

the HBU Student Handbook

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

August • 2006

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

HBU
HOUSTON BAPTIST
UNIVERSITY

Write your own story.

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From The Vice President for Student Affairs

I want to extend warm greetings to both our new and returning students, and welcome you to the HBU community on behalf of the Student Affairs staff. We are so grateful that you have made HBU your university of choice. I am confident that HBU will provide you with an exceptional educational experience in the context of an environment that is focused on integrating faith and learning. It is our desire that you encounter Jesus Christ in the midst of your everyday life at the University through the faculty, staff and fellow students, and that you will grow in the knowledge and understanding of His love, grace, and calling for your life.



I know that you come to us with high expectations, and it is our goal to provide you with an excellent education, preparing you for a life of service to God and others. This preparation will occur in every facet of your undergraduate experience, most notably in the context of your formal course work. Complimenting your classroom experience, however, are numerous opportunities for informal learning in the context of community life, residence hall living, participation in campus activities, vocational exploration, and involvements in clubs, organizations or athletics.

The Student Affairs staff provide programs and services that impact the quality of student life by supporting academic and professional success, spiritual formation, and commitments to living in community. It is our prayer that you will take advantage of the rich undergraduate experience at HBU. If during the year we can be of assistance to you, please do not hesitate to stop by our offices, or contact a Student Affairs staff representative at 281-649-3238.

In His Service

A handwritten signature in black ink, appearing to read 'Norm Stlosed'.

Norm Stlosed

Vice President for Student Affairs

History

General - Houston Baptist College was created by action of the Baptist General Convention of Texas on November 15, 1960 culminating many years of work and study. The aim of the College founders was the establishment of a Christian college of the highest order in the city of Houston that stressed quality of life as well as quality of learning.

In 1952, the Union Baptist Association authorized a committee to study the possibility of locating a Baptist college in Houston. With the assistance and encouragement of the Education Commission of the Baptist General Convention of Texas, the committee conducted a survey in 1955. Acting upon information obtained with the endorsement of the Education Commission, the Association approved the concept of establishing a new college. In 1956, the Executive Board of the Baptist General Convention of Texas approved a recommendation that Houston Baptists be given assurance that the Convention would support such a college when the College Committee of the Union Baptist Association had succeeded in acquiring both (1) a satisfactory site for a campus of at least one hundred acres, and (2) a minimum corpus of at least three million dollars. Of this sum, one and one-half million dollars would constitute a nucleus endowment fund; one and one-half million dollars would be designated for a physical plant. The Union Baptist Association accepted these conditions and endorsed the requirements set up by the state Baptist convention.

In 1957, a Houston land developer, Frank Sharp, offered to sell Union Baptist Association 390 acres in southwest Houston for the construction of a college. The Board of Governors of Rice University agreed to lend most of the money needed with the land as collateral. To complete the funding, 25 business men, since called "founders," pledged to be responsible for \$10,000 each. Therefore, by 1958, a campus site of 196 acres was acquired in southwest Houston, and, in 1960, the initial financial goal of repaying the loan was reached as a result of a campaign among the churches.

In 1960, the Baptist General Convention of Texas in its annual session at Lubbock, Texas elected the first Board of Trustees. This board in session in Houston, Texas on November 15, 1960 approved and signed the College charter. The next day, this charter was ratified and recorded with the Secretary of State in Austin. The way was then cleared to select administrative officers, develop a suitable physical plant, and design an appropriate academic program. Dr. W. H. Hinton began service as the first President of the College on July 1, 1962.

The College opened in September 1963 with a freshman class of 193 students, a cluster of new buildings, and a teaching staff of 30 faculty. A new class was added each year until the College attained a four-year program in 1966-67. By then, the full-time faculty had grown to 54 members, serving an enrollment of approximately 900 undergraduate students.

Degrees and Programs - Initially, the College offered only a Bachelor of Arts degree with academic courses in five divisions: Christianity, Fine Arts, Languages, Science and Mathematics and Social Studies. The Board of Trustees, following the recommendation of the faculty and administration, authorized the establishment of the Division of Education and Psychology in 1964 and

a Division of Business and Economics in 1966. With the opening of the fall semester of 1969, the College added a Division of Nursing, offering a Bachelor of Science in Nursing degree.

In 1966, the Commission on Colleges of the Southern Association of Colleges and Schools recognized Houston Baptist College as an official candidate for accreditation. The highlight of the 1968-69 academic year was the granting of initial accreditation by the Southern Association of Colleges and Schools on December 4, 1968. A visiting committee made a careful study of the College in March 1971 and upon its recommendation, the Commission on Colleges extended accreditation for ten years. This accreditation was reaffirmed in 1981, 1991 and 2001.

In 1965, the Texas Education Agency first approved Houston Baptist College for the training of certified teachers for elementary and secondary schools. During its first semester, representatives selected by the Texas Education Agency evaluated the teacher education program; approval of the program was continued.

