

# Student Handbook 2023-2024

HCU 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 Director of Student Life.

The university is continually reviewing changes in the regulatory environment as well as prevailing practices regarding safety. As such, all policies contained within, are subject to revision as required, and amendments will be announced when necessary.

## Table of Contents

<b>From the President</b> .....	<b>7</b>
<b>From the Student Government Association President</b> .....	<b>8</b>
<b>Introduction to HCU</b> .....	<b>9</b>
<b>The University Mission</b> .....	<b>9</b>
<b>Our Values</b> .....	<b>9</b>
<b>The University Vision</b> .....	<b>9</b>
<i>Ten Pillars 2030 A Christian University and Its Worldview</i> .....	<b>9</b>
The Core Convictions of HCU .....	<b>10</b>
<b>Undergraduate Traditions</b> .....	<b>11</b>
<b>Introduction to Student Affairs</b> .....	<b>14</b>
<b>Assistant Provost Letter</b> .....	<b>14</b>
<b>Purpose and Organization of the Student Affairs Office</b> .....	<b>15</b>
<b>Responsibilities and Key Personnel</b> .....	<b>15</b>
Department of Student Success.....	<b>15</b>
Department of Student Life .....	<b>16</b>
Department of Residence Life.....	<b>16</b>
Department of Testing and Accommodation Services.....	<b>17</b>
Department of Student Conduct and Governance .....	<b>17</b>
Spahr-Tan Center for International Education.....	<b>17</b>
Gideon Counseling Services .....	<b>18</b>
<b>Student Success</b> .....	<b>19</b>
<b>Advising Services and Policies</b> .....	<b>19</b>
<b>Student Success Specialists</b> .....	<b>20</b>
HCU Pathfinder.....	<b>20</b>
TRiO Student Support Services.....	<b>20</b>
<b>Career and Calling</b> .....	<b>21</b>
<b>Moody Library Academic Support and Resources</b> .....	<b>22</b>
<b>Student Life</b> .....	<b>25</b>
<b>Student Life Mission Statement</b> .....	<b>25</b>
<b>First-Year Experience (FYE)</b> .....	<b>25</b>
<b>Commuter Engagement</b> .....	<b>25</b>
<b>Student Involvement</b> .....	<b>26</b>
Student Organizations.....	<b>26</b>
Student Government Association .....	<b>35</b>
Social Organizations and Greek Life.....	<b>35</b>
Professional Organizations and Honor Societies .....	<b>35</b>
Guidelines and Policies for Posters and Publicity .....	<b>36</b>
Hazing Policy.....	<b>37</b>
Student Events and Opportunities .....	<b>38</b>
<b>Campus Recreation and Spirit</b> .....	<b>40</b>
Intramurals (IMS) and Club Sports .....	<b>41</b>
Spirit Program .....	<b>41</b>
<b>Residence Life</b> .....	<b>43</b>

<b>Department Offices and Staff .....</b>	<b>43</b>
<b>Living on Campus .....</b>	<b>44</b>
<b>Residence Life Procedures.....</b>	<b>44</b>
<b>HCU Residential Guidelines .....</b>	<b>47</b>
<b>Residence Life Policies.....</b>	<b>50</b>
State Guidelines .....	50
Visitation Policy .....	50
Residential Facility Policies.....	51
<b>Residential Facility Services.....</b>	<b>54</b>
<b>Testing and Accommodations.....</b>	<b>56</b>
<b>Accommodation Services for Students with Disabilities .....</b>	<b>56</b>
<b>Testing Services .....</b>	<b>57</b>
<b>Counseling Services .....</b>	<b>58</b>
<b>Individual Counseling Services.....</b>	<b>58</b>
<b>Fees.....</b>	<b>58</b>
<b>Support Groups and Workshops.....</b>	<b>58</b>
<b>Steps to Schedule an Appointment/Sign Up for a Group .....</b>	<b>58</b>
<b>Spiritual Life and Discipleship .....</b>	<b>60</b>
<b>Department of Spiritual Life .....</b>	<b>60</b>
<b>Community Life and Worship (CLW) .....</b>	<b>60</b>
<b>Kaleo Discipleship Opportunities.....</b>	<b>62</b>
Parachurch Group Partnerships .....	62
Baptist Student Ministries (BSM) .....	62
<b>Covenant Fellows Program.....</b>	<b>64</b>
<b>Service and Missions.....</b>	<b>64</b>
<b>Athletics.....</b>	<b>65</b>
<b>Intercollegiate Athletics .....</b>	<b>65</b>
<b>Athletic Facilities.....</b>	<b>65</b>
<b>Student Tailgating &amp; Ticketing.....</b>	<b>66</b>
<b>Student Services.....</b>	<b>67</b>
<b>Financial Services.....</b>	<b>67</b>
Financial Aid .....	67
Student Account's Office.....	68
Financial Settlement Payment Policy .....	69
Payment Plans .....	69
Corporate or Third-Party Billing .....	69
Holds and Fees .....	69
Federal Aid Refund Checks.....	70
Drops/Withdrawal Refund Policy.....	70
Appeals Policy .....	70
Tuition Insurance.....	70
<b>Academic Records (Transcripts, Registration, Diplomas) .....</b>	<b>70</b>
Credit by Examination .....	70
Registration .....	71
Original Diploma.....	71

Replacement Diploma Order.....	71
Official Transcripts.....	71
<b>Event Management and Space Utilization.....</b>	<b>71</b>
Use of University Facilities .....	71
Scheduling of Facilities and Resources.....	72
<b>Bookstore.....</b>	<b>74</b>
<b>Bradshaw Fitness Center .....</b>	<b>74</b>
<b>Counseling Services.....</b>	<b>75</b>
<b>Dining Services and Meal Plan Requirement .....</b>	<b>75</b>
<b>Health Services .....</b>	<b>77</b>
<b>International and Veteran Student Services.....</b>	<b>77</b>
<b>Lost and Found .....</b>	<b>77</b>
<b>Post Office.....</b>	<b>78</b>
<b>Student Newsletter.....</b>	<b>78</b>
<b>Voter Registration Information .....</b>	<b>78</b>
<b>Academic Standards and Goals .....</b>	<b>79</b>
<b>Academic Integrity.....</b>	<b>79</b>
Artificial Intelligence and Academic Integrity .....	81
<b>Academic Grievance.....</b>	<b>81</b>
Department of Nursing Policy and Grade Appeal Process.....	82
<b>Drop and Add Policy for All Students .....</b>	<b>84</b>
<b>Learning with Technology.....</b>	<b>85</b>
<b>Information Technology Services.....</b>	<b>85</b>
<b>Computer Use Policy .....</b>	<b>86</b>
<b>Fair Use and Copyright Law .....</b>	<b>87</b>
<b>University Access of Computers.....</b>	<b>90</b>
<b>HCU Student Portal: My.HBU.edu.....</b>	<b>92</b>
<b>HuskyNet.....</b>	<b>93</b>
<b>Microsoft Office 365 .....</b>	<b>93</b>
<b>Important University Name Change Information.....</b>	<b>93</b>
<b>Campus Community and Safety .....</b>	<b>94</b>
<b>Husky Strong Task Force.....</b>	<b>94</b>
<b>University Police .....</b>	<b>94</b>
<b>Community Responsibility.....</b>	<b>95</b>
<b>Notification of Crime to the University Community.....</b>	<b>97</b>
<b>Building Access and Security.....</b>	<b>98</b>
<b>Facilities Management .....</b>	<b>99</b>
Housing; Residence Colleges; Dormitories.....	99
<b>Emergency Response .....</b>	<b>99</b>
<b>Missing Student Policy .....</b>	<b>101</b>
<b>Firearms on Campus .....</b>	<b>101</b>
<b>Stalking .....</b>	<b>102</b>
<b>Domestic Violence .....</b>	<b>102</b>
<b>Dating Violence.....</b>	<b>102</b>
<b>Protective Orders and Restraining Orders.....</b>	<b>102</b>
<b>Reporting Crimes and Criminal Activity: Confidentiality .....</b>	<b>102</b>

<b>Hurricane Plan: Student Preparedness and Response</b> .....	<b>102</b>
<b>Emergency Notification</b> .....	<b>104</b>
<b>Smoke-Free Campus</b> .....	<b>105</b>
<b>Noise</b> .....	<b>105</b>
<b>Communicable Disease Policy</b> .....	<b>105</b>
AIDS .....	106
<b>Traffic and Parking</b> .....	<b>107</b>
<b>Vehicle Registration</b> .....	<b>107</b>
<b>Parking Fee Waivers</b> .....	<b>107</b>
<b>Parking Permits</b> .....	<b>107</b>
<b>Emergencies</b> .....	<b>109</b>
<b>Parking Lots</b> .....	<b>109</b>
<b>Special Areas</b> .....	<b>109</b>
<b>Courtesy shuttle</b> .....	<b>110</b>
<b>Police Services</b> .....	<b>110</b>
<b>Cart Safety</b> .....	<b>110</b>
Sidewalks.....	110
Cart safety .....	110
Blind Corners.....	110
Accidents & Injuries.....	110
<b>Enforcement</b> .....	<b>110</b>
<b>University Traffic Violations &amp; Fines</b> .....	<b>110</b>
<b>Official University Travel and University Vehicles</b> .....	<b>112</b>
<b>Students’ Rights and Responsibilities</b> .....	<b>114</b>
<b>Email as a Means of Official Communication</b> .....	<b>114</b>
<b>HCU ID Card</b> .....	<b>114</b>
<b>Family Educational Rights and Privacy Act (FERPA)</b> .....	<b>114</b>
<b>Student Media and Publications</b> .....	<b>115</b>
<b>Alcohol Policy</b> .....	<b>116</b>
<b>Drug Policy</b> .....	<b>118</b>
<b>Search and Seizure Institutional Room Entry and Search; Life-Safety Check</b> .....	<b>122</b>
<b>HCU Title IX Policy</b> .....	<b>122</b>
I. Policy Statement .....	122
II. Responsibility .....	123
III. Prohibited Discriminatory Conduct Under Title IX.....	123
IV. Program and Activities Protected by Title IX.....	124
V. Accessible Reporting .....	125
VI. Response to Title IX Complaints.....	125
VII. Complaint Grievance Process .....	125
VIII. Investigations .....	126
IX. Hearings.....	127
X. Appeals.....	128
XI. Informal Resolution.....	128
XII. Retaliation .....	128
XIII. Amnesty and Leniency .....	129
XIV. Policy Approval and Review.....	129
<b>Student Grievance Process</b> .....	<b>129</b>

<b>Academic Grievance Policy</b> .....	<b>131</b>
<b>Student Code of Conduct</b> .....	<b>132</b>
<b>Preamble</b> .....	<b>132</b>
<b>Article I: Definitions</b> .....	<b>132</b>
<b>Article II: Student Conduct Authority</b> .....	<b>134</b>
<b>Article III: Prescribed Student Code of Conduct</b> .....	<b>135</b>
<b>Article IV: Student Conduct System Procedures</b> .....	<b>144</b>
<b>Article V: Interpretation and Revision</b> .....	<b>153</b>
<b>Appendix</b> .....	<b>155</b>
<b>Letter of Religious Exemption</b> .....	<b>155</b>
<b>Contact Information</b> .....	<b>155</b>
University Administration.....	155
Directory of General Phone Numbers.....	155
<b>Index</b> .....	<b>156</b>

## From the President

Dear HCU Husky,

Welcome to Houston Christian University! We are so pleased to have you as a member of the HCU 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 our small classes and warm, friendly atmosphere, HCU 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 HCU, where we are committed to offering you an excellent education in a Christian environment. We know that HCU is the right choice for you, and we hope that your years here will be among the most memorable of your life.

Blessings,

Robert B. Sloan  
President, Houston Christian University

# From the Student Government Association President

Greetings Huskies,

I'm Nazlee Hasan and I'm honored to serve as your 2023-2024 HCU Student Government Association (SGA) President. I'm so excited to serve you as the student body president this academic year. Houston Christian University has been an amazing experience that has not only helped me grow intellectually, but also relationally, and most importantly, spiritually. I hope these impacts prove the same for you as well.

Whether you're a transfer student or an incoming freshman, I want to extend a warm welcome. To the returning student, welcome back! I hope you've had a restful summer, and I'm looking forward to all the things the Lord has planned for us this year. I'm sure you will find your fair share of challenges and obstacles, but I also know you will find opportunities for growth and community. I encourage you to get involved on campus. From athletic events and intramurals to clubs and organizations, there will be plenty of fellowship opportunities. Our faculty and staff are excited to get to know you, welcome you, and to make this year the best school year possible.

SGA has open ears and wants to hear your thoughts and ideas. Our plans for this year include increasing the impact SGA has on campus especially in terms of visibility and accessibility. If you're experiencing challenges you feel could be addressed by administration, or you have ideas to better your community and the overall experience of the student body, I encourage you to chat with any of our members. We're blessed to have an assembly of students that reflect the size of the student body. Please don't hesitate to reach out. We're here to assist you and make lasting, meaningful change for you and our community.

Lastly, I hope to leave you with some encouragement as we begin the year. There will be trials that seem overwhelming, from roommate conflicts and family emergencies to exams and time management struggles. One particular struggle I had was anxiety about what the future held. I didn't know what my trajectory looked like and the uncertainty often made me uneasy, frustrated, and stressed out. Then someone spoke some wisdom in my life and left me with this verse from Jeremiah 29:11: "'For I know the plans I have for you', declares the Lord, 'plans to prosper you and not to harm you, plans to give you a hope and a future.'" I hope this offers solace and patience for you, whether you're beginning or continuing your college career. Wishing you blessings and steadfastness in the Lord.

Here's to an awesome school year!

Sincerely,

Nazlee Hasan  
Student Government Association President  
Houston Christian University



# Introduction to HCU

## The University Mission

*The mission of Houston Christian 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."*

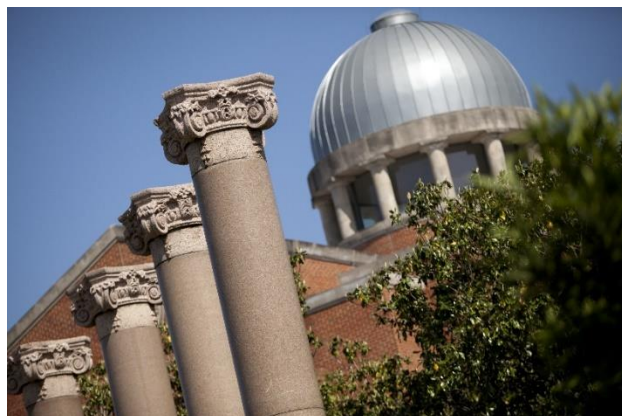
-- Unanimously approved by the Board of Trustees  
February 24, 2009

## Our Values

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

*The Houston Christian 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 CHRISTIAN 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 Christian 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

### Ten Pillars 2030

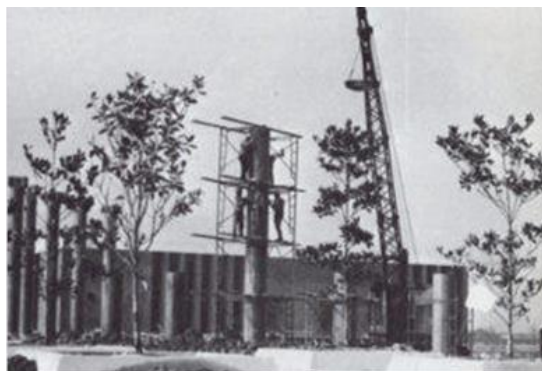
#### A Christian University and Its Worldview

In the late summer of 1900, there was a man who lived in a thriving city on the Texas shore. People came from far across the ocean to visit this growing city, as it was a rising center for commerce, innovation, and trade. One day, with no warning – for those were the days before

forecasts and radar – the winds became a wild thing, and the sea began to rise. A great storm was coming, and the people were not prepared. The man and many of his fellow citizens took shelter at the courthouse where his father was a judge, behind the thick granite columns that held up the house of law, and prayed for the best. The rain fell, the flood waters rose, and the wind blew and slammed against the building. But the pillars held.

The thriving city was Galveston; the man was the father of HCU's founder Stewart Morris; the storm, the Great Galveston hurricane, was the deadliest natural disaster in the history of the United States and was later named "The Storm of the Century."

Houston Baptist College was founded in 1960, and today you can see ten of those same granite columns at the center of the HCU campus, a gift from the survivor's son. Given in the fall of 1969 at the height of the Cold War and cultural upheaval in the United States, they are more than merely relics of the past. They are a constant reminder that our ability to weather fierce storms depends upon solid foundations.



The Ten Pillars were installed on HBU's campus in 1969.

- [Universities in the Midst of the Whirlwind](#)
- [Scripture and a Christian Worldview](#)

### The Core Convictions of HCU

- [Pillar I: God, the Creator of a Good and Knowable World](#)
- [Pillar II: A Plan of Restoration](#)
- [Pillar III: The Importance of Human Agency](#)
- [Pillar IV: A renewed People](#)
- [Pillar V: A Mandate to Understand the World](#)
- [Pillar VI: Learning and Teaching as Discipleship](#)
- [Pillar VII: Life, Marriage, Gender, and Humanness](#)
- [Pillar VIII: Governmental Institutions](#)
- [Pillar IX: The Christian University](#)
- [Pillar X: The Mystery of Unity in Christ](#)

The full text of the Ten Pillars 2030 is available at [www.hc.edu/vision](http://www.hc.edu/vision).

## Undergraduate Traditions

Traditions are a source of pride and enthusiasm to a university community; they provide continuity through the years and combine connections 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 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 incoming students (freshman and transfer) to the HCU spirit and way of life. New students are to wear their beanies until the exciting Tug-of-War, which occurs the first week of classes. If the new students 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 (see photo below) and give one loud bark! This is done at sporting events, graduations, and other festive occasions.

### HCU Seal

The HCU Seal is a source of pride for HCU. The Bible represents the Word of God, and the Cross represents the foundation of our central confession, "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 HCU'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 of HCU. 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 is enlivened with spirit!

### 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, The Noble Orange and Blue have become symbolic of Houston Christian University in all phases of campus life.

### **School Mascot**

The mascot of HCU 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 days before school starts for the Fall semester are special to HCU. This is when we welcome our incoming students (freshmen and transfers) 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**

#### **HCU Fight Song**

#### **Get Up and Go, You Mighty Huskies**

Get up and go, you mighty Huskies

Give it a fight for HCU.

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 HCU.

**Words and music by**

**Dr. Robert L. Parker**

**HCU 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**

# Introduction to Student Affairs



## Assistant Provost Letter

Greetings fellow Husky!

As you embark on your journey at Houston Christian University, we are thrilled to have you join our vibrant campus. Here you'll discover a close-knit community dedicated to nurturing your personal and academic growth, while fostering a life of purpose, service, and leadership.

At HCU, we firmly believe that the university experience extends beyond the classroom walls. It's an opportunity for you to broaden your horizons, challenge yourself, and embrace new experiences that will shape you into a well-rounded individual. So, make the most of your time here and seize the countless opportunities available to you!

