

# HBU

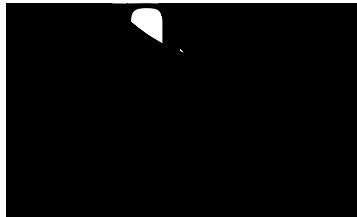
# Student Handbook

*HBU complies with all applicable federal and state non-discrimination laws, and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability in either employment or the provision of services.*

*Inquiries concerning this notice or the application of the laws referenced herein should be referred to the Associate Vice President for Student Life.*

**2008 • 2009**

H O U S T O N , T E X A S



# Directory of Administration

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

Dr. Robert B. Sloan Jr.  
*President*

## **EXECUTIVE COUNCIL:**

Dr. Hunter Baker  
*Director for Strategic Planning*

Dr. Paul Bonicelli  
*Provost*

Ron Cottrell  
*Director for Athletics*  
*Men's Basketball Coach*

Eileen Crowell  
*Executive Director for Operations and Resources*

Sherry Hibbert  
*Vice President & General Counsel*

# Directory of General Phone Numbers

Academic Affairs	3232	Education	3240	Nursing	3300
Academic Support Center	2320	Education-Graduate	3295	Operator	3000
Accounts Payable	3207	Education-Undergrad.	3211	Ornogah Yearbook	2007
ACTS	3034	English	2216	Payroll	3354
Admissions	3211	Events & Conferences	3047	Police (Emergency)	3911
Advancement	3222	FedEX Kinkos	3432	Police (Non-Emer.)	3314
Advising	3522	Financial Operations	3256	Political Science	3270
Advising Cntr.-Education	2407	Financial Services	3471	Pre-Med	3376
Advising Cntr.-Bus/Econ	2342	First Year Experience	3154	Psychology (Graduate)	2392
Alumni Association	3413	GMAT/GRE	3306	Psychology (Undergrad)	3240
ARAMARK Services	3259	HBU	281-649-3000	Reference Library	2312
Art Department	3309	HBU Housing	3103	Registrar	3213
Athletics	3205	History	2476	Residence Life	3154
Band Hall	2260	Honors College	3990	Scholarship	3113
Bilingual Education	2276	Human Resources	3387	Science	2374
Bookstore	3258	Humanities	3251	Spiritual Life	3117
Business & Economics	3325	Husky Village	3100	Student Life	3238
Campus Activities	3154	ITS Help Desk	3410	Student Health Services	2235
Campus Recreation	3485	Journalism	3214/3520	Student Ministries	3393
CEMC	3281	Languages	2216	Student Programming Board	3154
Career Services	3359	Library	3304	Success and Advising Center (SAC)	3522
Cheer/Spirit	3042	Lost & Found	3238	Testing	3240
Chemistry	2374	MEd	3241	Transcripts	3213
Christianity	2212	MBA	3306	University Communications	3470
Clubs & Organizations	3154	Mass Media	2247	Women's Residence College	3483
Collegian	3218	Math	2374		
Communications	3282	MATS	2212		
Computer Labs	3411	Men's Residence College	3484		
Continuing Studies	3469	MLA	3269		
Counseling Center	3359	Music	3338		

*The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.*

241-449-4000  
www.hbu.edu

Houston Baptist University  
7302 Redwin Road  
Houston, Texas 77054-5298

- 1. Murray's United Brethren Center (UBC)
- 2. Bethel Chapel and Recital Hall
- 3. McNeil Hall
- 4. University Theater & Auditorium
- 5. Southern Bible Museum
- 6. Museum of American Artifacts, Arts and Historic Art
- 7. Museum of Southern Heritage
- 8. Philip K. Beckwith College for Women (PKB)
- 9. Menor Wing (MWS)
- 10. Health Center (HSC)
- 11. Health Services
- 12. Philip K. Beckwith College for Men (PKB)
- 13. Moody Library (ML)



7. College Center Building

8. Gullen Hall

8. Cullen Science Center (SC)

9. Moore Teaching Theater

10. MBSBBL

11. Substack Center (SAS)

12. Storage

13. MBSBBL

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13. Human Resources

14. Registrar's Office

15. Health Services Center

16. Physical Education

17. Student Center

18. Student Center

19. Student Center

20. Student Center

21. Student Center

22. Student Center

23. Student Center

24. Student Center

25. Student Center

26. Student Center

27. Student Center

28. Student Center

29. Student Center

30. Student Center

A. Hinson House - Alumni Center  
B. President's Home

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# From The President

*Dear HBU Huskies,*

*For some of you, these days are the first you'll spend as a student on our campus. For others, this is a time of reunion with friends and a return to your studies. I am blessed to see you all and to feel the life you bring to the University.*

*The best part of the University experience is making friends and gaining life experience. We want to have a campus that is welcoming, beautiful, and stimulating for a*













# Student Activities

To help you make the most of your college experience, HBU offers a vast array of opportunities beyond the classroom to help you make the most of your college experience - opportunities such as academic contests, performing arts, concerts, art exhibitions, participation in intramurals, and supporting the championship intercollegiate athletic teams. You may also pursue leadership positions in Student Government, Student Programming, Ministry Leadership, clubs, organizations, and multiple other arenas.

## Athletics

Houston Baptist University sponsors 15 varsity athletic teams and is a provisional Division I member of the National Collegiate Athletic Association (NCAA). The men compete in basketball, baseball, soccer, cross country and indoor and outdoor track and field. The women compete in basketball, soccer, softball, volleyball, golf, cross country and indoor and outdoor track and field. HBU returned to the NCAA Division I ranks in 2007 after 18 years as a member of the National Association of Intercollegiate Athletics (NAIA) and nine years as the dominant team in the Red River Athletic Conference. While competing in the RRAC, the Huskies won the coveted All-Sports trophy eight times. HBU was a national presence at the NAIA level with each team perennially ranked among the nation's Top 25. The move back to the NCAA Division I ranks has generated campus-wide excitement. Admission to all of the Huskies' home athletic events is free to currently enrolled HBU students with a valid, current student ID. You are encouraged to attend and continue to support the great tradition of Houston Baptist University athletics. For more information or to obtain a media guide for a team, visit the Athletics Office, located in Sharp Gym, call 281-649-3205 or visit the website at [www.hbuhuskies.com](http://www.hbuhuskies.com).

