

**FREED
HARDEMAN**

U N I V E R S I T Y

STUDENT HANDBOOK
2014-15

2014-2015 Building Hours

Brown-Kopel, Draughon, Gardener Center and Burks Student Center

Monday–Thursday: 7 a.m.-12:30 a.m.

Friday: 7 a.m.-11 p.m.

Saturday: 5 p.m.-11 p.m.

Sunday: 1 p.m.-12:30 a.m.

Accessible after 5 p.m. via ID card

Special note: Classrooms in these buildings will be locked at 5 p.m. each day unless scheduled/reserved for classes, meetings, or special events. Classrooms will be unlocked at 7 a.m. Monday-Friday.

Associates Science Center, Old Main and Bulliner-Clayton Visual Arts

Monday–Thursday: 7 a.m.-11 p.m.

Friday: 7 a.m.-6 p.m.

Saturday: CLOSED (Exception: Bulliner-Clayton will be locked but students who are approved to have Saturday access may enter the building using their ID card.)

Sunday: 1 p.m.-11 p.m.

Accessible after 5 p.m. via ID card

Special note: Classrooms in these buildings will be locked at 5 p.m. each day unless scheduled/reserved for classes, meetings, or special events. Classrooms will be unlocked at 7 a.m. Monday-Friday.

Anderson Science Center, Black Box Theatre, and Health and Human Performance Academic Facility

Monday–Friday: 7 a.m.-6 p.m.

Saturday and Sunday: CLOSED

Unless otherwise scheduled/reserved for classes, meetings, or special events.

Brewer Sports Center

Monday–Thursday: 5 a.m.-11 p.m.

Friday–Saturday: 5 a.m.-10 p.m.

Sunday: 1 p.m.-4 p.m. and 7 p.m.-11 p.m.

Alumni Center, Joy Simon McDaniel House, Thomas Landon House, Loyd Auditorium, OMUR, Carter Facilities and Hall-Roland Basement Offices

Monday–Friday: 7 a.m.-6 p.m.

Saturday–Sunday: CLOSED

Unless otherwise scheduled/reserved for classes, meetings or special events.

Crews-Colbert Activity Center

Sunday–Saturday: 11 a.m.-curfew

Unless otherwise scheduled/reserved for classes, meetings or special events.

Fitness Center, Pruett Book Center, Wallace-Gano Dinning Hall and Rogers-Dodd-Conger Medical Clinic

Hours posted

Clayton Chapel, Hardeman House, MSYC, 2nd Street Art House, Carnes Field Complex and Morgan Stadium

As scheduled/reserved for classes, meetings, special events or athletic needs

Contents

About Freed-Hardeman University.....	5
Student Rights and Responsibilities.....	6
Family Educational Rights and Privacy Act (FERPA)	7
Spiritual Life	9
Student Life.....	11
Residence Life	16
Student Conduct and Discipline.....	27
Energy Conservation and University Housing.....	38
Traffic and Parking Regulations	38
Business Services	42
Academic Policies and Definitions	44
Student Academic Grievance	54
Academic Support Services	55
Disability Services Policy and Procedure.....	56
Other Support Services	57
Amendments to Student Handbook Policies.....	58
Campus Map.....	59
Wallace-Gano Dining Hall Hours of Operation.....	60
Academic Calendar (2014-2014).....	61
Campus Directory	63

To the Student

The pursuit of excellence in Christian conduct, including courtesy, compassion, and empathy, is an outward manifestation of an inward strength of character. The policies stated herein have been formulated in accordance with ethical standards and biblical principles.

Students are responsible for accessing and complying with the policies of the Student Handbook. These policies, however, are not exhaustive. Students are also responsible for abiding by any policies in the University Catalogs, on the FHU policy site (policy.fhu.edu), and in course syllabi. Responsibility begins on the first day of a student's arrival on campus and continues until the last day, including weekends, holidays, and breaks. Parental permission does not release a student from this agreement.

The University reserves the right to delete, amend, or create policies regarding student life at any time. Such changes will be communicated to the students via e-mail and the FHU website.

In this handbook, the term University shall mean Freed-Hardeman University. The term student shall mean any student enrolled in the University for one or more credits in the current semester. Note that, as to graduate students, certain provisions in this handbook may be superseded by specific provisions in the Graduate Catalog. The term faculty/staff shall mean any faculty member, staff member, or administrator currently employed by the University.

The Student Handbook is prepared by the Office of Student Services in cooperation with the following personnel:

- Dr. Joe Wiley, President
- Dr. Wayne Scott, VP for Student Services
- Dr. Charles Vires Jr., VP for Academics, and Enrollment Management
- Dr. Jeana Wiley, Associate VP for Student Services
- Stu Varner, Dean of Students
- Tony Allen, Assistant VP for Student Services
- Cathy Maples, Director of Residence Life

About Freed-Hardeman University

Purpose Statement

Freed-Hardeman University is a private institution, associated with churches of Christ, dedicated to moral and spiritual values, academic excellence, and service in a friendly, supportive environment. The purpose of the university is to provide every student an education permeated with these Christian values.

Aims

In accomplishing its purpose, the university pursues the following three aims.

Freed-Hardeman provides higher education with a Christian perspective:

- by recognizing the Bible as the inspired and authoritative Word of God,
- by presenting Jesus, the Christ, as the model for personal behavior,
- by viewing each person as a special creation of God, possessing an everlasting soul, with ultimate accountability to God,
- by promoting racial harmony, religious unity, and respect for individual differences through Christian love and biblical teaching, and
- by offering programs, activities, and worship opportunities that strengthen the university community.

Freed-Hardeman provides educational opportunities through excellent undergraduate and graduate programs:

- by employing a qualified, caring Christian faculty,
- by teaching students to be critical thinkers who communicate effectively,
- by offering a balanced education in the liberal arts and sciences as well as specialization in a chosen discipline,
- by offering academic enrichment opportunities to strengthen individual students,
- by equipping students for advanced study and career challenges, and
- by instilling in students a lasting desire for learning.

Freed-Hardeman provides service to the individual, home, church, community, and world:

- by facilitating spiritual, intellectual, emotional, social, and physical growth,
- by recognizing the home as the basic unit of society and helping students develop skills for healthy Christian families,
- by encouraging students to love the church and preparing them for active service in a local congregation,
- by offering programs to strengthen and encourage growth of the church, and
- by teaching students to become effective citizens of the local and world communities.

Student Rights and Responsibilities

Students have the right to:

- Receive a quality education from a dedicated faculty, aided by a supportive staff and a strong administration.
- Learn in an environment that fosters spiritual, intellectual, physical, emotional, and social development.
- Participate in on- and off-campus events that encourage such growth.
- Engage in all activities of the University free from any form of discrimination, including, but not limited to, harassment on the basis of race, color, creed, national or ethnic origin, religion, sex, disability, age, or veteran status.
- Enjoy personal privacy, except as described in the policies or procedures of the University and as prescribed by law.
- Have access to the University Catalogs, Student Handbook, University Calendar, and other relevant program handbooks via the University website (www.fhu.edu).
- Voice their opinions and concerns regarding the mission, vision, and core values of the University.
- Express their opinions and concerns about any phase of their college experience to appropriate personnel.
- Have appeals processes in place relating to all aspects of life at the University.
- Be notified regarding changes in University policies or procedures in a timely manner.
- Have access to the University crime report, prepared annually by the Director of Campus Safety.

Students have the responsibility to:

- Be familiar with and accountable to the policies and procedures in the current University Catalog, Student Handbook, and other relevant program handbooks.
- Take advantage of the opportunities provided by Freed-Hardeman University to develop spiritually, intellectually, physically, emotionally, and socially.
- Respect the property of Freed-Hardeman University and acknowledge that violators are responsible for any damage or destruction to the property.
- Respect the rights and property of others, including other students, faculty, staff, and administration.
- Respect the personal privacy of others.
- Recognize that parental permission does not supersede any policies and procedures in the current University Catalog, Student Handbook, or other relevant program handbooks.
- Cooperate with faculty and staff members in providing information concerning violations of University policies and procedures.
- Read and review all University mail, including, but not limited to, email, campus mail, and mail disseminated through the Residence Hall Supervisors.
- Recognize that student actions reflect not only on the individuals involved, but also on the entire University community.
- Develop Christian character traits, such as trustworthiness, respect, responsibility, and compassion, and encourage such traits in others.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." These rights include

1. Right to inspect and review your education record within a reasonable time after the University receives a request for access. If you would like to review your student record, contact the University office that maintains the record to make the appropriate arrangements.
2. Right to request an amendment of your education record if the individual believes the record is inaccurate or misleading. If you feel there is an error in the record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding the appropriate steps if you do not agree with the decision.
3. Right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" concerning information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their duties, and only within the context of their duties, include: University faculty and staff, agents of the institution, students employed by the institution who serve on official institutional committees, and representatives of agencies under contract with the University.
4. Right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605

Disclosure of Education Records

A school must:

- Have student's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Disclosure of “Directory” Information

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Non-discrimination Rights Statement

Freed-Hardeman University is committed to the policy of providing equal opportunity for all persons. The University does not discriminate in admissions, programs, or any other educational functions and services on the basis of race, color, creed, national or ethnic origin, religion, sex, disability, age, or veteran status to those who meet its admission criteria and who promise to uphold the values stated in the University Catalog and Student Handbook.

Based upon this commitment, Freed-Hardeman University follows the principle of non-discrimination and operates within applicable federal and state laws. As a recipient of federal financial assistance, Freed-Hardeman University is required by Title IX of the Educational Amendments of 1972, as amended, not to discriminate on the basis of sex in its admission policies, treatment of students, employment practice or educational programs, except as required by religious tenets of the churches of Christ.

Campus Safety Act Rights

In order to comply with the Department of Education regarding the Jeanne Clery Act of 1990, Freed-Hardeman University must record all crimes occurring on campus on a yearly basis. Through resources from the Freed-Hardeman Office of Campus Safety, the Henderson Police Department, and the Office of Student Services, an annual report is submitted to the U.S. Campus Crime website each year. The most current crime report statistics are available at www.fhu.edu. The University submits a monthly crime report to the Tennessee Incident Based Reporting System (TIBRS).

Student Grievances

Freed-Hardeman University strives to provide excellent service to its students. A student who has a complaint about any aspect of FHU is encouraged to discuss the issue informally with appropriate FHU personnel. Most issues can be resolved in this way. In the event that the issue is not resolved or the student is not comfortable discussing the issue informally, the student is encouraged to submit a written grievance. For grievances related to academic matters, please refer to Academic Life: Student Academic Grievance Policy. Grievances related to nonacademic matters may be submitted to the appropriate office on campus or to the Office of Student Services.

Nonacademic Grievance

Purpose

The purpose of this policy is to provide an opportunity for students at Freed-Hardeman University to have grievances addressed in a fair and professional manner. All parties involved in the grievance process are expected to conduct themselves in a manner consistent with the Christian standards of the University.

Nonacademic Grievance

Any grievance of a nonacademic nature may be discussed informally with a faculty member, staff member, or administrator, as appropriate. If the grievance is not resolved in this fashion or if the student does not feel comfortable discussing the grievance informally, the following procedure must be followed:

1. The grievant will register the complaint in writing using the Nonacademic Grievance Form, available in the Office of Student Services or online at www.fhu.edu, within ten (10) school days of the alleged incident. The completed form should be submitted to the Vice President for Student Services, where it will be routed to the appropriate supervisor in whose area the grievance has arisen. The supervisor will respond in writing within five (5) school days of receipt of the grievance. If the grievance directly involves the supervisor, then the student may request that the grievance be submitted directly to the vice president in whose area the complaint has arisen.
2. If the supervisor's response does not resolve the complaint or the grievance directly involves the supervisor, then the grievant may request that the written grievance be submitted to the vice president in whose area the complaint has arisen. This request must be made through the Vice President for Student Services within five (5) school days from the time of the supervisor's initial written response. The vice president must respond in writing within five (5) school days of receipt of the grievance. If the grievance directly involves the vice president, then the student may request that the grievance be submitted directly to the president.
3. If the vice president's response does not resolve the complaint or the grievance directly involves the vice president, then the grievant may then request that the written grievance be submitted to the president. This request must be made through the Vice President for Student Services within five (5) school days from the time of the vice president's response. The president must respond in writing within five (5) school days of receipt of the grievance. The decision of the president is final.

Records of written grievances and responses will be maintained in the Office of the Vice President for Student Services. In the interest of all involved, if an appeal is submitted just prior to the end of a term, deadlines (for the submission of paperwork, etc.) are subject to modification.

This policy will take effect beginning with the Fall 2010 semester, and will supersede all other grievance procedures currently in effect.

Spiritual Life

Bible Courses

Regular Bible study is a vital component of a Christian education at Freed-Hardeman University. All full-time students in residence are required to register for credit (not audit) and attend a Bible class regularly each semester. For more information, see Academic Life: Bible Class Attendance.

Church Services

All students are encouraged to attend church services on Sunday morning, Sunday evening, and Wednesday evening. Students may obtain information about worship times and locations from the Office of Student Services.

Devotionals

Various devotionals and Bible studies are held on campus throughout the week. Campus-wide devotionals are typically held on Monday, Thursday, Friday, and Saturday evenings. Residence hall devotionals are held each Tuesday evening during the semester. Clayton Chapel singings are held every other Wednesday evening.

Lectureship

Since 1937, a Bible lectureship has been held annually. Originating before that time as special short courses for preachers, the lectureship now draws men and women from many states and countries to hear outstanding preachers and to prepare themselves for more effective leadership and service. The lectureship is held during the first full week in February.

Chapel Programming and Attendance

Chapel is an integral part of the Freed-Hardeman University experience. FHU is founded upon the integration of spiritual growth, learning, and living. For this reason, chapel is mandatory for all students taking nine or more credit hours in a semester. It is also mandatory for undergraduate students residing on campus or in housing owned by the University, regardless of the number of hours taken.

Chapel attendance is checked daily by a scanner; after students scan their I.D. cards, the attendance records are stored automatically on myFHU. Using another student's I.D. card to scan in for chapel is a form of falsification of records and student misconduct. Any student involved in the inappropriate use of scanning I.D. cards for chapel attendance will be subject to disciplinary action. Students can access their records of chapel attendance throughout the semester by simply logging onto myFHU and selecting the appropriate icon.

Allowed Absences

Students are allowed 12 absences during the course of a fall or spring semester. All absences are included—both excused and unexcused. Students who are absent more than 12 times during a semester will be subject to suspension from the University.

Tardiness

Students who arrive for chapel after the program has begun, but within the first five minutes, will still scan their cards and then sit in a designated area. They will be counted tardy, not absent, for the day. Three tardies equal one absence. Students who arrive for chapel after the first five minutes will be counted absent, not tardy.

Exemptions for Attendance

Students may request an exemption for chapel if they have a valid reason. The process for requesting an exemption requires completing the form online found at www.fhu.edu/chapelexempt and having it approved by the Dean of Students.

- Requests for exemptions due to work must include a letter from the employer stating the work hours.
- Commuters who do not have class before 12:30 p.m. qualify for an exemption from chapel on those days. A student in this category should include a copy of his or her class schedule with the exemption form.

Exemptions are not automatic and are not in effect until the student has received confirmation of the approval, typically by student e-mail. Students may also come by the office of the Dean of Students at any time to check on their status. In any event, they should not assume that the exemption will be approved but must wait for confirmation.

If a chapel exemption is approved, the allowable number of absences will be reduced by one for each day of the week covered by the exemption. For example, if a student is exempt two days per week, the allowable number of absences will drop from 12 to 10.

Chapel Disruptions

Any purposeful disruption of chapel will result in disciplinary action. Such actions include, but are not limited to, using a laptop or cell phone, studying for exams, or talking. In addition, students will be disciplined for disrespecting the authority of those monitoring chapel. Discipline may include, but is not limited to, being counted absent, being placed on disciplinary probation, or being suspended, if persistent disrespect occurs.

Student Life

Office of Student Life

The Office of Student Life at Freed-Hardeman University serves an integral function in supporting the mission, vision, and core values of the University and in encouraging student development. This office works with the campus community to encourage spiritual, physical, intellectual, emotional, and social growth through participation in on- and off-campus events throughout the school year.

The Office of Student Life provides a variety of programs, services, and activities to support an energetic Christian environment. Student organizations offer an opportunity to develop leadership skills and work cooperatively.

Student life on the campus of Freed-Hardeman University is a unique experience, which has recently been improved with the addition of the Crews-Colbert Activity Center. In addition to housing the Office of Student Life, the activity center includes KC's Coffee House, two movie theaters, a conference room, two multi-purpose rooms, and a game room/lobby.

The Office of Student Life is responsible for the following areas:

- Interclub Council for Social Clubs
- Makin' Music
- Social Clubs
- Intramurals
- University Programming Council
- Interface
- Campus movies

Interclub Council for Social Clubs

The Interclub Council (ICC) provides overall leadership for the social clubs. Any issues concerning social clubs (intramural appeals, social club guidelines, induction, etc.) are discussed and voted on by this council (See the Social Club Handbook for more details).