Consider studying abroad, where you can immerse yourself in different cultures, gain a global perspective, and create lifelong memories. Picture yourself exploring historic European cities, studying in an Asian metropolis, or engaging with local communities in Africa or South America. The world becomes your classroom, offering a unique chance to expand your knowledge and understanding of the world around you.

Engage in campus clubs and organizations that align with your interests, whether it's joining a debate team, contributing to a community service group, or becoming a member of a sorority or fraternity. These extracurricular activities provide avenues for personal growth, leadership development, and the chance to connect with peers who share your passions.

Don't forget the significance of networking. Attend career fairs, guest lectures, and workshops hosted by professionals in your field of interest. Building connections early on can open doors to internships, mentorship opportunities, and potential job prospects down the road. Make time to discover the arts and cultural events offered on campus. Attend theater performances, art exhibitions, music concerts, and poetry readings. Embrace the creativity and talent of your fellow students and faculty members. It's through these experiences that you'll gain a deeper appreciation for the arts and broaden your own perspective.

Lastly, take advantage of the campus resources available to you. Visit the library, where you'll find a wealth of knowledge waiting to be explored. Seek guidance from academic advisors and student success specialists who can assist you in mapping out your educational journey and help you achieve your goals. Utilize the wellness and counseling services that prioritize your mental and emotional well-being. Remember, your time at HCU is not just about earning a degree. It's about embracing the transformative power of education, forging lasting friendships, and discovering the true potential within yourself. So, dive into the multitude of opportunities that await you, and make the most of your university adventure.

We're excited to be part of your journey and look forward to supporting you along the way!

Dawgs up!

Ed Borges  
Assistant Provost  
Office of the Provost

## **Purpose and Organization of the Student Affairs Office**

Reporting directly to the President, the Provost serves as the Vice President for Academic Affairs and Student Affairs. The Academic Affairs Division includes all of the academic colleges, led by respective deans, and includes several units that provide direct services to students to help them succeed academically – the Office of Academic Records (Registrar), the Office of Academic Support and Resources (Dean of ASR), the Senior Director of Institutional Research, the Academic Technology Coordinator, and the Testing and Accommodation Center. These units report directly to the Associate Provost for Academic Affairs, Dr. Kristie Cerling.

The Office of Academic Support and Resources, led by Dr. China Jenkins, includes the Moody Library (led by professional librarians). This office provides special services to first-year students and to students who benefit from additional academic support. Academic Support and Resources are located on the first and second floors of the Moody Library and bring resources to students digitally through the library webpage to wherever they are in the world.

Associate Dean of Academic Support and Resources: Dr. China Jenkins

New Student Success Specialist: Dr. Tia Caster

Director of the Writing Center: Dr. Denese Wolff-Hilliard

University Librarians: Kristin Fance and Dean Riley

Director of the Office of Academic Records: Donna Stallings

Director of the Testing and Accommodation Center: Anthony Kazan

The Student Affairs Division exists to holistically engage and support students academically, spiritually, socially, and practically throughout their time at HCU. From their first steps on campus until graduation, these departments stimulate scholastic and professional achievement, support personal growth and development, and cultivate transformative community for each student. Student Affairs serves with a passion to fulfill HCU's mission and enrich each student's Husky experience.

The Student Affairs Division is comprised of the Departments of Student Life, Student Success, Residence Life, Student Conduct and Governance, The Spahr-Tan Center for International Education, and the Gideon Counseling Center.

## **Responsibilities and Key Personnel**

### **Department of Student Success**

The Department of Student Success builds strategic partnerships to promote holistic student development and persistence both within and beyond the classroom.

Student Success is led by Samantha Bottoms and includes Student Success Specialists (SSS) aligned with each HCU College and School. These Specialists help students to be successful in the academic programs they choose and help prepare them for the careers that will result from their degrees. Student Success includes TRIO Student Support Services (provides personalized support to first-generation college students, students with financial needs, or students who have documented disabilities) and Career & Calling (supporting internships and professional employment opportunities for HCU students through our networks of employers and partners).

These Success Specialists work from the Looper Learning Commons in the Moody Library. The [Tutoring Center](#) provides library and information services that support the University's curriculum and the research and reference needs of students, faculty, and staff. The Tutoring Center also coordinates Supplemental Instruction sessions for dozens of courses as well as more individualized peer tutoring and assistance to help students succeed in their coursework.

Dean of Student Success: Samantha Bottoms

Tutoring Center Director: Kyle Sherling

Coordinator of Student Advising and Persistence - KINE: Courtney Hill

Senior Student Success Specialist – COAH, Nursing: Mai Borges

Student Success Specialist – COEBS: Rachelle Dooley

Student Success Specialist – COSE: Ava Porras

Student Success Specialist – DCOB: Sydney LeFlore Murphy

Student Success Specialist – COAH: TBD

Director of Career and Calling: Aaron Swarts

Director of TRiO Student Support Services: Miguel Estrada, Ph.D

TRiO Student Success Specialists: Jaqueline Mendez and David Landry

TRiO Administrative Technician: Madalyn Chavez

### **Department of Student Life**

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.

Student Success Specialists in Student Life help students grow holistically through engagement with every aspect of campus life and community. Areas include: first-year and commuter student engagement, student organizations and involvement, and spiritual life/discipleship. These teams work from the second floor of the Baugh Center and from the second floor of the M. D. Anderson Student Center.

Director of Student Life: Mon'Sher Spencer

Student Life Administrative Assistant: Brenda Woods

Student Success Specialist – Student Involvement: Stacey Graham

Student Success Specialist – First-Year and Commuter Engagement: *TBD*

### **Department of Residence Life**

The Department of Residence Life provides a variety of secure housing options and a supportive community environment to meet the needs of each student.

The Director of Residence Life gives oversight to the residents, staff, and facilities of Freshman Village, Husky Village, and Hodo Residential College as well as all programming connected to the community of living and learning centered in these on-campus residential facilities. The Department's central office is in the lobby of Hodo Residential College.



Director of Residence Life: Josh Bostanic  
Area Coordinator – Hodo Residence: Favour Ubadinobi  
Area Coordinator – Husky Village: Lauren Lounsbury  
Area Coordinator – Freshman Village: Jacob Elliott  
Administrative Coordinator – Savannah Bradshaw  
Faculty-in-Residence: Richard Olds, MA

### **Department of Testing and Accommodation Services**

The Testing and Student Accommodations Department helps learners with challenges and ensures qualified students receive reasonable accommodations according to federal standards. The Department also provides a secure, professional, and supervised testing environment to meet individual, University, and community assessment needs. The Department can be found on the first floor of the Moody Library.

Director of Testing and Student Accommodations: Anthony Kazan

### **Department of Student Conduct and Governance**

Under the purview of Student Affairs, the conduct process is designed to foster and maintain a safe, enjoyable, faith-integrated learning environment within our campus community and to address incidents that compromise that environment. Students, faculty and staff can report through Advocate (click on the gavel icon on the HCU portal): care reports, as well as grievances, academic integrity issues, or violations of residential policies or the Student Code of Conduct. The Director of Student Conduct coordinates the conduct process. Students involved in potential conduct violations are given the opportunity for a hearing to speak into the process about what was reported in order to resolve or address the situations appropriately. Students are expected to read and understand the details of the conduct process as outlined in the Student Code of Conduct section of this Student Handbook.

Director of Conduct and Governance: Daniel Scoggins

### **Spahr-Tan Center for International Education**

The Spahr-Tan Center for International Education at HCU is dedicated to fostering transformative cross-cultural experiences rooted in the principles of Christian faith. Our mission is to empower students to engage with new cultures, broaden their perspectives, and deepen their understanding of global issues within the context of Christian values.

The Spahr-Tan Center helps students prepare for study abroad opportunities by working with individual academic advisors to determine appropriate study abroad options for each academic major and minor, so students earn credit hours toward their degree through their study abroad experiences. The Spahr-Tan Center also works with administrators, school and college deans, and department chairs and directors, to develop new HCU study abroad opportunities and

promote global initiatives across campus through developing new global partnerships, cultural exchanges, and offering scholarships for HCU study abroad programs.

Director of The Spahr-Tan Center for International Education: Leslie Shelton

### **Gideon Counseling Services**

The Counseling Center Provides counseling services to HCU Students. Counseling services include individual one-on-one sessions, support groups, and workshops. Students from all faiths and spiritual backgrounds are welcome. Licensed therapists and Gideon Institute interns provide counseling services to currently enrolled HCU students. Individual in-person and online counseling is available by appointment only. Students receive eight sessions per school year for a low fee. Financial assistance is available. Additional sessions can be approved based on need and availability. Free support groups and workshops are also available.

Director of the Gideon Counseling Center: Jesse “Cole” Dawkins

# Student Success

## Advising Services and Policies

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

### Undergraduate Advising Procedures

All students are assigned a staff or faculty advisor who can help counsel students on all academic matters, as well as broad career and vocational interests, etc. Students may see advisors to:

- Discuss academic successes, challenges, or other issues that may affect their 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 HCU in a timely manner since the student is ultimately 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, or other possible complications.

Every HCU student **MUST** schedule a personal academic advising session each semester during his or her advisor's office hours in advance of priority registration. The advisee will receive a PIN (Personal Identification Number) at the conclusion of this visit. Once priority 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. For more information, please contact [advising@hbu.edu](mailto:advising@hbu.edu).

### Graduate Advising Procedures

Residential graduate students should also meet with their advisor (and/or the staff person who assists with registration in the college) and enroll in classes as soon as registration opens to ensure they can get into their required courses. We strongly encourage all students to make these course schedule decisions with their assigned advisors thoughtfully and strategically. Graduate advisors act as a vital resource to our students by doing the following:

- Conversing about successes, failures, or other issues that may affect academic progress
- Discussing educational and career goals
- Providing personal encouragement and support
- Assisting with the selection of courses for each enrollment term
- Conferring about a change of major
- Filing a degree plan

Students are responsible for scheduling their advising appointments. Consistent communication with advisors will promote on-time graduation and sufficient progress toward degree completion as well as prevention of additional stress or complications during students' time in the Graduate School.

### **Online Advising Procedures**

All online students have access to and are encouraged to utilize our staff advising team, who can guide them on all academic matters from matriculation through graduation.

The staff advisors act as a vital resource to our online students by assisting them with the following:

- Act as a liaison for the student and various departments (Academics, Information Technology, etc.) throughout the University
- Discuss academic successes, challenges, or other issues affecting their academic progress
- Discuss educational and career goals
- Provide personal encouragement and support.
- Aid in the selection of courses for each enrollment term
- Consider a change of major or minor when appropriate
- Arrange appointments with faculty when needed

Online students are encouraged to partner with their academic advisor to discuss their registration regularly, at least once each semester, to help ensure progress toward completing their degree.

### **Student Success Specialists**

Student Success Specialists serve as a resource and support system for students within their assigned academic college or school in order to promote student engagement and persistence. Student Success Specialists provide academic advising to first-year students as well as provide holistic, one-on-one coaching to all students regardless of classification. They also host a variety of events throughout the year pertinent to students' development and overall success, and work closely with their assigned college or school on recruitment and retention initiatives. For more information please email [studentsuccess@hbu.edu](mailto:studentsuccess@hbu.edu).

### **HCU Pathfinder**

HCU Pathfinder is a central online hub for students to communicate and schedule appointments with their professors, advisor, Success Specialist, and financial aid staff. Students can also use Pathfinder to schedule an appointment with the [Tutoring Center](#). Faculty can provide real-time feedback on course performance to help students be successful. Pathfinder can be accessed through the student portal.

### **TRiO Student Support Services**

The mission of TRIO Student Support Services at Houston Christian University is to help participants succeed holistically by empowering them to expand their horizons. TRIO does this by providing academic tutoring referrals, assistance with information on student financial aid programs, resources for locating public and private



scholarships, and support in completing financial aid applications. TRIO offers assistance in applying for admission to graduate and professional programs as well as individualized coaching for academic, leadership, career, and personal goal setting. Students in this program 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 at least 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

Interested students who identify as at least one of the three eligibility criteria may fill out and turn in an application in the TRIO Office, located in Moody Library, first floor. For questions email [trio@hbu.edu](mailto:trio@hbu.edu) or call 281-649-3198.

## Career and Calling

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

- Career development seminars and workshops
- In-person and virtual appointments for career counseling sessions
- 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 one's major
- Internship placement via the community internship program



Career and Calling and its resources are available to all undergraduate and graduate students 8 am-5 pm or by appointment. For further information, contact Career and Calling at [careerandcalling@hbu.edu](mailto:careerandcalling@hbu.edu) or visit <http://www.hc.edu/careerandcalling>.

## Moody Library Academic Support and Resources

Moody Library is a key component in the education of students at Houston Christian 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 [Tutoring Center](#), the [Testing Center](#) and other [Student Success](#) offices. A 30-workstation kiosk to check out laptops, one color and two black and white printers, and scanner are located in the Learning Commons with one printer and photocopier on the second floor. Please note the higher cost of color printing.

Moody Library's first floor is home to the Tutoring Center. Appointments are held on campus or virtually. Services are offered free of charge and include individual and group tutoring, writing tutoring, Supplemental Instruction, subject-specific workshops, academic coaching, study skills assistance, and English Language Learning (ELL) skills. The Tutoring Center is open to all students for individual and group studying. Laptops, AppleTVs, Elmos, and a SmartBoard are also available for student check-out and use. For more information, please visit <https://hc.edu/student-success/academic-support-resources/> or email [academicsupport@hbu.edu](mailto:academicsupport@hbu.edu).

The library collection is located on the second floor of the building and includes both print and online materials selected to support the University's curriculum. The Moody Library is designed, staffed, and operated to provide resource materials and research assistance for students, faculty, and staff. The library contains approximately 400,000 books, e-book collections from [ProQuest Ebook Central](#) and [EBSCO Academic Collection](#), and subscribes to or provides electronic access to over 51,000 periodicals. In addition to the library's print and digital collections, the second floor contains spaces for quiet study and collaborative study, as well as four group study rooms.



### Hours

Visit the [Moody Library website](#) for operational hours.

### Borrowing Privileges

Circulating books can be kept for a period of three weeks. To check out books, students must present a current HCU I.D. card. Books can be renewed twice and must be returned to the library for renewal. The library highly recommends the use of the Bookmyne app available from [Apple 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.

### ID Cards

The library is responsible for making ID cards and badges. First-time ID cards and badges are provided at no cost. Replacements are ten dollars (\$10.00) unless a meal plan is added to the card. Replacement cards for IDs with meal plans are twenty-five (\$25) as two cards will be issued: one regular ID and a special card for meal plans. Cards are made on the second floor of the library. Students in nursing and education programs do not need to request badges. The library and program coordinators work together to provide them at the appropriate time. The library does not make photo IDs for online students.

### **Reference Service**

Academic Support and Resource staff members are available to assist students in the use of the electronic catalog, periodical indexes, reference books and electronic databases. In-depth reference service is available by appointment. 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 [HCU 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](#).

### **Course Reserves**

Many of your textbooks are available for borrowing on the second floor of the library. Faculty members place resources on reserve at the circulation desk. Reserve borrowing periods range from two hours to one week. Fines will be assessed if items are late as fellow students may need those same materials.

### **Off-Campus Resources**

HCU students are eligible for TexShare cards, which allow them to check out library materials from any participating Texas library. Students can ask for TexShare cards at the Moody Library Reference Desk ([click to find TexShare participants](#)). Please note that *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 Moody Library Reference Desk. Students in good standing will be granted access when permission is given.

The Houston Public Library issues cards to Houston Christian University students valid at the Central Library and other branches. The nearest branches to Houston Christian University are located at Fondren and Clarewood and Augusta at Westheimer.

Interlibrary loans (ILL) are freely available for research materials not located in the University library. To request an ILL, fill out a book or article request form for items that the library does not already have, so please check first. Most of the databases provide an ILL option to request articles not available in full-text.

### **Photocopiers**

The second-floor houses 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 workstations and kiosk laptops will require the student's email address and HCU network password. For password information or help, please visit the Let Me In website, <https://letmein.hbu.edu> or call Information Systems at 281-649-3410. Staff members are available to assist students in the use of library databases and other course-related materials. One computer is available for the use of the general public and does not require log-in credentials.



# Student Life

## Student Life Mission Statement

*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, HCU offers a vast array of opportunities beyond the classroom, such as participation in clubs, organizations, leadership opportunities, Greek life, student government, student programming, ministry opportunities, discipleship, intramurals, campus recreation and many more opportunities.

## First-Year Experience (FYE)

First-Year Experience at Houston Christian University strives to help students identify the many ways in which they can be successful and acclimate to HCU, specifically during their first year. FYE plans programs to help students develop a good foundation for learning, as well as leadership and involvement opportunities. FYE is responsible for first year programming, including Welcome Days, the Freshman Council, Peer Mentoring, Parent & Family relations, and Transfer Experiences.



## Parent and Family

The Husky family includes parents and family members of each HCU student, as they are an important part of the student transition to and through college. Student Life wants each family member to feel welcome and included in the HCU community. To receive email updates on HCU events, newsletters, Family Weekend invitations, and opportunities to volunteer, parents and family members may simply email [parent@hbu.edu](mailto:parent@hbu.edu).

## Commuter Engagement

At HCU a majority of our student body are commuters. Commuter Life is dedicated to providing commuter students with resources to make them feel right at home while on campus and engaging commuters into the complete college experience. The Collegium is a space that is dedicated to commuters – designed to feel like a home away from home, with amenities and resources needed to foster engagement and community on campus. The Collegium is complete with a full-sized fridge, microwave, lockers, TV, a 12-workstation kiosk to check out laptops, and study space. It's the perfect retreat 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.



## Student Involvement

Student Involvement seeks to engage HCU 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 Christian University.

## Student Organizations

Student Organizations are a vital part of college life and offer HCU students a myriad of opportunities to connect and become involved in campus life. For more details about organizations, contact the Student Involvement Office on the second floor of the Baugh Center, call 281-649-3073, or go to [Student Organizations](#) page on the website, [www.hc.edu/studentorgs](http://www.hc.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 HCU. If there is not a particular club or organization that fits, or if HCU 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 Christian University (HCU) 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 Christian 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, receive approval from SGA, the Student Success Specialist for Student

Involvement, and the Director of 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 HCU 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 organization they advise.
  - 6. Attend events with non-HCU attendees.
  - 7. Provide oversight for each organization they advise by:
    - a. Constant clear communication with the organization's leadership and 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 in the Student Organization Leader Resources Blackboard organization or by emailing [studentlife@hbu.edu](mailto:studentlife@hbu.edu).
  - 2. Create a constitution detailing the workings of your organization. A template can be sent upon request.
  - 3. Secure an HCU faculty/staff advisor.
  - 4. Have at least 5-8 students interested in the organization development.
  - 5. All documents must be submitted to Student Involvement.
    - a. Student Involvement may request revisions or updates before submitting to Student Government Association.