## Campus Recreation

### **Purpose**

Campus Recreation strives to enhance the mind, body and spirit of students, faculty and staff by providing programs, services, and facilities that are responsive to the physical, social, recreational, and lifelong educational needs of the campus as they relate to health, fitness, and learning.

### **Campus Rec Committee**

This committee, with representatives from participating teams, in conjunction with the Director of Campus Recreation, shall have direction over all aspects of the campus program.

## Opportunities

- *Glasscock Recreation Center*
- *Intramural Sports*
- *Sports Clubs*
- *Fitness Center*
- *Group Fitness Classes*
- *Pars Course*
- *Outdoor Adventure*

## Policies

### Eligibility

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

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# Clubs and Organizations

Student Organizations are a vital part of college life and offer HBU students a myriad of opportunities to connect and become involved in campus life. Participation in these groups will provide additional opportunities to enrich your college experience. For more details about organizations, contact the Campus Activities Office, second floor of the Baugh Center, 281-649-3154, or go to [www.hbu.edu](http://www.hbu.edu) and select Student Life, Clubs and Organizations.

## Categories

### Governing Councils

Greek Council  
IFC (Interfraternity Council)  
Panhellenic Council  
SGA (Student Government Association)

### Greek Life (Social Service)

### Honors Organizations

Alpha Chi (Sepha Chi National)  
AED (Alpha Epsilon Delta—Pre-Med)  
Alpha Kappa Delta (International Sociology)  
Alpha Mu Gamma (Foreign Language)  
Kappa Delta Pi (Education)  
Psi Chi (Psychology)  
Omicron Delta Kappa (Leadership)

### Professional Organizations

The Accounting Society  
Alpha Kappa Psi (Business)  
AMA (American Marketing Association)  
ASDA (American Student Dental Association)  
ASE (Association of Student Educators )  
BESO (Bilingual Education  
Students Organization)  
Delta Mu Delta  
NSA (Nursing Student Association)  
PAD (Phi Alpha Delta—Law)  
PEK Phi Epsilon Kappa (Kinesiology)

POPS (Pre-Optometry Professional Society)  
Sigma Tau Delta (English)  
Sigma Theta Tau (Nursing)  
SPS (Society of Physics Students)  
SIFE (Students in Free Enterprise)

### Service Organizations

APO (Alpha Phi Omega)  
Service Leadership Council

### Special Interest Organizations

African Student Association  
Best Buddies  
BSF (Black Student Fellowship)  
CMF (Christian Medical Fellowship)  
*Collegian* (Newspaper)  
FCA (Fellowship of Christian Athletes)  
F2 (Freshman Fellowship)  
HBU Club Tennis  
HSO (Hispanic Student Organizations)  
ISA (Indian Student Association)  
Kappa Kapp Psi (Phi and Psi and 44 Psi (Spanish)





# Spiritual Life Department

*In fulfilling the Spiritual Life Mission Statement we seek to foster Christian community life and worship by creating experiences for students, faculty, and staff in spiritual formation that will support the integration of faith and learning.*

The theme for 2008-2009 is “The Disciplined Life.” Our theme verse is “*At the time, discipline isn’t much fun ... (but) it’s the well-trained who will find themselves mature in their relationship with God.*” — *Hebrews 12:11 (The Message)*

The Spiritual Life Department includes the Community Life and Worship Program, Student Ministries, and ACTS. The Spiritual Life offices are located above the bookstore in the M.D. Anderson Student Center. To reach the Spiritual Life staff, call 281-649-3117 or visit the Spiritual Life Office.

## **Community Life and Worship (CLW)** **Graduation Requirement**

All students seeking an undergraduate degree (full-time or part-time) have a CLW Graduation requirement of 80 credits. Students are encouraged to garner a minimum of 10 credits per semester until the full requirement is met and to complete their CLW requirement before their last semester. Students must satisfy this requirement in order to graduate from HBU.

*Community Life and Worship*, published each semester, provides details about available CLW events. Questions about the CLW graduation requirement or the Spiritual Life Program may be directed to the Spiritual Life Office. Students may subscribe to CLW e-mail for weekly updates by e-mailing a request to pnetter@hbu.edu.

**Transfer Students** will receive a transfer credit of 3/4 credit for every transfer

EVENT	# of CREDITS
<b><u>Convocations</u></b>	
Convocation	1 credit
Power Wednesday	2 credits
Opening Convocation	2 credits
Founders' Day	2 credits
Honors Convocation	2 credits
<b><u>Spiritual Emphasis Week</u></b>	
Spiritual Emphasis Week	1 credit
Passion Week	1 credit
<b><u>ACTS Volunteer Program (must be pre-approved)</u></b>	
ACTS Sponsored Events	1 credit per hour
Mission Trips (pre-approved)	5 credits/week
<b><u>Internships</u></b>	
Service-Learning	30 credits (1 internship/career)
Church-Leadership	30 credits (1 internships/career)
<b><u>Student Ministry</u></b>	
Quest	1 credit
Power Quest	2 credits
Special Campus-wide Worship	1 credit
Retreats	3 credits
Conferences	3 credits
<b><u>Other Alternatives</u></b>	
Organization Sponsored Events	1 credit
CLW Groups	1 credit
CLW Classes	1 credit
University Sponsored Lectures	1 credit
Seminars	2 credits
Dunham Bible Museum	2 credits
Movie/Discussion	2 credits each
Special Opportunities	Up to 3 credits
C.S. Lewis/Nooma Videos	Up to 15 credits

**Organization Sponsored Events** - CLW credits must be approved by the Spiritual Life Office. A student organization may submit a request to the Spiritual Life Office for an event to receive CLW credit. The request form is available on the HBU portal under HBU forms.

The CLW Credit Request Form must meet the approval criteria and be submitted 10 days prior to the event. The event must support community life and worship on campus and the mission of HBU. Once an event is approved, the organization is responsible for properly promoting the event.

