



Student Handbook 2014-2015

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 the notice or the application of the laws referenced herein should be referred to the Vice President of Student Life.

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.

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From the President

Dear HBU Husky,

Welcome to Houston Baptist University! We are so pleased to have you as a member of the HBU family. Whether you are a new freshman, a transfer student, or a returning student, we want you to feel at home on our campus as you pursue your studies and participate in some of the many opportunities available through our enriched student life program. With its small classes and warm, friendly atmosphere, HBU is an ideal place for you to build lasting relationships with other students and with members of our faculty and staff, who are dedicated to helping you grow academically, professionally, socially, and spiritually during your college years and beyond.

Again, we welcome you to our family of students, parents, faculty, staff, alumni, and many others proud to be called Huskies! We're so glad you have chosen to join the thriving community of faith and learning at HBU, where we are committed to offering you an excellent education in a Christian environment. We know that HBU is the right choice for you, and we hope that your years here will be the most memorable of your life.

Blessings,

Robert B. Sloan, Jr.
President, Houston Baptist University

HBU Distinctives

The University Mission

The mission of Houston Baptist University is to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, "Jesus Christ is Lord."

-- Unanimously approved by the Board of Trustees
February 24, 2009

Our Values

The Preamble to the University By-Laws as stated below describes the distinctive nature of the institution.

The Houston Baptist University is a Christian liberal arts university dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals.

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

The University Vision:

The Ten Pillars: Faith and Reason in a Great City

HBU will fulfill its responsibility for the renewal of Christian higher education through a vision organized around Ten Pillars. These Ten Pillars are the reflection of envisioning sessions and conversations held with HBU faculty, staff, students, trustees, alumni, and selected members of the community. The ideas and initiatives listed in this vision document all have their roots in those sessions. While the Ten Pillars do not exhaustively list all the suggestions, or all of our plans, they do capture the spirit and direction of our university family's aspirations for HBU.

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

The full text of The Ten Pillars vision document is available at www.hbu.edu/vision.

Undergraduate Traditions

Traditions are a source of pride and enthusiasm to a university community; they provide continuity through the years and combine stability with growth. Much of the excitement of attending a young, changing university is that tomorrow's traditions are being made by us today.

Beanie and Tug-of-War - The beanie is the University's way of welcoming freshmen to the HBU spirit and way of life. Freshmen are to wear their beanies until the exciting Tug-of-War, which occurs the first week of classes. If the freshmen lose the Tug-of-War they continue to wear their beanies for an additional week.

Husky Sign - The Husky sign is made by touching the thumb to the tips of the two middle fingers, making the dog's "head." The outside fingers are extended to represent the ears.

School Colors - Selected by our founders before the first classes began, orange and blue have become symbolic of Houston Baptist University in all phases of campus life.

School Mascot - The mascot of HBU is the mighty Siberian Husky. The name of our current live mascot is Kiza II (shortened from Wakiza, which means Mighty Warrior.)

School Songs

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

**Words and music by
Dr. Robert L. Parker**

Hail the Orange and Blue

In the great state of Texas,
Houston, USA,
Stands our noble Alma Mater,
Christ saying I am the Way.
In our search for knowledge,
Tempered with Thy love,
Seeking our place of service,
With wisdom from above.
Give us courage, strength and faith,
To face a world filled with fear.
Ever onward to the challenge,
Knowing Thou art near.

Chorus

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

**Words by Dr. W.H. Hinton
Music by Dr. Don Looser**

Policies

Campus Policies

Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Educational Rights and Privacy Act (FERPA), HBU cannot release personally identifiable information to any person other than the student, unless written permission is given for the University to do so. Students may give permission for their educational records to be released to designated parties by completing the "FERPA Authorization to Release Education Records" in the Registrar's Office.

In general, no personally identifiable information from a student's education records will be disclosed without written consent from the student. This includes, but is not limited to, grade reports, academic schedule information, and transcripts. Two exceptions may, however, be made: (1) directory information may be released unless the student requests that it be withheld, as explained in the section below; (2) records may be disclosed to parents of students who depend upon them as defined by Internal Revenue Code 1986, Section 152.

HBU has designated the following student information as public or "directory information:" name; local and permanent addresses; telephone numbers; e-mail addresses; date and place of birth; classification; major field(s) of study; classification; dates of attendance; degrees, honors, and awards received; most recent educational institution attended; participation in officially recognized sports and activities; weight and height of athletic team members; and photographs.

At its discretion, the institution may disclose such information for any purpose. Any new or currently enrolled student who does not want his/her directory information disclosed should notify the HBU Registrar in writing by using the FERPA Request to Withhold/Release Directory Information form. Such notification must be received by the end of the first full week of classes for any term to ensure that the student's directory information is not released except to officials with legitimate educational purposes as authorized by FERPA.

The request to withhold directory information will remain in effect as long as the student continues to be enrolled or until the student files a written request with the HBU Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the HBU Registrar during the student's last term of attendance.

HBU assumes that failure on the part of any student to specifically request the withholding of categories of "directory information" indicates individual approval for disclosure.

Poster/Flyer Posting

1. All brochures, flyers and posters must be "poster-approved" through Office of Student Involvement, located on the second floor of M.D. Anderson Student Center.
2. ONLY Student Life staff will be allowed to post flyers. Flyers will be posted in appropriate bulletin board spaces only. For posting, all flyers must be delivered to the Student Involvement Office by Monday afternoon each week.

3. Posters/signs should be in good taste as deemed appropriate by the Student Involvement staff and not include references to alcohol, sexual innuendos, or offensive language of any kind.
4. Posters/signs should have accurate information regarding events (place, date/time), reflecting the same information that is on the University calendar.
5. Student Organizations must post information about events on HuskySync for their event prior to the flyers being posted.
6. Because of limited space, keep the sign/poster to a maximum size of 8 ½" by 11" letter size paper.
7. Banners (maximum size of 4' x 8') may be posted in Hinton and the M.D. Anderson Student Center, hung on the cable along the upstairs railing. All banners must be approved by the Office of Student Involvement before posting.
8. Use of yard signs, display boards and other large scale signage is prohibited except for use by HBU departments and fee-funded organizations.
9. Distributing flyers on car windshields is prohibited. Police should be notified immediately if this rule is broken.
10. Chalking may be done only in open, uncovered areas. (Do not chalk anywhere rain cannot reach.)
11. If these policies are consistently violated, student organizations will lose the privilege to advertise on campus.

Smoke Free Campus

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

Student Publications

Houston Baptist University Media Guidelines

Houston Baptist University, acting through its Board of Trustees and its president, is the official publisher of all student publications, whether in traditional print or web format. All publications, print or web, representing or bearing the name of Houston Baptist University are expected to advance ideals in keeping with the principles of this Christian university, its Preamble, mission, and vision statement. Editors of student publications are expected to ensure that their publications uphold these same standards. In their roles as editors, students are also expected to exercise good taste, high ideals, and fair-mindedness.

Trademark Licensing Program

The University has partnered with Licensing Resource Group (LRG) to implement a trademark and licensing program to help the university protect and strengthen its brand and intellectual identity. LRG represents over 200 colleges, universities, and bowl games across the country, including seven universities in the Southland Conference.

This licensing agreement affects all departments (including athletics), student groups, and individuals who produce and/or purchase any item featuring the Houston Baptist University name or abbreviation, seal, logos or intellectual property.

What kinds of items are subject to the licensing agreement?

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

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

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

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

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

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

Computer Use Policy

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

A. Appropriate Use

IT Systems may be used only for their authorized purposes – that is, to support the research, education, clinical, administrative, and other functions of Houston Baptist University. The particular purposes of any IT System as well as the nature and scope of authorized, incidental personal use may vary according to the duties and responsibilities of the User. Appropriate use restrictions extend to Users connecting to HBU IT Systems with devices not owned by HBU.

B. Authorization

Users are entitled to access only those elements of IT Systems that are consistent with their Specific Authorization. Upon request by a Systems Administrator or other University authority, Users must produce valid University identification.

C. Specific Proscriptions on Use

The following categories of use are inappropriate and prohibited:

1. **Use that impedes, interferes with, impairs, or otherwise causes harm to the activities of others.**

Users must not deny or interfere with or attempt to deny or interfere with service to other users in any way. Knowing or reckless distribution of unwanted mail or other unwanted messages is prohibited. Other behavior that may cause excessive network traffic or computing load is also prohibited.

2. **Use that is inconsistent with HBU's non-profit status.**

The University is a non-profit, tax-exempt organization and, as such, is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters. As a result, commercial use of IT Systems for non-HBU purposes is generally prohibited, except if specifically authorized and permitted under University conflict-of-interest, outside employment, and other related policies. Prohibited commercial use does not include communications and exchange of data that furthers the University's educational, administrative, research, clinical, and other roles, regardless of whether it has an incidental financial or other benefit to an external organization.

3. **Use that suggests University endorsement of any political candidate or ballot initiative.**

Users must refrain from using IT Systems for the purpose of lobbying that connotes University involvement, except for authorized lobbying through or in consultation with the University's Office of the General Counsel.

4. **Harassing or threatening use.** This category includes, for example, display of offensive, sexual material in the workplace, computer labs, or any public computing facilities and repeated unwelcome contacts with another.

5. **Use damaging the integrity of University IT Systems or non-HBU systems.** This category includes, but is not limited to, the following activities:

1. Attempts to defeat system security.
2. Unauthorized access or use. The University recognizes the importance of preserving the privacy of Users and data stored in IT systems. Users must honor this principle by neither seeking to obtain unauthorized access to IT Systems, nor permitting or assisting any others in doing the same. For example, a non-HBU organization or individual may not use non-public IT Systems without specific authorization; Users are prohibited from accessing or attempting to access data on IT Systems that they are not authorized to access; Users must not make or attempt to make any deliberate, unauthorized changes to data on an IT System; and Users must not intercept or attempt to intercept or access data communications not intended for them.
3. Disguised or impersonated use.
4. Distributing computer viruses or malicious code.
5. Unauthorized modification or removal of data or equipment.
6. Use in violation of law. Illegal use of IT Systems – that is, use in violation of civil or criminal law at the federal, state, or local levels – is prohibited. Examples of such uses are: promoting a pyramid scheme; distributing illegal obscenity; receiving, transmitting, or possessing child pornography; infringing copyrights; and making bomb threat

6. **Use in violation of law.** With respect to copyright infringement, Users should be aware that copyright law governs (among other activities) the copying, display, and use of software and other works in digital form (text, sound, images, and other multimedia). The law permits use of copyrighted material without authorization from the copyright holder for some educational

purposes (protecting certain classroom practices and “fair use,” for example), but an educational purpose does not automatically mean that the use is permitted without authorization.

7. Use in violation of University contracts.

All use of IT Systems must be consistent with the University’s contractual obligations, including limitations defined in software and other licensing agreements;

8. Use in violation of University policy

9. Use in violation of external data network policies

D. Personal Account Responsibility

Users are responsible for maintaining the security of their own IT Systems accounts and passwords and may not share passwords. Passwords must conform with published guidelines at [HBU Password Procedures](#). Users are presumed to be responsible for any activity carried out under their IT Systems accounts or posted on their personal web pages.

E. Responsibility for Content

Official University information may be published in a variety of electronic forms. The Certifying Authority under whose auspices the information is published is responsible for the content of the published document.

Users also are able to publish information on IT Systems or over HBU’s networks. Neither HBU nor individual Systems Administrators can screen such privately published material nor can they ensure its accuracy or assume any responsibility for its content. The University will treat any electronic publication provided on or over IT Systems that lacks a Certifying Authority as the private speech of an individual User.

Conditions for University Access

The University places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the University may determine that other considerations outweigh the value of a User’s expectation of privacy and warrant University access to relevant IT Systems without the consent of the User. Those circumstances are discussed below, together with the procedural safeguards established to ensure access is gained only when appropriate.

A. Conditions

In accordance with state and federal law, the University may access all aspects of HBU IT Systems (including devices not owned by HBU but connected to Yale IT Systems) without the consent of the User, in the following circumstances:

1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems; or
2. When required by federal, state, or local law or administrative rules; or
3. When such access to IT Systems is required to carry out essential business functions of the University; or
4. When required to preserve public health and safety; or
5. When there are reasonable grounds to believe that a violation of law or a significant breach of University policy may have taken place and access and inspection or monitoring may produce evidence related to the misconduct; or
6. For Users who were members of the HBU faculty or staff: When the User’s employment at HBU has ended and there is a legitimate business reason to access the User’s IT Systems

B. Process

Consistent with the privacy interests of Users, University access without the consent of the User pursuant to A (1) through (5) will occur only with the approval of the Provost and cognizant Dean (for faculty users), the Vice President Financial Operations and Administration (for staff users), the Dean of HBU College or of one of the graduate or professional schools, as appropriate (for student users), or their respective delegates, except when emergency access is necessary to preserve the integrity of facilities or to preserve public health and safety. The University, through the Systems Administrators, will log all instances of access without consent pursuant to A (1) through (5). Systems Administrators will also log any emergency access within their control for subsequent review by the Provost, Vice President of Financial Operations and Administration, dean, or other appropriate University authority. A User will be notified of University access to relevant IT Systems without consent pursuant to A (1) through (4). Depending on the circumstances, such notification will occur before, during, or after the access, at the University's discretion. In the case of a former staff member, access without consent pursuant to A (6) must be approved by one of the former staff member's supervisors or their successors and no logging or notice is required. In the case of a former faculty member, access without consent pursuant to A (6) must be approved by the department chair or cognizant dean and no logging or notice is required.

C. User access deactivations

In addition to accessing IT Systems, the University, through the appropriate Systems Administrator, may deactivate a User's IT privileges, whether or not the User is suspected of any violation of this Policy, when necessary to preserve the integrity of facilities, user services, or data. The Systems Administrator will attempt to notify the User of any such action.

D. Use of security scanning systems

By attaching privately owned personal computers or other IT resources to the University's network, Users consent to University use of scanning programs for security purposes on those resources while attached to the network.

E. Logs

Most IT systems routinely log user actions in order to facilitate recovery from system malfunctions and for other management purposes. All Systems Administrators are required to establish and post policies and procedures concerning logging of User actions, including the extent of individually-identifiable data collection, data security, and data retention.

Facilities

University facilities are well-maintained and their security given consistent attention in the interest of students, staff, and faculty. Cultural, educational, professional, and athletic events as well as the Bookstore, Library and HBU Dining Services are open to community visitors.

Unless otherwise scheduled for an event, our campus academic buildings are open from 8 a.m. until 10 p.m. and administrative buildings are open from 8 a.m. until 5 p.m. Monday through Friday. Academic buildings are scheduled to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled and scheduled on the University's Master Calendar. Access to University Residence Colleges is limited to residents through a code lock or keycard system. During the times that the University is officially closed, University buildings are locked and only faculty, staff, and students with keys and/or a proper ID are admitted. Clearance to others is granted through the University Police Office.

Use of University Facilities

HBU recognizes a fundamental responsibility to its community and, therefore, when possible, leases its available facilities when not required for use or work by the University. Recognized student organizations may schedule space without cost. Non-university sponsored events may include:

- legally established organizations for presentation of educational, professional, cultural, and musical programs
- conferences, workshops, seminars
- individual recitals, weddings, receptions
- camps, athletic events

HBU complies with all applicable federal and state non-discrimination laws and does not engage in prohibited discrimination on the basis of race, nationality, ethnic origin, gender, age or disability in either employment or the provision of services. All events on campus must be in alignment with the vision, mission, and purpose of the University.

With the exception of classroom assignments facilitated by the Provost, ALL use of campus facilities must be scheduled on the University Master Calendar. If there is any damage to the scheduled facility (conference rooms, classrooms, athletic complexes, buildings, grounds, etc.) during the event, the individual or organization will be held liable for costs incurred by the University to make repairs. The University is not liable for items lost during or in connection with these activities.