Makin' Music

Makin' Music is a student-organized production that brings together prospective students, current students, and alumni for a weekend of entertainment. Students may participate in Makin' Music in several ways, including the social clubs, the Makin' Music staff, the show band, and the technical crew. Students also serve as hosts and hostesses and as ushers. The production includes performances by the hosts and hostesses and competitive performances by social clubs.

For more information, students may contact the Assistant Vice President of Student Life in the Crews-Colbert Activity Center or by phone (731) 989-6055 or by email tallen@fhu.edu.

Social Clubs

Almost from the beginning of Freed-Hardeman University, social clubs have been a part of the school's social structure. Membership in a social club provides a unique opportunity to develop lifelong relationships, to become involved in campus life, and to participate in Christian service.

Social clubs at Freed-Hardeman are inclusive. Each qualified student has the opportunity to join a club. Currently, six social clubs are active. They are as follows:

- Chi Beta Chi
- Gamma Tau Omega
- Phi Kappa Alpha
- Sigma Rho
- Theta Nu
- Xi Chi Delta

Social Club Care of Facilities

Social clubs may display posters, banners, and other notices on bulletin boards and the red wall in the Student Center. No such materials may be displayed on outside masonry and/or painted walls, inside painted surfaces, garbage cans, or glass surfaces (exception—glass surfaces in residence halls). In the interest of safety and to protect University property, students **MAY NOT** be on the top of buildings for any reason. All posters, banners, and other notices must be approved by one of the following: Assistant Vice President of Student Life, Dean of Students, or other student services staff.

Individuals or groups represented by posters, banners, and other notices will be responsible for their removal. These materials must be taken down within 48 hours of an event's completion. Failure to get permission to post these materials or to remove them on time may result in the loss of this privilege.

Individual Use of Facilities

Individuals, or other groups not authorized by the University, may not display/distribute materials without permission from the Office of Student Services.

Club Fund-Raising Events

Permission must be secured from the Office of Student Life before taking up a collection for any person or project. Club fund-raising projects must also be approved by the Office of University Advancement (731) 989-6019.

Mass Mailings

Campus mailings of 25 or more must be approved. The Assistant Vice President of Student Life approves all mailings from UPC, Makin' Music, and Interface. Mailings from social clubs will also be approved by the Assistant Vice President of Student Life. The Dean of Students approves all other mass mailings.

Student Government Association

The Student Government Association (SGA) serves as a liaison between students and faculty, staff, and administration. The SGA is comprised of 31 elected members and includes four groups: the Student Executive Board, the Student Senate, the Intra-University Council, and the Freshman Advisory Council.

The Student Executive Board consists of four officers: president, vice president, secretary, and treasurer, elected by the student body. The Student Executive Board members, along with other SGA members, represent the student body on several University administrative and academic committees.

The Student Senate consists of 16 students who are elected from each classification in the SGA general election. The SGA Senators present the needs and concerns of their constituent groups to the Student Executive Board.

The Intra-University Council (IUC) consists of one elected member from each of the social clubs and one elected representative from each of the residence halls, thus creating a total of 17 members. The IUC presents to the Executive Board all concerns of social clubs and residence halls.

The Freshman Advisory Council (FAC), a group of no more than 15 members, is selected early in the fall semester. FAC candidates must fill out an application and go through an interview with the SGA president, vice president, sponsor, and an appointed member of the SGA. The FAC elects its own president, vice president, secretary, and public relations coordinator.

Seven Standing Committees

Of great importance to the SGA are its seven standing committees. Each of these committees has male and female co-chairs who supervise significant activities in their respective areas. These committees are appointed by the SGA president and vice president.

- **Community Service:** coordinates and organizes activities that benefit the lives of FHU students and the community
- **Food Service:** acts as a liaison between the student body and the food service organization, reflecting the concerns and interests of the students
- **Rules and Regulations:** represents student interests in official University policies and safeguards academic freedom and student rights
- **Safety Committee:** acts as an intermediary between the students and the Safety Committee and handles all matters relating to student security
- **Spiritual Life:** helps to create and maintain an atmosphere that promotes spiritual well-being by scheduling and coordinating spiritual activities for students
- **Student Life:** plans and coordinates social activities for students
- **Technology Committee:** acts as a liaison between the students and the Information Technology Department and creates and maintains the SGA website

For more information, students may contact the Director of University Career Center (SGA Staff Sponsor) by phone (731) 989-6449 or by email jbrown@fhu.edu.

University Program Council

The purpose of the University Program Council (UPC) is to plan and host social, cultural, educational, and recreational programs for the students.

Interface

Interface is an orientation program at the beginning of the fall semester for new students. Small groups, led by upperclassmen, participate in activities that allow them to meet other new students, faculty, and staff and become informed about campus life.

For more information, students may contact the Assistant Vice President for Student Services by phone (731) 989-6055 or by e-mail tallen@fhu.edu.

Intramurals

The intramural program at FHU provides participation opportunities for students with varying degrees of athletic ability. It is designed to serve the entire FHU family, including students, faculty, staff, and administration. Participants have the opportunity to develop physically, socially, and spiritually. The primary purpose of the intramural staff is to enhance this opportunity for growth.

Intramural sports include the following:

- Basketball
- Softball
- Volleyball
- Tennis
- Flag football
- Ultimate Frisbee
- Dodgeball

For more information, students may contact the Assistant Vice President for Student Services by phone (731) 989-6055 or by e-mail tallen@fhu.edu.

FHU Fitness Center

The FHU Fitness Center is located in the Sports Center. The Building Manager is responsible for scheduling activities for the facility.

- A sign-in book at the lobby desk is used to reserve the racquetball courts.
- The walking track may be used whenever the Sports Center arena is open to the public. The schedule for the track is posted outside the building.
- The weight room is available when a monitor is present. The schedule for the use of the weight room is posted in the lobby and on the weight room door.
- Guests of the University desiring to use the athletic facilities, with the exception of the walking track, must secure a guest pass. For inquiries, guests may contact the Office of Athletics by phone (731) 989-6900 or by email tcarter@fhu.edu. All such guests must comply with rules and regulations of the University.

The Sports Center operates with reduced hours during holiday breaks. The weight room is open to current FHU ID holders and LionBackers only. Admission requires a current ID. Family members of students, faculty, staff, and administration may obtain a valid FHU "Family" ID card from the Office of Student Services.

To schedule activities, students may contact the Building Manager by phone (731) 989-6909 or by email thumphry@fhu.edu.

University Food Services

Wallace–Gano Dining Hall

Hours for Wallace-Gano Dining Hall, KC’s Coffee House, and Lion’s Pride are posted outside near their respective entrances.

Meal/Food Service Information

For Plans A, C, D, and S, the meals are per week and do not carry over to the following week. You can use one meal in any given meal period. The weekly allotment of meals begins on Sunday and ends on Saturday after closing.

Student may choose from a variety of meal plans:

Plan A (per semester- 19 meals per week + 40 Dining Dollars)	\$1,742
Plan C (per semester- 15 meals per week + 80 Dining Dollars)	\$1,742
Plan D (per semester- 10 meals per week + 60 Dining Dollars)	\$1,647
Plan S (per semester- 7 meals per week + 40 Dining Dollars: for students who have completed 90 or more hours at the beginning of the semester or nursing students during semester they are doing clinicals)	\$1,045
Plan U (unlimited access + 40 Dining Dollars)	\$1,891

Students may change meal plans each semester until the end of the drop/add period, which is approximately 10 days into the semester. To change their meal plans, students should contact the Director of Student Accounts in the One Stop Center in Gardner Center by phone (731) 989-6008 or by e-mail dhester@fhu.edu.

Dining Dollars

Dining Dollars are pre-paid funds determined by the meal plan selection that you made, that are added to your student ID card and can be used in the Lion’s Pride, KC’s Coffeehouse, or Wallace–Gano Dining Hall. Unused Dining Dollars that are associated with your meal plan will roll over from the fall semester to the spring semester; however, at the end of the spring semester, any unused funds will be forfeited.

Resident students, those students living in apartments, or commuters may purchase Dining Dollars at any time during the year. Dining Dollars are purchased with a dollar for dollar exchange rate. (\$100 equals \$100 in Dining Dollars). These funds are added to your ID card and accessed at the register system used by Dining Services. Any funds added to your account that are not part of a specific meal plan will roll over from semester to semester and year to year. To purchase these Lion Bucks, please go to the Dining Service offices in the Wallace–Gano Dining Hall. Cash, check, and all major credit cards are accepted. Starting in the fall semester, funds can also be added online through the Dining Service website.

University Postal Services

All undergraduate students are assigned a campus mailbox. Students should check their mailboxes daily because they are accountable for official communications sent through campus mail. Stamps may be purchased in the University Bookstore.

Students may be required to share a box with another student. Any mail not addressed to a particular student must be left in the box. It is against the law and university policy to tamper with or destroy another person's mail. Students should never send cash through campus mail.

Residence Life

Living on campus offers students convenience and a sense of community. On-campus living provides students with the opportunity for academic, social, and spiritual growth.

Residence Hall Staff

The residence halls and residence apartments are under the supervision of the Director of Residence Life. Each residence hall is managed by a full-time Residence Hall Supervisor. The two privileged housing apartments are each managed by a Lead Resident Assistant and a Resident Assistant. The Residence Hall Supervisors and the privileged housing Resident Assistants report directly to the Director of Residence Life.

The Residence Hall Supervisors are assisted by student Resident Assistants (RAs). They provide support for students and assist with administrative tasks. Students with concerns about any aspect of life on campus should contact their Residence Hall Supervisor or Residence Assistant.

Musters

Musters (mandatory meetings of students in a given residence hall) may be called by the Dean of Students or the Director of Residence Life. Failure to attend may result in disciplinary action.

Housing Eligibility

All undergraduate students under 23 years of age are required to live on campus.

Undergraduate students who are at least 23 years of age and graduate students may live off campus, and they may also live on campus with approval from the Director of Residence Life. Students aged 25 years or older are not permitted to live on campus. Married students are not permitted to live in on campus.

Assignments of Roommates and Private Rooms

The Director of Residence Life determines all room assignments. Requests for a specific room or roommate(s) should be made to the Director of Residence Life. Those desiring to room together should each make the request. Every effort is made to honor these requests, but requested assignments are not guaranteed.

Requests not submitted by the specified date will not be considered until all on-time requests are processed.

Room Changes

Students must have prior written permission from the Director of Residence Life to change rooms. At the beginning of each fall and spring semester, a one-week period allows students to change rooms without charge. A \$25 fee will be assessed for student-initiated room changes outside the "free move period." After the move is complete, the Residence Hall Supervisor will check the vacated room for cleanliness and possible damage.

The University reserves the right to change room assignments in order to fill a room or suite. No charge will be made if the University initiates the change. The University also reserves the right to freeze housing moves at any time.

If an assigned roommate decides not to attend FHU or moves out after the academic year has started, it is the student's responsibility to find another roommate. The Director of Residence Life and/or the Residence Hall Supervisor can assist in locating a new roommate. A student is given two weeks to find a new roommate. After that, the student may be assigned a new roommate, moved to another room, or charged a private room fee.

Roommate Conflicts

Roommates should make every effort to solve their own conflicts. If they cannot be resolved, however, the Resident Assistant or Residence Hall Supervisor may be able to help. In extreme cases, a student may request a room change.

Private Rooms

Private rooms are available as space permits. Requests for private rooms must be made to the Director of Residence Life. Private rooms require an additional charge.

Entry into Residence Halls

Doors in residence halls are locked 24 hours a day. Students may use side entries from 5:00 a.m. until 30 minutes before curfew. After that time students must enter and exit through lobbies. Using the side doors at inappropriate times may result in disciplinary action.

Student Property

Students are assigned keys to their rooms. They should make sure to lock their doors whenever they leave. Students who lose their keys should report the loss to the Residence Hall Supervisor immediately. There will be a \$25 charge to replace key.

Students should not enter another person's room when the regular occupant is out unless accompanied by the Residence Hall Supervisor, the Dean of Students, or the Director of Residence Life.

Students should never leave large sums of money in their rooms or cars, and they should remove all valuables at any time they are not on campus. Anything stolen should be reported to the Office of Campus Safety as soon as possible. All personal property of a student is the sole responsibility of that student. Freed-Hardeman University does not assume any responsibility for personal property that is lost, damaged, or stolen. Consequently, students are encouraged to purchase insurance if their belongings are not covered under the homeowner's policy of their parents or guardians.

Residence Hall Closing

All students are expected to vacate the residence halls during Thanksgiving, Christmas, and spring and summer breaks. Students with special circumstances may request to stay in the residence hall during breaks by appealing to the Director of Residence Life at least 10 calendar days before the beginning of the break.

Storage of Student Property

The University will not store students' belongings on campus during breaks. Several commercial storage facilities are available in the local area.

Weekly Room Inspection

Students are responsible for maintaining their rooms in a neat, clean, and orderly fashion. In addition, lights and electronics should be off if the room is unoccupied. The Residence Hall Supervisor will inspect students' rooms weekly. Students are permitted three room fails per semester with no negative consequences.

After two failures, the following procedure should be followed:

- 3rd fail: warning letter
- 4th fail: sign-out restriction until the room has been cleaned and passed a re-inspection; 5 hours of community service assigned by the Dean of Students
- 5th fail: sign-out restriction for one week; 10 hours of community service assigned by the Dean of Students
- 6th fail: sign-out restriction for two weeks; club restriction for two weeks; \$25 fine; 15 hours of community service assigned by the Dean of Students
- Subsequent failures will be addressed by the Dean of Students.

Health Inspection

Health inspections are conducted at least once each semester by the Director of Residence Life. At this time, rooms must pass an additionally rigorous inspection.

If a room does not pass health inspection, students will be given the opportunity to correct the problem(s) noted by the inspector. If the room does not pass the re-check, students will be subject to disciplinary action and/or fines.

Signs will be posted in advance of health inspection week to give adequate notice.

Search of Rooms and Vehicles

The University reserves the right to enter, inspect, and search the room of any student in housing owned by the University. The University also reserves the right to search any student's vehicle whether resident students or not. Searches may be conducted in or out of the student's presence. All evidence found in such searches will be held in the Office of Student Services.

All searches will be conducted by at least two officials of the University (or one University official and one member of law enforcement). Any student who refuses to allow a search is subject to immediate suspension.

Furnishings in Residence Halls

Each room has been fully furnished. Students are responsible for damages in their areas of residence. Nails or screws should not be put in the walls.

Prior to move-in, an inventory sheet is completed on each dorm room. Students are able to review the sheet at move-in and suggest any corrections. When a student moves out of a dorm room, the inventory sheet is rechecked. Any replacement and/or repair costs for missing or damaged furniture will be charged to the occupant(s) of the room. Suitemates may move furniture between rooms in the suite if all suitemates agree; however, all furniture must be returned to its original room before checkout. Furniture may not be removed from the suite at any time.

Decorations in Dorm Rooms

Paint/Wallpaper: Students may not paint or wallpaper the dorm room.

Decorations: Students may not display pictures, posters, books, records, videotapes, DVDs, artwork, beverage containers, or any other items that are not in good taste and/or do not conform to Christian ideals.

Carpet/Rugs: Students may lay carpet or rugs in their rooms with the following limitations:

- Carpet/rugs may not be attached to the floor or walls in any way, including using two-sided tape.
- Carpets must be removed for necessary maintenance or cleaning.
- Students are liable for any damage done to the floor.

Construction: Construction is allowed under the following conditions:

- Construction must be sturdy with adequate support.
- Student-constructed bed frames must be free standing.
- Students may not nail or otherwise attach anything to bed frames owned by the University.
- All construction must be removed when the room is vacated.
- The University is not responsible for injury or damage caused by faulty construction.
- Students are responsible for any damage caused from using furnishings owned by the University to support personally owned items.

Electrical Appliances:

- Refrigerators may be no larger than 4.3 cubic feet capacity.
- Open-coil appliances: hot plates, hot-oil fryers, popcorn poppers, electric skillets, ovens, and electric heaters are not allowed. Hot-air popcorn poppers, however, are allowed.

Candles/Incense: Anything designed to burn, flame, or smolder is prohibited in the residence halls, including, but not limited to, candles, incense, lighters, and matches. These items will be confiscated if found in dorm rooms.

Pets: Students may keep tropical fish in their rooms. Students may not have any other animals in dorms at any time. If pets other than tropical fish are discovered in any room, students will be subject to disciplinary action, up to confiscation of the animal if the student is unable to find a proper place off campus for it. Other disciplinary action may include a fine for cleaning the rooms. Students living in housing owned by the University or in privileged housing found in violation of this rule will be reassigned to residence halls.

Lobby Televisions

Televisions are provided in dorm lobbies for the primary use of the residents.

- Programs viewed on lobby televisions should not conflict with the principles or policies of the University.
- Residence Hall Supervisors may change the channel or turn off the television if inappropriate programs are being viewed.
- The use of lobby televisions will be limited to two half-hour slots to prevent any individual or group of students from monopolizing the televisions.
- Residence Hall Supervisors are responsible for scheduling the use of televisions.

