Directory of Administration

Directory of General Phone Numbers

)URP WKH 3UHVLGHQ

1. Build on the Classics
2. Recruit for National Influence
3. Embrace the Challenge of Christian Graduate Education
4. Establish a Residential Society of Learning
5. Increase our Cultural Impact through our Faculty
6. Renew our Campus, Renew our Community
7. Bring Athens and Jerusalem Together
8. Expand our Commitment to the Creative Arts
9. Cultivate a Strong Global Focus
10.

Words and music by
Dr. Robert L. Parker

Hail the Orange and Blue

In the great state of Texas,
Houston, USA,
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.

3R O L F L H V

Campus Policies

Family Educational Rights and Privacy Act (FERPA)

3. Posters/signs should be in good taste as deemed appropriate by the Student Involvement staff and not include references to alcohol, sexual innuendos, or offensive language of any kind.
4. Posters/signs should have accurate information regarding events (place, date/time), reflecting the same information that is on the University calendar.
5. Student Organizations must post information about events on HuskySync for their event prior to the flyers being posted.
6. Because of limited space, keep the sign/poster to a maximum V L] H R I ò ´ E \ ´ O H W W H U V L] H paper.
7. % D Q Q H U V P D [L P X P V L] H R I ¶ [¶ P D \ E H S R V W H G L Q + L Q W R Q D Q G Center, hung on the cable along the upstairs railing. All banners must be approved by the Office of Student Involvement before posting.
8. Use of yard signs, display boards and other large scale signage is prohibited except for use by

Any items that are customized or branded to represent HBU, including but not limited to clothing, caps, key chains, folders, pens, pencils, cups, flags, banners, and bumper stickers. These items include products used as giveaways, supplies, or fundraisers.
Logos include any imprint, embroidery or application that uses HBU, Houston Baptist University, Huskies, University seals, or any new art affiliated with the University.
Marketing material or literature used by departments to promote HBU does NOT fall under the licensing agreement.

All departments (including athletics), student groups, and individuals must order and purchase customized products from vendors approved by Licensing Resource Group (LRG). For a list of licensees that are currently licensed to produce HBU products, please visit http://lrgusa.com/licensing/vendor-list/ and search for Houston Baptist University.

What if I want to use a vendor that is not currently licensed by LRG?

New vendors must submit an application, be approved, and pay a fee to hold a license through LRG.
If you are currently working with a company that is not on this list and you need them to become licensed so you can continue working with them, please have them reach out to our Brand Manager, Brad Coley at Brad@lrgusa.com.

Whom do I contact if I have questions or need help adhering to the trademark licensing program?

On campus manager: Anthony Martin, Director of the University Store
Call 281-649-3258 or e-mail amartin@hbu.edu.
LRG Brand Manager: Brad Coley, Brad@lrgusa.com.

Computer Use Policy

The University believes that establishing and maintaining adequate computer hardware and software for both academic and administrative purposes is foundational to the University's goal of becoming a premier Christian academic university. Houston Baptist University (HBU) makes its computing facilities available for use by undergraduate students, graduate students, faculty, and staff. The use of university computing facilities or network is considered a privilege afforded members of the HBU community. Although this policy sets forth the general parameters of appropriate use of IT Systems, students, faculty, and staff should consult school or departmental governing policies for more detailed statements on permitted use for their various roles within the HBU community. In the event of conflict between IT policies, this Computer Use Policy will prevail.

A. Appropriate Use
IT Systems may be used only for their authorized purposes ±that is, to support the research, education, clinical, administrative, and other functions of Houston Baptist University. The particular purposes of any IT System as well as the nature and scope of authorized, incidental personal use may vary according to

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educational purpose does not automatically mean that the use is permitted without

B. Process

Consistent with the privacy interests of Users, University access without the consent of the User pursuant to A (1) through (5) will occur only with the approval of the Provost and cognizant Dean (for faculty users), the Vice President Financial Operations and Administration (for staff users), the Dean of HBU College or of one of the graduate or professional schools, as appropriate (for student users), or their respective delegates, except when emergency access is necessary to preserve the integrity of facilities or to preserve public health and safety. The University, through the Systems Administrators, will log all instances of access without consent pursuant to A (1) through (5). Systems Administrators will also log any emergency access within their control for subsequent review by the Provost, Vice President of Financial Operations and Administration, dean, or other appropriate University authority. A User will be notified of University access to relevant IT Systems without consent pursuant to A (1) through (4). Depending on the circumstances, such notification will occur before, during, or after the access, at the 8QLYHUVLW\¶V GLVFUHWLRQ ,Q WKH FDVH RI D IRUPHU VWDII PHPEHU PXVW EH DSSURYHG E\ RQH RI WKH IRUPHU VWDII PHPEHU¶V VXSHUYLVI

2014-

a. Sign in to your HBU Portal (my.hbu.edu).
b. Click the "Schedule an Event" calendar icon.
c. Using your organization's full name (for example - Alpha Chi Omega, not AXO) and your name as the customer, fill out all the information in the form to the best of your ability.
d. Select dates and times at the bottom of the screen, then click the "Create" button above the

individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty, and staff, that it is a violation of federal law and HBU policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and

7 K H + % 8 & R P S X W H U 8 V H 3 R O L F \ *The University considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, university policy, or (if applicable) criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the university computer system(s) shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of*

Resources

United States Copyright Office
American Library Association
Wikipedia ±Copyright Infringement
US-CERT
Onguard Online
Recording Industry Association of America (RIAA)
Motion Picture Association of America (MPAA

Grievances

Houston Baptist University seeks to be aware of and try to resolve problems concerning its students.

