



# Student Handbook 2018-2019

HBU complies with all applicable federal and state non-discrimination laws and does not discriminate based upon the basis of race, color, nationality, or ethnic origin, sex, 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 Associate Provost for 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  
President, Houston Baptist University

# From the Student Government Association President

Dear Huskies,

My name is Rene Avila, your 2018-2019 Student Government Association President. I am excited about this upcoming year and I look forward to serving the student body. Houston Baptist University has been my home for the last three years, and I am glad that it is yours too. College is a place full of ideas, challenges, and opportunities. College gives you the chance to encounter people from many cultures and engage in meaningful discussions with them. More importantly, college is a place that fosters character growth. In college, you can discover your passions and your values. HBU offers all of this and much more.

As your Student Government Association President, I want everyone to enjoy the full college experience. All members of the Student Government Association are dedicated to the people they represent. We want to be the intermediary between students and faculty for sole purpose of facilitating mutual understanding. To accomplish this goal, we need to work together. Students want to voice their concerns, and we, the members of SGA, will be there to listen. HBU is a great place to develop this relationship. HBU can help you realize your potential. With our hard work and dedication, we can help HBU realize its potential.

Best,

Rene Avila  
President, Student Government Association

# Introduction to HBU

## **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](http://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 Ceremony**

During Welcome Days all incoming students have the privilege of participating in a ceremony where they are knighted and given their Beanies. This ceremony celebrates the legacies that are being continued and the new legacies that are being made.

### **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.

### **Dawgs Up!**

Whenever you hear someone yell "DAWGS UP," you make our Husky Sign and give one loud bark! This is done at sporting events, graduations, and other festive occasions.

### **HBU Seal**

The HBU Seal is a source of pride for HBU. The Bible represents the Word of God and the Cross, represents the foundation of our mission statement, "Jesus Christ is Lord." The seal includes our signature Bible reference, John 14:6. Be sure to observe the honor of this seal and do not walk on it anywhere on campus.

### **Hinton's Nose**

In the Hinton Center, named after HBU's first President, is a bust with "power"...Hinton's bust. Before a quiz, test, or class, give his nose a gentle rub and may his luck rub off on you!

### **Husky Homecoming**

During the fall semester, come back home and celebrate the legacy you are part of! Homecoming is a time where the past meets the present with excitement for the future. Our alums come home, our current students celebrate and the university has a party!

### **Husky Howls**

Every Friday night before a home football game the Huskies gather together to get pumped for the game! This late night pep rally is always full of surprises, special guests, free give-a-ways and fun.

### **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.



### **Late Night Breakfast**

Every semester, the Monday before finals begin (Dead Day/Reading Day), faculty and staff stay up late to serve our students breakfast as they study. It is one big party full of food, fun, and prizes for everyone who comes.

### **Reading Day/Dead Day**

Every semester, the Monday before finals begin, is considered Reading Day/Dead Day. This means there are no classes and students are expected to relax and prepare for the remaining week of final exams. We end the night with Late Night Breakfast, which is fun for all!

### **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 III (shortened from Wakiza, which means Determined Warrior.)

### **Spring Fling**

During the last week of classes during the Spring semester, count on the Student Programming Board to help end the year big! This is a huge event to celebrate the end of a great year!

### **Welcome Days**

The four days before school starts for the fall semester are special to HBU. This is when we welcome our incoming students with a bang. From move-in to the Beanie ceremony, to learning more about the university they will embrace, Welcome Days jam packs orientation with a huge "Welcome to the Family!"

### **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**

**HBU Alma Mater**

**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**

# Academic Life

## Academic Integrity

Academic integrity is valued at HBU and is at the very heart of the nature of the University as a Christian Liberal Arts Institution. It is the responsibility of all students, faculty, and staff to demonstrate academic integrity. The Academic Integrity policy is designed to promote "the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals" (HBU Preamble).

Upholding academic integrity provides experience that develops students to act with integrity in all areas of their lives. It is not considered "grace" to allow students to bend rules or act unethically without consequence; to do so violates faculty and staff's obligation to "train the mind, develop the moral character, and enrich the spiritual lives" (HBU Preamble) of students. However, the University is committed to responding in a redemptive manner, seeking to balance compassion with accountability. Students can expect to be treated with Christian love as they deal with alleged academic integrity matters.

In practice, academic integrity means holding oneself to the highest ethical standard in all academic pursuits – doing all individual work alone, relying on one's own knowledge during assessments, engaging truthfully with others, following all university policies and procedures, and encouraging this behavior in fellow students and throughout the HBU community. All academic integrity matters are to be documented in Advocate on the HBU portal which is accessed by clicking on the "Advocate" button.

## Academic Dishonesty Defined

Academic integrity is violated when academic dishonesty or misconduct has occurred. As a Christian university, HBU views any act of academic dishonesty as a violation of the University's fundamental principles. Academic dishonesty occurs when a student:

- submits the work or record of someone else as his/her own
- copies another's quiz or exam answers, laboratory work, or written assignments (e.g., homework)
- willfully cooperates with or seeks aid from another student during an academic assessment
- has special information for use in an evaluation activity that is not available to other students in the same activity
- accesses unauthorized materials during an exam (e.g., cell phone, textbook, prohibited calculators)
- copies, uses, buys, sells, or otherwise shares any part of an academic assessment (e.g., an exam)
- works together with other students on assignments that are clearly intended to be individual in nature
- prepares assignments (e.g., papers) for another student to turn in as his/her own work
- submits work as his/her own when it is not (i.e., plagiarism). This includes quoting or paraphrasing another's work or ideas without citing and referencing appropriately
- submits work for one class that has largely been prepared for and submitted for a grade in another class
- falsifies or fabricates data or information
- falsifies or fabricates fieldwork documentation (e.g., internship hours)

Other forms of academic misconduct include:

- destroying, concealing, stealing, or otherwise abusing resource materials (e.g., library books)
- computer misuse, including illegal use or destruction of computer software or hardware, downloading, emailing, or otherwise accessing unauthorized material (e.g., pornographic content,

gambling programs), accessing any computer through a login that belongs to someone else, or otherwise engaging in inappropriate or illegal activity (e.g., hacking, tampering with network, harassment) including the aforementioned using HBU Wi-Fi

- unauthorized copying or distribution of copyrighted materials
- engaging in research activities with human subjects without the approval of the Research and Development Committee
- classroom misconduct, i.e., any conduct which is disrespectful, harassing, aggressive, or otherwise substantially disrupts the progress of the class in the judgment of the faculty member

The faculty member is responsible for notifying students in every class at the beginning of each term about the Academic Integrity Policy by including the policy in every course syllabus. Students are responsible for knowing and following the policy in all cases. The faculty member or academic administrative officer is responsible for establishing clearly whether academic dishonesty or misconduct has occurred.

The process is to be redemptive in nature. As directed by the faculty member, the student could correct and resubmit the assignment in question or receive a failing grade for the assignment in question. At the sole discretion of the faculty member, the student may be directed to resubmit the assignment in question or the student may receive a failing grade for the assignment in question. However, failing the course specifically as a result of the alleged violation is not an option (although when the grade for the assignment is calculated with grades for all assignments in the course, the result could be failing the course). In all cases, the faculty member shall report the incident to the dean of the college.

The student may appeal the action by following the process outlined in the Academic Grievance Policy and Process. Once an investigation into an alleged violation of academic integrity has begun, the student may not receive a grade of "W" for the course in which the alleged violation occurred. The student should be aware that suspension from the University or other administrative action may be taken in cases of academic dishonesty or misconduct, including but not limited to a pattern of academic dishonesty or misconduct. A decision to suspend a student is made by the Office of the Provost. Inclusion in the HBU Catalog is considered sufficient notice to all students of University policy and procedures regarding this matter.

### **Academic Grievance Policy**

A student may file an academic grievance if he or she believes a grade was awarded improperly or for **any** academic grievance matter. The formal process is described below and must be followed by all parties in order to resolve a dispute.

1. The student should make an appointment with the faculty member in question to discuss the matter in person. The student is advised, but not required, to apprise his or her advisor of the matter. It is appropriate to try to resolve differences amicably and in person if at all possible. This is especially true at a Christian institution. If the student is concerned that a private meeting with the faculty member will create antagonism, the student may skip to Step 2. However, the student must make this concern known in writing to the chair of the department in which the course is located explaining why he or she believes this to be the case.
2. If the student continues to dispute the grade after the face-to-face meeting, the student may bring the matter to the chair of the department. This step requires the student to make a written appeal to the chair and provide a copy to the faculty member and academic advisor. The chair will review the student's concern and consult with the faculty member, either individually or with both present. The chair will respond to the student and the faculty member in writing of the chair's recommendation and notify the dean.
3. If the student is unsatisfied with the chair's recommendation, the student may submit a written request to the dean of the college in which the department resides. The dean will review the

written appeal and consult with the chair, the faculty member, the advisor and the student. This will occur either individually or in a group as the dean deems appropriate. The student may request a Standards Committee be formed by the dean. The purpose of the Committee is to bring clarity to all sides, allowing for a thoughtful and informed response from the disputants and to assure integrity in the assigning of grades to students by faculty. However, the Committee has no authority to force the change of a grade. The membership of the committee is composed of all parties heretofore mentioned with the dean serving as chair of the Committee. The dean will also select at least one faculty member from the college and one faculty member from another college to serve on the Committee. The student making the complaint should be the only student involved, and no legal representation nor any other parties are permitted. After hearing both sides and deliberating the Committee will render a judgment as to what it advises should be done. The dean will access the same file in Advocate where the chair's information about the case is located and will then document in the notes section the judgement rendered. The dean is to also upload in the notes section the student's email and any other documents used in the deliberations. The hearing and the rendering is the end of the process. No appeals to change a grade are to be made to the Provost or the President.

4. If the student believes that the process or the way in which they were treated was unfair, the student may submit a written appeal to the Provost. The Provost will make a judgment whether or not to accept the appeal (the President is not to be contacted in these matters). If the Provost agrees to hear the matter, only two allegations will be considered: 1) that the process itself is unfair; 2) that the student was not treated fairly in the process. The burden will be on the student to demonstrate with facts and evidence that the process or the treatment was unfair. Depending on the Provost's findings, the matter may be returned to the Standards Committee for further review. The Provost's office will upload any pertinent information related to the case in the same case file in Advocate.
5. A student is permitted to ask the University Ombudsman to serve as an advisor throughout this process; however, the student must make this known to all parties involved in the academic grievance process. At no time should any HBU employee advise a student anonymously or write an appeal document.
6. If a student questions any grade as recorded in the Registrar's Office, the student has a period of one (1) year beginning with the end of the term in which the grade was awarded, or six (6) months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the grade.
7. Regardless of who initiates the process, all academic integrity matters are to be documented in Advocate on the HBU portal.

### **Department of Nursing Policy and Grade Appeal Process**

All Department of Nursing Policy and Grade Appeals are to be documented in Advocate on the HBU portal which is accessed by clicking on the "Advocate" button.

Students have the right to appeal for exceptions to policies or for consideration of a grade dispute through the Admission, Progression and Graduation (APG) Standards committee. The procedure for the appeal process is as follows:

1. The student should first address the issue with the faculty member (if a grade is being disputed), or the department chair (if a policy is being challenged).
2. If the issue is not resolved, the student may meet with the faculty member and Department Chair of Nursing Programs.
3. If the issue is not resolved, the student may file a written petition to the School of Nursing and Allied Health APG Standards Committee for consideration. The petition must be in writing and addressed to the chairperson of the APG Committee and copies to the Dean.
4. The Chairperson must receive petitions within 30 days of the issued grade or applied policy, or the petition will be deemed "untimely" and not given consideration.

5. Petitions must include the following content:
  - a. details regarding the issue(s) being petitioned
  - b. the relief being sought
  - c. circumstance that warrant review of the grade or policy, and
  - d. a plan of action if the petition is not granted
6. The APG Standards Committee chairperson will schedule a meeting (not necessarily hold the meeting) within one (1) week of receiving the petition with exception to University business days.
7. During the meeting, the student and professor can present their perspectives to the committee, which is a form of internal review.
8. After reviewing the perspectives and clarifying issues, the APG Standards Committee votes on any recommendations. The student will be notified of the committee's decision at the conclusion of the meeting. In addition, a letter will be mailed to the student to provide the decision in writing. The APG Standards Committee may make recommendations to faculty regarding grades or decide to make exceptions to policies. According to University policy, only the faculty member(s) responsible for a course may assign or change a grade.
9. Examples of issues that may be reviewed by the APG Standards Committee include, but are not limited to, the following:
  - a. Grade disputes on assignments, tests, or courses
  - b. Exceptions to admission criteria
  - c. Exceptions to progression policies such as re-entry into or progression in a program after two course failures, failure to achieve full admission status after a conditional admission, or after academic probation or suspension
10. All discussion during the APG Standards Committee meeting is confidential. The committee chair will communicate the decision to appropriate faculty members and/or administrators.
11. Should the student's petition be denied, he or she may elect to file a written appeal of APG Standards Committee's decision to the University Appeals Committee. The written appeal must be submitted to the Dean of the School of Nursing and Allied Health within five (5) working days from notification of the APG Standards Committee's decision. Appeals submitted outside of the established timeframe will be deemed "untimely" and not given further consideration. The Chairperson of the University Appeals Committee will schedule a date and time for the student and other relevant parties to present the case for consideration. The Committee will review the APG process and render a decision on the fairness of the process and if the student was treated fairly in the process. The Chairperson will communicate the decision to the involved parties. The decision of the Appeals Committee is considered "final" in these cases and is not subject to further administrative appeal.

## Advising

The advising process is designed to help the student make important decisions related to academic progress and career aspirations. All HBU students should become familiar with their advisor and the advising process.

### Undergraduate Advising Procedures

During freshmen year, all students (except those in the College of Science and Mathematics and School of Fine Arts) are assigned a staff advisor who can help navigate the Liberal Arts Core Curriculum and counsel students on all academic matters, broad career, and vocational interests, etc. After their freshmen year, students will be promoted to a faculty advisor who specializes in the student's particular field of interest or an allied field. The faculty advisor assists the student in planning major-specific educational and career goals. Students may see advisors to:

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

All advisees are expected to avail themselves of these services in order to graduate from HBU in a timely manner since the student is ultimately held responsible for fulfilling his or her degree plan requirements. Failure to utilize these advising services may result in graduation delays, insufficient progress toward completing a degree, and other possible complications.

Every HBU student **MUST** schedule a personal academic advising session each semester during his or her advisor's office hours in advance of early registration. The advisee will receive a PIN (Personal Identification Number) at the conclusion of this visit. Once early registration for the upcoming semester begins, the advisee will use this PIN to sign up online for his or her desired courses. All students are strongly encouraged to make these course schedule decisions with their assigned advisors in a judicious way. The PIN will allow students to change their course choices at any time during the open registration period without incurring any Add/Drop fees.

### **Graduate Advising Procedures**

Graduate students must also meet with their advisor and register once early registration opens to ensure that the classes they were advised to take are available to them. All students are strongly encouraged to make these course schedule decisions with their assigned advisors in a judicious way. Students should see advisors to:

- Discuss academic successes, failures, or other issues that may affect academic progress
- Select courses for each semester
- Consider a change of major
- File a degree plan
- Discuss educational and career goals
- Provide personal encouragement and support

It is the student's responsibility to schedule advising appointments. Failure to utilize these advising services may result in graduation delays, insufficient progress toward completing a degree and other possible complications.

### **Drop and Add Policy for All Students**

A student who ceases to attend class must follow the prescribed withdrawal procedure to protect his status and leave himself in the best possible position with respect to future registration at this or another university. Failure to do so will result in course failure(s), lower scholastic standing and financial loss. Students contemplating dropping a class must see their advisor to complete the proper steps. The drop process is not complete until the forms are filed by the student and processed in the Office of the Registrar. A student may not drop a class after the published last day to drop.

### **Disability Services/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 academic accommodations is to inform the professor immediately at the beginning of the semester in which he/she will be requesting accommodations. In order to request and establish academic accommodations, the student is to contact the Director of Disability Services via email at [504@hbu.edu](mailto:504@hbu.edu) to schedule an appointment to discuss and officially request academic accommodation services. If academic accommodations are approved, the Director will provide a Letter of Accommodations to the professor(s) and the student. The student must apply for academic accommodations each semester, and the Director will provide approved written accommodations each semester. Please refer to the website, [www.hbu.edu/504](http://www.hbu.edu/504) for all accommodation policies and procedures.

If the student is requesting accommodations concerning Residence Life (meal plans, room requests, or Service/Emotional Support Animals), he/she should refer to the Disability Services website

[www.hbu.edu/504](http://www.hbu.edu/504) under the link for Residence Life for policies and procedures as to how to apply for those accommodations. The student will contact the Director of Disability Services via email at [504@hbu.edu](mailto:504@hbu.edu) to schedule an appointment to discuss and officially request and establish the accommodations. If approved for the accommodations, the Director of Disability Services will send a letter to Residence Life and the student. These types of accommodations are granted for approximately two semesters and are required to apply for them yearly.

## Library

Moody Library is a key component in the education of students at Houston Baptist University. According to the Library’s mission statement, the Library provides “the information resources, services, and physical spaces that support the educational and research mission of the University.” Built in 1968, with an addition in 1989, the Moody Library building includes not only library materials and services, but also a Learning Commons with student study spaces, and important academic student support services, such as the [Academic Success Center](#), the [Testing Center](#) and other [student success](#) offices.

Library resources and services are located on the second floor of the building. The library collection includes both print and online materials selected to support the University’s curriculum. Because most library resources are online, users can access the collection from any internet-based computer using the library’s Discovery Service (a.k.a. [HBU OneSearch](#) on the home page) that searches both the cataloged collection and most online databases of journal holdings and other online content. In addition to the library’s print collection, the second floor contains spaces for quiet study and collaborative study, as well as four group study rooms. The study rooms can be [reserved via computer or mobile device](#). The library wireless network provides internet access for students using laptops, tablets, and smart phones. Additional services include a photocopier, a 30-workstation kiosk to checkout laptops, two black and white printers downstairs and one on the second floor. There is also a color printer downstairs. Please note the higher cost of color printing.

Moody Library is open 87.5 hours a week, with reference service available most of those hours. In-depth reference service is available by appointment, and the librarians offer instruction in library research for many university classes. Reference questions can be addressed to [reference@hbu.edu](mailto:reference@hbu.edu) or texted to 518-633-4687. Students can also look for the green Chat buttons scattered across library pages and [HBU OneSearch](#) or call the desk directly at 281-649-3180. Additional instruction in library use is available through published "[LibGuides](#)" and self-guided tutorials, which are available online from the library’s web page.