Cable

Each residence hall room has cable television service. Students must supply their own televisions and coaxial cables.

Computers

All computers connected to the University network are governed by Policy 7.1.1 Acceptable Use:

Purpose

This policy is designed to define the appropriate and responsible use of the information resources at FHU including all data transmissions over FHU owned data media, servers, domains, workstations, and with any FHU contractor owned services and their network infrastructures.

Scope

This policy applies to all faculty, staff, students, contractors or any other individual using information technology at Freed-Hardeman University. Access to FHU-owned computer facilities, equipment, hardware, software, printing services, and technology staff-provided user support is a privilege, not a right. Accepting access to this technology carries an associated expectation of responsible and acceptable use. When accessing any remote resources using FHU technology resources, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote computer system.

Compliance

All users agree to and are governed by the following policy. Violation of this policy may result in termination of services without refund, and may result in disciplinary action.

“This Acceptable Use Policy” specifies the actions prohibited by Freed-Hardeman University. FHU reserves the right to modify the Policy at any time, effective upon posting of the modified policy to this URL: <http://policy.fhu.edu>

Reporting

Complaints regarding illegal use of E-mail, FHU owned networks, servers, kiosks, computer labs, general access and faculty/staff workstations, wireless service or any contractor’s services, including e-mail abuse, SPAM, or FHU Network Security violations should be sent to: abuse@FHU.edu

Intended Use

Freed-Hardeman University endorses the sharing of information and freedom of expression that encourages academic discourse in a Christian environment. Faculty, staff and students may use FHU resources to support and enhance instruction, research, and administrative functions. The University supports the use of general access workstations (computer labs, classrooms) and faculty/staff workstations in all educational activities. All users of FHU workstations, laptops and networks must agree to accept full personal responsibility for using these resources in an ethical and legal manner in accordance with University policies and all state and federal laws impacting computer use and data transmission. Users of information resources at FHU should accept that the same morality and ethical behavior that serve as guides in its non-computing environments should also serve as guides in its computing and networking environment as well.

Illegal or Inappropriate Use

FHU Networks may be used only for moral, ethical and lawful purposes. Transmission, distribution or storage of any material not in congruence with FHU's mission or in violation of any applicable law or regulation is prohibited (local, state and federal). This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization. Just as FHU does not tolerate plagiarism, FHU strongly supports strict adherence to software vendors' license agreements and copyright holders' notices. Examples of violations include but are not limited to:

Illegally duplicating, copying, or distributing copyrighted material such as movies, music, and software

Illegally making multiple copies of material from on-line magazines, journals, newsletters and other publications

Illegal use also includes transmission, distribution or storage of any material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws. While FHU will make every effort to filter out objectionable and inappropriate material from both the Internet and Email, because of the nature of the Internet, those efforts will be only marginally effective. It is the individual's responsibility to use good judgment in their viewing/reading habits. All network (including Internet) activity will be logged and monitored for inappropriate use. If it is determined that inappropriate use is occurring, every effort will be made to determine the responsible individual. Each individual is responsible for the activity which occurs on the computer(s) in their possession.

Examples of violations include but are not limited to:

- Transmitting, distributing, storing, or displaying sexually explicit, graphically disturbing, or pornographic material
- Transmitting or accessing information with the intent to harass, terrify, intimidate, threaten or offend another person

Physical or electronic interference with other computer system users is also illegal. Examples of violations include but not limited to:

- Sending unsolicited mail messages, including, without limitation, harassing, advertising, and informational announcements. A user shall not use another site's mail server to relay mail without the express permission of the site.
- Posting the same or similar message to one or more newsgroups (excessive cross-posting or multiple posting), also known as "SPAM".

Additionally, Freed-Hardeman University regards the defacement, destruction, and removal of any hardware, software or computer accessory without the express authority of the person(s) responsible for their maintenance a violation of this Acceptable Use Policy.

System and Network Security

Violations of system or network security are prohibited, and may result in criminal and civil liability. FHU will investigate incidents involving such violations and may involve and will cooperate with law enforcement if a criminal violation is suspected. Examples of violations include but not limited to:

- Unauthorized access to or use of data systems or networks including any attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network.
- Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network.

- Interference with service to any user, host, or network, without limitation, including mail bombing, flooding, deliberate attempts to overload a system and broadcast attacks, the forging of any TCP-IP packet header or any part of the header information in email or newsgroup postings.

Passwords are to be kept private and secure. Under no circumstances should passwords be shared with anyone other than authorized personnel in Information Technology. Faculty and staff should not ask students for passwords, share their own passwords with other faculty, staff, or students, or keep passwords in a non-secured location.

Commercial Use

FHU users must not use FHU information and technology resources for soliciting business, selling products, or otherwise engaging in commercial activities other than those expressly permitted by the FHU administration. Examples of violations include but not limited to:

- Operating a business, usurping business opportunities for personal gain
- Soliciting money for personal gain.

Intellectual Property

Some student works are subject to the University's policy on intellectual property. See Policy 1.9.4. Questions concerning this policy may be addressed to University Counsel by e-mail shmorris@fhu.edu or by phone (731) 989-6080.

Damage to Residence Halls

Students will be financially responsible for any damage or destruction that is a result of their actions. If damage or destruction occurs and the perpetrator cannot be identified, a common assessment will be prorated among those living in the area. The assessment will be assigned to the smallest logical group of students, including roommates, suitemates, residents in close proximity, or the entire residence hall. Throwing food, beverages, and other substances may also be considered as damaging to the residence halls, and disciplinary action and/or fines may apply. Tampering with the doors is also considered destructive.

Damage/Theft of Any University Property

Damaging and/or stealing any FHU property will result in replacement or restitution of property, fines, disciplinary action, possible suspension, and/or possible legal action.

Windows

Students are responsible for any damage done to windows in their rooms. A window should not be used as an entrance or exit except in situations where there is a threat to life or limb. Students should keep windows closed and locked whenever they are not in their rooms. Students who allow other students to use their windows to avoid curfew (or any other violation) will be held accountable. Students found to be using and/or allowing individuals to use windows inappropriately (whether before or after curfew) will be required to relocate.

Residence Hall Disturbances

Any activity that has a high potential for causing physical, mental, or emotional injury or damage is prohibited. Examples include, but are not limited to, slip 'n' slides, object throwing, and mattress sliding.

Dress in Residence Halls

Students should be properly clothed before entering the hall on any floor of a residence hall. They must be within dress code boundaries of the University in lobbies.

Residence Hall Visitation

Students may entertain opposite-sex guests in the lobbies of residence halls from 11:00 a.m. until 10 minutes prior to curfew. Students may also enter the lobbies of opposite-sex residence halls on Sunday mornings prior to worship services to call for their friends. At no time are opposite-sex guests to go beyond the lobby unless accompanied by the Residence Hall Supervisor, Dean of Students, or the Director of Residence Life.

- A student discovered with a member of the opposite sex in his/her room will receive severe disciplinary action.
- If the member of the opposite sex is also a student, he/she will also receive disciplinary action in the same manner.

Sick Trays

Students too ill to leave their rooms should contact the Residence Hall Supervisor for permission to have a meal brought to them from the cafeteria. If the Residence Hall Supervisor is unavailable, students may contact the Director of Residence Life.

Music

Music that uses inappropriate language or promotes activities or attitudes not in keeping with the policies and ideals of the University is prohibited. Music should never be played so loud as to disturb others.

Phones

Obscene or harassing phone calls, texts, mm messages, etc. are forbidden and are grounds for suspension.

Quiet Hours

Students in residence halls should never be so loud as to disturb others. In addition, noise levels should be reduced one hour prior to curfew.

Babysitting

Babysitting by students is not permitted in the residence halls.

Business Enterprises

Business enterprises may not be conducted from residence halls.

Salespersons

Salespersons/solicitors are not permitted in residence halls.

Room Check

Room check begins thirty minutes before curfew. Students who are in the residence hall at this time should report to the Resident Assistant so that they will be marked present. Failure to report may be considered a violation of curfew and may result in disciplinary action.

Curfew

Curfew is 12:30 a.m. on Sunday through Thursday nights and 1 a.m. on Friday and Saturday nights. Students must be in residence halls for room check by curfew. An exception to curfew requires permission from the Residence Hall Supervisor, Dean of Students, the Director of Residence Life or the Associate Vice President for Student Services.

If a difficulty arises that prohibits a student from returning by curfew, the student should call the Residence Hall Supervisor before curfew. Any time a student is not in the residence hall at the expected time, the supervisor may call the parent(s) or guardian(s).

Students should not leave residence halls prior to 5 a.m.

Curfew Extension

Students may request curfew extensions from the Residence Hall Supervisor, Dean of Students, or the Director of Residence Life. Curfew extension typically extends curfew by one hour. Requests must be made in person by 11 p.m.; Residence Hall Supervisors will not grant curfew extensions over the phone. Curfew extensions will not be granted to anyone on disciplinary probation without permission from the Dean of Students.

Group Curfew Extension/Overnight Permission

Groups (including social clubs and musical groups) may request group curfew extension/overnight permission as a group from the Assistant Vice President of Student Services/Dean of Student Life or the Director of Residence Life. Such requests must be made at least 24 hours in advance. Failure to submit these requests may result in denial of permission for later events or disciplinary action for both the individuals and the group.

Overnight Permission

Students must ask Residence Hall Supervisors or the Dean of Students in person for overnight permission if they will be staying anywhere with a member of the opposite sex; Residence Hall Supervisors or the Dean of Students will not give overnight permission over the phone. Failure to receive permission may result in disciplinary action for opposite-sex visitation violations.

Overnight Opposite-Sex Visitation and Violation of Visitation Hours

Students, regardless of whether they live on or off campus, are not permitted to spend the night with members of the opposite sex without parental, parental-type, faculty, or staff chaperones. Any student or group in violation of this policy will be subject to severe disciplinary action.

Guests

Dorm-to-dorm guests may stay a maximum of three nights per week, except with approval from the Dean of Students or the Director of Residence Life.

- Students may not stay Thursday, Friday, and Saturday of one week followed by Sunday, Monday, and Tuesday of the next.
- Guests staying longer than three nights per week may be charged a guest fee of \$15 per night.

- No visitors or off-campus students are allowed in residence halls past curfew without signing the guest list in the lobby. The list will be kept by the monitor on duty each evening.
- Guest approval can be subject to restriction if issues arise with guests.

Opposite-Sex Guests

A student anticipating a visit from someone of the opposite sex must make arrangements with the Director of Residence Life for appropriate accommodations. If the guest will be staying with other students on campus, the signatures of all occupants of the host room must be on the guest-approval request.

Guest Behavior

Guests are expected to adhere to the same rules and policies as students. Students are responsible for their guests' actions and for ensuring that their guests are aware of University standards. If a guest violates any University policy, the student hosting the guest may receive disciplinary action.

Prospective Students

Prospective students wishing to stay overnight in the residence halls should make their housing arrangements through the Office of Admissions in cooperation with the Director of Residence Life.

Signing Out

Any time a student plans to be gone overnight from the residence hall, the student must fill out the sign-out card completely and accurately.

- Once curfew has passed, students should not return to the residence hall before 5 a.m. without permission from the Residence Hall Supervisor or Director of Residence Life.
- Students should not list a cell phone number as the primary contact if there is a landline available where they will be staying.
- Students may sign out no more than three times Sunday through Thursday. If staying longer, they must receive permission from the Director of Residence Life or the Dean of Students.

Failure to Sign Out

Students who forget to sign out should notify the Residence Hall Supervisor as soon as possible.

Returning after Having Signed Out

Students who have signed out for the night but who decide to return to the residence hall must notify the Residence Hall Supervisor. Failure to either change the sign-out card (before curfew) or notify the Residence Hall Supervisor (after curfew) will result in disciplinary action.

Falsification of Sign-Out Information

Giving false information on the sign-out card is lying and may result in severe disciplinary action. Students should not sign out for one another. Those who do so will be treated as if they have falsified their own information on the sign-out card.

Residence Hall Safety

Fire Drills

Fire drills are conducted at least once per semester to instruct students on proper evacuation procedures and to ensure safety in case of a fire. Once a residence hall has passed a fire drill, no additional fire drills will be called without receiving approval from the Director of Residence Life at least 24 hours in advance.

Tornado Drills

Students will also be instructed regarding procedures to follow during tornado warnings.

Fire and Tornado procedures are for the safety of everyone on campus and are to be taken very seriously. Students who do not follow directions during these procedures will be subject to disciplinary action up to and including suspension.

Misuse of Safety Equipment

Any student who sets off a fire alarm without due cause or tampers with fire alarms, fire extinguishers, or any other piece of safety equipment will be subject to legal action and/or disciplinary action. In extreme cases, the student may be suspended.

Off-Campus Eligibility

All undergraduate students must live in University housing and purchase a meal plan with the following exceptions:

- Married students
- Students living with parents or parental-type relatives (A notarized letter from the parents, and, if applicable, the parental-type relatives confirming the housing arrangement must accompany the application.)
- Students who will be 23 years old or older by October 15 for the fall semester and March 15 for the spring semester
- Students who have completed 120 classroom hours

In addition to meeting these qualifications, the student must also meet all of these requirements:

- Have an acceptable place of residence
- Have a good behavior record at the University
- Be of good character and reputation

Off-Campus Applications

The off-campus application must be submitted to the Director of Residence Life. If any of the criteria mentioned above are not met, the petition will automatically be denied. The student may then submit a written request for exception with appropriate documentation to the Dean of Students.

Students should not sign a lease until they have received written approval from the Associate Vice President for Student Services or the Director of Residence Life. Those who do will not only be required to live on campus but may also still be subject to the terms of the lease.

University Regulations Regarding Off-Campus Students

University regulations governing conduct apply to off-campus students. Off-campus students found in violation of sexual, alcohol, and/or drug policies or engaged in conduct reflecting negatively on the University will be subject to disciplinary action as outlined in the handbook.

Students allowing such activities at their residences, even if they do not participate, are subject to the same disciplinary actions. This policy also applies to any other student present when the activity occurs.

In such cases, students may be required to move back on campus, even if they are still subject to the terms of a lease.

Misrepresentation of Information

Falsification on any applications or documents (i.e., parental or physician letters) will result in disciplinary action and loss of off-campus privileges.

Privileged Housing

Students desiring to live in privileged housing should complete an application obtained and returned in the office of Student Services. Decisions will be made based on the information included on the application and the date of submission. Applications are processed on a “first come, first served” basis. Students must have at least 70 completed hours to fill out an application and completed at least one semester at FHU.

Students will be notified by either campus mail or e-mail. Those approved will be assigned rooms with consideration given to roommate requests.

Each privileged housing unit will be supervised by a Lead Resident Assistant and a Resident Assistant. These students serve in lieu of Residence Hall Supervisors to provide support and hear concerns of the other students.

Visitation Hours for Privileged Housing

Opposite-sex visitors may visit in privileged housing units at these times:

Monday	5 p.m.–12:15 a.m.
Tuesday	5 p.m.–12:15 a.m.
Wednesday	5 p.m.–12:15 a.m.
Thursday	5 p.m.–12:15 a.m.
Friday	5 p.m.–12:45 a.m.
Saturday	12 p.m.–12:45 a.m.
Sunday	11:30 a.m.–5 p.m.; 7 p.m.–12 a.m.

Opposite-sex visitors must remain in the living room/kitchen area. If an opposite-sex visitor is found to have been in the bedroom, the visitor and the host will be subject to severe disciplinary action. Other students present at the time may also be subject to disciplinary action. This discipline is non-appealable. The student may be required to move back into the residence halls.

Student Conduct and Discipline

Students may receive disciplinary action for any conduct that constitutes a hazard to the health, safety, or well-being of others. A student may also receive disciplinary action for conduct that is detrimental to the interests of the University. Students, regardless of place of residence, are responsible for their conduct.

Students are expected to be respectful and cooperate with all faculty, staff, and those acting under authority of faculty/staff. This includes providing information concerning violations of any rules or policies; they may receive disciplinary action for withholding relevant information.

Alcohol Policy

The use of alcohol is prohibited. Alcohol use includes the purchase, consumption, and/or possession of alcoholic beverages.

Students are prohibited from attending any private function, on or off campus, where alcohol is served, regardless of whether the student consumes alcohol or not.

Students are prohibited from visiting dance clubs, bars, or any other establishment where the primary revenue comes from the sale of alcohol, whether the student consumes alcohol or not.

Students in violation of the alcohol policy will be subject to suspension for at least one semester, effective immediately. Suspended students will be encouraged to seek counseling before they re-enroll at Freed-Hardeman University.

Drug Policy

Use and/or possession of illegal drugs and/or drug paraphernalia and abuse of prescription medicine are strictly forbidden.

Students are prohibited from attending any private function, on or off campus, where drugs are present, regardless of whether the student participates in drug use or not. This includes the recreational use of prescription drugs.

Students are forbidden to dispense prescription drugs to others. Students are prohibited from possessing or consuming prescription drugs if they are not the one to whom the drugs are prescribed.

Violence

No tolerance for violence—Students in violation of the violence policy will be subject to suspension for at least one semester, effective immediately. Suspended students will be encouraged to seek counseling before they re-enroll at Freed-Hardeman University.