For an external group or a student hosting a personal event, the Office of University Events and Conferences provides the following services:

- reservations on the University master calendar for all use of campus space when not in use by academic courses, or University initiatives*
- event planning and consultation
- assistance with arranging services for events
- coordination of event logistics, including:
 - Aramark Services
 - Food service, catering, linens*
 - Custodial
 - Media Services (audio/visual)*
 - Operations (facility set up, equipment rental, summer lodging)*
 - Police support (parking, security coverage)*
 - Information Technology
 - Maintenance (a/c and heating or issues related to repairs)

*Fees are charged for facilities, food service, equipment rentals and set-ups, media service and extra police support.

Scheduling of Facilities and Resources

All facilities and meeting spaces on campus are calendared and scheduled through the Office of University Events and Conferences. Student events must be approved by the Office of Student Life prior to receiving confirmation on the University Calendar. Student events must be requested at least five business days in advance. Student organizations should calendar their meeting space each semester, and all regularly scheduled student organization meetings should be held in classrooms or conference rooms. Special events may be scheduled in one of the custom halls. Attendance at the event cannot exceed venue capacity.

Event requests are to be made at least five working days in advance.

1. Event Request - When planning an event/meeting, you must first calendar the event on the University Master Calendar. To request an event:

- a. Sign in to your HBU Portal (my.hbu.edu).
- b. Click the "Schedule an Event" calendar icon.
- c. Using your organization's full name (for example - Alpha Chi Omega, not AXO) and your name as the customer, fill out all the information in the form to the best of your ability.
- d. Select dates and times at the bottom of the screen, then click the "Create" button above the calendar.
- e. Select the meeting and click the "Assign Rooms" button. Select your rooms and click "OK" at the bottom of the pop up screen.
- f. Select the meeting and click the "Assign Resources" button. **You must select Student Life Approval as a resource.** You may also request equipment (tables, chairs, etc.) and food, but you may NOT request media.
 - o **Media Services** - If you would like to request media for an event, you must have your faculty advisor request the event through the faculty/staff form under your organization's customer contact, requesting the media and the Student Life Approval resource.
 - o **Food Services/Table Linens** - All food service requests (including bake sale requests and linens) can be made in Ad Astra. Note there is a charge per linen requested. ARAMARK Service has exclusivity on campus and must be given first right of refusal for any and all food service at events on campus. For any questions or special requests concerning catering, contact ARAMARK Catering at 281-649-3366 or visit them in their office in the Morris Center, 154. Organizations hosting events without food service approval will be fined \$50.00.
 - o **Equipment** - All equipment must be requested through Ad Astra. You must also fill out a facility set up form and include your event confirmation email stapled to the set up. See below for more information.
- g. Check your information, and then click "Submit" at the top of the screen.
- h. You will receive an email that your request has been submitted, and you should receive an email within two business days notifying you if your event has been approved or declined.

2. Notification of change/cancellations should be made by calling the Office of University Events and Conferences at 281-649-3047 or e-mailing a notice to events@hbu.edu.

3. Facility Set-up Request - This request is made in addition to the calendaring for any event requiring special arrangements/set-up. The facility set-up request form is available on the MY.hbu.edu portal, under "HBU forms" and must be submitted to the Office of Events and Conferences at least five working days prior to the event. Specialized set-up forms have been created for all Morris Center event spaces and the Bradshaw Fitness Center. All other spaces may use the general set-up form. If dance floors are needed, they can be requested through a resources request in the event booking.

**Please attach your event confirmation email to your event set-up form.

Grievances

Copyright Infringement

Introduction

HBU wants to protect you and our information resources. To be compliant with federal regulations, this important notification is distributed to the Campus community. Courts have recently imposed fines against

individuals found guilty of violating copyright laws. The purpose of this policy is to officially notify all students, faculty, and staff, that it is a violation of federal law and HBU policy to share and/or distribute copyrighted materials without the permission of the copyright holder. Violators may be subject to civil and criminal prosecution under federal law, as well as personal sanctions specified in HBU policy. The following are Copyright policies by HBU departments.

Information Technology Services (ITS)

File Sharing

File sharing software (like BitTorrent, BearShare, KaZaA, eMule, µTorrent, etc.) is most commonly used to download music and movies from the Internet. Many do not realize that this software may turn your personal computer into a server, or upload site, even if that was not your intent. Many worms, viruses and other malicious code get transferred during peer-to-peer file transfers, too. Files on your network connected PC may then be illegally shared with every other person connected to the World Wide Web. It is imperative that the file sharing capability of these systems be disabled. If you do not know how to disable this function, please [contact the Help Desk](#). Industry representatives aggressively monitor the Internet to discover incidents of illegal file sharing. When violations are discovered, they contact the network owner and/or the Internet Service Provider and demand that the offending device be disconnected from the network. To protect the user and HBU from further responsibility under federal copyright law or HBU policy, Information Technology Services will disable network access for any machine for which a complaint of copyright infringement has been received.

Scanning

Computer Labs and other administrative areas provide optical scanners to Faculty, Staff and Students. These scanners could be used to copy (using the photocopier method) a book, journal or other printed material. The result is a computer file with the image of the book or journal pages. This file could be printed or read from the computer screen. The principle is the same; to reproduce copyrighted material into an electronic format. This is also a violation of the copyright law if done in excess of the accepted "fair use."

Moody Library

Fair Use and Copyright Law

The Copyright Law provides a set of rules regarding library reproductions. Moody library complies with the law and provides that the copying equipment displays a notice that the making of a copy may be subject to the copyright law.

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. For more information check the resources links below.

HBU Actions

Computer Use Policy

The HBU Computer Use Policy states that “*The University considers violations of the computer use policy to be a disciplinary offense. Violators of the policy shall be dealt with to the fullest extent of the student code of conduct, university policy, or (if applicable) criminal law and prosecution. Intentional attempts to impede, restrict, corrupt or in any other way disrupt the efficient operation of the university computer system(s) shall be construed as a blatant and intentional attempt to breach the integrity and security of the campus computer system, and shall be subject to the fullest extent of disciplinary policy and/or law.*”

Resources

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

Grievances

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

- For academic concerns, refer to the Academic [Grievance Policy](#) managed by the Office of Academic Affairs.
- For concerns related to facility issues (custodial or maintenance), financial services, or food operations contact the Office of the Vice President for Financial Operations.
- For concerns about student involvement, residence life, campus recreation, Spiritual Life, student conduct policies, or other areas in Student Life, contact the Vice President of Student Life at studentlife@hbu.edu.
- To report another student for unacceptable behavior, refer to the Student Code of Conduct and/or contact the [Vice President of Student Life](#) in Brown 289.
- For concerns about non-academic employees contact the supervisor of the employee or the Human Resources Department.
- Students who wish to file a grievance or lodge a complaint but are unable to determine what procedure to follow should write the Vice President of Student Life at studentlife@hbu.edu who will refer action to appropriate personnel.

Noise

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

Search and Seizure

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

Sexual Harassment

What is sexual harassment?

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

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

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

Sexual harassment most often occurs in situations where one person abuses the power he or she has over another person, thereby violating the boundaries and trust implicit in that relationship. However, harassment can also occur between equals (i.e., student to student). Any member of the Houston Baptist University community is a possible victim of sexual harassment, although historically women are most often victimized.

Sexual harassment can involve:

- Professor and professor
- Professor and student
- Supervisor/superior and employee
- Employee and employee
- Student and student
- Other relationships among colleagues, peers, and co-workers

Sexual harassment can take many forms:

- **Verbal harassment** may include innuendo, humor, and jokes about sex or gender-specific traits and implied or blatant verbal threats.
- **Physical harassment** may include offensive contact (patting, pinching, brushing against the body, etc.), blocking movement, attempted or actual fondling or kissing, or any other form of coerced sexual contact. (A separate section on sexual assault follows the harassment information.)
- **Non-verbal harassment** may include insulting whistling, gestures, or leering.

How to deal with a sexual harassment situation:

HBU takes sexual harassment complaints by students, faculty, administration, and staff very seriously. Sexual harassment hurts our whole community when it occurs. In addition to violating the law as well as University policy, it violates the University goal of developing a community where relationships are based on trust and mutual respect.

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 of Student Life](#)

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

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

Reprisals or retaliation towards any person for alleging sexual harassment or for filing a sexual harassment complaint or charge is illegal and a violation of University policy. Any person who retaliates against a complainant will be subject to disciplinary action up to and including, in the case of a student, expulsion, and in the case of an employee, termination of employment. Knowingly making false allegations of sexual harassment or providing evidence with the knowledge that it is false is also a violation of University policy and will subject a person to disciplinary action up to and including expulsion or dismissal. Those persons responsible for investigating and resolving complaints of sexual harassment will make reasonable efforts to protect the privacy of both the complainant and the respondent. All complaints of sexual harassment, investigation documents, and documents relative to the resolution of the complaint will remain confidential. In cases in which it is determined that sexual harassment occurred, the University will take appropriate action with or without concurrence from the complainant.

Sexual Assault

I. Statement of Purpose:

The Houston Baptist University Sexual Assault Policy has been developed to ensure that a consistent procedure and coordination of University and community resources takes place when dealing with victims of sexual assault. The policy intends to meet the medical, legal, confidentiality, safety, and psychological needs of a victim and applies to both resident and off-campus students or visitors to the campus.

The policy also provides for pro-active measures and a structure that will deal with the prevention of sexual assault through educational programming as well as a continuing institutional dialogue to assess services for victims.

II. Definition of Terms:

In dealing with the issue of sexual assault it is often helpful to define terms. The formal definition of rape is adapted from the **Textbook of Emergency Physicians**:

"Rape is the carnal knowledge, to a lesser or greater degree, of a victim without consent and by compulsion, through fear, force or fraud, singly or in combination. Thus there are three elements of rape:

- carnal knowledge,
- nonconsensual coitus, and
- compulsion.

Carnal knowledge can consist of anything from complete coitus to slight penile penetration of female genitalia irrespective of seminal emission. Non-consent must be an integral part of coitus unless the

victim is a minor (under statutory age of consent), intoxicated, drugged, asleep, or mentally incompetent. Finally, there should be compulsion or fear of great harm, threats with real or alleged weapon, or use of threat of brute force. Any use of intimidation invalidates any consent on the victim's part."

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

III. Procedures:

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

Knowledge of Sexual Assault

Self-reported or via University service unit, individual faculty, staff, students and/or Community agencies.

Encourage Immediate Medical Attention to:

- [Rape Crisis Program Hotline - 713-528-7273](#)
- [Memorial Hermann Southwest Hospital Emergency Room - 713-456-5000](#)
- [HBU Student Health](#)
- [HBU Campus Police](#)

Notify Vice President of Student Life, Director of Student Ministries, your Resident Director, University Minister, or Police

Confidentiality insured and safety concerns addressed.

Campus Response/Coordination of Services

Any of the above listed personnel will notify appropriate officers, link students with necessary services and personnel and inform victim of his/her option to report incident to police and/or pursue campus judicial action.

Victim Follow-up

To ensure that needs are being met.

Immediate Medical Attention:

Personnel receiving the sexual assault information will encourage the victim to seek immediate medical attention at Memorial Hermann Southwest Hospital Emergency Room and/or Rape Crises Program. Because of the extent of physical specimens required legally in cases of sexual assault, a complete and timely examination is necessary. If desired University Police will provide transportation to Memorial Hermann Southwest Hospital Emergency Room.

Appropriate Notification:

Since initial information regarding a sexual assault may come forth from a variety of campus and community sources, it is necessary that the Vice President for Student Life, the Director of Student Ministries, or the Resident Director be notified and serve as the administrator charged with coordinating services. Exceptions to this notification process occur when the victim refuses to release information about the incident and/or is protected by the ethical and legal "confidentiality privilege" afforded to the Health Services staff or the University Minister.

The victim will be assured that any referral will be confidential and is intended to help the victim meet his/her needs during this time of crisis. The victim will also be assured that he/she will be in control of decisions regarding formal charges and nothing "automatic" will take place by nature of being referred to

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

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

Campus Response/Coordination of Services:

The appropriate Student Life personnel listed previously, once informed about a sexual assault case, will work with the victim either directly or indirectly (via other University and/or community personnel) to link students with appropriate services. In order to provide a comprehensive approach to the victim's needs the following departments will serve as the "front line" for sexual assault cases. The following is a listing of specific areas of responsibility and assistance they each have and/or can provide for the victim upon request.

- **Health Services** will contact the Memorial Hermann Southwest Hospital or the Rape Crisis Program Hotline for medical evaluation and treatment. The Student Health Clinic will make a referral for AIDS counseling and testing, treatment for positive cultures, supportive treatment for physical ailments resulting from abuse, pregnancy testing, and testing for sexually transmitted diseases as appropriate.
- **The Resident Director or University Minister** will provide referral resources for psychological assessment. If immediate attention is requested by the victim, he/she will be referred to Rape Crisis Program 713-528-7273, otherwise, guidance will be provided the next business day.
- **The University Police** will establish the date, time, and location of the alleged assault. The Police will conduct the preliminary investigation, including collection and verification of all available facts and circumstances and will contact the Houston Police Department based on the victim's wishes. With the victim's consent, the Vice President for Student Life will receive an incident report.
- **The Vice President for Student Life** will explain the campus disciplinary process options available through the Houston Baptist University Student Handbook and/or the formal criminal system. Assistance will be provided to HBU students who have been victims of sexual assault on another college campus including coordination with appropriate authorities at that location. In cases occurring off-campus, the appropriate Student Life personnel listed previously will maintain a liaison with the University Police and the Houston Police Department. Information regarding the University's discipline process and criminal system is also available to the alleged perpetrator (assuming they have student status).

Victim Follow-Up:

Shortly after initial contacts are made with the University personnel outlined in this document, the Vice President for Student Life or his/her designee will initiate a follow-up inquiry directly with the student or indirectly (if the student is still working with one of the services) to ascertain if the student has received or is receiving appropriate psychological, medical or general support attention.

IV. Assessment/Prevention:

As needed, the Vice President for Student Life will convene a meeting of appropriate personnel to discuss sexual assaults and related campus violence incidents. The goals of this group would be:

- To evaluate procedures regarding cases of sexual assault and insure that victims' needs are being met through proper institutional responses and delivery of services.
- To gather information on the frequency and nature of sexual assault cases/incidents on campus. The goal of gathering this information would be the assessment of the campus environment and the development of prevention efforts.
- To develop and coordinate educational programming efforts for a campus-wide approach to the prevention of sexual assault. Ongoing programs are encouraged and available to students throughout the year through the University Police, Student Health Office, Student Involvement Office, Residence Life Office, and Student Life Offices.

V. Houston Baptist University Enforcement

Specific disciplinary policies and procedures are outlined in the Code of Conduct section of "The Student Handbook." Houston Baptist University sanctions will be issued by the Vice President for Student Life. These sanctions, which also may be combined, include (1) expulsion from the University; (2) suspension from the University; (3) eviction from the Residence Colleges; (4) required evaluation/counseling; (5) disciplinary probation; (6) educational projects. In compliance with the Sexual Assault Victims Bill of Rights (July 23, 1992), both the accuser and the accused are entitled to be informed of the outcome of the hearing(s).

VI. Information on Registered Sex Offenders

Information regarding registered sex offenders provided by the State of Texas may be obtained directly from the State of Texas Department of Public Safety registered sex offenders website at <http://records.txdps.state.tx.us/>

Health

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,
- c. and 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:

- a. Admissions.** No otherwise qualified individual will, solely by reason of his or her HIV/AIDS status, be denied admission to the University.
- b. 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.
- c. Access to University Housing and Facilities.** Students with HIV/AIDS will have access to University housing and facilities. Restrictions will only be imposed on the basis of medical recommendations.

Alcohol Policy

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

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

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

Lighted beer signs or posters promoting the use of alcoholic beverages will not be permitted on campus. Any student who returns to campus while intoxicated shall be subject to full disciplinary action as outlined in *The Student Handbook*.