The baccalaureate degree program in nursing received accreditation by the National League for Nursing on April 21, 1972. In July 1972, all 38 members of the first nursing class successfully completed the examination required and administered by the State Board of Nurse Examiners. An Associate Degree in nursing was added in June 1983. This program graduated its first class in 1985.

A study abroad program began in 1967 with a group of English majors in residence at the Shakespeare Institute, Stratford-upon-Avon, England for the month of April. Study abroad continued with programs in Mexico, the Middle East and Europe. The MBA program now includes an international study component, and study abroad programs are also offered through the Master of Liberal Arts program, the College of Business and Economics and the College of Arts and Humanities.

Structure and Organization - In 1973, Houston Baptist College officially became Houston Baptist University following completion of a formal self-study for the Southern Association of Colleges and Schools. At the same time, degree programs were revised, making the Bachelor of Science option available to all students. The instructional divisions were completely reorganized into college units.

Five colleges headed by deans replaced the previous structure of eight divisions. The new structure consisted of the H. B. Smith College of General Studies and four upper-level colleges — the College of Business and Economics, the College of Education and Behavioral Sciences, the College of Fine Arts and Humanities and the College of Science and Health Professions. A sixth College was created in 1978 by separating the College of Fine Arts from the College of Humanities. The seventh college was created in 1991 by separating the College of Nursing and the College of Science and Mathematics. In 1995, a College of Arts and Humanities was again combined from the previously separate colleges.

When the instructional areas were reorganized in 1973, the University adopted a quarter calendar that permitted multiple admission opportunities annually. Semester hours were retained as the standard credit unit. An early admissions program also was established which enabled students to secure high school diplomas at the end of the freshman year of college matriculation.

Graduate Programs - Graduate studies began in 1977 with the initiation of the Master of Business Administration and the Master of Science in Nursing

degrees. Graduate studies leading to the Master of Education began in 1979. The Master of Science in Management degree and the Master of Accountancy degree were added in 1980. A Master of Arts in Psychology was added in 1982. A traditional Master of Business Administration degree was introduced in 1981 that was offered both on campus and on an interactive television delivery system to corporate and educational sites within sixty miles of the campus. The Master of Liberal Arts degree was initiated in 1985. In 1993, new majors were added to the Master of Business Administration degree, and a Master of Arts in Pastoral Counseling and Psychology degree was created. This degree was phased out in 2002 and replaced with the Master of Arts in Christian Counseling program. In 1995, a Master of Science degree in Health Administration and a Master of Science degree in Nursing Practice were initiated. In 1996, the Master of Science in Management was re-instituted for those already holding an MBA degree. The Master of Arts in Theological Studies was added in 1997. In 1999, the Master of Science in Accountancy and Information Technology was initiated and the Master of Arts in Christian Counseling program was begun in 2002. In 2004 the Master of Science in Nursing was discontinued.

Physical Plant - The physical plant of the University has kept pace with development in other areas. When classes began in 1963, only the Brown Academic Quadrangle and the campus dormitories were completed. The Frank and Lucille Sharp Gymnasium and the Atwood Theology Building were completed in 1964. The Moody Library, the Holcombe Mall, and the Morris Columns were constructed in 1968-69. The McDermott Plaza was completed in 1971 as a gift from trustee Ethyl Loos McDermott. The Cullen Science Center and Mabee Teaching Theater opened in 1977 providing space for the College of Science and Health Professions. In addition, in early 1977, the Memorial Hospital System Central Unit was completed on a site purchased from the University adjacent to the academic campus. The Atwood II building was completed in 1983 as a joint project of Southwestern Baptist Theological Seminary and the University. Moreover, in 1983, an addition to the bookstore was completed that was funded by the M. D. Anderson Foundation. In 1985, the University relocated its Math and Associate Degree in Nursing departments to new housing in the Cullen Nursing Center, and the Glasscock Gymnastics Center was completed. In 1989, a new wing was added to the Moody Library virtually doubling its library space and providing a permanent home for the University's Museum of Architecture and Decorative Arts. In 1997, the Hinton Center was dedicated, marking completion of the largest academic facility on campus. The new visual campus landmark houses the College of Business and Economics and the College of Education and Behavioral Sciences as well as the Dillon Center conference facilities. In 1997, the University's new Dunham Family Bible in America Museum opened in Moody Library — the largest collection of American Bibles on public display in the United States. A new campus apartment complex, Husky Village, was built adjacent to the University residence halls. The year 1998 marked the completion of the Baugh Center, named in honor of Eula Mae (Mrs. John) Baugh, that houses food service, recreational, study and residential-support facilities. In the fall of 1999, the Memorial Hermann-HBU Wellness Center opened on the campus providing access to state of the art programs and facilities for the University's students and employees. A new addition to the Women's Residence College was constructed in 2000 and the seventh apartment building opened in fall of 2002. In

2003, the Mabee Teaching Theater and the Glasscock Center were enhanced by a new lobby facility serving the conference capability of this complex.