Testing for Drugs

1. Students may be randomly selected for drug screening. The University will pay for the cost of the testing.
2. Any student suspected of violating the drug policy must submit to a drug test. Refusal is grounds for immediate suspension for at least one year with no right of appeal.
3. Any student who attempts to falsify a drug test result will be suspended immediately.

Disciplinary Action

1. Any student found in violation of the drug policy will be subject to automatic suspension for one year, effective immediately.
2. Any student arrested for use/possession/purchase of illegal drugs and/or paraphernalia will be automatically suspended for one year, effective immediately, regardless of any pending legal action.
3. Any student found to have provided illegal drugs or misappropriation of prescribed medication will be expelled from the University.

Sexual Activity outside of Marriage

All forms of premarital sex arising from sexual relations between consenting adults is prohibited and subject to severe disciplinary action up to and including suspension. Homosexual activities and/or promotion of homosexual lifestyles are prohibited. Any violation will result in severe disciplinary action up to and including suspension.

Sexual Assault

Freed-Hardeman will neither tolerate nor condone any form of sexual assault. This includes, but is not limited to, rape (including date, drug facilitated, or acquaintance rape) or sexual contact with another person without consent of that person. Consent is defined as positive cooperation due to an exercise of free will. Violations will result in disciplinary action which may include warnings, probation, restrictions, suspension or expulsion depending on the severity of the offense.

Victims of sexual assault may elect to pursue their concern through the state criminal justice systems, as well as the university's student discipline policy.

Reporting Sexual Assault

In the event of a sexual assault, the victim is encouraged to immediately report the crime to a Residence Hall Supervisor, the Dean of Students, the Associate Vice President of Student Services, the Director of Residence Life or Campus Safety.

Victims should take care to preserve evidence of a sexual assault which is of paramount importance in offering proof of the crime. They should not bathe or wash clothing.

The victim of a sexual assault should seek medical attention. If the assault happens after normal business hours, a Security Officer or a Residence Hall Supervisor will procure transportation to an appropriate medical facility to be examined and treated by a physician.

In addition to reporting the violation to Student Services, legal prosecution of the assailant is a matter for the victim to consider. The Dean of Students or the Director of Residence Life will assist in notification of law enforcement authorities if requested to do so by the student.

Unapproved Visitation

Unapproved visitation between members of the opposite sex in the residence halls or similar situations elsewhere and un-chaperoned overnight visits anywhere may be treated as illicit sexual activity, regardless of whether or not any sexual activity actually occurred.

Pornography

Use and/or possession of pornography in any form is prohibited. Violation of this policy will result in disciplinary action and mandatory counseling. In addition, restrictions will be put on internet usage.

Offensive Language

Profanity or any other kind of vulgarity in written or spoken form is prohibited.

Gambling

Gambling and games generally associated with gambling are prohibited. University students must refrain from any kind of gambling or wagering.

Weapons

No student may possess a weapon on premises owned, operated, managed, or controlled by the University. This includes students with permits from the State of Tennessee or any other official entity to carry concealed weapons.

Examples of weapons include, but are not limited to, firearms, explosives, knives other than pocketknives (including any fixed blade knife), slingshots, blackjacks, and brass knuckles. No weapon or ammunition of any kind may be kept in residence hall rooms or automobiles. Weapons that are illegal in the state of Tennessee will be confiscated and not returned.

Fireworks

Use or possession of fireworks on campus (including inside a vehicle) is prohibited. Fireworks violate a Henderson city ordinance.

Tobacco

All forms of tobacco and tobacco-related paraphernalia are prohibited on campus.

Student Dress

In all phases of life, students should model Christian principles. The basic philosophy for campus life at FHU is, "Let all things be done decently and in order" (1 Cor. 14.40).

Style and Appearance

Students should dress in a decent and appropriate manner. Although students have different personal styles, the purpose of these guidelines is to promote a Christian environment.

Dress Code

Clothing must adhere to the following guidelines:

- No low-cut necklines are allowed.
- Wide-open armholes are prohibited.
- The midriff area should be covered.
- Tank tops are allowed, but straps must be a least two inches wide.
- Shorts and skirts must be no more than an ID-card length above the top of the knee when the individual is standing.
- Shorts are not allowed in chapel or class.
- At the discretion of the coaches, shorts with at least a four-inch inseam may be worn for intercollegiate athletic competition and practice. Otherwise, athletes must abide by the dress code described here.
- Biking shorts, spandex shorts, and boxers are inappropriate in public at any time.
- Long shirts or shirt dresses worn over tight "leggings/pants" must be no more than an ID-card length above the top of the knee when standing.
- Slits in skirts must be no higher than an ID-card length above the kneecap when standing.
- Straps on dresses must be at least two inches wide.

- Clothing must not include words, images, etc., not in keeping with the values and mission of the University.
- Holes/slits in jeans are permitted as long as there is fabric underneath or the skin exposed does not make the garment incompliant with the dress code.
- Tattoos should not represent anything not in keeping with the values and mission of the University.
- Extreme hairstyles are not permitted.
- Men’s hair should not extend past the bottom of the collar on the back of a standard dress shirt.

Students violating any of the dress code rules should correct the situation immediately.

Questionable Article of Clothing

A student who is unsure about the acceptability of an article of clothing may ask the Residence Hall Supervisor, the Dean of Students or the Director of Residence Life.

If any employee of the University asks a student to change clothes, the student should comply immediately. If the student believes the request is unwarranted, he/she should change anyway and then discuss the matter with the Dean of Students.

Banquet Attire

There will be no first-offense warning for banquet attire. Any student found in violation of the dress code will be subject to severe disciplinary action, including possible club restriction and/or community service.

Threats

Statements or gestures that may be perceived by an individual as a threat that might result in possible harm to him/her—physically, emotionally, or psychologically—are not tolerated. This includes verbal or written threats, as well as threats made through social media.

Harassment

Freed-Hardeman University will not tolerate harassment of its employees or students by anyone, including, but not limited to, faculty, staff, administration, students, or alumni.

Anti-Harassment Policy

The University strictly prohibits harassment in any form, including sexual harassment. Harassment is serious misconduct. It subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. In addition, harassment is contrary to the biblical principles upon which this University is founded and operates.

No one has the authority to engage in this behavior, and the University does not tolerate harassment by, or directed toward, any student, employee, or other persons on campus. To promote a pleasant work and educational environment free of harassment and to avoid the risk of damaging the reputation and resources of the University, all employees, students, and other persons on campus are expected to refrain from any behavior that could be viewed as harassing, including immoral or unprofessional conduct. In addition, it is the duty of all employees of the University to prevent harassment by others.

Sexual harassment is a unique form of harassment in several respects. Traditionally, a sexual harassment claim has been based on the premise that an individual with power over an employee’s employment or a student’s academic standing required sexual favors in return for job or academic rewards. Such a claim has usually involved conduct between a supervisor and subordinate or a faculty member and student. However, the legal definition

of sexual harassment is much broader. For example, harassment may exist where the University tolerates an intimidating, hostile, or offensive atmosphere, even if the conduct was initially welcomed or even initiated by the “victim.” Liability may also exist between co-workers at the same job level, between fellow students, or between other persons of the same University status.

For the purposes of this policy, sexual harassment is defined generally as unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Explicitly or implicitly, submission to such conduct is made a term or condition of an individual’s employment, academic standing, or status in a course, program, or activity.
2. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual.
3. 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 environment for work or learning.
4. Explicitly or implicitly, submission to such conduct is made a term or condition of reputation or perceived reputation by students, faculty, or staff. This can come from any peer to peer in social settings. (including all faculty, staff, and students)

One of the key terms in the above definition is “unwelcomed” because conduct may be harassing whenever it is unwelcomed. Thus, an individual should always consider his or her actions not only from his or her own perspective but also from the perspective of the person who might be offended by such actions.

Examples of misconduct that might be unwelcome and thus constitute harassment if severe or persuasive enough include, but are not limited to:

1. Verbal Communications—Vulgar language; sexual jokes or innuendoes; sexually oriented questions, statements, or anecdotes; sexual propositions, solicitation of sexual contact of any nature about a person’s clothing or body; remarks about sexual activity or speculations about previous sexual experience; or any other communication of a sexual nature, whether oral or written, that is not legitimately related to the approved subject matter of a course. This includes, without limitation, direct or implied threats that submission to sexual advances will be a condition of employment, work status, wage increases, promotion, grades, letters of recommendation, and the like.
2. Physical Conduct—Physical assault, vulgar gestures, repeated and unwanted staring, grabbing, uninvited bodily patting, hugging, massaging or touching, offensive brushing against or rubbing another’s body, blocking or impeding, or any other unwelcomed sexually oriented conduct, even if initially welcomed or initiated by the other person.
3. Visual Material—Pin-ups; magazines or calendars of nude or seminude figures; sexually suggestive posters, pictures, photographs, or drawings; or other offensive material or objects that are not approved course material.
4. Other Forms of Harassment- Verbal, physical, or visual misconduct that denigrates or shows hostility or aversion toward a person because of the person’s race, color, sexual orientation, national origin, gender, age, or disability, or that of the individual’s relatives, friends, or associates.

Anyone who believes that he/she or someone else is being harassed, sexually or otherwise, should immediately report the matter to the University as follows:

1. Any employee who wishes to report an incident of sexual or other harassment should promptly report the matter to his or her immediate supervisor. If the supervisor is unavailable or the employee believes that it would be inappropriate to contact that person, the employee should immediately contact his or her next higher level supervisor and/or the vice president having authority over the employee’s area.

2. Any student with a complaint of sexual harassment should notify the Dean of Students in the Office of Student Services. If the Dean is unavailable or the student believes that it would be inappropriate to contact them, the student should immediately contact the Associate Vice President for Student Services, Vice President of Student Services, or the Executive Vice President directly to register the complaint.

Following the above informal complaint procedure will better ensure that the University knows about the conduct so that an administrator can immediately investigate the complaint and take appropriate corrective action. If harassment has occurred, the University will make every reasonable effort to ensure that the harassment does not continue.

No person will be disciplined, harassed, or retaliated against for making a legitimate complaint. However, bad-faith allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited and may result in disciplinary action.

While the above informal complaint procedure will most likely be able to work out a solution that is in the best interests of all concerned, the complainant can, if he or she is dissatisfied with the resolution of the matter or if the harassment persists, file a formal grievance with the appropriate vice president against the alleged harasser and/or against the individual(s) who have allegedly failed to take appropriate, corrective action after receiving notice of the initial complaint.

Any person engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate suspension or expulsion.

Bullying/ Cyber-bullying

Bullying will not be tolerated, and students will be subject to discipline if found to having been a part of bullying. Bullying is described as follows:

Bullying is a form of aggressive behavior manifested by the use of force or coercion to affect others, particularly when the behavior is habitual and involves an imbalance of power. It can include verbal harassment, physical assault or coercion and may be directed repeatedly towards particular victims, perhaps on grounds of race, religion, gender, sexuality or ability. Bullying consists of three basic types of abuse: emotional, verbal, and physical.

Cyber-Bullying will not be tolerated and students will be subject to discipline if found to have been part of cyber-bullying. Cyber-bullying is described as follows:

- actions that use information and communication technologies to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm another or others.
- use of communication technologies for the intention of harming another person
- use of internet service and mobile technologies such as web pages and discussion groups as well as instant messaging or text messaging with the intention of harming another person.

Examples of what constitutes cyber-bullying include communications that seek to intimidate, control, manipulate, put down, falsely discredit, or humiliate the recipient. The actions are deliberate, repeated, and hostile behavior intended to harm another. Cyber-bullying has been defined by The National Crime Prevention Council: “when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.

Hazing

In recent years, hazing has come under a lot of bad press nationally.

Some states have passed legislation against the practice, including Tennessee. National fraternities are working hard to eliminate the practice. Freed-Hardeman students may seek to rationalize and say that nothing we do can be termed as hazing. There is a clear legal concern for any club that fails to follow the guidelines established by the University. The purpose of the guidelines is not to make the induction of new members harder for the clubs, but to protect the club and prospective members from irrational acts that may not be well thought out. Therefore, any club or individual who persists in engaging in activities that have danger of physical discomfort, pain or harm, or that subjects the student to humiliation and degradation should be aware that the club and/or the individual may become legally liable for such acts.

Tennessee Hazing Law

http://www.stophazing.org/laws/tn_law.htm

49-7-123. Hazing prohibited.

- (a) As used in this section, unless the context otherwise requires:
 - (1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and
 - (2) "Higher education institution" means a public or private college, community college or university.
- (b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set-aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution. [Acts 1995, ch. 500, § 1.]

Hazing Defined

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. In years past, hazing practices were typically considered harmless pranks or comical antics associated with young men in college fraternities.

Today we know that hazing extends far beyond college fraternities and is experienced by boys/men and girls/women in school groups, university organizations, athletic teams, the military, and other social and professional organizations.

Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context.

Hazing activities are generally considered to be: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. While alcohol use is common in many types of hazing, other examples of typical hazing practices include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Some common definitions and examples of hazing are below:

In the Alfred/NCAA survey of college athletes, hazing was defined as:

“any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person’s willingness to participate. This does not include activities such as rookies carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises.”

“Hazing is an activity that a high-status member orders other members to engage in or suggests that they engage in that in some way humbles a newcomer who lacks the power to resist, because he or she want to gain admission to a group.

Hazing can be noncriminal, but it is nearly always against the rules of an institution, team, or Greek group. It can be criminal, which means that a state statute has been violated. This usually occurs when a pledging-related activity results in gross physical injury or death”

(from Hank Nuwer’s book *Wrongs of Passage* , 1999, p. xxv).

Hazing is defined by the FIPG (Fraternal Information Programming Group) as:

“Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.”

According to Will Keim, Ph.D., in *The Power of Caring*:

- If you have to ask if it’s hazing, it is.
- If in doubt, call your advisor/coach/national office. If you won’t pick up the phone, you have your answer.
- If you haze, you have low self-esteem.
- If you allow hazing to occur, you are a ‘hazing enabler.’
- Failure to stop hazing will result in death

FHU Hazing Response

How is an incident reported?

Students who feel that they have been the victim of a hazing incident can contact the Office of Student Life or the Office of Student Services directly or they may fill out a confidential hazing report form. The hazing report form may be picked up in the Office of Student Life or the Office of Student Services.

Does the student who is hazed have to file a report?

Anyone who witnesses hazing may report the incident in the same manner described above.

What happens when a hazing incident is reported?

- Once the Office of Student Life or the Office of Student Services is notified officially (see above) of a potential hazing incident, the Student Life and Student Services Offices will meet immediately to review the incident report

- The student reporting the hazing incident will be summoned to make a statement
- The students accused of hazing will be summoned to make a statement
- Other witnesses may be called for clarification
- If the hazing report proves to be valid after these meetings have occurred, all club sponsors will be notified of the allegation of hazing against their club and asked to meet with the Student Life and Student Services Office
- After club sponsors have been notified the social club officers will be called for a mandatory meeting with the Office of Student Life and the Dean of Students and sponsors to present the allegation of hazing (no student names are to be used)

What is FHU's response to hazing?

In the event that hazing has occurred, students involved in the incident will forfeit their membership in their social club. They will also lose membership in the following groups if a member (UPC, Interface, Makin Music Director). The loss of membership will prevent them from participating in sports, fund raising opportunities for the club, banquets, club meetings or any other club related activities.

Students will also be subject to discipline by the Office of Student Services.

In addition to any discipline administered by Freed-Hardeman University, students directly involved with the hazing incident may be prosecuted in accordance to the laws of the State of Tennessee.

Possible charges might include assault, aggravated assault, negligence, etc.

Discipline of Students

The best form of discipline is self-discipline. If a student is committed to maintaining the standards outlined in this handbook, this section will be of no interest. Should a student, however, choose to violate these standards, the University has the right to impose disciplinary action. This section describes the disciplinary actions that students may receive. All rights are reserved to alter/adapt the disciplinary actions as deemed necessary and proper.

Listed below are the various disciplinary actions that the University may administer:

- **Special Disciplinary Probation Agreement:** The student is placed on probation in a specific area.
- **Intramural Restriction:** The student is not permitted to participate in any intramural activities. The length of ineligibility to participate depends on the violation.
- **Club Restriction:** The student is not permitted to participate in any extracurricular club activities with the exception of club devotionals. The student may, however, continue to wear club colors.
- **Disciplinary Probations:** The student may be placed on probation in all areas of student activity. In this case, the student may not represent the University in any activity or organization, including intercollegiate athletics. The student may receive other sanctions as determined by the Dean of Students. In this case, the student might be eligible to participate in some areas, but not others. A violation of any regulation while on disciplinary probation will result in immediate suspension.
- **Community Service:** The student is assigned a number of hours of campus work. Failure to complete this work as assigned will result in further action and may result in suspension. Reporting more hours than are actually worked will result in further disciplinary action.
- **Fines:** Monetary fines are assessed for some violations of policy.
- **Disciplinary Suspension:** Serious violations may result in involuntary separation of the student from the University.