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 400,000 books, e-books, and other items and subscribes to or provides electronic access to over 51,000 periodicals.

### Hours: Valid for Fall and Spring semesters

#### 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 and changes will be posted on the [library's website](#). For more information call 281-649-3304 or visit the website at [www.hbu.edu/moody](http://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. The library highly recommends the use of the Bookmyne app available from iTunes or Google Playstore for checking accounts and easy book renewals. Students 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, transcripts, etc. For questions or more help with circulation issues, please call the front desk at 281-649-3304.

### **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.

### **Class Reserves**

Faculty members place library resources on reserve at the circulation desk. Reserve check-out periods range from two hours to one week. Fines will be assessed if items are late as fellow students will need those materials.

### **Non-Book Materials**

The library maintains collections of CDs, DVDs, CD-Books, 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. Students can ask for TexShare cards at the Moody Library Reference Desk ([see map for TexShare participants](#)). Rice University does not participate in the TexShare card program. Students wishing to visit Fondren Library at Rice University must make a request at the Reference Desk. The librarian will email Rice for permission. Students in good standing will be granted access when permission is granted.

Interlibrary loans (ILL) are available for research materials not located in the University library. To request an ILL, fill out a request form at the Reference Desk, send a request via a library database, or fill out the electronic form by clicking Interlibrary Loan Services under the Library Services link on the Library's home page.

### **Photocopiers**

The library provides one photocopy machine. 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

All library workstations and kiosk laptops will require the student's email address and HBU network password. For password information or help, please visit the [Let Me In website](#) or call Information Systems at 281-649-3410. Reference librarians are available to assist students in the use of library databases and other library-related online materials. One computer is available for the use of the general public and does not require a log-in.

## 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](http://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](http://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](http://www.hbu.edu/About-HBU/The-Campus/Facilities/Morris-Cultural-Arts-Center/Museums/Museum-of-Southern-History.aspx)

## Institutional Technology Services

### Using Blackboard

HBU uses Blackboard as the Learning Management System (LMS) to conduct fully online classes, and to complement face-to-face and hybrid classes. Huskynet is the official record for classes in which you are enrolled; once enrolled, this information is sent via our integration process to Blackboard every 6 hours. For example: if you enroll in a class after 12 noon, you will be added at 6 p.m. Classes are available in Blackboard one week prior to the starting date for your review and will begin at the scheduled semester start date. To learn more about how to use Blackboard please visit the support page at <http://hbu.libguides.com/bbstudentsupport>. Please contact the Helpdesk at 281-649-3410 for troubleshooting assistance. The Academic Technology Support Office manages Blackboard and all of the integrated tools, including Turnitin, SafeAssign, Respondus LockDown Browser, book publishers, and more. Download the free Blackboard mobile app at your favorite app store. Search for Blackboard Mobile and download this free app. Search for Houston Baptist University Learn 9 to connect to your classes on your iPhone, Android, iPad or other tablet devices.

The online fee paid when a student registers for online classes includes a fee for student authentication. Students download the Respondus Lockdown browser to their personal computer, and use a webcam to record their student ID and surroundings before beginning a quiz in Blackboard. Each quiz provides step by step instructions to get started. The Respondus Lockdown browser will be available on campus computers in the library, classroom computers, computer labs and testing center. Please note that Chromebooks are not compatible with Respondus LockDown Browser.

## Hardware/Software Requirements

### Computer

It is recommended that students use a laptop or desktop computer to access and complete assignments in Blackboard. Ideally, you should have daily access to a computer to successfully complete course work. While tablets or smart phones may be used to access *some* course content, not all content can be viewed on this type of device. In addition, completing course assignments on tablets or smart phones is not recommended.

### Minimum Systems Requirements

1.6 GHZ or Higher Processor  
2 GB of Memory  
150 MB of Hard Disk Space  
800 x 600 or Higher Resolution Monitor, 16 bit color  
Desktop or laptop  
Webcam with Microphone

### Internet Access

**High Speed Internet Service** – DSL or cable with at least 1 MPBS connection speed. Satellite internet will work, but may not be optimal due to the latency of the connection.

**Web browser** – Mozilla Firefox or Google Chrome. Other browsers (i.e., Internet Explorer, Microsoft Edge) may be okay, but Firefox and Chrome are most compatible with the HBU's learning management system, Blackboard. In addition, Firefox and Chrome are also available for Mac users. It is recommended that both Firefox and Chrome be installed on your computer in the event there is a technical problem with one browser and you have to use another to access your Blackboard course(s).

### Additional Software or Plug-Ins

You should download the following software or plug-ins to ensure optimal performance of your online course experience:

- Microsoft Office for Windows or Mac (Office 365 is available *FREE* to HBU students)
- Adobe Flash
- Adobe Reader
- Java
- Shockwave Player
- QuickTime (video viewer for both Windows and Mac)

### Blackboard System Checker:

[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support/Browser\\_Checker](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support/Browser_Checker)

### O365 Free downloads for enrolled students

Students who are enrolled in any higher education institution are eligible for 5 free downloads of Office 365 for Education for their personal devices. This includes Word, Excel, PowerPoint, OneNote, and additional services like Skype for Business, Sway and a 1tb of OneDrive cloud storage. To be eligible for the download you must be a full-time or part-time student at an academic institution and:

- Have a school-specific email address (for example, [john.d@hbu.edu](mailto:john.d@hbu.edu)) provided by the school
- Be of legal age to sign up for an online offer

You may use the plan as long as you are registered at a qualified school. Eligibility may be re-verified at any time. When your Office 365 for Education plan expires:

- The Office applications enter a reduced-functionality mode, which means that you can view documents, but cannot edit or create new documents.
- Office services associated with the school email address – for example, Office Online and OneDrive – will no longer work.

#### **How to download O365**

- Go to Cloud Services page on HBU.EDU, <https://www.hbu.edu/information-technology-services/technology-on-campus/hbu-cloud-services/>
- Click the Office 365 Activate button and follow the prompts to login with your HBU OneLogin (HBU email address + password)
- Follow the software download prompts

# Athletic Life

## Intercollegiate Athletics

Houston Baptist University now sponsors 17 NCAA Division I athletic programs. The women's sports are (sand) beach volleyball, 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.

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](http://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](http://HBUHuskies.com).

## Spirit Program

Houston Baptist University has multiple opportunities for students to be a part of leading at HBU in relation to spirit and tradition. Two aspects of this include HBU's cheer team and HBU's sled team.

### HBU Cheer

The mission of HBU Cheer is to unify students, players, alumni, and others in support of Houston Baptist University and its athletic teams. As athletes, cheer motivates and entertains the crowd, promotes school spirit, and represents the University at campus and community events. The HBU cheer team has an exceptional standard, and they need exceptional individuals to continue the tradition. For more information please visit [www.hbu.edu/cheer](http://www.hbu.edu/cheer).

### Kiza III

HBU's live mascot, Kiza III, is cared for by the Head Musher and the HBU Sled Team. The Head Musher is a select student who lives with Kiza and provides the primary care for her. The Head Musher also leads The Sled Team, a volunteer group of current HBU students that enjoy spending time with and caring for our beloved mascot. Sled Team members are responsible for all of Kiza III's activities on and off campus, such as: walking, bathing, grooming, feeding, and taking her to athletic and school events, as well as a variety of other tasks. For more information visit [www.hbu.edu/kiza](http://www.hbu.edu/kiza).

## Athletic Facilities

The Frank and Lucille Sharp Physical Education Building was built in 1963. Later named Sharp Gymnasium, the facility serves as home to the Husky basketball and Husky volleyball teams. Sharp Gym has also served as the home away from home practice facility for the two-time NBA champion Houston Rockets and the four-time WNBA champion Houston Comets. The most recent renovation was addition on the end of the court to cushioned-backed seats prior to the 2011-12 season. Sharp Gym connects to the Glasscock Gym which serves as the practice facility for both basketball programs as well as the women's volleyball program.

Husky Stadium opened in September, 2014 and is the home of HBU football. The 5,000 seat stadium hosted the first on-campus football game in the history of the University when the Huskies played McMurry on September 6, 2014. The new facility also holds a brand new weight room that will provide all Husky athletic programs with access to the most modern and competitive strength and conditioning equipment.

Sorrels Field has been the home of HBU men's and women's soccer since 2007. The natural grass field also features a practice field behind the stands. The women's team hosted their first conference tournament at the 2010 Great West Conference Tournament and won their first title, defeating North Dakota in a shootout after the teams remained tied at 1-1 after two overtime periods. The men have hosted Major League Soccer's Houston Dynamo twice to Sorrels Field, the first being an exhibition against the Chicago Fire, and the other a spring friendly against the Huskies in 2011.

Opening during the 1993 season, Husky Field is home of the HBU baseball team. The 1,000-seat ballpark boasts one of the better playing natural grass surfaces in the state. The dimensions are 330 feet down the foul lines, 380 and 400 feet to the power alleys and 406 to center field. A roomy press box services the needs of the media.

Located adjacent to the Huskies' baseball field, Husky Field for women's softball is the home to the women's softball program. The field was opened with a 2-1 win over St. Mary's (Texas) on April 1, 1993. Recent renovations have included new grandstands with chair back seating. The symmetrical park measures 200 feet down the foul lines and 218 feet to center field.

# Campus Services

## Bookstore

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

## HBU ID Card

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 the circulation 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 tracking 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
- laptop kiosk checkout

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.

## Facilities Management

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

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 can be sought through the Houston Baptist Police Department at 281-649-3314.

## Academic Success Center

The mission of the Academic Success Center (ASC) is to provide academic resources that cultivate student scholarship, collaboration, and achievement. Resources are offered free of charge and include individual and group tutoring, Supplemental Instruction, academic coaching, and study skills assistance. This space is open to all students for individual and group studying. Laptops and Apple TVs are also available for student check-out. For more information, please visit [www.hbu.edu/asc](http://www.hbu.edu/asc).

## Career and Calling

The Office of Career and Calling at Houston Baptist University is the centralized career resource for all majors, including alumni. We prepare our students for the world of business, beginning in the very first year of college. Career coaching and developing of our students continues throughout the undergraduate years into graduate school and beyond as HBU alumni professionals are encouraged to come back home for career assistance and retooling. Here are just a few of our career resources and services available right now:

- Career development seminars and workshops
- Business Etiquette Dinners
- Employer connection sessions
- Career counseling and career assessments in searching for employment direction
- 6-8 Career Fairs every year
- Campus interviews with employers for internships and jobs
- Assistance with finding work-study, internship, and job opportunities
- Mock interviews in preparation for real interviews
- Searching and preparing for internships within your major
- Internship placement via the community internship program

The Office of Career and Calling and its resources are available to all undergraduate and graduate students with extended hours on Mondays and Tuesdays until 6:00 pm. For further information, contact Career and Calling by attending Drop-In Hours which are posted on our website, [www.hbu.edu/careerandcalling](http://www.hbu.edu/careerandcalling) or by emailing [careerandcalling@hbu.edu](mailto:careerandcalling@hbu.edu). Please feel free to stop by the Career Center located in the Hinton Center, Room 108.

## Counseling Services

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 [studentlife@hbu.edu](mailto:studentlife@hbu.edu).



## Disability Services

Houston Baptist University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Please refer to the website, [www.hbu.edu/504](http://www.hbu.edu/504) for all accommodation policies and procedures.

## HBU Navigate

HBU Navigate provides a central location for students to find the people and resources on campus to help them succeed. HBU Navigate provides an easy way to schedule tutoring appointments at the Academic Success Center, as well as schedule appointments with instructors and advisors. Students can also view information submitted about their progress in various classes by visiting their HBU Navigate homepage. You can access HBU Navigate by clicking on the Navigate icon located on the HBU Portal.

## International and Veteran Student Services

The Office of International and Veteran Student Services provides advice and resources to both international and veteran students in various areas of need, including admissions, enrollment, general advising, navigating federal regulation, and applying for federal benefits.

The office is located on the 2<sup>nd</sup> floor of the Baugh Center and can be reached at 281-649-3292 or by [goglobal@hbu.edu](mailto:goglobal@hbu.edu) or [veterans@hbu.edu](mailto:veterans@hbu.edu). More information can be found at [www.hbu.edu/international](http://www.hbu.edu/international) or [www.hbu.edu/veterans](http://www.hbu.edu/veterans).

## 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:

- Academic Testing for HBU courses (must be requested by the professor of the course)
- ACT Residual
- ALEKS Math Placement Tests
- CLEP
- Computer Proficiency Exam
- Education Practice Tests
  - Prior approval is required from education advisor before registering.
  - Refer to [Testing Services website](#) or [COEBS CPPE website](#) for further information.
- HESI A2 and HESI A2 with Critical Thinking
- iBT THEA
- Individual Proctoring for distance learning for other universities and organizations
- Reading Proficiency (Pre-THEA)
- Spanish Placement Tests (contact: [ebermejo@hbu.edu](mailto:ebermejo@hbu.edu))

For information about exams and online registration and payment, visit [www.hbu.edu/testing](http://www.hbu.edu/testing). HBU Testing Services also offers Accommodated Testing for HBU students. Contact [testing@hbu.edu](mailto:testing@hbu.edu).

## TRIO Student Support Services

The mission of TRIO Student Support Services (SSS) at Houston Baptist University is to help participants succeed holistically by empowering them to expand their horizons.

We do this by providing academic tutoring, assistance with information on the full range of student financial aid programs, resources for locating public and private scholarships, and assistance in completing financial aid applications. Also, the program provides assistance in applying for admission to graduate and professional programs. SSS also provides individualized coaching for academic, leadership, career/vocation, and personal goal setting. Students in this program will have the opportunity to strengthen leadership skills and participate in different activities and trips in Houston and around the country.

Eligible students must be U.S. citizens or permanent residents. Additionally, they must meet one of three criteria:

1. Be a first-generation college student
2. Have demonstrated financial need (as identified by the FAFSA)
3. Have a documented disability

If you identify as one out of the three and are interested, please fill out and turn in an application in the TRIO SSS Office, located in Moody 129. Not sure if you qualify? Email TRIO at [trio@hbu.edu](mailto:trio@hbu.edu) or call 281-649-3198.

## Title V (First-Year Success)

### Student Success

The Title V team serves as a resource and support system for freshmen students at HBU. Our goal is to promote student engagement and persistence. We advise students academically, help students effectively utilize campus resources and provide one-on-one personal, academic, and social coaching. In addition, we host events such as “lunch and learn” educational workshops on a variety of topics pertinent to students’ development and overall success. For more information please email [studentsuccess@hbu.edu](mailto:studentsuccess@hbu.edu).

### First Generation Success Program

At HBU, one in four students is a first generation college student (neither parent has graduated from a four-year higher education institution). The First Generation Success Program (Gen1) is designed to help develop community and support for first generation students through peer mentoring, educational and social programming. Contact the First Year Success staff at [studentsuccess@hbu.edu](mailto:studentsuccess@hbu.edu) for additional information about this program.

## University Health Services

Basic health services are provided in the Student 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

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

The clinic opens the day following Labor Day each fall semester and opens the first day of class for spring semester. The Clinic is open during fall and spring semesters when classes are in session, but is not open during finals, holidays, summer terms and semester breaks. The clinic closes the Thursday before the last day of class (fall and spring semesters).

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 Associate Provost of Student Life.

### **Clinic Services**

Students are expected to present a valid HBU student ID card in order to qualify for services. 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 one'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: call the Neighborhood Health Center at 713-957-8400.

### **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

### **Dining Services and Meal Plan Requirement**

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](http://www.hbu.campusdish.com), or call us anytime at 281-649-3259.

### **Meal Plan**

Meal plans are available for all students, faculty and staff to purchase. The meal plan does not include University vacation periods or breaks between semesters. Meal plans may not roll over from semester to semester, but your Declining Balance will roll from fall to spring semester. View meal plans at the Campus Dining website, <http://hbu.campusdish.com/>

**Residential students:** A meal plan is required of all residential students. 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.

**Commuter students:** Two ways to purchase a meal plan:

1. To have your Huskynet account charged for a meal plan, visit the HBU Residence Life Office in Hodo Lobby to set up your meal plan arrangements.
2. To pay by credit card online, visit: <http://hbu.campusdish.com/>

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

### **Baugh Residential Restaurant**

Baugh 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 Residential Restaurant.

### **Java City**

Located off the main lobby of the Learning Commons. 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 grab a drink, snack or candy bar between classes. We also offer fresh grab-n-go salads, sandwiches, fruit cups, and sushi. Accepts cash, credit cards and declining balance dollars.

### **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. Accepts cash, credit cards and declining balance dollars.

### **Chick-fil-A**

Located in M.D. Anderson Student Center, serving nuggets, sandwiches, salads, and wraps. This location also has a C-store with F'Real milk shakes, V-8 smoothies, candy and gum. Accepts cash, credit cards and declining balance dollars.

### **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.

# Public Safety and Emergency Management

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 strive 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
- Positively interacting with students for their benefit and for the benefit of the community

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](http://www.hbu.edu/UniversityPolice)

## **Community Responsibility**

The security of members of the University community is of vital concern to the Houston Baptist University Administration and especially the HBU Police Department. Concurrently, students, faculty and staff must actively participate and do their part to maintain a safe environment. All members of the University community have a responsibility to themselves and to others to use due care for their safety and to comply with all local, state, and federal laws and the University's regulations for the protection of others.

Failure to take precautions or maintain an awareness of the environment and surroundings may result in increased crimes. The HBU police will continue to develop and implement security measures, but these measures cannot succeed without the support of faculty, staff, students and visitors. The Houston Baptist University Police Department is committed to providing quality service and protection to the campus community while working within the framework of its authority and resources.

## **Reporting Suspicious Activity**

Community members are encouraged to contact the HBU Police Department or officers and to report suspicious activities and crimes as soon as they are observed or detected.

### Houston Baptist University Police Contact Information

Houston Baptist University Police

7731 Southwest Freeway

Houston, TX 77074

Emergency calls ONLY 281-649-3911 (ext. 3911 from within the University)

Non-Emergency phone 281-649-3314 (ext. 3314 from within the University)

E-mail: [hbupolice@hbu.edu](mailto:hbupolice@hbu.edu)

## **Campus Emergency Call Boxes**

HBU's security system includes numerous emergency call boxes located in different areas on campus. They are generally identified by a blue light on top. These call boxes are available for use 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)
- Houston Baptist University Switchboard (281) 649-3000
- Emergency Call Boxes are equipped with video surveillance which are located in various areas throughout the campus.