In 2006, construction was approved for the first phase of a new Cultural Arts Center for the campus to include ultimately a chapel-recital hall, new housing for the Dunham Family Bible in America Museum, the Museum of American Architecture and Decorative Arts, a 1,200 seat theater, and an atrium gallery unifying each of the individual facilities.

Retired University professor Dr. Marilyn McAdams Sibley has written a more complete history of the early years of the founding of the University, *The Making of a University*. Additional information is available through the archives of the Moody Library.

Endowment Programs - Special endowment programs have further enriched the University. The University received three endowed chairs during the period 1971-1978 — the Herman Brown Chair of Business and Economics, the Robert H. Ray Chair of Humanities and the John Bisagno Chair of Evangelism. In the same period, two endowed professorships were given — the Rex G. Baker Professorship in the College of Business and Economics and the Prince-Chavanne Professorship of Christian Business Ethics. The John S. Dunn Research Foundation funded the Dunn Endowed Professorship in Nursing in 1994 and a professorship for Clinical Excellence in Nursing in 2001. The Endowed Scholarship program was begun in 1971 increasing the endowment of the University and helping assure the recruitment of top academic students. In 2004, the University numbered more than 190 scholarships funded through this program.

Leadership - In 1987, the University's first president, Dr. W. H. Hinton was named University Chancellor and served in that capacity until his retirement in 1991. His successor, Dr. Edward Douglas Hodo, and his wife Sadie, came to Houston from the University of Texas at San Antonio where he served as Dean of the College of Business. During the Hodo years, the University achieved a position of financial solidarity that greatly enhanced its integral strengths in other areas of its operation. New academic programs were developed, and the physical plant witnessed construction of the Hinton Center, the Baugh Center, the Husky Village Apartments, the Memorial Hermann-HBU Wellness Center, and the Glasscock Center expansion. In 1997, Dr. and Mrs. Hodo received the HBU Spirit of Excellence Award, the highest honor bestowed by the University.

In the spring of 2006, Dr. Hodo announced his plans to move from the University Presidency to other areas of service effective June 30, 2006. A search committee was appointed by the Board of Trustees to seek the University's third President. The Board of Trustees named Jack D. Carlson interim president effective August 1, 2006 and also appointed an Executive Management Committee to assist Interim President Carlson in the day-to-day management responsibilities of the University. Named to the committee were Dr. Don Looser, vice president for academic affairs; Richard Parker, vice president for financial affairs; and Sharon Saunders, vice president for Marketing.

On August 8, 2006 the Board of Trustees named Dr. Robert B. Sloan Jr. the third president of Houston Baptist University effective September 1, 2006.

Vision, Mission and Purpose

Vision - To be recognized as one of metropolitan America's premier academic Christian institutions.

Mission - Houston Baptist University, a Christian, liberal arts institution, prepares students for meaningful lives and work and for service to God and the peoples of the world.

Purpose - The University welcomes and extends its resources to those who strive for academic excellence. The faculty, staff, and administrators are committed to providing a responsive and intellectually stimulating environment that:

- fosters spiritual maturity, strength of character, and moral virtue as the foundation for successful living;
- develops professional behaviors and personal characteristics for life-long learning and service to God and to the community;
- meets the changing needs of the community and society; and
- remains faithful to the “**Nature of the Institution**” statement

The University offers a broad range of programs and services committed to liberal arts education that are designed to promote the growth of the whole person. The undergraduate programs familiarize students with the principal bodies of knowledge, cultural viewpoints, belief systems and aesthetic perspectives that affect them and their world. The graduate programs provide advanced educational opportunities to develop ethical and capable scholars and practitioners who can contribute to their academic disciplines and to society. The integration of scholarship, service and spirituality essential to liberal arts education is nurtured in an environment of open inquiry.

The University enrolls men and women of diverse talents and abilities. Students are encouraged to think critically, to assess information from a Christian perspective, to arrive at informed and reasoned conclusions, and to become lifelong learners. The University prepares its graduates to enter the work force of the twenty-first century, to pursue advanced study, to assume leadership roles and to be competitive in a global society.

The University faculty, staff and, administrators promote learning, scholarship, creative endeavor, and service. These leaders are committed to the Preamble to the By-Laws and to the fulfillment of the mission of the University.

Nature of the Institution

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

The Houston Baptist University is a Christian liberal arts university dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Founded under the providence of God and with the conviction that there is a need for a university in this community that will train the minds, develop the moral character and enrich the spiritual lives of all people who may come within the ambit of its influence,

HOUSTON BAPTIST UNIVERSITY shall stand as a witness for Jesus Christ expressed directly through its administration, faculty and students. To assure the perpetuation of these basic concepts of its founders, it is resolved that all those who become associated with Houston Baptist University as a trustee, officer, or 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.