- **Deferred Disciplinary Suspension:** Deferred disciplinary suspension typically carries specific restrictions equal to or greater than those of probation. Terms of the deferment are defined in a contract signed by the student. There are two types of deferred suspension:
 - Suspension may be deferred for a set period of time. At the end of the period, the suspension becomes effective.
 - Suspension may be deferred indefinitely or canceled, depending on the student's behavior and adherence to stipulations set by the Dean of Students.
- **Expulsion:** Flagrant or continual violations may result in permanent disciplinary dismissal from the University.
- **Sign-Out Restriction:** The student is not allowed to sign out to go anywhere, except home, without permission from the Dean of Students.
- **Curfew Extension Restriction:** The student may not request a curfew extension for a specified period of time.
- **Mandatory Counseling:** The student is required to sign a release so that the counselor may verify attendance at counseling sessions. No other information regarding the sessions will be shared with the University.

Failure to respond to a summons from the University or failure to comply with discipline may result in severe disciplinary action, including suspension.

Note: A student who is suspended or expelled may not return to campus for any reason without permission from the Dean of Students. Violation may result in denial of the student's request for re-admission to the University.

Student Appeals of Disciplinary Action

- No appeal is allowed for disciplinary action, except for suspension or expulsion.
- Any student suspended or expelled from the University may appeal the decision to the FHU Judicial Board. Grounds for appeal include:
 - The charge is false.
 - The disciplinary decision was arbitrary and/or capricious in that it did not adhere to stated policy.

If new evidence shows that the student was not in violation of the policy, the Dean of Students may reconsider the case.

FHU Judicial Board

The Judicial Board is composed of five members:

- Three faculty members appointed by the President
- SGA Vice President
- One staff member appointed by the President

The role of the Judicial Board is to:

- Determine if the facts of the situation would cause a reasonable person to conclude that a violation occurred.
- The disciplinary action issued to the student falls within the stated policy.

The Associate Vice President for Student Services will attend meetings of the Judicial Board in an advisory capacity only. In any meeting of the Judicial Board, three members constitute a quorum. The decision of the Judicial Board is final, except for review by the Vice President for Student Services.

Energy Conservation and University Housing

Freed-Hardeman University embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management. Every person is expected to become an “energy saver” as well as an “energy consumer”.

In our efforts to eliminate waste on campus, the following measures will be taken when living in university housing.

For Extended Breaks (Thanksgiving, Christmas, & Spring)

- Set back dorm thermostats to specified settings dependent on the season
- Turn off lights
- Unplug all devices which use electricity
- Clean out and unplug personal refrigerators

Daily Use

- Turn off the lights when not in the room
- Unplug chargers when not in use
- Turn off TVs, stereos, game systems and other devices not being used when not in the room
- Set thermostats within university temperature guidelines

Air conditioning

- Occupied Set Points: 72 °F- 76 °F
- Unoccupied Set Point: 85 °F

Heat

- Occupied Set Points: 68 °F-72 °F
- Unoccupied Set Points: 55 °F

Traffic and Parking Regulations

Effective: August 7, 2013

The following regulations shall apply to all visitors, students, employees, and others who operate motor vehicles on the campus of Freed-Hardeman University. This is the only official document concerning traffic and parking rules and regulations and supersedes all other publications.

I. Permit Registration

- A. It is the responsibility of all faculty, staff, and students of Freed-Hardeman University operating a motor vehicle on campus to register for, obtain, display, and follow all regulations pertaining to a parking permit as prescribed in these regulations. This includes motorcycles, motorbikes, scooters, automobiles, and trucks. Individuals who maintain or operate a motor vehicle on the campus of Freed-Hardeman University must register their vehicle with the Office of Campus Safety and Security at the beginning of the semester or within 24 hours of being brought to campus. Parking permits must be displayed from

the rear view mirror of the vehicle. No other method of displaying the permit is allowed unless you are operating a motorcycle, motorbike, or scooter.

- B. Persons registering for a parking permit will receive one permit (hangtag), which must be properly displayed from the rear view mirror of the vehicle that is brought to campus. To be properly displayed, a hangtag permit must be hung from the rear view mirror with the front facing the windshield and unobstructed by other objects. During initial registration for a parking permit, information pertaining to the vehicle to be driven on campus must be provided. This information must be updated within 24 hours should a registered vehicle be replaced at any time. It is a violation of these regulations to use a hangtag permit belonging to someone else. A hangtag permit may not be transferred between individuals for any reason; doing so is a violation of these regulations subject to citation and probable revocation of parking privileges to all parties involved. Any individual to whom a hangtag permit is registered is solely responsible for any violation pertaining to any vehicle in which her/his hangtag permit is displayed, regardless of who is operating the vehicle and regardless of who owns the vehicle.
- C. To register a vehicle and receive a parking permit, go to <http://cartags.fhu.edu> and fill out the online vehicle registration form. Once the online form is completed and saved, you must come by the Office of Campus Safety and Security to be issued your parking permit. A vehicle is considered unregistered and is subject to citation as such unless both of these outlined steps are completed. Individuals who wish to delete or edit their vehicle registration information for any reason must come by the Office of Campus Safety and Security or submit a written request via email to safetyandsecurity@fhu.edu. You must state your name, the number on your vehicle permit, the reason why you need your information edited or deleted, and any updated information that needs to be included.
- D. Replacement of a lost, stolen, damaged, or destroyed vehicle permit will be at the expense of the vehicle registrant for the cost of \$2. Anyone whose permit is stolen while on campus must report the theft to the Office of Campus Safety and Security immediately upon discovery of the theft.
- E. Temporary vehicle permits may be obtained at the Office of Campus Safety and Security for faculty, staff, and students for any vehicle that needs to be operated on campus for a temporary purpose. This includes rented or borrowed vehicles. Temporary handicapped vehicle permits can also be obtained for faculty, staff, and students that may have a temporary handicap due to injury or illness.
- F. The Office of Campus Safety and Security is located in the basement of the Brown-Kopel building, next to the entrance to I.T. Services. Our office is staffed with a security officer on duty 24 hours a day, 7 days a week, all year long. Parking permits may be obtained between the hours of 8 a.m. and 5 p.m. Monday-Friday. If the office is locked and no one is there, please call 731-989-6911 for assistance.

II. Parking Zones, Permits, and Restrictions

Parking areas outlined below are purposefully specific. Faculty, staff, or students found parking outside the areas specified below are subject to immediate citation. Please refer to the color-coded parking map of campus that can be found at <http://www.fhu.edu/campusLife/campusSafety/parking.aspx> (NOTE: Parking spaces may be altered throughout the year based on campus property renovations.)

- A. Visitor Parking - Visitors to Freed-Hardeman's campus are restricted to parking in areas and spaces specifically reserved and signed for them. Any campus visitor that is to remain on campus for a period of time longer than 24 hours should contact the Office of Campus Safety and Security to obtain a temporary visitor parking permit for the duration of their visit to campus. (See FHU Parking Map at <http://www.fhu.edu/campusLife/campusSafety/parking.aspx>.)
- B. Faculty/Staff Parking (Silver hangtag permit) - Faculty and Staff are restricted to parking at Gardner Center, the west side of Brown-Kopel, behind the bookstore and Associates Science Center, the south side of and behind the Anderson Science Center, and behind Old Main. (See FHU Parking Map at <http://www.fhu.edu/campusLife/campusSafety/parking.aspx>.)

- C. Resident Parking (Yellow hangtag permit) - For all full-time undergraduate students that reside in campus dormitories, resident parking is restricted to parking lots surrounding dormitories. (See FHU Parking Map at <http://www.fhu.edu/campusLife/campusSafety/parking.aspx>.)
- D. Commuter Parking (Blue hangtag permit) - For all undergraduate students that commute to classes during the day. Commuter parking is restricted to the west side of Brown-Kopel. (Note: Until further notice, commuter parking is being permitted in the lot directly across from Paul Gray Hall and next to the Visual Arts Building). (See FHU Parking Map at <http://www.fhu.edu/campusLife/campusSafety/parking.aspx>.)
- E. Graduate Parking (Maroon hangtag permit) - For all FHU graduate students that commute to campus for classes in the evening. Graduate parking is restricted to the west side of Brown-Kopel. (See FHU Parking Map at <http://www.fhu.edu/campusLife/campusSafety/parking.aspx>.)
- F. Open Parking (Pink areas on parking map) - Open to all visitors, faculty, staff, and students.

III. Enforcement Hours

- A. Zone parking restrictions for regular fall and spring semesters, as well as fall and spring short courses, are in effect from 6 a.m. to 6 p.m. Monday thru Friday. Zone parking for all summer courses are in effect from 8 a.m. to 5 p.m. Monday thru Friday.
- B. Special parking restrictions such as handicap spaces (blue stalls), fire lanes (red curbs and stalls), no parking (yellow curbs and stalls), and all city and state rules and regulations will be enforced 24/7.

IV. Parking Violations and Penalties

Vehicle not registered with the university:

- First Offense: \$25
- Second Offense: \$50
- Third Offense: \$100

Unauthorized use of handicap parking:

- First Offense: \$25
- Second Offense: \$50
- Third Offense: \$100

Parking in Fire Lane

- First Offense: \$25
- Second Offense: \$50
- Third Offense: \$100

Parking permit not properly affixed to vehicle or wrong location:

- First Offense: \$10
- Second Offense: \$25
- Third Offense: \$50

Parking affixed to vehicle other than the registered vehicle:

First Offense: \$10

Second Offense: \$25

Third Offense: \$50

Unauthorized parking in reserved or designated space/area:

First Offense: \$10

Second Offense: \$25

Third Offense: \$50

Blocking or obstructing traffic, street, sidewalks, driveways, building entrances/exits, crosswalks, or another vehicle:

First Offense: \$10

Second Offense: \$25

Third Offense: \$50

Falsification of registration information: \$50**Damaging a wheel lock: \$250**

- A. All parking violations will be recorded with the vehicle registration. Once a vehicle owner/operator has accumulated two unpaid parking tickets, the vehicle owner/operator will be informed that a wheel lock will be put on their vehicle upon issuance of a third parking ticket.
- B. If a wheel lock is applied to a vehicle an orange sticker will be placed on the driver's side window warning the vehicle owner/operator not to attempt to drive off. The wheel lock will not be removed unless all outstanding parking violations are paid at the Cashier's Window located in the Gardner Center or upon entering into a signed agreement between the registered vehicle owner/operator and the Office of Campus Safety and Security. If the parking violations have not been paid within 72 hours of the placement of a wheel lock or the date specified in the signed agreement, the vehicle will then be towed at the owner/operator's expense by Highway Wrecker Service located on Church Street. (NOTE: If attempts to locate the vehicle owner/operator are unsuccessful after 72 hours of the placement of a wheel lock, said vehicle will be towed.)
- C. In order for a towed vehicle to be retrieved from Highway Wrecker Service, all unpaid parking violations must be paid at the Cashier's Window in the Gardner Center, and a vehicle retrieval slip must then be signed by the Director of Campus Safety and Security. If the vehicle is not picked up within 24 hours from Highway Wrecker Service, a \$30/day storage fee will be charged in addition to the towing fee.
- D. Student Violations - If any unpaid parking violations remain on a student's vehicle registration at the end of the semester, the student may be blocked from registering for classes for the following semester until all violations are paid. In the case of a graduating student, the student's transcript will not be released until all outstanding violations are paid.
- E. Faculty/Staff Violations - If any parking violations are remaining on a faculty/staff member's vehicle registration at the end of each semester, the parking permit for that faculty/staff member will be revoked for the following semester until all violations are paid.

V. Parking Fine Appeal Process

- A. Parking fine appeals must be made at <http://cartags.fhu.edu> and must be submitted within seven (7) days of receiving the citation to be appealed. The citation appeal will be reviewed by the Citation Appeals Board to give a ruling. NOTE: The appeals board consists of six (6) faculty/staff members and two (2) FHU students. The vehicle owner/operator will be notified by email of the Citation Appeals Board's decision. Once an appeal is submitted and ruled on by the Citation Appeals Board, the decision of the Appeals Board is final.
- B. A wheel lock will not be placed on a vehicle if one of the first two parking violations is in process of being appealed. Once a decision is made on the appeal, the Office of Campus Safety and Security will determine if a wheel lock is to be placed on the vehicle.

VI. General Regulations

- A. The speed limit for all motor vehicles on campus is 20 miles per hour, unless otherwise posted.
- B. Pedestrians should use the crosswalks and motorists must give the right-of-way to pedestrians crossing the street at designated crosswalks without traffic signals.
- C. Unnecessary noise from radios, horns, and mufflers is strictly prohibited.
- D. Parking is permitted only in delineated parking spaces, unless otherwise designated by signage.
- E. Persons wishing to use loading zones must not exceed 15 minutes duration and must leave the vehicle's flashers on. Consult with the Office of Campus Safety and Security for unusual circumstances.
- F. Lack of a parking space in the zone to which an individual is entitled does not justify parking illegally or parking in a zone to which one is not entitled.
- G. Parking on the left side of the street or against the flow of traffic is prohibited.
- H. The only notice of a parking violation that a student or faculty/staff member will receive is the parking ticket itself.

Business Services

Student Accounts

Student accounts are managed at the One Stop Shop in Gardner Center. Students may contact Student Accounts/Specialist by phone (731) 989-6008 or by e-mail dhester@fhu.edu to ask questions about their accounts or to make payments.

Bookstore Payments

Bookstore charges made by students are added to their accounts, which are managed at the One Stop Shop. Bookstore charges for non-student accounts are handled by the Accounts Receivable Clerk in the Business Office in Loyd Auditorium, who can be contacted by phone (731) 989-6368 or by e-mail ccosbey@fhu.edu. When submitting payments, include the payment stub from the statement or write the full account number on the memo line of the check.

Deposits for University Clubs or Other Organizations

To make a deposit for a club or other organization, students should complete the deposit form, including the account number, and submit it to the Business Office Assistant in the Business Office in Loyd Auditorium by phone (731) 989-6357 or by e-mail krobertson@fhu.edu.

Work-Study Program

Students with questions about the work-study program should contact the Human Resources Assistant in the Business Office in Loyd Auditorium by phone (731) 989-6025 or by email mbentley@fhu.edu (or visit Work Study on the University website).

Lion Bucks

The Lion Bucks Program was created for FHU students to be the ultimate complement to the university dining experience. Your campus ID card can be used OFF CAMPUS at select restaurants as well as ON CAMPUS at all FHU dining locations. Funds can be loaded and reloaded with a credit/debit card by calling the dining office at (731) 989-6050. Lion Bucks can also be purchased in person by visiting the dining office in Wallace-Gano Cafeteria where payment can be accepted in the form of cash, credit/debit card, or check.

Dining Dollars

Dining Dollars are loaded as part of the university meal plan and can ONLY be used at FHU campus dining locations. Additional Dining Dollars cannot be purchased separately, however Lion Bucks may be purchased at any time.

Financial Obligations

Students are expected to meet their financial obligations to the University. Those who live off campus should also represent the University well by paying their rent, utility bills, and phone bills on time. Failure to meet these obligations may result in action by the University. The action may include mandatory withdrawal from the University.

ID Cards

All students receive photo identification cards. They should carry these cards at all times. The cards should not be loaned or given to anyone else.

ID cards have the following uses:

- Identification for official business at the University
- Access to residence halls and after-hours access to some academic buildings
- Chapel attendance
- Payment for meals in the cafeteria, Lion's Pride, and KC's Coffee House
- Lion Bucks for on-campus and off-campus locations
- Access to library materials and resources
- Credit purchases in the bookstores

- Admission to all intercollegiate games and matches except TransSouth Athletic Conference tournaments
- Admission to gyms, weight rooms, and swimming pool

Students are issued one ID card without charge. If a card is lost, stolen, or broken, the student must have a new one made in the Office of Student Services. The charge for reissued ID cards is as follows:

1st-3rd reissue in one academic year	\$25 each
Subsequent reissue in the same academic year.....	\$50 each

Academic Policies and Definitions

Unit of Credit

The unit of credit is the semester hour. One semester hour of credit represents at a minimum one 50-minute period per week of instruction during a semester of approximately 15 weeks.

Credit by examination, independent study, and field work is based on an estimate of work, learning, or proficiency approximately equivalent to that gained from regular college-level instruction.

Student Load

Hours limitations apply to courses taken at FHU and/or other academic institutions during a given semester.

Full-time. For academic purposes, a student must register for and carry 12 or more credit hours to be classified as a full-time student in summer, fall, or spring.

Hours limitation. A student with a 3.00 or above cumulative grade point average (GPA) may register for 19 hours without approval. First-time freshmen may register for no more than 17 credit hours their first semester. Except by approval of the dean of the college in which the student’s major is based, a student with less than a “B” (3.00) average may not register for more than 17 credit hours. A student on academic probation or admitted on restriction may not register for more than 15 credit hours without approval of the dean of the college in which the student’s major is based and the director of the academic success center. No student may register for 20 or more credit hours in a fall or spring semester, excluding two-week courses in January and May, without approval of a petition by the dean of the college in which the student has selected a major and the associate vice president for academics.