## **Medical Emergencies**

**From any campus phone call 3911 for any emergency.**

Should you have any type of medical emergency on campus, immediate call (281-649-3911) ext. 3911. 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. You may also use your 911Shield alert button on your cell phone app to call the authorities for emergency help.

## **Reporting Emergencies, Criminal Activity, or Requesting an Officer's Assistance**

Members of the campus community are encouraged to immediately notify the HBU Police Department

whenever they witness an offense being committed. In this type of situation, immediate reporting and response increases the opportunity for intervention and apprehension. For crimes that have already been committed, quick reporting will still assist police officers in protecting the crime scene and gathering evidence.

Reporting an incident may be handled in one of several ways. Individuals who want to report alleged criminal action or emergencies that occur on campus may do so by calling the HBU Police Department at the number listed above. This procedure is recommended if the caller is observing in-progress activity, witnesses the suspect's direction and mode of travel, and/or has current information that will assist in the intervention or apprehension of an individual. There are a number of emergency phone blue boxes around campus that may be utilized if no other phone is available.

Community members may also choose to visit the office of the Houston Baptist University Police Department, located in the Bradshaw Fitness Center facing the Southwest Freeway frontage road, to make a report in person. This procedure may be preferred whenever a report is sensitive or complex in nature, or possibly requires a written statement as part of the investigative process.

Requesting immediate assistance from any officer on patrol is also an option.

When a report of a crime in progress or major offense is received, the Houston Baptist University Police Department will dispatch an officer immediately to investigate the suspected criminal activity. Responses include, but are not limited to, dispatching one or more officers to the scene; preparing any needed investigation reports; arresting and filing charges, depending upon the circumstances of the offense; and referring alleged offenders to appropriate campus agencies for action.

For less serious crimes that have already occurred, police officers may respond immediately if time permits, or make arrangements to meet at a later time if there are more pressing events requiring immediate attention.

### **The Police and Personal emergencies**

Our police officers are approachable to listen to personal emergencies and your personal concerns. If you find yourself in personal crisis, you can approach an officer and ask for assistance or aid. They will help you, or find the help you need.

### **Notification of Crime to the University Community**

Efforts are made to advise the campus community about campus crimes and crime related problems on a timely basis. These include the Crime Log, Crime Alerts and, in extreme situations, Crime Bulletins that are distributed through the campus voice mail system and/or e-mail, or the HBU Alert Emergency Notification system via the 911Shield program which may be accessed on your cell phone.

### **The Crime Log**

A Crime Log of incidences occurring on campus will be maintained at the HBU Police Department. This log, which covers the last 60 days of activity, is a public record document and may be viewed at the HBU Police Department office upon request made to a police supervisor. Crimes of a serious nature are posted on the 911Shield program's crime map which may be accessed on your cell phone.

### **Crime Alerts**

Crime Alerts are notification by e-mail and other postings regarding crime trends and particular security risks. Once a security issue or crime trend is identified, notifications are prepared and distributed to alert the HBU community. Depending on the circumstance, distribution may go to a specific residence hall, all students, or the entire University. Alerts are also made via the 911Shield program which may be accessed on your cell phone.

### **Crime Bulletins**

Crime Bulletins are similar to Crime Alerts but are for those situations that are of a more serious nature. They may be issued whenever a major crime risk is identified, it may be after a single specific crime has been committed, or after a major security risk has been identified.

### **Crime Prevention and Programming**

Crime Prevention Programs on personal safety and theft prevention are coordinated through the HBU police, Student Life, and various other groups on campus. Individuals and groups wishing to host a program should contact one of these areas to make arrangements for the specific topic being considered. Each Fall, a "Safety Day" program is held through the Office of Residence Life.

### **Building Access and Security**

Security is everyone's concern. Members of the Houston Baptist University community can help protect their personal security, and the security of campus buildings and offices, by not letting suspicious persons or strangers enter buildings and by not propping doors open. Additionally, any suspicious persons or activities should be reported immediately to the HBU Police Department at 281-649-3911.

### **Security in the Residential Colleges**

Each occupant is responsible for locking their individual rooms within the facilities. Depending on the residence building, some common-use areas are monitored by a card-reader access system. Any crime occurring in residential facilities should be reported immediately to the Houston Baptist Police Department or to the Office of Residence Life.

Students should report a door or monitoring device in need of repair to the Residence Life representative at their residential facilities. Students also may request lock changes when circumstances or conditions warrant a change. Further building security information is printed in the housing agreement.

### **Security in Academic Areas**

As a major University, many of Houston Baptist University's academic buildings are open to authorized faculty, staff and students later at night and are secured after hours by University Police. Students, faculty and staff must participate in keeping buildings secure by locking doors and windows, and reporting suspicious persons or activities to the Houston Baptist University Police Department at 281-649-3911.

### **Security of Physical Facilities**

University police officers patrol the campus in an effort to assure a high level of physical security. As a regular part of their patrol duties, they also submit maintenance requests regarding any safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps and handrails and any other condition which might detract from one's personal wellbeing. All such conditions should be reported to the Maintenance and Operations Department by calling 281-649-3319. Also, the University Police can be notified at 281-649-3314 regarding issues that require immediate attention after regular business hours.

### **Emergency Response**

All members of the campus community are encouraged to notify the HBU police of any situation or incident on campus that involves a significant emergency or dangerous situation. In turn, the HBU police have a responsibility to respond to such incidents to determine the validity and scope of the threat, determine its risk to the health and safety of the campus community, and to assist those adversely affected by the threat.



In situations where a valid threat is identified, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. This communication is relayed to the campus community by the Office of the Associate Vice President of Facilities Operations, who collects the information from the HBU Police Department or the University Safety Committee. This communication will also, where applicable, provide information on where to find updates regarding the threat.

### **Notification of Immediate Threat to the Houston Baptist University**

The Office of the Associate Vice President of Facilities Operations the University Safety Committee receive information from various offices/departments on campus, such as the University Police Department and Student Life. When of the Associate Vice President of Facilities Operations or University Safety Committee confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the HBU Community, they will collaborate to determine the content of the message and will use any or all of the systems available, to communicate to the HBU Community, or the appropriate segment, if the threat is limited to a particular building or segment of the population. The Office of the Associate Vice President of Facilities Operations and the University Safety Committee will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (Houston Baptist University Police Department, Houston Police, Fire, Ambulance, or other possible entity), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the HBU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the HBU community. These methods of communication may include campus e-mails, a 911Shield alert, emergency text messages that can be sent to a phone and emergency alert messages on the University's web site. The University will post updates by any or all of the methods available, as those updates are received or pertain to the HBU Community.

### **Procedures for Testing Emergency Response and Evacuation**

Timed evacuation drills are held each Fall and Spring Semester in the residence halls. Full documentation of drills are kept on file at the Residence Life Office. Through these drills, the HBU community learns the location of the emergency exits within the buildings they occupy, and are provided guidance about the direction they should travel when exiting the facility at the time of the evacuation drill. In actual long term evacuation situations, residents and students would be given instruction on alternate locations to meet, receive further instruction, etc. depending on the situation requiring the evacuation.

Residence hall and apartment complex drills are monitored by the University police and Residence Life staff. Lockdown (shelter in place) simulation drills are monitored by the University Police and each building's assigned emergency lockdown personnel. Reports are prepared by participating departments, which identify immediate concerns to be addressed or repaired. Service requests and equipment concerns are submitted to the Maintenance and Operations department or to the concerned area of responsibility.

### **Shelter-in-Place Procedures**

There are situations, such as during a tornado warning, a major natural gas leak, or other possible situation, where sheltering in place may be safer (or at least provide less of a safety risk) than evacuating. To "shelter-in-place" means to make a temporary shelter of the building you are in, until it is determined to be safe to resume normal activities. Shelter-in-place alerts may come from any form of emergency notification procedure available, and from any source, including Houston Baptist University Police Department, the Student Life staff and other employees of the institution, or official offices of the respective local, state, or federal government.

### **Off Campus Criminal Activity**

The Houston Baptist University Student Life Office is the campus entity immediately responsible for contact with student organizations. The HBU Police Department does not provide law enforcement services to off-campus residences or activities. Off-campus criminal activity within the City of Houston is monitored and recorded by the Houston Police Department. The Houston police may call on University police anytime their assistance is needed. The HBU Police Department maintains a close working relationship with the Houston Police Department and the Harris County Sheriff's Office. This cooperative approach addresses situations as they arise as well as future concerns.

### **Missing Student Policy**

The Higher Education Act Reauthorization with Higher Education Opportunity Act – 2008, Section 485(j) requires all institutions of higher education that participate in any Title IV program and provide on-campus housing to students to establish both a Missing Student Notification Policy and Official Notification procedure for handling missing persons that apply to missing student reports of student who reside on campus. If a member of the campus community has reason to believe that a student who resides in on-campus housing is missing, he or she should immediately notify the campus Police at 281-649-3314 (or ext. 3314). The HBU Police Department will generate a missing person report and initiate an investigation.

For the purpose of this policy, an on campus student housing facility is defined as any residential facility that is operated and governed by the Houston Baptist University Residence Life Office. The definition excludes those properties that are owned by the University, but leased through the Financial Operations division, which are open to be leased by non-students.

A missing student is defined as any currently registered student of Houston Baptist University who has not been seen by friends, family members or associates and whose whereabouts have been questioned and brought to the attention of a member of the University community. If the report is made to someone other than a University police officer, such as a mentor or staff member, that staff person should immediately report the information to the University police. The University police will immediately initiate an investigation when notified that a student, who resides in a campus residence hall, is missing with no reasonable explanation for his/her absence, or there exist articulable reasons for the fear of danger or harm to the missing student.

The investigation will include gathering of all information including: discussions with friends and roommate, meal and card access use around campus, use of social networking sites if possible, and contacting them by phone or text. In the event of a missing student residing on campus, the Associate Provost for Student Life or a designee will notify the designated contacts regarding the situation. In the event the student does not reside in a University residence hall, the appropriate local police authorities will be notified by University police and an investigation will be initiated.

### **Notification upon Student Found/Returned**

The HBU Police Department will be immediately notified when a student, who was reported as missing, is found or located. The police officer will interview the missing student as to the facts surrounding the event and, when the officer is satisfied that the event has concluded, will then notify the necessary parties and complete and close any official investigative missing person reports.

### **Firearms on Campus**

Firearms are forbidden on the campus and in the residence areas of Houston Baptist University. The only exception to this rule is possession by properly credentialed police officers and law enforcement

personnel. For questions regarding the firearm policy, please contact the HBU Police Department.

### **Stalking**

Any student who believes that they are a target or victim of stalking should immediately report it to the HBU police department for investigation. If the person being stalked does not wish to press criminal charges, the HBU police department and administration reserves the right to ban persons accused or alleged of stalking from the campus or university properties.

### **Domestic Violence**

For the purposes of this policy, domestic violence is constituted by an act of violence and it is committed against a family member, a household member or a current or former spouse, a child of a current or former spouse, a person with whom the alleged offender has a child or children, a foster child or foster parent of the alleged offender, a family member of the alleged offender by blood, marriage, adoption, or someone with whom the alleged offender lives in a familial relationship.

An act of domestic violence committed on campus should be reported to the HBU Police Department. An act of domestic violence committed off campus, against a student of the university, can be reported to the HBU Police Department, who will then immediately review the incident so as to ensure the immediate safety of the student and the campus, and who will then report it to the police department in whose jurisdiction the alleged event occurred for their investigation.

### **Dating Violence**

For the purposes of this policy, dating violence is constituted by an act of violence committed against a person by another person when there exists a dating relationship between the two that is more than casual (considered as romantically involved), and the amount of time that the persons have been dating adds to the belief that a more than new or casual relationship exists between the persons.

### **Protective Orders and Restraining Orders**

Any student, staff member, or employee who is possession of a protective order, a restraining order, or any non-contact order from a court or magistrate, should contact and inform the HBU Police Department of the order as soon as possible.

### **Reporting Crimes and Criminal Activity: Confidentiality**

The Houston Baptist University encourages victims of crimes, as well as witnesses to crimes or abuse, to voluntarily report all such incidents and events to the HBU Police Department or campus security authorities. If not required by law, the University will attempt to keep the victim, witness, and reporter's personal information confidential.

### **Hurricane Plan: Student Preparedness and Response**

Hurricanes are the most common large event disruption of activity in the Texas Gulf coast region. Our area has a history of hurricane preparedness and, when one threatens, much excellent information is provided across every communication platform.

Students who are not from the Gulf coast area should familiarize themselves with the following information concerning hurricanes and the steps and processes that will take place, if and when, one approaches our area. They should also have a plan in place of where to go in case the University is forced to close due to the arrival of a serious hurricane.

The hurricane season extends from June 1 through November 30. However, most hurricanes hit the Texas Coast during August and September, and may strike in early October as well. In addition to damage from high winds, the campus may experience flooding from the heavy rains.

The weather service has several advisory alerts that they provide as a hurricane develops and moves towards land:

- A **Hurricane Advisory** is released by the National Hurricane Center every six hours whenever a hurricane storm threatens the U.S. coastline.
- If a hurricane endangers the local area, a **Hurricane Alert** is issued.
- A **Hurricane Watch** is issued later when there is a possibility that the storm might make landfall somewhere in the watch area within the coming 48 hours.
- Finally, a **Hurricane Warning** is issued by the National Hurricane Center indicating there exists a high probability that the storm will make landfall between two designated locations in at least 24 hours (but not less than 8 daylight hours).

### **Evacuation of the campus**

Not every tropical storm or hurricane is serious enough to warrant the closing of the University, or the evacuation of the campus. Decisions concerning evacuation of the campus and cancellation of classes will be made by the University's President and the Executive Emergency Committee after consideration of a number of factors including the threat, any directives from the State of Texas, the Harris County Office of Emergency Management, and/or the City of Houston.

If the campus is to be closed, and/or evacuated, official notification will be made through a number of information outlets to include the Internet, email, radio, and television.

Announcements will also be shared with the local television and radio media. An excellent source of hurricane information, and closures, can be found on radio station KTRH 740 AM- the most recognized local Houston emergency broadcast station.

### **Closing the University; Reopening the University**

**If the University is closed for a hurricane all classes will be cancelled and the campus secured by the HBU Police.**

The reopening of the University will be announced through the Internet, internal University communications systems including the portal, email, the HBU Alert System, and University Web site ([www.hbu.edu](http://www.hbu.edu)), local media; *school-alerts.com* (which also alerts local media).

### **Hurricane Pre-Season Preparation**

Remember the five "Ps" when preparing: Prior Planning Prevents Poor Performance.

Students need to evaluate their hurricane plans in the spring, preferably before June 1st of each year, which is when the hurricane season begins. All students should notify their parents/family of their personal emergency plans. Do not wait until a hurricane threatens the area to make your plan on where to go and what to do.

- Ensure that all of your personal contact information is correct and up-to-date with the University.
- Identify ahead of time a safe haven destination in the event of an evacuation.
- If evacuation is not possible, please notify the residence life assistants or, if the storm is impending, the HBU Police Department for assistance.

### **Residential Students**

Resident students will receive explicit instructions from Residence Life staff regarding hurricane procedures.

**If you have no way to evacuate the campus, please contact the Student Life office or the HBU police department.**

## Emergency Notification

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.

HBU has implemented an important communication tool for students, faculty and staff. **The 911 Shield** is the official HBU alert system, providing quick text messaging to cell phones as well as through HBU email accounts in the event of a campus emergency.

- **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](http://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](mailto: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](http://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](http://my.hbu.edu), the University portal.
- Check the University website at [www.hbu.edu](http://www.hbu.edu).
- **Local news and radio:** HBU will communicate with local news outlets in order to quickly disseminate news and information. KTRH Radio (740 AM). KTRH AM 740 is Houston's official Emergency Broadcasting station and is a go-to source for information during an emergency-particularly those that are weather related. Other key media outlets include TV stations KHOU (11), KPRC (2), KTRK (13), KRIV (Fox), Univision (45), and KTRH Radio (740 AM, Houston's official Emergency Broadcasting station), and the Houston Chronicle website.
- **[www.school-alerts.com](http://www.school-alerts.com):** This Houston website carries emergency notifications for all local public and private schools. You may visit 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.

### **Smoke Free Campus**

HBU is a smoke and tobacco free campus, and the use of tobacco in any form, to include vaping, is prohibited anywhere on the University's premises except within the confine of a private vehicle.

### **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.

# Event Management and Space Utilization

## Use of University Facilities

HBU recognizes a fundamental responsibility to its community, and, 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 and athletic events

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

With the exception of classroom assignments facilitated by the Provost, ALL use of campus facilities must be scheduled on the University Master Calendar in Ad Astra.

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:

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

\*Note: Fees are charged for facilities, food service, equipment rentals and set-ups, media service and for 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 seven (7) days in advance and may be scheduled up to 6 months 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 or outdoor spaces. Attendance at the event cannot exceed venue capacity.

**Event requests are to be made at least seven days in advance.**

### Event Request

When planning an event/meeting, you must first calendar the event on the University Master Calendar in Ad Astra. 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 "Request Rooms" button. Select your rooms and click "OK" at the bottom of the pop up screen.
- f. Select the meeting and click the "Request 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. Media must be requested through the organization's campus advisor.\*

\*Please note requesting food and equipment through Ad Astra does not secure those items. You must complete necessary Aramark Catering steps and a Facility Request form for set up needs.

### 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. Media must be requested with the event request, 48 hours prior to the event, and is available on a first request basis.

### Food Services/Table Linens

All food service requests (including bake sale requests and linens) can be made in Ad Astra. Note that 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.

### 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.

### Concluding and Submitting Your Request

Check your information, and then click "Submit" at the top of the screen. You will receive an email that your request has been submitted, and you should receive an email within one week notifying you if your event has been approved or declined by Student Involvement or the Office of University Events and Conferences.



**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](mailto:events@hbu.edu).

### **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](http://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.

# Financial Services

## Check Cashing

Checks up to \$25.00 may be cashed in the bookstore, located in M.D. Anderson Student Center.