For academic concerns, refer to the Academic Grievance Policy managed by the Office of Academic Affairs.

For concerns related to facility issues (custodial or maintenance), financial services, or food operations contact the Office of the Vice President for Financial Operations.

For concerns about student involvement, residence life, campus recreation, Spiritual Life, student conduct policies, or other areas in Student Life, contact the Vice President of Student Life at studentlife@hbu.edu.

To report another student for unacceptable behavior, refer to the Student Code of Conduct and/or contact the Vice President of Student Life in Brown 289.

For concerns about non-academic employees contact the supervisor of the employee or the Human Resources Department.

Students who wish to file a grievance or lodge a complaint but are unable to determine what procedure to follow should write the Vice President of Student Life at studentlife@hbu.edu who will refer action to appropriate personnel.

Noise

In a community environment, the right to participate in or enjoy a particular activity ends when that activity or by-product infringes on the rights of others, particularly their right to sleep, study, or spend time in a peaceful setting. It expected that students be aware of how their actions may be affecting others and maintain reasonable noise levels 24 hours a day. Thus, music and noise may not be projected from residence hall rooms, classrooms, or vehicles to any other area of the building or to the outside of the building unless permission has been granted from the Office of University Events and Conferences or the Office of Student Life.

Search and Seizure

Institutional searches may be authorized by the Vice President of Student Life if there is 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.

Sexual Harassment

What is 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 Houston Baptist University community life. The Federal Equal Opportunity Commission guidelines clearly define sexual harassment:

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 power he or she has over another person, thereby violating the boundaries and trust implicit in that relationship. However, harassment can also occur between equals (i.e., student to student). Any member of the Houston Baptist University community is a possible victim of sexual harassment, all'sl'srasng t member of the Housie15c(f)-9(or(as)3(ng)4u

University Minister
Director of Baptist Student Ministries
Appropriate personnel in the Office of Human Resources

Faculty, administrators, and staff who believe they are being harassed or feeling in need of advice are encouraged to see the University General Counsel or appropriate personnel in the Office of Human Resources as soon as possible, preferably within three work days. Students are encouraged to seek assistance even if they are uns

victim is a minor (under statutory age of consent), intoxicated, drugged, asleep, or mentally incompetent. Finally, there should be compulsion or fear of great harm, threats with real or alleged weapon, or use of WKUHDW RI EUXWH IRUFH $Q\ XVH RI LQWLPLGDWLRQ LQYDOLGDWHV D

In addition to rape, the spectrum of sexual assault for both men and women shall include but not be limited to the following unwanted acts: inappropriate disrobing and nudity; genital exposure; fondling of breasts or genitals; single or mutual masturbation; fellatio, cunnilingus and/or sodomy; and digital or object penetration of the anus and/or vagina.

III. Procedures:
The following procedures should be followed when dealing with victims of sexual assault. A detailed explanation of this step-by-step process follows.

Knowledge of Sexual Assault
Self-reported or via Uni6(i)TBT1 0Hon o5(on)410(i)5uatedollin on(t)-22(ex)(a Un)-7(d(m)- or)-12(7(l)-a)4(e)ul(al)-4(o)-8(he

the appropriate personnel listed above. This approach will hopefully reduce potential fear and anxiety levels about being referred to an administrative office and reinforce that this procedure is strictly enacted to assist the victim.

Further, the Vice President for Student Life will assist with arrangements for alternate housing if the victim feels his or her safety is in jeopardy. The Vice President for Student Life will be the University representative in discussions with parents and/or significant others when the victim so requests and in all cases in which a minor (person under 18 years of age) is involved.

Campus Response/Coordination of Services:
The appropriate Student Life personnel listed previously, once informed about a sexual assault case, will work with the victim either directly or up8o2udirectly (vi pothre Ui versity ano(c)-7(mf)-8(m)-21unity

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buasinsy.

ilitysaedfiaasisfars)4(c)-5(etf)-7(he)-20(y)18((ea)4cl)-17h thv8 ano(c)-6(an)4( )-10(prvc)-6(i)5(d)-9(of)-7(o((th)-7(v)6(i)5(c)-5(t)-

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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:

    a.

Bellaire Club
6701 Dunlap, Houston, Texas 77074
713-771-3370
Sunday, 12 Noon; Sunday, 8:00 p.m.; Monday, 12 Noon; Monday, 8 p.m.

fine of no more than $10,000 for possession of two ounces or less of marijuana. This penalty can go all the way up to life in prison and a fine of up to $50,000 for possession of over 2,000 pounds of marijuana.