Part-time. Students carrying fewer than 12 credit hours in any semester are considered part-time and are ineligible for institutional honors during that semester and may not remove academic probation or suspension except by raising their cumulative GPA to the required level.

Summer. In the ten weeks of the summer semester, the maximum load is 15 credit hours. The maximum load in a four-week term is 7 hours.

Summer term students who enroll for as many as 12 credit hours must include a Bible course in their schedules.

Two-week courses. A student may enroll in no more than one two-week course concurrently. Hours taken during a two-week course offered in January, May, or August will not count towards the maximum hours allowed for the spring, summer, or fall semesters. However, hours taken during a two-week course will count toward full-time status.

Four-week courses. A student may enroll in no more than 7 hours in one four-week term.

Advising

Each student is assigned a faculty advisor for assistance in planning, in registering, and in reviewing his or her program. The advisor will review and approve each semester's schedule of classes before the student may register. The student is personally responsible for meeting catalog requirements or seeking written approval from the appropriate administrator for any exceptions.

Personnel in the Academic Success Center coordinate the advising of freshmen and of other students who have not declared a major. After a student has declared a major, advising services are provided by a member of the student's major department.

Learning Assistance

Free tutoring is available for certain courses in math, science, and writing. Call (731) 989-6061 for additional information.

For those students needing specialized tutoring, peer tutoring is available by application to the Learning Center (second floor Gardner Center) to those students needing academic help in a specific course for a nominal fee. Call (731) 989-6061 for additional information.

Supplemental Instruction, a program using peer instructional leaders to promote independent learning, is available for some courses. Call the Learning Center (731) 989-6061 for information regarding courses implementing this program.

Curriculum

The curriculum is a primary means through which the University seeks to educate. The Academic Affairs Committee, composed of faculty, academic administrators, and students, reviews and makes recommendations concerning degree requirements, programs of study, and course offerings. Recommendations for additions, deletions, and changes in curriculum are considered by this committee.

Course Prefix and Number

Each course is identified by a three-letter prefix and a three-digit number. The prefix indicates the course discipline. The first digit indicates the course level:

000-099 developmental (institutional credit only)

100-199 freshman

200-299 sophomore

300-399 junior

400-499 senior

500-794 graduate

Note that junior- and senior-level courses are considered upper-division.

An undergraduate student may not enroll in a course whose level is more than one year above the classification of the student unless special permission is granted through an academic petition for exception approved by the dean in the college in which the course is housed. For example, a sophomore may enroll in courses at or below junior level but may not enroll in senior-level courses. In addition, some courses may have prerequisites or co-requisites that must be met in order for a student to be eligible to enroll.

Writing Courses

In order to further develop writing skills, especially in major fields of study, each student must take three (3) writing courses as part of his/her major. These courses include a significant writing component. The writing itself will be graded and will be a significant part of the course grade. Writing courses of this type are identified by (W) in the list of courses for each major, and in the course description by (W) after the title, and in a sentence at the end of the course description.

Semesters in which courses are offered

After each course title in the course descriptions of each college/department is an indication of the semester or semesters in which the course is expected to be offered. This is for the convenience of students in planning schedules. It is, however, subject to change, and current class schedules should be consulted. Faculty unavailability or low student enrollment may cause a course to be cancelled, rescheduled, or not scheduled when anticipated. In some instances, the course may be available by individual instruction. Su., F., and Sp. indicate summer, fall, and spring semesters. Odd and Even refer to odd- or even-numbered calendar years. Indication that a course is “Offered on sufficient demand” is not a guarantee of course availability.

January two-week courses are counted in the spring semester, and August two-week courses are counted in the fall semester.

Departmental Courses of Study

Departmental courses of study may include required and recommended courses. While student schedules must be approved by a faculty advisor and departments must recommend candidates for graduation, no department may require majors to take more than the approved requirements. A student may elect additional courses in his or her major, but the bachelor’s degree requires 63 semester hours (half of the 126 required for a degree) outside of a student’s major.

Student Assessment

Freed-Hardeman’s commitment to excellence obligates the University to seek ways to accurately assess the development of students. Students who enroll as freshmen are expected to have taken either the ACT or SAT tests. Those who have not done this will be required to take this test on campus before registration will be permitted. Additional examinations or other assessment may be required by the University.

Academic Classification

Early admission freshmen – students enrolled prior to their completion of high school. See the “Early Admission” section.

Freshmen – students who have earned 0–29 semester hours of credit.

Sophomores – students who have earned 30–59 semester hours of credit.

Juniors – students who have earned 60–89 semester hours of credit.

Seniors – students who have earned 90 or more semester hours of credit.

Special –students not working toward a certificate or degree at Freed-Hardeman University, including transient students, adult and continuing education students, and noncredit students.

Grades

Achievement and the quality of work of the student in each course are indicated as follows:

Grade	Significance	Quality Points per Semester Hour
H	Honors	4
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Low Passing	1
E	Withdrew Failing	0
F	Failing	0
I	Incomplete	0
X	Absent from Final Examination	0

The following grades are not used in determining satisfactory progress:

W	Withdrew
N	Noncredit
P	Passing
M	Mastery
S	Satisfactory
U	Unsatisfactory

S and U are the grades assigned at mid-semester only when it is not feasible to evaluate achievement more precisely.

P is the grade assigned for satisfactory performance on a departmental proficiency examination, in field work, or in an independent study when conventional grades are not awarded.

M is the grade assigned when credit is earned by CLEP or other standardized tests.

A failing grade (E or F) earned at FHU cannot be removed by individual instruction.

N is the grade assigned for a course audited or otherwise taken without credit. If an auditor/ student stops attending, a grade of W is assigned. W grades do not affect grade point average (GPA).

W is the grade assigned when a student officially withdraws from a course before the end of the ninth week of classes (third week for 4- or 8-week summer terms; first week for two-week courses in January, May, and August). Failing grades assigned for academic dishonesty cannot be changed by withdrawal from the course.

E is the grade assigned when a student officially withdraws from a course after the ninth week of classes. A student who officially withdraws from the University before the end of the ninth week of classes (third week for 4- and 8-week summer terms; first week for summer two-week courses) will receive a W grade for each course. After the ninth week of classes, any student who officially withdraws from the University will receive E grades, except in a case of extenuating circumstances as determined by the associate vice president for academics.

I and X grades are assigned only when, in the judgment of the instructor, circumstances prevent students from completing a course during the regular term. Such grades are not assigned simply for the convenience of students who wish more time than their classmates. They are calculated as failing grades unless removed. A student who has an I must complete the work by mid-term of the following semester (for dates, refer to calendar at back of this book). A student who has an X grade must present an appropriate excuse to the instructor and take the examination as soon as possible, but no later than mid-term of the following semester. A fee may be charged for a make-up examination.

Credit may not be given twice for the same course or one that duplicates the content of the first. The last grade earned will be the one used to determine if requirements have been met and in calculating averages unless the student withdraws passing.

After a final grade has been submitted, it cannot be changed except with irrefutable evidence that an error has been made. Grade changes may be initiated no later than mid-term of the following regular semester (for example, fall semester for spring semester grades). A student will not be given additional time to raise a grade.

Grade Point Average

Scholarship level is expressed in terms of a grade point average (GPA) calculated by dividing the total quality points earned by the GPA credits. Semester and cumulative averages are recorded on the permanent academic record and on semester grade reports. Averages are used to determine honors, academic probation and suspension, renewal of academic scholarships, and eligibility for certificates and degrees.

Grading Policy/Syllabus

A syllabus will be provided to students enrolled in each course by the second class meeting. The syllabus will explain both the grading policy and the grading scale.

Grading Policy. The following definitions of letter grades are used at FHU:

A: A student who earns an A grade is one who in most instances:

- Demonstrates outstanding scholarship and grasp of the designated subject area. Demonstrates achievement of specific knowledge and skills.
- Evidences understanding and appreciation of the fundamental concepts of the subject area.
- Goes beyond the goals established for the class in achievement and contribution. Independently applies knowledge and skills to new situations. Does assignments thoroughly and accurately.
- Achieves well-rounded growth in relation to the goals established.
- Frequently demonstrates originality and initiative. Gives leadership in class activities.
- Expresses self clearly and effectively.
- May evidence unique perception and depth of study in the field.

B: A student who earns a B grade is one who in most instances:

- Demonstrates above-average scholarship and achievement in the designated subject area. Is above average in mastery of specific knowledge and skills.
- Does his assignments less thoroughly and accurately than the A student, but with above-average quality. Occasionally contributes creatively. Usually applies knowledge and skills independently.
- Shows some leadership in class activities. Demonstrates some originality.
- Usually expresses self clearly and effectively.
- Is capable of advanced work in the field.

C: A student who earns a C grade is one who in most instances:

- Demonstrates average scholarship and achievement in the designated subject area (in comparison to the total school population).
- Is responsible and participates in class activities.
- Evidences normal growth in relation to his capacities and skills.

- With help, applies knowledge and skills to new situations.
- Frequently requires individual direction and supervision to complete his work.
- Achieves sufficient subject matter mastery to enable him to proceed to advanced work in the subject but is not capable of extensive advanced work in the field.

D: A student who earns a D grade is one who in most instances:

- Is below average in mastery of the knowledge and skills to be used in new situations.
- Seldom completes an undertaking without teacher direction and encouragement.
- Seldom applies knowledge and skills to new situations.
- Evidences little growth other than that developed through class association. Rarely demonstrates originality and initiative.
- Has difficulty expressing self adequately.
- Generally fails to make up the work he has missed if absent.
- Is not likely to be successful in advanced work in the field.

F: A student who earns an F grade is one who in most instances:

- Does not fulfill the course requirements as established by the course of study.
- Infrequently completes assignments and generally fails to make up work he has missed if absent.
- Does not or cannot apply knowledge and skills to new situations.
- Rejects teacher assistance and leadership. Does not demonstrate originality and initiative.
- Generally does not take part in class activities.
- Does not express self adequately.
- Is not capable of advanced work in the field without extensive remediation.

Students Admitted on Restriction/Probation

Students entering with less than a 2.25 high school grade point average, Enhanced ACT composite scores of less than 19, or combined re-centered SAT scores of 910 must be approved by the Academic Review Committee for admission on either restriction or probation. Students admitted on restriction have a full academic year to establish satisfactory academic progress and will be required:

- To take a course of study as prescribed,
- To participate in tutoring and study as identified,
- To limit participation in campus activities, and
- To take no more than 15 hours without approval.

Students admitted on probation have only one semester to establish satisfactory academic progress and will be required:

- To further limit participation in campus activities and
- To take no more than 15 hours without approval.

Good Academic Standing

To be considered in good academic standing, a student must maintain a certain minimum cumulative GPA. The minimum GPA required depends on the number of cumulative semester hours attempted as outlined in the following table.

Cumulative Semester Hours Attempted	Minimum Cumulative GPA Required to be in Good Academic Standing
24 or less	1.75
25–47	1.90
48 or more	2.00

Academic Probation

A student who fails to maintain good academic standing will be placed on academic probation. Academic probation is continued by attaining a semester GPA of 2.00 or better during any probationary semesters. Academic probation is removed by attaining a cumulative GPA high enough to be in good academic standing. A freshman on academic probation must take ACA 070 Academic Recovery.

A full-time student on academic probation during the spring or fall semesters may not register for more than a total of 15 hours. A student on academic probation during the summer term may not enroll for more than a total of 9 hours.

A student on academic probation is not permitted to participate in intercollegiate sports, to travel as representatives of the University, to participate in Makin' Music, or to be a member of any social club, UPC, CDT, SAA, or SGA. The dean of student life will be responsible for enforcing this policy.

Academic Suspension

A student on probation who fails to meet the conditions required to continue probation or remove probation will be suspended. The period for a first academic suspension is one semester (not including summer). The period for a second academic suspension is two semesters (not including summer). Subsequent academic suspensions are for an indefinite period but not less than three semesters (not including summer). A student suspended at the end of the fall semester may not enroll in the two-week course period in January. A student suspended at the end of the spring semester may not enroll in the two-week course period in May. A student suspended at the end of the summer term may not enroll in the two-week course period in August. Readmission after an academic suspension is not automatic but requires an appeal to the associate vice president for academics and possible discretionary action by the Academic Review Committee.

A suspended student may appeal to the associate vice president for academics who will consider the appeal and possibly refer it to the Academic Review Committee for a waiver of suspension. If granted, the student will be allowed to return to school, but the student is still considered to have received the academic suspension. Appeals must be received no later than two weeks after the student was suspended.

A student suspended for the first time after the spring semester may appeal to the associate vice president for academics for permission to take classes during the summer term in order to earn a waiver of academic suspension. A student can earn a waiver by attaining a semester GPA of 2.0 or better on at least eight hours, as approved by the associate vice president for academics. If a waiver is earned, the student will be allowed to return to school, but the student is still considered to have received the academic suspension. Appeals must be received no later than one week after grades are posted for the Spring semester.

Any credits completed at another school by a student during a period of disciplinary or academic suspension will not be accepted by FHU.

Academic Renewal

Students may petition the associate vice president for academics to have up to one academic year of previous work completed at Freed–Hardeman University disregarded for institutional purposes. If approved, all of the work (not selected courses) in one or more semesters may be disregarded in calculating grade point averages, except in the case of academic honors. The credit hours are lost, but courses passed need not be repeated. Three calendar years must have elapsed since the semester(s) under consideration, and students must have subsequently completed a minimum of 15 semester hours with at least a 3.00 GPA, 30 semester hours with at least a 2.50 GPA, or 45 semester hours with at least a 2.00. For details, students should check with the associate vice president for academics.

Academic Dishonesty

Academic dishonesty violates the Christian principles and standards of Freed–Hardeman University. The following are examples of intentional academic dishonesty:

- Cheating – using or attempting to use unauthorized materials, information, or study aids in an academic exercise. The term “academic exercise” includes all forms of work submitted for credit.
- Fabrication – falsifying or inventing any material in an academic exercise.
- Facilitating academic dishonesty – helping or attempting to help another to violate academic integrity.
- Plagiarism – adopting or reproducing another person’s words or ideas without acknowledgement.

The minimum penalty for an obvious violation of academic integrity is a failing grade on the assignment. In addition, at the discretion of the instructor, the student may receive a failing grade for the course and be dropped from the class.

No student may avoid receiving a failing grade for academic dishonesty by subsequently withdrawing from the course.

Transcripts

Freed–Hardeman University has authorized the National Student Clearinghouse to provide transcript ordering via the web. Transcripts can be ordered by using any major credit card. The card will only be charged after the order has been completed. To order an official transcript, login to the Clearinghouse secure site.

The site has instructions for placing an order, including delivery options and fees. More than one transcript can be ordered in a single session at a cost of \$5.00 per transcript. A \$2.25 processing fee will be charged per recipient. Order updates will be emailed. Order status or order history can be checked online. For help or questions about the Clearinghouse transcript ordering service, contact them by telephone at (703) 742–7791 or by email at transcripts@studentclearinghouse.org.

Students may also obtain a copy of transcripts by requesting a copy in writing from the Registrar’s Office. The first transcript is free and all others are \$5.00 each.

The registrar’s office should be informed of all changes in the student’s legal name, place of residence, mailing address, billing address, and telephone number. Freed–Hardeman University is not responsible for a student not receiving official information if the student failed to notify the University of any of the changes stated above. Change of names requires documentation, i.e. marriage license, divorce decree, passport, or social security card. Please note that a driver’s license is not sufficient documentation for a change of name.

Change of Schedule

After consulting their advisors, students may change their schedules up to the end of drop/add by adding or dropping a course or courses at my.fhu.edu.

Withdrawal from a Course or from the University

To withdraw from a course after the end of the drop–add period, a student should contact the registrar for instructions. To withdraw from the University, a student should contact the academic retention coordinator who is located in the Gardner Center.

Medical Withdrawal

A student may petition the associate vice president for academics to be considered for a medical withdrawal when extraordinary circumstances, such as a serious illness or injury, prevent the student from continuing classes. The medical withdrawal covers both physical and psychological health difficulties. The student requesting a medical withdrawal must submit with the petition official documentation from a healthcare provider showing the following information: the date of onset of illness, the dates the student was under professional care, the general nature of the student’s medical condition, why or how it is preventing or prevented the student from completing the semester, and the last date the student was able to attend classes.

Requests for less than a complete withdrawal must also be well documented to justify the selective nature of the medical withdrawal. The letter or documentation from the healthcare provider must be on the provider’s letter-head stationery.

Students receiving financial aid, loans, or veterans’ benefits are required to have an exit interview with the director of student financial services. For additional information about a medical withdrawal, please contact the associate vice president for academics by phone at (731) 989–6095 or by email at vjohnson@fhu.edu.

Class Size

A class should have eight or more enrolled before it can be taught except with the approval of the vice president for academics and enrollment management.