## 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 and families Monday through Friday between 8:00 a.m. and 5:00 p.m. by calling 281-649-3471. Our mailing address is: HBU, Cashier's Office, 7502 Fondren Road, Houston, TX 77074-3298 and e-mail address is [cashier@hbu.edu](mailto:cashier@hbu.edu). The Cashier's Office no longer accepts payments over the phone; however, payments made in person may be in the form of MasterCard, Visa, Discover Card, American Express or debit cards. In addition, cash payments are no longer accepted in person for student account payments, but instead payments can be made on-line 24/7 as follows:

Log in HuskyNet  
Click on "Student"  
Click on "HBU-Make a Payment/Payment Plan"

## Tuition and Fees Payment Policy for All Students

Tuition is due one week before the start of class; however, all students must either be paid in full or enrolled in a payment plan (each term) prior to the census date in order to avoid a \$250 late payment fee and a hold being placed on their student account. The hold will prevent access to student services, including, but not limited to, registering and/or dropping a course, viewing grades in HuskyNet as well as requesting transcripts. A \$250 late registration fee will also be applied if a student registers on or after the first day of class.

## Insurance for Students

Student health insurance is not offered through HBU. Students wishing to purchase student health insurance must enroll directly with the insurance provider of their choice. Several provider options are listed at [www.hbu.edu/studenthealthinsurance](http://www.hbu.edu/studenthealthinsurance). Other questions may be directed to [studentlife@hbu.edu](mailto:studentlife@hbu.edu).

**Note:** All international students are required to have health insurance and can contact the Office of International Student Services for a list of approved international student insurance plan providers.

## Withdrawal Refund Policy for All Students

Students are eligible for a 100% refund on tuition and fees only if the course is dropped **before** the first day of class. See refund schedule online at <https://www.hbu.edu/admissions/financial-aid/important-dates/>.

## 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](http://www.fafsa.ed.gov) as soon as possible after October 1. HBU's school code for the FAFSA is 003576. **April 1 is the preferred deadline to submit the FAFSA and any additional documents required as a result of the FAFSA.** All merit, talent, and off-campus scholarships are coordinated through the Financial Aid Office. For further information regarding the various aid programs, contact the Financial Aid Office by phone at 281-649-3749 or by email at [financialaid@hbu.edu](mailto:financialaid@hbu.edu).

# Residence Life

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](http://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.*

## **Department Offices and 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 Help Desks**

Each Residence College has a help desk in the lobby to serve the residents. On-call phone numbers are also posted in the lobby of each living area for after-hours needs and 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.

## **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.

## **Living on Campus**

Due to 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
- 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 (Less 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 off-campus petition form is available on Huskynet under the personal information tab. Questions may be directed to the HBU Residence Life Office or e-mail [reslife@hbu.edu](mailto:reslife@hbu.edu).

Students live in the following living areas:

Freshman Village (FV) Phillips Men and Women's Residence Colleges, Mest – Freshmen

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

Husky Village Apartments (HV) – students with 65 or greater credit hours

## **Housing Accommodations**

Students requiring accommodations for disabilities related to Residence Life should contact the Disability Services Coordinator at [504@hbu.edu](mailto: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](http://www.hbu.edu/504), for more details.

## **Personal Property Insurance**

The University's insurance does not provide coverage for your personal property. You are responsible and liable for obtaining your own insurance coverage for losses due to fire, smoke, water damage, and/or theft. Residence Life highly suggests that students purchase renter's insurance for themselves.

## **Residence Life Procedures**

### **Residence Life Housing Contract**

In order to reside on campus, students must agree to the Housing Contract as part of the housing application. A Housing Contract 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. Residents may appeal the Housing Contract by submitting a written appeal form. Students may contact Residence Life for more information. The student is responsible for the full terms of the Housing Contract 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 & Locks**

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

- A lost key should be reported to the RA or Residence Life Office immediately.
- A replacement charge will be assessed for each lost key.
- Room door locks are provided and serviced by HBU. Replacement of a lock, or tampering with it, by a resident or others is prohibited. If a lock fails or is defective, it should be reported to the RA for servicing by facilities operations personnel.
- Personal duplication of keys is prohibited. Room keys are only made or cut by HBU personnel. 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, for safety and security sake, rooms are kept locked.

### **Room Consolidation**

During the first four weeks of each term, students 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.

### **Right of Entry**

Residence Life Staff reserves the right to enter and inspect living areas, including the bathroom. The staff member will knock and identify him/herself before entering. 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.

### **Move-In**

- Residents of each room are responsible upon move-in to complete the Room Condition Form (paper) or Room Condition Record (electronic). 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.**
- Failure to move out on time indicates an agreement to any assessment of damages and charges upon inspection of the room by Residence Life Staff or HBU Operations. This process is also called Express Checkout.

### 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. You may also activate the 911 Shield button on your cell phone for an immediate response.

**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 all exits throughout the building.
  - Know the location of fire safety equipment on the floor.
  - 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.
  - 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.

- 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.

## **HBU Residential Guidelines**

### **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.

### **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 forbidden on the campus and in the residence areas of Houston Baptist University. The only exception to this rule is possession by properly credentialed police officers and law enforcement personnel. For questions regarding the firearm policy, please contact the HBU Police Department.

All students and their guests must comply with all federal, state, local laws and University policies pertaining to all weapons including, but not limited to, fireworks/explosives, bows and arrows, illegal knives, martial arts weapons, air rifles, BB guns, or any other object that is designed for, is brandished or is used as a weapon. None of the aforementioned are permitted on campus.

### **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, at all times, to supervise 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.

### **Residence Colleges Postings**

All signs and posters must be pre-approved by the HBU Student Life Office before being posted in or near Residential Colleges. If approved, posters, signs, and other items will be posted in designated areas. For more information, please contact your residence assistant.

### **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 change in room or apartment assignments be considered. Failure to get along with roommates/neighbors is not grounds for cancellation of a Housing Contract.

### **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 Associate Provost of Student Life. Campus organizations must obtain permission from Residence Life in order to conduct meetings in campus housing areas.

### **Smoking**

HBU is a smoke-free campus. Smoking is prohibited anywhere on University premises. Vaping is prohibited in all the Residence Colleges.

### **Verbal and/or Physical Abuse**

Residents and guests are to treat all neighbors, apartment mates, visitors, Residence Life staff, and other University officials and workers 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.

## **Residence Life Policies**

### **State Guidelines**

In accordance with Texas HB 355, the university is required to bar individuals convicted of a felony from residential housing.

### Visitation Policy

Visitation policies have been established in each Residence College 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 (Freshman Village & Hodo Residence College) 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 Life staff.

### Husky Village

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

## Residential 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.

### **Hoverboards**

Due to the numerous fires caused by their unstable battery, hoverboards and motorized skateboards are not permitted in housing or inside any building on the campus of HBU.

### **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 be respectful and considerate of 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 College 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**

Due to the potential for accidents or fires, the following regulations must be observed:

- No open flames (candles, Sterno type canned fuel, liquid fuel, etc.)
- No incense
- No hot plates
- No halogen lamps; only UL approved 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" of plugs in your room or apartment. Likewise, "chaining" multiple extension cords together is also prohibited.

- All decorations used on the inside of a University building must be flameproof or flame retardant. Only artificial trees are permitted in students' rooms, and decorations may not obstruct an exit.

### **Sprinkler Heads and Smoke Detectors**

Sprinkler heads and smoke detectors are not to be tampered with, nor covered, nor removed, nor any object hung or affixed to them.

### **Wireless Access Points, Projectors and Screens**

Wireless access points, video projectors, screens and network equipment access hatches are not to be tampered with, nor covered, nor any object hung or affixed to them. Resident provided access points are not allowed on HBU's network nor will interference with the university wireless network be allowed.

### **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.

### **Learning Labs**

Both Hodo Residence College and Husky Village have a designated Learning Lab. Each lab is outfitted with new technology, ample study space, and resources to study in groups or alone. Please contact your RA for further information.

### **Pets**

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

### **Service or Comfort Animals**

Appropriate permissions to have service or comfort animals on campus, in classrooms, housing or other campus facilities must be processed through the Office of Disability Services. View procedures and policies regarding requesting accommodations at [www.hbu.edu/504](http://www.hbu.edu/504).

### **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**

Traffic control and roadway 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 68 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.

### **Complaints and Concerns**

Issues and concerns regarding student housing and residency should first be directed to your resident assistant. This will expedite the repair or resolution of your concerns. If this is not possible, or if the concerns or complaints cannot be successfully resolved by your resident assistant, then the student should contact the Office of Student Life or see Grievance section of the Student Handbook.

## **Residential Facility Services**

### **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. A Student first lock-out is free of charge; each subsequent lock-out is \$25 each.

### **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.

### **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.

### **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.

# Spiritual Life

## Office of Spiritual Life

In fulfilling the Spiritual Life Mission Statement, the Office of Spiritual Life seeks 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 Spiritual Life Department includes the Community Life and Worship Program, Baptist Student Ministries, and *Kaleo*. Contact the Spiritual Life staff at [spirituallife@hbu.edu](mailto:spirituallife@hbu.edu) or visit the Spiritual Life Office, 2<sup>nd</sup> floor M.D.A. Student Center.

## Community Life and Worship (CLW)

### CLW Graduation Requirement

All students seeking an undergraduate degree (full-time or part-time) have a Community Life and Worship (CLW) Graduation requirement of 80 credits (**a minimum of 50 CLW must be obtained through Convocation**). Students are encouraged to garner a minimum of 15 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, up to a maximum of 60 CLW credits. For example, a student with 40 transfer hours will receive 30 CLW credits towards the requirement of 80 CLW credits.

### Community Life and Worship Credit Events

The CLW program offers a variety of events each semester that students are encouraged to attend.

EVENT	
<b>Section A - Convocation (a minimum of 50 CLW credits must be accrued)</b>	
EVENT	# of CREDITS
Wednesday Convocation	1 credit
Power Wednesday (first Wednesday of each month)	2 credits
Thursday Convocation	1 credit
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)

<b>Section B - Community Life Events (No more than 30 CLW credits)</b>	
Thursday Night Worship (BSM)	1 credit
Navigators/FCA/Campus Outreach/Young Life	1 credit (each)
C.S. Lewis Worship/Bible Study	1 credit
Serve Houston (Campus Service Day)	2 credits
HBU Mission Learning Opportunities	Up to 5 credits/week
Mission Trips (pre-approved)	Up to 5 credits/week
Prayer Walks	1 credit
See You At The Pole	1 credit
Passion Conference	Up to 3 credits
ABIDE Prayer Retreat	Up to 3 credits
Organization Sponsored Events	1 credit
CLW Small Group Bible Studies	1 credit
University Sponsored Lectures	1 credit
Dunham Bible Museum	2 credits (per exhibit)
Seminars and Special Opportunities	Up to 3 credits
C.S. Lewis DVD's	Up to 12 credits
<b>Internships</b>	
Service Learning	20 credits (1 internship/career)
Church Leadership	20 credits (1 internship/career)

### **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 (with a minimum of 50 CLW accrued through Convocation). No petitions are accepted requesting a decrease in the CLW credit requirement.

### **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.

### **Church Leadership Internships (CLI)**

The Church Leadership Internship (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. Interested students may contact the Spiritual Life Office, [spirituallife@hbu.edu](mailto:spirituallife@hbu.edu).

### **Kaleo Discipleship Opportunities**

A phrase “the dust of the Rabbi” is used to depict one who is so close to the rabbi in their everyday walk that they could not help but have their dust ...aka their integrity, relationship with God, and lifestyle rub off on them. Through intentional discipleship opportunities called *Kaleo* (in Greek means “to call”), we want to learn and teach God’s love, while sharing with others the truth of Christ. Our goal is to focus on making students as effective as possible in their personal journey with Christ, helping them know Christ and experience Him in fresh ways through discipling, community, study, and integration of Christ into their leadership and everyday life. Come and join in *Kaleo* discipleship and get ready to grow! Contact the Discipleship office above the bookstore in the Student Life area of visit [hbu.edu/kaleodiscipleship](http://hbu.edu/kaleodiscipleship) for more information.

### **Kaleo Service and Missions**

Service and mission opportunities are a great way for students to serve and develop a deeper understanding of how Jesus works in places at home and all around the world. These opportunities provide academic, cross-cultural, hands-on experiences to prepare students for service and missions. Throughout the year, teams of students, faculty and staff are living out the gospel here in Houston and around the world. Local service opportunities are shared through various student organizations, Freshman Year Experience, and local partners intended to deepen relationships with God and each other. Check out [hbu.edu/kaleodiscipleship](http://hbu.edu/kaleodiscipleship) to learn more about service and mission opportunities at HBU.

### **Covenant Fellows Program**

This program requires application for admission. Applications are received each spring and early summer for the following academic year. Participants may receive scholarship during their junior and senior years. 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 visit [hbu.edu/CovenantFellowsProgram](http://hbu.edu/CovenantFellowsProgram).



## **Baptist Student Ministry (BSM)**

At the HBU [Baptist Student Ministry](#), our desire is to equip students to become life-long followers of 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.
- Encouraging students to enter into discipleship relationships where they can be discipled and learn how to disciple others.

### **BSM Leadership Team**

Baptist Student Ministries (BSM) is largely a student-led ministry. The leadership team gives students an opportunity to develop leadership skills through leading ministries like:

- Free Commuter Lunch
- Disciple Now
- Journey (Freshman Bible Study)
- Voyage (Upperclassman Bible Study)
- Small Groups
- Discipleship
- Evangelism
- Mission Trips
- Worship Leading through Refuge and Focus

### **Weekly Ministry Activities**

- **Commuter Lunch** – Select Tuesdays from 11 am-1 pm in the Collegium. This is a free lunch for all students, provided by local churches and the BSM.
- **Journey (Freshman Bible Study)** – Wednesdays at 4 pm. A weekly gathering for freshmen with small groups led by upperclassmen.
- **Voyage (Upperclassman Bible Study)** – Thursdays at 7 pm. A weekly gathering for upperclassmen with small groups led by peers.
- **Coffee Outreach** – Weekly the BSM offers free coffee to students to build relationships and share the gospel.
- **Sent** – An intentional time when students are encouraged to participate in contact evangelism.
- **Trash Take Out** – Thursday nights in the Hodo Residence College BSM students take trash out of student dorms in an effort to get to know people on campus and serve them.
- **Life Tree Ministries** – Tuesdays and Thursdays at 3:45 pm. This is an after-school tutoring program for Burmese refugee children. Join us as we serve our diverse community!

### **Other Opportunities**

- IGNITE – Spiritual Emphasis Week
- Student Mission Opportunities
- Disciple Now Teams
- See You at the Pole
- ABIDE Prayer Retreat
- Prayer Walks
- Fall Retreat
- Leaders in Training
- Prayer ministries

Please come by the Spiritual Life Office or email Nathan Mahand, Director of Baptist Student Ministries, at [nmahand@hbu.edu](mailto:nmahand@hbu.edu).

# Student Life

## Student Life Philosophy and Mission

Motivated by our affirmation that Jesus Christ is Lord, the Department of Student Life seeks to develop students of character and competence by providing opportunities to engage in a Christ-centered community focusing on academic success, spiritual formation, interpersonal development, and physical well-being.

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.

## Campus Recreation and the Bradshaw Fitness Center

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. For additional information go to [www.hbu.edu/campusrecreation](http://www.hbu.edu/campusrecreation).

### Opportunities

- Intramural Sports (IMS)
- Club Sports
- Epic Adventures
- Odyssey – Freshman Outdoor Adventure
- Bradshaw Fitness Center
- Student Worker opportunities – Email [campusrec@hbu.edu](mailto:campusrec@hbu.edu) for more information.

### Eligibility for IMS and Club Sports

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.

- Students who are members of an NCAA or a collegiate team may NOT participate in the related Intramural or Club Sport. This applies to student athletes who are listed on the official NCAA or collegiate team/practice roster. This restriction remains in effect for one semester after the individual is removed from the NCAA or Collegiate roster.
- Rules for all sports may be obtained from the Office of Campus Rec and can be found in the HBU Campus Rec Handbook.

### 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 Dr. James W Massey Male Intramural Athlete of the Year, the Dr. W. Lou Shields Female Intramural Athlete of the Year and the Intramural Team of the Year are awarded each year at Honors Convocation to the individuals and team accumulating the most points during the season.

### **The Bradshaw Fitness Center**

The HBU Bradshaw Fitness Center is located on campus at 7731 Southwest Freeway. Our facility, that is open to the public, provides you with the opportunity to develop your overall physical well-being. Discover programs that help you achieve the balance of mind, body and spirit and lead to lifelong health and wellness. Currently enrolled students have access to the following:

- Fitness floor - 10,000 square feet, with cardiovascular and strength equipment
- Indoor Aquatics Center with 3 pools
  - Lap pool - 25 yard, 4 lanes
  - Exercise pool
  - Whirl pool
  - Sauna
- Group Exercise classes - both land and water
- Basketball Court
- Rockwall - 28 feet tall
- Fitness Camps, CrossFit Altus, Pilates Reformer, and more
- Towels and lockers

### **Hours of Operation**

Monday-Friday	5:00 a.m. - 10:00 p.m.
Saturday	8:00 a.m. - 5:00 p.m.
Sunday	12:00 p.m. - 5:00 p.m.

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](http://www.hbufit.org).

### **Student Involvement**

The Department of Student Involvement seeks to engage HBU students with their campus as well as enhance their overall college experience through programs, services and leadership opportunities in support of the mission and values of Houston Baptist University.

### **First & Second Year Experience (FSYE)**

As part of the Office of Student Involvement, First & Second Year Experience at Houston Baptist University strives to help students identify the many ways in which they can be successful both personally and academically during their time at HBU, specifically during their first and second year. FSYE plans programs to help students develop a good foundation for learning, as well as leadership and involvement opportunities. The FSYE is responsible for first year programming, including Welcome Days, the Freshman Council, Peer Mentoring, Parent & Family relations and Second Year Programming.

### **Parent and Family**

The Husky family includes students' families because they are an important part of a student's transition to and through college. FSYE wants extended family members to feel welcome and included in the HBU community. They can receive email updates on HBU events, newsletters, Family Weekend invitations, and opportunities to network. Connect with FSYE through the Office of Student Involvement located in

MDA Student Center, Brown 274 or email [parent@hbu.edu](mailto:parent@hbu.edu).

### **Commuter Life & The Collegium**

At HBU, a majority of our student body are commuters. We understand that commuter students may face unique challenges on a daily basis that an on-campus resident may not. The Commuter Life team is dedicated to providing commuter students with resources to make them feel right at home while on campus and engaging commuters into the college experience. One way we do this is by providing a space that is dedicated to commuters – The Collegium. This space is designed to feel like a home away from home, and provide commuter students with amenities and resources needed to foster engagement and community on campus. The Collegium is complete with a full sized fridge, microwave, Keurig, lockers, TV and a separate quiet study space. It's the perfect retreat for before, between and after classes. The Collegium and the Commuter Life Office is located in the M.D. Anderson Student Center, right above Chick-Fil-A. The space is open and free for any commuters to use Monday-Friday from 7 a.m. to 7 p.m.

