3) participation in activities sponsored by the University or organizations or groups related to the University, or (4) opportunities to benefit from other aspects of University life.

4.4 *Sexual assault*. Acts of sexual aggression including rape, attempted rape, sexual battery and/or assault. Any sexual act that occurs without the consent of another person, or that occurs when the person is unable to give consent.

4.5 *Sexual misconduct*. Consensual sexual behavior when it falls outside biblical intentions and/or explicit guidelines, such as sexual intimacies outside of a heterosexual marriage, including any type of intercourse, sensual nakedness, fondling of sexual organs, or sleeping intimately with one another.

4.6 *Inappropriate dating, living, or displays of affection*. Including but not limited to the following:

- a. Single students dating married persons.
- b. Married students dating anyone other than their spouse.
- c. Homosexual relations.
- d. Cohabitation with members of the opposite sex.
- e. Public affection deemed inappropriate for the context.

4.7 *Pornography*. Possession, display or distribution of pornographic materials or images. Use of pornography for personal entertainment, including internet and telephone services that provide pornographic images, sounds, or sensual conversation.

4.8 *Offensive Entertainment.* Entertainment played or displayed publicly on University premises or at University sponsored activities that contain levels of violence, profanity, and sexual overtures that would be found offensive and/or in conflict with community standards.

4.9 *Hazing.*

university premises under the direction and supervision of assigned university personnel or advisors. No privately sponsored dances are permitted on University premises. Dances are subject to University guidelines and community standards. Specific program guidelines and protocols are outlined in the "Dance Policy" (available in the Offices of Student Life and Student Affairs).

D. **Student Discipline**

1. *Separate processes.* University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Conduct Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Affairs. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. *University cooperation with law enforcement.* When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

A. **Student Discipline**

A. **Charges**

1. *Charges.* Any member of the University community may file charges against a student for violations of the Student Conduct Code. A charge shall be prepared in writing by the complainant or interviewing University official and directed to the Student Discipline Administrator. Any charge should be submitted as soon as possible after a violation takes place, but no "statute of limitations" prevents the Student Discipline Administrator from acting when deemed warranted.

2. *Investigation.* The Student Discipline Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Discipline Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and /or cannot be disposed of by mutual consent, the Student Discipline Administrator may later serve in the same matter as the Student Discipline Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).

3. *Notification of charges.* All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Discipline Board Hearing at the discretion of the Student Discipline Administrator. In less serious cases, notice of charges may be given verbally at the same time the student has an opportunity to defend against those charges and/or reconcile their conduct.

4. *Student Discipline Board Hearings.* Hearings shall be conducted by a Student Discipline Board according to the following guidelines:

- a. Student Discipline Board Hearings normally shall be conducted in private.
- b. In Student Discipline Board Hearings involving more than one Accused Student, the Student Discipline Administrator, in his or her discretion, may permit the Student Discipline Board Hearings concerning each student to be conducted either separately or jointly.
- c. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Discipline Board Hearing before a Student Discipline Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Discipline Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- d. The Complainant, Accused Student and their advisor(s), if any, shall be allowed to attend the entire portion of the Student Discipline Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Discipline Board Hearing shall be at the discretion of the Student Discipline Board and/or its Student Discipline Administrator.

- e. The Complainant, the Accused Student and the Student Discipline Board may arrange for witnesses to present pertinent information to the Student Discipline Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student prior to the Student Discipline Board Hearing. Witnesses will provide information to and answer questions from the Student Discipline Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Discipline Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing and avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline Board. (Also see Article IV.A.7 for alternative methods of giving testimony.)
  - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Discipline Board at the discretion of the Chairperson.
  - g. All procedural questions and decisions are subject to the final discretion of the chairperson of the Student Discipline Board.
  - h. After the portion of the Student Discipline Board Hearing concludes in which all pertinent information has been received, the Student Discipline Board shall determine (by majority vote if the Student Discipline Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
  - i. The Student Discipline Board's determination shall be made on the basis of whether it is reasonable to conclude that the Accused Student violated the Student Code. A higher standard determination shall be made on the basis of whether it is more likely than not to conclude culpability in cases likely to result in significant consequence. The University is not obligated to a legal standard of "beyond a reasonable doubt".
  - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student disciplinary proceedings. Reminder: The Student Discipline System is an educational process, NOT a legal proceeding.
5. *Hearing records.* There shall be a single written Administrative Review summarizing the Student Discipline Board Hearings before a Student Discipline Board, prepared or delegated and approved by the chairperson or Student Discipline Administrator. The summary will be filed as a part of the student's disciplinary record, available in compliance with *FERPA* guidelines for viewing and requesting copies.