Class Attendance Policy

Class Attendance

Learning that occurs within the classroom is at the heart of the Freed-Hardeman University experience. Student interactions with faculty and with other students, and the relationships that grow from those interactions, are instrumental toward achieving the University’s student learning and spiritual formation outcomes. In cases of poor class attendance, accomplishment of these outcomes, as well as the capacity of the University to achieve its overall mission, is in jeopardy. The University has established there is a strong correlation between class attendance and academic success as measured by semester grade point averages. Therefore, students are expected to attend class daily. Students must attend at least 75 percent of all scheduled class meetings in order to receive academic credit for completing a class. Students who do not complete 75 percent of all scheduled class meetings will be dropped from that class and receive a grade of “E.” Every absence, whether excused or unexcused, will count when determining whether students have missed more than 25 percent of all scheduled class meetings. Absences due to late registration or change of class prior to the drop/add period will be included in the above percentage.

In extreme situations, students may appeal their grade of “E” to the associate vice president for academics. This must be done within five school days following the dismissal from class. The student should continue to attend the class until the appeal has been decided.

Faculty within a college may establish additional attendance requirements. Attendance requirements adopted by a college must at least require 75 percent attendance as outlined in this policy; however, college attendance requirements may be greater. College attendance requirements, if adopted, must treat excused and unexcused absences consistent with the definitions found in this policy. If adopted, attendance requirements by a college shall be consistently implemented by all faculty teaching courses within the college. Attendance requirements adopted by a college are subject to approval by the vice president for academics and enrollment management.

A faculty member may also establish attendance requirements for a specific class taught by him/her. Class attendance requirements established by a faculty member must at least require 75 percent attendance as outlined in this policy and must at least require attendance consistent with any college requirements. Class attendance requirements adopted by faculty must treat excused and unexcused absences consistent with the definitions found in this policy. Class attendance requirements adopted by faculty are subject to approval by the department chair, the graduate director, the dean, and/or the vice president for academics and enrollment management.

The University’s attendance policy, as well as any additional attendance requirements adopted by the college or a faculty member, shall be stated in the syllabus distributed to all students enrolled by the second meeting of that class.

* *Practicums, honor contracts, online courses, or individualized instructions are governed by separately published policies.*

Excused Absences

Absences for officially approved school business, sponsored trips, athletic contests, illness accompanied by a doctor’s note, or a death in the student’s immediate family are excusable and will not be penalized, provided they are explained within one week of the student’s return to class. These absences, and all excused or unexcused absences, will count toward the 75 percent class attendance explained above in section Class Attendance. Sponsors should provide a written notice to each student for presentation to the instructor, and one copy should be sent by the sponsor to the Office of Academics.

A faculty member may assign reasonable and relevant makeup work for excused absences. In case a student misses an examination and has an excused absence, the faculty member may give a makeup examination or average the other grades without considering the examination missed. Final exams must be taken. A student may not be penalized for missing an examination when the student has a clearly demonstrated excused absence.

Unexcused Absences

Penalties for absences that do not meet the excused absence criteria, as stated above, and for tardiness shall be left to the discretion of the faculty member but must adhere to individual college parameters.

Faculty members may assign reasonable and relevant makeup work, extend a deadline, or give a makeup examination for any or all missed assignments for an unexcused absence but are not under obligation to do so.

Bible Class Attendance

Freed-Hardeman University firmly believes that the regular study of the Bible available through Bible courses is a vital aspect of a Christian education at Freed-Hardeman University and is a vital aspect of a student’s spiritual formation during his/her time at Freed-Hardeman. Therefore, all full-time undergraduate students in residence, taking 12 or more credit hours in a given semester, are required to register for credit (not audit) and to attend at least one Bible course. Those involved in student teaching or in a full-time social work practicum, however, are not considered in residence. Summer-term students enrolled for as many as 12 credit hours, including a two-

week course, online course, independent study, individualized instruction, and/or field work, must include a Bible course in their schedules. In addition, students who have previously earned a bachelor's degree at Freed-Hardeman University and are completing a second bachelor's degree are not considered in residence.

Students registered for 12 or more hours at the end of the drop-add period may not withdraw from their only Bible class. Students also may not repeat a Bible class in which they have earned a grade of C or higher except with an approved Academic Petition through the Office of Academics.

Bible Class Attendance Probation

If a full-time, undergraduate student has excessive absences in his/her only Bible course for the first time, the student will be withdrawn from the class, will receive the grade of an "E", and will be placed on Bible Class Attendance Probation. A student placed on Bible Attendance Probation must sign a Bible Attendance Contract in the Office of Academics prior to completing the current semester and before registering for the next semester. Bible Class Attendance Probation will continue through graduation. A full-time, undergraduate student who is on Bible Class Attendance Probation and who has excessive absences in his/her only Bible course in a subsequent semester will be withdrawn from the Bible class and will be suspended from the University at the end of the semester.

Bible Requirement For Dual–Degree Undergraduate/Graduate Students

Any FHU student who has been accepted into a dual–degree undergraduate/graduate program who has completed 126 hours of undergraduate study and has not yet graduated with a baccalaureate degree will not be required to take a Bible course as he/she continues in the graduate program. This is based on the assumption that the student has met the Bible requirements for a degree or graduation at the undergraduate level.

Student Academic Grievance Procedure

Freed-Hardeman University strives to provide educational opportunities, experiences, and services that are of the highest quality. Occasionally, there may be those who have complaints that they wish to share with the University. The University views such complaints as potential opportunities for improvements.

All complaints should first be routed through the appropriate complaint, appeal, or grievance procedures. Depending on the nature of complaint, the matter should be brought to the attention of the office directly responsible for that area of the University for informal resolution.

Any grievance concerning grades, competencies, course syllabi, class absences, or other academic matters should be discussed informally with the faculty member, as appropriate. If the grievance is not resolved in this fashion or if the student does not feel comfortable discussing the grievance informally, the following procedure must be followed:

- The student will register the complaint in writing using the Academic Grievance Form, available on the FHU website (www.fhu.edu/academics/complaintguidelines), in the dean's office, or in the graduate program director's office. The completed form should be submitted to the associate vice president for academics within ten (10) school days of the alleged incident. The associate vice president will route the form to the appropriate faculty member. The faculty member must respond in writing, using the Academic Grievance Form, within five (5) school days of receipt of the grievance. The Academic Grievance Form should be returned to the associate vice president for academics.
- If the faculty member's response does not resolve the complaint, then the student may request to the associate vice president for academics that the written grievance be submitted to the appropriate department chair (undergraduate students) or graduate director (graduate students). (Skip to Step 3 if there is no department chair.) This request must be made within five (5) school days of the faculty member's written response. The department chair or graduate director must respond in writing within five (5)

school days of receipt of the grievance form. The Academic Grievance Form should be returned to the associate vice president for academics.

- If the response of the department chair or graduate director does not resolve the complaint, then the student may request to the associate vice president for academics that the written grievance be submitted to the appropriate dean. This request must be made within five (5) school days from the time of the written response of the department chair or graduate director. The dean must respond in writing within five (5) school days of receipt of the grievance form. The Academic Grievance Form should be returned to the associate vice president for academics.
- If the dean's response does not resolve the grievance, then the student may request that the written grievance be submitted to the vice president for academics and enrollment management. This request must be made through the associate vice president for academics within five (5) school days of the dean's written response. The vice president for academics and enrollment management must respond in writing within five (5) school days of receipt of the grievance form. The Academic Grievance Form should be returned to the associate vice president for academics. The vice president for academics and enrollment management's ruling is final.

Records of written academic grievances and responses will be kept in the Office of Academics. In the interest of all involved, if an appeal is submitted just prior to the end of a term, deadline (for the submission of paperwork, etc.) are subject to modification as determined by the associate vice president of academics at the point a written grievance is received.

Formal complaints, appeals, and grievances should be well-documented and move through the appropriate campus process prior to appealing to any off-campus authority. Complaints to off-campus authorities may be routed as noted below:

- Complaints related to quality of education or accreditation requirements shall be referred to the Southern Association of Colleges and Secondary Schools Commission on Colleges (SACSCOC), (<http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>);
- Complaints related to the application of Tennessee state laws or rules related to approval to operate or licensure of a particular professional program within a postsecondary institution shall be referred to the appropriate State Board (i.e., State Boards of Health, State Board of Education, and so on) within the Tennessee State Government and shall be reviewed and handled by that licensing board (<http://www.tn.gov>, and then search for the appropriate division);
- Complaints related to state consumer protection laws (e.g., laws related to fraud or false advertising) shall be referred to the Tennessee Division of Consumer Affairs and shall be reviewed and handled by that Unit (<http://www.tn.gov/consumer/>).

Complaints related to the application of other state laws or rules related to approval to operate shall be referred to the appropriate State Board within the student's home state of residence and shall be reviewed and handled by that licensing agency. Refer to the Home State Complaint Resolution webpage (<http://www.fhu.edu/academics/HomeStateCompliantResolution.aspx>) or information regarding the various state agencies.

Academic Support Services

One Stop Shop

The One Stop Shop consists of the offices the Academic Success Center, Registrar, Student Accounts, and Financial Aid, all located on the first floor of the Gardner Center. Also included are the Admissions Office and the Testing Center, located on the second floor of the same building.

The iKNOW Program

The purpose of this initiative is to meet the technological needs and expectations of students and faculty so that instructors can use technology effectively to improve instruction and student learning outcomes. The objectives of this initiative include enhancing the classroom experience, improving student learning outcomes, developing lifelong learners, strengthening communication and relationships, and solidifying the academic reputation of the University.

Academic Success Center

The Academic Success Center meets the needs of prospective and enrolled students in various ways. Entering freshmen, who will transition to program, departmental, or school advisors, receive academic advising. The mission of the Freshman Program is to help students have a successful first year. Center and developmental studies faculty and staff teach several freshman courses in the School of Arts and Humanities.

The Center also provides testing and tutoring upon request. For details regarding testing and tutoring, students should check the Center's website or call (731) 989-6060.

Financial Aid

The Financial Aid staff is available to help students make arrangements to cover the cost of their education. One-on-one counseling aids students in finding the best financial paths to their educational goals. The University offers several scholarship, grant, and loan programs. The initial step in receiving financial aid is completing the Free Application for Federal Student Aid (FAFSA).

Disability Services

Freed-Hardeman University is committed to providing equal opportunity in education to qualified students. The University looks to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 for standards.

Those with a disability who are prevented from meeting course requirements in the way the course is regularly taught should contact the Office of Disability Services by phone (731) 989-6029 or by email jrwiley@fhu.edu or bhester@fhu.edu. Students are required to provide documentation from an acceptable evaluator in order to receive accommodations.

Freed-Hardeman University will assist an individual who has a documented disability with appropriate accommodations and modifications; but does not, however, guarantee successful completion of a course or a program. Students must cooperate with the University and take responsibility for learning. Those with an approved accommodation plan should, within the first three class sessions, notify the instructor of any affected class.

Disability Services Policy and Procedure

I. POLICY

It is the policy of Freed-Hardeman University to comply with Section 504 of the Rehabilitation Act of 1973 (PL 93-112), as amended (PL 93-516), and with Title II of the American Disabilities Act of 1990 (ADA). The mission of Freed-Hardeman University is to provide each qualified person with reasonable accommodations to ensure equitable access to educational opportunities, programs, and activities in the most appropriate integrated setting.

II. PROCEDURE FOR REGISTERING WITH THE OFFICE OF DISABILITY SERVICES

- A. Contact the Office of Disability Services Coordinator to obtain registration paperwork. These are available in the Office of Disability Services, which is located in the Student Services office suite in the Wallace-Gano Building.
- B. Student will meet with Office of Disability Service’s staff for an initial intake interview and discussion and required paperwork.
- C. Send documentation to the Office of Disability Services, Freed-Hardeman University, 158 East Main Street, Henderson, TN 38340. Phone number is (731) 989-6029 or email gpinkston@fhu.edu.
- D. It is the responsibility of the student to follow up with health care professionals to ensure that the proper documentation has been sent.
- E. After completed registration form and documentation are received, the student will be assigned a disability specialist. The specialist will contact the student to arrange a time to meet.

III. ACCOMMODATIONS: WHAT THEY ARE AND WHAT THEY ARE NOT

- A. Accommodations are provided for the purpose of ensuring equal access to an education. They are not a guarantee of a certain grade or of success in a particular class; rather, they are intended to “level the playing field” for students with disabilities. Students with disabilities are expected to fulfill all academic and course requirements and evaluation standards, as is expected of all students.
- B. Accommodations are approved on a case-by-case basis. They are assigned depending on the documentation that each student submits, the impact of each student’s disorder, and our conversations with each student regarding his/her strengths, weaknesses, and needs.
- C. Accommodations are also provided on a class-by-class basis. An accommodation which is reasonable in one class may not be reasonable in another. No accommodation will be provided if it compromises or alters essential elements or evaluation standards of a course.
- D. Accommodations are considered to be classroom supplements. They are not intended to replace regular classroom attendance or participation.
- E. Accommodations are not provided retroactively. The Office of Disability Services (DS) is unable to provide accommodations for academic work completed before the student is verified as eligible for accommodations or before the student request accommodations. Therefore it is imperative that students request accommodations as early in the semester as possible.

IV. REQUESTING AND MAINTAINING ACCOMMODATIONS—The Office of Disability Services is responsible for providing reasonable accommodations in a timely manner. Non-compliance on the part of the student with the procedures involved in the accommodation process may result in delays or denial of the provision of accommodations. Students will be notified of the policies at registration.

Other Support Services

University Health Services

The Rogers-Dodd-Conger Clinic provides non-acute care to students, faculty, staff, and administration, as well as dependents of each group. The services in the health clinic are provided by Prime Care Medical Center. Prime Care Medical Center provides a Family Nurse Practitioner, a Registered Nurse and a receptionist. The hours for the health clinic during the fall and spring semesters are Monday-Friday, 8 a.m.– 4 p.m. Hours are reduced during short courses and the summer term. The Office of Student Services will notify students via e-mail concerning these hours. Phone number for the campus clinic is 989-6680.

Students with an immediate threat to their health should call 911.

University Counseling Center

The University Counseling Center provides free services for all Freed-Hardeman students. The UCC offers confidential Christian counseling and education in coping skills. The center also offers referral services to local and surrounding area professionals.

Both a male counselor and a female counselor staff the center on a full-time basis. Students may make appointments by contacting Nicole Young by phone (731) 989-6768 or by e-mail nyoung@fhu.edu.

Crisis intervention is available 24 hours a day, 7 days a week by calling (731) 608-2590, a Residence Hall Supervisor, or the Office of Campus Safety (6911 on campus and 731-989-6911 off campus).

Campus Security

The Office of Campus Safety seeks to provide a safe environment for the University community. The security personnel are committed to developing a good relationship with students, faculty, staff, and administration by providing professional security services.

Security officers can be reached 24 hours a day, 7 days a week by calling 6911 (on campus) and (731) 989-6911 (off campus).

Emergency Notification System

To provide a mode of mass communication, we have solicited the use of Rave Mobile Safety, a communication company that specializes in campus communications. With this partnership, we have the ability to communicate with the student body quickly concerning emergency like situations or even bad weather. LionAlert is what Rave Mobile Safety is known as on FHU's campus.

Amendments to Student Handbook Policies

Amendments to Academic Policies

Amendments to academic policies, generally contained in the Academic Life section of the Student Handbook, must be approved by the faculty and the President. Requests for amendments to academic policies should be directed to the Academic Affairs Committee. For additional information, please contact the Office of Academics.