$V IRU GUXJV LQ RWKHU FODVVHV WKH SHQDOW\ IRU SRVVHVVLRQ LV D PLVGHPHDQRU RU D ³&ODVV $´ PLVGHPHDQRU ZKLFK FDUULHV D SHQDO and/or a fine of no more than $4,000, depending on the type of drug at issue. Depending on the amount RI WKH LOOLFLW GUXJ LQ WKH GHIHQGDQW¶V SRVVHVVLRQ WKH S felony all the way up to a first degree felony. The highest penalty given in Texas for drug possession

D. Amphetamines (Stimulants):
Amphetamines can cause increased alertness, euphoria, increased blood pressure, and insomnia. In cases of overdose, agitation, increase of body temperature, hallucinations, convulsions, and in some cases death may occur. A person experiencing withdrawal or "coming down" will likely be apathetic,

concerning student organizational policies and procedures you may contact the Office of Student Involvement in Brown 292, or call 281-649-3124.

Events

Student Organizations must adhere to University Event Policies when planning events. These additional policies are required of student organizations:

1. If a student organization event meets any of the following criteria, an officer of the group must meet with an advisor within the Department of Student Involvement prior to reserving space.
   - the event has a target audience from off campus
   - the event will be outdoors
   - the event is a dance
   - the event will have over 60 people
2. No events may be scheduled on a Sunday before 1:00 p.m. Events on Friday and Saturday evening must end by 1:00 a.m. the following morning. Any event held Sunday through Thursday must end at midnight.
3. The University will determine the nature and extent of security required for each event scheduled on campus by a student organization. The sponsoring organization shall pay for the cost of security required. The number of police needed will be based on the size of the facility and the number of people expected. The guideline to be used will be one officer for every 100 people or potential audience members.
   Dances may be sponsored by registered student organizations or University departments and may be attended by currently enrolled HBU students and guests of the HBU student attending the dance. HBU identification cards will be required of all currently-enrolled HBU students. Guests must show picture identification. Identification will be required of all attendees.
4. No alcohol is allowed at HBU events held on or off campus.
5. All participants will conduct themselves in a manner consistent with the Christian and educational mission and purpose of the University. Examples include but are not limited to:
   - 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.
   - Language must be appropriate. No foul language or profanity will be acceptable at events.
6. The student leaders of the organization must be present for the duration of the event. In some cases the organization's faculty/staff advisor may also be required to attend the event (to be determined in meeting for events described in agreement with the Office of Student Involvement).
7. The sponsoring student organization will be held responsible for the conduct of all attendees.
8. Members of the organization will be responsible for cleaning the facility at the close of the event.
9. 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.
10. Students and/or their guests will be asked to leave for non-compliance of HBU policies and standards. Students' actions may also be addressed via the University disciplinary process.
11. HBU Police has authority for enforcing HBU policies, local, state and national law as appropriate. Violators and uncooperative attendees are subject to arrest. Appropriate reports may be filed with the criminal courts system and the University.

Hazing

Hazing refers to any intentional, knowing, or reckless act by one or more persons that occurs on or off

   b. The driver has taken and passed an online driving test, and
   c. The driver has a clear Motor Vehicle Record (will be run by HBU Police)
6. If the trip exceeds 200 miles, a minimum of two approved drivers per vehicle is required.
7. Drivers will obey all federal, state and local laws, ordinances, etc. in operation of University vehicles. Any questions should be directed to Police Dispatch at 281-649-3314.

Student Organizations Relationship Statement

Section 1. Purpose Statement

1. Houston Baptist University (HBU) is strongly committed to providing students opportunities for involvement in student organizations operating on campus. By maintaining a statement of relationship between the University and the student organization, the University establishes a clear set of privileges and responsibilities for student organizations to foster their success.
2. These policies and procedures shall conform to the policies and regulations of Houston Baptist University.

Section 2. Definitions

1. *Fee-Funded Student Organization*: A student organization created by a University department or division to support the on-going interests of the University community and is considered to be critical to the mission and culture of the University and routinely presents events for the University and surrounding community. A fee-funded student organization has an advisor that is paid by the University to specifically advise the organization. Other privileges may be granted to a fee-funded student organization by the sponsoring University department or division, which may or may not be extended to other student organizations.
2. *Honors Groups*: Organizations requiring individuals to meet a certain set of criteria for membership. Though these groups operate under the Student Involvement umbrella, they are also under the primary supervision of specific departments or faculty members.
3. *Student Organization Leader*: The University reserves the right to hold student organizations accountable to reasonable standards of academic performance of the group, its student organization leaders, and its members. A person meeting all of the following criteria shall be officially recognized as a student organization leader:

Must not be on sabbatical.
Must be willing to serve as a guide to the student organization in reference to University policies.