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

Health Risks

No printed lists or warning signs can replace talking with a professional in determining whether you or someone you care about has an alcohol problem. Such lists or warning signs can give you a sense of whether you should check out the possibility more thoroughly. The following are symptoms to watch for with respect to alcohol:

- Preoccupation with alcohol
- Increased tolerance of alcohol
- Physical deterioration
- Black-outs
- Morning tremors
- Large amounts of money spent on alcohol
- Consequences (suffering physical, social, occupational, and/or legal problems) as result of alcohol use

Alcoholic Beverage Laws for Minors

(reference: https://www.tabc.state.tx.us/laws/underage_drinking_laws.asp)

Purchase, Attempt to Purchase, Possession, Consumption, Misrepresentation of Age, Public Intoxication by Minor:

- Class C misdemeanor: \$0-\$500, Alcohol awareness course, 8-40 hours community service, 30-180 days driver's license suspension or denial.
- If minor is seventeen years of age or older and the violation is the third offense, the offense is punishable by a fine of \$250-\$2000, confinement in jail for up to 180 days or both, as well as automatic driver's license suspension.
- A minor with previous alcohol-related convictions will have his or her driver's license suspended for one year if the minor does not attend alcohol awareness training that has been required by the judge.

Penalties for Providing Alcohol to a Minor:

- Class A misdemeanor: Fine up to \$4,000, confinement in jail for up to a year, or both, driver's license automatically suspended for 180 days upon conviction.
- Persons 21 or older (other than parent or guardian) can be held liable for damages caused by intoxication of a minor under 18 if the adult knowingly provided alcoholic beverages to a minor or knowingly allowed the minor to be served or provided alcoholic beverages on the premises owned or leased by the adult.
- Sale to a minor: Class A misdemeanor: Fine up to \$4,000, confinement up to a year in jail, or both.

Zero Tolerance

In Texas it is illegal for a person under 21 to operate a motor vehicle in a public place while having ANY detectable amount of alcohol in their system. On September 1, 2009, this law was expanded to include watercraft in addition to motor vehicles. The following penalties shall be imposed:

- **First Offense:** Class C misdemeanor: Fine up to \$500, attendance at an alcohol awareness class, 20-40 hours mandatory community service, 60 days driver's license suspension, 30 days ineligible for occupational license.
- **Second Offense:** Class C misdemeanor: Fine up to \$500, attendance at an alcohol awareness class at the judge's discretion, 40-60 hours of mandatory community service, 120 days driver's license suspension, 90 days ineligible for occupational license.
- **Third Offense (Under 17):** Not eligible for deferred adjudication, 180 days driver's license suspension, Ineligible for occupational license during entire suspension period.
- **Third Offense (17 or Older):** Class B misdemeanor: \$500-\$2000 and/or Confinement in jail up to 180 days, 180 days driver's license suspension, Ineligible for occupational license.

Alcohol Counseling

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

- **Alcoholics Anonymous**
- **Memorial Hermann Southwest Hospital**
7600 Beechnut Street and SW Frwy, Houston, Texas 77074
Monday, 8:00 p.m.; Wednesday, 8:00 p.m.; Friday, 8:00 p.m.
- **West Oaks Hospital**
6550 Hornwood, Houston, Texas 77074
Sunday, 8:00 p.m.; Monday, 8:00 p.m.
- **College Park Baptist Church**
7887 Beechnut Street, Houston, Texas 77074
Thursday, 8:00 p.m.

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

Drug Policy

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

Students who violate this policy are subject to disciplinary action by the University and/or criminal prosecution under State and Federal law.

Sale - When, in the opinion of the Vice President for Student Life/Director of Residential Life, there is sufficient and credible information that a student is or has been trafficking in controlled drugs, the student will be asked to withdraw from the University. A student who chooses not to withdraw will be temporarily suspended by the Vice President for Student Life/Director of Residential Life (further action as described in the Student Handbook).

Use - Students are urged to seek help for themselves or on the behalf of others in any matter of drug use; if, in the judgment of the Vice President for Student Life/Director of Residential Life, the welfare of the HBU campus community requires that the student receive help either on or off campus, he or she may be required to do so as a disciplinary sanction at his or her expense. (See below).

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

The Law

Possession, manufacture, sale, and distribution of controlled substances are illegal under both state and federal law. Giving marijuana or other drugs free of charge to friends has been interpreted in some court cases to be the same as sale or distribution. There are generally more severe sanctions given for repeat offenders. Possession of drugs in large amounts may be viewed by the courts as possession with the intent to sell.

Sanctions

A drug offense under Texas or Federal Law can be a misdemeanor or a felony depending on the charge and the amount of drugs involved. In either case, a criminal record will very likely hamper a person's chances of gaining admission to another school or securing future employment.

Court imposed penalties for a first offense for possession, distribution, or use of drugs depend upon the circumstances of the case.

Texas has some of the harshest penalties for drug possession. Possession of marijuana may be classified as light as a "Class B" misdemeanor, carrying a sentence of up to 180 days in jail and/or a

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

As for drugs in other classes, the penalty for possession is at the very least a "Class B" misdemeanor, or a "Class A" misdemeanor, which carries a penalty of up to one year in county jail and/or a fine of no more than \$4,000, depending on the type of drug at issue. Depending on the amount of the illicit drug in the defendant's possession, the penalty can range from a third degree felony all the way up to a first degree felony. The highest penalty given in Texas for drug possession is life or 99 years in prison and/or a fine of up to \$250,000.

HBU sanctions will be issued by the appropriate Disciplinary Body. These sanctions, which also may be combined, include: (1) expulsion from the University; (2) suspension from the University; (3) eviction from Residence Colleges; (4) required evaluation/counseling; (5) disciplinary Probation; (6) fines \$50 to \$250; and (7) educational projects.

Federal Government guidelines state that anyone receiving Federal Financial Aid (Pell Grants) who is convicted of violating established Federal or State controlled substance laws may lose his or her financial aid.

Health Risks

A. Cocaine and Crack:

Cocaine (especially in "crack form") is one of the most addictive drugs. Crack addiction can become apparent within a matter of weeks. Some crack users have reported becoming addicted after their first use. Cocaine can be extremely harmful to the hearing and can cause death. It also has been linked to birth defects. A person coming down from a cocaine high often experiences feelings of paranoia, irritability and extreme depression. To compensate for these feelings, the user will often drink large amounts of alcohol.

B. Hallucinogens:

- With LSD, there is the risk of flashbacks or repeat experiences of the LSD trip without taking the drug. Effects on the user's body can include high blood pressure, faster heartbeat, weakness, vomiting, trembling, hyper-ventilation, and slowing down of motor functions. A "bad trip" on hallucinogens (LSD) can consist of loss of boundaries, paranoid feelings, extreme anxiety, panic, and in extreme cases, a psychotic reaction.
- Psilocybin (Mushrooms). There are a number of plants which have LSD-like effects which come under this category. These plants are generally dried and then eaten. Mescaline, also considered a "mushroom," comes from the top of the peyote cactus.

Psilocybin can cause dizziness, light headedness, upset stomach, vomiting, shivering, facial flushing, sweating and fatigue. With mescaline, nausea and vomiting usually occur; large doses may produce low blood pressure, cardiac depression, shallowness of breath, and headache.

C. Marijuana (Cannabis):

Marijuana impairs the user's ability to perform motor tasks such as driving a car. It impairs short-term memory and logical thinking and has also been linked to birth defects. Large doses can lead to symptoms similar to those of hallucinogens. The user may experience confusion, restlessness, hallucinations, paranoia, anxiety, or psychotic episodes. Heavy users may experience problems with sequencing ability in the brain and loss of time sense, depth perception, memory storage, and recall. Long-term use has been associated with low sperm count in males and irregularities in menstruation and ovulation in females.

D. Amphetamines (Stimulants):

Amphetamines can cause increased alertness, euphoria, increased blood pressure, and insomnia. In cases of overdose, agitation, increase of body temperature, hallucinations, convulsions, and in some cases death may occur. A person experiencing withdrawal or "coming down" will likely be apathetic, irritable, depressed, and disoriented. Long periods of sleep are also part of amphetamine withdrawal.

E. Narcotics:

Some of the more common narcotics include opium, morphine, heroin, and methadone. Narcotics may cause euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. In cases of overdose, the person may experience slow and shallow breathing, clammy skin, coma, and possibly death. Someone experiencing withdrawal or "coming down" may demonstrate watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.

F. Depressants:

Depressants include chloral hydrate, barbiturates, benzoate, zephines, and equanil. Depressants may cause slurred speech, disorientation, and/or drunken behavior without odor of alcohol. In cases of overdose, a person may experience shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possibly death. Someone experiencing withdrawal or "coming down" may demonstrate anxiety, insomnia, tremors, delirium, insomnia, tremors, delirium, convulsions, and possibly death.

Drug Counseling

If students of HBU feel they may have a drug problem, they are encouraged to contact [Student Health Services](#). The Nurse will be able to provide confidential information and testing, or assist in making a referral to a local agency or treatment facility.

Drug Free Campus. The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101226) required our institution to sign a certification to the United States Department of Education by October 1, 1990, whereby we adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or other mind-altering substance (as defined in the Texas Controlled Substances Act and the Texas Dangerous Drug Act) is prohibited by the University. A student who violates this prohibition will be subject to disciplinary action by the University.

Health Records

Please refer to the HBU web site [Health Services](#) for current information on immunization and health record requirements. Students requesting a copy of meningitis vaccine records should contact the [Office of the Registrar](#).

Student health records for any on-campus Health Clinic visits may be obtained by contacting the Neighborhood Health Center at 713-456-4280.

Student Organizations

The following policies apply to HBU student organizations. Other policies and procedures affecting student organizations may be covered through the Office of Student Involvement. For questions

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

Events

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

1. If a student organization event meets any of the following criteria, an officer of the group must meet with an advisor within the Department of Student Involvement prior to reserving space.
 - the event has a target audience from off campus
 - the event will be outdoors
 - the event is a dance
 - the event will have over 60 people
2. No events may be scheduled on a Sunday before 1:00 p.m. Events on Friday and Saturday evening must end by 1:00 a.m. the following morning. Any event held Sunday through Thursday must end at midnight.
3. The University will determine the nature and extent of security required for each event scheduled on campus by a student organization. The sponsoring organization shall pay for the cost of security required. The number of police needed will be based on the size of the facility and the number of people expected. The guideline to be used will be one officer for every 100 people or potential audience members.

Dances may be sponsored by registered student organizations or University departments and may be attended by currently enrolled HBU students and guests of the HBU student attending the dance. HBU identification cards will be required of all currently-enrolled HBU students. Guests must show picture identification. Identification will be required of all attendees.
4. No alcohol is allowed at HBU events held on or off campus.
5. All participants will conduct themselves in a manner consistent with the Christian and educational mission and purpose of the University. Examples include but are not limited to:
 - Attire must be modest and not sensual in any way.
 - All dancing (individual, couples, group/line, etc.) shall be in good taste and should not be sexually suggestive, profane, or in any other way inappropriate.
 - Language must be appropriate. No foul language or profanity will be acceptable at events.
6. The student leaders of the organization must be present for the duration of the event. In some cases the organization's faculty/staff advisor may also be required to attend the event (to be determined in meeting for events described in agreement with the Office of Student Involvement).
7. The sponsoring student organization will be held responsible for the conduct of all attendees.
8. Members of the organization will be responsible for cleaning the facility at the close of the event.
9. Failure of the organization to comply with pertinent University requirements, rules, and regulations, including those involving security and financial obligations related to the event, may result in the forfeiture of the privilege of scheduling events on campus.
10. Students and/or their guests will be asked to leave for non-compliance of HBU policies and standards. Students' actions may also be addressed via the University disciplinary process.
11. HBU Police has authority for enforcing HBU policies, local, state and national law as appropriate. Violators and uncooperative attendees are subject to arrest. Appropriate reports may be filed with the criminal courts system and the University.

Hazing

Hazing refers to any intentional, knowing, or reckless act by one or more persons that occurs on or off campus, and is directed against a student for the purpose of joining, being initiated into, or maintaining full status in a group. Such acts include, but are not limited to, the following: any type of physical brutality, such as, beating, striking, branding, sleep deprivation, exposure to the elements, calisthenics, any activity involving the consumption of a food, liquid, alcoholic beverage, drug, or other substance or any other activity that subjects the student to unreasonable risk or harm or that adversely affects the mental or physical health or safety of the student or any activity that intimidates or threatens the student or that subjects them to extreme mental stress, shame, or humiliation. Consent to hazing is not a defense against hazing. Hazing is a violation of both HBU policy and Texas State Law and may subject a violator to both criminal prosecution (punishable by fines and/or jail time) and HBU disciplinary action.

Travel

Questions on liability related to field trips should be directed to the Director of Student Involvement in the Student Involvement Office. All organizations taking any off-campus trip should calendar the event AND complete a "Field Trip Form" providing the following:

1. List of students attending event
2. Emergency contact information
3. Location/phone number of where the group is staying

Forms are available for submission online at <https://orgsync.com/36574/forms/33612>.

University Vehicles – Scheduling

University-owned vehicles are available on a first-come, first-served basis provided the request for use has been made in a timely manner and in accordance with the guidelines established by Campus Police and Parking Services. 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 Campus Police. 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 Vice President of Student Life or Director of Parking and Police Services.

1. 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 Police dispatch.
2. The request must include date(s) of travel, type of vehicle requested, approved driver(s), and destination.
3. When you receive your confirmation email, download and submit a "Travel Log" to the dispatch 24 hours before your departure.
4. All drivers must be at least 21 years of age to drive a vehicle, whether HBU owned or rented.
5. A reservation may be made when the following criteria are met:
 - a. A copy of the individual driver's license and H number is on file in Police dispatch.

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

Student Organizations Relationship Statement

Section 1. Purpose Statement

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

Section 2. Definitions

1. *Fee-Funded Student Organization:* A student organization created by a University department or division to support the on-going interests of the University community and is considered to be critical to the mission and culture of the University and routinely presents events for the University and surrounding community. A fee-funded student organization has an advisor that is paid by the University to specifically advise the organization. Other privileges may be granted to a fee-funded student organization by the sponsoring University department or division, which may or may not be extended to other student organizations.
2. *Honors Groups:* Organizations requiring individuals to meet a certain set of criteria for membership. Though these groups operate under the Student Involvement umbrella, they are also under the primary supervision of specific departments or faculty members.
3. *Student Organization Leader:* The University reserves the right to hold student organizations accountable to reasonable standards of academic performance of the group, its student organization leaders, and its members. A person meeting all of the following criteria shall be officially recognized as a student organization leader:
 - An undergraduate or graduate student enrolled in at least one course at the University; the student need not be enrolled during the summer semester.
 - A member in good standing of a student organization currently registered with the University.
 - A student whose name appears in a student organization's registration materials as an officer or authorized representative.
 - A student who is in good scholastic and disciplinary status with the University at the time of selection and during the term of the position.
 - The student must relinquish the position should he / she fail to maintain the above requirements.
4. *Faculty/Staff Advisor:* A person meeting all of the following criteria can be officially recognized as a Faculty/Staff Advisor:
 - Must work for the university at least part -time (20 hours).
 - Must not advise more than 2 student organizations unless it is otherwise stated in his/ her job description.

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

Section 3. Process for University Recognition for New Organizations

Registered status will be considered for any student organization that meets the following criteria:

1. Membership is limited to HBU students, or combination of students, faculty, and/or staff.
2. The petitioning group's purpose, actions, or activities do not conflict with the Christian or educational missions of the University; in particular, they do not conflict with the Preamble or the University's bylaws.
3. The petitioning group can meet three (3) times to create a constitution & bylaws & to secure a faculty/staff advisor.
4. Submit initial request including constitution, bylaws, preliminary roster (at least five HBU students), purpose of organization and faculty/staff advisor contact information to the Director of Student Involvement via HuskySync. The Department Chair and Dean must submit approval for academic groups to the Director of Student Involvement. Religious groups must also submit a Statement of Doctrine for consideration.
5. Paperwork will be forwarded to the Student Government Association (SGA) for comment.
6. SGA will forward comments and paperwork back to the Director of Student Involvement for review with the Vice President of Student Life.
7. The Office of Student Involvement will notify in writing the petitioning group of the final decision. Notifications will be done via HuskySync (OrgSync).
8. If the group is granted recognition, the three (3) highest ranking officers must attend an Organization Training and Risk Management Training.
9. General Social Greek Organizations: The HBU Expansion Policies for Social Greek Organizations may be obtained through the Office of Student Involvement.