**Attendance and Tracking** - A representative designated by the Spiritual Life Office will be available at approved events to record attendance. The student is responsible for having his/her attendance recorded by ID card scan or sign-in.

A student may only sign in once per semester at Convocation. Participants do not receive credit when they arrive late, leave early, fail to sign-in or scan-in, or distract someone else from participating.

Students may check their CLW record on their HuskyNet account. It is the student's responsibility to notify the Spiritual Life Office with any questions regarding his or her CLW record.

**Petitions Policy** - All students seeking an undergraduate degree must complete the 80 CLW credit requirement in order to graduate. No petitions are accepted requesting a decrease in credit requirement. A student may petition to earn credit beyond the semester limit but only the semester in which graduation is to occur. Note that the CLW committee will make a decision regarding the petition and is pleased to help the student work out a plan on a case-by-case basis. Petition forms are available in the Spiritual Life Office.

## **Student Ministry**

In Student Ministry, our desire is to equip students to live a disciplined life following Christ. This is accomplished by:

- Challenging believers to daily grow in their desire to know God more intimately.

into the body of Christ

- Leading those involved to discover the richness of the diversity on our campus.
- Equipping leaders to share the Good News of Jesus Christ here and around the world.

## **Ministry Leadership Council**

Ministry Leadership Council (MLC) gives students an opportunity to grow in leadership in such ministries as:

- Commuter Ministry
- Disciple Now
- Freshman Fellowship
- International Student Ministry
- Mission Munchies
- Prayer Team
- Evangelism
- Random Acts of Kindness
- Student Missions

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# Internships

## *Service Learning Internships (SLI)*

Students interested in learning more about the process of social change and desiring to make an impact in their community can participate in a Service Learning Internship (SLI). Students serve 30 hours at a faith-based nonprofit agency over a period of one semester and write a three-page reflection paper. Upon satisfactory completion of all requirements, students receive 30 CLW credits. Students *must* apply for and be accepted by the kb10 120.8o S

Students can call the

# Missions and Mission Learning Opportunities

Annual mission learning opportunities are co-sponsored by Student Ministries and ACTS. These opportunities provide academic, cross-cultural, hands-on experiences to prepare students for missions. In partnership with Living Water International, students and staff travel to Leon, Nicaragua, to drill water wells and work with the children of area villages. Students may also participate in an annual inner-city, Urban Plunge experience working with the homeless and at-risk youth across the country. Both of these opportunities are offered during Spring Break. Students have gone to New York City to help paint inner-city school buildings, to Kenya, Africa, to work alongside Food For The Hungry in an orphanage/school, and to Athens, Greece, to work with Albanian refugees. Stop by the ACTS office to learn about Mission Learning Opportunities for this year.

## University Chaplain

The Director of Spiritual Life/University Chaplain office is located above the bookstore in the M.D. Anderson Student Center. In order to reach the chaplain, you may call the Spiritual Life Office at 281-649-3117 or e-mail [ccross@hbu.edu](mailto:ccross@hbu.edu).

# Campus Housing and Residential Life

## **Residential Life Mission Statement**

*Living on campus at HBU is a significant part of the overall college experience and educational process. These living-learning environments provide opportunities to grow spiritually, develop interpersonal skills, increase understanding of diverse cultures, and learn self-discipline in organizing time for study, work, and social activities. Students who live on campus learn independent responsibility while living among friends and peers.*

## **HBU Housing Options**

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

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

## Residence Life Security

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

**Police**— The University employs on-campus police officers on a twenty-four hour basis. The police are responsible for maintaining safety on i7gn5o/r(i7g3vnsn )27(i7m.n

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

## Housing Procedures

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

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

**Housing Appeal Process** — A resident may request to break the campus living agreement by submitting an appeal form. The following procedures apply:

- Complete a Housing Appeal form available from the HBU Housing Office.
- Contact your Resident Director regarding your reasons for the appeal.
- The Housing Office will contact you regarding the outcome of the appeal.

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

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

**Keys** — Each resident is provided keys to access his/her room and mailbox upon checking in.

- Lost keys should be reported to the RA or Housing Office immediately.
- A replacement charge of \$30 in the Residence Colleges and \$15 in Husky Village will be assessed for each lost key.
- Duplication of keys is prohibited. It is strongly recommended that rooms are kept locked when not occupied.
- A mail key is required in order to retrieve mail from a resident's mailbox.
- Staff are not allowed to distribute mail to individual residents.

**Residence College Room Consolidation** – Within two weeks after each semester begins, students residing in a private room are given the option to consolidate rooms or pay the private room fee.

**Room or Apartment Transfers** -- The following guidelines apply to all room/apartment changes:

- Before requesting a room change, residents must speak with their RA regarding reasons for wanting to move.
- Upon recommendation from the RA, residents may fill out a room assignment change form obtained from the Housing Office
- A resident moving without receiving approval may be sanctioned and

## **Husky Village**

- Within 48 hours of move-in, each resident must complete and return to the Housing Office a move-in Inventory and/or a Unit Condition Report form.
- Any and all defects and damages reported must be noted, and a written work order must be completed. Otherwise, the premises, fixtures, appliances and furniture will be considered to be clean, safe, and in good working condition.
- When a resident leaves, whether at or prior to the ending date of his or her lease, the apartment, including, but not limited to the windows, bathroom, patios, balconies, and kitchen appliances in the Common Areas, must be clean and in good repair and condition, reasonable wear expected.
- Failure to clean, or damaged or missing appliances will result in reasonable charges to complete such cleaning, repair, or replacement. A walk-through should be scheduled with the staff prior to move out.
- Failure to schedule a walk-through indicates an agreement to accept assessment of damages and charges upon inspection by the Housing Office staff.
- The final determination of damages will be made by management staff who may not inspect your room or apartment until after you have moved out.

## **Residence Life Visitation Policies**

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

**Overnight guests of the same sex** may not stay more than two consecutive nights or more than four nights in a month. Overnight guests of the same sex are allowed only with the approval of all roommates.