Section 3. Process for University Recognition for New Organizations
Registered status will be considered for any student organization that meets the following criteria:

1. Membership is limited to HBU students, or combination of students, faculty, and/or staff.
2.

3. **Fundraising:** Student organizations may raise funds on and off campus.

should follow the following guidelines and must include those components indicated as being required:

1. The date of creation and revision [required]
2. The official name of the organization [required]
3. A detailed declaration of purpose of the organization [required]
4. Criteria for selecting membership [required]
5. Establishment of authority structure, including:
   Officer/representative positions, duties, and authority [required]
   Description of officer/representative eligibility, including academic requirements meeting or exceeding those stated in Section 6 of this document [required]
   Procedure for selection and removal of an officer/ representatives [required]
6. Procedures for decision-making (i.e., voting) in the control of organizational activities and finances, including a definition of quorum [required]
7. Provision for disbursement of organization assets should the organization become defunct [required]
8. Description of standing (permanent) and ad hoc (temporary) committees, including a list of responsibilities [recommended]
9. Description of the amendment process [recommended]
10. Provision for the selection and removal of faculty / staff advisor [recommended]

5. Fee-funded student organizations are subject to all laws, rules, regulations, and policies that govern the sponsoring University department or division.
6. The University reserves the right to hold student organizations accountable to reasonable standards of academic performance of the group, its student organization leaders, and its members. A student officially recognized as a student organization leader must meet the following academic requirements to receive and maintain such status:
   Be in good scholastic and disciplinary status with the University at the time of selection and during the term of position.
   The student must relinquish the position should he/she fail to maintain the above requirements.
7. If at any time (t)8Desoste(w)e

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In case of emergency call (281) 649-3911.

In case of eme|

3314 (non-emergencies) and/or 281-649-

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 showering in the residents' bathrooms. Guest bathrooms are provided in the lobby of each Residence College.
Resident Assistants (RAs) will monitor visitation during rounds.

Visitation of the opposite sex - The Residence Colleges (FV & HRC) have established visiting hours for members of the opposite sex as follows:

Monday - Thursday:	1:00 p.m. to 10:00 p.m.
Friday:	1:00 p.m. to 12:00 a.m.
Saturday:	1:00 p.m. to 12:00 a.m.
Sunday:	1:00 p.m. to 10:00 p.m.

Visitation of the same sex may take place in the Residence Colleges anytime they 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 a.m. will be considered overnight guests and must be registered with the RA on duty. Residents may contact the RA on call to register overnight guests.

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.

Husky Village
Visitors of the opposite sex are permitted between the hours of 12 p.m. and 1:00 a.m. daily.

Facility Policies

Antenna Hookups - Individual outdoor antenna or satellite hookups are not permitted.

Barbecue Grills - Fire codes prohibit the storage or use of barbecue grills on the sidewalks in front of each building and on the unit patios and balconies. Students should use the community grills provided. Please leave the equipment, grills, and area clean for the next person. Flammable liquids may not be stored in rooms or apartments.

Bicycles - Bicycles must be stored in the outdoor bike racks or in an individual's room. Bicycles may not be stored in hallways or access areas. Do not chain bicycles to trees or fences. If a bicycle is kept on the property, it is at the individual's sole risk of loss or damage. Abandoned bicycles will be thrown away at

using these facilities. Use of the common areas is a privilege that can be withdrawn for any reason. Do not make loud noise or play music in the courtyard, clubhouse, pool area, or other common areas. Residents and their guests are required to follow the posted rules and regulations.

Common Area Damage - Residents of a wing, hall, or building are jointly responsible for the care, cleanliness, and protection of common areas. Damages may be charged to students of that suite area, apartment, or residents of the entire building if assessment to specific individuals cannot be determined.

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 -

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 p.m. to 10:00 a.m. 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 Life Office before being posted. If approved, posters, signs, and other items will be posted in designated areas.

Roommate and Neighbor Conflict Resolution -

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University Police

It is the desire of the University to provide a safe and peaceful campus, free from fear or concern for one's

Find more information at www.hbu.edu/UniversityPolice

Campus Call Boxes

HBU's security system includes numerous emergency call boxes located in different areas on campus. They are generally identified by a blue light on top. These call boxes are available in an emergency situation. As soon as the button on the call box is PUSHED, the University Police are alerted and will respond through the speaker on the call box.

To REPORT ALL EMERGENCIES (including medical) CALL EXT. 3911 on a campus telephone, or DIAL (281) 649-3911.

Police Non-Emergency Line (281) 649-3314 (ext.3314 on campus)
HBU Switchboard (281) 649-3000
Emergency Call Boxes are located in lots 1, 2, 3, 4, 5, and 6.

Medical Emergencies

Should you have any type of medical emergency on campus, call (281-649-3911) ext. 3911 immediately. HBU has trained 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**.

HBU Alert & E

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 also required where the vehicle is issued special handicap identification by the state.

No Parking Areas include the loading dock behind the M.D. Anderson Student Center, fire lanes, no parking zones, the grass, sidewalks, along curbs or any spot that would disrupt pedestrian or vehicular traffic.

Emergency Call Boxes are located in lots 1, 2, 3, 5 and 6. You may use Emergency Call Boxes for auto assistance as well as emergencies. For assistance, please call ext. 3314. Only construction personnel may park in construction areas.