Amended by the Board of Trustees

February 22, 1974

Traditions

Traditions are a source of pride and enthusiasm to a university community for they provide continuity through the years and combine stability with growth. Much of the excitement of attending a young, changing university is that tomorrow's traditions are being made by us today. The preceding years have opened the door to traditional activities, but scores of new projects and activities await implementation by individuals and organizations.

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

Honoring Speakers - It is tradition at Houston Baptist University in all Convocation programs that the guest speaker be given the courtesy of having the audience rise quietly as he/she approaches the podium. Students are asked each year to continue this "Traditional HBU Welcome."

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

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

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

School Songs

HBU Fight Song

Get Up and Go, You Mighty Huskies

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

Words and music by
Dr. Robert L. Parker

Hail the Orange and Blue

In the great state of Texas,
Houston, U.S.A.,
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

Activities

In making the most of college life, HBU offers a vast array of opportunities beyond the classroom - opportunities in diverse formats and encompassing a plethora of interests such as academic contests, performing arts, concerts, art exhibitions, participation in intramurals, supporting the championship intercollegiate athletic teams, opportunities to be part of leadership in Student Government, Student Programming, Ministry Leadership, clubs, organizations and multiple other arenas.

Athletics

Houston Baptist University sponsors seven varsity athletic teams and is a member of the National Association of Intercollegiate Athletics (NAIA) and the Red River Athletic Conference (RRAC). The Huskies compete in basketball, soccer and baseball for men and basketball, soccer, softball and volleyball for women. HBU has been the dominant team in the RRAC since its inception in 1998, winning the coveted All-Sports trophy on an annual basis. The Huskies also have become a national presence with each team perennially ranked among the Nation's Top 25.

Admission to all of the Huskies' home athletic events is free to currently enrolled HBU students with a valid, current student ID. You are encouraged to attend and continue to support the great tradition of Houston Baptist University athletics. For more information or to obtain a media guide for a team, contact the Athletics Office, extension 3205, located in Sharp Gym or visit the website at hbuhuskies.com

Sports and Recreation (Sports Rec)

Purpose

Sports Rec is part of the Student Affairs Department and has as its purpose to provide opportunities for individuals in the HBU community to enrich their collegiate learning experience and to foster a lifetime appreciation and involvement in wellness and recreational sports and activities.

Sports Rec Committee

This committee, with representatives from participating teams, in conjunction with the Associate Director of Sports and Recreation, shall have direction over all aspects of the Sports and Recreation Program.

Policies

Eligibility

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

- *Any athlete who has participated in an intercollegiate contest for Houston Baptist University is ineligible to participate in an intramural contest (in same sport) for at least 12 months, or one full season.*

Intramural Sports

MEN'S

Fall:	Flagball Bowling Table Tennis Golf Club Soccer
Winter	Badminton Billiards Volleyball Basketball
Spring:	Soccer Softball Tennis Ultimate Frisbee Sand Volleyball

WOMEN'S

Fall:	Flagball Bowling Table Tennis Golf Club Soccer
Winter:	Badminton Billiards Volleyball Basketball
Spring:	Soccer Softball Tennis Ultimate Frisbee Sand Volleyball

Co-ed sports offered as time and interest may allow:

Co-ed Soccer	Mixed Doubles Table Tennis
Co-ed Basketball	Mixed Doubles Tennis
Co-ed Flagball	Co-ed Softball

- *Rules for all sports may be obtained from the Associate Director of Sports Recreation in the Student Affairs Office.*

Awards

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

MEN'S

2002-2003	— Nursing
2003-2004	— Homegirls
2004-2005	— Homegirls
2005-2006	— Nursing

WOMEN'S

2002-2003	— Jesus Freaks
2003-2004	— Jesus Freaks
2004-2005	— Alpha Pi Kappa
2005-2006	— Alpha Pi Kappa

James W. Massey Outstanding Male Intramural Athlete Award

The award is based on demonstrated athletic ability and contributions of leadership and sportsmanship to the Intramural Program.

Dr. Lou Shields Outstanding Female Intramural Athlete Award

The award is based on demonstrated athletic ability and contributions of leadership and sportsmanship to the Intramural Program.

Health & Injuries

Since participation in the Sports Rec program is on a voluntary basis, neither the University nor any Sports Rec staff member will accept responsibility for injuries sustained while participating in scheduled intramural activities. All participating students must have medical insurance and must have completed the waiver form.

Activities & More

Art Exhibits - The Art Department presents various art exhibits throughout the school year. The final exhibit of the academic year features Houston Baptist University student productions for exhibition and sale.

Elections - During the fall and spring quarters, Student Government elections are held. Special elections are held for Homecoming court, class favorites, and Mr. & Miss HBU.