## **Residence College**

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

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

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

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

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

## Husky Village

**Visitors of the opposite sex are not permitted between the hours of 2 a.m. and 1:00 p.m.**

## HBU Community Guidelines

**Alcohol Policy**—Possession or consumption of alcohol is not permitted anywhere on campus by any individual. Alcohol-related conduct that ignores the rights of others to a quiet, orderly living environment is not acceptable.

**Chronic Misbehavior** — A student establishes an unacceptable pattern of misconduct when he or she is frequently in trouble, though individual offenses might be minor. A pattern of recalcitrance, irresponsible conduct, or manifest immaturity may be interpreted as a significant disciplinary problem.

**Drugs & Illegal Substances** — Use, possession, and/or distribution of drugs and/or illegal substances is strictly prohibited and may result in eviction from campus and referral to the University discipline officer and/or law enforcement agencies. This includes possession of any drug paraphernalia.

**Failure to Comply** — Students must comply with all written and verbal requests and instructions from University officials. This includes requests to produce valid identification. Failure to comply may result in disciplinary action and/or fine.

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

**Implied Consent** — All students in a room/area will be held responsible for their behavior/objects in that room or area. In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called “Implied Consent.” If a resident is not present, he/she will be held

responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

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

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

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

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

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

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

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

# Smoking

**Cafeteria Dishes** — All cafeteria dishes (plastic tumbler glasses, hot drink mugs, silverware, plates, bowls, utensils, etc.) must remain in the cafeteria.

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

**Common Area Furniture** — Public or common area furnishings or equipment must remain in those areas.

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

**Residence Life Courtyards** — The courtyards are for community use. Please do not leave personal property in the courtyard area or common walkways.

**Husky Village Patios & Balconies** — Keep patios and balconies clean and uncluttered at all times. Only appropriate patio furnishings should be used. Do not dry clothing or linens or store unsightly personal property on patios or balconies at any time, including but not limited to boxes, tires, recyclables, and/or broken furniture. No apartment furniture is allowed to be used outside the apartment.

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

**Pets** — For health and sanitation reasons, students may not keep any pets. Mammals, reptiles, insects, and fish of any kind are prohibited.

**Cleanliness** — Residents must maintain their apartment/room in a clean, orderly, and sanitary condition at all times. Unclean conditions may create an unhealthy environment for roommates and/or neighbors. All residents are responsible for the cleanliness of their respective common area(s). If the maintenance staff must clean an apartment to assure sanitary conditions, the responsible resident must reimburse the Housing Office for all costs incurred.

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

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

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

**Parking Areas & Permits** — All vehicles operated on the University property







The student's responsibility to the faculty advisor is to

- come to the advising sessions prepared and ready to ask questions,
- be knowledgeable about HBU academic policies and procedures,
- know the office hours and location of advisors,
- schedule appointments with advisors,
- keep scheduled appointments on time or cancel in advance,
- accept responsibility for academic decisions,
- seek assistance before experiencing academic difficulty, and
- share information about educational and career goals.

Students may wish to spend some time investigating fields of interest, majors, and careers. Advisors or staff in the Academic Success and Advising Center (SAC) are available for assistance in exploring majors and careers. Visit the SAC in Admin. Room 110, call 281-649-3522, e-mail [advising@hbu.edu](mailto:advising@hbu.edu) or [www.hbu.edu/advising](http://www.hbu.edu/advising) for more information

## **Career Services**

Professional counselors are available to assist individuals with developing job search action plans, writing résumés and cover letters, and learning interviewing strategies. Other career and job-search activities include:

- job fairs
- on-campus interviews with prospective employers
- off-campus interviews with prospective employers
- career/job-search counseling
- career seminars
- job vacancy listings
- web-based resume posting service
- mock interviews

For further information, please contact Career Services at 281-649-3359

## **Center for Exploring Ministry Careers**

The Center for Exploring Ministry Careers is the structure through which Houston Baptist University coordinates its many efforts to assist students who are committed to church vocations. The Center guides, prepares, and elicits support for ministerial students. The BGCT (Baptist General Convention of Texas) provides Ministerial Financial Assistance for students exploring ministry careers. Field-based opportunities through the Supervised Ministry Practicum are also provided through the Center. Job postings connect with churches seeking part-time and full-time staff. Information is available on Church Matching Awards and Ministerial Dependents Grants. Contact the Department of Christianity at 281-649-2212 for more information.

# Computer Labs

HBU offers a supervised walk-up lab available to all students. It is located in Atwood II, room 102. You must be a currently enrolled HBU student to use the computer lab. Your HBU ID card or H# is necessary to have access to the lab.

Guests and/or children are not allowed to accompany students into the lab.

## **COMPUTER LAB HOURS**

**Location:** Atwood II, Room 102

### FALL & SPRING

**Hours:** Monday - Friday 7:00 a.m. to 12:00 a.m.  
Saturday 9:00 a.m. to 10:00 p.m.  
Sunday 2:00 p.m. to 10:00 p.m.  
Closed on University Holidays

### SUMMER

**Hours:** Monday - Friday 7:00 a.m. to 10:00 p.m.  
Saturday 9:00 a.m. to 6:00 p.m.  
Sunday 2:00 p.m. to 6:00 p.m.  
Closed on University Holidays

**Equipment:**

- Computers
- MS-Office (Word, Excel, Access, PowerPoint)
- Internet connectivity
- Special software requested by professors.

# Counseling Services

Professional personal counseling services are provided for students in an effort to assist them in becoming more effective, productive, and comfortable in their dealings with others. A proactive approach to wellness is made manifest through a variety of programs that are provided in the form of seminars and discussion groups. Services include short-term individual, group, alcohol, drug, pre-marital and marital counseling. These services are kept in strictest confidence and are provided free of charge.

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

# Financial Services

The Office of Financial Services provides financial information, advising, and help to University students planning to enter and remain in the University. In order to establish the need of each applicant, the Free Application for Federal Student Aid (FAFSA) should be submitted to the Federal Processor as soon as possible after January 1. HBU's code # for the FAFSA is 003576.