Vehicle Registration

Anyone (except visitors) who operates a motor vehicle on Houston Baptist University property must register that vehicle. Motorized wheelchairs and authorized University vehicles and equipment are exempt.

Special Areas

Sharp Gym - Parking is restricted to special permits issued by the Athletic Director. All others are subject to towing.
Glasscock Center - Parking behind the Glasscock is restricted to maintenance personnel only. All others are subject to towing.
Loading Zones -These areas are reserved for loading and unloading objects into and from your vehicle. All loading zones are restricted to a maximum 20-minute time limit. Student or faculty usage requires prior approval from the University Police; call 281-649-3314 to request approval.
Bicycles and Motorcycles must be parked in designated areas.

Campus Traffic

Sidewalks -Only emergency and University vehicles authorized by the University Police are permitted access to the sidewalks. Policies pertaining to vehicular use of sidewalks are in effect 24 hours per day, seven days per week.

Enforcement

University police officers have the authority to issue citations 24 hours per day, seven days per week. You may receive a warning citation or a university citation. Both warning and university citations are recorded in the University Police Office. Citations can be issued for any of the following violations:

Typical Parking and/or Traffic Violations and Associated Fines

Group A - Fine $100

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Proper permit not displayed

Group C - Fine $50

Loading zone
No parking zone
Blocking traffic way
Blocking two spaces
Parked on grass, sidewalk

Group D - Moving Violations

Violation	Fine
Unsafe operation	**$100**
Failure to stop at stop sign	**$50**
Driving wrong direction on one-way road	**$50**
Speeding	**$75**
Driving on sidewalk or grass	**$50**

Towing

University Police Officers are authorized to have a vehicle towed at the owner's expense for the following reasons:

1. Vehicles which block the access or egress of others
2. Parking in one location in excess of 7 days
3. Parking of a non-conventional vehicle without University Police approval
4. Unauthorized parking in Handicap Zone
5. Excessive unpaid violations
6. Parking which creates a hazard

Additional Violations

1. Changing, damaging, or moving any University traffic sign or signal on HBU property
2. Removing citations from other vehicles
3. Providing false information on vehicle registration documents
4.

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In fulfilling the Spiritual Life Mission Statement we seek to foster Christian community life and worship by creating experiences for students, faculty, and staff in spiritual formation that will support the integration of faith and learning. The theme for 2014-2015 is ***"Love God-Love Others**,"* Matthew 22:37-39*: "Jesus replied, 'Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. A*

For all new transfer and freshmen students matriculating into the university starting fall 2010, the CLW requirement has changed to the following:

EVENT

Section A - Worship Events (a minimum of 50 CLW credits must be accrued)

EVENT	# of CREDITS
Wednesday Convocation	1 credit
Power Wednesday (first Wednesday of each month)	2 credits
Thursday Convocation	1 credit (per Convocation)
Power Thursday Convocation (first Thursday of each month)	2 credits
Opening Convocation	2 credits
Founders' Day	2 credits
Honors Convocation	2 credits
IGNITE! (Spiritual Emphasis Week)	2 credits (per Convocation)
Passion Week	1 credit (per Convocation)
Fuego (contemporary worship service)	2 credits (per Fuego)
Fellowship of Christian Athletes	1 credit
C.S. Lewis Worship/Bible Study	1 credit

Section B - Community Life Events (No more than 30 CLW credits)

University Sponsored Lectures	1 credit
Seminars and special opportunities	2-

See You at the Pole (Flagpole at Fondren Rd. entrance to campus)
National Day of Prayer
ABIDE Prayer Retreat
Prayer Walks
Passion Conferences
Prayer Room and prayer ministries

Please come by the Baptist Student Ministry Office, located on the second floor of the Baugh Center or contact Danny Miller, at dmiller@hbu.edu.

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To help you make the most of your college experience, HBU offers a vast array of opportunities beyond the classroom, such as academic contests, performing arts, concerts, art exhibitions, participation in

Eligibility
The following persons are eligible to participate in Campus Rec programs: (1) students currently enrolled at HBU and in good standing, (2) alumni (HBU graduates), and (3) HBU faculty and staff.

> Any athlete who has participated in an intercollegiate contest or was listed on a team roster for Houston Baptist University is ineligible to participate in an intramural contest (in same sport) for at least 12 months from the time their name was dropped from the roster. For more information about eligibility, please contact the office of Campus Recreation.
> Rules for all sports may be obtained from the Director of Campus Recreation.

Health and Injuries
Since participation in the Campus Rec program is on a voluntary basis, neither the University nor any Campus Rec staff member will accept responsibility for injuries sustained while participating in scheduled activities. All participating students are encouraged to have health insurance.

Awards
The Men's Intramural Sweepstakes Trophy and the Women's Intramural Sweepstakes Trophy are awarded each year at Honors Convocation to the team amassing the most points during the season.

Student Organizations
Student Organizations are a vital part of college life and offer HBU students a myriad of opportunities to connect and become involved in campus life. Participation in these groups will provide additional opportunities to enrich your college experience. For more details about organizations, contact the Student Involvement Office, second floor of the M.D. Anderson Student Center, 281-649-3124, or go to Student Organizations.