Founders' Day - A special convocation, held in December, in honor of the founders of the University. This service marks the month the College received its charter from the State of Texas, designating it as an educational institution.

Homecoming - Homecoming activities are typically held the first week of February. The week's activities typically include a pep rally, campus wrap, bonfire, tailgate party, basketball games, Walk of Honor, and parties and receptions for alumni and students.

Honors Convocation - This special Convocation, held in May, honors the University's outstanding students. In addition to awards presented by each of the five colleges, other awards are presented for Outstanding Student Organizations, Class Academic Awards, Outstanding Faculty and Staff awards, Christian Action Award, Athletic and Intramural awards, Mr. and Miss HBU and President's Awards.

Husky Revue - This campus-wide variety show includes group, organization, and individual categories of performances. The acts are judged by a panel and prizes are awarded the winners.

Late Nite Breakfast - This quarterly breakfast is provided for all enrolled HBU students on "Dead Day" during finals week. Breakfast is served by faculty, administration and staff in the Baugh Center Cafeteria, beginning at 9:00 p.m.

Lunch Encounter - Lunch for \$1.00 is provided by various sponsors throughout the year at the conclusion of Convocation on Thursdays. Money received is contributed to Summer Missions.

Organization Fair - Organizations have an opportunity to introduce themselves to the campus community at this event, held near the beginning of the fall quarter.

Parent's Night - Parents and their student(s) are invited to a tasty barbecue dinner during the fall quarter.

Remembrance Service - This Convocation, held towards the end of the school year, is dedicated to remembering those we have lost through death within the campus community during the past year.

Roundtable - Representatives from campus organizations meet regularly with the Student Affairs staff at 10:10 a.m. on Tuesdays throughout the year.

Rush / Membership Recruitment - Early in the fall and spring quarters, HBU's social service fraternities and sororities begin their recruitment period, otherwise known as "Rush." See "Greek Life" under the organization section for more details.

Spiritual Growth - A variety of opportunities are available to encourage spiritual growth. Refer to the Spiritual Life Program, Student Ministry and ACTS sections in this handbook. Spiritual Emphasis Week in the Fall quarter, Staley Lectures in the Winter quarter and Passion Week in the Spring quarter each feature special speakers and events.

Spring Fling - This campus-wide event, a highlight of the Spring quarter, offers entertainment for all. Students, faculty and staff participate in a variety of activities - fun, games and food.

Winter Formal - One of the first special events of the Winter quarter, the campus-wide semi-formal event includes dinner and entertainment and is usually held off-campus.

Woman's Day Convocation - Sponsored by the Association of Women Students, this event is an annual tradition. The day is set aside to honor Houston Baptist University women; one student from each class and a faculty member are recognized for their contributions to the campus.

Quarterly Calendar of Activities

FALL

Career Fair
Club Soccer
Freshman Fellowship Selection
Freshman Welcome Days
Greek Rush/Recruitment
Missions Emphasis Week
Opening Convocation
Organization Fair
Parent's Night
Spiritual Emphasis Week
Student Government Assoc. Elections
Tug-O'-War
Who's Who Selection

WINTER

CASL Conference
Christmas / Holiday Break
Founders' Day Convocation
Homecoming Activities
Homecoming Court Elections
Rec Team Nominations & Selection
Staley Distinguished Lecture Series
Student Ministry Christmas Party
Winter Commencement
Winter Formal

SPRING

A.O. Collins Lectures
Brown Lectures
Community Service Week
Honors Convocation
Husky Revue
Passion Week
Prince-Chavanne Lectures
Remembrance Service

Selection process for:

Cheerleaders/Mascot
Focus/Refuge
Husky Pack Leaders
Ministry Leadership Council
Residence Life Student Staff
Sled Team
Student Foundation
Student Programming Board
Summer Missions
Special Elections (Mr./Miss HBU)
Spring Break Mission Trip
Spring Commencement
Spring Fling
Student Government Assoc. Elections
Woman's Day Convocation

SUMMER

FOCUS Retreat in Dallas
Rec Team Camps
Summer Commencement
Transfers & Internationals
Orientations

YEAR 'ROUND

Intercollegiate Athletic games:
Volleyball (Sept-Dec)
Basketball (Nov-Mar)
Softball & Baseball (Feb-May)
Job Fairs
Late Nite Breakfast
Movies, Games, Concerts, Recitals
& More
Registrations
Retreats & Conferences
Roundtable Meetings (monthly)
Sports Rec

Organizations

Student Organizations are a vital part of college life and offer HBU students a myriad of opportunities to get connected and involved in campus life. Participation in these groups will provide additional opportunities to enrich your college experience. For more details about organizations, access the organization website on the intranet or refer to “Guidebook to Campus Organizations,” available in the Student Life Office, second floor of the Baugh Center.