### **Greek Life**

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

Greek social organizations on campus are:

Alpha Chi Omega (AXO)	Phi Kappa Psi (Phi Psi)
Alpha Kappa Alpha Sorority (AKA)	Phi Mu
Beta Upsilon Chi (BYX/Brothers Under Christ)	Sigma Lambda Gamma (SLG)
Lambda Chi Alpha (Lambda Chi)	Sigma Phi Lambda (Sisters for the Lord/Phi Lamb)

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

### **Student Government Association (SGA)**

Student Government Association of Houston Baptist University (HBU), by and with the consent of the faculty and administration, exists to: be a voice and govern the student body; promote greater understanding and cooperation with the faculty and administration; foster the recognition of privileges and responsibilities of the students of the University community; provide opportunity for responsible individual and collective action; foster high ideals of conduct and academic standing; and establish worthy traditions for HBU and its students.

All currently enrolled students of Houston Baptist University are members of the Student Association and are entitled to all rights and privileges outlined therein. The Student Association members 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 Student Involvement Office, in the M.D. Anderson Student Center, Brown 274.

### **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. 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](#) page on the website, [www.hbu.edu/studentorgs](http://www.hbu.edu/studentorgs) for a full listing of student organization offerings. Student organizations on campus are categorized within seven categories: Cultural, Greek, Honor Society, Professional, Religious, Special Interest, and University Sponsored. Students are encouraged to participate in clubs and organizations throughout their time at HBU. If there is not a particular club or organization that fits, or if HBU does not offer a particular club or organization, we encourage students to start the club or organization themselves. Student engagement and connections are key.

## Student Organizations Relationship Statement

### Section 1. Purpose Statement

- A. 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.
- B. These policies and procedures shall conform to the policies and regulations of Houston Baptist University.

### Section 2. Definitions

- A. University-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 University-Funded student organization has an advisor that is paid by the University to specifically advise the organization. Other privileges may be granted to a University-Funded student organization by the sponsoring University department or division, which may or may not be extended to other student organizations.
- B. Student Initiated Organizations: A student organization created by a student or group of students. Each student initiated organization must complete the process for university recognition (Section 3 of the HBU Student Organization Handbook), receive approval from SGA, the Director of Student Involvement, and the Associate Provost for Student Life, and must have an on campus advisor (faculty or staff). Financial responsibility falls under each student initiated organization's constitution and by-laws.
- C. Honor Societies/Organizations: All honor societies/organizations must be sponsored by a university school/college and/or department/division. Membership is subject to the constitution and by-laws of each society/organization.
- D. Student Organization Leader: A person meeting all of the following criteria shall be officially recognized as a student organization leader:
  1. An undergraduate or graduate student enrolled at least part-time at the University; the student need not be enrolled during the summer semester.
  2. A member in good standing of a student organization that is currently registered with the University.
  3. A student whose name appears in a student organization's registration materials as an officer or authorized representative.
  4. A student who has at least a 2.5 HBU cumulative GPA (3.0 for graduate students) prior to the first day of each semester during the term of the position.
  5. 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.
- E. Faculty/Staff Advisor: Current faculty/staff member chosen to be the liaison between the student org and the administration.

*Faculty/Staff Advisor must:*

  1. Work for the university at least part-time (20 hours).
  2. Not advise more than 2 student organizations unless it is otherwise stated in his/her job description.
  3. Not be on sabbatical.
  4. Attend Student Organization Advisor training at least once a year.

5. Approve all outside vendors, speakers, guests, and contracts in relation to the student org they advise.
6. Be available to attend events with non-HBU attendees.
7. Provide oversight for each organization they advise by:
  - a. Constant clear communication with the organization's leadership and the Office of Student Involvement
  - b. Attendance at events and meetings at the advisor's discretion
  - c. Assisting in the management of internal conflict resolution

### **Section 3. Process for University Recognition for New Organizations**

- A. The process for petitioning organizations shall be as follows:
  1. Complete the New Organization Registration Form found on the Student Involvement website.
  2. Create a constitution detailing the workings of your organization.
  3. All documents must be submitted to the Office of Student Involvement.
    - a. The Office of Student Involvement may request revisions or updates before submitting to SGA.
  4. Petitioning organization representative(s) present a 2-3 minute presentation to SGA.
    - a. No more than 2-3 representatives needed to present.
  5. SGA will vote on organization approval and send recommendation to the Office of Student Involvement to be approved by the Director of Student Involvement.
  6. Recommendations will be sent to the Associate Provost for Student Life for final approvals. All academic organization's recommendations will be sent to the School/College Department Chair and Dean.
  7. The Office of Student Involvement will send approval notification once the process is complete.
- B. Additional Requirements
  1. Membership is limited to HBU students, or combination of students, faculty, and/or staff.
  2. 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, age, or disability in either employment or the provision of services. Therefore, membership in an organization cannot be discriminatory.
  3. 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.
  4. The petitioning group can meet three (3) times to create a constitution and bylaws, gain student interest, and to secure a faculty/staff advisor.
  5. If the group is granted recognition, the three (3) highest ranking officers must attend all organization trainings and risk management trainings scheduled by the Office of Student Involvement.
- C. Greek Organizations: The HBU Expansion Policies for Greek Organizations may be obtained through the Office of Student Involvement.

### **Section 4. Appeal process for New Student Organization's Denied Recognition**

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

1. Complete the New Student Organization Appeal Form and resubmit updated recognition packet to the Office of Student Involvement.
2. The Office of Student Involvement may meet with representatives from the group along with their faculty/staff advisor to discuss the appeal.
3. After appeal conversations, the Director for Student Involvement will render a final decision.
4. If a decision cannot be made, the appeal will be sent to the Associate Provost for Student Life.
5. The Associate Provost for Student Life is the final appellate review.

*\*Students that request and are denied organization recognition twice for the same proposed organization, must wait one academic year before submitting any further organization recognition requests.\**

## **Section 5. Privileges of Recognition**

- A. 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 for the purpose of “All Campus Events,” 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. All fundraising on campus must be approved through the Office of Student Involvement.
  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. In order to obtain an on campus university account, the student organization must set up an appointment with the Office of Student Involvements for further steps.
  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, Tailgating, and Homecoming). Student organizations must comply with the sign-up procedures and rules established for the event or face exclusion from such events.
  7. 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.
  8. 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.
  9. Student organizations may indicate existence at the University by adding the phrase “at Houston Baptist University (or HBU).”
  10. University-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.
  11. Other privileges may be granted to University-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 a detailed list of the Officers, members, and advisors of the organization to Office of Student Involvement by the 12th class day of the academic semester (fall). If new officers are elected by the organization during December or January, it is the organization’s responsibility to submit a new organization registration form to the Office of Student Involvement by the 12th class day of the spring semester.
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. In addition, Greek organizations must also provide the name, address, and phone numbers of the alumni/recruitment/graduate advisor(s).
5. Student organizations must have a faculty or staff advisor that meets the requirements stated in Section 2D of the Student Organization Handbook.
6. Student organizations must keep an updated organizational constitution on file with the Office of Student Involvement at all times. Constitutions should follow approved guidelines.
7. 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.
8. 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.
9. University-funded student organizations are subject to all laws, rules, regulations, and policies that govern the sponsoring University department or division.
10. 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:
  - a. Have at least a 2.5 HBU cumulative GPA (3.0 for graduate students) prior to the first day of each semester during the term of the position; and
  - b. Be in good scholastic and disciplinary status with the University at the time of selection and during the term of position.
  - c. The student must relinquish the position should he/she fail to maintain the above requirements.
11. Student Organizations will recognize and comply to the university's definition of hazing:
  - a. 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.
12. A Greek organization whose GPA falls below a 2.5 may be placed on academic monitoring for the following semester. The organization must meet the following requirements to be cleared of academic monitoring:
  - a. The semester GPA must meet or exceed a 2.5 at the end of the probationary semester;
  - b. The organization must develop and implement a chapter Academic Enhancement Plan (AEP) in conjunction with the Academic Success Center, and approved by, the Office of Student Involvement prior to the end of the second week of the probationary semester;
  - c. The organization must report monthly to the Office of Student Involvement the implementation and progress of the AEP.
13. Failure to meet the above requirements during the monitoring semester will result in academic probation for the following semester. The organization must meet the following requirements to be cleared of academic probation:



- a. The semester GPA must meet or exceed a 2.5 at the end of the probationary semester;
  - b. The organization must continue to report monthly to the Office of Student Involvement to discuss the implementation and progress of the academic enhancement plan;
  - c. The organization may not host any social events for the probationary semester; and,
  - d. Any additional requirements as determined by the Office of Student Involvement.
14. Failure to meet the above requirements during the probationary semester will result in suspension, for a minimum of one semester, of University recognition and all privileges associated with such recognition.
15. Honor societies: will operate under the guidelines outlined in their constitution, the college or school providing them with recognition, and bylaws in addition to the specific regulations outlined by the Office of Student Involvement.

### **Section 7. Additional Responsibilities of Greek Organizations**

- A. The Office of Student Involvement may impose additional requirements upon Greek organizations.
- B. Every semester, Greek organizations must provide updated rosters of their most current membership to the Office of Student Involvement. Information required for every member includes: full legal name, H#, and membership status.
- C. At the end of every fall semester, Greek organizations must submit their most current constitution and by-laws, new member program, and risk management policy to the Office of Student Involvement.
- D. Greek organizations are subject to regulations from the University, their (inter) national offices, umbrella organizations and their governance councils. All Greek organizations must abide by all regulations to which they are subject.

### **Section 8. Student Organization Discipline**

- A. 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, all policies detailed in the HBU Student Handbook, and to engage in conduct which reflects a positive image of the University as a Christian institution of higher education.
- B. 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 included). Groups who choose to participate will be held to the university conduct process.
- C. Independent of sanctions imposed by national governing bodies, student discipline 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 Student 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.
- D. Student Involvement has the right to revoke organization recognition if the following is not completed:
  1. Maintaining a membership of five (5) HBU students.
  2. Organizational Updates (Member list, officer list, and constitution submitted through online form) is not completed by the 12<sup>th</sup> day of school.
  3. Organization training at the beginning of the semesters is not attended.
  4. The organization does not host or partner at least one all-campus event per school year. (excluding academic honor societies)
  5. The organization does not participate in at least one of the following organizations fair per year: (excluding academic honor societies)
    - i. HuskyPalooza/Welcome Week (all mandatory)
    - ii. Fall Preview
    - iii. Winter Preview
    - iv. Spring Preview
    - v. Go Sessions (4)

## Event Registration for 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 on the second floor of the M.D. Anderson Student Center, or call 281-649-3124.

### Events:

Student Organizations must adhere to the following when planning an event.

1. All events must be calendared with The Office of University Events and Conferences at least one week in advance. This will include "Student Life Approval" status.
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 by midnight.
3. University staff members will determine reasonable capacities for all facilities to be used during on-campus events. These capacities must be strictly enforced. They may require limiting admission of latecomers until an appropriate number of persons currently in attendance at an event have departed.
4. Based on the site reserved for an event, specific facility related policies must be adhered to. These may include decorating guidelines, floor covering requirements, furniture set up options, food and beverage restrictions, cleaning requirements, etc. The Office of University Events and Conferences oversees these details, and the Office of Student Involvement works closely to partner with them. Student organizations are expected to follow all requirements needed for the venue they are booking.
5. 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 staffing and security, including overtime pay as required. The organization is responsible for security for the event, including issues related to tickets, parking, etc. 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.
6. No alcohol is allowed on the HBU campus or at HBU events held on campus or off campus. Student Organizations are not allowed to have or consume alcohol at any event on or off campus; this includes their guests as well.
7. 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.
8. 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 No. 1 of this policy).
9. The sponsoring student organization will be held responsible for the conduct of all attendees.
10. Members of the organization will be responsible for cleaning the facility at the close of the event. Any additional cleaning, above normal cleaning schedule, must be arranged with the Aramark Custodial staff and there may be an additional charge to the student organization responsible for the event.
11. 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.
12. 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.
13. HBU Police has authority for enforcing HBU policies, local, state and national law as appropriate. Violators and uncooperative attendees are subject to removal from campus or arrest and criminal charges being preferred.

### Space and Event Requests:

1. Space requests include all outdoor activities, as well as tables/space in any campus building.
2. The Office of University Events and Conferences is located in the Morris Cultural Arts Center.
3. Requests must be made at least one week in advance to ensure adequate time for the approval process and to give facilities and catering adequate time to service your event.
4. Please do not reserve other service providers (i.e. catering, media services, etc.) prior to event approval.
5. Please do not advertise events until approvals are given.
6. Calendar/event requests may be submitted on-line via the HBU Portal by selecting "Schedule an Event" (Ad Astra).
  - Up to 3 members of an organization will have permissions to schedule events through Ad Astra. (one must be the President).
  - All updates to the list of approved event requestors must be approved by the Office of Student Involvement.

### Calendar request

1. Go to my.hbu.edu.
2. Log-in.
3. On the homepage, click the icon that says, "Schedule an Event."
4. This will pull up the on-line version of the calendar request.
5. Complete the form with all necessary information. Be sure to select "Student Life Approval."
6. Press the submit button only once.
7. The submission page will have a link to the external Student Involvement form that will ask about t-shirt, posters, outside speakers/performers, and food. This form must be completely filled out and submitted before Student Life will give approval.
8. Notification of change/cancellations should be made by contacting University Events and Conferences.
9. Events are only approved after you have received an approved email.
10. All media requests must be submitted by the faculty/staff advisor through Ad Astra.
11. Aramark Higher Education Food Services has exclusivity on campus and must be given first right of refusal for any and all food service on campus at events. **Organizations hosting events that involve food of any kind must indicate so on the Student Involvement form (see 7.7 of the Student Organization Handbook) and receive approval from Aramark's Director of Dining, Benny Gilbert.** Organizations caught having food without approval may be fined or asked to shut down their program.
  - This includes fundraising events such as: bake sales, beverage sales, etc.
    1. Bake Sales must use foods that are store bought. No food can be sold that were personally made.
  - Approval is given by the Director of Dining Services (Aramark).
  - Organization may be asked to participate in training concerning food services in order for waiver to be approved.

### Sound Equipment Rental

Students must have their faculty/staff advisor request media for their events by contacting the Media Services office and/or the Office of University Events and Conferences.

## Student Tailgating & Ticketing

### Tailgating

- Student Organizations and individuals wanting to tailgate are encouraged to tailgate on most grassy areas on campus, and in most parking lots on campus. The areas where tailgating is not allowed will be clearly marked.
- All tailgating areas must be cleaned up entirely of trash before leaving and placed in the proper receptacles. If litter is present at any tailgating site, the participants will be asked to clean up their

area immediately, asked to leave the area, or receive a fine from the University Police Department.

- Parking for students on Game Days is in Lots 6, 7, 8, and 9 (near Residence Colleges and the Baugh). Lot 5 will primarily be used for guest football parking.
- HBU students and their guests are reminded that they must continue to follow all HBU Student Handbook policies, including a restriction on the ability to have alcohol at any HBU function. Any violation of these policies may result in the immediate removal from and/or termination of tailgating privileges, criminal prosecution (e.g., citation or arrest), and/or disciplinary action through the HBU Student Life and University Police Offices.

### **Ticketing**

- Free admission to all home games is available for all HBU students with a current HBU student ID. Students will receive tickets at the gate to the stadium.
- If a student is bringing guests to the game, they may purchase General Admission tickets from the ticketing office. Please call 281-649-3143 for single game tickets.
- Student seating will be in section Upper 106, which is titled the Belin section.
- Student Organizations are invited to bring wooden letters or signs to lay out at the football field-berm for promotion.

## **Guidelines and Policies for Posters and Publicity**

### **Poster/Flyer Posting**

1. All brochures, flyers and posters must be "Student Life 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 spaces only. For posting, all flyers must be delivered to the Student Involvement Office by Monday afternoon each week. All postings will be posted on Tuesday morning 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 all event information on the club and organization data base. All events must be detailed and approved. All dates, times and locations must be approved through the Ad Astra calendaring system. Student Life approval can take up to one week.
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 3' x 5') 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. All banners must be secured when hanging. If the banner falls, it may not be replaced.
8. All banners and flyers will be taken down after the appropriate day and time. No poster/flyer/banner will stay up longer than one month (unless otherwise authorized by Student Involvement).
9. Use of yard signs, display boards and other large scale signage is prohibited except for use by HBU departments and fee-funded organizations with approval from the Student Involvement Office.
10. Distributing flyers on car windshields is prohibited. Police should be notified immediately if this rule is broken.
11. Chalking may be done only in open, uncovered areas. (Do not chalk anywhere rain cannot reach.)
12. If these policies are consistently violated, student organizations will lose the privilege to advertise on campus.

### **Trademark Licensing Program**

The University has partnered with Learfield Licensing Partners (LLP) to implement a trademark and licensing program to help the university protect and strengthen its brand and intellectual identity. LLP represents over 200 colleges, universities, and bowl games across the country, including 12 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 Learfield Licensing Partners (LLP). For a list of licensees that are currently licensed to produce HBU products, please visit <http://learfieldlicensing.com> and search for Houston Baptist University.

#### **What if I want to use a vendor that is not currently licensed by LLP?**

- New vendors must submit an application, be approved, and pay a fee to hold a license through LLP.
- 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 Learfield Vice President, Brad Coley at 317-660-7145 or [bcoley@learfieldlicensing.com](mailto:bcoley@learfieldlicensing.com).

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

- On campus manager: Mrs. Michél Dehmer, Director of the University Store  
Call 281-649-3258 or e-mail [mdehmer@hbu.edu](mailto:mdehmer@hbu.edu).
- LLP Vice President: Brad Coley  
Call 317-660-7145 or email [bcoley@learfieldlicensing.com](mailto:bcoley@learfieldlicensing.com).

### **Hazing Policy**

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 university group or organization. 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 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, abuse or humiliation. Giving consent to allow hazing is not a defense against hazing.

Hazing is prohibited and is a violation of both HBU policy (see student conduct section) and Texas State Law, and may subject a violator to both criminal prosecution (punishable by fines and/or jail time) and HBU disciplinary action.