6. Petitioning organization representative(s) present a 2-3-minute presentation to SGA.
    - a. No more than 2-3 representatives needed to present.
  7. SGA will vote on organization approval and send recommendation to Student Involvement to be approved by the Director of Student Life.
  8. Recommendations will be sent to the Director of Student Life for final approvals. All academic organization's recommendations will be sent to the School/College Department Chair and Dean.
  9. Student Involvement will send approval notification once the process is complete.
- B. Additional Requirements
1. Membership is limited to current HCU students, or combination of students, faculty, and/or staff.
  2. HCU 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 Student Involvement.
- C. Greek Organizations: The HCU Expansion Policies for Greek Organizations may be obtained through Student Involvement.

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

- A. 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 Student Involvement.
  2. Student Involvement may meet with representatives from the group along with their faculty/staff advisor to discuss the appeal.
  3. After appeal conversations, the Student Success Specialist for Student Involvement will render a final decision.
  4. If a decision cannot be made, the appeal will be sent to the Director of Student Life.
  5. The Director of 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 Student Involvement include the following:
1. **Publicity and Promotion:** Student organizations may request to publish their announcements and events in 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.
2. 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 Student Involvement.
  3. 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.
  4. Use of the On-Campus Account System: Student organizations may establish an on-campus bank 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 Student Involvements for further steps.
  5. 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.
  6. A student organization may state that its membership is composed of HCU 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.
  7. Student organizations cannot use the words “Houston Christian University” or “HCU” 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.
  8. Student organizations may indicate existence at the University by adding the phrase “at or @ Houston Christian University (or HCU).”
  9. 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.
  10. 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**

- A. It is the student organization’s responsibility to provide a detailed list of the Officers, members, and advisors of the organization to 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 Student Involvement by the 12th class day of the spring semester. Student organizations must attend all organization trainings and risk management trainings scheduled by Student Involvement. It shall be conclusively presumed that the authorized officers/representatives whose names are most currently on-file with Student Involvement are authorized to represent the organization in its relationship with the University. In addition, Greek organizations must also provide the name, email address, and phone numbers of the alumni/recruitment/graduate advisor(s). Student organizations must have a faculty or staff advisor that meets the requirements stated in Section 2D of the Student Organization Handbook. Student organizations must keep an updated organizational constitution on file with Student Involvement at all times. Student organizations are accountable for the conduct of their members wherever individual actions are abetted by the organization. "Abetting" may be defined as, but not limited to, organizational sponsorship, sanctioning or condoning of the event or activity. Any student organization is subject to disciplinary action or revocation of recognition as a student organization for violation of a rule or regulation of the University. University-funded student organizations are subject to all laws, rules, regulations, and policies that govern the sponsoring University department or division.

- B. 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:
  - 1. Have at least a 2.5 HCU cumulative GPA (3.0 for graduate students) prior to the first day of each semester during the term of the position; and
  - 2. Be in good scholastic and disciplinary status with the University at the time of selection and during the term of position.
  - 3. The student must relinquish the position should he/she fail to maintain the above requirements.
- C. Student Organizations will recognize and comply to the university's definition of hazing:
  - 1. 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 HCU policy and Texas State Law and may subject a violator to both criminal prosecution (punishable by fines and/or jail time) and HCU disciplinary action.
- D. 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:

1. The semester GPA must meet or exceed a 2.5 at the end of the probationary semester;
  2. The organization must develop and implement a chapter Academic Enhancement Plan (AEP) in conjunction with the [Tutoring Center](#), and approved by, Student Involvement prior to the end of the second week of the probationary semester;
  3. The organization must report monthly to Student Involvement the implementation and progress of the AEP.
- E. 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:
1. The semester GPA must meet or exceed a 2.5 at the end of the probationary semester;
  2. The organization must continue to report monthly to Student Involvement to discuss the implementation and progress of the academic enhancement plan;
  3. The organization may not host any social events for the probationary semester; and,
  4. Any additional requirements as determined by Student Involvement.
- F. 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.
- G. 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 Student Involvement.

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

- A. Student Involvement may impose additional requirements upon Greek organizations.
- B. Every semester, Greek organizations must provide updated rosters of their most current membership to 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 just submit their most current constitution and by-laws, new member program, and risk management policy to 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 HCU 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) HCU 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. Previews
    - iii. GO Sessions (4)
    - iv. Pre-Registration

### **Event Registration for Student Organizations**

The following policies apply to HCU student organizations. Other policies and procedures affecting student organizations may be covered through Student Involvement. For questions concerning student organizational policies and procedures you may contact Student Involvement on the second floor of the Baugh Center, or email [studentlife@hbu.edu](mailto:studentlife@hbu.edu).

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 two weeks in advance. This will include “Student Life Approval” resource.
- 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 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 HCU campus or at HCU 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 HCU policies and standards. Students' actions may also be addressed via the University disciplinary process.
13. HCU Police has authority for enforcing HCU 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 two weeks 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 HCU 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 Student Involvement.

### Calendar request

1. Go to [my.hbu.edu](http://my.hbu.edu) and log in.
2. On the homepage, click the icon that says, “Schedule an Event.”
3. This will pull up the on-line version of the calendar request.
4. Complete the form with all necessary information. Be sure to select “Student Life Approval.”
5. Press the submit button only once.
6. Notification of change/cancellations should be made by contacting University Events and Conferences.
7. Events are only approved after you have received an approved email.
8. All media requests must be submitted by the faculty/staff advisor through Ad Astra.
9. 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.
  - a. This includes fundraising events such as: bake sales, beverage sales, etc. Bake Sales must use foods that are store-bought. No food can be sold that were personally made.
  - b. Approval is given by the Director of Dining Services (Aramark).
  - c. 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 Government Association

Student Government Association of Houston Christian University (HCU), 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 HCU and its students.

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

Elections for all SGA positions, except freshmen representative, are held each spring. Freshmen representatives are chosen as follows from the Freshmen Council each fall. For more information, you may stop by the Student Involvement Office, on the second floor of the Baugh Center, Baugh 235.

1. One freshman representative will be elected in the first month of classes via a special election.
2. The other representative will be a rotating or chosen member of the Freshman Council.

## Social Organizations and Greek Life

The Greek community at HCU 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 HCU and the greater Houston community through a myriad of philanthropic projects and service opportunities.



**Greek social organizations** on campus are:

- Alpha Chi Omega (AXO)
- Alpha Kappa Alpha Sorority, Inc. (AKA)
- Alpha Phi Alpha Fraternity, Inc. (A Phi A)
- Phi Kappa Psi (Phi Psi)
- Phi Mu
- Sigma Phi Lambda (Sisters for the Lord or Phi Lamb)

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

## Professional Organizations and Honor Societies

HCU strives to support students in and out of the classroom. One way to support student is through honor societies and professional organizations that can assist with vocational pursuits

and current degree completion. Each of these organizations have a connection, not only with Student Life/Student Involvement, but also with specific colleges and/or schools. See [hc.edu/studentorgs](http://hc.edu/studentorgs) for the updated listing.

## Guidelines and Policies for Posters and Publicity

### Poster/Flyer Posting

1. All brochures, flyers and posters must be “Student Life Approved” through Student Involvement, located on the second floor of the Baugh Center.
2. Flyers must be posted in appropriate spaces only. Do not tape flyers on walls, doors, or windows.
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 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 HCU departments, fee-funded organizations, and organizations with special permission with approval from the Student Life 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 CLC Communications (Learfield/IMG College) <https://clc.com/> to implement a trademark and licensing program to help the university protect and strengthen its brand and intellectual identity. CLC 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 Christian 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 HCU, 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 HCU, Houston Christian University, Huskies, University seals, or any new art affiliated with the University.
- Marketing material or literature used by departments to promote HCU 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 CLC Communications (Learfield/IMG College). For a list of licensees that are currently licensed to produce HCU products, please contact Maudley Clermont, [mclermont@hc.edu](mailto:mclermont@hc.edu).

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

- New vendors must submit an application, be approved, and pay a fee to hold a license.
- 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 Maudley Clermont, [mclermont@hc.edu](mailto:mclermont@hc.edu).

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

- On campus manager: Maudley Clermont, Director of the University Store  
E-mail [mclermont@hc.edu](mailto:mclermont@hc.edu) (may also copy Naomi Engel, at [nengel@hc.edu](mailto:nengel@hc.edu), in marketing.)

## **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 HCU 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 HCU disciplinary action.

## Student Events and Opportunities

### 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 Student Involvement for more information.

### Greek Recruitment/Membership Intake

Early in the fall and spring semesters, HCU's Greek Life organizations begin their recruitment activities. See "Greek Life" under the organization section for more details.

### Elections

During spring semester Student Government elections are held. Special elections are also held for Homecoming Court, Mr. and Miss HCU 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 event 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 HCU 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.



## 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 IGNITE, 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.

## Music Performance

Students who sing or play an instrument are encouraged to participate in one of our many musical ensembles at HCU.

HCU has two choirs. Participation in University Singers is open to all students (students can just register for the class and show up ton the first day), but participation in *Schola Cantorum* is determined by audition with the choir director. Participation in Opera Workshop is open to all who want to learn about and perform in scenes from operas and musical theatre. 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 should participate in the Husky Band. Band is open to all majors and everyone receives a scholarship! Prospective members are encouraged to contact Dr. Matthew Lamm, HCU Director of Bands, at 281-649-3021 or [mlamm@hc.edu](mailto:mlamm@hc.edu). Husky Band encompasses the marching band for football games, pep band for basketball games, and concert band for the Spring semester.



## 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 few 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, Albert Bierstadt and Frans Francken the Younger.

### **Museums and Special Facilities**

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

- **Dunham Bible Museum**

Dunham Bible Museum with its extensive collection of rare Bibles, is dedicated to telling the story of the most important book in the world. Exhibits include ancient manuscripts, medieval Scriptures, a working Gutenberg-style printing press, some of the earliest Bibles printed in the English language, and some of the first Bibles printed in America as well as numerous foreign translations -- 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. For more information visit [www.hc.edu/biblemuseum](http://www.hc.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.

- **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.

### **Campus Recreation and Spirit**

#### **Mission**

Campus Recreation fosters wellness, discipleship, campus involvement, and leadership through quality recreational opportunities for and with students.

#### **Vision**

Campus Recreation seeks to be an organization that drives on-campus culture beyond simple program engagement and into lifestyles of active minds, bodies, and faith in Christ.

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



## **Opportunities**

- Intramural Sports (IMS)
- Club Sports
- Epic Adventures
- Rock Wall
- [Bradshaw Fitness Center](#)
- Student Worker opportunities – Email [studentlife@hbu.edu](mailto:studentlife@hbu.edu) for more information.

## **Intramurals (IMS) and Club Sports**

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

- Students who are members of an NCAA or a collegiate team may NOT participate in the related Intramural or Club Sport without express written permission from their affiliated coach BEFORE participating. 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 Campus Rec (in Baugh 237) and can be found in the HCU Campus Rec Handbook.

## **Bradshaw Fitness Center (BFC)**

The BFC provides exceptional recreation facilities and programs that inspire, educate and empower students to cultivate active healthy lives. Our services include: 10,000 sq. ft. strength and cardio area, gymnasium, 100 m indoor track, inclusive group exercise programs, indoor aquatics, and personal training. These components provide you with a wide array of products and services to address every aspect of an individual's well-being (i.e., mind, body and spirit).

## **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.

## **Spirit Program**

Houston Christian University has multiple opportunities for students to be a part of helping our HCU community show its Husky spirit and pride. Two aspects of this include HCU's cheer team and HCU's sled team.

### **HCU Cheer**

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

### **The Sled Team & the Head Musher**

HCU's live mascot, Kiza III, is cared for by the Head Musher and the HCU 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 HCU 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.hc.edu/kiza](http://www.hc.edu/kiza).



# 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.

All students that live in on campus housing are considered residential on campus students. All tuition and fees will be charged at the residential on campus rates.

## 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 the 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 Front Desks

Each Residence College has a front 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 HCU 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 HCU Residence Life. Break appeals must be approved or the resident will be required to move out during the break. HCU 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 or in need of family housing
- 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 HCU 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

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

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

## Housing Accommodations

Students requiring accommodations related to Residence Life should contact the Office of Testing and Accommodations at [504@hbu.edu](mailto:504@hbu.edu) to arrange accommodations for Residence Life. Visit the accommodations webpage, <https://hc.edu/academics/academic-resources/academic-accommodation/campus-living-accommodations/>, 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 encourages 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.

## HCU Campus Housing Guidelines

All students residing on campus must adhere to all procedures and policies outlined in the most current Campus Housing Guidelines document located on our website: [Residence Life | Houston Christian University \(hc.edu\)](https://www.houstonchristian.edu/residence-life)



## 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 HCU Residence Life Office. Meal plan changes are only allowed during the first two weeks of each term.

## Residence Life Break Stay Request

Approved requests are rare since the policies and procedures that govern Residence Life must be consistent for all residents. Residents may request the Housing Contract by completing the break stay request form. Students may contact Residence Life for more information. The student is responsible for the full terms of the Housing Contract during the request 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 HCU. 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 HCU 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 RD 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. HCU 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 HCU 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 HCU Operations. This process is also called Express Checkout.

### **Appliances and Furniture**

Residential spaces are equipped with a standard set of furniture. Furniture, fixtures, and appliances are listed on room inventories and are expected to remain in the room, house, or apartment.

### **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 *CampusShield* 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:

#### 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.

#### 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.

#### 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.

#### 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 be dismissed from campus housing.

## **HCU Residential Guidelines**

Residential guidelines are in compliment to the HCU Student Code of Conduct policies in this [Student Handbook](#). All HCU Code of Conduct policies along with the following residential

guidelines must be adhered to for continued residential status. Failure to comply to these guidelines may result in further disciplinary action and/or loss of residential privileges.

### **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 Christian 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 HCU 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 HCU 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 approved family housing, guests under the age of 16 are not allowed to stay overnight. For HCU housing, priority is given to undergraduate students in good-standing first. Graduate, married/family housing is not guaranteed nor offered.



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

### **Smoking**

HCU 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 three consecutive nights (*Friday, Saturday, & Sunday nights ONLY*) or more than six nights in a semester. 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. *All guests must complete visitation request form with the Office of Residence Life located at the Hodo front desk.*

### Husky Village

Visitation of the opposite sex as follows:  
Monday - Sunday: 12:00 p.m. to 1:00 a.m.

### Residence College

- All visitors must leave photo identification at the front desk when they sign in and must be escorted by a resident.
- All guests must have a completed visitation form located in the Residence Life office.
- 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 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 HCU 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 Residence Life Office. No same sex significant others are permitted to stay overnight.*

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.

## **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 HCU.

### **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 HCU'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 HCU 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 Testing and Accommodations. View procedures and policies regarding requesting accommodations at [www.hc.edu/504](http://www.hc.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 and/or other disciplinary actions.

### **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 Residence Life at [reslife@hbu.edu](mailto:reslife@hbu.edu).

## Residential Facility Services

### Laundry

A laundry room with washing machines and dryers is provided for the use of the residents in each residential area. Laundry facilities are for use by registered students who live in an HCU residence college. Any individual found using the laundry machines who is not a resident will be subject to disciplinary action.

### 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 HRC front desk. All residents receive mail at the HRC front desk or HCU post office located in M.D. the Anderson Student Center (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 (RTS).

### 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 HCU gates after hours. Gate call boxes communicate with HCU 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. Disciplinary actions and/or a fine may be assessed to any resident disclosing the code and/or allowing others to use their access card, fob, and/or code.

# Testing and Accommodations

## Accommodation Services for Students with Disabilities

Houston Christian University is pleased to offer services to students through the Testing and Accommodations Department. HCU seeks to provide reasonable accommodations to students who meet qualifications according to federal standards: <https://hc.edu/academics/academic-resources/academic-accommodation/>.

Houston Christian University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. In order to request and establish academic accommodations, the student is to contact the Director of Testing and Accommodations via email at [akazan@hc.edu](mailto:akazan@hc.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. 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. Please refer to the website <https://hc.edu/academics/academic-resources/academic-accommodation/> 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, <https://hc.edu/academics/academic-resources/academic-accommodation/> 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 standards, under the link for Residence Life for policies and procedures, as to how to apply for those accommodations: <https://hc.edu/academics/academic-resources/academic-accommodation/campus-living-accommodations/>. The student will contact the Director of Testing and Accommodations via email at [akazan@hc.edu](mailto:akazan@hc.edu) to schedule an appointment to discuss and officially request and establish the accommodations. If approved for the accommodations, the Director of Testing and Accommodations will send a letter to Residence Life and the student. These types of accommodations are granted for approximately two semesters and must be applied for yearly.

### Message from the Director

*"I have always admired and often been inspired by individuals who strive to overcome challenges. I have also been passionate about supporting students who do so as they pursue their educational goals. Therefore, I am confident that Houston Christian University's Testing and Accommodations Department will be sincere in its efforts to offer effective services to learners with unique challenges, and to all students who seek success at our institution and in life."*

Anthony Kazan, HCU Director of Testing and Accommodations



## 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 HCU courses (for accommodated students only and must be requested by the professor of the course)
- ACT Residual
- ALEKS Math Placement Tests
- CLEP
- Accuplacer
- HESI A2 and HESI A2 with Critical Thinking
- ATI TEAS
- iBT THEA
- Individual proctoring for distance learning for other universities and organizations
- Spanish Heritage Exams (contact: [ebermejo@hc.edu](mailto:ebermejo@hc.edu))

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

# Counseling Services

The Gideon Counseling Center at HCU provides counseling that is Christ-centered, biblically rooted, scientifically informed, and clinically wise. Students from all faiths/spiritual backgrounds are welcome. Visit our website for more information: [www.hc.edu/gideoncounseling](http://www.hc.edu/gideoncounseling). Counseling services are available to currently enrolled HCU students in the state of Texas. We do not provide services to incoming freshmen or transfer students prior the beginning of their classes. Individual counseling is available Monday-Friday by appointment during fall, spring and summer semesters:



- Summer 2023 – May 15 to August 4, 2023 (in-person or online) for students enrolled in summer or fall
- Fall 2023 – August 28 to December 15, 2023 (in-person or online)
- Spring 2024 – January 8 to May 3, 2024 (in-person or online)

## Individual Counseling Services

- Therapists see students by appointment between 9 am and 6 pm.
- Counseling services are provided by graduate student interns under the supervision of the director and licensed therapists.
- The average number of sessions that students attend is eight (8), but the number of sessions offered is based on clinical necessity.
- Community referrals will be provided as needed.

## Fees

- The fee for individual counseling services is \$10.00 per session.
- Payment is due at the beginning of each session.
- If an appointment is missed, a no-show/late cancellation fee of \$10.00 may be charged.
- Financial assistance is available to students who meet eligibility requirements. Contact the Counseling Center for more information.

## Support Groups and Workshops

- Available to currently enrolled HCU students in the Fall and Spring semesters.
- Free – no charge for groups or workshops
- Unlimited – there is no limit to the number of workshops or group sessions a student can attend.

## Steps to Schedule an Appointment/Sign Up for a Group

- Call 281-649-3431 between 8 am and 5 pm Monday through Friday.
- If leaving a voicemail, slowly and clearly state your name, H-number, and a reliable phone number. Your call will be returned within one business day.