**March 1 is the preferred deadline to submit these documents.** Forms for supplying the information necessary to secure financial assistance are available in the Office of Financial Services. All merit, talent, and off-campus scholarships are coordinated through the Scholarship Office(S)fYt€, of f8t8(f-cam)1(pus 5 )11(pus 5a

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The automated circulation system sends notices of overdue materials via e-mail. Fines for overdue books are 25 cents per day per book and \$5 per day for reserve materials. Unpaid fines and unreturned books can affect registration, receipt of grades, etc.

**Reference Service** - Professional librarians are on duty at the reference desk most hours the library is open. They are available to assist students in the use of the electronic catalog, periodical indexes, reference books and electronic databases, including the Internet.

When faculty make appointments, the librarians can provide group instruction in the effective use of library resources. Open orientations are also available.

**Reserve Books** - Faculty members place heavily-used books on reserve at the circulation desk. Reserve check-out periods range from Building Use Only for two hours to one week.

**Non-Book Materials** - The library maintains collections of CDs, cassette tapes, phonograph records, DVDs, VHS tapes, and media kits. CDs must be used in the library. All other non-book materials can be checked out for varying time periods.

**Off-Campus Resources** - The Houston Public Library issues cards to Houston Baptist University students valid at the Central Library and other branches. The nearest branches to Houston Baptist University are located at Fondren and West Bellfort, Fondren and Clarewood, and Augusta at Westheimer.

HBU students are eligible for TexShare cards which allow them to check out library materials from any participating Texas library. All branches of the University of Houston, the University of St. Thomas, and Texas Southern University participate in the TexShare program. Rice University does not.

Interlibrary loans are available for research materials not located in the University library. Apply at the Reference Desk.

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

**Computers** - Most of the computers in the library require a student log-in and password and are loaded with the same software as computers in the computer labs. Reference librarians are available to assist students in the use of library databases and other library-related online materials. A few computers are provided for the use of the general public and do not require a log-in. Those computers have a limited capability.

## Lost and Found

All lost and found items are to be taken to the Student Life Office (ADMIN 276) in M.D. Anderson Student Center. Items will be held for only 30 days.





## Personnel

HBU's Student Health Service is staffed by licensed medical personnel: family nurse practitioners, registered nurses, and a family practice physician (four hours per week). All health service personnel are under the supervision of the Associate Vice President for Student Life. The Family Nurse Practitioner serves as the Director of Student Health Services and performs administrative duties.

## Clinic Services

The clinic is located on the upper level of the M.D. Anderson Student Center in the Student Life office suite. All students are expected to present a valid student ID card in order to qualify for services. A nominal fee will be assessed for services rendered. The current fee schedule is posted outside the Student Health Services Office and is subject to change.

Services include, but are not limited to:

- Comprehensive physical examination
- Flu shot administration (*in season*)
- Immunizations and tuberculosis (TB) screening
  - Hepatitis A
  - Hepatitis B
  - MMR
  - Tetanus
- Administration of allergy shots as requested
- Office visits for basic health care
- Health education
- Facilitation of referrals

## Hours of Service

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

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

Clinic hours are posted as "sick call" and published each semester.

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# **Student Health Records**

## **Admission Records**

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

## **Release of Records**

A student must sign a formal “release of records” and pay a \$20 copying fee to cover cost of materials and postage prior to any release of records, charts, or reports. To maintain confidentiality, records will be released to the patient. A current driver’s license is required to verify identification.

Telephone requests for out-of-town students may be completed after the student faxes his/her signature and request in writing.

## **Immunizations**

Prior to admission, all students, including part-time general studies students, are required to submit a student health record. According to Texas law, documentation of current tetanus (within the last 10 years) is the minimum requirement for immunization status.

## **Accidents or Injuries**

In the event of an accident resulting in injury, the University Police should be promptly notified at ext. 3911. This will help ensure maximum protection for students. All accidents and injuries will be handled according to the University Police’s Medical Emergency Policy.

## **Incident / Accident Reports**

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

## **Financial Responsibility for Health Care**

The student is responsible for the payment of all financial obligations incurred for health care. Fees for services are posted outside the clinic and subject to change.

# Student Publications

## Houston Baptist University Media Guidelines

Editors of HBU

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*The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution.*

**Methods of Payment** - University Store purchases may be charged directly to the student's University account; cash, check, VISA, MasterCard [, )-31(dk, )-12Disc4ct



# Policies

## AIDS

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

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

## **Policies Regarding HIV/AIDS**

1. **Individual Rights** - The individual rights of all people in the Houston Baptist University Community shall be safeguarded. Therefore, a) the uninfected should be protected from undue risk of exposure to the disease, b) the infected should be protected against prejudice and denial of the reasonable opportunity for an education at the University, and c) the University condemns any and all actions of physical or emotional harassment toward the infected or those suspected of infection.
2. **Policy Implementation** - As stated above, current medical knowledge indicates that people with HIV infection do not pose a health risk to others in an academic setting. Therefore, until medical knowledge indicates a contrary conclusion, or unless health regulations or other laws require a different response, the policy of Houston Baptist University will conform to the following:
  - Admissions - No otherwise qualified individual will, solely by reason of his or her HIV/AIDS status, be denied admission to the University.
  - Attendance - Students with HIV/AIDS may attend regular classroom sessions. The University reserves the right to restrict a student on a case-by-case basis if a student has a contagious disease (including those associated with or arising from AIDS) or if the individual's behavior is disruptive or endangers the safety of health of other persons. Departments will establish safety guidelines for the handling of blood and bodily fluids

in classroom settings in which analysis of these substances may be a part of the coursework, such as in nursing or biology classes.

- Access to University Housing and Facilities - Students with HIV/
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# Scheduling of Facilities

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# University Vehicles - Scheduling

## General Statement

University-owned vehicles are available on a first-come, first-served basis provided the request for use has been made in a timely manner and in accordance with the guidelines established by Operations. When multiple requests have been made, priority will be given to the time stamp on the received request, whether via e-mail or in person.

