Section 1- Office of Student Life & Development

Tony Allen, Dean of Student Life

The Office of Student Life & Development is dedicated to the development of Freed-Hardeman University students. The office strives to encourage spiritual, physical, intellectual, emotional and social growth through the participation in on and off campus events throughout the school year.

Office of Student Life & Development is responsible for the following areas:

- Inter-club Council for Social Clubs
- Makin' Music
- Professional Organizations/Clubs
- Social Clubs
- Student Government Association
- University Program Council

Interclub Council (ICC) For Social Clubs

The ICC provides overall leadership for the social clubs. Any issues concerning social clubs (intramural appeals, social club guidelines, induction, etc.) will be discussed and voted upon by this council. (See the Social Club Handbook for 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 through social clubs, the Makin' Music staff, the show band, the technical crew, and by volunteering their time during the performances.

Professional Organizations/Clubs/Social Clubs

So the student interests and talents may be developed, Freed-Hardeman has a wide variety of campus organizations. These organizations fall into three natural categories: social, professional, and special-interest groups. All organizations have approved faculty sponsorship, and the sponsor should be present for all meetings and other activities sponsored by the organizations. Ordinarily, a student cannot be a member of more than one traveling group. An exception will be permitted upon the student having a GPA of at least 2.5, approval from the sponsors of both groups, and approval from the administration of the university.

There are 7 seven social clubs that any undergraduate student may pledge. Students pay social club dues each fall and spring. For additional information about social clubs, please see the social club handbook.

- Any change in the name of a publication or campus organization must be approved by the administration.
- A guideline for forming a new campus organization may be obtained in the Office of Student Life & Development.
- All organizations are required to submit an activities report to the Office of Student Life & Development at the end of each calendar month.

Care of Facilities

The following guidelines are for all campus organizations relative to the displaying of posters, banners, and other notices of any nature. All posters, banners, and other notices must be approved by the Office of Student Services and must have the Student Services stamp on them to be displayed. All such materials are to be displayed upon bulletin boards and Student Center walls. No such materials are to be displayed upon outside masonry and/or painted walls, inside painted surfaces, glass surfaces or garbage cans.

NOTE: In the interest of safety and to avoid damage to roofs, students may not go on the top of buildings for any reason.

The individual or group represented by posters, banners, and other objects will be responsible for the removal of such materials and for the cleaning of the surface. Posters, banners and other objects must be taken down within 24 hours of the event's completion. Failure to clean or remove the signs will result in a fine as outlined in the social club handbook. Individuals or groups other than those authorized by the university may not display or distribute materials without permission from the Office of Student Services.

Fund Raising

Permission should be secured from the Office of Student Life and Development before taking up a collection for any person or project. Club fund-raising projects should also be approved in advance of the Dean of Student Life.

Mass Mailings

The Office of Student Life & Development or Student Services must approve campus mailings of 25 or more than originate from sources other than administration or faculty offices. No card or letter less than 3" X 5" should be sent through campus mail. Mailings of 25 pieces or more must be in campus-box order and have the signed approval from before they can be delivered to the post office. The campus-box privilege is reserved for university-related use only. It is not to be used for the purpose of bulk mailings that are not university related.

Outings

Clubs & organizations may go on outings and picnics, provided a faculty sponsor or other approved person accompanies them. The sponsor should receive clearance from the Office of Student Life & Development/Student Services prior to the event.

The University Program Council (UPC)

The Program Council provides on and off campus social and recreational events for the student body.

First Year Program

Tony Allen, Director of Student Development

The Office of Academic Services realizes how difficult the transition to college can be for freshman. In an effort to ease the transition and encourage success in and out of the classroom, a series of programs has been developed for our first year students.

Interface

The overall goal of Interface is to assist new students in establishing and maintaining interpersonal relationships while they begin to develop their personal identity during their first weeks as a student at Freed-Hardeman University.

Student Success

The Dean of Student Development is responsible for the improvement of the overall student success at Freed-Hardeman University. This area includes the following: freshman success program, supplemental instruction, and second year program.

Team Advance

Team Advance is a group of students that work in the residence halls for the Office of Student Life & Development. The upper-classmen welcome new students in their residence hall and try to get them involved on campus.

Section 2- Housing

Residence Halls

Life in the residence hall is one of the most important & influential aspects of your university life. The two paramount factors in community living are consideration for others and stewardship of the facilities.

Residence Hall Staff

Each residence hall is managed by a full-time Residence Hall Supervisor. The two Privileged Housing units are each managed by a Lead Resident Assistant and a Resident Assistant Aide. The Residence Hall Supervisors and the privileged housing Resident Assistants report directly to the Director of Housing and work with the Student Services Office.

The Residence Hall Supervisors are assisted by students specially selected to serve as Resident Assistants (RAs) RAs provides encouragement and support and assist the Residence Hall Supervisors with administrative tasks and enforcing university policies.

If you have problems or concerns with any aspect of life at Freed-Hardeman your Residence Hall Supervisor or RA are available for advice, guidance and support.

Student Property

All students are expected to vacate the residence halls during Thanksgiving, Christmas, spring and summer breaks. Students who have special circumstances may request to be allowed to stay in the residence hall during breaks. If you need to stay on campus during any break you must make a request to the Director of Housing at least ten calendar days before the beginning of the break.

All personal property left by students in their residence halls between any semesters or during spring break, Thanksgiving, or other holidays is the sole responsibility of the student. Freed-Hardeman University does not assume responsibility for personal property that is lost, damages, or stolen.

You should remove valuables from your room any time you are not on campus. You should lock your door whenever you leave your room. You are encouraged to purchase insurance if your belongings are not covered under your parents' homeowner's policy.

Room Assignment Procedure

The Director of Housing makes all room assignments. Requests for specific rooms and/or roommates must be made through the Office of Student Services. Every effort is made to honor these requests but requested assignments are not guaranteed. Requests not turned in by the date specified when the request forms are made available will not be considered until all on-time requests are processed.

Room Changes

You must have prior written permission from the Director of Housing to change rooms for any reason. There will be a \$25 charge for student-initiated room changes outside of the free move period. When your move has been approved by the housing director and you have moved, the residence hall supervisor will check the vacated room for cleanliness and damages.

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

Free Move Period

There will be a two-week period near the beginning of the fall and spring semesters when you may request a room change with no charge. The date for the free move period will be advertised before the period begins. All rooming changes must be approved in advance by the Director of Housing.

Roommates

You will be assigned a roommate at the beginning of the school year. If you want a specific roommate, you and your roommate must request each other in writing on your room request form.

If your assigned roommate decides not to attend FHU or the roommate moves out after school has begun, it is your responsibility to find another roommate. If you do not find a roommate within 2 weeks of your original

roommate's departure you may be moved to another room or charged a private room fee. The Director of Housing and/or your Residence Hall Supervisor can assist you if you are having roommate troubles. If you cannot resolve the difficulties, contact the Director of Housing if you wish to change rooms.

Private Rooms

Students requesting private rooms will be allowed to retain them only as long as space is available. You may request a private room through the Director of Housing. There will be an additional charge to have a private room.

Residence Hall Life Weekly Room Inspections

Your are responsible for keeping your room clean and neat. Your Residence Hall Supervisor will inspect our room once per week. Four room inspection failures will result in disciplinary action. When the fourth failure is received, disciplinary action will be taken.

| 3 rd | 4 th | 5 th | 6 th |
|-----------------|-------------------|-------------------|-------------------|
| Warning Letter | Sign-out | Sign-out | Sign-out |
| | restriction until | restriction for 1 | restriction for 2 |
| | room has | week; 10 hours | weeks; club |
| | passed | community | restriction 2 |
| | inspection & 5 | service, to be | weeks; 15 |
| | hours of | assigned by | hours |
| | community | Director of | community |
| | service to be | Housing; \$25 | service, to be |
| | assigned by the | fine | assigned by |
| | Director of | | Director of |
| | Housing. | | Housing; \$25 |

Furnishing

Each room has been furnished. You are **responsible for damages in the area where you reside.** Discretion should be used in putting nails or tacks in walls. The furniture in each room is checked and recorded on a room inventory form when you move into and out of your room. 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. All furniture must be returned to its original room before checkout.