- A phone screening will be scheduled with one of our therapists to get more information and match you with an available therapist or provide information about the group of interest. Screenings can also be done in person by request.

***The Counseling Center is not a crisis clinic. If you or a loved one is experiencing a mental health crisis and need to speak to someone immediately, the following resources are available 24/7:***

- Harris Center Hotline – 713-970-7000 (option 1)
- 988 Suicide & Crisis Lifeline – Call or Text 988
- Crisis Text Line – Text HOME to 741741

***If you or a loved one has an emergency:***

- On-Campus – Call HCU Campus Police: 281-649-3911
- Off-Campus – Call 911 or go to the nearest emergency room

# Spiritual Life and Discipleship

## Department of Spiritual Life

The Department of Spiritual Life facilitates opportunities that allow students, faculty, and staff in our campus community to encounter God in worship, in his Word, and in community with others who are seeking to follow Christ. Spiritual Life gives leadership to our weekly Convocation services, striving to make them God-centered, biblically saturated, spiritual formative, and missionally engaged. We connect students to one-on-one opportunities for spiritual mentorship/discipleship and also offer various small group Bible studies and discussion groups that help one another grow in our relationships with God wherever we are. HCU Spiritual Life partners closely with local churches and campus ministries to provide students with chances for connection, small groups, retreats, and opportunities for mission engagement in Houston, across the state, and around the world. You can find the Spiritual Life Team on the second floor of the M. D. Anderson Student Center.

Assistant Provost and Dean of Spiritual Life: Scott Bertrand  
Director of *Kaleo* Discipleship: Colette Cross  
Campus Minister: Saleim Kahleh  
Baptist Student Ministries Director: Nathan Mahand

The Spiritual Life office 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.

Spiritual Life Department includes the Community Life and Worship Program, Baptist Student Ministries, *Kaleo* Discipleship, and our Parachurch Ministry partners. Contact our staff at [spirituallife@hbu.edu](mailto:spirituallife@hbu.edu) or visit the Spiritual Life Office, second floor MD Anderson Student Center.

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

A requirement for graduation from HCU is involvement on a regular basis in spiritual formation events. All students seeking an undergraduate degree (full-time or part-time) have a Community Life and Worship (CLW) graduation requirement of 80 credits with a minimum of 50 CLW-A which must be obtained through Convocation. Students are encouraged to garner a minimum of 15 credits per semester in order to complete their CLW credits before their last semester. Students may earn as many CLW credits per semester as their schedule allows to satisfy this requirement in order to graduate from HCU.



The [Community Life and Worship](#) website provides details about the CLW program. Details about current CLW events can also be found in the student newsletter which is distributed to students through their HCU email. Questions about the CLW graduation requirement or the Spiritual Life Program may be directed to the [Spiritual Life Department](#).

**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. These events include the following:

<b>Section A - Convocation (a minimum of 50 CLW credits must be accrued)</b>	
<b>EVENT</b>	<b># of CREDITS</b>
Power Convocation (first Wednesday & Thursday of each month)	2 credits
Wednesday Convocation	1 credit
Thursday Convocation	1 credit
Opening Convocation	2 credits
Founders' Day	2 credits
Honors Convocation	2 credits
IGNITE! (Spiritual Renewal Week)	2 credits (per Convocation)
Summer Convocation	2 credits (per Convocation)
<b>Section B - Community Life Events (No more than 30 CLW credits)</b>	
HCU Mission Learning Opportunities	Up to 5 credits
Mission Trips (pre-approved)	Up to 5 credits
Organization Sponsored Events (pre-approved for CLW)	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 Reflections	Up to 12 credits
Stations of the Cross	3 credits



### Attendance and Tracking

The student is responsible for having his/her attendance recorded by using a smart phone to scan a QR code or by signing in. A student may only sign in twice per semester at Convocation. Participants do not receive CLW credit when they arrive late, leave early, fail to scan or sign in, or distract someone else from participating. Students may check their CLW record on their HuskyNet account and are encouraged to notify the Spiritual Life Office with any questions regarding their account. In the case of a discrepancy in the

student CLW account, changes in credit can only be done for the semester prior to the request or the current semester.

### Kaleo Discipleship Opportunities

The 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. A discipleship relationship is important where growth occurs on both sides between the faculty/staff who are discipling and the one who is initiating the relationship to be discipled. Our goal is to focus on helping each person know Christ and



experience Him in fresh ways through a discipling, community, study, and integration of Christ every day. Come and join in Kaleo discipleship and get ready to grow! Contact the Spiritual Life office above the bookstore in the MD Anderson Student Center or [Kaleo Discipleship](#) to see how to get involved.

### Parachurch Group Partnerships

At HCU we have many students, faculty and staff involved in recognized ministry organizations that are sustained through outside faith-based entities. These six ministries provide wonderful opportunities for discipleship, missions, and evangelism.

- Baptist Student Ministries (BSM)
- Campus Outreach (CO)
- Fellowship of Christian Athletes (FCA)
- InterVarsity (IV)
- Navigators (Navs)
- College Young Life (YL)

Visit [Kaleo Discipleship](#) to learn more about our ministry partners and feel free to jump in!

### Baptist Student Ministries (BSM)

The BSM exists to foster a Christ centered community on our diverse campus. We aim to empower students to serve, cultivate meaningful relationships and promote continual life transformation through Jesus Christ.

### **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 Groups (Freshmen small groups)
- Voyage Groups (Upperclassmen small groups)
- Discipleship
- Evangelism
- Mission Trips
- Worship Leading through Refuge and Focus



### **Weekly Ministry Activities**

- **Oasis** – This is a large group worship event for all students. The time seeks to be a respite from all the challenges and struggles of life.
- **Journey Groups** (Freshmen small groups) – These small groups meet at different times throughout the week as gathering for freshmen led by upperclassmen.
- **Voyage Groups** (Upperclassmen small groups) – These groups meet at different times throughout the week as a weekly gathering for upperclassmen led by peers.
- **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.
- **Coffee Outreach** – Weekly the BSM offers free coffee to students to build relationships and share the gospel.
- **Trash Take Out** – On Thursday nights in residence life areas BSM students take trash out in an effort to get to know people on campus and serve them.

### **Other Opportunities**

- IGNITE – Spiritual Emphasis Week
- Passion IGNITE = Holy Week
- Go Now Missions
- Spring Break Mission Trips
- See You at the Pole
- ABIDE Prayer Retreat
- Prayer Walks
- BSM Fall Retreat
- Leadership Training
- Prayer ministries
- Disciple Now Team

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

### **Covenant Fellows Program**

Covenant Fellows exists to give students called to Christian ministry personal and professional support as they further their undergraduate development into competent and holistically educated ministers, professors, and missionaries. HCU 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. This program requires application for admission. Applications are received each spring and early summer for the following academic year. For more information and program expectations visit [Covenant Fellows](#) or contact Nathan Mahand, [nmahand@hc.edu](mailto:nmahand@hc.edu).

### **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 [Service and Missions](#) to learn more about service and mission opportunities at HCU.



# Athletics

## Intercollegiate Athletics

Houston Christian 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 play in the Southland Conference with the exception of men's soccer, which competes in the Ohio Valley Conference.

Admission to all of the Huskies' home athletic events is free to currently enrolled HCU students with a valid student ID. Students are encouraged to attend and continue to support the great tradition of HCU athletics. For more information, including team posters and schedules, visit the Athletics offices located in Sharp Gym or the HCU Bradshaw Fitness Center or call 281-649-3205. Follow the Huskies online or on mobile devices by logging onto the official website, [HCUHuskies.com](http://HCUHuskies.com), on Facebook by searching for "HCU Athletics," and on Twitter by following @hcuhuskies and using the hashtag #DawgsUp.



## 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 of cushioned-backed seats on the end of the court 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 HCU 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 facility also holds a 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 HCU men's and women's soccer since 2007. The natural grass field 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 HCU 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.

## **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 football guest parking.
- HCU students and their guests are reminded that they must continue to follow all HCU Student Handbook policies, including a restriction on the ability to have alcohol at any HCU function. Smoking of any kind is also prohibited. 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 HCU conduct process.

### **Ticketing**

- Free admission to all home games is available for all HCU students with a current HCU student ID. Students scan the QR code for access to the stadium. This is to validate if the student is currently enrolled.
- 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.

# Student Services

## Financial Services

### Financial Aid

The Office of Financial Aid provides financial assistance, advising, and assists students with 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) is required. To complete the [FAFSA application](#), students must go online and use HCU's School Code **003576**. HCU Financial Aid office recommends that students and families link their tax information to the FAFSA by using the IRS Data Retrieval Tool (DRT).

#### Deadlines:

**October 1<sup>st</sup>** is the first day to submit the FAFSA application. A FAFSA application must be completed each year in order to determine eligibility for federal, state and institutional funds.

**January 15** is the preferred deadline for new prospective students.

**April 15** is the priority deadline for continuing students.

Students must log in to their [HuskyNet Portal](#) or log into my.hbu.edu to review any financial aid requirements and all email communications. We ask that students read all of the information provided on My Financial Aid. The website <https://hc.edu/finaid/> provides information regarding how to apply for financial aid, types of aid available, aid by student type, receiving aid, payment information, forms, and resources for students and parents.

Students that applied for financial aid must complete all missing requirements and agree to the terms & conditions, before aid will disburse into the student's school account. Follow this [guide](#) for assistance.

If the student is selected for verification, student must upload missing documents in [Student Forms](#) by creating a new log in at <https://hc.studentforms.com>. Use the same email you entered on the FAFSA in Students Forms as they must match in order to get access. If student do not complete their missing requirements, their aid will not disburse to the students account and you will be responsible for any balance due to the university.

#### Eligibility Requirements:

\*[Satisfactory Academic Progress](#)

\*[Merit Awards](#)

\*All degree-seeking students will be reviewed at the end of each semester to determine eligibility to retain financial aid for the following semester/year.

#### Disclosures:

The Office of Financial Aid retains the right to revise, cancel, or withdraw awards if we receive notice of additional aid, if documents are not received, if awards are not accepted by the financial settlement deadlines or if it is determined that the student is not eligible for the award. The

Office of Financial Aid will allow aid to show on a student's account, but if a student does not meet the conditions to keep any of the awards, the funds will not be released to the student's account and aid will not disburse. The Office of Financial Aid has the right to reduce or cancel any aid that students are not entitled to receive.

Students must notify the Office of Financial Aid any time there are changes of room and board, tuition, reduction of hours enrolled, program, classification, withdraws, switching from on campus (H) to Online (O) or vice versa as all of this may impact your financial aid awards. Any discrepancies in the previously listed items before or after awards are offered may result in adjustments that could impact your awards, loans, and/or payment plan arrangements.

All merit, talent, and off-campus scholarships are coordinated through the Office of Financial Aid. For further information regarding the various aid programs, visit our website <https://hc.edu/finaid/>. If you need additional assistance, email [financialaid@hbu.edu](mailto:financialaid@hbu.edu) or call 281-649-3749.

**For ONLINE (and Meteor Learning) Students:**

[The Pampell Online Division \(POD\)](#) has a team of online Financial Aid Advisors to assist the online student population with their financial aid needs. They can be contacted by email at [onlinefinancialaid@hbu.edu](mailto:onlinefinancialaid@hbu.edu) or by phone at 1-855-428-1960, select option #4, then choose option #1.

**Student Account's Office**

The [Student Accounts Office](#) provides students with assistance regarding their student account and billing statements. This includes understanding payments and charges, establishing payment plans, making tuition payments., third party billing, and more.

On-Campus students can visit the Student Account's Office in the Brown Administration Building, Room 146. Online students can contact the Online Student Accounts Office.

**Student Account's Office**

Phone: (281) 649-3471

Email [cashier@hbu.edu](mailto:cashier@hbu.edu)

Office: Brown Administration 146

Office Hours: Monday-Friday: 8 AM-5 PM.

**Online Student Accounts Office**

Phone: (855) 428-1960 Option 4 then Option 2

Email: [OnlinestudentAccounts@hbu.edu](mailto:OnlinestudentAccounts@hbu.edu)

Office Hours: Monday-Friday 8 AM-4 PM

In-person payments may be in the form of cash, check, and money orders by visiting our Student Account's Office on campus.

Check payments must include the student ID number written on them and can also be mailed to the following address:

Houston Christian University  
P.O. Box 4897  
Dept. 502  
Houston, TX 77210

Online payments can be in the form of credit card, ACH, and wire transfers. Payments can be made online 24/7 as follows:

- Log in to my.hbu.edu
- Select the HuskyNet icon
- Select “Payment Portal” below the student profile or under the “additional Links”
- Click on “Continue” (will be redirected to TouchNet)

### **Financial Settlement Payment Policy**

Payment is due one week before the start of your first class each semester. All students must either be paid in full or enrolled in a payment plan on or before the financial settlement deadline in order to avoid a \$150 late settlement fee and a hold being placed on their student account. The University reserves the right to administratively withdraw any student that is not financially settled. The hold will prevent access to student services, including, but not limited to, registering and/or dropping a course, viewing grades in HuskyNet, or requesting transcripts. A \$150 late registration fee will also be applied if a student registers on or after the first day of class.

### **Payment Plans**

Find information about the holds and fees administered by the Student Accounts Office at <https://hc.edu/student-accounts/payment-portal/>

### **Corporate or Third-Party Billing**

Students may be eligible for tuition assistance through their employer or other third-party vendors. Students must submit a letter of credit, a letter of intent to pay, or a voucher from the third party at least one month prior to the financial settlement deadline to guarantee that these funds will be projected on their student account before the deadline. Third-party billing information should be submitted to the Student Accounts Office ([cashier@hbu.edu](mailto:cashier@hbu.edu)) or Online Student Accounts Office ([OnlineStudentAccounts@hbu.edu](mailto:OnlineStudentAccounts@hbu.edu)).

### **Holds and Fees**

Find information about the holds and fees administered by the Student Accounts Office at <https://hc.edu/student-accounts/holds-fees>.

### **Federal Aid Refund Checks**

The Student Accounts Offices will process student refunds within 14 days of financial aid disbursement to eligible students. For more information see our FAQ at <https://hc.edu/student-accounts/faqs/>.

### **Drops/Withdrawal Refund Policy**

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://hc.edu/student-accounts/important-dates/>.

### **Appeals Policy**

To request a Special Circumstance Appeal, you must contact the Student Accounts Office ([cashier@hbu.edu](mailto:cashier@hbu.edu)) or Online Student Accounts Office ([OnlineStudentAccounts@hbu.edu](mailto:OnlineStudentAccounts@hbu.edu)) from your HCU email. Reviews are given on a case-by-case basis. Please provide detailed reason(s) or explanation(s) and any documented support for your request (for example: note from a physician to corroborate appeal for medical reasons).

Tuition and fee appeals must be submitted within the academic year of the charges or within one semester for Spring term charges.

### **Tuition Insurance**

Students have the option to purchase tuition insurance via TouchNet prior to the start of each semester. Tuition insurance provides benefits to help safeguard the investment made in college/university. It can protect the cost of tuition, academic fees, and housing if a student has to completely withdraw due to a covered injury, illness, or mental health condition as advised by a licensed medical professional. Visit the provider's website for more information at [GradGuard.com](http://GradGuard.com).

## **Academic Records (Transcripts, Registration, Diplomas)**

### **Credit by Examination**

High school graduates with strong academic records who have completed college level work while in high school may receive course credit in appropriate fields of interest at HCU. To become eligible for this credit, an applicant must make a satisfactory score on the College Board Advanced Placement (AP) Examination, International Baccalaureate (IB) Examination, College Board Achievement (SAT Subject Test) Examination, or College Level Examination Program (CLEP examination for the subject in which credit is desired. Students must ensure that HCU has received the official satisfactory scores on or before the end date of their first semester at HCU. Credit by exam will be automatically posted on new students' transcripts at the end of their first semester at HCU.

## Registration

Registration includes finding and selecting the courses you plan to take each semester. You should always consult with your academic advisor when selecting which courses to take. All information related to registration dates and add/drop courses are available online at <https://hc.edu/university-catalog/academic-calendar/>. Students may access the online registration system (HuskyNet) at <http://my.hbu.edu/>. Students who have financial holds, library fines, health records hold, etc. will have a hold placed on their registration by the University. Students cannot register while a hold is on the student's record. Please visit: <https://hc.edu/academics/university-registrar/registration-information/> for more information.

## Original Diploma

Diplomas will be available for pickup at the Office of Academic Records several weeks after the degrees are posted on the transcripts. If a graduate has requested their diploma be mailed, it will be mailed through USPS to the address provided by the student on the commencement participation form. Diplomas will not be issued to graduates with university holds.

## Replacement Diploma Order

To request a replacement copy of your diploma, you must complete the [Replacement Diploma Order Form](#). This form must be turned into the Office of Academic Records along with the payment receipt provided by the Cashier's Office. If you are not able to come to HCU, you should send the completed [Replacement Diploma Order Form](#) to [cashier@hbu.edu](mailto:cashier@hbu.edu). The charge for a duplicate diploma is \$75.00. Please allow approximately 5 weeks to process your order.

## Official Transcripts

An official transcript is a comprehensive record of your academic progress, including transfer hours, credit earned by exam, and all coursework taken at HCU. Official transcripts include the Houston Christian University seal and the signature of the University Director of Academic Records. Your name appears on your official transcript as it appears on your university record. Student academic records are classified as confidential and may be released only with the student's written authorization and signature, in accordance with the Public Information Act and the Family Educational Rights and Privacy Act of 1974. Please visit: <https://hc.edu/academics/university-registrar/transcripts/> for more information.

## Event Management and Space Utilization

### Use of University Facilities

HCU recognizes a fundamental responsibility to its community, and, when possible, rents its available spaces within campus facilities when not required for use by the University.

Recognized student organizations may schedule applicable space without a facilities 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.

HCU 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 Christian University.

With the exception of classroom assignments facilitated by the Office of the Provost, ALL use of campus facilities must be scheduled on the University Master Calendar (Ad Astra) through the Office of University Events and Conferences.

If there is any damage to the booked facility (conference rooms, classrooms, athletic complexes, buildings, grounds, etc.) during the event, the individual or organization hosting the event 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:
- 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, linens, and custodial services)\*
  - Instructional Media Services and Information Technology (audio/visual)\*
  - Campus Services (facility set up, equipment rental, summer lodging)\*
  - Police support (parking, security coverage)\*
  - Maintenance (A/C and heating or issues related to repairs)\*

\*Fees are charged for facilities, food service, equipment rentals, custodial services, set-ups, media service, and extra police support for personal and external events.

### **Scheduling of Facilities and Resources**

All facilities and meeting spaces on campus are scheduled through the [Office of University Events & Conferences](#). Student events must be approved by the Department of Student Life prior to receiving confirmation on the University Calendar. Student events must be requested at least twelve (12) business days in advance and may be scheduled up to six months in advance. Student organizations should schedule their meeting space(s) 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 upon approval. Attendance at any event cannot exceed venue capacity.