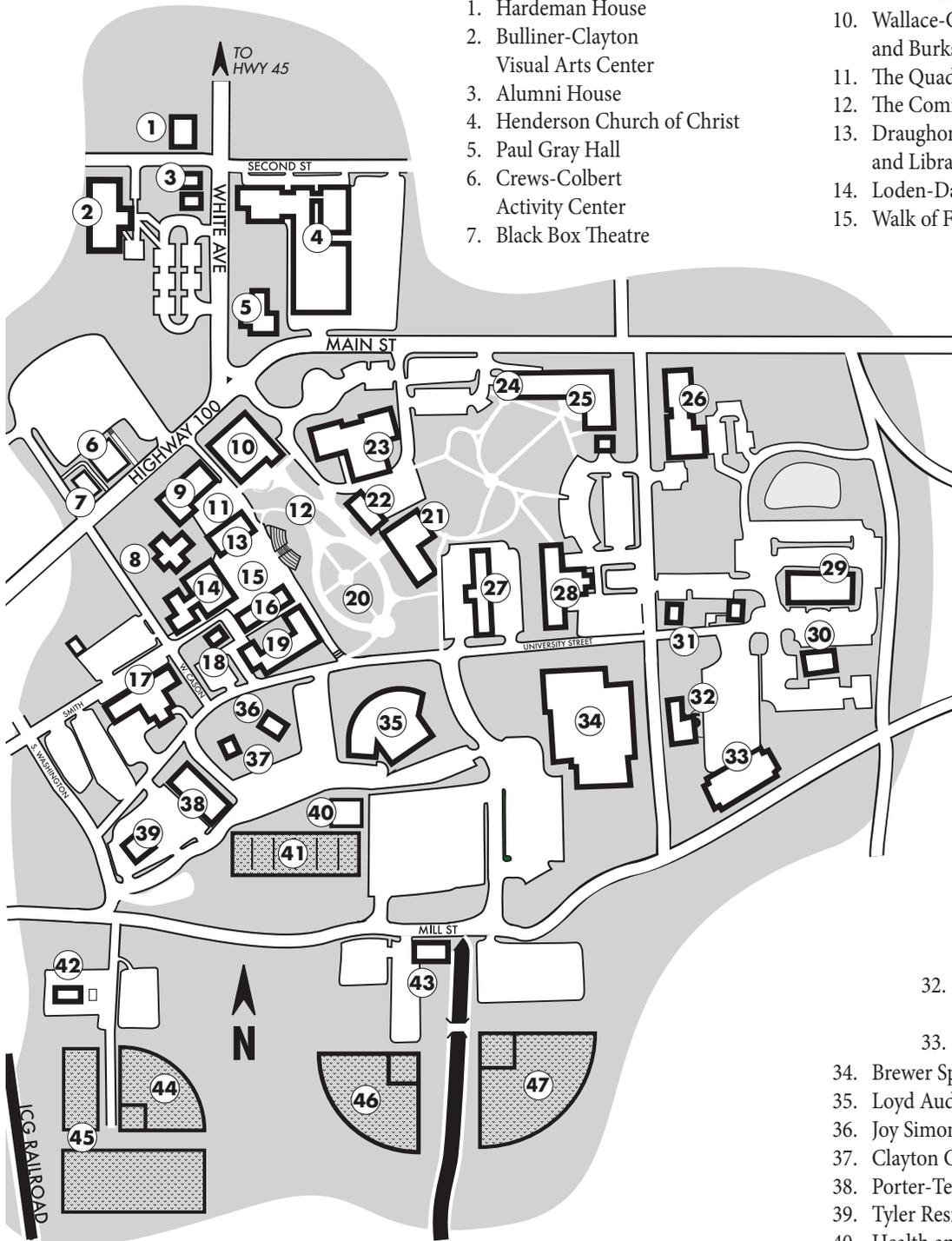
Amendments to Nonacademic Policies

Amendments to nonacademic policies must be approved by the Vice President of Student Services and the President. Students may submit requests for amendments through the Student Government Association. Requests for amendments from faculty, staff, or administrators should be submitted directly to the Dean of Students. If the Dean of Students believes an amendment is in order, the Dean will draft a proposal. If the request was initiated by students, the Rules and Regulations committee will draft a proposal of desired change. Representatives from the committee will meet with the Dean of Students to discuss the draft. The Dean of Students will determine if the proposal needs revision, or if the proposal is ready to be submitted to the Associate Vice President for Student Services. The Dean will submit the proposal.

Campus Map

Key

1. Hardeman House
2. Bulliner-Clayton Visual Arts Center
3. Alumni House
4. Henderson Church of Christ
5. Paul Gray Hall
6. Crews-Colbert Activity Center
7. Black Box Theatre
8. Hall-Roland Hall and Behavioral Sciences
9. Old Main Administration Building
10. Wallace-Gano Dining Hall and Burks Student Center
11. The Quad
12. The Commons
13. Draughon Center and Library Annex
14. Loden-Daniel Library
15. Walk of Fame
16. Dixon Hall
17. Scott Hall
18. Thomas-Landon Family and Consumer Sciences Building and Counseling Center
19. Bradfield Hall
20. Heritage Commons
21. Associates Science Center
22. Pruett Book Center
23. Gardner Center
24. Campus Safety and Security
25. Brown-Kopel Business Center
26. Anderson Science Center
27. Benson Hall
28. Farrow Hall
29. Sewell Hall
30. Woods-East Residence Hall
31. Rogers-Dodd-Conger Clinic
32. House of Marketing and University Relations
33. Heritage Towers
34. Brewer Sports Center
35. Loyd Auditorium
36. Joy Simon McDaniel House
37. Clayton Chapel
38. Porter-Terry Hall
39. Tyler Residence Hall
40. Health and Human Performance Academic Facility
41. R.L. Witt Tennis Center
42. Carter Facilities Building
43. Laycook Center
44. Morgan Softball Stadium
45. Riley Soccer Complex
46. Intramural Softball Field
47. Carnes Baseball Field



REVISED 22AUG14

Wallace-Gano Dining Hall Hours of Operation

Monday-Thursday

Breakfast	7–9:30 a.m.
Lite Breakfast	9:30–10:45 a.m.
Lunch	10:45 a.m. – 1:15 p.m.
Lite Lunch*	1:15–4:45 p.m.
Dinner	4:45–7:15 p.m.

Friday

Breakfast	7–9:30 a.m.
Lite Breakfast	9:30–10:45 a.m.
Lunch	10:45 a.m. – 1:15 p.m.
Lite Lunch*	1:15–4:45 p.m.
Dinner	4:45–6:30 p.m.

* *Lite Lunch will offer Flying Star Diner, Simply to Go, and Salad Bar.*

Saturday

Brunch	10:30 a.m. – 1:30 p.m.
Dinner	5–6:30 p.m.

Sunday

Brunch	10:30 a.m. – 1:30 p.m.
Dinner	5–7:30 p.m.

Burke's Student Center

The student center is for the use and enjoyment of students. Individuals are expected to respect the facility by not leaving trash laying around from meals and treating university property with respect. In addition, students are expected to maintain a behavior level appropriate and consistent with Christian ideals while in the student center. For the respect of themselves, and others, students are not to be lying together on furniture or overly showing displays of affection.

Academic Calendar 2014-2015

Calendar, 2014-2015

FALL 2014

August 4 – 15	August Two week Session
August 4	Fall Short Course Classes Begin Drop/Add Period to change August Two-Week Session Schedule ends, 5 p.m.
August 8	Last day to withdraw from an August Two-week Session without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
August 15	Finals
August 16	Residence Halls open for new students only 1-5 p.m. Dining Hall Opens, 11 a.m. Students pay for meals individually Meal plan begins, 5 p.m.
August 18	Advising and registration of new students Residence halls open for continuing and returning students, 8 a.m.-curfew
August 19	Advising and registration for continuing and returning students
August 20	Fall classes begin
August 29	Drop/Add Period to change Fall Course Schedule ends, 5 p.m. Last Day to apply for a degree in December
September 2	Labor Day Holiday (no classes)
October 6-10	Mid-term Week
October 10	All summer incomplete grades and all mid-term grades due in registrar's office, 1 p.m.
October 17	Last day to withdraw from a Fall course without affecting grade point average, 5 p.m., Registrar's Office (Last day to receive a W grade)
November 3-8	Homecoming
November 21	Residence halls close for Thanksgiving Holidays, 5 p.m.
November 21-30	Thanksgiving Holidays, Saturday – Sunday (no classes)
November 24	Residence halls open, noon
December 8-11	Undergraduate Final Exam Week December Commencement Exercises (tentative)
December 11	Graduation Rehearsal, 5:30 p.m.
December 12	Final grades due, 9 a.m. Commencement, 6 p.m.

SPRING 2015

January 5 – 16	January Two-Week Session
January 4	Residence Halls open for January Two-Week Session, noon
January 5	Classes begin
	Drop/Add Period to change January Two-week Session schedule ends, 5 p.m.
January 9	Last day to withdraw from a January Two-week Session without affecting GPA, 5 p.m., Registrar's Office (Last day to receive W grade)
January 16	Final Exams
January 18	Residence Hall opens, noon
January 19	Martin Luther King Holiday (no classes)
January 20	Advising and registration, 8 a.m.-5 p.m.
January 21	Spring classes begin
January 30	Drop/add period to change Spring Course Schedule ends, 5 p.m.
February 1-5	Annual Bible Lectureship
March 9-13	Mid-term week
March 13	All fall incomplete grades due and mid-term grades due, 1 p.m.
March 20	Residence halls close, 5 p.m.
	Last day to withdraw passing from a Spring Course, 5 p.m., Registrar's office (last day to receive a W grade)
March 21 – 29	Spring Vacation (no classes)
March 29	Residence halls open, noon
	Dining hall opens, 5 p.m.
April 10-11	Spring Weekend/Makin' Music
May 11-15	Undergraduate Final Exam Week
	May commencement exercises (tentative)
May 15	Graduation Rehearsal, 10 a.m.
	Final Grades due, 1 p.m.
May 16	Commencement, 10 a.m.

Student Life Calendar available at www.fhu.edu/events

Campus Directory

Academics

Office of Academics.....	dsmith@fhu.edu.....	989-6004
Academic Success Center.....	gwilbanks@fhu.edu.....	989-6060
Admissions.....	admissions@fhu.edu.....	989-6651
College of Arts and Sciences	nzlatovich@fhu.edu.....	989-6632
College of Biblical Studies	kpack@fhu.edu.....	989-6622
College of Business.....	slfoster@fhu.edu.....	989-6091
College of Education and Behavioral Sciences	rjones@fhu.edu.....	989-6074
Department of Arts and Humanities	kmyers@fhu.edu.....	989-6943
Department of Behavioral Sciences.....	lbeene@fhu.edu.....	989-6645
Department of Biological, Physical and Human Sciences.....	bbutterfield@fhu.edu.....	989-6954
Department of Communication and Literature	sjohnson@fhu.edu.....	989-6632
Department of Fine Arts.....	blengland@fhu.edu.....	989-6089
Department of History, Philosophy, and Political Studies	gmassey@fhu.edu.....	989-6081
Department of Mathematics and Computer Science	mjohnson@fhu.edu.....	989-6655
Department of Nursing	cjwhite@fhu.edu.....	989-6965
Director of Research	bbutterfield@fhu.edu.....	989-6954
Honors College	cwalker@fhu.edu.....	989-6057
Learning Resource Library	sridinger@fhu.edu.....	989-6078
Teacher Education and Licensure	rjones@fhu.edu.....	989-6074

Athletics

Athletic Director	mmcutchen@fhu.edu.....	989-6901
Athletic Trainer	pknox@fhu.edu.....	989-6912
Baseball.....	jestes@fhu.edu.....	989-6994
Basketball- Men's	jlshelton@fhu.edu.....	989-6902
Basketball – Women's.....	dneal@fhu.edu.....	989-6903
Cheerleading	tcarter@fhu.edu.....	989-6900
Cross Country	dspradlin@fhu.edu.....	989-6086
Golf.....	chodges@fhu.edu.....	989-6900
LionBackers	mmcutchen@fhu.edu.....	989-6900
Soccer (Men's and Women's)	jelliott@fhu.edu.....	989-6995
Softball.....	thumphry@fhu.edu.....	989-6906

Sports Center Reception	989-6905
Sports Center Weight Room	989-6917
Volleyball	thumphry@fhu.edu..... 989-6906
Associates	associates@fhu.edu..... 989-2641
Bell Tower Newspaper	belltower@fhu.edu..... 989-6350

Bookstores

Bible Bookstore	bbs@fhu.edu..... 989-6678
University Store	bookstore@fhu.edu..... 989-6672

Business Services

Financial Aid	finaid@fhu.edu..... 989-6662
Mail Room	cmalone@fhu.edu..... 989-6661
Meal Plan Services.....	dhester@fhu.edu..... 989-6008
Post Office.....	989-6784
Student Accounts	studentaccounts@fhu.edu..... 989-6363

Campus Recreation

Campus Recreation	tallen@fhu.edu..... 989-6055
Intramurals	tallen@fhu.edu..... 989-6055
Mid-South Youth Camp (June-August)	msyc@fhu.edu..... 989-2520
Mid-South Youth Camp Director	fbradford@fhu.edu..... 989-6987

University Advancement

Church Relations.....	rharris@fhu.edu..... 989-6967
University Advancement.....	thyde@fhu.edu..... 989-6019
Estate and Planned Giving.....	mseratt@fhu.edu..... 989-6020
Alumni Relations and Annual Giving.....	rmalecha@fhu.edu..... 989-6022
Student Programming	awilliams@fhu.edu..... 989-6021

Dining Services

Sodexo Dining Service	989-6050
Wallace-Gano Cafeteria	989-6050
Catering.....	989-6050

KC's Coffee House	989-6787
Lion's Pride.....	989-6660

Facilities..... facilities@fhu.edu 989-6051

Graduate Studies

Bible.....	aholtin@fhu.edu.....	989-6769
Business	slfoster@fhu.edu.....	989-6091
Counseling	cfader@fhu.edu.....	989-6638
Education	sholley@fhu.edu.....	989-6082

N.B. Hardeman House (8 am- 12 pm)..... 989-2641

Health

Counseling Center Crisis Hotline	608-2590	
Rogers, Dodd, Conger Health Clinic	lbolton@fhu.edu.....	989-6680
University Counseling Center.....	nyoung@fhu.edu.....	989-6768

Information Technology

Cable Television Service.....	helpdesk@fhu.edu.....	989-6111
iKnow Help Desk.....	helpdesk@fhu.edu.....	989-6222
E-mail Accounts or Passwords.....	helpdesk@fhu.edu.....	989-6111

Institutional Research..... msmith@fhu.edu..... 989-6005

Lectureship

Lectureship Director	kpack@fhu.edu.....	989-6622
Lectureship Exhibits Director	kpack@fhu.edu.....	989-6622
Lectureship Housing	housing@fhu.edu.....	989-6797

Library

Archives and Special Collections	jmittchell@fhu.edu.....	989-6789
Audiovisual Supervisor.....	gnash@fhu.edu.....	989-6072
Audiovisual Circulation Desk.....		989-6068
Audiovisual Nighttime Assistant		989-6374
Circulation Desk	seaton@fhu.edu.....	989-6067
Learning Resource Library	sridinger@fhu.edu.....	989-6078

Reference Desk	989-6934
Technical Services	khobbs@fhu.edu..... 989-6981
Marketing and University Relations	989-6023

Performing Arts

Black Box Theatre - Green Room.....	989-6293
Black Box Theatre - Tickets.....	989-6295
Chorale.....	gmcknight@fhu.edu..... 989-6952
Theatre	cthompson@fhu.edu..... 989- 6780
Theatre Costume/Lighting	989-6124
Theatre Office	theatre@fhu.edu..... 989-6938
Theatre Scene Shop.....	989-6761
President’s Office	dsteale@fhu.edu..... 989-6001
Registrar	jgott@fhu.edu..... 989-6648

Residence Halls

Benson Hall Lobby	989-6752
Benson Hall Director	rmckay@fhu.edu..... 989-6741
Bradfield Hall Lobby	989-6756
Bradfield Hall Director	rashley@fhu.edu..... 989-6740
Dixon Hall Lobby	989-6757
Dixon Hall Director	jmaddox@fhu.edu..... 989-6745
Farrow Hall Lobby.....	989-6754
Farrow Hall Director.....	crichardson@fhu.edu..... 989-6743
Hall-Roland Hall Lobby	989-6758
Hall-Roland Hall Director.....	lbarker@fhu.edu..... 989-6746
Porter–Terry Hall Lobby.....	989-6759
Porter–Terry Hall Director	dtucker@fhu.edu..... 989-6747
Scott Hall Lobby.....	989-6760
Scott Hall Director	kgott@fhu.edu 989-6748
Sewell Hall Lobby	989-6321
Sewell Hall Director	amilner@fhu.edu..... 989-6320

Campus Safety and Security

Director of Campus Safety and Security	rweaver@fhu.edu.....	989-6978
Campus Security Mobile.....		608-6911
Campus Security Office		989-6911

Social Work Director

	nmcneal@fhu.edu.....	989-6644
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Student Life

Activities Center - Ticket Office.....	tallen@fhu.edu.....	989-6055
Assistant Vice President of Student Services.....	tallen@fhu.edu.....	989-6055
Makin' Music	tallen@fhu.edu.....	989-6055
Student Government Association.....	jbrown@fhu.edu.....	989-6449

Student Services

Dean of Students	svarner@fhu.edu.....	989-6073
Office of Residence Life	housing@fhu.edu.....	989-6797
Disability Services	gpinkston@fhu.edu.....	989-6029
Campus Recreation	tallen@fhu.edu.....	989-6055
University Counseling Center.....	nyoung@fhu.edu.....	989-6768
Rogers-Dodd-Conger Clinic	lbolton@fhu.edu.....	989-6680
International Student Advisor	jrwiley@fhu.edu.....	989-6676
Student Employment.....	mbentley@fhu.edu.....	989-6025
University Career Center	jbrown@fhu.edu.....	989-6449
Switchboard	cchilders@fhu.edu.....	989-6000

Television and Radio

Radio Station.....	rmeans@fhu.edu.....	989-6749
Recording Services		989-6751
Television Studio	fdoddington@fhu.edu.....	989-6942
WFHU Request Line.....		989-6915

University Counsel.....

	shmorris@fhu.edu.....	989-6080
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Vice Presidents

Executive Vice President and Chief Financial Officer.....	ayoung@fhu.edu.....	989-6094
Vice President for Academics and Enrollment Management	dsmith@fhu.edu.....	989-6004
Vice President for Spiritual Developmenthchism@fhu.edu.....	989-6992
Vice President for Student Services.....	dsimmons@fhu.edu.....	989-6790
Vice President for Innovation and Technology.....	schasteen@fhu.edu.....	989-6003
Vice President for University Advancement	thyde@fhu.edu.....	989-6019
Welcome Center.....		989-6000