No audio or visual recording of disciplinary hearings are permitted by participants, except as provided for in Article IV.A.7 below.

6. *Failure to appear.* If an Accused Student, with notice, does not appear before a Student Discipline Board Hearing, the information in support of the charges shall be presented and considered even if the Accused Student is not present.

7. *Special accommodations.* The Student Discipline Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, close circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Vice President for Student Affairs to be appropriate.

## B. D          A t . .

Reconciliation to the community after a violation of the Student Conduct Code often requires some form of consequence for the action. Intermediate consequences are employed wherever possible to avoid expulsion from the University or on-campus Housing. Each incident is reviewed on a case-by-case basis, with consideration to 1) the severity of the violation, 2) the context of the incident, 3) a history of prior misconduct, 4) the responsiveness of the accused to accountability, and 5) the degree to which

- e. *Restitution*—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. *Discretionary Sanctions*—Work assignments, essays, service to the University, or other related discretionary assignments.
- g. *Probation*—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- h. *University Housing Suspension*—Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- i. *University Housing Expulsion*—Permanent separation of the student from University Housing.
- j. *Interim Suspension*—Requires that a student immediately leave University premises or a sponsored activity when it is fair and reasonable to believe that a student is an immediate threat to the safety of others or themselves or to the disruption of University operations. Conditions for return will be specified. (Also see IV.B.2.)
- k. *Suspension*—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions regarding access to University premises, attendance at University sponsored activities, and subsequent readmission may be specified.
- l. *Dismissal*—Separation of the student from the University with no promise (implied or otherwise) of readmission at a future date. Conditions regarding access to University premises, attendance at University sponsored activities, and subsequent consideration for possible readmission may be specified.
- m. *Expulsion*—Permanent separation of the student from the University. Conditions regarding access to University premises and attendance at University sponsored activities may be specified.
- n. *Revocation of Admission and/or Degree*—Admission to, or a degree awarded from, the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation. The endorsement of the appropriate governing body and approval of the President are required.
- o. *Withholding Degree*—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. *Interim suspension.* In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a University or Housing suspension prior to the Student Discipline Board Hearing.

a. *Conditions.* Interim suspension may be imposed only:

(1) To ensure the safety and well-being of members of the University community or the preservation of university property.

(2) To ensure the student's own physical or emotional safety and well-being.

(3) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

b. *Campus access.* During the interim suspension, a student shall be denied access to University premises (including housing and classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs or the Student Discipline Administrator may determine to be appropriate.

c. *Process.* The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a Student Discipline Board Hearing, if required, or subsequent appeal hearing, if exercised. However, the student should be notified in writing of this action and the reasons for the suspension. When timing necessitates a more immediate verbal notification, the written notification should be provided as soon as possible, thereafter. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat (and at which they may contest whether community standards or a Student Conduct Code was violated.)

3. *Guidelines for imposing consequences.* The following guidelines attempt to establish some continuity in administering consequences for the violation of the Student Conduct Code. The Student Discipline Administrator will customarily employ the following guidelines in determining an appropriate consequence, unless there are circumstances that warrant an alternative response on the part of the University. Multiple sanctions may be employed for a single violation, and cumulative violations may result in greater consequences than a single offense.

a. *Level 1 Violations*—Minor violations likely to result in a minimum consequence of a verbal or written warning with additional sanctions, fine, or restitution on the first occurrence include, but are not limited to, the following examples:

- Violation of smoking policy
- Violation of burning objects policy
- Failure to respond to a request for appointment
- Procedural violations
- Minor abuse and damage to property
- Profanity and obscenity

Customary action: Verbal warning; written warning; loss of privileges; monetary fines; restitution; or discretionary sanction(s).

b. *Level 2 Violations*—Intermediate violations likely to result in a minimum consequence of probation or limited-term suspension with additional sanctions and conditions on the first occurrence include, but are not limited to the following examples:

- Significant damage to property
- Misuse of safety equipment
- Petty theft
- Sexual misconduct
- Cohabitation
- Violation of alcohol policy
- Intoxication or drunkenness

Customary action: Probation, multiple-day suspension, or suspension of privileges.

c. *Level 3 Violations*—Major violations likely to result in long-term suspension, dismissal, or expulsion on the first occurrence include, but are not limited to the following examples:

- Use or possession of controlled substances or illegal drugs
- Intentionally causing physical harm to another person
- Sexual assault
- Arson
- Grand theft
- Possession of a weapon or firearm

Customary action: Academic term suspension; dismissal or expulsion.