Greek Life
The Greek community at HBU is made up of three fraternities and five sororities. Fraternities and sororities encourage academic achievement and leadership development with their members. Fraternities and sororities encourage their members to give back to HBU and the greater Houston community through a myriad of philanthropic projects and opportunities.

Recruitment/Membership Intake
Each group may have different recruitment dates and formats. For more information about these groups and their recruitment/intake schedules please contact the Director of Student Involvement or go to Greek Life. Not all chapters will accept first-time freshmen.

Music Performance Opportunities
Students who sing or play are encouraged to participate in one of many musical ensembles at HBU. Schola Cantorum and University Singers are by audition with Dr. Yarrington, 281-649-3027. There are participation scholarships for both groups if one qualifies. There is also opportunity to sing in either the Men's or Women's Glee Clubs, both meeting on Tuesday afternoons once a week for 30 minutes. Students who play musical instruments and would like to participate in the HBU Band are encouraged to contact Patrick Moore in the Music Office at 281-649-3338.

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Career and Calling

Career and Calling seeks to provide assistance for students and alumni in exploring one's life calling through personal discovery, vocational exploration, and educational training. Check out Career and Calling for internship and job opportunities. Other Career and Calling activities include:

Hire-A-Husky - a web-based resume and job posting service
Information regarding Job fairs on and off-campus
Assessment tools
Building and revising resumes
Dress for success tips
Interview preparation
Career counseling and development
Campus interviews with prospective employers
Networking and career seminars held on campus
Participate in Mock interviews
Discussions pertaining to "life call" and integration into vocation
Husky Shadow program involving current students and alumni
Spring Business Etiquette Dinner

For further information, please visit www.hbu.edu/careerandcalling, call 281-649-3475 or stop by the Office in Brown 293, Student Life suite on 2nd floor of M.D. Anderson Student Center.

First & Second Year Experience (FYE)

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Stamps available for purchase, same price as USPS.
Fax services available for per-page fee: $.25 for local calls and $.50 for long distance.

Student Enewsletter

The Student Enewsletter comes as a weekly email to all currently enrolled students at their assigned HBU email address. The enewsletter includes information about weekly and upcoming events, news and announcements as well as valuable links to other resources and discounts. Some mid-week announcements or other campus announcements may also be sent to keep students informed of

schedule appointments with advisors,
keep scheduled appointments on time or cancel in advance,
accept responsibility for academic decisions,
seek assistance before experiencing academic difficulty, and
share information about educational and career goals.

Bookstore

The HBU bookstore is located on the first floor of the M.D. Anderson Student Center. Please refer to www.hbubookstore.com for details on hours of operations, methods of payment, textbook ordering/purchasing/buy-back, refund policies, and other services offered.

HBU Navigate

HBU Navigate provides a central location for students to find the people and resources on campus to help them succeed. HBU Navigate also provides an easy way to schedule appointments with instructors, advisors and tutors. Students may also view recommendations and tips for improvement di

Food Services

Hours: Monday-Thursday 2-6 p.m.

For additional questions, please contact David Hao, Associate Dean of Student Success, at dhao@hbu.edu.

Fitness Center

The Bradshaw Fitness Center, located at 7731 Southwest Freeway, provides currently enrolled students the following:

- Indoor Aquatics Center with 3 pools
  - lap pool - 25 yard, 4 lane
  - exercise pool
  - whirl pool
- Fitness floor - 10,000 square feet, with cardiovascular and strength equipment
- Group Exercise classes - both land and water
- Fitness Camps and more

Students must present current student HBU ID card or another valid ID on every visit and adhere to Bradshaw policies and procedures while on the premises. For policies and procedures, class schedules and additional information please visit www.hbufit.org or contact Student Life.

Student Health Insr1

The last patient will be seen at 15 minutes prior to the scheduled closing time. Clinic staff will be available to see students on a first-come, first-serve basis. Non-emergency visits to the Health Clinic should be made at times that do not conflict with the student's class schedule.

Personnel
The Clinic staff are licensed medical personnel contracted through Memorial Hermann Hospital System. Student Health Services is under the purview of the Vice President of Student Life.

Clinic Services

Information Technology Services

Computer Use Policy

See Policies section of the *Student Handbook*.

Computer Labs

HBU offers a supervised walk-up lab available to all students. It is located in Atwood II, room 101. You must be a currently enrolled HBU student to use the computer lab. Guests and/or children are not allowed to accompany students into the lab.

Equipment:

Computers
MS-Office (Word, Excel, Access, PowerPoint)

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Preamble

Philosophical Approach

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 Code of Conduct serves the educational mission of the University in achieving the aforementioned objectives. Community standards, policies and regulations, and the Student Conduct System are in place for the expressed purpose of moving students towards personal maturity and creating an environment that is conducive to academic learning, personal development, and spiritual growth.