Section 4. Appeal process for New Student Organizations Denied Recognition

In the event that the request for recognition is denied the following steps can be followed:

1. Notify in writing the Vice President of Student Life of the intent to appeal and resubmit the initial Recognition packet.
2. The Vice President of Student Life will meet with representatives from the group along with their faculty/staff advisor.
3. After consulting with members of the President's Executive Council, the Vice President of Student Life will render a final decision.

The Vice President of Student Life is the final appellate review.

Section 5. Privileges of Recognition

Privileges extended to student organizations in good standing with the University and currently registered with the Office of Student Involvement include the following:

1. **Recruitment:** Student organizations may conduct activities on campus to recruit new HBU students in accordance with University policies and procedures regarding the use of campus facilities and solicitation.
2. **Publicity and Promotion:** Student organizations have access to the Student Life e-newsletter, HuskySync (OrgSync), and may utilize all posting areas on campus in accordance with the posting policies.

3. **Fundraising:** Student organizations may raise funds on and off campus. If raising funds on campus, the activity must comply with all posting and solicitation policies.
4. **Use of Campus Facilities:** Student organizations may use University facilities for meetings, functions, programs, and other activities provided that the organization completes the appropriate facility reservation process and the activities do not intrude upon or interfere with the academic programs and administrative processes of the University. Failure to comply with facility use guidelines may restrict an organization from the use of such facilities.
5. **Use of the On-Campus Account System:** Student organizations may establish an on-campus account to procure University services, to purchase items and services from off-campus businesses and individuals, and to reimburse individuals for organization-related expenses. Improper use of the on-campus account may result in the loss of the account and the use of services requiring payment via the account. No student organization may use University services, facilities, and equipment while it owes a monetary debt to the University and the debt is considered delinquent.
6. **Participation in University-sponsored Events:** Student organizations are eligible to participate in all University-sponsored programs and activities involving student organizations (e.g., Organization Fair, Husky Fest, and Homecoming). Student organizations must comply with the sign-up procedures and rules established for the event or face exclusion from such events.
7. **Use of Student Involvement Services:** Student organizations are eligible for all services provided by the Office of Student Involvement.
8. A student organization may state that its membership is composed of HBU students, or a combination of students, faculty, and / or staff, but it shall not suggest or imply that it is acting with the authority or as an agency of the University. Student organizations are not official entities of the University and may not represent themselves as such.
9. Student organizations cannot use the words "Houston Baptist University" or "HBU" as part of the name of the organization, and it cannot display the seal or logo as part of any letterhead, sign, banner, pamphlet, or other printed material that bears the name of the organization.
10. Student organizations may indicate existence at the University by adding the phrase "at Houston Baptist University (or HBU)."
11. Fee-funded student organizations may incorporate the name, seal and logo of the University in accordance with University communication, policies and guidelines established by the sponsoring University department or division.
12. Other privileges may be granted to Fee-funded student organizations by the sponsoring University department or division that may or may not be extended to other student organizations.

Section 6. Responsibilities of Recognition

1. It is the student organization's responsibility to provide names and contact information about the Officers, members, and advisors of the organization to the Office of Student Involvement by maintaining an updated HuskySync profile.
2. Student organizations must attend all organization trainings and risk management trainings scheduled by the Office of Student Involvement.
3. It shall be conclusively presumed that the authorized officers/representatives whose names are most currently on-file with the Office of Student Involvement are authorized to represent the organization in its relationship with the University.
4. Student organizations must keep an updated organizational constitution on file with the Office of Student Involvement at all times. Constitutions are submitted via HuskySync. Constitutions

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

1. The date of creation and revision [required]
 2. The official name of the organization [required]
 3. A detailed declaration of purpose of the organization [required]
 4. Criteria for selecting membership [required]
 5. Establishment of authority structure, including:
 - Officer/representative positions, duties, and authority [required]
 - Description of officer/representative eligibility, including academic requirements meeting or exceeding those stated in Section 6 of this document [required]
 - Procedure for selection and removal of an officer/ representatives [required]
 6. Procedures for decision-making (i.e., voting) in the control of organizational activities and finances, including a definition of quorum [required]
 7. Provision for disbursement of organization assets should the organization become defunct [required]
 8. Description of standing (permanent) and ad hoc (temporary) committees, including a list of responsibilities [recommended]
 9. Description of the amendment process [recommended]
 10. Provision for the selection and removal of faculty / staff advisor [recommended]
5. Fee-funded student organizations are subject to all laws, rules, regulations, and policies that govern the sponsoring University department or division.
 6. The University reserves the right to hold student organizations accountable to reasonable standards of academic performance of the group, its student organization leaders, and its members. A student officially recognized as a student organization leader must meet the following academic requirements to receive and maintain such status:
 - Be in good scholastic and disciplinary status with the University at the time of selection and during the term of position.
 - The student must relinquish the position should he/she fail to maintain the above requirements.
 7. If at any time the roster for a student organization has less than ten members, the organization president and advisor should meet with the Office of Student Involvement to develop a recruitment plan. All organizations should have more than five members.

Section 7. Additional Social Responsibilities of Social Greek Organizations

1. The Office of Student Involvement may impose additional requirements upon general social Greek organizations.
2. Social Greek organizations must provide the name, address, and phone numbers of the alumni/recruitment/graduate advisor(s).
3. General social Greek organizations are subject to regulations from the University, their (inter) national offices, umbrella organizations and their governance councils. All general social organizations must abide by all regulations to which they are subject.
4. All new members are required to meet with the Office of Student Involvement within two weeks of receiving their invitation to membership.
5. Social Greek organizations are expected to maintain GPAs above 2.5.
 - If at any time an organization falls below that standard, the organization will be placed on academic monitoring for the following semester. During academic monitoring, the organization must develop and implement a chapter academic

enhancement program in conjunction with, and approved by, the Director of Student Involvement prior to the end of the second week of the probationary semester and meet monthly with the Director of Student Involvement to discuss the implementation and progress of the plan.

- If the organization meets the 2.5 standard for the following semester, the organization will no longer be on academic monitoring. Failure to meet the above requirements during the monitoring semester will mean that the organization will not be allowed to host any social events for the following semester and a new academic enhancement program will be developed.

Section 8. Student Organization Discipline

1. The University encourages and expects its students to act responsibly at all times, whether on or off campus. As a minimum, students are expected to comply with all local, state and federal laws, and to engage in conduct which reflects a positive image of the University as a Christian institution of higher education.
2. Student organizations are accountable for the conduct of their members wherever individual actions are abetted by the organization. "Abetting" may be defined as, but not limited to, organizational sponsorship, sanctioning or condoning of the event or activity. Any student organization is subject to disciplinary action or revocation of recognition as a student organization for violation of a rule or regulation of the University.
3. Currently registered student organizations may not co-sponsor any event, program, socialize or solicit with a suspended or unrecognized organization or any of its affiliates (alumni). Groups who choose to participate will be held to the judicial process.
4. Independent of sanctions imposed by national governing bodies, student conduct boards, and/or other legal entities, the University may impose sanctions on organizations which engage in misconduct. Individual student conduct is governed by the Code of Conduct found in the Student Handbook and will be handled separately, although individual conduct may also be associated with group misconduct when viewed in relation to the total facts in each separate case.

Residence Life

Purpose Statement

Living on campus is a significant part of the overall college experience and educational process. 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. Residential students learn independent responsibility while living among friends and peers. As stated in the HBU Vision document, www.hbu.edu/tenpillars:

Pillar Four: Establish a Residential Society of Learning...

You shall love the Lord your God with all your heart and with all your soul and with all your mind.

Matthew 22:37 (NASB) *If you look at the architecture of the most venerable European foundations, you see that they were designed for communal practices, a shared life—refectories for common meals, residences, libraries, and lecture halls sharing the quad. A college was a communion and a community, a society of learners.* **Darryl Tippens, [i] Pepperdine University**

When students live together in addition to taking courses together, the learning extends beyond the classroom into the rest of the campus. Professors teach the students, but students also teach each other by sharing their own understanding of what they learned during a lecture or a debate between classmates. The students have the capacity to spur each other on to deeper thought about the material they study in common. In this way, the work of teaching and learning integrates itself into the lives of the students. They stay in the place where learning occurs and are constantly inspired to think about what they are studying. The same dynamics apply to their spiritual formation. Living together in a community that consciously seeks to follow Christ as a model helps students take their faith seriously. The campus becomes infused with a combination of scholarship, friendship, and Christian fellowship. Students live and study on the same ground. That unique combination is what inspires alumni of many universities to develop powerful bonds to their institutions. Their colleges and their related communities of learning and residence become woven into the tapestries of their lives. They are excited to return and to send their children to the same place to have the same experience.

Living Areas

Students live in the following living areas:

Freshman Village (FV) - Freshmen

Hodo Residence College (HRC) - Sophomores, Juniors, and Seniors

Husky Village Apartments (HV) - Juniors and Seniors

Residence Life Staff

The Residence Life staff is committed to providing an atmosphere of learning and growth that will facilitate a holistic experience in the context of university community. Residence Life professional staff, Resident Directors (RD) and Resident Assistants (RA) work together in developing a community conducive to student growth -- spiritually, academically, physically and socially.

Residence Life Expectations

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

- 21 years of age or older prior to September 1
- Completed 64 credits prior to the beginning of Fall Semester
- Married

- Graduate student
- Part-time student
- Living at home with parents/guardians in the Houston area (more than 50 miles away from campus)

Any student who does not meet these criteria and desires to live off campus must appeal to do so. The appeal form is available in the HBU Residence Life Office or e-mail reslife@hbu.edu.

Services

Housing Accommodations - Students requiring accommodations for disabilities related to Residence Life should contact the Disability Services Coordinator at 504@hbu.edu, and he/she will coordinate with appropriate HBU staff to arrange the accommodations for Residence Life. Visit the accommodations webpage, www.hbu.edu/504, for more details.

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

Lockouts - If a resident becomes locked out of his or her room or apartment, he or she may get help from their building's office for assistance (during office hours). After hours, students may call the Resident Assistant on-call cell phone for assistance. Excessive lock-outs may result in a fine.

Mail - Resident mail is received at the office in each residential area. Husky Village and HRC residents receive mail at their individual mail boxes (packages may be delivered to the Residence Life office). The resident will be able to pick up mail during regular office hours. Mail that is not picked up within 7 days will be returned to sender.

Residence Life Help Desks - Each Residence College has a help desk in the lobby to serve the residents. The Residence College Help Desks are open daily from 10:00 a.m. to 12:00 a.m. (hours are subject to change). On-call phone numbers are also posted in each living area for after-hours emergencies.

Residence Life Office Hours - Regular office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Office hours may vary during the course of the year due to holidays or variations in the University calendar. When the office is not open, students may call the Resident Assistant's on-call cell phone for after-hours help and HBU Police for emergencies.

Repairs - Maintenance requests should be reported to the Resident Assistant or the office located in each living area.

Pool and 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 exhibit appropriate public behavior at all times.

Safety - 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. They are responsible for maintaining safety on campus. Residents and their guests are expected to fully cooperate with all HBU police officers.

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

Access to Campus - An access code is provided for access to the Husky Village gate. Access codes are given to residents only. Call boxes are used for access to other HBU gates after hours. Gate call boxes communicate with HBU dispatch.

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

Residence College Security - An access code and/or card is given to residents for after-hours access. For the safety of the community the code and/or card 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 allowing others to use the access card.

Procedures

Residence Life Agreement - In order to reside on campus, students must agree to the Residence Life Agreement as part of the housing application. A Housing Contract also must be signed prior to move-in.

Meal Plan - A meal plan is required of all residential 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 Residence Life Office. Meal plan changes are only allowed during the first two weeks of each term.

Residence Life Appeal Process - Approved appeals are rare since the policies and procedures that govern Residence Life must be consistent for all residents. Resident may appeal the Residence Life Agreement by submitting a written appeal form. Students may contact Residence Life for more information. The student is responsible for the full terms of the Residence Life Agreement during the appeal process.

Housing Assignment - All students will receive a notice via e-mail to their University account confirming their move-in date and roommate assignment.

Keys - Each resident is provided keys to access his/her room upon checking in.

- Lost keys should be reported to the RA or Residence Life Office immediately.
- A replacement charge of \$50 will be assessed for each lost key.
- Duplication of keys is prohibited. If a duplicate key is found, the student may be fined for the replacement of the keys and lock and be subject to further disciplinary action.
- It is strongly recommended that rooms are kept locked when not occupied.

Room Consolidation – During the first three weeks of each term, students residing in a room without a roommate may be required to consolidate rooms. Residents in the Husky Village Apartments may also be required to relocate during the consolidation period.

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.
- Residents may fill out a room assignment change form obtained from the Residence Life Office.
- A resident moving without receiving approval may be sanctioned and required to pay a fine.

Residence College Holidays and Semester Breaks - The Residence College will close at 5:00 p.m. the last day of classes for vacations, semester breaks, and the last day of final examinations at the end of each term. Residence Colleges will open at 1:00 p.m. the day before classes begin each term and following all vacation periods. If a resident needs housing between semesters or during breaks, they must submit an appeal in writing, at least two weeks in advance, to the Residence Life Office, stating the exact dates they want to stay and why. Break appeals will be granted only in special circumstances as determined by HBU Residence Life. Break appeals must be approved or the resident will be required to move out during the break. HBU assumes no responsibility for housing and meals for students when the Residence Colleges are closed. **There are no appeals for the summer break. Housing is not available between the end of Spring term and start of Summer terms.**

Right of Entry - Residence Life Staff reserves the right to enter and inspect living areas, including the bathroom. Some of the reasons for inspection include, but are not limited to:

- University policy is suspected of being violated;
- an occupant of the room is believed to be physically or emotionally in danger;
- maintenance or repair work is necessary or requested;
- health or safety hazards are suspected;
- local, state or federal law is suspected of being violated;
- a cleanliness inspection is deemed necessary.

The staff member will knock and identify him/herself before entering.

Move-In

- Residents of each room are responsible upon move-in to complete the Room Condition Form. Rooms will be considered in good condition if the resident does not complete and/or submit the Room Condition Form.
- Students are responsible for the appearance and care of their room.
- 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.

Move-Out

- Before checking out, the room and common areas must be in "Model Ready Condition"; all furniture and University property must be arranged properly and the room and common areas must be cleaned.
- When a student is moving out, it is his or her responsibility to set up a time with his/her Resident Assistant to check out. A walk-through must be scheduled with Residence Life staff prior to move out.
- Failure to clean, damaged/missing appliances/furniture, and leaving items behind will result in applicable charges to complete such cleaning, repair, replacement or removal of items. HBU Operations may assess damage and/or cleaning fees when applicable.
- When a resident leaves, whether at or prior to the ending date of his or her agreement the common areas must be cleaned. These areas include, but are not limited to the windows, bathroom, patios, balconies, kitchen appliances, and the living room. These areas must be clean and in good repair and condition, reasonable wear expected. All residents will be responsible for damage/repair cost in common space.
- Failure to schedule a walk-through indicates an agreement to accept assessment of damages and charges upon inspection by Residence Life Staff and HBU Operations. **The final determination of damage charges will be made by management staff that may not inspect the room or apartment until after the student has moved out.**

Emergencies

All emergencies should be reported immediately to the University Police. Please call the University Police at 281-649-

3314 (non-emergencies) and/or 281-649-3911 (emergencies) to report any criminal activity, fire or medical emergency. From a University phone, dial ext. 3911.

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

1. **Before a Fire:**
 - know the location of fire safety equipment on the floor,
 - know the location of all exits throughout the building, and
 - know the location of designated evacuation locations.
2. **Discovering a Fire:**
 - vacate the building as quickly and safely as possible via the nearest accessible exit,
 - if time permits, notify University Police (Ext. 3911) and Residence Life Staff.
3. **Being warned of a fire when in your room:**
 - open curtains,
 - put on shoes and coat and take a wet towel to cover the face,
 - turn off all lights,
 - vacate the room, close the door, and lock it if time permits,
 - vacate the building as quickly and safely as possible by the nearest accessible exit, and
 - if you encounter smoke while exiting, keep as low to the floor as possible. NOTE: If your door or doorknob is hot, do not attempt to leave your room. Keep your door closed. Place a blanket or towel along the bottom of the door to keep smoke out of the room. If a window is available, hang something out of it and shout for help to attract attention.
4. **After Vacating the Building:**
 - leave the immediate area of the building, and
 - remain in the designated evacuation location, and at least 100 feet away from the building, until you receive further instructions from emergency personnel and/or staff members.