### **Schedule an Event:**



***Event requests are to be made at least twelve (12) business days in advance.***

When planning an event/meeting, you must first calendar the event on the University Master Calendar (Ad Astra). To request an event:

- a. Sign in to your HCU 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. Please complete all sections and be as detailed as possible to avoid any delays, or misunderstandings in your request.
- 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 media services found on the homepage of Ad Astra. All requests must be submitted by the organization's campus advisor.\*

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

### **Media Services**

If you would like to request media services equipment for an event, you must have your campus advisor fill out a [media services request](#). A media services request must be submitted separately from the event request, and both must be submitted 72 hours prior to the beginning of the event, or sooner. All media service requests will be available on a first come, first serve basis.

### **Food Services/Table Linens**

All food service requests (including bake sale requests and linens) can and should be made in Ad Astra. However, all catering requests must be submitted through [CaterTrax](#) separately. Note that there is a \$10.00 charge per linen requested. Aramark Higher Education Food Service has exclusivity on campus and must be given first right of refusal for any and all food service requests 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 Cultural Arts Center #154. All official orders must be submitted through [CaterTrax](#). Organizations hosting events without food service approval will be fined \$100.00.

### **Equipment**

All equipment must be requested through Ad Astra. You must also fill out a facility set-up form, and submit a catering request and fill out a media services request.

### **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, and the Office of University Events and Conferences.

### **Notification of Change/Cancellations**

Requests should be made by using the online “Change/Cancel” Event form found on the Ad Astra home page via the portal, or by clicking [here](#). If you need extra assistance, please contact the Office of University Events & Conferences at 281-649-3047, e-mail [eventsintern@hbu.edu](mailto:eventsintern@hbu.edu), or please stop by the office located in the Morris Cultural Arts Center #183.

### **Facility Set-up Request**

This request is made in addition to scheduling events and requesting resources. The facility set-up request form is located on the HCU Events and Conferences [website](#). Facility set-up forms are required to be submitted at least ten (10) business days to the Office of University Events & Conferences.

If you have any questions, please do not hesitate to contact our office.

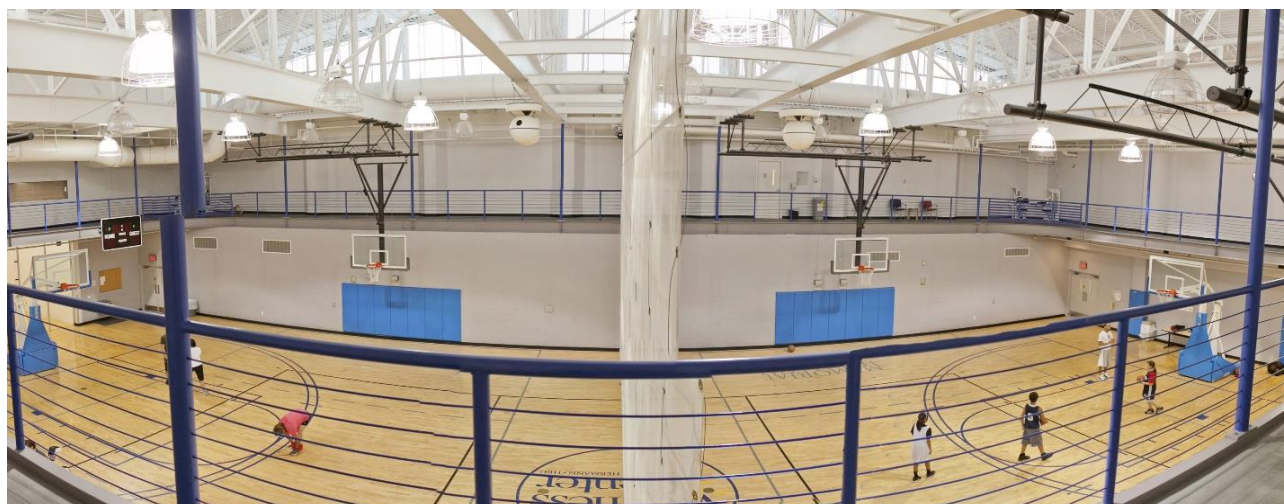
### **Bookstore**

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

### **Bradshaw Fitness Center**

The HCU Bradshaw Fitness Center is located on campus at 7731 Southwest Freeway. Our facility, also 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 that can 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
- CrossFit Altus
- Fitness Camps, Pilates Reformer, and more
- Lockers and showers



### Hours of Operation

Monday-Thursday	5:00 a.m. - 9:00 p.m.
Friday	5:00 a.m. - 6:00 p.m.
Saturday	8:00 a.m. - 5:00 p.m.
Sunday	Closed

Students must present their current student HCU 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.hbfit.org](http://www.hbfit.org) or email [fitnesscenter@hbu.edu](mailto:fitnesscenter@hbu.edu).

### Counseling Services

See Student Affairs section of this handbook or visit the website: [www.hc.edu/gideoncounseling](http://www.hc.edu/gideoncounseling).

### Dining Services and Meal Plan Requirement

HCU 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 [www.hc.campusdish.com](http://www.hc.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 Husky Bucks will roll from Fall to Spring semester. View meal plans at the Campus Dining website, <http://hc.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 HCU 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 HCU Residence Life office in Hodo Lobby to set up your meal plan arrangements.
  2. To pay by credit card online, visit: <http://hc.campusdish.com/>

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

### **Swipe It – You Got It!**

All H-campus undergraduate students without an active meal plan will be assessed a “Husky Bucks” fee to their student account that will place \$100 per semester on their HCU ID in the form of Husky Bucks that can be used at all HCU/Aramark dining eateries (Baugh, Java City, Chick-Fil-A, and P.O.D.).

\*\$1 off Baugh door rate if Husky Bucks are used.

### **The Dish@Baugh**

The Dish@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. 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 Husky Bucks, all at The Dish@Baugh.



### **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 Husky Bucks or pay with cash or credit card.

### **Hinton P.O.D. Express (Provisions on Demand)**

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 Husky Bucks.

### **P.O.D. Express**

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 Husky Bucks.

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

Located in M.D. Anderson Student Center, serving nuggets, sandwiches, salads, and wraps. Accepts cash, credit cards, and Husky Bucks.

## **Health Services**

No student health services are offered at this time through the University. Students may choose their own healthcare providers and are financially responsible for any fees incurred.

There are a number of nearby healthcare facilities, including Memorial Hermann's Neighborhood Health Center at 7600 Beechnut, Suite A, Houston, TX 77074. Appointments may be scheduled online at [memorialhermann.org/healthcenter-SW](http://memorialhermann.org/healthcenter-SW) or by phone (713-456-4280).

### **Release of Health Records**

To request a copy of student health records for meningitis immunization, contact the Office of Academic Records.

### **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 Medical Emergency Policy.

## **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 regulations, and applying for federal benefits.

The office is located in Brown 148-150 and can be reached at 281-649-3292 or by [goglobal@hc.edu](mailto:goglobal@hc.edu) or [veterans@hbu.edu](mailto:veterans@hbu.edu). The Veteran's lounge is located on the second floor of the M.D. Anderson Student Center, next to the Collegium in Brown 274A. More information can be found at [www.hc.edu/international](http://www.hc.edu/international) or [www.hc.edu/veterans](http://www.hc.edu/veterans).

## **Lost and Found**

All lost and found items are to be taken to or retrieved from the Spiritual Life Office, located on 2nd floor of M.D. Anderson Student Center (Brown 281). Items will be held for 30 days. You may call 281-649-3475 or email [studentlife@hbu.edu](mailto:studentlife@hbu.edu) to inquire about lost or found items.

## Post Office

Located on the first floor of M.D. Anderson Student Center, under the stairs around the corner from the University Store, the HCU Post Office can take care of 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.

Items must be paid for by credit card or valid department accounts where that applies (no cash transactions). Stamps are not available for sale, but the Post Office can postmark all letters. Stamps may be purchased at the nearest Post Office, which is the [De Moss Drive location](#).

## Student Newsletter

The Student newsletter comes as a weekly email during Fall and Spring semesters to all currently enrolled students at their assigned HCU 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. The student newsletter is distributed monthly during the Summer term and resumes weekly distribution when classes start in the Fall semester. Student organization announcements require approval from Student Involvement in order to be included in the newsletter. Contact [studentlife@hbu.edu](mailto:studentlife@hbu.edu) for any questions or concerns.

## Voter Registration Information

As required by the Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008, Houston Christian 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>

We encourage all HCU students to register to vote!

# Academic Standards and Goals

## Academic Integrity

Academic integrity is valued at HCU 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." (HCU 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" (HCU 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 standards 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 HCU community. All academic integrity matters are to be documented in Advocate on the HCU portal which is accessed by clicking on the "Advocate" button.

Academic integrity is violated when academic dishonesty or misconduct has occurred. As a Christian university, HCU 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 HCU Wi-Fi;
- unauthorized copying or distribution of copyrighted materials;
- engaging in research activities with human subjects without the approval of the Institutional Review Board (IRB);
- 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 HCU Catalog is considered sufficient notice to all students of University policy and procedures regarding this matter.

### Artificial Intelligence and Academic Integrity

**Generative AI** – Recognizing the unique nature of each course and the opportunities to ethically use generative AI, each faculty member will provide a syllabus statement regarding the use of AI for assignment completion. The statement may range from AI is not to be used on any assignments to AI is encouraged to be used on specific assignments. When allowed to use AI for assignment completion, it must be cited. If AI is used and is not cited, it is considered a case of academic dishonesty and is subject to the guidelines for academic dishonesty.

### Academic Grievance Policy and Process

A student may file an academic grievance if he or she believes a grade was awarded improperly or for any academic grievance matter. The process for making a grievance is described below and must be followed by all parties in order to resolve a dispute. While the grievance is in step 1 or step 2 it is considered an informal grievance, and at step 3 it is considered a formal grievance. Chairs should keep documentation of written complaints as part of step 2, and the Advocate system is used to document any complaint that reaches step 3.

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 via Advocate 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 are any other parties permitted. After hearing both sides and deliberating, the committee will render a judgment as to what it advises should be done. The hearing and the rendering are 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.
5. At no time should any HCU employee advise a student anonymously or write an appeal document.

If a student questions any grade as recorded in the Office of Academic Records, the student has until the end of the full semester following the full term in which the grade was awarded to challenge the accuracy of the record. At the end of this period, the record becomes permanent.

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

Students have the right to appeal for exceptions to SNAH policies or for consideration of a grade dispute through the Admission, Progression and Graduation (APG) Standards committee. 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.

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). The student should make an appointment with the faculty member to discuss the matter in person. Students enrolled in 100% online courses may meet via video conferencing such as Zoom or Skype or synchronous video. The student is advised to keep his/her advisor apprised of the matter, but this is not required at this point. It is appropriate to try to resolve differences amicably and in person before seeking to raise the matter to a higher level of authority than the course faculty.
2. If the issue is not resolved, the student may meet with the faculty member and Department Chair of Nursing Programs. The student should submit a written request into Advocate where it will then be directed to the Department Chair, advisor and other relevant parties. The Department Chair will consider the student's concern, consult with the faculty member of the course and explore options, including the option to appeal to the Admission, Progression, and Graduation (APG) Committee. The Department Chair will respond formally in writing to the student and the course faculty. The Dean will be notified of the action.
3. The student must submit a formal written complaint into Advocate within 30 days of the grade being posted or the policy being applied otherwise the petition will be deemed "untimely" and not given consideration. The written complaint will be directed from Advocate to the APG Committee and/or the Dean.
4. Petitions must include the following content:
  - a. details regarding the issue/s being petitioned,
  - b. the relief being sought,
  - c. extenuating circumstances that warrant review of the grade or policy, and
  - d. a plan of action if the petition is not granted.
5. 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.
6. During the meeting, the student and professor can present their perspectives to the committee, which is a form of internal review. No legal representation or any other parties are allowed in the meeting.
7. After reviewing the perspectives and clarifying issues, both the student and involved faculty member may be excused from the meeting. The APG Standards Committee will consider the petition and information presented during the meeting and then vote on any recommendations. The APG Committee will render a decision as to what it advises should be done regarding the student's petition and relief being sought. 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. The APG Committee has no coercive authority to force the change

of a grade. The purpose of the process is to bring clarity to all sides and allow a thoughtful and informed response to the student and involved faculty member. The hearing aspect of the APG Committee serves to assure integrity in the assigning of grades to students by faculty.

8. All discussion during the APG Standards Committee meeting is confidential. The chairperson will communicate the decision to appropriate faculty members and/or administrators. In addition, the chairperson should have all relevant items submitted to Advocate.
9. Should the student's petition be denied, he or she may elect to meet with the Dean who will review the situation for consistency with policies and procedures and fairness. If no inconsistencies are noted, the decision is final. No appeals to change a grade or progress in the program should be made to the Provost or the President. If the student contacts the Provost, the Provost will make a judgment as to whether to accept the appeal/request for a meeting. If the Provost does agree to hear the matter, he/she will only consider two issues: a) that the process itself was unfair; and b) that the student was not treated fairly in the process. The burden is on the student to demonstrate the facts and evidence that the process or treatment was unfair. Depending on the Provost's findings, the matter may be returned to the APG Committee for further review.
10. Arrangements will be made for students enrolled in 100% online courses to meet these requirements via video conferencing.
11. Throughout this process, if a student wishes to ask an HCU faculty member or other employee to serve as an advisor, that is permissible, but both the student and the advisor must make this fact known to all parties involved in the academic grievance process. At no time should an HCU employee advise a student anonymously or write an appeal document.
12. If a student questions any grade as recorded in the Registrar's Office, the student has 30 days from the time of the posting of the grade to challenge the accuracy of the record as indicated in step 3 above. At the end of this period, the record becomes permanent.

### **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 Academic Records. A student may not drop a class after the published last day to drop.

Once a student registers for a class, the student will receive a grade for the class unless the drop process is completed through the Office of Academic Records. This includes students who may have never actually attended class or who may never have completed payment of tuition and fees.

# Learning with Technology

The University believes that establishing and maintaining adequate computer hardware and software for both academic and administrative purposes is foundational to the University goal of being a premier Christian university. Houston Christian University (HCU) 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 HCU 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 HCU community. In the event of conflict between IT policies, this Computer Use Policy will prevail.

## Information Technology Services

### Using Blackboard

HCU uses Blackboard as the Learning Management System (LMS) to conduct fully online classes and to complement face-to-face and hybrid classes. Classes are available in Blackboard one week prior to the start date for your review and will begin at the scheduled semester start date. This is simply for you to preview the course syllabus and required materials. Please do not submit any assignments or discussion posts until the first day of class. You will access Blackboard from the HCU Portal <https://my.hbu.edu>. The Academic Technology Support Office manages Blackboard and all of the integrated software, tools, book publishers, and more. Students only have access to their courses two weeks following a term. It is recommended you save all documents in two places (your hard drive and your cloud-based OneDrive storage) should you need to access them later.



Are you on the go and want to stay connected to your coursework? Download the free **Blackboard Student app** from your app store to any iPhone, Android, iPad, or other device. Use the app to view assignments, interact in discussions, and engage your instructors or classmates with Blackboard Collaborate.

Please contact the Helpdesk at 281-649-3410 or [Helpdesk@hbu.edu](mailto:Helpdesk@hbu.edu) to troubleshoot any issues.

### Hardware/Software Requirements

The following system requirements are the recommended minimum computer specifications for using Blackboard at HCU. (Other software programs may require different or additional settings. Please check with the requirements of that program for more information.)

## Hardware Requirements

Macintosh OS X (10.15 or higher) or Windows PC (10 or higher)

8GB RAM

20GB of available hard-drive space

Screen resolution set to 1280x1024

Broadband/high-speed Internet access

Webcam, microphone, and speakers (a wearable headset is highly recommended)

## Web Browser

It is important you use a supported browser so all course content and tools display properly. The following versions are recommended.

	Computer Browser Version	Mobile Browser Version
Chrome (preferred)	87+	33+
Firefox	78+	33+
Safari	13+	12+

Visit this website for more information on supported browsers: [Blackboard Browser Support](#).

## 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 HCU students)
- Adobe Reader
- Java
- Windows Media Player

Pop-up window blockers should be disabled, as they can conflict with online exams and assignments.

## Respondus LockDown Browser™

If your instructors require the use of Respondus LockDown Browser™ for taking exams online, you must download and install the application to your computer prior to taking an online test. Check the Blackboard home page or your course in Blackboard for the link to download this application. Review the [system requirements](#) before installation.

## Computer Use Policy

The HCU Computer Use Policy states: *“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 Christian 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 HCU IT Systems with devices not owned by HCU.

### **Commercial Use**

Without specific authorization, activities using HCU systems for non-HCU 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 HCU or to contribute to online forums discussing issues relating to commercial products. Inappropriate use would include activities such as using an HCU-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.

- [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**

HCU 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 HCU 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 HCU policy. The following are copyright policies for all HCU 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 HCU’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-HCU 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 further 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 HCU 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-HCU 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-HCU 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 HCU from further responsibility under federal copyright law or HCU 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 [HCU Password Requirements](#). 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 HCU’s networks. Neither HCU 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 HCU IT Systems (including devices not owned by HCU but connected to HCU 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 HCU faculty or staff: When the user's employment at HCU 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 (1) through (5) above will occur only with the approval of the Provost and cognizant dean (for faculty users), the Chief Financial Officer/Chief Operating Officer 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, Chief Financial Officer/Chief Operating Officer 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 (@hc.edu).

### **Policy for Student Network and Login Accounts**

An HCU OneLogin account is provided to active HCU students. (Please reference to the HCU University Catalog for active/inactive status definitions.) HCU graduates will continue to have access to their OneLogin account for 12 months after graduation. When your OneLogin account is inactivated, you will no longer have access to HCU resources including:

- Email
- OneDrive
- Office 365
- Student library resources
- HuskyNet

Please notify your contacts and move saved email and files to another location before this grace period expires. You may update your email and contact information with HCU Alumni Office at [HCU Alum-A-Gram](#).

### **Use of Security Scanning Systems**

By attaching privately owned personal computers or other IT resources to the University's network, users consent to the 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**

HCU supplies laptop kiosk check-out in the Looper Learning Commons, the Commuter Collegium, and Hodo Residence College. These kiosks enable students to check out laptops with a valid HCU student ID card. Additionally, HCU's Cloud Services provides students access to a full suite of Microsoft Software and 1 TB of online storage while enrolled. More information about the technology available to students can be found [here](#).

### **HCU Student Portal: My.HBU.edu**

The HCU Student Portal located at my.hbu.edu provides a single-entry point to many of the systems used by enrolled students. My.hbu.edu is accessed with your HCU OneLogin and password. It provides single sign on to many HCU computer systems, including HuskyNet, Email, Blackboard, OneDrive and Office 365 among others. My.hbu.edu also broadcasts important campus wide announcements and provides shortcuts to commonly used documents and student services.

## HuskyNet

HuskyNet ([MY.hbu.edu](http://MY.hbu.edu)) is used by students to check and update their personal information (addresses, phone numbers, etc.) or to access various tools, such as registration, add/drop requests, grades, class schedules, non-official transcripts, financial account information, 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 more information about the services available through Information Technology Services, go to [Technology on Campus](#).