Furniture may not be removed from the room/suite at any time.

Decorating Your Room Paint/Wallpaper

You may not paint or wall paper your room.

Decorations

You may not display pictures, posters, books, records, videotapes, DVDs, artwork, beverage containers or other items that are not in good taste or do not conform to Christian ideals in your room.

Carpet/rugs

You may lay carpet or rugs in our room with the following limitation:

- Carpet/rugs may not be attached to the floor or walls in any way (including 2 sided tape).
- The carpet must be removed to allow access to the floor for necessary maintenance or cleaning.
- You will be liable for any damage done to the floor.

Construction

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

Electrical Appliances

- Refrigerators may be no larger than 4.3 cubic capacity.
- Open-coil appliances such as hot plates, hot-oil fryers and/or popcorn poppers, electric skillets, ovens, and electric heaters may not be used or kept in hour room. (Hot-air popcorn poppers are allowed.)

Candles/Incense

Anything designed to burn, flame or smolder is prohibited in the residence halls. This includes, but is not limited to candles, incense, lighters and matches.

Curfew

Curfew is at 12:30am Sunday through Thursday nights and 1:00am on Friday & Saturday nights. Students must be in the residence halls for room check by curfew. Any exception to curfew requires permission from your Residence Hall Supervisor.

If a difficulty arises that prohibits you from returning at the appropriate time, you should call your Residence Hall Supervisor before curfew. Any time you are not in your residence hall at the expected time the supervisor may call your home.

You should not leave the residence hall in the morning prior to 5am.

Room Check

Room check begins one-half hour before curfew. If you are in the residence hall at this time, it is your responsibility to ensure that you report to your RA so that you will be marked present in the residence hall.

Signing Out

Any time you plan to be away from your residence hall overnight, you must complete your sign-out card. The form must be filled out **completely**, **truthfully**, **and accurately**. Once curfew has passed you should not return to the residence hall before 5am without permission. Do not list a cell phone number as the primary contact number if there is a landline available where you will be staying.

Giving false information on the sign-out card is equivalent to cheating and is subject to severe disciplinary action.

Students are not to sign out for one another. Any student in violation will be treated as if they have falsified information on the sign-out card. If a student forgets to sign-out he/she should notify the residence hall supervisor as soon as possible. A student may do this on 3 separate occasions without disciplinary action **if** the student contacts the supervisor prior to curfew.

| Violation 1st Offence | | 2 nd Offence | 3 rd Offence |
|-----------------------|----------------|-------------------------|-------------------------|
| Incorrectly | Warning letter | sign-out card | 2 weeks sign- |

| signing out | | repetition until student evidences he/she can properly sign- out | out restriction; sign out card repetition; club restriction |
|------------------------------------|----------------|---|---|
| Failure to Sign Out | Warning letter | 2 weeks club/intramural restriction; sign out card repetition | 2 weeks sign- out restriction sign 2 weeks club/intramural restriction; 15 hours community service |
| Signing Out for Someone Else | Warning letter | 4 weeks disciplinary probation; 25 hours community service | 6 weeks disciplinary probation; 35 hours community service |

Curfew Extension

Request curfew extension from your residence hall supervisor when you plan to be out past curfew but will return to the dorm. Curfew extension extends curfew by one hour. Students must request curfew extension in person no later than 11pm the night of. Residence Hall Supervisors will not grant curfew extensions over the phone. Curfew extension may be given up to 2 nights per week.

Curfew extension will not be allowed to students on disciplinary probation without permission from the Dean of Students.

Overnight Permission

- You must get overnight permission if you will be staying anywhere with a member of the opposite sex.
- Students must request overnight permission in person. Residence hall supervisors will not give overnight permission over the phone.

- Guest from dorm to dorm may only stay a maximum of three nights per week except during special circumstances- if longer than three nights per week is requested, you must have approval by the Director of Housing.
- If you are hosting a guest they will need to sign the guest list in the lobby (filling it out completely). This list will be with the monitor on duty each evening at curfew.
- Students may sign out a maximum of three (3) times Sunday through Thursday. If staying longer, permission must be given by either the Director of Housing or the Dean of Students.

Group Curfew Extension/Overnight Permission

Groups such as social clubs and musical ensembles may receive curfew extension/overnight permission as a group. Group permission must be requested through Student Services by the Dean of Students or Director of Housing. Groups must request special permission at least 24 hours prior to the start of travel to the event. Failure to turn in group permission requests will result in denial of permission or other disciplinary actions including restrictions on both the group, and individual members.

Overnight Opposite Sex Visitation & 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 who violates this policy will be held to the same discipline as the policy regarding sexual immorality, regardless of whether or not sexual immorality occurs. This includes un-chaperoned group activities.

Quiet Hours

The primary right of the students at the University is to be free from unreasonable interference in their room. Noise levels are to be reduced 1 hour prior to curfew.

Locking Rooms

- You should keep your room locked whenever you are not present.
 The University is not responsible for personal items stolen from your room.
- You must have a key to your own room. If you lose your key, report the loss to your Residence Hall Supervisor immediately.

- You are advised not to leave large sums of money in your room.
- You should not enter another's room when the regular occupant is out unless you are accompanied by the Residence Hall Supervisor or another member of the Student Services staff.

Security of Residence Hall Doors

Doors in residence halls are locked 24 hours a day. You may use the side entry door from 5:00am until 30 minutes before curfew. After that time you must enter and exit through the lobby. Students using the side doors after this time will result in disciplinary action and/or fines.

Tampering with the doors or alarms is vandalism and will result in serious discipline. Propping doors open at any time is prohibited. Use your ID card to unlock doors to the residence halls.

Health Inspections

Health inspections are conducted at least once each semester by the Director of Housing and/or Dean of Students. At that time, rooms must pass an inspection that is much more stringent than the weekly inspection.

If your room does not pass this inspection you will be given the opportunity to correct the problems noted by the inspector. If your room does not pass the recheck, you and your roommate(s) will be subject to disciplinary action.

Damage to Residence Hall

In the case of damage or destruction by an unknown party within the residence hall, common assessment will apply. The expense of the damage or of missing furnishings will be prorated among those living in the area until responsibility is established. The assessment will be assigned to the smallest logical group of students. This may include roommates, suitemates, a number of residents in a given section of the residence hall 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.

Dress in the Residence Halls

You should be properly clothed before entering the hall on any floor in your residence hall. You must be within dress code (with the exception of footwear) when you are in the lobby of the residence hall.

Residence Hall Disturbances

Any activity that has a high potential for causing physical/mental injury, or damage in the residence halls is prohibited. Examples of this type of activity include slip 'n' slides, water battles of any kind, and throwing objects (including baseballs, footballs, mattress sliding, and rugby balls) at or to other people.

Social Hours and Visitation

You may entertain opposite sex guests in the lobby of your residence hall from 11:00 am until 10 minutes before curfew. You may also enter the lobby of opposite sex residence halls on Sunday morning prior to church services to call for your friends.

At no time are opposite sex guests to go beyond the limits of the lobby unless accompanied by the residence hall supervisor or another member of the Student Services staff. Students found with members of the opposite sex in their rooms will be disciplined according to the rules for sexual immorality, regardless of whether or not sexual immorality occurs. If the member of the opposite sex is also a student, s/he will be disciplined in the same manner.

Musters

Musters may be called by the Student Services Dean & the Director of Housing. Attendance at a muster called for your residence is mandatory. Failure to attend will result in disciplinary action.