Organization Category

Governing

Interfraternity Council

Panhellenic Council

Student Government Association (SGA)

Honor

Alpha Chi (All disciplines)

Alpha Epsilon Delta (Pre-Med)

Alpha Kappa Delta (Sociology)

Alpha Mu Gamma (Foreign Language)

Kappa Delta Pi (Education)

Kappa Kappa Psi (Band)

Omicron Delta Kappa (Leadership)

Phi Alpha Theta (History)

Phi Epsilon Kappa (Kinesiology)

Psi Chi (Psychology)

Sigma Beta Delta (Business)

Sigma Theta Tau (Nursing)

Sigma Tau Delta (English)

Professional

American Student Dental Association

Art Guild

Association of Student Educators

Bilingual Education Student Organization

Nursing Student Association

Phi Alpha Delta (Pre-Law)

Pre-Optometry Professional Society

Society of Physics Students

Service

*Alpha Phi Omega
Association of Women Students
Brothers Under Christ (Beta Upsilon Chi)
Sisters for the Lord (Sigma Phi Lambda)*

Social Service

*Alpha Pi Kappa
Alpha Chi Omega
Alpha Kappa Alpha
Kappa Alpha Order
Phi Kappa Psi
Phi Mu*

Special Interest

*Black Student Fellowship
Christian Medical Fellowship
Fellowship of Christian Athletes
Freshman Fellowship
Hispanic Student Association
South Asian Student Association
Ministry Leadership Council
Rex Fleming Readers
Vietnamese Student Association
Women in Communications*

Procedural Code for Student Organizations

This code shall guide the organizing and functioning of chartered student organizations at Houston Baptist University.

I. Categories of Organizations

- *Governing*
- *Professional*
- *Social - Service*
- *Honor*
- *Service*
- *Special Interest*

Organizations for which students receive academic credit for participation shall not be recognized as officially chartered student organizations of Houston Baptist University.

II. Process to Become a Chartered Organization

To obtain a charter, an organization must fulfill the following obligations:

- A. The prospective organization may meet only for the purpose of: (1) Drafting a constitution and by-laws, if desired; (2) electing charter officers; (3) establishing charter members; and (4) securing a sponsor from the faculty or administration.
- B. The organization must submit the application, the constitution and by-laws, a list of charter members (minimum of 12 required) and the name of the sponsor to the Organizations Committee of the Student Government Association (SGA).
- C. Upon review and recommendation by this committee, the organization will be presented to the SGA for approval or disapproval. When approved by the SGA, the organization will be recommended for charter to the Assistant Vice President for Student Affairs. Final approval for charter will be given by the Vice President for Student Affairs.
- D. The organization may then proceed to function with full privileges for a provisional period. The provisional period is for two full quarters after Vice President for Student Affairs approval and does not include the summer quarter. The organization is expected to function according to the guidelines listed in Section III. A review shall be conducted at the conclusion of the provisional period before the final charter is granted. Charter will be granted upon satisfactory performance of the organization during the provisional period.

III. Guidelines for Active Organizations

To maintain one's status as a chartered organization, these guidelines must be followed. Failure to comply with any of these guidelines for maintaining a charter may result in a review of the charter in question, subject to revoking of the charter.

- A. **Reviews** - Each organization must comply with review procedures. Reviews will follow a similar procedure as the application for charter process and will involve the same parties. The Organizations Committee of the SGA will conduct at least one organization review annually. Active status reviews shall be held as necessary, in such cases as inactive organizations seeking to be active, and active organizations which fail to comply with procedural code or with their constitution.

Governing bodies and honor societies will not be subject to organization reviews.

- B. **Organization Form** - Not later than three weeks after the school year begins, each organization must submit to the Student Life Office an updated organization form which lists current sponsor, officers with their contact information, and a list of active and inactive members. This form should be updated any time during the year when significant changes are made in the leadership or membership. This form is available on FirstClass in the organizations conference.