## Microsoft Office 365 (Free downloads for enrolled students)

Your HCU OneLogin provides access to five free downloads of Office 365 for Education for your personal devices. This includes Word, Excel, PowerPoint, OneNote, and additional services like TEAMS and a 1TB of OneDrive cloud storage. To be eligible for the download, you must be a full-time or part-time student and:

- Have an HCU email address (for example, [johnd@hc.edu](mailto:johnd@hc.edu))
- Be of legal age to sign up for an online offer

You may use the plan as long as your HCU OneLogin is active, including the 12 months immediately after graduation. When your Office 365 for Education plan expires:

- The software on your personal device changes to a reduced-functionality mode, which means that you can view documents through Office 365, but cannot edit or create new documents.
- Office 365 services connected to your OneLogin, such as OneDrive storage and Email will no longer work.

## How to Download O365

- Go to [HCU Cloud Services](#)
- Click the “Office 365 Activate” button and follow the prompts to login with your HCU OneLogin (HCU email address + password)
- Follow the software download prompts

## Important University Name Change Information

The university’s name change to Houston Christian University will impact every system, url and email across the campus. The url’s and email references in this document are valid until changes are announced to the campus community throughout the next year.

# Campus Community and Safety

## Husky Strong Task Force

The Husky Strong Task Force was created early in the Spring 2020 semester in response to the COVID-19 pandemic. Their action plans were communicated through campus newsletters and published online on the Husky Strong Task Force website: <https://hc.edu/huskystrong>. When necessary, updates to the campus community will be made regarding ongoing campus safety protocols.

## University Police

It is the desire of the University to provide a safe and peaceful campus, free from fear or concern for one's personal safety. Although this is a challenge today, 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, participation, and concern of all members of 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 essential 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:

- Patrolling and responding to all hazards to the commonweal.
- Responding to call boxes.
- Investigating all crimes reported on campus.
- 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 all.

The officers of the Houston Christian University Police Department are committed to this University and to maintaining the safety of all, taking a personal interest in each person. Please help them to 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 about 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.
- Make and keep a copy of all your property's serial numbers, or mark it indelibly with your name, particularly game consoles and computers. Have a picture of your property for proof of ownership.
- Report any theft, no matter how minor, to the Police Department.
- Read, understand, and abide by the parking and vehicle regulations.

Find more information at [www.HC.edu/UniversityPolice](http://www.HC.edu/UniversityPolice).

### **Community Responsibility**

The security of members of the University community is of vital concern to the Houston Christian University Administration and especially of the HCU 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 HCU 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 Christian 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 HCU Police Department or officers and to report suspicious activities and crimes as soon as they are observed or detected. The Police Department is located inside the Bradshaw Fitness Center (BFC) and is always open.

### **Houston Christian University Police Contact Information**

Houston Christian 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**

HCU 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. 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 Christian University Switchboard: (281) 649-3000
- Emergency Call Boxes are equipped with video surveillance and 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, immediately call (281.649.3911) extension 3911. HCU has trained officers to provide the quickest and most appropriate attention until the paramedics arrive. Contacting the Houston Fire Department directly will only delay medical attention. You may also use your *CampusShield* 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 HCU 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 possible criminal activity or emergencies that occur on campus may do so by calling the HCU Police Department. This 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 several 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 Christian 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 Christian 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 will make arrangements to meet later if there are more pressing events requiring immediate police 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 a 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 HCU Alert Emergency Notification system via the *CampusShield* 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 HCU Police Department. This log, which covers the last 60 days of activity, is a public record document and may be viewed at the HCU Police Department office upon request made to the dispatcher or a police supervisor. Crimes of a serious nature are posted on the *CampusShield* 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 HCU 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 *CampusShield* 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

HCU Police, Student Life, and various other groups on campus. Individuals and groups wishing to host a program should contact one of these areas to plan for the specific topic being considered. Each Fall, a “Safety Day” program is held through the Department of Residence Life.

### **Building Access and Security**

Security is everyone’s concern. Members of the Houston Christian 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 HCU 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 Christian 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 Christian 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 Christian 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 gates, doors or locks; broken sidewalks, steps, and handrails; and any other condition which might detract from one’s personal well-being. 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.

## 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 HCU 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. The MDA Student Center central seating area is open Monday at 7 a.m. through Friday at midnight, and then from 7 a.m. until 10 p.m. on Saturday and Sunday.

## Housing; Residence Colleges; Dormitories

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 Christian Police Department dispatcher at 281-649-3314.a

## Emergency Response

All members of the campus community are encouraged to notify the HCU Police of any situation or incident on campus that involves a significant emergency or dangerous situation. In turn, the HCU 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 and Campus Operations, who collects the information from the HCU 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 Houston Christian University

In the event of a serious incident that poses an immediate threat to members of the HCU community, the University has various systems in place for communicating information quickly.

Some or all of these methods of communication may be activated. These methods of communication may include campus e-mails, a *CampusShield* alert, emergency text messages that can be sent to a phone, and emergency alert messages on the University's website. The University will post updates by any or all of the methods available, as those updates are received or pertain to the HCU 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 is kept on file at the Residence Life Office. Through these drills, the HCU 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. All departments should identify concerns to be addressed or repaired. Service requests and equipment concerns are submitted to the Maintenance Department or to the area of responsibility concerned.

### **Active Shooter on Campus**

The University and the police department NEVER discharge fireworks or blanks on campus. If you hear gunshots, treat them as real and actual.

The University follows the RUN-HIDE-FIGHT active shooter protocol.

Armed police officers and others will be responding: **STAY OUT OF THEIR WAY.**

If there is an incident, and you see a police officer, show them your hands and follow the officer's instructions.

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

There are situations, such as during a tornado warning, a major natural gas leak, or others 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 or room you are in, until it is determined to be safe enough to resume normal activities. Shelter-in-place alerts may come from any form of emergency notification procedure available, and from any source, including the University Police Department, the Student Life staff, and other employees of the institution, or from the official offices of the respective local, state, or federal government.

### **Off-Campus Criminal Activity**

The Houston Christian University Student Life Office is the campus entity immediately responsible for contact with student organizations. The HCU 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 HCU Police Department maintains a close working relationship with the Houston Police Department

and the Harris County Sheriff's Office, as well as other law enforcement agencies. 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 students 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 HCU Police Department will generate a missing person report and initiate an investigation.

For this policy, an on-campus student housing facility is defined as any residential facility that is operated and governed by the Houston Christian 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 the Houston Christian 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 all information including discussions with friends and roommates, 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 Director of 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 HCU Police Department will be immediately notified when a student, who was reported 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 the Houston Christian 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 HCU Police Department.

### **Stalking**

Any student who believes that they are a target or victim of stalking should immediately report it to the HCU Police Department for investigation. If the person being stalked does not wish to press criminal charges, the HCU 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 HCU Police Department. An act of domestic violence committed off-campus, against a student of the University, can be reported to the HCU Police Department, who will then immediately review the incident 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 in possession of a protective order, a restraining order, or any non-contact order from a court or magistrate, should contact and inform the HCU Police Department of the order as soon as possible.

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

Houston Christian University encourages victims of crimes, as well as witnesses to crimes or abuse, to voluntarily report all such incidents and events to the HCU 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 several 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 several 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 HCU Police.

The reopening of the University will be announced through the Internet; internal University communications systems including the portal, email, the HCU Alert System, and University web site ([www.hc.edu](http://www.hc.edu)); local media; and [school-alerts.com](http://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 HCU Police Department for assistance.

### **Residential Students**

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

**If you cannot evacuate the campus, please contact the Student Life Office or the HCU Police Department.**

### **Emergency Notification**

Houston Christian 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.

HCU has implemented an important communication tool for students, faculty, and staff. **CampusShield** is the official HCU alert system, providing quick text messaging to cell phones as well as through HCU 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 HCU or are not associated with HCU: Report all address and phone number changes to the Office of Academic Records.

**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 HCU sends a call out using the HCU Alert System, it will always display the University 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 [hc.edu/alert](https://www.hc.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 [HCUAlert@hbu.edu](mailto:HCUAlert@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.hc.edu/alert](http://www.hc.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: <https://www.hc.edu>.
- Local news and radio: HCU will communicate with local news outlets 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 (26), Univision (45), and KTRH Radio (740 AM, Houston's official Emergency Broadcasting station), and any local media 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

HCU 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 confines 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 upon 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 Events Office or the Department of Student Life.

### Communicable Disease Policy

The University will continue to keep up-to-date on any news or suggestions via the Center for Disease Control (CDC) and health services. The University will disseminate any information regarding new practices, policies, steps, and efforts concerning communicable diseases and the degree of their threat to the University community.

## 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.

### Policies Regarding HIV/AIDS

**1. Individual Rights.** The individual rights of all people in the Houston Christian 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 Christian 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 behavior is disruptive or endangers the safety or 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.

# Traffic and Parking

The Houston Christian University has adopted a parking and traffic program to encourage safe and orderly traffic and parking conditions on campus. Your 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 Christian University Police Department. Please contact the Police Department at 281.649.3314 if you have any questions.

## Vehicle Registration

Anyone who operates a motor vehicle on Houston Christian University property must register that vehicle with the University Police Department; **all vehicles, student and staff, must be registered with the Police Department and properly stickered.** The only exemptions are motorized wheelchairs and authorized University vehicles.

The sticker goes to the car it is registered to. If you change cars, you must get the new vehicle registered and a unique number parking sticker issued and affixed to it.

Short-term temporary parking permits are available through the Police Department.

Students who pay the parking fee for one vehicle may apply and register for two (2) parking stickers for two of their vehicles at no extra cost. Please see the Police Department for details.

## Parking Fee Waivers

All students are automatically charged a parking fee at the time of registration. If you do not have a vehicle on campus, then a student parking waiver request form will need to be filled out. Those forms are available at the Police Department or online. **The student parking waiver request form will only be accepted on or before the census date of each term.** Students who will not be parking on campus are responsible for and will be charged the parking sticker fee if the waiver is not submitted (or is submitted) after the census date even if they do not have a car on campus.

**Online students** who do not intend to park on campus must also fill out and turn in a student parking waiver form. Forms can be found online and/or picked up and turned in to the HCU Police Department and/or the Student Accounts Office.

**Waiver rescind:** Students who have a parking fee waiver, and then add a vehicle and need a parking sticker, must come to the police department and complete a Waiver Rescind Form. The former fee waiver will be cancelled, and the parking fee will be prorated by the Finance Office.

## Parking Permits

Possession of a parking permit does not guarantee a parking place in a specific lot. To park on HCU property you must have a parking permit. Parking regulations apply 24 hours a day, except where noted otherwise.

**Register online for a parking permit:**

- Go to [HC.edu/optionalfees](https://www.hcu.edu/optionalfees)
- Type in your HuskyNet User ID (Your H#).
- Type in your pin number.
- Select school term.
- Fill out the form about your vehicle.
- For assistance call 281.649.3314.
- Your permit may be picked up at any time from the HCU Police Department.

\*NOTE: You must renew your student parking sticker each Fall, or you may receive a parking violation if you park on campus. Student parking stickers are good for one full academic year. August through August.



**Parking Permit Fees:**

- \$150 – All three academic semesters: Fall, Spring and Summer semester
- \$112.50 – Spring and Summer semesters only.

**Visitor parking** is available in several locations. Failure to display either a permanent or temporary permit does not allow parking in visitor spaces. License plate numbers of vehicles parked in visitor parking are monitored. Citations will be issued for improper parking in a visitor space and failure to secure a parking permit, will be issued to vehicles belonging to or operated by students.

**Handicap parking** is available in designated parking spaces. Parking in handicap parking spaces is not allowed without the handicap permit. An HCU student must have a University parking permit displayed even if the vehicle has a handicap plate or tag.

**Disabled Veteran plates:** for students displaying Handicapped DV plates, they must also display a handicapped placard to access handicapped parking spaces. For disabled veteran plates the parking fee is waived. However, the vehicle must still be registered with the HCU PD and will be issued, and must display, an HCU parking sticker.

### **No Parking Areas:**

- Loading dock behind the M.D. Anderson Student Center
- Fire lanes
- No parking zones
- On grass
- On sidewalks
- Along curbs or any spot that would disrupt pedestrian or vehicular traffic
- “Future Husky” spots are reserved for those individuals who are currently in the admissions process with HCU.
- Bus parking only zones
- Blocking exit ways or dumpster access

### **Emergencies**

Emergency Call Boxes are located in lots 1, 2, 3, 4, 5, and 6.

### **Parking Lots**

The locations of campus parking lots can be seen on the [Campus Map](#).

### **Special Areas**

- **Sharp Gym:** Parking is restricted to special permits and permitted athletic personnel. 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 (281.649.3314)
- **Bicycles and motorcycles** must be parked in designated areas, and they may not impede vehicle or pedestrian traffic.
- **Husky Village** parking lots are restricted to residents who have secured a proper sticker authorizing the use of these lots.
- **Triangle Lot 11:** Freshmen who reside on campus must park only in this lot till 5 PM Monday through Friday. Weekends till Sunday midnight they may park elsewhere on campus, but must be parked in the Triangle lot by 6 AM Monday morning.
- **Boulevard parking:** Parking on the Boulevard is prohibited unless the no parking signs are “blue bagged” by the police which allows for short term parking there.

## **Courtesy shuttle**

Students who are parked in the Lot 11 Triangle Lot may call the police department at 281.649.3314 and request an officer pick them up in the Lot and transport them to their dorm or onto campus. An officer will be dispatched to your location unless they are tied up on a serious police action and are unavailable.

## **Police Services**

The police department may be contacted by students and staff for assistance with certain automotive needs such as a battery jump start, keys locked inside the car, low air in tire and, in some cases, flat tire removal and replacement. If the officer deems it safe and possible, with the student's permission, they may provide a service. The University and police are not liable for any damages incurred while assisting motorists.

## **Cart Safety**

### **Sidewalks**

Only emergency and HCU vehicles authorized by the University police are permitted access to the sidewalks. Policies pertaining to vehicular use on sidewalks are in effect 24 hours per day, always. Authorized vehicles parked on sidewalks must not obstruct sidewalks, stairways or handicap ramps. Vehicles and carts using sidewalks must not exceed five miles per hour. All vehicles must yield right of way to pedestrians.

### **Cart safety**

All persons operating carts on campus will observe the rules regarding their safe operation. The University Police Department will provide, upon request, safety training for any department that operates carts on campus.

### **Blind Corners**

Any vehicle or cart approaching a blind corner will slow to a low speed and sound their horn twice (2x) before slowly and safely proceeding around the corner. When in doubt, stop.

### **Accidents & Injuries**

All injury incidents, accidents, or damage due or done to carts must be reported to the University Police Department immediately.

## **Enforcement**

University Police Officers have the authority to issue citations 24 hours a day, seven days a week. You may receive a warning citation or a University citation, and both are recorded by the University Police Department. Citations may be issued for any of the following violations:

### **University Traffic Violations & Fines**

- Illegible parking sticker: \$35
- No HCU parking sticker: \$50
- Parked in improper lot: \$50

- Parked improperly (over lane): \$50
- Vehicle abandoned: \$50
- Vehicle not roadworthy: \$50
- Wrong way driving: \$50
- Speeding (up to 15 over posted): \$75
- Signage “No Parking”: \$100
- Stop sign violation: \$100
- Parked on grass/sidewalk: \$100
- Speeding (above 15 posted): \$150
- Reckless operation: \$200
- Handicap zone: \$300
- Parked in fire land: \$300
- Other violation: fine as specified on the ticket.

**Other violations:**

- Changing, damaging, or moving any traffic sign or signal on HCU property
- Removing citations from other vehicles
- Providing false information on vehicle registration documents
- Disobeying traffic direction given by a police officer
- Failure to obey traffic signs or barricades.

There is a minimum fine of \$35.00. Fines levied by citations must be paid within ten (10) working days. Failure to do so will result in doubling of the fine, and a charge for the higher amount will be placed on the student or staff member’s account. All fines are paid in the Office of Student Accounts.

**Ticket Appeal Procedures**

Any citation may be appealed by completing a Citation Appeal Form in writing available at the University Police Department inside the Bradshaw Fitness Center (BFC). Appeals must be filed within ten (10) working days of the issuance of the citation. There is no appeal accepted after ten (10) days of the issuance of the ticket.

Ticket appeals will be reviewed by the HCU Chief of Police or their designee. A ticket appeal results in one of three outcomes: approved; modified; denied. The student appellate will be notified by University email of the outcome of their appeal.

A 10-working-day grace period 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 HCU transcripts until arrangements have been made with the Student Accounts Office for the payment of citations

**Towing**

University police officers are authorized, with the approval of the Chief of Police or his designee, to have vehicles towed at the owner’s expense for the following reasons:

- Vehicles which block the access or egress of others

- Parking in one location in excess of seven (7) days without permission (resident students excepted)
- Parking of a non-conventional vehicle without the Chief of Police's approval
- Unauthorized parking in Handicap Zone
- Excessive unpaid violations
- Parking which creates a hazard
- Blocking a loading, dumpster, or delivery gate, dock or area
- Emergency situations where safety, life or property is threatened
- A vehicle which creates a hazard by remaining on campus.

If you believe your car has been towed, please contact the University Police Department at 281.649.3314.

### **Official University Travel and University Vehicles**

Questions on travel and liability related to field trips should be directed to the [Student Success Specialist for Student Involvement](#) (for student organizations) or the Assistant Director of Facilities, Fitness, and Transport ([bpulcher@hc.edu](mailto:bpulcher@hc.edu) or call 281-649-3511). All student organizations taking any off-campus trip should complete the Travel Form found on the Blackboard organization labeled "Student Organization Leader Resources" under the "Forms" tab, providing the following:

- List of students attending event along with their H numbers
- Emergency contact information for 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 for student organizations must be approved through Student Involvement before reserving a 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 and 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 in University owned vehicle must be employees or registered students of the University. Family members or non-HCU students/friends are not permitted as passengers in University vehicles.

- The organization must reserve a vehicle no later than five working days prior to travel by submitting a written request in person, via campus mail or via e-mail to the Transportation Department at [bpulcher@hc.edu](mailto:bpulcher@hc.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 HCU-owned or rented.

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

- A copy of the individual's 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.

# Students' Rights and Responsibilities

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

## Email as a Means of Official Communication

All students are provided an HCU e-mail account with an address of the form [username@hc.edu](mailto:username@hc.edu) once admitted to the University. This then becomes the main means of communicating official HCU business. It is imperative that students check their HCU email on a routine basis. ***Failure to read an email will not be an excuse for missing deadlines and other important expectations placed on students.***

## HCU ID Card

At the initial HCU enrollment, each student receives an ID card with the student HuskyNet number (H#) and photo ID. If lost, a replacement ID card may be purchased for a fee of \$10 (ID cards with associated meal plans have a different charge. For more information see Moody Library section in this handbook). 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:

- Admissions to Moody Library and library resource checkout
- Dining services for meal plans and Husky Bucks
- University Bookstore book buy-back
- Bradshaw Fitness Center access
- Hodo Residence College resident access
- Admission to HCU regular season home athletic events
- 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.