## Guidelines

University-owned vehicles are available for activities initiated or required by the University. The use of University Vehicles is restricted to approved drivers who have completed the required training and certification and have filed a current copy of their driver's license including their H number with a representative of the Operations office. An approved driver is a faculty/staff member or currently enrolled student that is a member of the requesting organization or student worker. Passengers of the vehicles must be employees or students not family members or hitchhikers unless special permission has been granted in writing by the Executive Director of Operations and Resources.

- The organization must reserve a vehicle no later than 5 working days prior to travel by submitting a written request, in person, via Campus mail or via e-mail to Operations.
- The request must include date(s) of travel, type of vehicle requested, approved driver(s), and destination.
- When you receive your confirmation email, download and submit a "Travel Log" to the Operations office 24 hours before your departure.
- A University faculty/staff member must accompany the student group any time a vehicle is used (whether the vehicle is University-owned or rented).
- All drivers must be at least 21 years of age to drive a vehicle, whether HBU-owned or rented.
- A reservation may be made when the following criteria are met:

# Grievances

Houston Baptist University maintains an open door policy regarding your concerns. If you have a suggestion or concern, or if you are dissatisfied with a University policy, the grievance process is as follows:

Submit the grievance in writing to the Associate Vice President for Student Life. The Associate Vice President for Student Life may elect to address the grievance and/or refer action to appropriate personnel. The student who submitted the grievance will be notified of the Associate Vice President's decision for action. The Office of Student Life will maintain documentation files on the grievances submitted and subsequent action taken.

If you have a suggestion, please submit it in writing to the Student Senate.

# Hazing

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

For a number of years the Laws of the State of Texas have contained a provision that makes hazing unlawful. The provisions of Subchapter F. of the Education Code (Section 37.151 to 37.157) are made applicable to certain institutions of higher education under Section 51.936 of the Higher Education Code. These statutes are available at the reference desk in Moody Library using the CD-ROM version of Vernon's Annotated These.8.111 0 Td(A)TjEMC (nnotated )Tj/Span3.682ual'

- All posters/signs must be stamped “Poster

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Any student who believes he or she is being harassed, or who otherwise feels in need of advice or support, is encouraged to immediately see one of the following people:

- Vice President for Enrollment Management and Student Life
- Associate Vice President for Student Life
- University Chaplain/Director for Spiritual Life
- Director of Student Ministry
- Director of Residence College
- University Counselor
- Director of Human Resources

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

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

## **Smoke Free**

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## Appeal Procedures

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

Appeals will be reviewed by the Chief of Police or designee. A grace period of 10 working days will be of where is denied. The University reserves the right to withhold the issuance of grade reports, verification of enrollment, or University transcript until arrangements have been made with Financial Services for the payment of citations.

## Safety

### University Police

It is the desire of the University to provide a safe and peaceful campus, free from fear or concern for one's personal safety. Although this is a challenge in today's society, the University is well-equipped to meet this and other challenges.

The Police Department in and of itself cannot guarantee every person's safety. It requires the combined efforts of a professional police team along with the awareness and concern of all members in the University community. One of the major functions of the officers is to patrol the University campus 24 hours per day, seven days per week. The officers carry radios. Numerous Emergency Call Boxes, which ring directly to the University Police Department, are located around campus.

Another tool which is absolutely essential in order to maintain peace and safety on campus is University .

It is essential remain of your surroundings and that report activity which seems out of the ordinary. The officers would much rather respond to a call that proved not to be of consequence than to write report after a situation occurs in which they had no opportunity to intervene.

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

### How you can help:

- Report by the University Police Department at extension 3911 or 281-649-3911, call on the Egency Call Boxes, or stop by the Police Department in Hinton Center, room H118.
- A the Police to be of service to you. Please call if you have a concern or desire a police escort to your vehicle or Residence College, especially at night.
- If you have fears for your personal safety or that of your personal property, talk to the Police Department.

- Take advantage of the crime prevention presentations given on campus. Call the University Police at 281-649-3314 for the time and location of the next presentation.
- If there is an emergency, remain as calm as possible, call ext. 3911, and give the dispatcher the facts as completely as possible. Make sure you give your name, location, and the nature of the emergency. Don't hang up when the conversation is over: wait until the dispatcher hangs up. Remain calm and encourage others to remain calm.
- Report any theft, no matter how minor, to the Police Department.
- Read, understand, and abide by the parking and vehicle regulations. More than anything, they are written to protect you and your property.
- Communicate with the Police.

## Emergency Communication

The University communicates important information to students, faculty, and staff through a variety of channels, including the HBU website, HBU Alert System, the University Portal, University e-mail, local news and radio, and [www.school-alerts.com](http://www.school-alerts.com).

In the event of an emergency, the University will utilize the following communication outlets:

- **HBU Alert Website:** In the event of an emergency, a link to this site will be activated from the University homepage at [www.hbu.edu](http://www.hbu.edu). Emergency announcements will be posted on this site with links to appropriate information and resources.
- **HBU Alert:** The HBU Alert System ([www.hbu.edu/alert](http://www.hbu.edu/alert)) - allows the University to send time-sensitive notifications across campus in minutes. This system can provide voice or text messaging to local or cell phones as well as through HBU e-mail accounts in a moment's notice in the event of a campus emergency.
- **The University Portal:** Emergency information will also be posted for internal audiences at [my.hbu.edu](http://my.hbu.edu), the University portal.
- **University e-mail:** E-mail is an important means of communication with the campus community.
- **Local news and radio:** HBU will communicate with local news outlets in order to quickly disseminate news and information. Key media outlets include KHOU (11), KPRC (2), KTRK (13), KRIV (Fox), Univision (45), and KTRH Radio (740 AM, Houston's official Emergency Broadcasting station), as well as the Houston Chronicle Web site.
- **[www.school-alerts.com](http://www.school-alerts.com):** This Houston website carries emergency notifications for all local public and private schools. You may visit the

## **Reporting an Emergency:**

**To report ALL EMERGENCIES (including medical) call ext. 3911 on a campus telephone or dial 281-649-3911.**

## **Campus Emergency Call Boxes**

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

## **Medical Emergencies**

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expressed purpose of moving students towards personal maturity and creating an environment that is conducive to academic learning, personal development, and spiritual growth.