- C. **Sponsor** - Each organization must have a faculty/staff sponsor who is responsible for, is to be aware of, and must approve, all of the organization's activities. Any changes in sponsor must be reported immediately to the Student Affairs Office.
- D. **Calendar** - All meetings of organizations, either on or off the campus, must be registered on the University Calendar five days in advance, and are subject to the same rules governing campus functions. Before undertaking any special projects (i.e., fund-raising, donations/collections) the organization must coordinate with the Student Affairs Office by filling out a calendar request form to have the project placed on the University Calendar.
- E. **Meeting** - A meeting is defined as any gathering, regardless of size, whose purpose, either partial or entire, deals with matters pertaining to the organization.
- F. **Good Standing** - Grade point requirements of each organization must be maintained by the members according to their constitution or by-laws. Active members should be in good standing with the University.
- G. **Appropriate Conduct** - Each organization must at all times comply with civil law and the University's standards of appropriate conduct.
- H. **Alcohol** - No alcoholic beverages are to be served or consumed at any meeting, function or assembly of any Houston Baptist University chartered organization, whether on or off campus.
- I. **Changes in Function/Status** - Any change in constitution must be reported to the Organizations Committee of the SGA. If an organization wishes to become inactive, or request reactivation, a written request must be filed with the Student Life Office who will notify the Organizations Committee of the SGA. Inactive status will be noted in the organization's file in the Student Life Office.
- J. **Finances** - Organizations must set up an account in the Accounting Office. As required by institutional policy, all organizational funds must be handled through the Accounting Office in order to avoid losing its charter.
- K. **Participation** - Only registered HBU students in good standing may participate in University sponsored activities or events such as intramurals, Husky Revue, Homecoming, etc. Exceptions may only be given by the Vice President for Student Affairs or Assistant Vice President for Student Affairs.
- L. **Benefit Activities** - Activities sponsored by alumni, individuals or private groups for the benefit of a Houston Baptist University organization, at which HBU students are present, are considered to be activities of the HBU organization. Such activities are to be placed on the Official University Calendar and will be subject to all University regulations.
- M. **Police** - University Police must be in attendance at all off-campus events sponsored by HBU organizations. This includes all activities where non-members are invited, such as social functions, recruitment events, etc. If there is any question as to whether an officer must be present, please contact the Student Life Office for clarification. The cost for the officer is to be paid by the sponsoring organization.

Greek Life

The Greek system at HBU is currently made up of one local and two national fraternities and three national sororities. The governing bodies for the Greek system are the Interfraternity Council (IFC) and the Panhellenic Council. Each chapter has representation on their respective council. The councils meet regularly and at times meet together as one group. These councils operate on the ideals of promoting cooperation and unity of various groups in matters of individual, college, and community benefit. Panhellenic and IFC work together to foster a sense of Greek pride and unity. The Greek chapters on campus are:

Fraternities

Alpha Pi Kappa

Kappa Alpha Order

Phi Kappa Psi

Sororities

Alpha Chi Omega

Phi Mu

Alpha Kappa Alpha

Joining a fraternity or sorority takes place during “rush,” a week of events for students to get to know the members of each chapter. To be eligible for initiation into a social-service fraternity or sorority, the following quarter, students must achieve a 2.0 GPA on a minimum of eight hours (full-time student). Chapters extend invitations (bids) to join their groups at the conclusion of Rush Week. For more information about these groups contact the Student Affairs or Student Life Offices.

Recognition Process for New Fraternities/ Sororities

This recognition process is intended for use when a special interest group was previously established or has recently developed on the campus.

Step 1: The sponsoring organization must inform the institution (via Assistant Vice President for Student Affairs/Dean of Students) in writing, of its desire to seek recognition as a Greek chapter at HBU.

Step 2: After HBU receives correspondence from the sponsoring organization of its desire, a copy of the HBU Recognition Process will be sent.

The process is as follows:

It will be the duty of the sponsoring organization, in conjunction with the interest group, to prepare a presentation packet with the following information required:

- A. an accurate list of current interested members with their expected dates of graduation,
- B. a proposed Constitution and Bylaws,
- C. scholarship requirements and guidelines. All interest group members must maintain a GPA of no less than a 2.0,
- D. a copy of its New Member Education Program, Risk Management Guidelines and Policy, Alcohol/Drug Policy, and Anti-Hazing Policy,
- E. proof of acceptable liability insurance,

- F. a list of officers with their duties and responsibilities to the chapter and International/National Headquarters (if applicable),
- G. a list of short and long term goals for the group,
- H. outline of the benefits the organization can bring to the University as a whole and to the current Greek System,
- I. service/philanthropic projects either required or interested in pursuing if awarded recognition,
- J. a copy of the National/International (if applicable) and collegiate chapter organizational structures,
- K. evidence of nearby collegiate chapter support,
- L. evidence of nearby alumni/ae support,
- M. outline of the chapter's intended financial structure and policies,
- N. a list of services provided by the International/National Organization or Regional Offices, and
- O. any additional information, brochures, pictures, or supporting documents that the interest group feels would enhance their likelihood of recognition.

Step 3: This completed packet would then be reviewed by a committee consisting of, but not limited to, Assistant Vice President for Student Affairs, Dean of Students, Interfraternity Council President, and the Panhellenic President. This committee has the option to interview members of the interest group for further clarification of the packet.

Step 4: After the packet has been reviewed by the committee and the interest group has addressed any required revisions it will then pass to the Vice President for Student Affairs.

Step 5: After the packet has been reviewed by the Vice President for Student Affairs and the interest group has addressed any required revisions, it will then be reviewed by the President of the University.

Step 6: If the packet meets the President of the University's approval and the interest group has addressed any required revisions, it will then move to the Student Affairs Committee of the Board of Trustees for information.