Safety Procedures

Fire drills are conducted at least once per semester to help students learn proper evacuation procedures and to ensure safety in case of a real fire. Once the residence hall has successfully passed a fire drill, no additional fire drills may be called without approval from the Director of Housing 24 hours in advance.

You will be instructed regarding your residence hall's sheltering procedures during tornado warnings.

Safety Equipment

Any student who sets off a fire alarm without due course or is found to have tampered with fire alarms, extinguishers or other safety equipment will be subject to disciplinary and/or legal action up to and including suspension.

Lobby Television

Televisions are provided in the lobbies and are for the primary use of the residents of that residence hall. Programs viewed on the lobby TV's should not be in conflict with the principles or policies of the university. Residence Hall Supervisors will change the channel or turn off the television if inappropriate programs are viewed.

The use of the lobby television will be limited to 2.5 hour slots, in order to prevent any one student from monopolizing the television. The Dorm Supervisor will be in charge of arranging television use schedules.

Damaging/Stealing of F.H.U. Property

Damaging and/or stealing any Freed-Hardeman property will result in disciplinary action up to and including legal ramifications, replacement, and restitution for damages, fines and other disciplinary actions up to suspension.

Windows

You will be responsible for any damage done to the window in your room. Except in emergencies that are a threat to life or limb windows are not to be used as a passageway.

You should keep your window closed & locked whenever you are not in your room. If you allow other students to use your window to avoid curfew, or any other violation, you will be held accountable for that rule violation.

Pets

You may keep tropical fish in your room. You may not have any other animals in the dorm at any time. If pets other than tropical fish are discovered in any room disciplinary action will be taken up to confiscation of the animal if the student cannot find a proper place off campus to keep the pet. Other disciplinary actions may be taken including fines for cleaning, etc.

Guests

Guests staying longer than three nights will be charged a guest fee. No offcampus visitors or students are allowed in the residence halls past curfew unless they have signed the guest list.

If you have a guest of the opposite sex come to visit, you must make arrangements with the Director of Housing for appropriate accommodations. If the guest will be staying with other students on campus, the signature of all occupants of the host room must be on the guest-approval request.

Guests are expected to adhere to the same rules & policies as students. It is your responsibilities to ensure that your guests are aware of F.H.U.'s standards. If your guest violates the rules & policies of the campus, the student hosting the guest may receive disciplinary action.

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

Search & Seizure

The University reserves the right to enter, inspect, and search the room of any student in university-owned housing or any student's vehicle, whether or not he student is a boarding student, in or out of the student's presence. By registering for classes at Freed-Hardeman University, you are giving your consent to search. All evidence found in such searches will be deposited in the Office of Student Services. Search authorization will normally be issued by an administrative Vice-President or the Dean of Students. Except under an emergency situation, room searches will be conducted by at least two representatives of the university. A student who refuses to allow a room search is subject to immediate suspension.

Hazing

Hazing humiliates, degrades, and is often psychologically or physically harmful to the victim(s) and is forbidden in any form. Consent of victim(s) does not excuse hazing.

Hazing is generally associated with initiation into a group or organization. However, any action that would be considered hazing as part of an initiation will be considered hazing whether or not an organized group is involved.

Music

Music that uses language or promotes activities or attitudes not in keeping with the policies and ideals of the university is prohibited. At no time shall music be played so loud to disturb others in the residence halls.

Phones

Obscene or harassing phone calls are forbidden & are grounds for suspension.

Sick Trays

If you are too ill to leave your room, contact your residence hall supervisor for permission to have a meal brought to you from the cafeteria.

Storage

The university will not store students' belongings on campus during breaks. Several storage facilities are available in the local area where you may store your property when you are not residing in the residence hall.

Tobacco

All forms of tobacco and tobacco related paraphernalia are forbidden on campus.

| | 1 st Offense | 2 nd Offense | 3 rd Offense | 4th Offense |
|-----------|-------------------------|-------------------------|-------------------------|---------------|
| Tobacco | Warning | 5 hours of | 10 hours of | Will be |
| Violation | letter sent | community | community | treated as |
| | | service | service; 2 | purposeful |
| | | | weeks club & | disobedience |
| | | | intramural | to university |
| | | | restriction | employee, |
| | | | | and severe |
| | | | | disciplinary |
| | | | | action will |
| | | | | follow |

Computers

All computers connected to the university network are governed by the university Acceptable Use for Computer Access policy. See Appendix F.

Cable

Each residence hall room has cable television service. You are responsible for providing your own television & coaxial cable.

Babysitting

Babysitting is not permitted in the residence halls.

Business Enterprises

You may not conduct a business enterprise from your residence hall.

Salesmen

Salesmen/solicitors are not permitted in the residence halls.

PRIVILEGED HOUSING

Qualifications

In order to qualify for privileged housing you:

- Complete an application. Applications are available from Student Services.
- · Submit the application to the Director of Housing
- A decision will be made based on information from application.
- A letter informing you of the decision will be sent through campus mail.
- If you are approved, you will receive a letter regarding your room placement. If you have requested roommates, that will be taken into consideration.

NOTE: Applications are processed on a "first come, first served" basis.

NOTE: The University reserves the right to deny a student Privileged Housing for any reason.

Privileged Housing Meal Plan

You are not required to purchase a meal plan when assigned to privileged housing.

Resident Assistants

Each Privilege Housing unit will be supervised by a lead Resident Assistant and a Resident Assistant Aide. These students are the equivalent of Residence Hall Supervisors. You should could contact them with any housing or facilities concerns that you have.

Opposite Sex Visitation

Opposite sex visitors may visit in privileged housing units under these conditions:

- Visitation is allowed during these hours:
 - Monday, Tuesday, Thursday 5:00pm-12:15am
 - Wednesday 6:45pm-12:15am
 - o Friday 5:00pm- 12:45 am
 - Saturday 12:00pm-12:45am
 - Sunday 11:30am-5:00pm; 7:00pm-12:15am
- You must fill out a visitation form listing all opposite sex visitors who
 you will be hosting in your apartment before or as the visit begins. Put
 the forms in the box located in the first floor breezeway. Failure to
 complete the form for each visitor may result in disciplinary action.
- Visitors must remain in the living room/kitchen area. If an opposite sex visitor is found to have been in the bedroom area of the apartment, the visitor and host will be disciplined according to the rules for sexual immorality regardless of whether sexual immortality occurred. Other students present in the apartment at the time may also be subject to disciplinary action.

Students found to be in violation of the guest policy will result in automatic removal back to the residence hall.

Off-Campus Living:

All undergraduate students must live in university housing and participate in the boarding plan with the following exceptions:

- Married students
- Students living with parents or parental-type mature relatives. A notarized letter from the parents, and if applicable, the parental-type relatives confirming the housing must accompany the application.
- Students who are 23 year old or older by October 15th for the fall semester or March 15th for the spring semester.
- Students who have completed 126 classroom hours

In order to qualify for off-campus housing, students who fall into the above categories (except married students) must 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
- Have a GPA of 2.5 or higher

Applying to Live Off- Campus

You must complete an off-campus housing application and submit it to the Director of Housing. If you do not meet the criteria listed above your application will be denied. If your application is denied you may request an exception to the Dean of Students. The request must be made in writing, and you must provide documentation for the exception. If you wish to appeal the Dean of Student's decision you may make an appeal in writing to the Vice-President for Student Services. DO NOT SIGN A LEASE until you have received a notice of approval to live off campus in writing. If you have signed a lease and do not receive approval to live off campus, you will be required to live on campus and will still be responsible for the terms of your lease.

Misrepresentation of the information on the off-campus housing application and/or falsification of any accompany documents (i.e. parent or doctor letters) is considered the equivalent of cheating and will be subject to disciplinary action & mandatory return to the residence halls.

University regulations governing conduct apply to off-campus students. If, while living off-campus, you are found to be in violation of Freed-Hardeman's sexual policies, alcohol and drug policies or any conduct that reflects negatively on the university will be subject to the full discipline outlined in this handbook and may be moved back onto campus regardless of any lease agreement that you have made. If you do not actively participate but allow such activities to occur at your residence, you are subject to strict disciplinary action.