The Student Conduct System is an educational and restorative process, not a legal proceeding. The process always attempts to confront misconduct in an educative posture that the student might learn from the experience, respond to the correction, and be reconciled to the community whenever possible. The conduct system provides University personnel opportunities to educate students and to help them attain better decision-making, character formation, and spiritual maturity. The effectiveness of these *teachable moments* requires that each student be treated with equal care, concern, honor, fairness, and dignity.

Article I: Definitions

1. 7 K H W H U P ³ 8 Q L Y H U V L W \´ R U ³ K X V W R Q % D S W L V W 8 Q L Y H U V L W \ .
2. 7 K H W H U P ³ V W X G H Q W ´ L Q F O X G H V D O O S H U V R Q V W K D W J F R X U V H V D time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their D F F H S W D Q F H I R U D G P L V V L R Q D U H F R Q V L G H U H G ³ V W X G H Q W V ´ D V D U University housing, although not enrolled in this institution. This Student Code of Conduct applies to the main campus, University-sponsored events, and activities at which the University is substantially represented.

3. 7KH WHUP ³IDFXOW\ PHPEHU´ PHDQV DQ\ SHUVRQ KROGLQJ E\ WKH 8QL
   teaching activities or who is otherwise considered by the University to be a member of its
   faculty.
4. 7KH WHUP ³8QLYHUVLW\ RIILFLDO´ LQFOXGHV DQ\ SHUVRQ HPSOR\H
   assigned administrative or professional responsibilities.
5. 7KH WHUP ³PHPEHU RI WKH FDPSXV FRPPXQLW\´ LQFOXGHV DQ\ SHU

provided to the Complainant, even if another member of the University community submitted the charge itself.

20. 7KH WHUP ³5HVSRQGHQW´ PHDQV DQ\ VWXGHQW DFFXVHG RI YLRODWLQJ WKH 6WXGHQW &RGH RI &RQGXFW RU DQ RUJDQL]DWLRQ FKDUJHG ZLWK YLRODWLQJ WKH 6WXGHQW &RGH RI &RQGXFW

Article II: Student Conduct Authority

A. Authority and Responsibility

The Vice President of Student Life is that person designated by the University President to be responsible for the administration of the Student Conduct System. The Provost 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 University Catalog, section entitled ³'LVKRQHVW\ LQ $FDGHPLF :RUN´ Faculty is designated by the Provost to be responsible for general classroom conduct management.

B. Student Conduct Review Oversight

The Vice President of Student Life is the person designated to appoint Student Conduct Administrators and/or convene the Student Conduct and Appeals Committee when needed.

C. Procedural Authority

The Vice President of Student Life with input from the Student Conduct Administrator and/or Student Conduct and Appeals Committee shall develop policies for the administration of the Student Conduct System and guidelines consistent with provisions of the process.

D. Finalizing a Decision

Decisions made by a Student Conduct Administrator complete the conduct process, unless a formal appeal is petitioned. Decisions made by the Chief Appellate Administrator shall bring to conclusion the formal student conduct system protocol.

Article III: Proscribed Student Code of Conduct

A. Jurisdiction of the University Student Code of Conduct

The University Student Code of Conduct 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 or 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 academic year and during periods between terms of actual enrollment (and even if his or her conduct is not discovered until after a degree is awarded).

The Student Code VKDOO DSSO\ Conduct even if the student withdraws from school while a conduct matter is pending. The Vice President of Student Life shall decide whether the Student Code shall be applied to conduct occurring off campus, on a case-by-case basis, at his discretion.

B. Community Standards

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policies and expectations for the conduct of community members. They may be articulated in written or spoken directives or ma

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3.4 *Weapons possession.* Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if

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.* Defined as an act which has the potential of endangering the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this rule (see 1.1 Knowing presence.)

4.10 *Drugs.* Use, possession, manufacturing, promoting use, or [redacted] marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Possession of drug paraphernalia or items that display or encourage drug or drug use is also prohibited.

In an attempt to create a conducive environment and influence lifestyle choices by which its

4.15 *Profanity and obscenity*. Use of language, or verbal depiction of activity, that is vulgar, coarse, crude, or indecent. Wearing articles of clothing that are construed as vulgar, coarse, crude, or indecent, or in other ways violates our community standards.

4.16 *Gambling.* Any activity that involves betting, wagering, raffles, or games of chance for which there exists the potential of personal or financial loss. ³'UDZLQJV´ DUH SHUPLWWHG ZKH into the drawing is free, an entry fee is optional, or a gift of approximate or greater value is received upon paying a participation fee.

4.17 *Unauthorized On-campus dances.* Any unauthorized dance sponsored by a University official or recognized student group. The University or a recognized student group may sponsor dance activities on or off University premises under the direction and supervision of assigned University personnel or advisors. Dances are subject to University guidelines and community standards. 6SHFLILF SURJUDP JXLGHOLQHV DQG SURWRFROV 3ROLF\´ DYDLODEOH IURP WKH 2IILFH RI 6WXGHQW /LIH).

D. Violation of Law and University Student Conduct Process

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 Code of Conduct (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 Code of Con

Administrator. Complaints should be submitted as soon as possible after a violation takes SODFH EXW QR ³VWDWXWH RI OLPLWDWLRQV´ SUHYHQWV WKH 6WXG when deemed warranted.