NOTE: Tampering with fire equipment, smoke detectors, and/or sounding a false fire alarm is against the law. Violators will face a Disciplinary Hearing and could be referred to the civil authorities. If found guilty violators could be fined up to \$500 and dismissed from campus housing.

Policies

Visitation Policy

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. Guests of the opposite sex are not allowed to stay past established visitation hours.

Residence College

- All 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 (FV & HRC) have established visiting hours for members of the opposite sex as follows:

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

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

No visitation during breaks - During the University breaks, there will be no one allowed into the building except with advance permission of the Resident Director.

Husky Village

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

Facility Policies

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

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

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

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

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 will be required to pay for the cleaning or repair.

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 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.

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

Decorations - Personal decorations are not to be displayed publicly except on the Residence Hall room door. Aluminum foil may not be placed in windows as insulation or decoration. Decorations inside the room or apartment must comply with other stated guidelines and be consistent with the morally conservative environment of the University. All decorations should be temporary in nature so as to not permanently deface or cause damage. Posters and other wall decorations are only permitted to be hung with tape that will not damage painted wall surfaces. No wall papering or painting is permitted. Residence Life has the authority to take down all decorations.

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

- no open flames (candles, Sterno, liquid fuel, etc.);
- no incense;
- no hot plates;
- no halogen lamps; only UL approved, or listed, electrical lights or extension cords may be used;
- lights are not to be placed around doors or windows with the power line passing through the doorway or window frame to an outlet;
- no multiple-outlet, "octopus" plugs in your room or apartment unless they have a self-contained circuit breaker; only artificial trees are permitted in students' rooms; decorations may not obstruct an exit;
- do not hang anything from sprinkler heads; and
- all decorations used on the inside of the University building must be flameproof or flame retardant.

Husky Village Patios and 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 personal items on patios or balconies at any time, including but not limited to boxes, tires, recyclables, and/or broken furniture. No HBU apartment furniture is allowed to be used outside the apartment.

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

Parking Areas and Permits - All vehicles operated on the University property must be registered at the University Police Department. A resident may have one vehicle registered in his or her name or his or her parent's name parked on-site at any time. Commercial vehicles, boats, campers, trailers or large recreational vehicles may not be stored on the property, even temporarily, without prior written permission. All vehicles that have not been properly registered may be towed at the owner's expense. Vehicles may not be maintained, repaired, or washed on the property.

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

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

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.

Thermostats - Each room/suite/apartment has a thermostat that controls the inside air temperature. The thermostat setting must be maintained at a reasonable temperature. Residents should not set the thermostat below 70 degrees for cooling or above 82 degrees for heating. Moderate temperature settings help to ensure constant function and help to save energy.

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 fines.

HBU Community Guidelines

Alcohol Policy - Possession or consumption of alcohol is not permitted anywhere on campus. Alcohol-related conduct that ignores the rights of others to a quiet, orderly living environment is not acceptable. Alcohol containers, full or empty, are not allowed in student rooms/apartments.

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 and 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 conduct 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 the 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, may be held responsible. This is called "Implied Consent." If a resident is 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 and may contact the HBU Residence Life Office for options. Students are reminded that any belongings left in campus housing after moving out will be disposed of by the University at the resident's expense.

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. With the exception of family

housing, guests under the age of 16 are not allowed to stay overnight.

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

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

Posting - All signs and posters must be pre-approved by the HBU Student Life Office before being posted. If approved, posters, signs, and other items will be posted in designated areas.

Roommate and Neighbor Conflict Resolution - All residents agree to abide by the following process:

1. 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.
2. 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 written roommate/neighbor agreement may be formulated to help arrive at resolution.
3. HBU staff will follow-up and revise the roommate/neighbor agreement if needed.

Only after the staff feels that the roommate/neighbor resolution process has been given full opportunity to resolve the issue will changes in room or apartment assignments be considered. Failure to get along with roommates/neighbors is not grounds for cancellation of a Residence Life Agreement.

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

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

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

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

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 campus police are 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. 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 the personal awareness of every member of the University community. It is essential that you remain aware of your surroundings and report any unusual or suspicious activity. The officers would much rather respond to a call that proved to be a non-incident, than to write an incident report after a situation occurs in which they had no opportunity to intervene.

Functions of the University Police include, but are not limited to:

- Responding to call boxes
- Investigating all crimes reported on campus
- Patrolling
- Enforcement of local and state laws
- Crime prevention
- Parking permits and enforcement
- After-hours gate access

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

How you can help:

- Report any suspicious activity by calling the University Police Department at extension 3911 or 281-649-3911, call on the Emergency Call Boxes, or stop by the Police Department.
- Allow 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.

Find more information at www.hbu.edu/UniversityPolice

Campus Call Boxes

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

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

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

Medical Emergencies

Should you have any type of medical emergency on campus, call (281-649-3911) ext. 3911 immediately. HBU has trained officers to provide the quickest and most appropriate attention until the paramedics arrive. Contacting the Houston Fire Department or the University Clinic directly will only delay medical attention. **Please call 3911 for any emergency.**

HBU Alert & Emergency Preparedness

Houston Baptist University strives to create a safe and secure learning and living environment on our campus. It requires the combined efforts of a professional police team along with the awareness and concern of all members in the University community.

The HBU Alert System

HBU has implemented an important communication tool for students, faculty and staff. **The HBU Alert System** can provide quick voice or text messaging to local or cell phones as well as through HBU email accounts in the event of a campus emergency. Standard messaging rates may apply.

- **Opting out of notification services** - Anyone may opt out of SMS (text) messaging by responding to the text message as directed or by texting "STOP" or "QUIT" to 23177. Students, faculty and staff **may not** opt out of email notification through your university-hosted email (name@hbu.edu). If you are **not associated with HBU in any manner**, please notify the Registrar's Office. Include the phone number and/or email address that received the notification that should be removed from our notices.
- **Changing/updating notification settings:**
 - **Students:** Make sure that your contact information is up-to-date and then follow these instructions.
 - **Faculty and Staff:** Make sure that your contact information is up-to-date then follow these instructions.
 - **Alumni, Parents, those no longer attending HBU or are not associated with HBU:** Report all address and phone number changes to the Registrar's Office.

- **Campus phones vs. cell phones** - The University phone system can only handle a limited number of simultaneous incoming calls. Therefore, cell phones may receive an alert prior to campus phones.
- **Replaying the message** - While on the call, you can replay the message by pressing the star (*) key at the end of the message. You may also check your email to locate a link to the message.
- **Caller ID** - When HBU sends a call out using the HBU Alert System, it will always display the University's main switchboard number as the Caller ID. Please do not call the main university switchboard when you receive a message. Instead, visit this page at hbu.edu/alert for more information on the situation.
- **Responding to busy signals or no-answer situations** - For busy signals, the call will be repeated several times in an attempt to reach you. The same is true for no-answer calls and call waiting. If the call goes to a voicemail box, a message will be left. If after several attempts the call does not successfully go through, the system will stop attempting and report your number to be busy.
- **Emergency contact information will not be published or shared.**
- **Send questions and comments** to HBUAlert@hbu.edu.

Phone numbers are taken from information provided through HuskyNet, so it is important that students provide the University with up-to-date contact information. To view contact information students should read the directions at www.hbu.edu/alert. In the event of an emergency, the University will also utilize the following communication outlets:

- **The University Portal:** Emergency information will also be posted for internal audiences at my.hbu.edu, the University portal.
- **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 website.
- **www.school-alerts.com:** This Houston website carries emergency notifications for all local public and private schools. You may visit their website to receive notifications of school emergencies including school closings, delayed openings, early dismissals, reopening announcements, shelter in place announcements, and other special alerts.

Parking

General Regulations

Houston Baptist University has adopted a parking and traffic program to create an orderly traffic flow and equitable parking conditions on campus. Your personal safety, the recognition of the needs of others, campus appearance, and applicable laws were considerations in the formulation of these regulations. The program is administered by the [Houston Baptist University Police Department](#). Every vehicle on campus must be registered. Short-term registration is available through the University Police Department.

Possession of a parking permit is not a guarantee of a parking place in a specific lot. To park on University property you must have a permit. You may park only where your permit allows. A faculty/staff permit allows you to park in any available, unassigned space. Parking regulations are enforced Monday-Friday from 6 a.m. to 8 p.m.

Visitor parking is available in several locations. Failure to display either a permanent or temporary permit

does not allow parking in visitor places. License plate numbers of vehicles parked in visitor parking will be monitored and citations for parking in a visitor space and failure to secure a parking permit will be issued to vehicles belonging to students or their families.

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

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

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

Vehicle Registration

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

Special Areas

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

Campus Traffic

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

Enforcement

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

Typical Parking and/or Traffic Violations and Associated Fines

Group A - Fine \$100

- Fire lane zone
- Handicapped zone

Group B - Fine \$30

- Faculty/staff restriction

- Proper permit not displayed

Group C - Fine \$50

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

Group D - Moving Violations

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

Towing

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

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

Additional Violations

1. Changing, damaging, or moving any University traffic sign or signal on HBU property
2. Removing citations from other vehicles
3. Providing false information on vehicle registration documents
4. Disobeying traffic direction given by a police officer
5. Failure to obey traffic signs or barricades.

There is a minimum fine of \$25. Fines levied by citations must be paid within ten (10) working days. Failure to do so will result in a doubling of the fine and a charge for the higher amount will be placed on the student or staff member's account. All fines are paid in the Business Office.

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 ten (10) working days of the issuance of the citation. Appeals will be reviewed by the Chief of Police or designee. A grace period of ten (10) working days will be allowed for the payment of citations where the appeal 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 the Business Office for the payment of citations.

Spiritual Life

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

The Spiritual Life Department includes the Community Life and Worship Program, Baptist Student Ministries, and Prayer Ministries. Contact the Spiritual Life staff or visit the Spiritual Life Office, located on the second floor of the Baugh Center.

Covenant Fellows Program

This program requires application for admission. Applications are received each spring for the following academic year. Participants receive an annual scholarship. More details on criteria for involvement as well as aspects of the program are available on the website, www.HBU.edu/CovenantFellowsProgram.

The purpose of the Covenant Fellows Program is to give students called to Christian ministry financial, personal and professional support as they further their undergraduate development into competent and holistically educated ministers/professors/missionaries. HBU covenants with our students and with local churches to provide educational and professional experiences that will prove beneficial to both those studying in the program and those churches supporting and employing our ministerial students. For more information contact Danny Miller, Baptist Student Ministries Director, at 281-649-3223.

University Minister

The University Minister's office is located on the second floor of the Baugh Center in the Spiritual Life office suite. To reach the University Minister, call 281-649-3117.

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 website 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.

Transfer Students will receive a transfer credit of 3/4 credit for every transfer hour. For example, a student with 40 transfer hours will receive 30 CLW credits towards the requirement of 80 CLW credits. Please note the requirements below for those entering the university for the first time after the 2010-11 academic years.

Community Life and Worship Credit Events – The CLW program offers a variety of events each semester and students are encouraged to attend. A maximum of 20 credits will be allowed per semester.

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

EVENT

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

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

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

Weekly Service Opportunities (through Student Life)	1 credit
Campus Service Days	2 credits
HBU sponsored Mission Learning Opportunities	5 credits/week
Mission Trips (pre-approved)	5 credits/week

Internships

Service Learning	20 credits (1 internship/career)
Church Leadership	20 credits (1 internships/career)

Student Ministries

See You at the Pole	1 credit
ABIDE Prayer Retreat	Up to 3 credits
Passion Conference	Up to 3 credits

Other Alternatives

Organization Sponsored Events	1 credit
CLW Small Group Bible Studies	1 credit

University Sponsored Lectures	1 credit
Seminars and special opportunities	2-3 credits
Dunham Bible Museum	2 credits (per exhibit)
Early Church Exhibit	2 credits
Traveling Exhibit	2 credits
C.S. Lewis/Nooma DVD's	Up to 15 credits

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 twice 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. In the case of a discrepancy in the student CLW record, changes in credit can only be done for the semester prior to the request.

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 during 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.

Internships

Service Learning Internships (SLI)

Students interested in serving others 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. Students will reflect on an article that is assigned as well as turn in a final project that expresses the experiences and lessons learned throughout the internship. Upon satisfactory completion of all requirements, students receive 20 CLW credits. Students *must* apply and be accepted by the Spiritual Life Office prior to beginning the internship. Interested students can contact Pam Netter.

Church Leadership Internships (CLI)

The CLI is an internship for those students who want to be in leadership in their local Christian church. The Spiritual Life office would like to be a part of mentoring and celebrating the gifts of our students in the ministry settings that God has placed on their lives. The definition of leadership for this internship consists of one who guides, directs, and/or presides over an activity, program or group of people. Students participating in this internship will complete 30 hours of service in one semester at one Christian ministry site. Components of this leadership opportunity include a written proposal, an on-site supervisor and accountability group, and a final reflection paper. The CLI may not be used in conjunction with meeting academic requirements and/or receiving monetary compensation. Upon satisfactory completion of all requirements, students receive 20 CLW credits.

A student may complete one CLI and SLI in their career as a student at HBU. In addition to completing

either the SLI or CLI, a student is able to receive the maximum 20 CLW credits per semester through the other scheduled CLW opportunities. Interested students can contact [Pam Netter](#).

Baptist Student Ministries

In [Baptist Student Ministries](#), 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.
- Helping students to identify their spiritual gifts in order to more uniquely fit 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.
- Assisting students to become actively involved in a local body of believers through regular church attendance.

P.Y.R.O.

[P.Y.R.O.](#) (Passionate, Young, Radical Overcomers) is the leadership team for Baptist Student Ministries. It gives students an opportunity to grow in leadership in such ministries as:

- Commuter Ministry
- Disciple Now
- Freshman Fellowship
- Mission Munchies
- Prayer Team
- Evangelism
- Student Missions
- Worship

Weekly Ministry Activities

- **Mission Munchies** - Weekly meal immediately following Wednesday Convocation is provided by student organizations and local churches. Minimum donation of \$1 is applied toward student missions.
- **Freshman Fellowship** - Monthly gathering for freshmen - full of discipleship and fun on advertised Thursdays.
- **Prayer Counseling** - Regularly after Convo and Fuego.
- **Freshmen Involved in Reaching Maturity (F.I.R.M.)** - These groups of freshmen meet weekly for discipleship, accountability, and outreach.
- **Special opportunities to Live In Discipleship (S.O.L.I.D.)** - These groups take the principles of F.I.R.M. to the next level for upperclassmen.

Missions and Mission Learning Opportunities

Annual missions learning opportunities are a great way for students to serve and develop a deeper understanding of how Jesus works in places all around the world. These opportunities provide academic, cross-cultural, hands-on experiences to prepare students for missions. During Spring Break and other times of the year, teams of students and staff are living out the gospel here in Houston and around the world. Contact [Spiritual Life Office](#) to learn more about Mission Learning Opportunities.

Other Opportunities

- Spiritual Emphasis Week
- Student Mission Opportunities
- Disciple Now Teams

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

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

Student Involvement

To help you make the most of your college experience, HBU offers a vast array of opportunities beyond the classroom, such as academic contests, performing arts, concerts, art exhibitions, participation in 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 now sponsors 16 NCAA Division I athletic programs. The women's sports are soccer, volleyball, cross country, basketball, indoor track and field, outdoor track and field, golf and softball, while the men compete in football, soccer, cross country, basketball, indoor track and field, outdoor track and field, golf and baseball. All of the Husky athletic teams will play in the Southland Conference, with the exception of men's soccer, which will compete in the Western Athletic Conference. Football will play its first official season in the Football Championship Subdivision (FCS) and the Southland in 2014, including five home games at the new on-campus stadium.