If you are planning to be married & move off-campus, you should be aware that if your wedding is postponed or does not take place your approval to live off-campus is automatically rescinded.

Section 3- Campus Life

In all phases of life at Freed-Hardeman, we want to demonstrate Christian principles. Our basic philosophy for campus life is this "Let all things be done decently and in order" (1 Cor. 14:40)

Students are subject to the policies and guidelines set forth in this handbook while they are enrolled in classes. This includes the period from the beginning to the end of a given term including weekends, holidays and breaks. Parents' permission does not excuse you from your agreement to abide by these policies.

Dress and Appearance

Modesty and appropriateness are the key guidelines with reference to dress and grooming. You should dress appropriately for campus life and should keep in mind that, as Christians, we are not to be "of this world". These guidelines apply to all university related functions whether on or off campus. Among the considerations are:

Shirts/Tops

- · Midriff baring tops are prohibited
- Straps on shirts/tops must be 2 in wide or more
- Tops should not be low-cut. Women's tops should not be so low as to reveal cleavage.

If the modesty of the shirt/top is in question, ask a Residence Supervisor, or change clothing.

Shorts/Pants

- Hems of shorts must fall no more than an id card length above the top of the knee when standing.
- · Shorts may not be worn in chapel or class.
- At the discretion of the athletic department, shorts with at least a fourinch inseam may be worn for intercollegiate athletic competition and practice. When away from the athletic areas, athletes must meet all listed dress standards.
- Shorts are not appropriate for recitals, banquets, lectures or similar occasions.

 You should not wear biking shorts, running/jogging shorts, spandex shorts or boxer shorts in public at any time.

Skirts & Dresses

- Skirts must reach the top of the kneecap.
- Slits in the skirts must be no higher in the kneecap.
- Straps on dresses must be 2 inches wide or wider.
- Dresses worn with leggings may be an id card length above the knees. (must be leggings and not tights or panty hose)

Shoes

Shoes must be worn at all times when outside the residence halls

Decoration

Clothing should not have anything on it that is not in keeping with the values and mission of the university.

Piercing

Earrings are permitted. Small studs in the nose are permitted. All other body piercing is prohibited.

Tattoos

Tattoos should not represent anything that is not in keeping with the values and mission of the university.

Hairstyles

- Extreme hairstyles are not permitted.
- Men's facial hair must be neatly trimmed.
- Men's hair should not extend past the bottom of the collar on the back of a standard dress shirt.

Questionable Article of Clothing

- If you have a question regarding whether an article of clothing is acceptable you should ask your Residence Hall Supervisor or one of the Student Services staff.
- If any university employee asks you to change clothes you should comply immediately. If you believe the request to change is unwarranted, change anyway then bring the matter to the Dean of Students.

| | 1 st Offense | 2 nd Offense | 3 rd Offense | 4 th Offense |
|--------|-------------------------|-------------------------|-------------------------|-------------------------|
| Out of | Warning | 1 week club | 2 weeks | tbd |
| Dress | letter sent | restriction or | club | |
| Code | | something | restriction & | |
| | | comparable | intramural | |
| | | | restriction or | |
| | | | something | |
| | | | comparable | |

Dress in the Residence Halls

You should be properly clothed before entering the hall on any floor in your residence hall.

Chapel

Chapel Attendance

Chapel is conducted each day to set aside time for mediation upon God's word and singing praises to His name as well as other activities. Behavior should be appropriate for this occasion. Each chapel service begins with a devotional. Following the devotional, activities may include guest speakers, singing, class meetings, club skits or other activities.

Absences:

Chapel is held each weekday at 10:30am in Loyd Auditorium; each student, faculty member and administrator should attend. All full-time students are required to attend chapel daily. All students living on campus are required to attend chapel daily.

If you are counted absent from chapel it will be posted in IQWeb. You are allowed a number of discretionary absences each term (see below for details). These absences should be used when you are ill, when you are not interested in or disagree with the program or similar situations.

Excused Absences

If you believe you should not have been marked absent or you have a reason to be excused, go to Student Services within 7 days of the absence to fill out a Request for Chapel Absence form. Requests for excused absences turned in more than 7 days after the absence will be considered, but not automatically approved. If you know you will be absent on a given

day, you are encouraged to turn in your excuse request prior to your absence.

Examples of Excused Absences are:

- · Graduate school or job interview
- · Serious illness or temporary disability
- Medical emergency or death of immediate family member of your family
- University related trips. The trip sponsor must notify the Office of Student Services at least 24 hours prior to the absence. Notification must include a list of names and chapel seat numbers of those who will be absent.

Absences for the following reasons will not be excused:

- Leaving campus early for weekend or holiday
- Returning to campus late from weekend or holiday
- Long-distance phone calls
- Taking care of personal business
- Sitting in someone else's chapel seat
- Oversleeping
- Studying for a class or test
- Work (an excuse may be considered with a letter from the employer)
- · Classes being dismissed by faculty members.
- Leaving chapel early

Exemptions

If you have a valid reason for missing chapel on a regular basis you should request an exemption for the day or days that you must miss each week. Exemption request forms are available from Student Services.

If you are requesting an exemption in order to work, your request must include a letter from your employer stating that you must work during chapel time.

Exemptions are not automatic and are not in effect until you receive written notification of approval. If your exemption is approved, your number of discretionary absences will be reduced by one for each week. (Exempted students should adjust the following guidelines to their maximum number of allowed absences.)

When filling out an exemption form, bring a copy of your class schedule and/or work schedule. This will help in receiving a quicker response.

Fall & Spring

- All full-time students are required to attend daily chapel. Twelve hours in any semester constitutes full-time status.
- All part-time students living in university owned housing must attend chapel.
- Students are allowed 8 discretionary absences per semester.
- Students who are exempt from chapel will be allowed fewer absences based on the number of days they are exempt.

| Absence | Action Taken |
|---------|--|
| 8 | Notification you are on chapel probation |
| 9 | 1 week club & intramural restriction |
| 10 | Chapel seat reassignment; 2 weeks disciplinary probation |
| 11 | Disciplinary probation remainder of the semester |
| 12 | May include immediate suspension from the university |

You may be charged with an absence for the following reasons:

- Failure to attend chapel
- · Arriving for chapel more than 5 minutes late
- Leaving chapel early
- Wearing a hat or bandanna in chapel
- Doing homework or reading during chapel

The use of a cell phone, laptop computer or other electronic device will result in disciplinary action.

Tardy for Chapel

If you arrive for chapel more than five minutes after chapel begins you will be counted tardy. Three tardies count as an absence. If you arrive after chapel has begun, go to balcony "B" and sign in to avoid being counted absent. Off Campus students may request exemption, if they don't have classes before 12:00pm Monday-Friday. These exemptions are to the discretionary decision of the Dean of Students.

Summer

All students enrolled in any on-campus summer course are required to attend chapel while they are enrolled.

Actions taken for unexcused chapel absences- SUMMER

| Notification of chapel probation |
|--|
| \$25 fine |
| Suspension; may be reinstated at the discretion of the Dean of Students with assurance of faithful chapel attendance. Upon reinstatement you will be fined \$50. |
| 1 1 |

Actions taken for unexcused chapel absences-SHORT COURSE

| 1st Absence | Notification of chapel probation |
|-------------------------|--|
| 2 nd Absence | \$25 fine |
| 3 rd Absence | Suspension; may be reinstated at the discretion of the Dean of Students with assurance of faithful chapel attendance. Upon reinstatement you will be fined \$50. |

Chapel Disruptions

Any purposeful disruption of chapel will be subject to disciplinary action.