2. *Initial Notification.* The accused student shall be notified via HBU email that there has been a complaint. The accused student shall be provided notice of the allegations against the student and a copy of the written complaint, when deemed appropriate, as determined by the Student Conduct Administrator. The accused student shall be required to respond within 48 hours accepting or denying responsibility for the alleged violation. Failure to respond within 48 hours may result in additional sanctions. After a response from the accused student, the Student Conduct Administrator may conduct an inquiry.

3. *Inquiry.* The Student Conduct Administrator may conduct an inquiry to determine if the complaint has merit. Subsequent proceedings may be arranged at the discretion of the Student Conduct Administrator. The Student Conduct Administrator may, at his or her discretion, ask a HBU faculty or staff member to sit in during the inquiry process. During the course of the inquiry process, if new information is obtained that the student may have violated additional policies and procedures not included in the initial notification, the Student Conduct Administrator shall make every effort to notify the student of the additional violations.

4. *Resolution.* If the complaint is not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will make a decision based on the information revealed in the inquiry. If the respondent is found in violation of the Code of Conduct, sanctions shall be assigned by the Student Conduct Administrator.

5. *Notification.* The Student Conduct Administrator will notify the Respondent in writing of the decision(s) reached. The student will be notified of his/her right to appeal and information on the appeals process will be included in writing.

B. Conduct Boards

1. At his or her discretion, the Student Conduct Administrator may convene a **Student Conduct Board** composed of HBU students, faculty and staff, to resolve lower level violations. The accused student shall be notified that he or she will be appearing before the Student Conduct Board. Under the guidance of the Student Conduct Administrator, the Student Conduct Board will conduct an inquiry and submit its recommendation to the Student Conduct Administrator. The Student Conduct Administrator shall then review and either approve or deny the recommendation reached by the Student Conduct Board, and may reconvene the Student Conduct Board if necessary.

2. At his or her discretion, the Student Conduct Administrator may convene a **Conduct Board,** composed of faculty and staff (no students), to resolve more serious or egregious violations. The accused student shall be notified that he or she will be appearing before the Conduct Board. Under the guidance of the Student Conduct Administrator, the Conduct Board will conduct an inquiry and submit its recommendation to the Student Conduct Administrator. The Student Conduct Administrator shall then review and either approve or deny the recommendation reached by the Student Conduct Board, and may reconvene the Conduct Board if necessary.

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7. *Notification of sanctions.* The Student Conduct Administrator is not limited to sanctions listed above. Upon completing a review of the situation, the Student Conduct Administrator shall advise the

recordings during the student conduct process. No other party shall use audio or visual recordings during the student conduct process without the explicit consent of the Student Conduct Administrator and/or the Student Conduct and Appeals Committee.

F. Special Accommodations

The Student Conduct Administrator and/or the Student Conduct and Appeals Committee may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witness(es) during the review by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined to be appropriate in the sole judgment of the Vice President of Student Life or the Student Conduct Administrator.

G. Confidentiality

All participants involved in a particular matter under this Code are expected to keep the matter confidential in order to preserve the integrity of the process. Authorized University officials with a need to know may have access to information regarding the discipline process and outcomes. The University may also be required to release information in response to duly issued subpoenas in criminal, civil or administrative proceedings. In cases where any participant involved in the process chooses to make public the process and/or the decision of any University official involved in the process, the University may respond accordingly.

Article V: Interpretation and Revision

A. Authority

Any question of interpretation or application of the Student Conduct System shall be referred to the Vice President of Student Life or his designee for final determination.

B. Review and Revision Time Line

The Student Conduct System and Student Code of Conduct shall be reviewed every three (3) years under the direction of the Vice President of Student Life. Revisions shall be implemented with the approval of the President.

C. Disclaimer

The Student Conduct System and Code of Conduct 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 of Student Life through various means available.

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University Directory

Whether you're a prospective student, an alum, a friend of the University, or a fellow Houstonian, we welcome the opportunity to answer your questions and provide you with the information you need.

The University switchboard may be reached at (281) 649-3000.

Mailing Address:
Houston Baptist University
7502 Fondren Road
Houston, Texas 77074-3298

For media inquiries, further information on press relea

Employment Opportunities at HBU	
English	(281) 649-3610
Events (see University Events & Conferences)	
Financial Operations Vice President	(281) 649-3256
Financial Aid	(281) 649-3749

Fitness Center

Student Ministries	(281) 649-3223
Television Studio	(281) 649-3400
Testing Services	(281) 649-3236
Transcripts (also Registrar)	(281) 649-3213
University Bookstore	(281) 649-3258
University Minister	(281) 649-3033
University Communications (Marketing)	(281) 649-3025
University Events & Conferences	(281) 649-3047
University Police (see Police)	
University Relations	(281) 649-3206
Veterans Affairs	(281) 649-3213
Web Strategies	(281) 649-3777
Bradshaw Fitness Center, Bradshaw (see Fitness Center)	(281) 649-3501