## **Traditional Student Involvement Events and Opportunities**

### **Music Performance**

Students who sing or play an instrument are encouraged to participate in one of our many musical ensembles at HBU. HBU has two choirs. Participation in University Singers is open to all students, and participation in *Schola Cantorum* is determined by audition with the choir director. Please contact the School of Fine Arts at 281-649-3338 or [music@hbu.edu](mailto:music@hbu.edu) to set up an audition. Participation scholarships are occasionally awarded if one qualifies. Students who play musical instruments and would like to participate in the Husky Band are encouraged to contact the School of Fine Arts at 281-649-3338 or [music@hbu.edu](mailto:music@hbu.edu). Husky Band encompasses the marching band for football games, pep band for basketball games, and the concert band. Participation scholarships are available to qualified students.

### **Serve Houston**

Serve Houston is an event 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 sent out together to serve the Houston area by partnering with numerous non-profit organizations, churches and schools. Students will also have an opportunity to reflect individually as well as with peers about their service experience. For additional information, contact the Office of Student Involvement, 281-649-3124.

### **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. Graduating Bachelor of Fine Arts candidates exhibit their Thesis artwork upon completion of their degree. The Annual Juried Student Art Exhibition, to be held in the spring, features the work of all undergraduate art students. The University Academic Center houses the Contemporary Art Gallery and Gallery 220 where diverse exhibits rotate every two months during the academic year. The Fine Arts Museum, also located in the University Academic Center, contains masterworks by artists such as Sir Anthony Van Dyck and Marc Chagall.

### **Elections**

During spring semester, Student Government elections are held. Special elections are also held for Homecoming Court, and Mr. and Miss HBU and other leadership positions and honors.

### **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 the fall semester to show your Husky Pride. Students and alumni celebrate the university by attending events throughout the week. The Homecoming Court is honored during Homecoming Convocation and at 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 show that allows students to showcase their talents and cultural expressions, sponsored by the Student Programming Board.

### **Late Night Breakfast**

Need a break from studying? Then this yearly tradition is for you! Breakfast is provided for all enrolled HBU students the Monday 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.

### **Organization Fairs**

Organizations have an opportunity to introduce themselves to the campus community, promote upcoming events, and recruit new members. Organization Fairs happen throughout the year. Contact the Office of Student Involvement for more information.

### **Greek 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 section 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, during the last week 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 the Student Programming Board.

## **Student Media and Publications**

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 postings, representing or bearing the name of Houston Baptist University, are expected to advance the 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.

### **Student Newsletter**

The Student Newsletter comes as a weekly email during fall and spring semesters to all currently enrolled students at their assigned HBU email address. The newsletter includes information about weekly and upcoming events, news and announcements. 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](mailto:studentlife@hbu.edu) for any questions or concerns.

## **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. If an item is found outside of regular business hours, please bring the item to the HBU Police Department. You may call 281-649-3117 to inquire about lost or found items.

## **Voter Registration Information**

As required by the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008, Houston Baptist University encourages those meeting voter registration guidelines to register to vote and participate in the democratic process for all federal and state elections.

Voter registration qualifications in the state of Texas include:

- be a U.S. citizen
- be a resident of the county
- be 18 years old (you may register at 17 years and 10 months)
- not a convicted felon (unless a person's sentence is completed, including any probation or parole)
- not declared mentally incapacitated by a court of law
- Texas resident

Voter registration information may be found at: <http://www.sos.state.tx.us/elections/voter/reqvr.shtml>



# Students' Rights and Responsibilities

**HBU students are expected to read and be aware of all regulations and policies stated in the university's current catalog website and student handbook website.** Knowing and understanding the school calendar, deadlines and all university communications sent through either email or to the student's university mailbox (if that student lives in HBU housing) or off-campus mailing address is also the student's responsibility.

## **Email as a means of Official Communication**

All students are provided an HBU e-mail account with an address of the form [username@hbu.edu](mailto:username@hbu.edu) 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 at [www.hbu.edu/information-technology-services/hbu-help-desk](http://www.hbu.edu/information-technology-services/hbu-help-desk). Students who choose to have their hbu.edu email forwarded to another email account shall do so at their own risk. HBU is not responsible for email delivery to email addresses outside of the assigned hbu.edu account.

## **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 the above referenced 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 request. 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.

## **Alcohol Policy**

### **Alcoholic beverages prohibited**

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.

The possession, sale, or use of alcoholic beverages on the Houston Baptist University campus or at University sponsored student events or activities is prohibited, including all grounds and facilities. The use of alcoholic beverages at Houston Baptist University is governed by HBU policy, Houston City Ordinances and Texas State law. Laws regarding the possession, sale, consumption or furnishing of alcoholic beverages is controlled by the Texas Alcoholic Beverage Commission (TABC), and on-campus enforcement is the responsibility of the Houston Baptist University Police Department.

Individuals, organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the University and/or criminal prosecution.

Possession and consumption of alcoholic beverages by anyone under the age of 21 is prohibited by law. The following Texas Alcoholic Beverage Code Offenses are Class C Misdemeanors, and are punishable by fine not to exceed \$500.

- 106.02 Purchase of Alcohol by a Minor.
- 106.025 Attempt to Purchase Alcohol by a Minor.
- 106.04 Consumption of Alcohol by a minor
- 106.05 Possession of Alcohol by a Minor.
- 106.07 Misrepresentation of Age by a Minor

Penalties for these offenses are enhanced after the second conviction, and may result in confinement and suspension of the person's driver's license. It is also unlawful for another person to sell, furnish or provide alcohol to a person under the age of 21 (TABC 106.03 and 106.06).

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

For a more exhaustive list of health risks related to alcohol consumption, please see <http://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>

### Alcoholic Beverage Laws for Minors

(reference: [https://www.tabc.state.tx.us/laws/underage\\_drinking\\_laws.asp](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 of 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.

### **Substance Abuse & Crisis Counseling**

Confidential counseling regarding substance abuse, or for a personal crisis, are available by contacting Counseling Services, Student Health Services or Student Life and Residence life staff.

If you have a drug or alcohol problem, or fear you may have one, you are encouraged to seek assistance by contacting Student Health Services. The staff there will be able to provide you confidentially with information or assist in making a service referral to a local agency or treatment facility.

### **Alcohol Counseling**

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

- **Alcoholics Anonymous**  
<http://www.aahouston.org/>
- **PaRC Memorial Hermann**  
3043 Gessner, Houston Texas 77080  
713-939-7272  
<http://parc.memorialhermann.org/drug-alcohol-rehab/>
- **West Oaks Hospital**  
6550 Hornwood, Houston, Texas 77074  
713-995-0909  
<http://www.westoakshospital.com/>
- **Bellaire Club**  
5625A Beechnut, Houston, Texas 77096  
713-771-3370  
<https://www.bellaireclub.org/>

## **Drug Policy**

### **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

### **Intoxicants prohibited**

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, amphetamines, analogs or chemical designer intoxicants).

Likewise, so-called designer substances that are made, possessed, or used as intoxicants are also prohibited. These include Gamma-Hydroxybutyric acid (GHB), ecstasy (MDMA), and any variety of chemicals processed as synthetic marijuana (spice), or which can also be commonly inhaled for the purpose of intoxicating the user.

The University also prohibits the possession of drug paraphernalia (i.e. bong, one hitters, pipes, clips, etc.).

### **Sale**

When, in the opinion of the Associate Provost for Student 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. Under these circumstances, a student who chooses not to withdraw will be temporarily suspended by the Associate Provost for Student Life (further action as described in the Student Code of Conduct section).

### **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 Associate Provost for Student 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.

### **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 \$100 to \$300; and (7) educational projects.

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

### **Health Risks of Narcotics**

#### **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.

### **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.

### **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.

### **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.

### **Opiate 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.

### **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, convulsions, and possibly death.

### **Designer Drugs**

Designer drugs are analogs and chemically designed intoxicants that have a number of effects such as are linked to psychedelics, amphetamines, bringing violent or psychotic behavior, extreme paranoia, soporific or paralysis, etc. The most common designer drugs are known as *synthetic marijuana*, *spice*, *bath salts*, *potpourri*, and *ecstasy*. These are often made in clandestine labs of dangerous chemicals, and you have no idea who made them or what is chemically contained in them. There are numerous cases of young people dying from one use of these drugs, and others where the designer drug has driven the user to permanent insanity. They are both extremely dangerous and illegal.

Gamma-Hydroxybutyric acid (GHB), a common cleaning agent, when abused in even a small amount, overwhelms and defeats the user's autonomic nervous system resulting in death- unless the user receives immediate heroic lifesaving service.

If a student is concerned that they, or another, have may have taken or been exposed to a dangerous substance, they are encouraged to call 911 immediately and seek emergency medical assistance.

### **Search and Seizure Institutional Room Entry and Search; Life-Safety Check**

Institutional room searches may be authorized by the Associate Provost of Student Life or his designee, if there is a reasonable and an articulable reason to believe items which pose a threat to the health, safety and welfare of the University community, and are present in a specific location in violation of University policy (re. drugs, alcohol, master keys, guns, weapons, stolen property, etc.). The University also reserves the right to use a search warrant issued by civil authorities if deemed necessary or appropriate. A life-safety check of campus housing, rooms and facilities may be conducted at any time to ensure that there is compliance with safety, health, and hygiene standards, and that utilities are present and are in good operating condition.

## **Title IX**

### **I. Policy Statement**

Houston Baptist University (HBU) is committed to providing a positive learning and working environment free from discrimination. In support of this commitment, HBU prohibits discrimination and harassment on the basis of age, race, color, religion, sex, national origin, ethnic origin, disability, genetic information, covered veteran status, and any other basis protected by law. Discrimination and harassment are incompatible with HBU's mission 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", and can threaten the educational experience, careers and well-being of members of the HBU community, including staff, faculty, students, and visitors.

State and federal law protects individuals from discrimination and harassment in connection with employment. Additionally, the law also prohibits discrimination and harassment in all educational programs and activities of a school, including academic, extracurricular, athletic, housing, and other programs and activities. This protection extends to conduct that occurs both on and off University property. The law also prohibits retaliation against an individual for opposing the types of practices prohibited by this policy, for making a complaint of discrimination or harassment, or for participating in an investigation of such a complaint. Any person who believes he or she has been subject to unlawful discrimination or harassment should feel comfortable with reporting their concerns without fear of retaliation.

Acts of discrimination, harassment, sexual misconduct, and retaliation will be addressed consistent with this policy. Any employee or student who engages in conduct prohibited by this policy will be subject to disciplinary action and sanctions up to and including termination or expulsion from the University. HBU will take steps to prevent the recurrence of any harassment and to correct its discriminatory effects on a complainant and, if applicable, the HBU community.

Consistent with state and federal law, reasonable accommodations will be provided to qualified individuals with disabilities.

### **II. Responsibility**

The Chief Financial Officer/Chief Operations Officer (CFO/COO) is the Title IX Coordinator, as well as the Equal Opportunity/Affirmative Action Officer, and is the person designated by the University to coordinate its efforts to comply with and to carry out its responsibilities under Title IX of the Education Amendments of 1972 (Title IX), The Age Discrimination Act of 1975, and other equal opportunity and affirmative regulations and laws, and is responsible for overseeing and in administering this policy. Inquiries about HBU's policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of HBU's equal opportunity or affirmative action programs should be directed to:

Sandra N. Mooney  
Chief Financial Officer/Chief Operations Officer  
Houston Baptist University  
7502 Fondren Road  
Houston, TX 77074  
281-649-3256  
[titleix@hbu.edu](mailto:titleix@hbu.edu)

The Title IX Coordinator, or their designee, can provide information about HBU's policies regarding Title IX, and will ensure that such complaints are addressed by the appropriate University officials. The Title IX Coordinator will assist the parties in receiving support services and will facilitate any interim measures during the investigation. For additional information or inquiries regarding Title IX, you may also visit <http://wdcrocolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the U.S. Department of Education office that serves your area, or call 1-800-421-3481.

The Dean of Student Success, the Director for the Testing and Disability Services, and the Director of Human Resources are the persons designated by the University to coordinate its efforts to comply with and carry out the responsibilities under Section 504 of the Rehabilitation Act of 1973 (Section 504). A qualified individual with a disability who desires assistance within the University to seek a reasonable accommodation may contact the following:

For students:

Director, Testing and Disability Services  
Houston Baptist University  
7502 Fondren Road  
Houston, TX 77074  
281-649-3647  
[504@hbu.edu](mailto:504@hbu.edu)

For employees:

Director, Human Resources  
Houston Baptist University  
7502 Fondren Road  
Houston, TX 77074  
281-649-3321  
[humanresources@hbu.edu](mailto:humanresources@hbu.edu)

### **III. Prohibited Discriminatory Conduct**

HBU prohibits discrimination, harassment, sexual misconduct and retaliation, as defined herein, and complaints alleging conduct in violation of this policy may be pursued using the grievance procedures outlined below.



**A. Discrimination** is conduct that excludes an individual from participation in, or denies an individual the benefits of, employment, education, or participation in a University program or activity, or conduct that otherwise adversely affects a term or condition of an individual's employment, education, or participation in a University program or activity, based on an individual's age, race, color, religion, sex, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. This includes failing to provide reasonable accommodation, consistent with state or federal law, to qualified individuals with disabilities.

For purposes of this policy, gender expression means the way in which one expresses one's gender identity in terms of behavior, appearance, speech and movement.

**B. Harassment** is prohibited by this policy if it is based on an individual's age, race, color, religion, sex, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. Harassment can be verbal, visual, physical or communicated in writing or electronically. It can occur in one single incident or over a period of time, and can occur under the guise of humor and even when one person does not have authority over the other. Sex-based harassment includes sexual harassment, which is further defined below. It can also include acts that are not of a sexual nature but are directed towards a person or group based on sex or sex-stereotyping, including acts of physical aggression or intimidation.

**B.1 Sexual harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

In accordance with state and federal law, this policy prohibits two types of sexual harassment. Sexual harassment occurs when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academics or participation in a HBU program or activity, or (2) submission to or rejection of such conduct by an individual is used as the basis for a decision affecting such individual's employment, academics, or participation in a HBU program or activity.

Sexual harassment may also result in a hostile environment (as defined in B.2 below), which is also prohibited by this policy.

**B.2 A Hostile Environment** exists when harassment against an individual on the basis of that individual's age, race, color, religion, sex, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law, (1) has the purpose or effect of unreasonably interfering with an individual's work or academic performance or (2) creates an intimidating, hostile or offensive environment for work, academics or participation in a HBU program or activity so as to deny or limit a person's ability to participate or benefit from HBU's programs, services or activities.

Harassment that creates a hostile environment for work, academics or other participation in a HBU program or activity violates this policy.

*Examples of harassment that violate this policy include but are not limited to the following:*

- *Making unwelcome verbal statements, slurs, epithets, jokes, derogatory or degrading comments, based on race, color, religion, national origin, ethnic origin, disability, age, sex, covered veteran status, or any characteristic protected by law; asking for dates, or making sexual advances, with or without physical conduct, where the overture is unwelcome;*
- *Physical assaults of a sexual nature, such as rape, including acquaintance or date rape, or attempts to commit such an assault, and unwelcome physical conduct or conduct of a sexual*

*nature, such as unwanted touching, impeding or blocking another person's movements, brushing against, leering at, or making sexual gestures to another person;*

- *Threatening or engaging in reprisals or retaliation after such an overture is rejected;*
- *Implying or threatening that submission to sexual advances or conduct prohibited by this policy is a condition of employment, work status, salary increase or decrease, promotion, academic admission, grades, advancement, recommendations, or participation in a program or activity;*
- *Making unwelcome sexual verbal statements, such as suggestive or off-color jokes, innuendo, comments about sexual activity, an individual's body or appearance, sexual prowess or previous sexual experience;*
- *Displaying unwelcome sexually suggestive writings, pictures, magazines, cartoons, internet material or objections;*
- *Issuing unwelcome writings such as suggestive jokes, cartoons, off-color or obscene letters, notes or invitations transmitted by e-mail, text messages, via cell phone or otherwise;*
- *Display or circulation of material that denigrates or shows hostility or aversion toward an individual or group based on a legally protected characteristic;*
- *Other unwelcome conduct which has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating or hostile environment work or educational environment. Such conduct may include intimidation, ridicule, or insults.*

**C. Sexual Misconduct** is a form of sex discrimination prohibited by Title IX. Sexual misconduct, as used and defined in this policy, includes sexual assault (which includes sexual intercourse with a person without that person's consent, and all other sexual contact with a person without that person's consent), sexual harassment, and sexual exploitation (which includes electronically recording, photographing, transmitting or distributing intimate or sexual sounds, images or information about another person without that person's consent), stalking, and relationship violence. Although sexual misconduct often includes unwanted or nonconsensual sexual contact, sexual contact is not necessary for an act to be considered sexual misconduct. It is also a violation of this policy to aid another in an act of sexual misconduct. Sexual harassment and/or sexual misconduct directed toward a student by another student, a HBU employee or a third party is prohibited by Title IX and by HBU.

**C.1 Consent** to sexual activity is defined herein as a knowing and voluntary agreement between the participants, expressed by words or by actions, to engage in sexual activity. Consent cannot be given by a person who the other person knows is asleep, unconscious, or physically unable to resist. Consent cannot be given by a person who, because of a mental disease or defect, or intoxication due to alcohol, drugs or other intoxicants, a sedative, or "date-rape" drug, is known by the other person to be incapable either of appraising the nature of the act or resisting it. Consent cannot be compelled by intimidation, deception, force, or threat of force (where the person reasonably believes the other person has the present ability to execute the threat). Consent cannot be given where an actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge. Consent cannot be given if it is coerced by supervisory or disciplinary authority. Consent cannot be given by a person younger than 17 years of age. Consent to some sexual acts does not imply consent to others, and past consent to sexual activity does not imply future consent.

**D. Retaliation** is action taken against any person who in good faith makes a complaint of, or opposes, discrimination, harassment, or sexual misconduct of the type prohibited by this policy or who has testified, assisted or participated in an investigation of discrimination, harassment, or sexual misconduct, when such action would dissuade a reasonable person from making or supporting a charge of discrimination, harassment or sexual misconduct. Retaliation includes acts of intimidation, threats, and other acts of discrimination. If warranted, steps may be taken to ensure that retaliation does not occur. This may include monitoring future evaluations of a complainant, respondent, or witness, and may include reassignment.

#### **IV. Mandatory Reporting of Sexual Harassment, Sex-Based Discrimination and Sexual Misconduct Involving Students**

All University employees must promptly report information they have about alleged or possible sexual harassment, sex-based discrimination or sexual misconduct involving students to the Title IX Coordinator, except employees who are statutorily prohibited from reporting such information, including licensed health-care professionals and members of the clergy. Upon receiving the information, the Title IX Coordinator will evaluate the information and determine what other actions should be taken.