Recreation

If you are interested in athletics as a participant or a spectator, you will enjoy intramural and intercollegiate sports at Freed-Hardeman. Intramural competition between social clubs, and other groups includes events in basketball, softball, volleyball, tennis, flag football, and individual games

such as badminton and racquetball. If you are interested in participating in intramurals contact the Recreation Office in Bader Gymnasium (6978).

The Sports Center manager is responsible for scheduling activities for the facility.

- There is a sign-in book at the lobby desk for using the racquetball courts.
- The jogging track in the main arena may be used any time the facility is open.
- The weight room is available for students 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.
- All guests wishing to use university facilities must obtain a guest pass from the Office of Student Services. All guests will be expected to comply with university regulations.

Swimming Pool & Bader Gymnasium

Hours are posted in the rear of the gym corridor

- Do not enter the pool area unless a certified lifeguard is present
- Do not bring money or valuables to the gymnasium at any time
- Gymnasium closes promptly at the advertised hour. You should conclude your activities within 15 minutes of closing.
- Gymnasium and pool are to be used only by university students, university personnel and authorized guests. Campus security or intramural staff may request any FHU ID-card.
 - Facilities will be closed when there is any university function and when the university is not in session
 - Free play in Bader Gymnasium is suspended for intercollegiate, intramural, and other school activities.
 - Dunking is prohibited during free play. Damage charges may be made if a student damages a backboard while dunking.
 - No activity is allowed in the gymnasium or swimming pool without supervision by gymnasium personnel.

Student Owned Vehicles

Keeping an automobile or a motorcycle at Freed-Hardeman is a privilege. The university reserves the right to revoke this privilege in the event you seriously violate or persist in violating the regulations concerning parking and use of the vehicle.

Vehicle Registration

In order to park any motorized vehicle on university property, you must register your vehicle on IQWeb or in the Office of Student Services. This includes resident and commuter students. The fee for registration is \$20 per semester. The registration fee is nonrefundable.

If you do not have a vehicle on campus you must go to the vehicle registration section of IQWeb and indicate that you do not have a vehicle on campus. If you do not indicate that you do not have a vehicle on campus you may be charged the vehicle registration fee.

Failure to register a vehicle will result in a \$100 fine. The deadline for registration will be advertised at the beginning of each term.

Displaying Your Parking Permit

Your parking permit must be affixed to the left lower corner of the rear window or the left end of the rear bumper. Any other placement will invalidate the permit and you will be ticketed. Permits for motorcycles should be easily visible.

Parking

The following parking restrictions are in effect from 7am to 5pm Monday through Friday.

Resident parking is permitted in:

- Residence hall lots
- Lower auditorium lot

Commuter parking is permitted in the following areas:

- Lower lot of the Henderson Church of Christ (Monday-Friday until 5pm)
- Lower lot behind Loyd Auditorium Behind Bader Gym
- The first two rows (next to Main Street) of the lot adjacent to Brown-Kopel. The next two rows (lower lot) are reserved for faculty/staff

Graduate parking is permitted in:

- Gardner Center parking lot
- The first two rows (next to Main Street) of the lot adjacent to Brown-Kopel. The next two rows (lower lot) are reserved for faculty/staff

- Lower lot behind Loyd Auditorium
- Lower lot of the Henderson Church of Christ (Monday-Friday until 5pm)

Exceptions to the above restrictions:

- Loading and unloading for Dixon Hall is allowed in the west-side parking lot of Bader Gymnasium after 5pm on weekdays and anytime on weekends. Do not park in or block the Dixon fire lane.
- Fifteen minute parking is available beside the Student Center.
 Anyone parked in the designated spaces for more than 15 minutes may be ticketed.
- Students may park in any university lot from 5pm to 7am Monday through Friday and any time on weekends.

Parking in spaces other than those listed above will result in a fine or tow. You are accountable for all traffic violations involving your vehicle.

Enforcement

Fines will be applied to your university account and may be paid in the business office.

Fines

Fines for violating parking rules and regulations:

.... \$50

| Unauthorized or restricted zon \$2 |
|---|
| Faculty/staff, visitor or loading zon \$2 |
| Blocking or obstructing traffic, street, sidewalk, driveway, building entrance/exit, crosswalk or another vehicle |
| \$25 |

Appealing a Ticket

If you have been ticketed and believe you should not be held responsible for the ticket, fill out a ticket appeal form. Forms are available in the Office of Student Services. The parking committee meets periodically to rule on appeals.

Temporary Registration

Temporary registration permits, valid for two weeks, are available in the Office of Student Services. Temporary permits must be placed in the lower left-hand corner of the rear window.

Temporary handicap parking permits are available in the Office of Student Services. These permits do not authorize you to park in off-campus handicap parking spaces.

Off-Road Vehicles

ATVs, 4-wheelers, golf carts (other than university-owned), and similar vehicles are prohibited anywhere on campus. If you have one of these vehicles while you are in the area you must store it off-campus.

ID Cards

Each student will receive a photo identification card. You should carry your ID card with you at all times. Do not lend/give your card to anyone else.

Examples of uses of your ID card:

- Identification for official university business
- Access to the residence halls and after-hours access to some academic buildings
- Eating in the cafeteria or Lion's Pride
- Checking out library materials and using library resources
- Charging purchases from the university bookstore to your university

account

- Admission to all intercollegiate basketball games except Homecoming and TranSouth Tournament games.
- Admission to the gym, weight rooms and swimming pool

You must produce your ID when any university employee requests it.

You will be issued one ID card without charge. In the event the card is lost, stolen or broken you must have a new ID card made in the Office of Student Services. The charge for reissued ID cards is:

| 1st - 3rd reissue in one academic year | |
|--|----------|
| \$2 | 5 |
| Subsequent reissues in the same acade | mic year |
| \$50 | - |

Post Office/Mailboxes

All undergraduate students are assigned a campus mail box. You should check your mailbox everyday as you are responsible for official communications sent through campus mail when it is delivered to your mailbox.

You may be required to share a box with another student. Any mail not addressed to you must be left in the box. It is against the law and university policy to tamper with or destroy another person's mail. For your protection, do not send cash through campus mail.

Refunds of Tuition and Board After Official Withdrawal

If you withdraw from school officially, room and board will be refunded from the week you leave. Tuition refunds are determined as follows: official withdrawal (voluntary or involuntary) within one week, 90 percent refund; within two weeks, 80 percent refund; within three weeks, 60 percent refund; and within five weeks, 20 percent refund; after 5 weeks, no refund. The period of attendance is calculated from the catalog date classes begin. In each summer term, each week reduces the amount refundable by 1/3. No refund is available after three weeks. Refer to the university catalog for more information.

Illegal Drugs/Controlled Substances

Use of illegal drugs and abuse of prescription medication is prohibited. Students may be randomly tested for drug screening. Any student

suspected to be using illegal drugs will be asked to take a drug test.

Drug use includes the use, purchase or possession of any illegal or illegally obtained drug or drug paraphernalia.

Drug use and/or refusal to submit to a drug test when requested by the Dean of Students is grounds for immediate suspension.

You should not be present at any activity or place where the use of drugs are located.

Alcohol

Use of alcohol is prohibited.

Alcohol use includes the purchase, consumption or possession of alcoholic beverages. You should not be present at any business or activity where the primary purpose of the business or activity is to serve alcohol.

Club Activity/Bars/etc.

Students are prohibited from visiting dance clubs. Students found to have visited a dance club or any establishment where the primary purpose of the business or activity is to serve alcohol will be disciplined for alcohol use regardless of whether the student used alcohol.

Students residing off-campus who host events where alcohol is served or consumed will be subject to discipline up to suspension.

Sexual Activity Outside of Marriage

All heterosexual sexual activity outside of marriage is prohibited.

All homosexual activity is prohibited.

Any violation will result in severe disciplinary action up to suspension.

Unapproved Visitations

Unapproved visitation between members of the opposite sex within the residence halls or similar situations elsewhere and un-chaperoned overnight visits anywhere will be treated as improper sexual activity regardless of whether any sexual activity actually occurred.