## Family Educational Rights and Privacy Act (FERPA)

In compliance with the Family Educational Rights and Privacy Act ([FERPA](#)), HCU 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 Office of Academic Records.

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. The following exceptions may be made: directory information may be released unless the student requests that it be withheld, as explained in the section below; records may be disclosed to parents of students who depend upon them as defined by Internal Revenue Code 1986, Section 152; in response to a valid subpoena; or in connection with a health or safety emergency as described in § 99.36.

HCU has designated the following student information as public or directory information: name; local and permanent addresses; telephone numbers; email 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 Office of Academic Records 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 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 HCU Director of Academic Records 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 Office of Academic Records during the student's last term of attendance.

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



Students have the right to request to inspect their educational records at any time through either the Office of the Academic Records or the Office of the Provost, who will make arrangements to obtain the record in question from its custodian (faculty, dean, etc.). If the student believes there are inaccuracies in their record upon review, requests for changes/corrections may be made in writing to the custodian of the record. If requested changes/corrections are denied, students may appeal the decision to the Provost directly, whose decision will be final.

### **Student Media and Publications**

Houston Christian 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 Christian 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.

## Alcohol Policy

### **Alcoholic Beverages Prohibited**

Members of the HCU 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 Christian University campus or at University-sponsored student events or activities is prohibited, including all grounds and facilities. The use of alcoholic beverages at Houston Christian University is governed by HCU 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 Christian 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 this *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 that 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 and Crisis Counseling**

Confidential counseling regarding substance abuse or for a personal crisis, are available by contacting [The Gideon Institute Counseling Center](#), Student Life, or 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 the [Gideon Institute Counseling Center](#). 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**

HCU 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., bongs, one hitters, pipes, clips, etc.).

### **Sale of Drugs**

When, in the opinion of the Director of 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 Director of Student Life (further action as described in the Student Code of Conduct section).

### **Use of Drugs**

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 Director of Student Life, the welfare of the HCU campus community requires that the student receive help either on- or off-campus, the student may be required to do so as a disciplinary sanction at his or her own 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 that 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.

HCU 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 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.

### **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. 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 Director of Residence Life or a 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 (e.g., 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.

## **HCU Title IX Policy**

### **I. Policy Statement**

Houston Christian University (HCU) is committed to providing a positive learning and working environment free from discrimination. In support of this commitment, HCU 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 HCU'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 HCU 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 may extend 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, which specifically addresses circumstances requiring the application of the US Department of Education's Final Rule regarding Title IX, effective August 14, 2020. Other University policies found in the student and employee handbooks discuss additional expectations about sexual harassment and discrimination, as well as separate grievance and adjudication processes. As noted below, reported behavior may not meet the Final Rule definitions for purposes of Title IX, yet be subject to review by the University or other legal authorities, for resolution.

## II. Responsibility

The Chief Financial Officer / Chief Operating Officer is the HCU 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 HCU's policies and compliance with Title IX, The Age Discrimination Act of 1975, or the aspects of HCU's equal opportunity or affirmative action programs should be directed to:

Sandra N. Mooney  
Chief Financial Officer/Chief Operating Officer  
Houston Christian University  
7502 Fondren Road  
Houston, TX 77074  
281-649-3202  
[titleix@hbu.edu](mailto:titleix@hbu.edu)

The Title IX Coordinator, or their designee, can provide information about HCU's policies regarding Title IX, and will ensure that such complaints are addressed by the appropriate University officials. The Title IX Coordinator or their designee, 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 [Office of Civil Rights - DOE](#) for the address and phone number of the U.S. Department of Education (DOE) office that serves your area, or call 1-800-421-3481.

## III. Prohibited Discriminatory Conduct Under Title IX

The DOE, in the Final Rule for Title IX effective August 14, 2020, defines sexual harassment broadly to include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of *quid pro quo*

harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

The Final Rule prohibits sex-based misconduct in a manner consistent with the First Amendment. *Quid pro quo* harassment and Clery Act/VAWA offenses are not evaluated for severity, pervasiveness, offensiveness, or denial of equal educational access, because such misconduct is sufficiently serious to deprive a person of equal access.

The Final Rule uses the Supreme Court's *Davis* definition (severe *and* pervasive *and* objectively offensive conduct, effectively denying a person equal educational access) as one of the three categories of sexual harassment, so that where unwelcome sex-based conduct consists of speech or expressive conduct, schools balance Title IX enforcement with respect for free speech and academic freedom.

The Final Rule uses the Supreme Court's Title IX-specific definition rather than the Supreme Court's Title VII workplace standard (severe *or* pervasive conduct creating a hostile work environment). First Amendment concerns differ in educational environments and workplace environments, and the Title IX definition provides First Amendment protections appropriate for educational institutions where students are learning, and employees are teaching. Students, teachers, faculty, and others should enjoy free speech and academic freedom protections, even when speech or expression is offensive, however HCU's religious mission should be top of mind whenever exercising these rights and may not shield all actions under other employee or student codes of conduct.

If the allegations in a formal complaint do not meet the definition of sexual harassment in the Final Rule, or did not occur in the HCU's education program or activity against a person in the United States, the Final Rule requires that HCU must dismiss such allegations for purposes of Title IX but may still address the allegations in any manner the HCU deems appropriate under the school's own code of conduct.

#### **IV. Program and Activities Protected by Title IX**

The Title IX statute applies to persons in the U.S. with respect to education programs or activities that receive Federal financial assistance. Under the Final Rule, HCU must respond when sexual harassment occurs in the University's education program or activity, against a person in the U.S.

Education program or activity includes locations, events, or circumstances over which the HCU exercises substantial control over both the respondent and the context in which the sexual harassment occurred, and also includes any building owned or controlled by a student organization that is officially recognized by HCU.

Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus. HCU may address sexual harassment affecting its students or employees that falls outside Title IX's jurisdiction in any manner the school chooses, including providing supportive measures or pursuing discipline.

## V. Accessible Reporting

In addition to the Title IX Coordinator listed above in section II, HCU considers all employees, excepting those employed in dining and facilities services, to be “mandatory reporters” for the purposes of both Title IX and the Jeanne Clery Act. Anyone aware of an activity that may violate Title IX, or any other criminal act, may report this activity to a University employee who is obliged by both University Policy and in some cases, the laws of the State of Texas, to inform the Title IX coordinator immediately. The University will investigate all such reports in a timely fashion. Concerned parties may also report incidents of sexual abuse, harassment, and assault anonymously through the University’s Campus Shield application, or through the Title IX link provided at the bottom of HCU’s main web page located at [www.hc.edu](http://www.hc.edu).

## VI. Response to Title IX Complaints

HCU will respond to all complaints of possible Title IX violations promptly and confidentially. The Final Rule requires a school to investigate sexual harassment allegations in any formal complaint, which can be filed by the individual alleging the harassment, also known as the complainant, anyone with knowledge of such an incident, or signed by a Title IX Coordinator.

While the Final Rule affirms that a complainant’s wishes with respect to whether the school investigates should be respected, the State of Texas requires that all allegation of sexual assault/harassment be investigated. Therefore, the Title IX Coordinator will sign a formal complaint to initiate an investigation over the wishes of the complainant unless doing so is unreasonable in light of the known circumstances.

HCU will offer supportive measures to the complainant. The University will take into account the complainant’s wishes regarding the supportive measures, and will offer those measures even if a formal complaint is not actually lodged. Supportive services are defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

The University will explain in detail, the process for filing a formal complaint, discussing complainant rights, the investigatory process, adjudication and resolution. Unless a clear danger to the complainant or campus exists, the DOE forbids the University from taking disciplinary action against alleged perpetrator of the complaint known also as the “respondent” until the formal Title IX grievance process has been completed.

If a formal investigation is opened, all actions on the part of HCU must be fair, free from conflict, and without bias towards either party. Supportive services must be offered to the respondent when informed of the investigations, and a strict adherence to due process for all parties which is fair and impartial, must guide all decisions and actions. Throughout the process, HCU must not restrict rights protected under the U.S. Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with Title IX.

## VII. Complaint Grievance Process

HCU’s Title IX complaint grievance process is designed to provide a transparent, equitable process for resolving formal complaints about sexual harassment. All parties will be granted due process throughout the investigation and hearing activities, and accommodations and

communication will be available to everyone equally. The respondent is presumed not to be responsible for the allegations in the complaint until the grievance process is completed.

When appropriate, remedies assigned when a respondent is found responsible will be designed to maintain equal access to education. Remedies may include separating parties into different sections of a class, negotiating online or remote instruction for one or both parties, or other actions designed to maintain educational access, but also may include removal from HCU. Please keep in mind, the University's disciplines process includes additional sanctions and remedies for sexual harassment, and is in no way bound by the limits set here within.

The process will include an objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determination based on a person's status as a complainant, respondent or witness.

The University intends for these situations to be resolved in a prompt manner, but there is no "one size fits all" timeline that can be given for a thorough investigation and hearing. Instead, all parties will receive estimates in communications about the next steps in the process and will receive prompt notices regarding any delays or extensions.

As with all employee and student disciplinary proceedings at HCU, the University utilizes the "preponderance of the evidence" standard in resolving Title IX complaints.

### **VIII. Investigations**

Upon receipt of a formal complaint, or a complaint signed by the Title IX Coordinator, a trained investigator will be assigned to review the facts in the complaints and interview all parties. The investigator will immediately communicate with both parties notice that the complaint is under formal investigation and their contact information.

Throughout the process, HCU will send written notice of any investigative interviews, meetings, or hearings. HCU will send the parties, and their advisors, evidence directly related to the allegations, via email and will provide no less than 10 calendar days for the parties to inspect, review, and respond to the evidence. HCU will send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, via email and will provide no less than 10 days for the parties to respond.

Throughout the investigation and any hearing, both parties may present any fact and expert witnesses and other inculpatory and exculpatory evidence. HCU will not restrict the party's ability to discuss the allegations or gather evidence, but may bring code of conduct disciplinary actions separately is behavior warrants.

Both parties may choose an advisor of their choice, who may be an attorney. When a party cannot provide or afford an advisor, the University is required to provide a competent party to serve in this role, who may be or not be, an attorney. Advisors play a crucial role in the hearing process, and should be engaged as soon as possible.

HCU must dismiss allegations of conduct that do not meet the Final Rule's definition of sexual harassment or did not occur in a school's education program or activity against a person in the

U.S. Such dismissal is only for Title IX purposes and does not preclude the University from addressing the complaint through student or employee conduct and disciplines processes.

HCU may, at the University's discretion, except where the decision conflict with Texas HB 449, dismiss a formal complaint or allegations therein if the complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein, if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

HCU must give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.

HCU may, at the University's, consolidate formal complaints where the allegations arise out of the same facts.

The Final Rule protects the privacy of a party's medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the school obtains the party's voluntary, written consent to do so.

### **IX. Hearings**

HCU has determined that all Title IX hearings will be conducted live, via an electronic meeting software platform such as Zoom or Skype and all hearings will be recorded.

HCU will permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.

Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.

The Final Rule provides rape shield protections for complainants, deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.

If a party does not have an advisor present at the live hearing, the school must provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference

about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

The HCU hearing officer or decision maker, will issue a written determination, issued to both parties simultaneously, regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, whether remedies will be provided to the complainant, and information on how to file an appeal.

## **X. Appeals**

The University Provost or designee, serves as the Title IX appellate authority.

The Final Rule states that a school must offer both parties an appeal from a determination regarding responsibility, and from a school's dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

## **XI. Informal Resolution**

In some circumstances, HCU, at its discretion, may choose to offer and facilitate informal resolution options, such as mediation or restorative justice, so long as both parties give voluntary, informed, written consent to attempt informal resolution. However, information resolution will not be used to facilitate the resolution of a complaint that an employee sexually harassed a student.

Resolution may not be required as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

## **XII. Retaliation**

The Final Rule expressly prohibits retaliation and any complaints of retaliation should be filed according to the University's prompt and equitable grievance process.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

In addition to the Final Rule from the DOE, the State of Texas (SB 212) also prohibits retaliation. As defined by Texas, 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.

### **XIII. Amnesty and Leniency**

Houston Christian University is committed to maintaining a safe and supportive environment for all members of our community. It is essential to emphasize that being a victim of sexual assault is NEVER a violation of the HCU Student Code of Conduct. Individuals who have experienced such incidents will not face punishment for being victims.

Recognizing the potential hesitation of individuals to report sexual harassment due to concerns about Student Code of Conduct violations, HCU affirms the following:

1. *Confidentiality*: The Title IX Office will not disclose the identity of a victim or witness to the Student Code of Conduct Office unless explicitly requested or if there is a risk to a person's health or safety.
2. *Amnesty*: Amnesty will be granted for any Student Code of Conduct violations that may arise from the same set of facts and circumstances as the reported incident. This includes violations related to the incident itself or those discovered during the investigation, with the primary goal of supporting the well-being of the individuals involved.

### **XIV. Policy Approval and Review**

The Board of Trustees has the responsibility for the approval of this policy. The university administration will conduct a biennial review to ensure that the policy complies with all Federal and State requirements. Revisions to the policy will be approved by the Board of Trustees.

## **Student Grievance Process**

### **Informal Grievance Procedures**

Houston Christian University strives to provide education and services of the highest quality to its students and to promote equity in the application of policies and procedures. When a student has a grievance, HCU 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 Christian University enters the appropriate information electronically through the Advocate System online. Advocate is accessed on the HCU portal (click on the gavel icon). 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."

*Administrative Grievance Acknowledgment:* Formal student grievances will be directed to the administrator most immediately responsible for the area to which the grievance pertains. An automated electronic reply will be sent to the student indicating that: (1) that the formal grievance form has been received, (2) the nature of the grievance, and (3) acknowledgment of receipt will be sent to the student's HCU email. Copies of the completed student grievance form and the acknowledgement letter of receipt will then be electronically sent to the Director, Dean, or Vice President over that specific office, division, or functional area. The expectation is that the administrator most immediately responsible will reach out to the student in a timely manner once the grievance is received and that a written response after deliberation will be sent to the student when the investigation is complete. After completion of a review process, the grievance will be properly stored by the applicable office within the Advocate software.

*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 HCU email. A copy of the deliberation response will be sent to the appropriate Director, Dean, or Vice President.

*Student Appeal Process for Non-Academic Matters:* Upon receiving a deliberation response to the written grievance, the student has the right of appeal. This appeal must be made in writing within three (3) calendar days of receiving the administrative deliberation response. In response to the student's appeal, the appellant will receive a final decision in a timely manner 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 Operations – undergraduate academic matters, undergraduate academic department and programs, accreditation, institutional research, library, academic departments and programs, Office of Academic Records, Gideon Institute Counseling Center
- Assistant Provost for Student Affairs – Tutoring Center, Student Success, TRIO student support services, academic advising, testing and accommodations, residence life, library services, and conduct.
- Dean of The Graduate School – graduate academic matters and graduate academic departments and programs
- Director of Student Life – first-year experience, spiritual life, commuter life, student involvement, student organizations, Greek life, spiritual life and discipleship, spirit groups, and campus recreation.
- Chief Financial Officer/Chief Operating Officer – administrative services, bookstore, post office, facilities, operations, finance, human resources, student accounts, and information technology, food services, fitness center

- 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 Standards and Goals section of this Student Handbook.

# Student Code of Conduct

## Preamble

### Guiding Principles

Houston Christian University has chosen to set itself apart for the purpose of preparing students for meaningful lives and careers in order to serve 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.

Every student, by virtue of enrollment and their voluntary membership in this Christian community, assumes responsibility for their actions on- and off-campus and has agreed to abide by and uphold 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, restoration, 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. Recognizing that living in community brings both privilege and responsibility, the Code describes the behavior, values and principles HCU expects students to demonstrate as they live and interact together in community. Community standards, rules 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 Process is not a legal proceeding.*** The process always attempts to confront misconduct in an educative posture so 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 future 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. ***Students are expected to check their HCU email regularly. Failing to read or respond to conduct-related letters sent to a student's HCU email will not clear students of responsibility or excuse them from conduct related fines or sanctions that result from a failure to appear or to reschedule a hearing.***

## Article I: Definitions

1. The term “email” means a student’s HCU email unless otherwise specified.
2. The term “University” means Houston Christian University.

3. 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.” This Student Code of Conduct applies to the main campus, University-sponsored events, and activities at which the University is substantially represented.
4. 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.
5. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
6. 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 Director of Student Conduct.
7. 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).
8. The term “organization” means any number of persons who have complied with the formal requirements for University recognition or charter.
9. The term “Student Conduct Administrator” means a University official authorized by the Assistant Provost to impose sanctions upon any student(s) found to have violated the Student Code of Conduct. The Director of Resident Life or designee may serve as the Student Conduct Administrator in less severe violations involving residents under his or her supervision.
10. The term “Appellate Administrator” means a University official authorized on a case-by-case basis to consider an appeal or approve/deny an appeal request from a student, either the complainant or the respondent. The Director of Student Conduct or a designee will serve as the Appellate Administrator. The Appellate Administrator will not have been the original hearing officer for appeal requests that are denied. The Appellate Administrator will not be able to cast a vote for an appeals decision in which they were the original hearing officer.
11. 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 conduct cases.
12. The term "Student Conduct Board" means a committee of HCU students assembled by the Student Conduct Administrator that may be called upon at the discretion of the Student Conduct Administrator to resolve lower level conduct cases.
13. 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 has the appropriate sanctions imposed by the Student Conduct Administrator. The Appellate Administrator or an alternative designee from the Student Discipline and Appeals Committee may serve as the chair of the Appellate Board. A non-board member may be designated to administer the appeals hearing if deemed necessary but will not cast a vote for the appeals decision.

14. The term "Student Discipline and Appeals Committee" refers to an appointed committee of faculty, staff, and/or 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, if any, are nominated by the Student Government Association and appointed by the Assistant Provost.
15. The term "shall" is used in the imperative sense.
16. The term "may" is used in the permissive sense.
17. The term "customary(ily)" is used to provide the prerogative to diverge from the typical action.
18. 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.
19. 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.
20. 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.
21. The term "Respondent" means any student accused of violating the Student Code of Conduct.
22. The term "Advocate" means the online reporting platform used by HCU for community standard violations, academic integrity, student grievance, and CARE reporting.

## Article II: Student Conduct Authority

### A. Authority and Responsibility

The Director of Student Conduct is that person designated by the University President to be responsible for the administration of the Student Conduct System. The Provost may designate a faculty member to serve as a Student Conduct Administrator for procedures specifically addressing academic dishonesty (see the Houston Christian 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 Director of Student Conduct is the person designated to appoint Student Conduct Administrators and/or convene the Student Conduct and Appeals Committee when needed.

### C. Procedural Authority

The Director of Student Conduct with input from the Student Conduct Administrator and/or Student Discipline 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: Prescribed 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 of Conduct shall apply to a student's conduct, even if the student withdraws from school while a conduct matter is pending. The Director of Student Conduct shall decide whether the 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. These standards are an outworking of the core theological convictions of the University as indicated by the *Ten Pillars 2030* and should be interpreted in light of its theological framework. For further insight, please refer to HCU's *Ten Pillars 2030*.