#### **V. Confidentiality**

HBU will endeavor to keep the identity of a complainant and information learned in the investigation of a complaint confidential if requested. However, HBU cannot guarantee confidentiality for example, where it would conflict with the University's obligation to investigate meaningfully, take corrective action, comply with the intent of this policy, or fulfill its legal obligations.

Students should be aware that employees of HBU may have an obligation to report incidents to the Title IX Coordinator. Students who want information about an incident to remain confidential may wish to speak to a mental health professional at the Counseling Center, a medical professional at the Health Clinic, or a member of the clergy, acting in their professional capacities at the time an incident is reported.

If a complainant asks that his/her name not be disclosed to the other party, HBU's ability to respond to the complaint may be limited. HBU will evaluate all requests for confidentiality in the context of its responsibility to provide a safe and nondiscriminatory environment for all students.

Whether or not a person seeks informal or formal resolution of a complaint, if the University becomes aware of conduct which may violate this policy, the University may commence its own investigation and/or remedial actions. In matters alleging sexual harassment and/or sexual misconduct, the Title IX Coordinator or his/her designee will investigate the allegations to the extent possible, even without the cooperation of the party against whom the alleged harassment or conduct was directed. The Title IX Coordinator will decide whether the accused party must be notified of the allegations before or in the course of the investigation.

#### **VI. Procedures**

The procedures outlined below are intended to provide a prompt and equitable resolution for complaints or reports of alleged discrimination, harassment, sexual misconduct or retaliation in violation of this policy. **The procedures relating to investigation, resolution and appeals of complaints against students, including complaints of student-on-student sexual assault, are found in the Code of Student Conduct.**

##### **A. Making a complaint or report**

Complaints or reports should be made as soon as possible after an incident. All individuals are encouraged to report discrimination, harassment, sexual misconduct and retaliation so that prompt effective action can be taken.

All complaints and third-party reports of conduct in violation of this policy should be made to the Equal Opportunity/Affirmative Action Officer/Title IX Coordinator ("Title IX Coordinator") or to a Deputy Title IX Officer identified below. All complaints against a student will be referred to Whit Goodwin, Associate Provost of Student Life.

There are several ways to submit a complaint or report:

- Leave a private message for the Title IX Coordinator at 281-649-3256.
- File a written complaint with the Title IX Coordinator.
- Make an appointment to see the Title IX Coordinator or one of the Deputy Title IX Officers.
- Complaints against a student for conduct alleged to have been committed by a student in violation of this policy can also be made to Associate Provost for Student Life's office.

The contact information for the Title IX Coordinator is:

Sandra N. Mooney  
Chief Financial Officer/Chief Operations Officer  
Houston Baptist University  
7502 Fondren Road  
Houston, TX 77074  
281-649-3256  
[titleix@hbu.edu](mailto:titleix@hbu.edu)

The Deputy Title IX Officers are:

Mr. John Holmes  
Associate Vice President for Facilities and Campus Operations  
Houston Baptist University  
7502 Fondren Road  
Houston, TX 77074  
281-649-3402  
[jholmes@hbu.edu](mailto:jholmes@hbu.edu)

Mr. Whit Goodwin  
Associate Provost for Student Life  
Houston Baptist University  
7502 Fondren Road  
Houston, TX 77074  
281-649-3242  
[wgoodwin@hbu.edu](mailto:wgoodwin@hbu.edu)

The Title IX Coordinator coordinates and tracks all complaints and reports of conduct alleged to violate this policy. The Title IX Coordinator may handle a complaint alleging a violation of this policy, or it may be handled by one of the Deputy Title IX Officers, or another appropriate University official. The Title IX Coordinator and/or Deputy Title IX Officers may confer with one another or others when deemed appropriate.

**For immediate assistance, anyone who feels physically threatened or who has been a victim of a physical assault, including sexual assault, should call 911. You can also contact the HBU Police Department, 281-649-3911, who have access to the appropriate HBU administrator twenty-four (24) hours a day, seven days per week, or the Houston Police Department.**

Some forms of discrimination and harassment may violate federal and/or state laws, and some may involve criminal conduct. Reports of criminal conduct should be made to police officers, even if it is uncertain whether the particular conduct is a crime. In some circumstances, conduct may violate this policy although it does not violate the law. A person may choose to use external processes to resolve his or her complaints, including contacting various agencies, instead of or in addition to pursuing the internal grievance procedures available at HBU.

## **B. Resolution**

### **For the procedures for resolving a complaint against a student, see the Code of Student Conduct.**

Upon receipt of a complaint or report alleging conduct in violation of this policy, HBU will take prompt and equitable action consistent with University policy, applicable laws and regulations. If a person chooses to file a complaint, he/she can pursue an informal resolution when permissible, or formal resolution. In cases involving allegations of sexual assault, informal resolution is never appropriate, even if both the complainant and the respondent request or agree to an informal resolution.

#### **1. Initial Inquiry**

The Title IX Coordinator or his/her designee will make an initial inquiry and determination of whether this policy applies.

The following examples may result in the Title IX Coordinator or his/her designee determining that this policy does not apply:

- The conduct as alleged, even if true, would not constitute discrimination or harassment as defined in this policy
- The complainant or respondent is not a HBU community member or a visitor with whom HBU has a continuing relationship or a legitimate connection to HBU
- The complainant is not the party harmed by the discriminatory or harassing conduct and the party harmed cannot be identified or does not want to pursue a complaint. However, in cases involving sexual harassment or sexual misconduct, a failure of the party harmed to cooperate or pursue charges will not necessarily result in a dismissal of a complaint.

Additional examples may exist that could result in the Title IX Coordinator or his/her designee determining that this policy does not apply. If the Title IX Coordinator or his/her designee determines this policy does not apply, the complaint will be dismissed, and the complainant and respondent will be notified in writing by the Title IX Coordinator or his/her designee. The University has several policies and procedures which can help resolve various types of complaints, and the Title IX Coordinator or his/her designee will discuss other available options or resources with the complainant and respondent if appropriate.

If it is determined that this policy applies, the complaint may be resolved by either the Informal Process or Formal Process set forth below. When a complaint is resolved under either the Informal or Formal Process, the same complaint cannot be pursued under a separate University policy or procedure.

#### **2. Informal Process and Resolution**

If the Title IX Coordinator or his/her designee determines this policy applies, an informal process may be appropriate to resolve the complaint. If the complainant, the respondent and the Title IX Coordinator or his/her designee agree that an informal resolution should be pursued, the Title IX Coordinator or his/her designee will determine if an investigation is warranted and the most appropriate method for a resolution that is agreeable to the parties. Under the informal process, the investigation will be limited to the facts deemed useful to resolve the conflict and to protect the interests of the parties and HBU. Typically, an informal resolution will be completed within thirty (30) days of receipt of the complaint. If additional time is needed, both parties will be notified.

At any time during the informal process, either party, as well as the Title IX Coordinator or his/her designee, can cease the informal process and invoke the formal resolution process.

### 3. Formal Process and Resolution

**Step 1:** If the formal resolution process is invoked, the Title IX Coordinator or his/her designee will provide information to the complainant and respondent about the policy and procedures and will also consider whether interim measures are deemed appropriate under the circumstances.

**Step 2:** The Title IX Coordinator or his/her designee responsible for handling the complaint (including but not limited to the Deputy Title IX Officers), as applicable, may personally conduct a fair and impartial investigation of the alleged policy violations, or he/she may designate one or more impartial investigators from a pool of trained, full-time employees to conduct the investigation. The University may also hire an outside investigator to conduct the investigation when deemed appropriate. All HBU community members are required to cooperate in an investigation.

During a formal investigation, the investigator(s) will attempt to interview both the complainant and the respondent. The complainant and the respondent may each consult with a collegial or professional support person/advisor (Advisor). The complainant may have their Advisor attend their interview, and the respondent may have their Advisor attend their interview. If either party selects an attorney as the Advisor, the party should provide the investigator(s) responsible for investigating the complaint at least one week's notice before any meeting or interview the Advisor will attend. The Advisor does not participate directly nor make any type of representation or argument during any meeting or interview in which the Advisor is present. The investigation may also include interviews with other witnesses and other information collection. If the Title IX Coordinator or his/her designee is aware of information that is relevant to the investigation, this information may be provided to the investigator(s).

**Step 3:** Typically, no later than 60 days from the date on which a formal complaint is filed, the investigator(s) will complete their investigation and prepare a written report. If additional time is needed, both parties will be notified. The investigator(s) may make a determination as to whether this policy has been violated, or the investigator(s) may refer the matter to a hearing panel consisting of one or more trained full-time employees to make the determination. If the investigator(s) refers the matter to a hearing panel for determination, the hearing panel may consider the report, request additional investigation by the investigator(s), or personally undertake additional investigation prior to making a determination. Whether or not this policy has been violated will be based on a preponderance of the evidence standard, which means the greater weight of the evidence, or, based on the evidence it is more likely than not that a fact is true or not true.

- (a) If no violation of this policy is found to have occurred, the complainant and respondent will be notified in writing at the same time of the outcome by the Title IX Coordinator or his/her designee.<sup>1</sup> In such a case, the complainant can appeal the findings per the Appeals Process outlined below.
- (b) If a violation is found to have occurred, the Title IX Coordinator or his/her designee responsible for handling the complaint will determine the corrective action, including disciplinary sanctions, to be imposed. In determining the corrective action to be imposed, the Title IX Coordinator or his/her designee may confer with others, including the

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<sup>1</sup> As used in this policy, the term "outcome" means only whether or not a policy violation was found to have occurred.

appropriate dean, unit head, vice chancellor, or other University official responsible for implementing the corrective action. The complainant and respondent will be notified in writing of the outcome by the Title IX Coordinator or his/her designee within 10 days from the date the determination is made. The respondent will also be notified in writing of the corrective action to be taken. The complainant will be notified in writing of the corrective action to be taken only as permitted by Title IX and applicable privacy laws. The respondent can appeal the outcome or the corrective action imposed per the Appeals Process outlined below. In cases where the complainant has been advised of the corrective action imposed, the complainant can appeal the corrective action imposed per the Appeals Process outlined below.

After the time has passed for the respondent or complainant to file an appeal, if no appeal has been filed, or, if an appeal is filed, once it is resolved, the Title IX Coordinator or his/her designee will notify the appropriate dean, unit head, vice chancellor, or other appropriate University official responsible for implementing the decision and corrective action of the outcome and the corrective action to be taken. If the respondent or complainant files a timely appeal, interim measures may be taken or may remain in place until the appeal is resolved.

The resolution process (not including the time for appeal) will ordinarily be completed within 60 days. However, circumstances may exist or arise and additional time may be needed. If additional time is needed, the parties will be notified in writing at the same time of the extension.

### **C. Appeals Process**

**For the procedures of appealing a decision involving a complaint against a student, see the Code of Student Conduct.**

Both a complainant and respondent may appeal as set forth above by submitting a written appeal, outlining the basis for the appeal, within three (3) business days of receiving written notice of the outcome and/or corrective action, as applicable. The appeal should be filed with the Provost, whose decision will be final. In the event the Provost is unable to consider the appeal, a designee to consider the appeal will be appointed.

Where a complaint or report is investigated and a written report made by the investigator(s) and/or a hearing panel under this policy, then, any appeal or challenge is limited to appeal under this policy, and neither the complainant nor respondent may appeal, challenge or otherwise address the investigation, written report, corrective action or sanctions, or matters considered under this policy, through any additional appeal, mediation, panel or process under any other University policy.

## **VII. Sanctions/Corrective Action**

Possible sanctions and/or corrective action for an individual found to be in violation of this policy include, but are not limited to the following:

- Oral or written reprimand
- Required attendance at a harassment/discrimination sensitivity program
- Oral or written warning
- Demotion, loss of salary or benefits
- Transfer or change of job, class or residential assignment or location, including removing the person from being in a position to retaliate or further harass the complainant
- Suspension, probation, termination, dismissal or expulsion
- Other action HBU deems appropriate under the circumstances

While counseling is not considered a sanction, it may be offered or required in combination with one or more sanction. Where alcohol and/or other substances are involved in the violation, such counseling may include a substance abuse program.

Sanctions and/or corrective action will be implemented by the appropriate dean, unit head, vice chancellor or other appropriate University official.

### **VIII. Good Faith**

Allegations must be made in good faith and not made out of malice. It is a violation of HBU policy to knowingly make a false, malicious, or frivolous accusation of discrimination, harassment, sexual misconduct or retaliation. However, mere failure to prove a complaint is not equivalent to a false, malicious, or frivolous accusation.

### **IX. Policy Communication**

This policy is available on the HBU Web Site and through the University Title IX Officers. Any individual, department or University organization that would like to schedule an additional training session or view training videos should contact the Student Life Office or Human Resource Office.

### **X. Reference to Related Policies and Resources**

Affirmative Action/Equal Employment Policies/Plans  
Code of Student Conduct  
Conflict Resolution Policy  
Faculty/Staff Handbook  
Student Handbook  
Policies and Procedures for Students with Disabilities  
University Postings on Laws Prohibiting Discrimination  
Nepotism Policy



# Computer and Technology 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 being 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.

## 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."*

## 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. Additionally, appropriate use restrictions extend to Users connecting to HBU IT Systems with devices not owned by HBU.

## Commercial Use

Without specific authorization, activities using HBU system for non-HBU commercial purposes are prohibited. This is not meant to restrict normal communications and exchange of electronic data, consistent with the University's education and research roles, that may have a financial benefit for an external organization. For example, it is appropriate to discuss products or services with companies doing business with HBU or to contribute to on-line forums discussing issues relating to commercial products. Inappropriate use would include activities such as using a HBU-based system to run a personal for profit business.

## 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.

## 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.

### 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 \(MPAA\)](#)

## Copyright Infringement

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.

### 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 data exchanges 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 may not use the HBU IT Systems for the purpose of lobbying that connotes University involvement, except for that authorized lobbying through or in consultation with the University's Office of the General Counsel.
4. **Harassing or threatening use.** The IT systems shall not be used for the display of offensive or sexual material. This includes any system or computers used in computer labs, the library or in computing facilities open to the public. Likewise, computers shall not be used to harass (in any fashion) or threaten another, nor to stalk or menace, and will not be used for the disparagement of others.
5. **Use damaging the integrity of University IT Systems or non-HBU systems.** This category includes, but is not limited to, the following activities:
  - Attempts to defeat system security.
  - 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.
6. **Disguised or impersonated use.**
7. **Distributing computer viruses or malicious code.**
8. **Unauthorized modification or removal of data or equipment.**
9. **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.
10. **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 does permit 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.
11. **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.
12. **Use in violation of University policy.**
13. **Use in violation of external data network policies**

### **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."

### **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 to those published guidelines found 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.

### **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, without a named Certifying Authority, as the private speech of an individual user.

### **University Access of Computers**

The University places a high value on privacy and recognizes its critical importance in an academic setting. There are 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 these considerations warrant the 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 that access is gained only when necessary and appropriate.

### **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 HBU 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.
2. When required by federal, state, or local law or administrative rules.
3. When such access to IT Systems is required to carry out essential business functions of the University.
4. When required to preserve the health, safety and welfare of the University community.
5. When there are reasonable, articulable 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 specific misconduct.
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.

### **Process**

Consistent with the privacy interests of Users, University access without the consent of the User pursuant to A (1) through (5) above 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), dean as appropriate (for student users), or their respective delegates. The exception to these shall be when emergency access is immediately necessary to preserve the integrity of facilities or to preserve the health, safety and welfare of the university community.

The University, through the Systems Administrators, will log all instances of access without the user's consent pursuant to (1) through (5) above. Additionally, Systems Administrators will also log any emergency access within their control, or coming to their attention, for subsequent review by the Provost, Vice President of Financial Operations and Administration, dean, or other appropriate University authority.

The user will be notified of the University's non-consensual access to relevant IT Systems, and the notification may occur before, during, or after the access, at the University's discretion. The user shall not be notified of the access if the access was pursuant to a criminal investigation, or under the service of a warrant, and confidentiality is requested pursuant to the needs of the investigation.

In the case of a former faculty member, access without consent pursuant to item (6) above must be approved by the department chair or cognizant dean, and no logging or notice is required.

### **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. In this event, the Systems Administrator or his designee will attempt to notify the user of any such action using the information available from the system of record (Banner) and/or official university email (hbu.edu).

### **Policy for student network and login accounts**

Your account will remain active for 12 months after your last day of active enrollment. Upon your account becoming inactive you will no longer have access to:

- Email
- OneDrive
- Office 365
- Student library access

Please make sure that you have your data moved, email contacts notified and any saved email relocated before this grace period expires. You may update your email and contact information with HBU Alumni Office at <https://www.hbu.edu/alumniupdate>.

Students who have already been inactive for 12 months or longer will be deactivated as of June 1, 2017.

### **Use of security scanning systems**

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

### **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.

## **Technology on Campus**

HBU supplies laptop kiosk check-out in the Looper Learning Commons, the Commuter Collegium and Hodo Residence College. These kiosks enable students to check out portable Chromebooks with a valid HBU student ID card. Additionally, HBU's Cloud Services provides students access to a full suite of Microsoft Software and 1 TB of online storage while enrolled. More information can be found on the HBU website: [www.hbu.edu/information-technology-services/technology-on-campus](http://www.hbu.edu/information-technology-services/technology-on-campus).

## **HuskyNet**

HuskyNet is our web-based interface found in the HBU Portal ([MY.hbu.edu](http://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/information-technology-services/hbu-help-desk](http://www.hbu.edu/information-technology-services/hbu-help-desk).

## **O365 Free downloads for enrolled students**

Students who are enrolled in any higher education institution are eligible for 5 free downloads of Office 365 for Education for their personal devices. This includes Word, Excel, PowerPoint, OneNote, and additional services like Skype for Business, Sway and a 1tb of OneDrive cloud storage. To be eligible for the download you must be a full-time or part-time student at an academic institution and:

- Have a school-specific email address (for example, [johnd@hbu.edu](mailto:johnd@hbu.edu)) provided by the school
- Be of legal age to sign up for an online offer

You may use the plan as long as you are registered at a qualified school. Eligibility may be re-verified at any time. When your Office 365 for Education plan expires:

- The Office applications enter a reduced-functionality mode, which means that you can view documents, but cannot edit or create new documents.
- Office services associated with the school email address – for example, Office Online and OneDrive – will no longer work.