Pornography

Use and/or possession of pornography in any form is prohibited. Violation of this policy will lead to disciplinary action & mandatory counseling.

Offensive Language

Profanity and/or vulgarity in written or spoken form is prohibited.

| | 1 st Offense | 2 nd Offense | 3 rd Offense | 4th Offense |
|-----------|-------------------------|-------------------------|-------------------------|---------------|
| Offensive | Warning | 5 hours of | 10 hours of | Will be |
| Language | letter sent | community | community | treated as |
| | | service | service; 2 | purposeful |
| | | | weeks club & | disobedience |
| | | | intramural | to university |
| | | | restriction | employee, |
| | | | | and severe |
| | | | | disciplinary |
| | | | | action will |
| | | | | follow |

Dishonesty/Cheating

Like all forms of dishonesty, academic dishonesty is not in keeping with Christian principles or the standards of Freed-Hardeman University. The following are some forms of academic dishonesty:

- Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. The term "academic exercise" includes all forms of work submitted for credit or hours.
- Fabrication: Intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating academic dishonesty: Intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.
- Plagiarism: Adopting or reproducing another person's ideas, words or statements as your own without acknowledgment.

Intentionally or knowingly helping or attempting to help someone else violate a provision of the code of academic integrity is in itself a violation

subject to disciplinary action. Along with disciplinary action at the discretion of his/her instructor, a student who is dishonest in a course may be given a failing grade and dropped from the course.

Gambling

Gambling and games generally associated with gambling are prohibited whether or not money is involved.

Weapons

No person, other than law enforcement officers when in the discharge of their official duties, may possess a weapon on premises owned, operated, managed or under control of the university. This exclusion includes individuals who have obtained permits to carry concealed weapons from the State of Tennessee or any other entity.

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 of any kind is to be stored or kept in residence hall rooms or automobiles.

Fireworks

Use or possession of fireworks on campus (including in a vehicle) is prohibited.

Financial Obligation

You are expected to meet financial obligations to the university and in the community. This includes your portion of shared financial obligations such as rent, utilities and telephone bills. Failure to meet these obligations may result in disenrollment/mandatory withdrawal.

SECTION 4--DISCIPLINE

The best form of discipline is self-discipline. If you are committed to maintaining the standards outlined in this handbook, this section will be of no interest to you. However, should you choose to violate these standards the university may choose to impose discipline. This section describes the disciplinary processes that students may face. All rights are reserved to alter/adapt the disciplinary actions as deemed necessary & proper.

Student Responsibilities

You are expected to cooperate with staff members in providing information concerning violations of university policy. You may be disciplined for withholding relevant information.

You may be disciplined for conduct that constitutes a hazard to health, safety or well being of members of the university community or others. You may also be disciplined for conduct that is detrimental to the university's interest. You are responsible for your conduct under these guidelines whether you are on or off campus.

Disciplinary Actions

Listed below are the various disciplinary actions that students may face:

- Special Disciplinary Probation Agreement: The student is placed on probation in a specified area. Further violations in the area may result in the student's dismissal from the university.
- Intramural Restriction: The student is not permitted to participate in any intramural activities.
- Club Restriction: The student is not permitted to participate in any extracurricular activities. This includes all athletic and nonathletic events except for club devotionals. Students may still wear club colors.
 - Disciplinary Probation
 - The student is placed on probation in all areas of student activity.
 - The student may not represent the university in any activity or participate in any extra-curricular activities or any university organization including intercollegiate athletics.
 - Other sanctions as determined by the Student Services Dean.

- A violation of any university regulation while on disciplinary probation will subject the student to immediate suspension.
- Community Service: The student is assigned a number of hours of campus work. Failure to complete the work as assigned will result in further action and may result in suspension. Reporting more hours than actually worked is considered dishonesty and will subject the student to further disciplinary action.
- Fines: Monetary fines are assessed for some violations of university policy.
- Disciplinary Suspension: Involuntary separation of the student from the university.
- Deferred Disciplinary Suspension: Deferred disciplinary suspension normally carries specific restrictions equal to or greater than those of probation. The terms of the deferred suspension are defined in a contract that must be signed by the student. There are two types of deferred suspension:
 - Suspension is deferred for a set period of time. At the end of the period the suspension becomes effective.
 - Suspension is deferred indefinitely depending on the student's behavior and adherence to stipulations set by the Dean of Students. The Dean of Students may release the suspension at his/her discretion.
- Expulsion: Permanent disciplinary dismissal from the University.
- Sign Out Restriction
- Curfew Extension Restriction

Failure to respond to a university summons will result in severe disciplinary action, including suspension.

NOTE: A student who has been suspended or expelled is not to return to the campus for any reason without permission from the Dean of Students.

NOTE: Any student receiving disciplinary action from one of the Student Services Deans may appeal the action to the Student Life Committee.

Disciplinary Appeals

The purpose of the appeals process is to provide you with the opportunity to have a disciplinary decision of the Student Services deans

reviewed by an independent and objective panel. If you feel that there is insufficient evidence to support a finding of guilt, the imposed discipline is sufficiently harsh as to show an abuse of discretion by a Student Services dean, or the dean's decision is simply unjust, you should appeal to the Student Life Committee.

If new information becomes available you should provide this information along with a request for reconsideration to the Dean of Students before appealing a decision. The dean will reconsider his/her decision in light of the new information.

If you wish to appeal a disciplinary decision, you must submit a request in writing to the Dean of Students no later than five calendar days after you receive the dean's decision. If the decision is disciplinary suspension you must submit your request within five days of receiving the decision. If the deadline falls on a weekend or holiday, the request must be submitted by 10:00am the first business day following the deadline. All assigned disciplinary action remains in force during the appeal process.

After receiving your request, the dean will send the chair of the Student Life Committee the entire record of the case. The chair will schedule a hearing as soon as possible. The time and place of the hearing will be communicated to you through the Dean of Students.

The Student Life Committee then makes a recommendation to the Vice President for Student Services who may accept the recommendation of the committee in full or modify the committee's recommendation. The Vice President for Student Services will notify you of his/her decision by letter through campus mail. You may appeal this decision to the President. The President's decision is considered final and binding.

At the appeals hearing both the student and the Dean of Students must appear in person. Each will be allowed to make a statement- either oral or written to the Student Life Committee. A maximum of 3 pages written statement may be submitted, but no later than 24 hours before the time scheduled for the committee to meet. If a writing is submitted prior to the hearing, the Dean of Students, student involved, Vice President for Student Services, and Student Life Committee must all receive a copy of the writing. Any student failing to appear at the appeals hearing will forfeit

his/her right to appeal.

If the discipline is appealed, the following evidence may be brought to the Student Life Committee's attention: disciplinary record, chapel attendance record, academic record, and the student will be allowed to provide 1 classmate or faculty/staff to make a statement on behalf of the appealing student's character. If providing a person to make a statement regarding the student's character, the Dean of Students and members of the committee will be allowed to ask questions also.

The individual asked to speak on behalf of the student cannot be related in any way to the matter being appealed.

Parental Notification

Although there are legal limitations regarding notifying parents when a student faces disciplinary action, the university has the option of notifying parents when any law has been broken. The Dean of Students will notify the parents/guardians of any student who has violated any local, state or federal law.

SECTION 5—CAMPUS SERVICES Business Office

The business office is located in Loyd Auditorium. You should go to the business office if you have questions or need to take action regarding your account.

You are required to respond as soon as possible to a summons from the business office.

Dining Hall Hours

Hours for Wallace-Gano Dining Hall and Lion's Pride are posted near their respective entrances.

Counseling

The goal of personal counseling is to assist you in dealing with life's stresses which affect your academic progress or personal effectiveness. If you are in need of these services you should go to the Counseling Center located upstairs in the McDaniel House or call 6060 to schedule an appointment. Sessions with a counselor are free and confidential. If the counselor feels you need additional help s/he may refer you to another professional or agency.