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

## **B. Biblical Principles**

It is our natural inclination as human beings to resist discipline and accountability, but the Bible admonishes its reader to embrace them both as beneficial and an essential attribute of a Christian community. The following scriptures are among only a few that speak on this topic:

*My children, do not despise the Lord's discipline and do not resent his rebuke, because the Lord disciplines those he loves, as a father the child he delights in. Proverbs 3:11-12*

*Do not make light of the Lord's discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he accepts as a son. Hebrews 12:5-6*

*No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it. Hebrews 12:11*

*If any person is over-taken in misconduct or sin of any sort, you who are spiritual—who are responsive to and controlled by the Spirit—should set him right and restore and reinstate him, without any sense of superiority and with all gentleness, keeping an attentive eye on yourself, lest you should be tempted also. Galatians 6:1*

## **Article I: Definitions**

1. The term “University” means Houston Baptist University.
2. The term “student” includes all persons taking courses at the University,

4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the campus community” includes any person who is a student, faculty member, University official, enlisted volunteer, or any other person employed by the University. A person’s status in a particular situation shall be determined by the Associate Vice President for Student Life.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition or charter.
8. The term “Student Discipline Board” means any person or persons authorized by the Chief Student Discipline Administrator to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rule violation has been committed.
9. The term “Student Discipline Administrator” means a University official authorized by the Associate Vice President for Student Life to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Associate Vice President for Student Life may authorize a Student Discipline Administrator to serve simultaneously as a Student Discipline Administrator and as the sole member or one of the members of the Student Discipline Board. The Associate Vice President for Student Life may authorize the same Student Discipline Administrator to impose sanctions in all cases. Unless otherwise delegated, the Director of Residence Life will serve as the Chief Student Discipline Administrator. A Resident Director may serve as the Student Discipline Administrator in less severe violations involving residents under his or her supervision.
10. The term “Appellate Administrator” means a University official authorized on a case-by-case basis to consider an appeal from a student, either the complainant or the accused. Unless otherwise delegated, the supervisor of the acting Student Discipline Administrator will serve as the Appellate Administrator. The Associate Vice President for Student Life will serve as the Chief Appellate Administrator. The Associate Vice President for Student Life may authorize an Appellate Administrator to serve simultaneously as an Appellate Administrator and the sole member or one of the members of the Appellate Board.
11. The term “Appellate Board” means any committee of persons authorized to consider an appeal from a Student Discipline Board’s determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the Student Discipline Administrator. The Appellate Administrator, the Chairperson for the Student Discipline Appeals Committee, or an alternative designee from the Student Discipline Appeals Committee may serve as the chair of the Appellate Board.

12. The term “Student Discipline Appeals Committee” refers to an appointed committee of faculty, staff, and students available to serve as members of an Appellate Board at the request of the Appellate Administrator. Faculty and staff nominees are affirmed by the Associate Vice President for Student Life and confirmed by the University President. Student members are nominated by a group of nominees in response to the request of the Appellate Administrator.



### **C. Student Appellate Hearing Oversight**

The Associate Vice President for Student Life shall determine the composition of Appellate Boards and determine which Appellate Board or Appellate Administrator shall be authorized to hear each matter. Unless otherwise determined, the Appellate Administrator will be the supervisor of the Student Discipline Administrator.

### **D. Procedural Authority**

The Associate Vice President for Student Life shall develop policies for the administration of the Student Discipline System and guidelines for the implementation of Student Discipline Board Hearings that are consistent with provisions of the process.

### **E. Finalizing a Decision**

Decisions made by a Student Discipline Board and/or Student Discipline Administrator complete the disciplinary process, unless a formal appeal is petitioned. Decisions made by the respective Appellate Administrator shall bring to conclusion the formal student disciplinary system protocol.

## **Article III: Proscribed Student Conduct Code**

### **A. Jurisdiction of the University Student Conduct Code**

The University Student Conduct Code and Community Standards shall apply to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that is deemed to adversely affect the University community and/or the pursuit of its objectives. Each student shall be responsible for his or her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment (and even if his or her conduct is not discovered until after a degree is awarded).

The Student Conduct Code shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Associate Vice President for Student Life shall decide whether the Student Conduct Code shall be applied to conduct occurring off campus, on a case-by-case basis, at his or her discretion.

### **B. Community Standards**

“Community Standards” refer to general guidelines or biblical principles that are represented in University policies and expectations for the conduct of community members. They may be articulated in written or spoken directives or may be implicitly understood as “common sense” or basic to Christian teaching or practice. The following Community Standards are not meant to be an exhaustive list, but rather touch on topics of particular concern, interest, or conflict with contemporary culture.

1. *Integrity and accountability.* Members of the campus community are expected to maintain lives of integrity regarding biblical principles and standards of conduct adopted by the campus community. The University

firmly believes that mature individuals submit themselves to accountability within a community of persons and take responsibility for actions that violate that covenant relationship. Members are equally responsible to bring to bear accountability where there is knowledge that fellow members are violating community standards for conduct and should exercise such action in humility with concern for the offender.

2. *Affirmation of diversity.* The University recognizes the influence that diversity has in shaping the unique contributions of community members. The University is committed to affirming these contributions and creating opportunities for synergistic reasoning and insights. This commitment is based on a belief that community members should be able to maintain their unique distinctiveness while sharing mutual respect and dignity for the experiences and beliefs of others. Consistent with its educational objectives, the University refrains from endorsing or permitting conduct deemed to be in conflict with biblical principles or expressions of non-Christian religious worship or ceremony on University premises or at University-sponsored gatherings.
3. *Sanctity of life.* The University embraces a biblical position which honors the sanctity of life. Consequently, the University cannot support actions which encourage or result in the termination of human life through suicide,



g. Failure to comply with the sanction(s) imposed under the Student Discipline System.

h. Influencing or attempting to influence another person to commit an abuse of the Student Discipline System.