### **How to download O365**

- Go to Cloud Services page on HBU.EDU, <https://www.hbu.edu/information-technology-services/technology-on-campus/hbu-cloud-services/>
- Click the Office 365 Activate button and follow the prompts to login with your HBU OneLogin (HBU email address + password)

### **Follow the software download prompts**

# Department of Transportation Services

## Driving Regulations on Campus

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.

### Campus Traffic

**Sidewalks** -Only emergency, University, and those motorized vehicles authorized by the HBU Police are permitted access to the sidewalks. Skateboards and bicycles can use the sidewalks, but pedestrians and work golf carts are to have the right of way. Self-balancing scooters (hover boards, Segway's, etc.) are forbidden on campus, including in residence life.

### Vehicle Registration

Every vehicle on campus, other than those of short term visitors, must be registered with the University Police Department and display a parking permit. Students may go to the Police Department to pick up their parking permit, which is good for one academic year (August to August). Short-term registration is also available through the University Police Department.

If you do not have a vehicle on campus, then a student parking waiver request form will need to be filled out. The student parking waiver request form will only be accepted on or before the census date of each term. Students will become responsible for the parking sticker if the waiver is submitted after the census date. Online students who do not intend to park on property must also fill out and turn in a student parking waiver form. Forms can be picked up and turned in to the HBU Police Department and/or the Cashier's Office.

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.

If a student or staff member drives more than one car, they may also get a permit for that vehicle, at no additional cost, by contacting the HBU Police Department.

## Parking

**Resident Parking.** 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.

**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. Motorcycles must be parked in a parking space or, when provided, within areas marked specifically for motorcycle parking.

**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 will be issued for improper parking in a visitor space, and for failure to secure a parking permit.

**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.

Vehicles parked in marked fire zones, or that are parked in a way that blocks or hinders responding emergency vehicles, are subject to ticketing and immediate towing.

**Emergency Call Boxes** are located in various areas throughout the campus. The emergency call boxes are used for emergencies as well as for auto assistance. All cameras are being monitored by the Houston Baptist University Police Department. For assistance, please call ext. 3314. Only construction personnel may park in construction areas.

### **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.
- **Refuse and dumpster areas** – Vehicles may not block nor hinder the access of refuse trucks to dumpsters or waste containers. Any vehicle doing so may be ticketed and towed.
- **Bicycles and Motorcycles** must be parked in designated areas, where provided.
- **Sidewalks** -Only emergency, University, and those motorized vehicles authorized by the HBU Police are permitted access to the sidewalks. Skateboards and bicycles can use the sidewalks, but pedestrians and work golf carts are to have the right of way.

### **Violations**

University police officers are licensed through the Texas Commission on Law Enforcement and have the authority to issue both university and Harris County traffic and parking citations and official warnings at any time they witness a violation. Continued violations can result in further disciplinary action, including the suspension of parking rights. 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 \$50**

- Loading zone; dumpster zone
- No parking zone



- Blocking traffic way
- Blocking a gate or driveway
- Blocking two spaces
- Parked on grass, sidewalk

**Group C - Fine \$30**

- Improper parking in Faculty/staff restriction
- Improper parking on University property
- Proper permit missing or not displayed

**Group D - Moving Violations**

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

**Towing**

University Police Department is authorized to ticket and/or have a vehicle towed at the owner's expense for the following reasons:

- Parked in a Fire Zone
- Parked in a way that impedes a fire or emergency vehicle
- Unauthorized parking in Handicap Zone
- Blocking a refuse or dumpster area
- Blocking a driveway
- Blocking a gate
- Parking in one location in excess of 7 days and appearing abandoned
- Parking of a non-conventional vehicle without University Police approval
- Excessive unpaid violations
- Parking which creates a hazard
- A vehicle that is a manifest safety hazard, such as leaking gasoline, etc.

The Chief of Police or his designee will give authorization to have a vehicle towed.

In the event of a towed vehicle, the on-scene HBU police officer will immediately notify the dispatcher of the vehicle and the violation, the name of the towing company, and the location to which the vehicle was towed. An incident report will also be generated documenting the situation that required the tow.

**Additional Violations that may result in ticketing or in a disciplinary referral**

- Changing, damaging, or moving any University traffic sign or signal on HBU property
- Removing citations from other vehicles
- Knowingly or willfully providing incorrect information on vehicle registration documents
- Disobeying traffic direction given by a police officer
- Failure to obey traffic signs, cones, or barricades, or traffic and parking control devices.
- Parking in a space specifically designated for "Future Husky."

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, except towing costs and towing storage fees, 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) calendar days of the issuance of the citation. Appeals will be reviewed by the Chief of Police or his designee.

A grace period of ten (10) calendar 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 of an official University transcript until arrangements have been made with the Business Office for the payment of citations or overdue fines.

### **Travel & University Vehicles**

Questions on travel and liability related to field trips should be directed to the Coordinator of Student Involvement, Student Clubs and Organizations and the Director of Transportation at [lblakely@hbu.edu](mailto:lblakely@hbu.edu) or call 281-649-3137. All organizations taking any off-campus trip should complete the "Travel Form" found on the Student Organization Website ([hbu.edu/studentorgs](http://hbu.edu/studentorgs)) providing the following:

- List of students attending event along with H numbers
- Emergency contact information of each student
- Location/phone number of where the group is staying
- Contact information of the sponsor/leader of the field trip
- Detailed description of the field trip and purpose of the field trip

Travel must be approved through Student Involvement before reserving vehicle through the Transportation Department.

### **Scheduling**

University-owned vehicles are available on a first-come, first-served basis, after the needs of the athletics department have been met, provided the request for use has been made in a timely manner and in accordance with the guidelines established by the Transportation Department. 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 the Transportation Department. An approved driver is a faculty/staff member or currently enrolled student, 21 years of age or older, that is a member of the requesting organization or student worker.

Passengers of the vehicles must be employees or students of the University, and not family members or non-HBU student/friends unless special permission has been granted in writing by the Associate Provost of Student Life or by the Director of Transportation.

- 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 the Transportation Department at [lblakely@hbu.edu](mailto:lblakely@hbu.edu).
- The request must include the date(s) of travel, the type of vehicle requested, the approved driver(s), and the destination.
- When you receive your confirmation email, download and submit a "Travel Log" to the dispatch 24 hours before your departure.
- All drivers must be at least 21 years of age to drive a vehicle, whether HBU owned or rented.

**A reservation may be made when the following criteria are met:**

- A copy of the individual driver's license and H number is on file with Transportation Department.
- The driver has taken and passed an online driving test, and
- The driver has a clear Motor Vehicle Record (will be run by the Transportation Department)

If the trip exceeds 200 miles, a minimum of two approved drivers per vehicle is required.

Drivers will obey all federal, state and local laws, ordinances, etc. in the operation of University vehicles. Any questions regarding traffic laws should be directed to the Police Department at 281-649-3314.

**Cart Usage**

University golf-carts are provided for workers and the special needs of the University. Only persons authorized by the University administration are permitted to operate a golf cart. In order to be permitted to operate a cart, the following must be accomplished:

- You must be registered with the Director of Transportation as an operator.
- You must complete the Safe Colleges training video on Cart operation.
- Safety rules must be observed at all time. Watch for pedestrians; pedestrians have the right of way. Go slowly and be watchful on blind corners, and always look before backing. All arms and legs must be inside the cart when in operation.
- Remember: Operators may be disqualified and face discipline for speeding, reckless cart operation, and any other unsafe practices.

**Reporting vehicle damage or need for repair**

Persons operating a University vehicle, cart, or ATV, will report any damage that happens to the vehicle while in their operation, care, custody or control. Damage may occur for a number of reasons, but prompt reporting is essential. Likewise, if a vehicle is found to be in need of repair or attention, it should be reported to the Director of Transportation. The operator will inspect their vehicle before use, and report any vehicle they find needs attention, repair, or they believe needs to be inspected for safety compliance.

# Communicable Disease Policy

## 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.

# Student Grievance Process

## ***Informal Grievance Procedures***

Houston Baptist University strives to provide an education and services of the highest quality to its students and to provide equity in the application of policies and procedures. When a student has a grievance, HBU encourages that resolution be sought through informal communication with the appropriate instructor, college dean, staff member, or administrative officer who may be able to help rectify or clarify the situation before a written grievance is initiated.

## ***Formal Grievance Procedure***

*Lodging a Formal Student Grievance:* A student who wishes to lodge a formal grievance with Houston Baptist University enters the appropriate information electronically through Advocate software. Advocate is accessed on the HBU portal. Once submitted, the applicable administrative office will receive the grievance and take appropriate action. Academic grievances will specifically follow the process found in the section entitled “Academic Grievance Policy and Process” outlined below.

*Administrative Grievance Acknowledgment:* Formal student grievances will be directed to the administrator most immediately responsible for the area to which the grievance pertains. The administrator will send an electronic acknowledgment of receipt to the student within five working days of receiving the grievance indicating: (1) that the formal grievance form has been received, (2) the nature of the grievance, and (3) that the student will receive a written response after deliberation within fifteen working days; acknowledgment of receipt will be sent the student’s HBU email. Copies of the completed student grievance form and the acknowledgement letter of receipt will then be electronically sent to the Director, Dean, Vice President, or Provost (Associate Provost for Academic Affairs or Associate Provost for Student Life) over that specific office, division, or functional area. After completion of a review process, the grievance will be properly stored by the applicable office within a share point file designated by division.

*Administrative Deliberation and Response:* If the administrator to whom the grievance is forwarded determines that the nature of the grievance is beyond his/her area of supervision or expertise, the next level administrator in the area should be consulted and may be requested to respond to the student. Administrative disposition of the grievance will generally consist of investigation into the source of the grievance, previous efforts to resolve the issue, and any contingencies that will aid in the deliberation and disposition of the problem. The responding administrator will send to the student a written statement of attempted resolution to the problem through HBU email. A copy of the deliberation response will be sent to the appropriate Director, Dean, Vice President, Associate Provost or Provost.

*Student Appeal Process for Non-Academic Matters:* Upon receiving a deliberation response to the written grievance, the student has the right of appeal to successive levels of administrators within the area. This appeal must be made in writing within five working days of receiving the administrative deliberation response. In response to the student’s appeal, the appellant will receive a final decision within fifteen working days after the reception of the appeal by the appropriate department. The final decision in relation to the appeal and the initial grievance will be sent to the appellant by university email.

*Administrative Levels for Student Grievances:* The appropriate office for student grievances will be as follows:

- Associate Provost for Academic Affairs – academic, accreditation, institutional research, library, academic departments and programs, registrar, and student services – student services related to the academic department include the Academic Success Center, Student Success, tutoring, and academic advising
- Associate Provost for Student Life – residence life, housing, spiritual life, commuter life, student involvement, student organizations, food services, fitness center, and campus recreation

- Vice President of Financial Operations – administrative services, bookstore, facilities, operations, finance, human resources, student accounts, and information technology
- Vice President of Advancement and University Relations – event services, alumni, parent relations, and fundraising
- Vice President of Enrollment Management – admissions, financial aid and scholarships
- Vice President of Innovation and Strategic Marketing – marketing and communications and publications
- Athletic Director –athletics, compliance and academics; intercollegiate sports, sports information, trainers

The only appeal beyond the offices listed above is to the President of the University. The appeal timeline stated above applies. The decision of the President will be final.

### **Academic Grievance Policy**

See *Academic Grievance Policy* in the *Academic Life* section of this *Student Handbook*.

# 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 focusing on fundamental fairness to students going through the system. **The Student Conduct System is 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 Associate Provost 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 Associate Provost 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 Associate Provost 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 Discipline and Appeals Committee may serve as the chair of the Appellate Board.
13. The term "Student Discipline 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 Associate Provost 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 Associate Provost 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 Associate Provost 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 Associate Provost 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 Associate Provost 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 or her discretion.

## **B. Community Standards**

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

1. *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. 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.

Students who have difficulty accepting the University’s standards of conduct may, as part of HBU’s restorative discipline process, be required to pursue counseling and a mentoring relationship that will help them understand and embrace these standards and the biblical truths they reflect. Students who cooperate with this process are welcome to continue to be part of the University community. Students who reject this process may be separated from the University for an extended or permanent period of time.

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 sex, 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.
6. *Sexual identity.* The University embraces the biblical position that each individual is “fearfully and wonderfully made” by God (Psalm 139:14) and therefore strategically and purposefully created with the biological sex the student was born with. HBU recognizes that some students may struggle with their sexual identity. Because of its biblical convictions, the University requires all students to dress, live, and act according to the biological sex of their birth. Students who violate this norm are subject to the University’s restorative discipline process and may be required to pursue counseling and a mentoring relationship that will help them understand and embrace who God made them to be. Students who cooperate with this process are welcome to continue to be part of the University community. Students who reject this process will be separated from the University for an extended or permanent period of time.

### 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 Associate Provost 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 Associate Provost 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. Please refer to Title IX Section of the handbook.
- 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. Please refer to Title IX Section of the handbook.
- 4.6 *Sexual identity.* Denying or rejecting one's God-given biological sex by dressing, living, and/or acting other than according to the biological sex of one's birth.
- 4.7 *Inappropriate dating, living, or displays of affection.* Including, but not limited to, the following:
- Single students dating married persons.
  - Married students dating anyone other than their spouse.
  - Homosexual relations.
  - Cohabitation with members of the opposite sex.
  - Public affection deemed inappropriate for the context.
- 4.8 *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.
- 4.9 *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.
- 4.10 *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.)
- 4.11 *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.

- 4.12 *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.

- 4.13 *Intoxication or drunkenness.* Under the influence of drugs or alcohol on University premises or at University-sponsored events.
- 4.14 *Smoking.* Smoking on University premises or at University-sponsored events, including cigarettes, cigars, pipes, and other smoking substitutes.
- 4.15 *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.
- 4.16 *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.
- 4.17 *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.
- 4.18 *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 Associate Provost 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 Procedure**

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.* When the Student Conduct Administrator believes there is substantial evidence to support the alleged complaint/violation, the Student Conduct Administrator will arrange a meeting with the student(s). The accused student shall be notified in writing via HBU email that there has been a complaint filed against them, or in which they have been identified to have possibly had involvement. 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.
3. *Inquiry.* The Student Conduct Administrator will conduct an inquiry to determine if the complaint has merit. The purpose of the inquiry is to 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 be or present 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 notify the student of the additional violations that are alleged.
4. *Resolution.* If the complaint is not admitted to 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 and the preponderance of evidence. If the respondent is found in violation of the Code of Conduct, sanctions shall be assigned by the Student Conduct Administrator. If the student is found to not have violated the conduct standards of the university, he/she will be notified through HBU email of his/her release from further involvement in the situation.



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.

In the case of an allegation of sexual misconduct, or any act specifically addressed in the Clery Act, VAWA, SaVE Act (2016), to include stalking, dating violence, family violence, or harassment, the complainant and the accused student shall be informed of the outcome of the Inquiry and the disciplinary decision at the same time and in writing. Any postponements of the hearing, or the decision of a hearing, shall be relayed to both parties at the same time in person and in writing.

#### **Right to have advisors at Sexual Misconduct Disciplinary Hearing**

Both parties may have an advisor present during an institutional sexual misconduct disciplinary proceeding and any related meeting. However, the advisor may not speak at the hearing, nor make any interjection into the proceedings.

### **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 policy
- (8) Willful disruption of a class; impeding instruction.
- (9) Any act which is a violation of City of Houston municipal ordinances
- (10) Violation of any HBU pet/animal policies

Customary actions include, but are not limited to: Verbal warning; written warning; loss of privileges, monetary fines (a minimum fine of \$100), 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 such as fire extinguishers and fire alarms, for example.
- (4) Petty theft
- (5) Sexual misconduct
- (6) Cohabitation
- (7) Violation of alcohol policy
- (8) Intoxication or drunkenness
- (9) Any act which is a misdemeanor under Texas criminal statutes
- (10) Repeat offenses of Level 1 Violations

Customary action: Level 1 customary actions, educational sanctions, probation, multiple-day suspension, fines (a minimum fine of \$200) 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) Providing alcohol to minors (on or off campus)
- (3) Intentionally causing physical harm to another person
- (4) Sexual assault
- (5) Dating violence; family violence
- (7) Stalking
- (8) Arson
- (9) Possession of a weapon or firearm, where prohibited
- (10) Electronic harassment to include texting, emailing, etc.
- (11) Reckless conduct that endangers self or others
- (12) Violation of a restraining order, protective order, or a non-contact order
- (13) Violation of an HBU disciplinary sanction or directive
- (14) Any act which is a felony under Texas criminal statutes
- (15) 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, fine (a minimum fine of \$300) and/or expulsion from the University.

3. *Interim suspension.* In certain circumstances, the Associate Provost 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 Associate Provost 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 hold is also placed on the account of students who are found responsible for a conduct violation until they have completed in their entirety the sanction(s) imposed upon the student. 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 Associate Provost for Student Life in writing and shall be delivered to the Associate Provost for Student Life. If after reviewing the appeal, the Associate Provost for Student Life maintains the veracity of the disciplinary process, findings, and action, the appeal is dismissed. Sanctions imposed by the Student Conduct Administrator are customarily suspended until the appeal process is completed, unless otherwise notified by the Associate Provost for Student Life or his/her designee. Cases heard by the Associate Provost for Student Life that are appealed will be forwarded to the Student Discipline and Appeals Committee for review.
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 Associate Provost 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 Discipline and Appeals Committee Review.
3. *Appeal Review Process.* If conditions for an appeal are met, the review shall be conducted by the Student Discipline and Appeals Committee according to the following guidelines:
  - a. Student Discipline 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 Discipline 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 Discipline 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 Discipline 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 Discipline 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 Discipline and Appeals Committee.
  - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Discipline 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 Discipline and Appeals Committee.
  - h. After the portion of the review concludes in which all pertinent information has been received, the Student Discipline 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 Discipline 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 Discipline 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 Student Discipline and Appeals Committee's opinion and recommendations for subsequent action are submitted to the Appellate Administrator to inform his/her final judgment. The chairperson of the Student Discipline and Appeals Committee will notify the student in writing of the decision. There shall be a single written administrative review summarizing the Student Discipline 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 Associate Provost 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 and right 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 Associate Provost 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 Associate Provost 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, the University and the law. All substantive changes will be widely communicated by the Associate Provost of Student Life.

## **University Administration**

<https://www.hbu.edu/about-hbu/university-leadership/university-administration/>

## **Directory of General Phone Numbers**

<http://www.hbu.edu/About-HBU/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 Innovative and Strategic Marketing. We will make every effort to assist you in a timely and effective manner.