Faculty, residence hall supervisors and students who know of a student who needs counseling services should contact the Director of Counseling at 6060.

There is no charge for on-campus counseling services.

Health Services

The university health clinic is located at the intersection of University Street and Hamlett Avenue. Clinic hours will be advertised at the beginning of each semester. Call 6680 for an appointment.

No fees will be charged for the services of the health clinic. You are responsible for the cost of off-campus health services and prescriptions.

If you sustain serious injuries or develop a medical condition that causes grave concern for your health, your parents will be notified. In less severe

cases, your parents will only be notified with your consent.

Students are strongly urged to carry hospitalization insurance. The program recommended by the university is Sentry Life Insurance Inc. and may be purchased at the time of registration. Information regarding this insurance is available in Student Services.

A student who at any time is found to constitute a danger or health risk to himself/herself or others may be asked to withdraw from the university. Any student who develops a health problem after enrolling in the university may be required to have a physical examination in order to determine his/her ability to continue with a university program.

Surveys

The Vice President for Academics must approve any type of campus survey before it may be administered.

Disability Services

Freed-Hardeman University is committed to providing equal opportunity in education to qualified students. Those with a disability who are prevented from meeting course requirements in the way the course is regularly taught should contact the Director of Disability Services (989-6644). Students are required to provide documentation from an acceptable evaluator in order to receive accommodations.

The Director of Disability Services will make a decision regarding an accommodation plan and will assist with the implementation by notifying appropriate personnel, coordinating necessary changes and evaluating the effectiveness of the plan.

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

Students with disabilities that require accommodation in their housing or dietary arrangements should contact the Dean of Students. As above, students must provide documentation from an acceptable evaluator

before any accommodation will be made.

Harassment Policy

Freed-Hardeman University will not tolerate sexual harassment of its employees or students by anyone, including, but not limited to, supervisors, faculty, staff, students or alumni. Sexual harassment is an insidious practice that demeans individuals and creates unacceptable stress for the entire university community. More importantly, such harassment is against the biblical principles upon which Freed-Hardeman was founded and operates. The university's complete harassment policy is contained in Appendix C of this Student Handbook.

Library and Computer Use

The library is designed to be used for serious study and research. An atmosphere conducive to reading and study is maintained at all times. Students are to cooperate by being quiet and courteous or they will be asked to leave the library.

APPENDICES

Appendix A – Student Records

Present and former students may review their student records with the exception of records which are specifically exempted by Section 438 of the General Education Provisions Act. The registrar maintains all student records. All requests for examination of student records should be made in writing and directed to him. Requests are normally granted within two weeks of receipt. All examinations of student records will take place in the registrar's office with a representative of the university present. After examining your records, you may request that a certain record or records be removed based on grounds that the record(s) in question is (are) inaccurate, misleading or otherwise in violation of your rights. Should your request be refused, you have the right to a formal hearing before a committee appointed by the president. You must request the hearing in writing. The hearing will be held within 60 days of receipt of the request.

Any student has the right to request a copy of any material contained in his/her record. The cost of each page to be reproduced shall be \$1 per page.

Appendix B – Release of Directory Information

The following information may be used by the university in publications and news releases and may be used upon request: student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent educational institution attended, high school attended, photograph, maiden name, social security number, sex, marital status, number of children, race, citizenship, candidacy for graduation, classification, parents' names and addresses, degree objective, student's class schedule and activities, church affiliation, and student organization memberships. OBJECTION TO THE RELEASE OF ANY OF THE PRECEEDING INFORMATION SHOULD BE MADE IN WRITING TO THE OFFICE OF ADMISSIONS.

LEGAL NOTICE: Family Education Rights and Privacy Act of 1974. Public Law 98-380, as it relates to Freed-Hardeman University.

I. The Right: To inspect and review one's personal education records. This means those records, files, documents, and other materials that contain information directly related to a student.

A. Exceptions:

1. Financial records of the parents of the student or any information contained therein

37

- 2. Confidential letters and statements of recommendation, which were placed in the education records prior to January 1, 1975, if such letters or statements are not used for purposes other than those for which they were specifically intended
- 3. The Student signs a Waiver of His Rights of access to the following information:

- a. Confidential recommendation for admission.
- b. Confidential recommendation for employment.
- c. Confidential recommendation for honor recognitions. Provided, however, that the student, upon request, be notified of the names of all persons making confidential recommendations and that such recommendations be used solely for the purpose for which they were specifically intended
- 4. Records of physician, psychiatrist, psychologist, or paraprofessional, provided the records are created and used only in connection with treatment of the student, and provided that such records are available only to those providing such treatment
- B. Right to a hearing to challenge the content of one's education records to ensure that the records ar not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student and to provide opportunity for correction, deletion and/or insertion of a written explanation of the student.
- C. Directory Information:
- 1. Defined: Student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent educational institution attended
- 2. Rule: Before this information concerning a student can be made public, there must be a public notice of the specific categories of information to be used and reasonable time after such notice for the student to inform FHU that any or all of the designated information should not be released without his prior consent II. The Right: Not to have any education records or personally identifiable information contained therein released without the student's written consent (directory information already covered is not covered
- A. Exceptions when written consent is not necessary:
- 1. School officials of another institution who have been determined by the institution to have legitimate educational interests 38
- 2. School officials of another institution where the student seeks or intends to enroll, provided that the student receives a copy of the record, if so desired, and has an opportunity for a hearing to challenge the content of the record
- 3. In connection with a student's application for aid
- 4. Disclosure required pursuant to state statutes adopted prior to Nov. 19, 1974
- 5. Accrediting organizations in order to carry out their accrediting functions
- 6. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code

- 7. FHU may release information from education records to appropriate persons in connection with an emergency, if the knowledge of such information is necessary to protect the health or safety of a student or other persons. This is construed strictly and is subject to factors outlined in the Department of Health, Education and Welfare regulations
- 8. Upon judicial order or lawful subpoena in advance of compliance therewith
- 9. The following government officials do not need written consent:
- (1) Comptroller General of the United States; (2) Secretary of Health, Education and Welfare (3) an administrative head of an educational agency and (4) state educational authorities.
- a. Such officials must have the purpose of an audit and evaluation of federally supported education systems or the enforcement of federal legal requirements that relate to such programs.
- B. Requirements of the written consent:
- 1. Signed and dated by the person giving such consent
- 2. Specifications of records to be released
- 3. The reasons for such release
- 4. The names of the parties to whom such records will be released
- C. Notice requirement: FHU must notify all current and former students of the rights accorded by this law
- D. Miscellaneous provisions:

FHU must maintain a record, kept with the educational records of each student, which will indicate all individuals, agencies or organizations that have requested or obtained access to a student's records.

1. The record must indicate specifically the legitimate interest for viewing the record.

39

2. NOTE: Those specified in II. A. 1-9 above do not have to sign the record that is attached to the student's education records.

Appendix C – Antiharassment 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 against 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 towards any employee, student or any other person on campus. To promote a pleasant work and educational environment free of harassment and to avoid the risk to the reputation and resources of the university, all employees, students and other persons on our 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 unique relative to other 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 unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- A. 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.
- B. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual.
- C. 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.

One of the key terms in the above definition is "unwelcome" because conduct may be harassing whenever it is unwelcome. Thus, an individual 40

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:

A. VERBAL COMMUNICATIONS — FHU does not tolerate 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.

B. PHYSICAL CONDUCT — Physical assault, vulgar gestures, repeated and unwanted staring, grabbing employees, uninvited bodily patting, hugging, massaging or touching, offensive brushing against or rubbing another's body, blocking or impeding, or any other

unwelcome sexually oriented conduct even if initially welcomed or initiated by the other person.