Admission to all of the Huskies' home athletic events is free to currently enrolled HBU students with a valid student ID. Students are encouraged to attend and continue to support the great tradition of HBU athletics. For more information, including team posters and schedules, visit the Athletics Offices located in Sharp Gym or the HBU Bradshaw Fitness Center or call 281.649.3205. Follow the Huskies online or on mobile devices by logging onto the official website – HBUHuskies.com, on Facebook by searching for "HBU Athletics," and on Twitter by following @hbuhuskies and using the hashtag #DawgsUp. Text message athletics news updates are available by signing up for the Husky Crew on HBUHuskies.com.

Campus Recreation

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

- Bradshaw Fitness Center
- Dragon Boat Regatta
- Group Fitness Classes
- Intramural Sports
- Club Sports
- Epic Adventures
- Rock Wall
- Just for Fun!

Eligibility

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

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

Health and Injuries

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

Awards

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

Student Organizations

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

Greek Life

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

Recruitment/Membership Intake

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

Music Performance Opportunities

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

Serve Houston

Service Houston is a program that is designed to provide students with an opportunity to serve the community in which they live. One all-campus Serve Houston event will take place each semester. Students, faculty, and staff are together sent out to serve the Sharpstown neighborhood by partnering with numerous non-profit organizations and local elementary schools. Some students will have an opportunity to serve the greater Houston area, as well as partake in continuing service opportunities. Students will also have an opportunity to reflect individually as well as with peers about their local service experience. For additional information, check [the Community Life and Worship page](#) (regarding [Service Learning Internships](#)) or contact the Office of Student Involvement.

Tutoring Program

Community Service Work Study supports local inner-city elementary schools by providing mentors and tutors for at-risk children. Students may receive CLW credits by applying tutoring hours to Service Learning Internship (SLI) or a student may choose to receive work study compensation through this opportunity. However, the SLI may not be used in conjunction with meeting academic requirements and/or receiving monetary compensation. All tutors must go through a background check. Please [contact the Career and Calling department](#) or Janet Feng in Financial Services for more information.

Special Events

Art Exhibitions - The Visual Arts Department presents various professional and student art exhibitions throughout the academic year, including faculty, alumni, and visiting artists from the professional community. The Masters of Fine Arts holds an annual qualifying Thesis exhibition for all MFA candidates that are graduating, along with MFA thesis lectures, open to the public. Senior art majors are highlighted each semester through the exhibition of their senior projects. The Annual Student Art Exhibition, held each spring, features the work of all undergraduate art students. The University Academic Center houses both a Contemporary Art Gallery as well as a Fine Arts Museum that both offer a diverse exhibition schedule.

Elections - During the fall and spring semesters, Student Government elections are held. Special elections are held for Homecoming Court, and Mr. and Miss HBU.

Founders' Day - A special convocation is held in the fall semester to honor the University founders. This service marks the month the state of Texas granted Houston Baptist College its charter, designating it as an educational institution.

Homecoming - A week of activities in November to show your Husky Pride. Students and alumni celebrate the university by attending events throughout the week. The Homecoming Court is honored during halftime of the Football Game.

Honors Convocation -The last Convocation of the academic year is a special program honoring the University's outstanding students. In addition to awards presented by each of the colleges and schools, other awards are presented for athletics, student life and the president's office.

Husky Revue - This yearly tradition held in the Spring is a campus-wide variety show that allows students to showcase their talents, sponsored by the Student Programming Board.

Late Nite Breakfast - Need a break from studying? Then this yearly tradition is for you! Breakfast is provided for all enrolled HBU students before finals during fall and spring semesters. Beginning at 9:00 p.m., breakfast is served by faculty, administration, and staff in the Baugh Center Cafeteria.

Mission Munchies - Lunch for \$1.00 is provided by various sponsors throughout the year at the conclusion of Convocation. Money received goes to Summer Missions.

Organization Fair - Organizations have an opportunity to introduce themselves to the campus community, promote upcoming events, and recruit new members.

Recruitment/Membership Intake - Early in the Fall and Spring semesters, HBU's Greek Life organizations begin their recruitment activities. See "Greek Life" under the organization section for more details.

Spiritual Growth - A variety of opportunities are available to encourage spiritual formation. Refer to the Spiritual Life department sections in this handbook. Spiritual Emphasis Week (IGNITE!), held in the fall, and Passion Week, scheduled in the spring, feature special speakers and events.

Spring Fling - This campus-wide event, on the last day of spring classes, is a highlight for the semester and offers entertainment for all. Students, faculty and staff participate in a variety of activities and enjoy fun, games, and food that are sponsored by Student Programming Board.

Winter Formal - A special event on the last day of class to end the fall semester. The campus-wide semi-formal features a dance and entertainment which give students a break from classes before the start of finals, sponsored by the Student Programming Board.

Student Government Association (SGA)

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

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

Elections for all SGA positions, except freshman representative, are held each spring. Freshman representatives are chosen from the Freshman Council each fall. For more information you may stop by the SGA Office, 2nd floor Baugh.

Student Resources

Career and Calling

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

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

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

First & Second Year Experience (FYE)

The First & Second Year Experience Office at Houston Baptist University strives to help students identify the many ways in which they can be successful both personally and academically during their first year of college and beyond. The Office plans programs to help students develop a good foundation for learning, as well as leadership and involvement opportunities. The FYE Office is responsible for Welcome Days, a Peer Mentoring program, and much more.

The Husky family includes students' families because they are an important part of students' transition to college. The FYE Office wants extended family members to feel welcome and included in the HBU community and provides them opportunity to join the Parent & Family Association, where they can receive email updates on HBU events, newsletters, a Parent and Family Weekend, and opportunities to network. The FYE Office is located in MDA Student Center, Brown 280. For more information call 281-649-3652 or email fye@hbu.edu.

ID Cards

At the initial HBU enrollment, each student receives an ID card with the student's Huskynet number (H#) and photo ID. If lost, a replacement ID card may be purchased for a fee of \$10. Check with staff at front desk in Moody Library.

The student ID card is used in a variety of ways, including, but not limited to:

- library resource checkout
- dining services (meal plan or declining balance)

- University Bookstore book buy-back
- utilizing services at the Health Clinic and Counseling
- attendance at Convocation and other CLW Events
- Bradshaw Fitness Center access
- Hodo Residence College resident access
- admission to HBU regular season home athletic events
- admission to Moody Library.

Upon request, students must furnish satisfactory identification to University staff, faculty members, administrative officials, and/or police officers. The Student ID card is the official means of identification and should be carried at all times when on campus. Falsification or misuse of this card is considered a violation of University policy.

Lost and Found

All lost and found items are to be taken to or retrieved from the Student Life Office, located on 2nd floor of M.D. Anderson Student Center (Brown 281). Items will be held for only 30 days.

Museums

The Morris Cultural Arts Center at Houston Baptist University houses three (3) museums which are open to the community and are free for HBU students. The three museums are open Monday-Saturday, 10:00 a.m.-4:00 p.m., except on University holidays:

Dunham Bible Museum

Holding one of the most extensive collections of rare Bibles in the nation, the Dunham Bible Museum's exhibits include ancient manuscripts, medieval scriptures, a working Gutenberg-style printing press, some of the first Bibles printed in America, and even some of the earliest Bibles printed in the English language -- all creatively displayed to show the Bible's history and impact on civilization and culture. CLW points are available for viewing and answering questions about the Dunham Bible Museum exhibits.

www.hbu.edu/biblemuseum

Museum of American Architecture and Decorative Arts

Showcasing Texas between 1830 and 1930, the Museum of American Architecture and Decorative Arts features household furnishings and decorative arts from the days when Houston was merely a frontier settlement. www.hbu.edu/About-HBU/The-Campus/Facilities/Morris-Cultural-Arts-Center/Museums/Museum-of-American-Architecture-and-Decorative-Art.aspx

Museum of Southern History

A window into the South during the mid-1800's, the Museum of Southern History showcases room settings, clothing, fine furnishings, uniforms, tools and weapons that give visitors a sense of how settlers rebuilt their lives after the Civil War. www.hbu.edu/About-HBU/The-Campus/Facilities/Morris-Cultural-Arts-Center/Museums/Museum-of-Southern-History.aspx

Post Office

Located on the first floor of M.D. Anderson Student Center, under the stairs around the corner from the University Store, the HBU Post Office can take care of all your shipping and mailing needs:

- Shipping: USPS, UPS and FedEx
- Packing materials: boxes, envelopes, packing materials and tape
- Free delivery confirmation is provided on all First Class and priority packages or boxes.
- UPS shipments are automatically insured for \$100 and a tracking number will be provided.

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

Student Enewsletter

The Student Enewsletter comes as a weekly email to all currently enrolled students at their assigned HBU email address. The enewsletter includes information about weekly and upcoming events, news and announcements as well as valuable links to other resources and discounts. Some mid-week announcements or other campus announcements may also be sent to keep students informed of important events, policies, deadlines or opportunities. Contact studentlife@hbu.edu for any questions or concerns.

Academic

Academic Success Center

The mission of the Academic Success Center is to provide academic resources to facilitate student academic success. Resources are offered free of charge and include individual and group tutoring, study groups, academic workshops, academic coaching, and study skills assistance. For more information, please visit www.hbu.edu/asc.

Advising

The advising process is designed to help the student make important decisions related to academic and career progress. All HBU students should become familiar with their advisor and the advising process. Below are some guidelines to follow to make the advising process a successful part of the HBU experience.

Promptly after enrollment, all students are assigned an Academic Advisor, a faculty advisor who can help students navigate the Liberal Arts Core Curriculum and Major requirements and counsel students on all academic matters, broad career and vocational interests, etc. The Academic Advisor can also assist students in planning major-specific educational and career goals. Students may see Academic Advisors to:

- discuss academic successes, failures, or other issues that may affect academic progress
- select courses for each semester
- change a major or minor
- file a degree plan
- discuss educational and career goals, and
- provide personal encouragement and support

The faculty advisor's responsibility to the student is

- to listen and help solve problems regarding academic or career issues,
- to aid in selecting appropriate courses each semester,
- to serve as a reference to appropriate campus resources, and
- to assist the student in attaining educational and career goals.

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.

Bookstore

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

HBU Navigate

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

HBU Navigate is located on the HBU Portal. Just click on the Navigate icon in the top left corner.

Learning Disabilities/Academic Accommodations

Houston Baptist University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Any student who needs learning accommodations should inform the professor immediately at the beginning of the semester that he/she will be requesting accommodations. In order to request and establish academic accommodations, the student is required to read and follow ALL (11) SECTIONS of the HBU Academic Accommodations website, www.hbu.edu/504Accommodations. The eleven (11) sections are on the left side of the main Academic Accommodations web page. Accommodations are **not retroactive**. Academic Accommodations must be applied for and written each semester. If academic accommodations are approved, a Letter of Accommodations will then be sent to the professor(s). Please refer to the website, www.hbu.edu/504 for all accommodation policies and procedures.

Library

The Moody Library is designed, staffed, and operated in order to provide resource materials and research assistance for students, faculty, and staff. The library contains approximately 300,000 books, e-books, and other items and subscribes to or provides electronic access to over 78,000 periodicals. Hours: The library is open 83.5 hours per week.

Hours

Monday-Thursday	7:30 a.m. - 11:00 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	12:00 p.m. - 6:00 p.m.
Sunday	2:00 p.m. - 12:00 midnight Closed Sundays in Summer Term.

Holiday schedules will be posted. The library is not open during Christmas break. For more information call 281-649-3304 or visit the University's website at www.hbu.edu/moody.

Borrowing Privileges - Circulating books can be kept for a period of three weeks. To check out books, students must present a current HBU I.D. card. Books can be renewed twice if no one else needs them and must be returned to the library for renewal. Patrons can place holds on materials that are checked out.

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 members 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 two hours to one week.

Non-Book Materials - The library maintains collections of CDs, DVDs, and VHS tapes. 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 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.

Testing Services

Testing Services seeks to provide a secure, professional, supervised testing environment to meet individual, University, and community assessment needs. Institutional testing is currently offered for the following exams:

- Reading Proficiency (Pre-THEA)
- THEA (to be discontinued as of December 2014)
- CLEP
- HESI
- ACT Residual
- Computer Proficiency Exam (contact: jtalbert@hbu.edu for assistance)
- Math Placement Tests (contact: mathplacementtesting@hbu.edu)
- Spanish Placement Tests (contact: ebermejo@hbu.edu)
- Education Practice Tests
 - Prior approval is required from education advisor before registering.
 - Refer to [COEBS CPPE website](#) for further information.

For information about exams and online registration and payment, visit www.hbu.edu/testing. HBU Testing Services also offers Individual Proctoring services and administers some Saturday exams. Contact testing@hbu.edu.

Financial

Cashier's Office

The Cashier's Office provides students with assistance regarding their financial student accounts. This includes financial advising regarding payments and charges, establishing a payment plan, and making tuition payments. The Cashier's Office is available to assist students Monday through Friday between 8:00 a.m. and 5:00 p.m. by calling 281-649-3471. Our mailing address is: HBU, Financial Services Office, Atwood II-112, 7502 Fondren Road, Houston, TX. 77074-3298. Our e-mail address is cashier@hbu.edu. Payments made in person may be in the form of cash, check, money order, MasterCard, Visa, Discover Card, American Express or debit cards. In addition, credit card/debit card payments are accepted by telephone during business hours.

Financial Aid

The Office of Financial Aid provides financial assistance information, advising, and help to 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 completed online at www.fafsa.ed.gov as soon as possible after January 1. HBU's school code for the FAFSA is 003576. **April 15 is the preferred deadline to submit the FAFSA and any additional documents required as a result of the FAFSA.** Forms for supplying the information necessary to secure financial assistance are available in the Financial Aid Office and also online in the [Financial Aid Forms Library](#). All merit, talent, and off-campus scholarships are coordinated through the Financial Aid Office. For further information regarding the various aid programs, contact Financial Aid at 281-649-3749.

Food Services

HBU dining services through ARAMARK Higher Education is here to meet your dining needs. You can find daily menus, including nutritional information; hours of operation for all our locations, and buy a meal plan by visiting our website at www.hbu.campusdish.com; or call us anytime at 281-649-3259.

Baugh Dining

Real Food on Campus (RFoC) offers fresh, healthy, and diverse options that are customized to meet your lifestyle needs. Our residential restaurant located on the first floor of the Baugh Center, is about more than your traditional all-you-can-eat dining program; it's about reinventing your entire residential dining experience. Our menu offerings include fresh produce, vegetarian options, breakfast waffles, exhibition cooking made-to-order, grill favorites, pizza and pasta, sandwiches, home-style options, and much much more! Utilize your all-you-care-to-eat meals per week/semester, cash, credit and debit cards and declining balance, all at the Baugh RFoC Residential Restaurant.

Java City

Located off the main lobby of the library. Relax and enjoy the aroma of Java City® Coffee or sip on a fresh fruit smoothie. We also offer grab-n-go sandwiches, fresh fruit cups, bagels, pastries, and more. Whether you're on the go or need to relax, stop by and enjoy some time with your friends. Use your declining balance or pay with cash or credit card.

Hinton P.O.D. Express

Located in the first floor Hinton Center lobby (between Dillon 1 and 2) stop by and get your caffeine buzz, indulge in a salad or baked goodies, and enjoy wireless internet access. You can also use your declining balance dollars here as well.

P.O.D. Express (Provisions On Demand)

Located in the Husky Village Clubhouse. Health and beauty items, snacks, beverages, fresh sandwiches, salads and frozen food are available for purchase.

Chick-fil-A

Located in M.D. Anderson Student Center, now serving nuggets, sandwiches, salads, and wraps. This location also has a C-store with F'Real milk shakes, Jamba juice drinks, candy and gum. Accepts cash, credit cards and declining balance dollars.

Health & Fitness

Counseling

Counseling services are available during fall and spring semesters for currently enrolled HBU students through a partnership with Julianna Poor Memorial Counseling Center of Houston's First Baptist Church.