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 HCU 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 those involved. Students living on-campus are fully responsible for anything that happens in the space they control and for their guests.

Students who have difficulty accepting the University's standards of conduct may, as part of HCU's restorative discipline process, be required and encouraged 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. Life is a gift of God, and we affirm the dignity of all people and the goodness of life from conception forward. 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 the student conduct process. 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 that God created man and woman in his image (Genesis 1:27). “We therefore believe in male and female genders as a gift of God, reflected biologically in the genetic differences that are specific to an individual even before birth. Though the fallenness of this world and the curse of mortal corruption under which it exists can produce emotional confusion in individuals, we believe that gender identity is not self-determined or discontinuous with the bodies with which we were conceived and born... We believe that living according to God’s creational intent is central to purity and holiness, whereas violating God’s laws, ways, and wisdom leads to the corruption of our humanness and, finally, death. The only remedy for such moral and physical corruption is the redeeming and recreating power of God through Jesus Christ” (HCU’s Ten Pillars 2030).

### **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, report, or correct the misconduct of fellow community members. Students may be held accountable for an incident in which they indirectly participated in the violation through their own complicity (in presence/knowledge).
- 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. Failure to comply with issued conduct sanctions or directives.
- 1.3 *Acts of Dishonesty.* Dishonesty including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.
  - b. Misleading or 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, investigation, 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 an authorized University official.

2.5 *Postings and Solicitation.* Posting flyers, posters, advertisements, or marketing of any kind, whether physical, digital, or virtual, either on-campus or on the social media platform of a University office or organization, without departmental sponsorship or the approval of Student Life. Physical postings must be stamped “Poster Approved” and displayed in compliance with written policies available in Student Life. Solicitation of goods and 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, dangerous chemicals, souvenir weapons, other weapons, or any object that appears to be, is used to portray, or may be perceived as a weapon on University premises. The 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 fireworks, 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.

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

1.7 *Pets or Animals.* For health and sanitation reasons, students may not keep any pets in their residential space or in campus buildings for any amount of time. Animals, mammals, reptiles, insects, or fish of any kind are prohibited.

*1.8 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. Equipment, grills, and grilling area is to be kept clean for shared community use. Flammable liquids may not be stored in rooms or apartments.

*1.9 Open Flame/Candle in the Dorm.* Open flames are not permitted in the Residence Halls. Lighters, candles, incense, or any paraphernalia intended for burning is prohibited in all residential areas.

**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 Director of Student Conduct.

*4.2 Abuse or Threats.* Physical abuse, verbal abuse, unwelcome physical contact, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person, including oneself or the community, whether acted upon or not. Stalking, as defined by Texas state law.

*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.

Please refer to Title IX section of the handbook.

*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 in ways that suggest a gender other than the biological sex of one's birth. Pronouns used at HCU will adhere to an individual's singularity of

personhood and will be used in correlation with their biological sex identified at birth. Therefore, no student, staff or faculty member will be referred to by a pronoun or preferred name that suggests a plurality of personhood or is not in agreement with their biological sex. Students who violate this norm may be expected to participate in a restorative process that will support them as they try to understand and embrace who God made them to be. This process may include counseling or a mentoring relationship. Students who cooperate with this process are welcome to continue to be part of the University community during their full participation. Students who reject this process may be separated from the University indefinitely. Please refer to Article III.B.6 for a more detailed biblical statement on sexual identity.

4.7 *Inappropriate Dating, Living, or Displays of Affection.* Including, but not limited to, the following:

- a. Single students dating married persons,
- b. Married students dating anyone other than their spouse,
- c. Homosexual relations,
- d. Cohabitation with members of the opposite sex,
- e. Public displays of romantic 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 inappropriate levels of violence, profanity, or sexual overtures that would be found offensive and/or in conflict with community standards.

4.10 *Hazing.* Defined as any action taken, whether on- or off-campus, which has the potential of causing physical discomfort, embarrassment, harassment, ridicule, or degrading or endangering the mental or physical health or safety of a person, or which destroys, defaces, 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. This may include pranks, or any act which the group or organization implies is necessary, or in which the student perceives they do not have a choice. 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 state or federal law. Possession of drug paraphernalia, contraband, or items that display or encourage drugs 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 on-campus or at University-sponsored events. Engaging in, facilitating or encouraging the off-campus use or possession of alcoholic beverages by persons less than twenty-one years of age as prohibited by law. Displaying alcohol containers (empty included). Promoting the use of alcohol in any way.
- 4.13 *Intoxication or Drunkenness*. Being 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 the use or possession of cigarettes, cigars, pipes, vapes, Juul, and other smoking substitutes. Smokeless tobacco is also banned from being used or possessed on HCU's campus.
- 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 clothing that is indecently revealing and/or displaying graphics, descriptions, or logos inconsistent with HCU's Christian mission is not permissible. This includes, but is not limited to, racist/hateful images or slogans, sexually explicit images, or innuendo and/or drug and alcohol logos, images or innuendo.
- 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 Department of Student Life).
- 4.19 *Noise Violation*. Failure to comply with posted quiet hours or excessive noise that is intrusive to the point that it would inhibit a student’s personal wellness or academic pursuit.
- 4.20 *Visitation Violation - Hodo and FV*. Failure to comply with the current visitation policy for the Residence Colleges (HRC, WRC, MRC, Mest)
- 4.21 *Visitation Violation – HV*. Failure to comply with the current visitation policy for Husky Village.
- 4.22 *Visitation Violation - Overnight Guests*. Failure to comply with the current visitation policy for Residence 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 Director of Student Conduct. 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 submitted online using Advocate 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 HCU 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. ***Failure to read an email will not be an excuse for missing a scheduled hearing or failing to complete sanctions by their deadline.***
3. *Inquiry.* The Student Conduct Administrator will conduct an inquiry to determine if the complaint has merit. Subsequent proceedings may be arranged at the discretion of the Student Conduct Administrator. The Student Conduct Administrator may, at his or her discretion, ask an HCU 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 indicates 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. The Complainant and the Respondent have the right to be assisted by an advisor of their choosing, at their own expense. The advisor must be a member of the University community and may not be an attorney or family member. The Complainant and/or the Respondent are responsible for presenting his or her own information; therefore, advisors are not permitted to speak or to participate directly in any Student Conduct meeting. If an advisor fails to comply, they may be asked to leave the meeting.
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 HCU email of



his/her release from further involvement in the situation.

5. *Notification.* The Student Conduct Administrator will notify the Respondent via Advocate 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. If a student is found responsible for a drug violation, or if the student is found responsible for an alcohol violation and is under the age of 21, the University reserves the right to inform the student's parents regarding the infraction and consequential outcomes.

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. If an advisor fails to comply, they may be asked to leave the meeting.

## **B. Conduct Boards**

1. At his or her discretion, the Student Conduct Administrator may convene a **Student Conduct Board** composed of HCU 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 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. Verbal warnings will be administratively documented as notes to accompany a student case file.
  - b. *Written Warning* – A notice via HCU email 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. *Damages* - Due to the nature of your conduct violation, there may be additional charges assessed if damages are found or additional cleaning services are deemed necessary. These charges will be placed on your student account by the end of the semester, or shortly thereafter, for any services and materials required, as determined by the University.
  - 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. Typically, if a student is found responsible for an action before midterms, he/she will be suspended for the remainder of that semester or academic year. If the student is found responsible for an action during or after midterms, the student will be suspended for the next semester or academic year. The decision regarding suspension, when, and how long is at the discretion of the Student Conduct Administrator hearing the case.
  - 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 or tobacco 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 HCU 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, residence college door codes, 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 actions include, but are not limited to: Level I 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) Theft or Vandalism
  - (9) Illegal or Unlawful Acts
  - (10) Arson
  - (11) Possession of a weapon or firearm, where prohibited
  - (12) Electronic harassment to include texting, emailing, etc.
  - (13) Reckless conduct that endangers self or others
  - (14) Possession of an unapproved animal on HCU campus or inside HCU facilities.

- (15) Violation of a restraining order, protective order, or a non-contact order
- (16) Violation of an HCU disciplinary sanction or directive
- (17) Any act which is a felony under Texas criminal statutes
- (18) Repeat offense(s) of Level 1 and/or Level 2 Violations
- (19) Multiple conduct violations that have cumulative impact or significance

Customary actions include, but are not limited to: 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 Director of Student Conduct, 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 may 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 Assistant Provost, 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 via HCU email of this action and the reasons for the suspension. When timing necessitates a more immediate verbal notification, the notification should be provided via HCU email 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 Academic Records 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 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 via HCU email.

#### **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) calendar days of the student conduct resolution notification. Such appeals shall be submitted through the Advocate System online (click on appeal link in the sanction letter). If, after reviewing the appeal, the Appellate Administrator 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 indicated by the Appellate Administrator or his/her designee. Cases approved by the Appellate Administrator to be heard will be forwarded and considered by a group of three members of the Student Discipline and Appeals Committee, which is comprised exclusively of individuals outside the authority of the Conduct Office. The decision of the Appellate Administrator or their designee shall be final and non-appealable.
  
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 at least one (1) of these four (4) conditions, the appeal may be dismissed, at the discretion of the Appellate Administrator:
  - 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.

***Failure to read or respond to HCU email is not a valid condition for appeal. Missing a scheduled hearing because of an external conflict (e.g., traveling, work schedule, HCU athletics team practice or game, etc.) is not a valid condition for appeal. Students who wish to manage external scheduling conflicts should contact the conduct office immediately to reschedule their hearing.***

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 with a quorum of three (3) or more committee members.
  - 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 or family member. 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. If the advisor fails to comply, they may be asked to leave the meeting. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the review because delays may not 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 may be made within ten (10) calendar days from the time the appeal is granted by the Appellate Administrator. The 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." The University's burden of proof for conduct cases will be a "preponderance" of evidence.
  - k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not required to be 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.
6. *Dismissal of an Appeal.* Once an appeal has been officially submitted by a student, if any of the following guidelines are found to have been violated during or after periods of inquiry, resolution, notification, interim sanction, appeal initiation, appeal submission review, or during the appeal process, that student's appeal may be dismissed immediately, at the discretion of the Appellate Administrator, without the option for further appeal:
- a. *Violation of Probation.* Any student that has filed an appeal is effectively on a probationary period during the appeals process. The appealing student should not further violate University policies in any way. These policies may include, but are



not limited to: academic integrity, Campus Housing requirements, and the Student Code of Conduct.

- b. *Plagiarism*. Appeals must be the original work and writing of the appealing student and not anyone else, including another student who is appealing the same parent case.
- c. *Non-attendance*. Failure to respond or show up to the Appeals Committee hearing.

#### **E. Records**

Student conduct records will be maintained by the conduct office and available in compliance with FERPA guidelines for viewing and requesting copies within the Advocate database. 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 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 Assistant Provost or their designee for final determination.

**B. Review and Revision Timeline**

The Student Conduct System and Student Code of Conduct shall be reviewed every three (3) years under the direction of the Assistant Provost. 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 Director of Student Conduct.



# Appendix

## Letter of Religious Exemption

The U.S. Department of Education affirms HCU's religious exemption protecting the university's' religious tenet rights from any conflicting view. Please see <https://www2.ed.gov/about/offices/list/ocr/docs/t9-rel-exempt/houston-baptist-university-request-03232017.pdf>

## Contact Information

### University Administration

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

### Directory of General Phone Numbers

<http://www.hc.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 Christian 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.

# Index

- Academic Grievance, 81, 129, 130
- Academic Integrity, **79, 80**
- access code, **54, 55**
- Accommodation, **17, 56**
- accommodations, 44, 53, 56, 125, 130
- Ad Astra, 34, 36, 72, 73, 74
- Advising, 19**
- Advocate, 79, 81, 83, 84, 129, 133, 143, 144, 149, 152
- Alcohol Policy, 116**
- Appeals, 132, 133, 137, 149, 150, 151, 152**
- Assault, 139
- Athletic Facilities, **65**
- Baptist Student Ministries, **60, 62, 63**
- Baugh Residential Restaurant, 76***
- Bicycles, **51**
- Blackboard, 27, 85, 86, 93**
- Bookstore, **74, 114**
- Bradshaw Fitness Center, **41, 65, 74, 95, 114**
- Building Access and Security, **98**
- Cafeteria Dishes, **51**
- Calendar request, 34**
- Campus Emergency Call Boxes, **96**
- Campus Police, **59, 94, 148**
- Campus Recreation, **40**
- CampusShield, 47, 96, 97, 104***
- Career Services, 21
- Cashier's Office, 68**
- Catering, 73
- Cheer, 42**
- Chick-fil-A, **77**
- Club Sports, **41**
- CLW, 40, 60, 61, 62
- CLW Graduation Requirement, 60**
- Common Areas, **51**
- Communicable Disease Policy, **105**
- Community Standards, **134**
- Commuter Life, 25**
- Commuter Lunch, 63**
- Computer Use Policy, **85, 86, 137**
- Conduct, **32, 119, 123, 131, 132, 133, 134, 137, 141, 142, 143, 144, 145, 146, 148, 149, 150, 151, 152, 153**
- Contact Information, **95, 154**
- Covenant Fellows, 64**
- Crime Alerts, 97**
- Crime Log, 97**
- Crime Prevention and Programming, 97**
- dance, 142
- Dating Violence, **102**
- Dining Services, 34**
- Director of Student Conduct, 132, 133
- Domestic Violence, **102**
- Drop and Add Policy, 84**
- Drug Policy, 118**
- Drugs, 119, 121, 140
- Elections, **35, 38**
- Email, **41, 92, 93, 114**
- Emergencies, **47, 96**
- Emergency Notification, 97, 104**
- Emergency Response, **99, 100**
- Event Registration, **32**
- Facilities Management, 99**
- Facility Set-up Request, **74**
- FAFSA, **67**
- Fair Use and Copyright Law, **87**
- FERPA, 114, 152**
- Financial Aid, 67, 68, 120**
- Fire, **47, 51, 52, 66, 139**
- Firearms, 48, 101
- First & Second Year Experience, 25**
- First Year Experience**
  - FYE, 25
- Founders' Day, **38, 61**
- Freshman Village, **44**
- Greek, **26, 28, 30, 31, 35, 38, 62**
- Grievance Policy, **81, 129, 130**
- hazing, **30, 37, 140**
- Hazing, **30, 37, 140**
- HBU Cheer, 42**

- HBU e-mail, **114**
- HBU Navigate, **20**
- HBU Student Portal My.HBU.edu, **92**
- Health Records, **77**
- Health Services, 118**
- Helpdesk, **86**
- Hodo Residence College, **44, 53, 63, 92, 114**
- Homecoming, **11, 29, 38**
- Honor societies, **31**
- Honors Convocation, **38, 41, 61**
- Housing Assignment, **45**
- Houston Baptist University, 95, 96**
- Hoverboards, **51**
- Hurricane Plan, **102**
- Husky Revue, **38**
- Husky Strong Task Force, **94**
- Husky Village Apartments, **44, 45**
- HuskyNet, **44, 62, 67, 69, 71, 76, 92, 93, 105, 114**
- ID Card, 114**
- ID Cards, **22**
- Institutional Technology Services, **85**
- Insurance, **44**
- Intercollegiate Athletics, **65**
- International, **77**
- Intramurals, **41**
- Java City, 76**
- Kaleo Discipleship, **60, 62**
- Laundry, **54**
- Learning Labs, 53**
- Letter of Religious Exemption, **154**
- library, **22, 71, 80, 87, 89, 92, 114, 130**
- Lost and Found, 77**
- Mail, **54**
- Maintenance requests, **54**
- meal plan, **45, 75, 76**
- Meal Plan, **45, 75**
- Media Services, **34, 72, 73**
- Microsoft Office 365, **93**
- Minor Children, **48**
- misconduct, **144**
- Missing Student Policy, **101**
- Move-In, **46**
- Move-Out, **46**
- Museums, **40**
- Music Performance, **39**
- Noise*, **49, 105, 142**
- Noise Policy, **49**
- Office 365, **86, 92, 93**
- on campus, **96**
- Organization Fairs, **38**
- P.O.D. Express, 76, 77**
- Parachurch Group Partnerships, **62**
- Parking, 66, 94, 107**
- pets, **53, 138**
- Pets, **53, 138**
- Police, **95, 96, 97, 98, 102, 103, 104**
- Pool, **54**
- Post Office, 78**
- Poster/Flyer Posting, **36**
- Quiet Hours, **49**
- Recognition for New Organizations, **27**
- Reporting Crimes and Criminal Activity, **102**
- Residence College Security, **55**
- Residence Life, **17, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 54, 55, 56, 76, 104, 142**
- Respondus LockDown, **86**
- Respondus LockDown Browser, 86**
- Roommate and Neighbor Conflict Resolution, **49**
- Safety and Security, 138**
- Sanctions, **120, 144, 145, 149**
- Scheduling of Facilities and Resources, **72**
- School Songs, 12**
- Search and Seizure, 122**
- security, **97, 102**
- Service and Missions, **64**
- Service or Comfort Animals, 53**
- Sled Team, 42**
- Smoke Detectors, **52**
- Smoke Free Campus, 105**
- Smoking, **49, 66, 141**
- Solicitation, **49, 138**
- Sound Equipment Rental, **34**
- Spirit Program, **41**
- Spiritual Life, 39, 60, 61, 62, 63, 77**
- Spring Fling, **12, 39**
- Sprinkler Heads, **52**
- Stalking, **102, 147**
- student, **144**
- Student Affairs Office, **15**

Student Code of Conduct, 47, **131, 132, 133, 134, 142, 152, 153**  
**Student Enewsletter, 78**  
Student Government Association, 8, 27, 35, 133  
Student Grievance Process, **129**  
**Student Involvement, 25, 26, 27, 28, 29, 30, 31, 32, 34, 35, 36, 38, 112**  
**Student Life, 1, 25, 27, 28, 32, 34, 36, 49, 54, 72, 73, 104, 105, 119, 130, 132, 133, 134, 138, 139, 142, 148, 149, 152, 153**  
Student Media and Publications, **115**  
**student network and login accounts, 92**  
Student Organizations, 26, 30, 32, 33, 36, 66  
Student Portal, 92  
Student Success Specialists, 20  
students, 104  
Tailgating, **29, 55, 66**  
Testing, 17, 22, 44, 53, 56, 57, 100  
Testing and Accommodations, 44, 53, 56

Testing Services, **57**  
Thermostats, **53**  
Ticketing, **66**  
**Title IX, 122, 139**  
**Trademark Licensing, 36**  
TRIO, **20**  
**Tuition and Fees Payment Policy, 69**  
Tutoring Center, 22, 31, 130  
University Facilities, **71**  
University Police, 98  
**University Vehicles, 112**  
Vehicle Registration, **107**  
Veteran Student, **77**  
*Visitation*, 50, 51, 142  
**Visitation Policy, 50**  
**Voter Registration, 78**  
weapons, **40, 48, 122, 138**  
**Welcome Days, 11, 12, 25**  
**Withdrawal Refund Policy, 70**