C. VISUAL MATERIAL — Pin-ups, magazines or calendars of nude or seminude figures, sexually suggestive posters, pictures, photographs, drawings or other offensive material or objects that are not approved course material.

Other forms of prohibited harassment include any verbal, physical or visual misconduct that denigrates or shows hostility or aversion toward a person because of the person's race, color, national origin, gender, age or disability, or that of the individual's relatives, friends or associates Anyone who believes he, she or someone else is being harassed, sexually or otherwise, should immediately report the matter to the University as follows:

A. 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 of supervisor and/or the vice president having authority over the employee's area.

B. Any student with a complaint of sexual harassment should notify one of the Student Services Deans. If the Deans are unavailable or the student believes that it would be inappropriate to contact them, the

student should immediately contact the Executive Vice President directly to register a complaint.

Following the above informal complaint procedure will better ensure that the university knows about the conduct so it can immediately investigate the complaint and take appropriate corrective action. If harassment has occurred, the university will make every reasonable effort to ensure that no further harassment occurs.

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 interest of all concerned, the complainant can, if he or she is unsatisfied 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 dismissal or expulsion.

Appendix D – Maintenance Operation

Maintenance personnel work Monday through Friday from 8am. to 5pm. Maintenance personnel are on call evenings and weekends for

emergencies only. Notify your residence hall supervisor or RA immediately in case of an emergency.

Appendix E - Services

The university provides a broad range of services for its students. The president, vice presidents, deans, faculty and other university personnel are available to students who desire assistance in matters related to their academic, social or personal lives. This section of the handbook provides information on the nature of services available and where to secure them.

Question about: Consult: No. In:

Add/Drop Courses Advisor and Registrar 6648 Old Main Admissions Admissions Office 6651 Gardner Center Alumni Affairs Alumni Relations Office 6021 Loyd Auditorium Athletics:

Intercollegiate Athletic Office 6900 Sports Center Intramural Campus Recreation Office 6978 Bader Gym

Bills, Fees, Charges Business Office 6015 Loyd Auditorium Calendar of EventsStudent Services Office 6052 Burks Center Campus Security Student Services Office 6052 Burks Center

42

Chapel Absences Student Services Office 6052 Burks Center and Information

Check Cashing Business Office 6015 Loyd Auditorium

Course Planning Department Chairman

Class Attendance Instructor

Counseling - Academic Center for Academic Services and Counseling 6060 McDaniel House Counseling - Personal Center for Academic Services and Counseling 6060 McDaniel House Employment:

Off Campus Career Resource Center 6950 Burks Center On Campus Financial Aid Office 6662 Gardner Center Placement Career Resource Center 6950 Burks Center Financial Aid Financial Aid Office 6662 Gardner Center

Freshman Advising Center for Academic Services and Counseling 6060 McDaniel House

Graduation Information Academic Affairs Office 6005 Loyd Auditorium

Housing Student Services Office 6052 Burks Center I.D. Cards Student Services Office 6052 Burks Center Illness Health Services Office 6680 Health Clinic Laundry Business Office 6015 Loyd Auditorium

Lost and Found Student Services Office 6052 Burks Center

Maintenance Residence Hall Supervisor

News Office of Marketing and University Relations 6023 HoMUR

Organizations Office of Student Life and Development 6055 OSLD Building

Orientation Admissions Office 6651 Gardner Center Parking Tickets Student Services Office 6052 Burks Center

Printing Office of Marketing and University Relations 6023 HoMUR

Probation (Academic) Advisor and Academic Dean 6004 Loyd Auditorium

Public Relations Office of Marketing and University Relations 6023 HoMUR

Resumes Career Resource Center 6950 Burks Center

Roommate Student Services Office 6052 Burks Center

Social Activities Office of Student Life and Development 6055 Burks Center

Student Government Student Government Office 6028 Burks Center

Student Records Registrar 6648 Old Main

Study Difficulties Center for Academic Services and Counseling 6060 McDaniel House Telephone:

Problems IT Helpdesk 4357 Brown-Kopel

Billing Problems Business Office 6015 Loyd Auditorium

Testing (CLEP, ACT, etc.) Director of Testing 6060 McDaniel House

Textbooks Bookstore 6672 Book Center

Traffic Information Student Services Office 6052 Burks Center

Transcript Registrar 6648 Old Main

Vending Machines:
In Residence Halls Residence Hall Supervisor
In Student Center Student Services Office 6052 Burks Center
Veterans Information Registrar 6648 Old Main
Withdrawal from school Director of Retention 6977 Landon House

43 Appendix F—Computer Use **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 Email, FHU owned networks, servers, kiosks, computer labs, general access and faculty/staff workstations, wireless service or any contractor's services, including email 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 44

transmission. Users of information resources at FHU should accept that the same morality and ethical behavior that serve as guides in its noncomputing 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.

45

- § 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.

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.

Student Email Account Usage

Each student will be issued a student email account at the time of registration. The email address will be generally comprised of the student's preferred name dot (".") last name @students.fhu.edu (e.g. john.smith@students.fhu.edu) though another similar address may be used to avoid duplication. The student is expected to check this email address for any updates which might be sent from faculty or administration.

Other email accounts may be used by FHU students. However, the student is responsible to make sure that all messages sent to his or her 46

FHU account are received. The student should be aware that simply

forwarding FHU mail to an external account may not guarantee that all messages are received. Therefore, checking messages via FHU student webmail may be necessary. Checking messages daily is strongly recommended.

Administration, faculty, and staff are encouraged to use FHU email instead of paper to inform students about matters of importance to them. This will decrease consumable expenses and encourage students to regularly check their FHU email accounts. They are also expected to use FHU email and not the other email addresses. Graduate and undergraduate faculty should notify students in class that FHU email will be used for correspondence and encourage them to regularly check their FHU email accounts.

Virus Protection

Dependence

The university and its students are extremely dependent on the availability of computing and network resources. Since computer viruses have the potential to make those resources unavailable and to cause the loss of data, steps must be taken to avoid infection by computer viruses.

FHU Responsibility

The Information Technology staff will ensure:

- § All servers have virus protection on them to:
- · prevent the server operating system and supporting software from being infected
- · all files stored on the server by client computers will be scanned as a request to write them to the server or read them from the server is made and suspicious files dealt with appropriately
- § All university owned computers will have current virus scanning software configured to update its virus definition files on a daily basis. Scanning software (scanning engines) will be updated at least once a year.
- § If an outbreak occurs, it will be dealt with aggressively to prevent further infections. In this event, a determination of cause will be made and further steps may be taken to prevent similar occurrences.
- § Most viruses come through email. Therefore all incoming and outgoing email through our mail server will be scanned for viruses automatically by the mail server. If a virus is discovered, the email will be deleted.

47

§ Notifications will be sent to Faculty, Staff, and students as deemed appropriate by IT management of particularly dangerous viruses we feel threaten us.

Student Responsibility

If a student's computer becomes infected with viruses, it can not only

cause loss of availability and data on their computer, but also on other student's computers and possibly university owned computers as well. It is therefore required that each student who has a computer have current virus protection running on that computer. Current virus protection means both the scanning engine and the virus definitions. The scanning engine must be no older than 12 months. Virus definitions must be no older than 7 days, but it is strongly recommended that they be updated every 24 hours and a full scan on the computer be made every 24 hours. The IT staff will make every effort to make reasonably priced virus software available to students running all major operating systems through the University book store, online retailers, and possibly even campus-wide agreements. However, in the event availability of such software has not been provided or communicated adequately to a student, it is still their responsibility to maintain current virus protection on their computer(s).

Failure to maintain current protection may result in that student's computer being disconnected from the University network until their computer is certified virus-free with current virus protection software running.

It is as important to keep Microsoft Windows installations updated as it is the virus scanning software. Therefore each computer must be updated with all Windows Critical Updates. Failure to do so can result in a virus or spyware installation. It is strongly recommended that all Windows computers be configured to automatically download and install Critical Updates daily.