To schedule an appointment, students call 713-335-6461 and specify counseling at HBU. Appointments are required and available on a first-come, first-serve basis. Counseling services are currently offered without charge to HBU students.

Located: Hodo Residence College 102A

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

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

Fitness Center

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

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

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

Student Health Insurance

Students are encouraged, but not required, to be covered by a health insurance plan. Visit www.hbu.edu/studenthealthinsurance for more information.

Student Health Services

Basic health services are provided in the Health Clinic, which is located in Hodo Residence College 102C.

Purpose

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

Hours of Service

The clinic will open September 2, 2014.

2014-2015 Clinic Hours

Monday	9:00 a.m. - 12:00 p.m.
Tuesday	9:00 a.m. - 12:00 p.m.
Wednesday	9:00 a.m. - 12:00 p.m.
Thursday	9:00 a.m. - 12:00 p.m.
Friday	CLOSED

The Clinic is open during fall and spring semesters when class is in session. The clinic is not open during finals, holidays, summer terms and semester breaks.

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

Personnel

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

Clinic Services

Students are expected to present a valid HBU 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
- Immunizations and tuberculosis (TB) screening
- Administration of allergy shots as requested
- Office visits for basic health care
- Health education
- Facilitation of referrals

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 on HBU [Health Clinic website](#) and are subject to change. Charges for health services will be applied to the student's Huskynet account.

Release of Health Records

To request a copy of student health records:

- For meningitis immunization: contact the Office of the Registrar.
- For on-campus clinic visits: contact the Neighborhood Health Center at 7600 Beechnut, suite A, phone 713-456-4280.

Accidents or Injuries

In the event of an accident resulting in injury, the University Police should be promptly notified at 281-649-3911. This will help ensure maximum protection for students. All accidents and injuries will be handled according to the University Police's Medical Emergency Policy

Information Technology Services

Computer Use Policy

See Policies section of the *Student Handbook*.

Computer Labs

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

Equipment:

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

Email

All students are provided an HBU e-mail account once admitted to the university. This then becomes the main means of communicating official HBU business. It is imperative that students check their HBU e-mail on a routine basis. ***Failure to read an email will not be an excuse for missing deadlines and other important expectations placed on students.*** For assistance with e-mail, including directions on how to point your HBU e-mail to another e-mail account, contact the [ITS Help Desk](http://www.hbu.edu/its) at www.hbu.edu/its.

HuskyNet

HuskyNet is our web-based interface found in the HBU Portal (MY.hbu.edu) used by students to check and update their personal information (addresses, phone numbers, etc.) or to access various tools, such as registration and add/drop classes, advising, view academic status, class schedules, grades, non-official transcripts, view financial account information and accept/decline financial aid awards, and more. The majority of students, faculty and staff will have most of their needs met through these self-service tools. For complete information on all of the services available through Information Technology Services go to www.hbu.edu/its.

Student Code of Conduct

Preamble

Philosophical Approach

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

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

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

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

Article I: Definitions

1. The term “University” means Houston Baptist University.
2. The term “student” includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Code of Conduct, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered “students” as are persons who are living in University housing, although not enrolled in this institution. This Student Code of Conduct applies to the main campus, University-sponsored events, and activities at which the University is substantially represented.

3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
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 Vice President of 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 Conduct Administrator” means a University official authorized by the Vice President of Student Life to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. A Resident Director may serve as the Student Conduct Administrator in less severe violations involving residents under his or her supervision.
9. 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 respondent. The Vice President of Student Life will serve as the Chief Appellate Administrator.
10. The term “Conduct Board” means a committee assembled by the Student Conduct Administrator that may be called upon at the discretion of the Student Conduct Administrator to resolve discipline cases.
11. The term “Student Conduct Board” means a committee of HBU students assembled by the Student Conduct Administrator that may be called upon at the discretion of the Student Conduct Administrator to resolve lower level discipline cases.
12. The term “Appellate Board” means a committee of persons authorized to consider an appeal as to whether a student has violated the Student Code of Conduct or from the sanctions imposed by the Student Conduct Administrator. The Chief Appellate Administrator or an alternative designee from the Student Conduct and Appeals Committee may serve as the chair of the Appellate Board.
13. The term “Student Conduct and 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 confirmed by the University President. Student members are nominated by the Student Government Association President and appointed by the Vice President of Student Life.
14. The term “shall” is used in the imperative sense.
15. The term “may” is used in the permissive sense.
16. The term “customary(ily)” is used to provide the prerogative to diverge from the typical action.
17. The term “community standards” refers to general or overarching guidelines and biblical principles represented in University policies, rules, regulations, codes of conduct, and other reasonable expectations for Student Code of Conduct.
18. The term “policy” means the written regulations of the University as found in, but not limited to, the *University Catalog*, Student Code of Conduct, *Student Handbook*, Housing Agreement, web site, or other relevant publication.
19. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. When a student alleging the violation believes that he or she has been a victim of another student’s misconduct, the student who believes he or she has been a victim will have the same rights under this Student Code of Conduct as are

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

20. The term “Respondent” means any student accused of violating the Student Code of Conduct.

Article II: Student Conduct Authority

A. Authority and Responsibility

The Vice President of Student Life is that person designated by the University President to be responsible for the administration of the Student Conduct System. The Provost is that person designated by the University President to be responsible for the administration of the academic policies and procedures addressing academic dishonesty (see the Houston Baptist University Catalog, section entitled “Dishonesty in Academic Affairs”). Faculty is designated by the Provost to be responsible for general classroom conduct management.

B. Student Conduct Review Oversight

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

C. Procedural Authority

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

D. Finalizing a Decision

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

Article III: Proscribed Student Code of Conduct

A. Jurisdiction of the University Student Code of Conduct

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

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

B. Community Standards

“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. *Respect.* Students are expected to demonstrate respect for those in authority including faculty, staff, and student leaders/workers. Respect is also expected to be extended to policies, procedures and regulations established by the University for the orderly administration of University activities and the welfare of the members of the HBU community. Furthermore, respect for the rights and human dignity of others, especially in the conduct of relationships; Respect for the rights and needs of the community to develop and maintain an atmosphere conducive to academic study and personal development; and, Respect for Federal, State, and Local laws and ordinances is expected.
2. *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.
3. *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.
4. *Sanctity of life.* The University embraces a biblical position which honors the sanctity of life. Consequently, the University cannot support actions which encourage or result in the termination of human life through suicide, euthanasia, or abortion-on-demand. The University's belief in the sanctity of life influences its response to those students who are involved in a crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience forgiveness that comes from genuine repentance. Subsequently, abortion is not advised or entertained as an alternative solution. The University is committed to assisting the student(s) with other alternatives. Continuity of on-campus student residency will be considered in light of what is best for all those impacted by the pregnancy. As always, persons in such a crisis will find University officials supportive and redemptive.
5. *Sexual harassment.* The University desires to maintain a working and learning environment free from the sexual harassment of its community members and guests. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous and will be subject to student conduct action. The University recognizes that the perception of sexual harassment behavior is often subjective and that the circumstances

surrounding the conduct, as well as its pattern, frequency, and severity need to be considered in assessing the behavior. Although statistical analysis has shown that sexual harassment is usually committed by an individual in a position of power or influence, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship, or academic association. Sexual harassment may be verbal, graphic, written or physical in nature. Each may be grounds for student conduct action.

C. Policies and Regulations

The following acts in addition to the standards discussed in Article III.B are defined by the University to be unacceptable. The list may not be all inclusive:

1.0 **Administrative Policy.** The following are prohibited:

- 1.1 *Knowing presence contribution.* Behavior, active or passive, which fails to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation through their own complicity.
- 1.2 *Non-Compliance.* Violation of any University policy, rule, or regulation. Failure to comply with the requests or directions of University officials or law enforcement officers acting in performance of their duties. Failure to identify oneself to these persons when requested to do so.
- 1.3 *Acts of dishonesty.* Dishonesty including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any University official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- 1.4 *Disruption or obstruction.* The disruption or obstruction of teaching, research, administration, student conduct proceedings or free flow of pedestrian or vehicular traffic, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises. Participating in an on-campus or off-campus demonstration, riot, or activity that infringes on the rights of other members of the University community.
- 1.5 *Abuse of the Student Conduct System.* Including but not limited to:
 - a. Failure to timely respond and/or obey the notice from a University official to appear for a meeting or review as part of the Student Conduct System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Administrator.
 - c. Disruption or interference with the orderly conduct of a Student Conduct and Appeals Committee proceeding.
 - d. Institution of a student conduct proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct System.
 - f. Attempting to influence the impartiality of a Student Conduct or Appellate Administrator or member of the Student Conduct and Appeals Committee prior to, and/or during the course of, the student conduct proceeding(s).
 - g. Failure to comply with the sanction(s) imposed under the Student Conduct System.

- h. Influencing or attempting to influence another person to commit an abuse of the Student Conduct 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 send pornographic, obscene, or abusive messages or images.
 - f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the University Computer Use Policy.
- 2.4 *Unauthorized motorized vehicles.* Operating unlicensed motorized vehicles, except for those prescribed for a verifiable physical disability, anywhere on University premises without the prior written consent of the Vice President of Student Life.
- 2.5 *Postings and solicitation.* Posting flyers, posters, advertisements, etc. without departmental sponsorship or the approval of Student Life. Postings must be stamped "Poster Approved" and displayed in compliance with written policies available in Student Life. Solicitation of goods and the services on University premises without the prior approval of Student Life is prohibited.

3.0 Safety and Security. The following are prohibited:

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

- 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.
- 3.6 *False Report of Emergency.* Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.

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

- 4.1 *Unlawful acts.* Violation of any federal, state, or local law. Students convicted of a crime during continued enrollment or residential status in University housing must report this information to the Vice President of 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. Verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (1) academic pursuits, (2) University employment, (3) participation in activities sponsored by the University or organizations or groups related to the University, or (4) opportunities to benefit from other aspects of University life.
- 4.4 *Sexual assault.* Acts of sexual aggression including rape, attempted rape, sexual battery, and/or assault. Any sexual act that occurs without the consent of another person or that occurs when the person is unable to give consent.
- 4.5 *Sexual misconduct.* Consensual sexual behavior when it falls outside biblical intentions and/or explicit guidelines, such as sexual intimacies outside of a heterosexual marriage, including any type of intercourse, sensual nakedness, fondling of sexual organs, or sleeping intimately with one another.
- 4.6 *Inappropriate dating, living, or displays of affection.* Including, but not limited to, the following:
 - a. Single students dating married persons.
 - b. Married students dating anyone other than their spouse.
 - c. Homosexual relations.
 - d. Cohabitation with members of the opposite sex.
 - e. Public affection deemed inappropriate for the context.

- 4.7 *Pornography.* Possession, display, or distribution of pornographic materials or images. Use of pornography for personal entertainment, including Internet and telephone services that provide pornographic images, sounds, or sensual conversation.
- 4.8 *Offensive Entertainment.* Entertainment played or displayed publicly on University premises or at University-sponsored activities that contain levels of violence, profanity, and sexual overtures that would be found offensive and/or in conflict with community standards.
- 4.9 *Hazing.* Defined as an act which has the potential of endangering the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The expressed or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this rule (see 1.1 Knowing presence.)
- 4.10 *Drugs.* Use, possession, manufacturing, promoting use, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Possession of drug paraphernalia or items that display or encourage drug or drug use is also prohibited.

In an attempt to create a conducive environment and influence lifestyle choices by which its community members may be successful in attaining the mission of the institution, the University takes a firm stand regarding the possession, distribution, or use of controlled substances or drugs on campus, which may result in a suspension of one full academic year.

The Student Conduct Administrator may adjust customary sanction(s) 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.

- 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. Displaying alcohol containers (empty included). Promoting the use of alcohol in any way.
- 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.

- 4.15 *Profanity and obscenity.* Use of language, or verbal depiction of activity, that is vulgar, coarse, crude, or indecent. Wearing articles of clothing that are construed as vulgar, coarse, crude, or indecent, or in other ways violates our community standards.
- 4.16 *Gambling.* Any activity that involves betting, wagering, raffles, or games of chance for which there exists the potential of personal or financial loss. "Drawings" are permitted when entry into the drawing is free, an entry fee is optional, or a gift of approximate or greater value is received upon paying a participation fee.
- 4.17 *Unauthorized On-campus dances.* Any unauthorized dance sponsored by a University official or recognized student group. The University or a recognized student group may sponsor dance activities on or off University premises under the direction and supervision of assigned University personnel or advisors. Dances are subject to University guidelines and community standards. Specific program guidelines and protocols are outlined in the "Dance Policy" (available in the Office of Student Life).

D. Violation of Law and University Student Conduct Process

1. *Separate processes.* University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President of Student Life. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal complaint arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. *University cooperation with law enforcement.* When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct System Procedures

A. Complaints and Resolution of Complaints

1. *Complaint.* Any member of the University community may file a complaint against a student for violations of the Student Code of Conduct. A complaint shall be prepared in writing by the Complainant or interviewing University official and directed to the Student Conduct

Administrator. Complaints should be submitted as soon as possible after a violation takes place, but no “statute of limitations” prevents the Student Conduct Administrator from acting when deemed warranted.

2. *Initial Notification.* The accused student shall be notified via HBU email that there has been a complaint. The accused student shall be provided notice of the allegations against the student and a copy of the written complaint, when deemed appropriate, as determined by the Student Conduct Administrator. The accused student shall be required to respond within 48 hours accepting or denying responsibility for the alleged violation. Failure to respond within 48 hours may result in additional sanctions. After a response from the accused student, the Student Conduct Administrator may conduct an inquiry.
3. *Inquiry.* The Student Conduct Administrator may conduct an inquiry to determine if the complaint has merit. Subsequent proceedings may be arranged at the discretion of the Student Conduct Administrator. The Student Conduct Administrator may, at his or her discretion, ask a HBU faculty or staff member to sit in during the inquiry process. During the course of the inquiry process, if new information is obtained that the student may have violated additional policies and procedures not included in the initial notification, the Student Conduct Administrator shall make every effort to notify the student of the additional violations.
4. *Resolution.* If the complaint is not admitted and/or cannot be disposed of by mutual consent, the Student Conduct Administrator will make a decision based on the information revealed in the inquiry. If the respondent is found in violation of the Code of Conduct, sanctions shall be assigned by the Student Conduct Administrator.
5. *Notification.* The Student Conduct Administrator will notify the Respondent in writing of the decision(s) reached. The student will be notified of his/her right to appeal and information on the appeals process will be included in writing.

B. Conduct Boards

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

C. Sanctions

Reconciliation to the community after a violation of the Student Code of Conduct often requires some form of consequence for the action. Intermediate consequences are employed wherever possible to avoid expulsion from the University or on-campus Housing. Each incident is reviewed on a case-by-case basis, with consideration to:

- 1) the severity of the violation,
- 2) the context of the incident,
- 3) a history of prior misconduct,
- 4) the responsiveness of the respondent to accountability, and
- 5) the degree to which the individual displays genuine repentance.

Community members are encouraged to provide firsthand testimony that will bring greater clarity and understanding to the student conduct process. While painstaking efforts are taken to maintain consistency from case to case and individual to individual, confidentiality often prevents the disclosure of details that contribute to a decision, occasionally resulting in unanswered questions regarding an outcome. Uninformed members of the campus community are asked to extend the benefit of the doubt to officials, knowing that prayerful consideration has been employed in the proceedings and the subsequent outcome.

1. *Sanctions*. The following sanctions may be imposed upon any student found to have violated the Student Code of Conduct:
 - a. *Verbal Warning*-Verbal notice to the student that the student is violating or has violated institutional regulations, accompanied by a request to desist and refrain from the misconduct.
 - b. *Written Warning*-A notice in writing to the student that the student is violating or has violated institutional regulations, accompanied by a request to desist and refrain from the misconduct.
 - c. *Loss of Privileges*-Denial of specified privileges for a designated period of time.
 - d. *Fines*-Previously established and published fines may be imposed.
 - e. *Restitution*-Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - f. *Discretionary Sanctions*-Work assignments, essays, service to the University, or other related discretionary assignments.
 - g. *Probation*-A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
 - h. *University Housing Suspension*-Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - i. *University Housing Expulsion*-Permanent separation of the student from University Housing.
 - j. *Interim Suspension*-Requires that a student immediately leave University premises or a 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 University-sponsored activities, and subsequent consideration for possible readmission may be specified.