4. *“Zero Tolerance” for Drugs*. In an attempt to create a conducive environment, and influence lifestyle choices by which its community members may be successful in attaining the mission of the institution, the U

exposed the violation on their own with the intention of reconciling themselves to the community and submitting to structures of support and accountability.

5. *Disciplinary holds.* The Vice President for Student Affairs places a “hold” with the Office of the Registrar preventing subsequent enrollment when a student is suspended, dismissed, or expelled from the University. A permanent record of the disciplinary action is noted in the student’s academic record.
6. *Disposition of disciplinary records.*
  - a. Other than student disciplinary suspension, dismissal, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than Housing expulsion OR University suspension, dismissal, or expulsion OR revocation or withholding of a degree. All remaining disciplinary records may be expunged from the student’s confidential record seven years after graduation or separation from the University.
  - b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and the sanctions imposed, if any, shall be considered to be the educational records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted. The Student Discipline Administrator may exercise discretion to do otherwise where reasonably appropriate.
7. *Group sanctions.* The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above in article IV.B.1.a-g.
  - b. Loss of selected rights and privileges for a specified period of time.
  - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.
8. *Notification of disciplinary action.* In each case in which a Student Discipline Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Discipline Administrator. In cases in which persons other than, or in addition to, the Student Discipline Administrator have been authorized to serve as the Student Discipline Board, the recommendation of the Student Discipline Board shall be considered by the Student Discipline Administrator in determining and imposing sanctions. The Student Discipline Administrator is not limited to sanctions recommended by members of the Student Discipline Board. Following the Student Discipline Board Hearing, the Student Discipline Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the

victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Appeals

1. A decision reached by a Student Discipline Board or a sanction imposed by a Student Discipline Administrator may be appealed by the Accused Student(s) or Complainant(s) within three (3) academic school days of disciplinary notification. Such appeals shall be addressed to the respective Appellate Administrator in writing and shall be delivered to the Student Discipline Administrator. If after reviewing the appeal, the Student Discipline Administrator maintains the veracity of the disciplinary process, findings, and action, the appeal is forwarded to the appropriate Appellate Administrator. Sanctions imposed by the Student Discipline Administrator are customarily suspended until the appeal process is completed, unless otherwise notified by the Appellate Administrator.
2. Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Discipline Board Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Discipline Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish a violation of the Student Conduct Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Conduct Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Discipline Board Hearing.
3. The Appellate Board's opinion and recommendations for subsequent action are submitted to the Appellate Administrator to inform his/her final judgment. If an appeal is upheld by the Appellate Administrator, the matter shall be returned to the original Student Discipline Board and Student Discipline Administrator for re-opening of Student Discipline Board Hearings to allow reconsideration of the original determination and/or sanction(s). In consultation with the Student Discipline

Administrator, the Appellate Administrator may elect to institute alternative sanctions that might be perceived as either more lenient or severe. If an appeal is set aside, the matter shall be considered closed and binding upon all involved. The Appellate Administrator will notify the student in writing of the decision.

## **Article V: Interpretation and Revision**

### **A. Authority.**

Any question of interpretation or application of the Student Discipline System shall be referred to the Vice President for Student Affairs or his/her designee for final determination.

### **B. Review and Revision Timeline.**

The Student Discipline System and Student Conduct Code shall be reviewed every three (3) years under the direction of the Vice President for Student Affairs, and revisions implemented with the approval of the President.

### **C. Disclaimer.**

The Student Discipline System and Conduct Code are subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the University. All substantive changes will be widely communicated by the Vice President for Student Affairs through various means available.

# Deputy Assistant

The President shall also designate certain administration officers to assist him in carrying out orderly functioning of the University. A partial list of the administrators and staff follows:

Dr. Robert B. Sloan Jr.

Paula Aguirre

Don Anderson

John Aureli

Sarah Bible

Eduardo Borges

Debora Burnett

Sherry Byrd

Crystal Clayton

Ron Cottrell

Colette Cross

Frances Curtis

Stephen Daniel

Dr. Dennis Huff

Saleim Kahleh