2.0 *Property, Facilities and Grounds.* The following are prohibited:

2.1 *Theft or vandalism.* Attempted or actual theft of and/or damage to, or unauthorized alteration or misuse of, property of the University or property of a member of the University community or other personal or public property, on or off campus.

2.2 *Unauthorized use.* Unauthorized possession, duplication or use of keys to any University premises or property, or unauthorized entry to or use of University premises or property.

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

a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.

b. Unauthorized transfer of a file.

c. Use of another individual's identification and/or password.

d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.

e. Use of computing facilities and resources to view, download, or

3.2 *Breaching security systems.* Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.

3.3 *Misuse or tampering with emergency equipment.* Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to criminal charges.

3.4 *Weapons possession.* Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or potentially causes fear to others.

3.5 *Flammable agents or burning objects.* Use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, or other machine dependent upon combustible fuel for operation. Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or immediately adjacent to buildings.

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

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

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

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

- a. Sexual advances
- b. Requests for sexual favors
- c.

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

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

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

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

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

4.10 *Drugs.* Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Possession of drug paraphernalia is also prohibited.

4.11 *Alcoholic beverages.* Use, possession, manufacturing, or distribution of alcoholic beverages. Facilitating or encouraging the off-campus use or possession of alcoholic beverages by persons less than twenty-one years of age is prohibited.

4.12 *Intoxication or drunkenness.* Under the influence of drugs or alcohol on University premises or at University-sponsored events.

4.13 *Smoking.* Smoking on University premises or at University-sponsored events, including cigarettes, cigars, pipes, and other smoking substitutes.

4.14 *Disorderly conduct.* Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly conduct includes but is not limited to any unauthorized use of electronic or other devices to make an audio, visual, or video record of any person while on University premises without his/her prior knowledge, or without his/her effective consent when such a record is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or rest room.



shall be prepared in writing by the Complainant or interviewing University official and directed to the Student Discipline Administrator. Any charge should be submitted as soon as possible after a violation takes place, but no "statute of limitations" prevents the Student Discipline Administrator from acting when deemed warranted.

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

3. *Notification of charges.* Examine if a5d (of )61(b, )-262895 Tm66(mutual )-260



- e. The Complainant, the Accused Student, and the Student Discipline Board may arrange for witnesses to present pertinent information to the Student Discipline Board. The University will try to arrange the attendance of possible witnesses who are members of the University

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

- g. *Probation*—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- h. *University Housing Suspension*—Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- i. *University Housing Expulsion*—Permanent separation of the student from University Housing.
- j. *Interim Suspension*—Requires that a student immediately leave University premises or a University-sponsored activity when it is fair and reasonable to believe that a student is an immediate threat to the safety of others or himself/herself or to the disruption of University operations. Conditions for return will be specified. (Also see IV.B.2.)
- k. *Suspension*—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions regarding access to University premises, attendance at University-sponsored activities, and subsequent readmission may be specified.
- l. *Dismissal*—Separation of the student from the University with no promise (implied or otherwise) of readmission at a future date. Conditions regarding access to University premises, attendance at U

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

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

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

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

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

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

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

Customary action: Academic term suspension, dismissal, or expulsion.

4. *“Zero Tolerance” for Drugs*. In an attempt to create a conducive environment and influence lifestyle choices by which its community members may be successful in attaining the mission of the institution, the University takes an unequivocally firm stand regarding the possession, distribution, or use of controlled substances or drugs on campus, customarily resulting in a minimum suspension of one full academic year.

The Student Discipline Administrator may be released from the aforementioned mandate where deemed possible if the student has exposed the violation on his or her own with the intention of reconciling himself or herself to the community and submitting to structures of support and accountability.

5. *Disciplinary holds*. The Associate Vice President for Student Life places a “hold” with the Office of the Registrar preventing subsequent enrollment when a student is suspended, dismissed, or expelled from the University. A permanent record of the disciplinary action is noted in the student’s academic record.
6. *Disposition of disciplinary records*.
  - a. Other than student disciplinary suspension, dismissal, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become

part of the student's disciplinary record. Upon graduation, the student's disciplinary record may be expunged of disciplinary actions other than Housing expulsion OR University suspension, dismissal, or expulsion OR revocation or withholding of a degree. All remaining disciplinary records may be expunged from the student's confidential record seven years after graduation or separation from the University.

b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim(s) of another

Administrator. Sanctions imposed by the Student Discipline Administrator are customarily suspended until the appeal process is completed, unless otherwise notified by the Appellate Administrator.

2. *Conditions for appeal.* Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Discipline Board Hearing and supporting documents for one or more of the following purposes:
  - a. To determine whether the Student Discipline Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish a violation of the Student Conduct Code occurred.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Conduct Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Discipline Board Hearing.
3. *Bringing closure to an appeal.* The Appellate Board's opinion and recommendations for subsequent action are submitted to the Appellate Administrator to inform his/her final judgment. If an appeal is upheld by the Appellate Administrator, the matter shall be returned to the original Student Discipline Board and Student Discipline Administrator for re-opening of Student Discipline Board Hearings to allow reconsideration of the original determination and/or sanction(s). In consultation with the Student Discipline Administrator, the Appellate Administrator may elect to institute alternative sanctions that might be perceived as either more lenient or severe. If an appeal is set aside, the matter shall be considered closed and binding upon all involved. The Appellate Administrator will notify the student in writing of the decision.

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

### **A. Authority.**

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

### **B. Review and Revision Time line.**

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

### **C. Disclaimer.**

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

All members of the HBU community are asked to be familiar with the following additional policies. Please refer to the web pages for specifics on each of these.

Sexual Assault Policy - [www.hbu.edu/assaultpolicy](http://www.hbu.edu/assaultpolicy)

Alcohol Policy - [www.hbu.edu/alcoholpolicy](http://www.hbu.edu/alcoholpolicy)

Drug Policy - [www.hbu.edu/drugpolicy](http://www.hbu.edu/drugpolicy)

The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community, and the institution. Changes will be noted in the online version of the handbook available on the student portal at <http://my.hbu.edu>.