- m. *Expulsion*-Permanent separation of the student from the University. Conditions regarding access to University premises and attendance at University-sponsored activities may be specified.
 - n. *Revocation of Admission and/or Degree*-Admission to, or a degree awarded from, the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation. The endorsement of the appropriate governing body and approval of the President are required.
 - o. *Withholding Degree*-The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code of Conduct, including the completion of all sanctions imposed, if any.
2. *Guidelines for imposing consequences.* The following guidelines attempt to establish some continuity in administering consequences for the violation of the Student Code of Conduct. The Student Conduct Administrator will customarily employ the following guidelines in determining an appropriate consequence, unless there are circumstances that warrant an alternative response on the part of the University. Multiple sanctions may be employed for a single violation, and cumulative violations may result in greater consequences than a single offense.
- a. *Level 1 Violations:* Minor violations likely to result in a minimum consequence of a verbal or written warning with additional sanctions, fine, or restitution on the first occurrence include, but are not limited to, the following examples:
 - (1) Violation of smoking policy
 - (2) Violation of burning objects policy
 - (3) Failure to respond to a request for appointment
 - (4) Minor abuse and damage to property
 - (5) Profanity and obscenity
 - (6) Violation of residential visitation policy
 - (7) Violation of residential noise policyCustomary action: Verbal warning; written warning; loss of privileges, monetary fines, restitution, and/or discretionary sanction(s).
 - b. *Level 2 Violations:* Intermediate violations likely to result in a minimum consequence of probation or limited-term suspension with additional sanctions and conditions on the first occurrence include, but are not limited to the following examples:
 - (1) Disrespect to persons of authority
 - (2) Significant damage to property
 - (3) Misuse of safety equipment
 - (4) Petty theft
 - (5) Sexual misconduct
 - (6) Cohabitation
 - (7) Violation of alcohol policy
 - (8) Intoxication or drunkenness
 - (9) Repeat offenses of Level 1 ViolationsCustomary action: Level I customary actions, educational sanctions, probation, multiple-day suspension, and/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:
 - (1) Use or possession of controlled substances or illegal drugs
 - (2) Intentionally causing physical harm to another person
 - (3) Sexual assault
 - (4) Arson

- (5) Grand theft
 - (6) Possession of a weapon or firearm
 - (7) Repeat offense(s) of Level 1 and/or Level 2 Violations
- Customary action: Level 1 and/or Level 2 customary actions, interim suspension, academic term suspension, dismissal, and/or expulsion.

3. *Interim suspension.* In certain circumstances, the Vice President of Student Life, or a designee, may impose a University or Housing suspension prior to the resolution of the complaint.
 - a. *Conditions.* Interim suspension may be imposed:
 - (1) To ensure the safety and well-being of members of the University community or the preservation of University property.
 - (2) To ensure the student's own physical or emotional safety and well-being.
 - (3) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.
 - (4) To prevent repeat violations of the Code of Conduct that the Student Conduct Administrator reasonably believes may occur absent the interim suspension.
 - (5) During breaks where University services and/or resources are limited.
 - b. *Campus access.* During the interim suspension, a student shall be denied access to University premises (including housing, food services and classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President of Student Life, Campus Police or the Student Conduct Administrator may determine to be appropriate.
 - c. *Process.* The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through an appeal review, if exercised. However, the student should be notified in writing of this action and the reasons for the suspension. When timing necessitates a more immediate verbal notification, the written notification should be provided as soon as possible, thereafter. The notice should include reference to a meeting at which the student may demonstrate why his or her continued presence on campus would not fall under one of the conditions above for imposing the interim suspension.
4. *Student conduct holds.* The Student Conduct Administrator 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 student conduct action is noted in the student's academic record.
5. *Disposition of student conduct records.* Other than student conduct suspension, dismissal, expulsion, or revocation or withholding of a degree, student conduct sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's student conduct record. Upon graduation, the student's student conduct record may be expunged of student conduct actions other than Housing expulsion OR University suspension, dismissal, or expulsion OR revocation or withholding of a degree. All remaining student conduct records may be expunged from the student's confidential record seven years after graduation or separation from the University.
6. *Group sanctions.* The following sanctions may be imposed upon groups or organizations:
 - a. Those sanctions listed above in article IV.B.1.a-g.
 - b. Loss of selected rights and privileges for a specified period of time.
 - c. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

7. *Notification of sanctions.* The Student Conduct Administrator is not limited to sanctions listed above. Upon completing a review of the situation, the Student Conduct Administrator shall advise the respondent, group and/or organization of the sanction(s) imposed, if any.

D. Appeals

1. *Initiating an appeal.* A decision reached by a Student Conduct Administrator may be appealed by the Respondent(s) or Complainant(s) within three (3) academic school days of the student conduct resolution notification. Such appeals shall be addressed to the respective Appellate Administrator in writing and shall be delivered to the Student Conduct Administrator. If after reviewing the appeal, the Student Conduct Administrator maintains the veracity of the disciplinary process, findings, and action, the appeal is forwarded to the appropriate Appellate Administrator. Sanctions imposed by the Student Conduct 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 record of the Student Conduct Administrator and supporting documents for one or more of the following purposes. If the appeal is not based on one of these purposes, the appeal may be dismissed, at the discretion of an appropriate University official as assigned by the Vice President of Student Life:
 - a. To determine whether the inquiry and follow up meetings was conducted fairly in light of the complaint 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 of Conduct was violated, and giving the Respondent 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 Respondent 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 Code of Conduct.
 - 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 review, because such information and/or facts were not known to the person appealing at the time of the original Student Conduct and Appeals Committee Review.
3. *Appeal Review Process.* If conditions for an appeal are met and forwarded to the Appellate Board, the review shall be conducted by the Student Conduct and Appeals Committee according to the following guidelines:
 - a. Student Conduct and Appeals Committee reviews normally shall be conducted in private.
 - b. In a review involving more than one Respondent, the Student Conduct Administrator, at his or her discretion, may permit the review concerning each student to be conducted either separately or jointly.
 - c. The Complainant and the Respondent have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Respondent are responsible for presenting his or her own information; therefore, advisors are not permitted to speak or to participate directly in any Student Conduct and Appeals Committee Review before the committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and

time for the review because delays will not normally be allowed due to the scheduling conflicts of an advisor.

- d. The Complainant, the Respondent, and their advisor(s), if any, shall be allowed to attend the entire portion of the review at which information is received (excluding deliberations). Admission of any other person to the review shall be at the discretion of the Student Conduct and Appeals Committee and/or its Student Conduct Administrator.
 - e. The Complainant, the Respondent, and the Student Conduct and Appeals Committee may arrange for witnesses to present pertinent information at the review. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Respondent prior to the review. Witnesses will provide information to and answer questions from the Student Conduct and Appeals Committee. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Conduct and Appeals Committee with such questions directed to the Chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the review and avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Conduct and Appeals Committee.
 - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Conduct and Appeals Committee at the discretion of the Chairperson.
 - g. All procedural questions and decisions are subject to the final discretion of the Chairperson of the Student Conduct and Appeals Committee.
 - h. After the portion of the review concludes in which all pertinent information has been received, the Student Conduct and Appeals Committee shall determine (by majority vote) whether the Respondent has violated each section of the Student Code of Conduct which the student is charged with violating.
 - i. If a respondent, with notice, does not appear before a Student Conduct and Appeals Committee review, the information in support of the Complaint shall be presented and considered even if the Respondent is not present.
 - j. The Student Conduct and Appeals Committee's determination shall be made on the basis of whether it is reasonable to conclude that the Respondent violated the Student Code of Conduct. A higher standard determination shall be made on the basis of whether it is more likely than not to conclude culpability in cases likely to result in significant consequence. The University is not obligated to a legal standard of "beyond a reasonable doubt."
 - k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. **Reminder: The Student Conduct System is an educational process, NOT a legal proceeding.**
4. *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. The Appellate Administrator will notify the student in writing of the decision. There shall be a single written Administrative Review summarizing the Student Conduct and Appeals Committee Review prepared or delegated and approved by the Chairperson or Student Conduct Administrator. The summary will be filed as a part of the student's student conduct record.

E. Records

Student conduct records will be maintained by the Student Life office and be available in compliance with FERPA guidelines for viewing and requesting copies. The Student Conduct Administrator and/or the Student Conduct and Appeals Committee may, subject to their discretion, utilize audio and/or visual

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

F. Special Accommodations

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

G. Confidentiality

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

Article V: Interpretation and Revision

A. Authority

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

B. Review and Revision Time Line

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

C. Disclaimer

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

University Administration

President - Robert B. Sloan Jr., DdTheol

Chief of Staff | University Relations - Sharon Saunders

- The Guild - Patti Bailey
- University Events & Conferences - Candace Desrosiers

Advancement - Tommy Bambrick, EdD

- Alumni Relations & Advancement - Amy Youngblood
- Development - Charles Bacarisse

Athletics - Steve Moniaci

- Compliance and Academics - Jacob Wonder
- Intercollegiate Sports - Head Coaches
- Sports Information - Russ Reneau
- Trainers - Keri Strong

Enrollment Management - James Steen

- Admissions - Ed Borges
- Financial Aid and Scholarships - Jené Gabbard
- Recruiting - Clint Strickland

Financial Operations - Sandy Mooney, CPA

- Accounting - Sam Webb
- Aramark Food Services - Benny Gilbert
- Information Technology Services - Glenn Johnson
- Financial Analysis - Loree Watson
- Human Resources - Jennifer Boatwright
- Maintenance - Gary Dyke
- Treasury - Hugh McClung
- University Bookstore - Anthony Martin
- University Police - Charles Ragain

Innovation and Strategic Marketing - Jerry Johnston

Provost - John Mark Reynolds, PhD

- College of Education and Behavioral Sciences, Dean - Cynthia Simpson, PhD
- College of Science & Mathematics, Dean - Doris Warren, PhD
- Library - Ann Noble
- Registrar - Erinn Hughes
- School of Business, Dean -
- School of Christian Thought, Dean - Jeffrey Green, PhD
- School of Fine Arts, Dean - Matthew Boyleston, PhD
- School of Humanities, Dean - Christopher Hammons, PhD
- School of Nursing and Allied Health, Dean - Renae Schumann, PhD, RN
- Smith College of Liberal Arts, Dean - Jodey Hinze, JD
- University Museums - Suzie Snoddy

Student Life - Whit Goodwin

- Academic Success Center - Megan Mueller
- Campus Recreation - Joshua Dunn
- Career and Calling / Hire a Husky - Colette Cross
- First and Second Year Experiences - Krista Nix
- Residence Life - Mark Endraske
- Spiritual Life -
- Student Health Services - Brenda Woods
- Student Involvement – Mon'Sher Spencer
- Student Success - David Hao
- Student Development – Dave Groom

University Directory

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

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

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

For media inquiries, further information on press releases, assistance with locating faculty experts, or marketing information, please contact the Office of University Communications. We will make every effort to assist you in a timely and effective manner.

If you do not see the desired department below, general inquiries and messages can be sent via our contact form.

Academic Affairs/Provost	(281) 649-3232
Academic Records and Registration	(281) 649-3213
Accounting	(281) 649-3146
Accounts Payable	(281) 649-3016
Admissions	
Undergraduate Admissions	(281) 649-3211
Masters - Business (MBA, MS-HRM, MS-MGMT)	(281) 649-3306
Masters - Christian Counseling	(281) 649-3095
Masters - Education	(281) 649-3241
Masters - Fine Arts	(281) 649-3338
Masters - Human Resources Management	(281) 649-3306
Masters - Liberal Arts	(281) 649-3269
Masters - Psychology	(281) 649-3095
Masters - Theological Studies	(281) 649-3383
Advancement	(281) 649-3222
Academic Success Center	(281) 649-3081
Alumni Association	(281) 649-3413
Aramark Food Services	(281) 649-3360
Athletics	(281) 649-3205
Band Hall	(281) 649-3378

Baugh Center	(281) 649-3341
Bible in America, Dunham Family (see Museums)	
Bookstore (see University Bookstore)	
Business Office	(281) 649-3749
Cashier's Office	(281) 649-3471
Campus Dining	(281) 649-3259
Campus Ministries	(281) 649-3117
Campus Police (see Police)	
Campus Services (see Operations)	
Campus Recreation	(281) 649-3505
Career and Calling	(281) 649-3475
Hire A Husky / Hire an HBU Student	
Ceramic Studio	(281) 649-3000 x2210
Church Relations	(281) 649-3355
Colleges and Schools	
School of Christian Thought	(281) 649-3383
School of Fine Arts	(281) 649-3338
School of Humanities	(281) 649-3600
School of Business	(281) 649-3325
School of Education and Behavioral Sciences	(281) 649-3094
Honors College	(281) 649-3630
School of Nursing and Allied Health	(281) 649-3300
College of Science & Mathematics	(281) 649-3013
Communications and Rhetoric	(281) 649-3603
Cullen Parlor (Cullen Nursing building)	(281) 649-3198
Decorative Arts Museum (see Museums)	
Development (see Advancement)	
Dillon I/II	(281) 649-3000 x2200
Dunham Bible Museum (see Museums)	
Enrollment Management Vice President	(281) 649-3755
Emergency (to report an emergency)	(281) 649-3911
Emergency Preparedness	

Employment Opportunities at HBU	
English	(281) 649-3610
Events (see University Events & Conferences)	
Financial Operations Vice President	(281) 649-3256
Financial Aid	(281) 649-3749
Fitness Center	(281) 649-3501
Food Services	(281) 649-3360
Glasscock Center	(281) 649-3251
Graduate Admissions (also Admissions)	(281) 649-3269
Guild, The	(281) 649-3362
Helpdesk	(281) 649-3410
Hire a Husky / Hire an HBU Student (see Career and Calling)	
Human Resources	(281) 649-3387
Husky Central (see Undergraduate Admissions)	
Information Technology Services	(281) 649-3410
For technical support: See the HelpDesk	
Institutional Effectiveness	(281) 649-3417
Instructional Media Services	(281) 649-3410
International Admissions	(281) 649-3292
International Students Services	(281) 649-3292
Journalism and Mass Communications	(281) 649-3662
Library (see Moody Library)	
Lost and Found (inside Student Life)	(281) 649-3238
Mabee Theater	(281) 649-3151
Mail Room (see Post Office)	
Maintenance	(281) 649-3319
Marketing and Communications (see University Communications)	
Masters Programs (see Admissions)	
Media Services (see Instructional Media Services)	
Men's Dorm	(281) 649-3100
Moody Library	(281) 649-3304
Museums	

American Architecture and Decorative Arts	(281) 649-3311
Dunham Bible	(281) 649-3287
Southern History	(281) 649-3997
Music, Dept. of	(281) 649-3338
Nurse (see Student Health Services)	
Nursing (see Colleges and Schools)	
Operations (see Maintenance)	
Personnel/Payroll (see Human Resources)	
Police (Campus Alert & Emergency Preparedness)	
Emergency	(281) 649-3911
Non-Emergency	(281) 649-3314
Political Science	(281) 649-3394
Post Office	(281) 649-3000 x2391
President's Office	(281) 649-3450
Procurement	(281) 649-3770
Provost/Academic Affairs	(281) 649-3232
Refuge	(281) 649-3766
Registrar	(281) 649-3213
Residence Life	(281) 649-3100
Campus Recreation	(281) 649-3505
Student Organizations	(281) 649-3124
Student Involvement	(281) 649-3154
Scholarships	(281) 649-3748
Spiritual Life Office	(281) 649-3117
Sports Information (see Athletics)	
Student Health Services	(281) 649-3643
Student Life	(281) 649-3238
Freshman Programs	(281) 649-3652
Parent Programs	(281) 649-3652
Student Involvement / Student Organizations	(281) 649-3124
Student Government Association	
Student Programming Board	

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