If the document is not approved at any level it will be returned to the International/National organization with appropriate responses. Each petitioning organization is permitted one re-submission per quarter.

Please see Hazing policy on page 80 of this Handbook.

Student Government

Student Government Association (SGA)

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

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

To obtain a copy of the SGA Constitution and Bylaws, you may contact the Student Life Office or e-mail sga@hbu.edu.

Elections for all SGA positions, except freshman representative, are held each spring. Freshman representative elections are held each fall. More information is available by calling the Student Life Office at 281-649-3302, or by e-mail at sga@hbu.edu.

Spiritual Life Department

The Spiritual Life Department includes the Spiritual Life Program, Student Ministries, ACTS and the HBU REC Team. The Spiritual Life offices are located upstairs, above the bookstore in the M.D. Anderson Student Center. To reach the University Chaplain, Director of Spiritual Life, you may e-mail ccross@hbu.edu. For information on how to become involved in any of these areas, please call 281-649-3033 or visit the Spiritual Life offices.

Purpose

Spiritual Life seeks to nurture community, develop student leadership, build moral character, provide an environment for every student to know Christ and equip students to be Christ's ambassadors beyond HBU.

Spiritual Life Program History

Participation in the Spiritual Life Program enables students to better integrate faith and learning and foster a sense of Christian community on campus. HBU is strongly committed to the spiritual development of students and has therefore made the Spiritual Life Program a graduation requirement for all students seeking an undergraduate degree.

The Spiritual Life Program has adapted throughout the history of Houston Baptist University in order to support spiritual life on campus. The original program offered a chapel service on Tuesdays and an assembly on Thursdays. As the program evolved, the chapel and assembly meetings were combined and became the weekly Thursday CONVOCATION. An activity period for clubs and organizations was added in place of the Tuesday meeting.

The Spiritual Life Program underwent a major format change to a point system in 1996, which enabled students to receive points for attending a variety of Spiritual Life Program (SLP) offerings.

SLP Graduation Requirement

All students seeking an undergraduate degree (full-time or part-time) have a SLP Graduation requirement of 90 points. Students are encouraged to garner a minimum of 10 points per quarter until the full requirement is met and to complete their Spiritual Life Program requirement before their last quarter. Students must satisfy this requirement in order to graduate from HBU.

Transfer Students will receive a transfer credit of 3/4 point for every transfer hour. For example, a student with 40 transfer hours will receive 30 SLP points towards the requirement of 90.

The *Points of Interest* magazine, published quarterly, gives details about the SLP events available. Questions about the SLP graduation requirement or the Spiritual Life Program may be directed to the Spiritual Life Office. Students may subscribe to “SLP email” and receive weekly updates of approved SLP events by e-mailing a request to spirituallife@hbu.edu.

Associate Degree Nursing - The ADN students have a SLP Graduation requirement of 54 points instead of 90 points. The transfer credit system works the same for ADN students with each transfer hour receiving 3/4 point. ADN students adhere to the same criteria as bachelor’s students (i.e. quarter limits, event limits, etc.) except for the total number of points required.

SLP Events - The Spiritual Life Program offers a variety of events each quarter, each assigned a point value. Students accrue SLP points by attending SLP events, and may accrue up to a maximum of 15 points per quarter. Students may choose from the following event categories:

Event	Point Value	Credit Max. (Per Quarter)
Convocations		15 pts./qtr.
Convocation	1 point each	15 pts./qtr.
Power Thursday	2 points each	6 pts./qtr.
Opening Convocation	2 points	2 pts./qtr.
Founders' Day	2 points	2 pts./qtr.
Honors Convocation	2 points	2 pts./qtr.
Special Emphasis Weeks:		
Spiritual Emphasis Week	1 point/meeting	5 pts./qtr.
Passion Week	1 point/meeting	5 pts./qtr.
ACTS (must be pre-approved)		
ACTS-sponsored Events	1 point per hour	5 pts./qtr.;
		10 pts. career limit
Mission Learning Opportunities	5 points/week	5 pts./qtr.;
		15 pts./career limit
Internships		
Service Learning Internship	30 points	30 pts./career limit
Church Leadership Internship	30 points	30 pts./career limit
Student Ministry		
Quest	1 point each	10 pts./qtr.
Power Quest	2 points each	6 pts./qtr.
Special Campus-wide Worship	1 point	No limit
Retreats	3 points each	15 pts./qtr.
Conferences	3 points each	15 pts./qtr.
Other Alternatives		
Organization Sponsored Events	1 point each	5 pts./qtr.
SLP Groups	1 point/meeting	10 pts./qtr.
SLP Classes	1 point/meeting	10 pts./qtr.
University Sponsored Lectures	1 point each	No limit
Seminars	2 points each	6 pts./qtr.
Dunham Family		
Bible in America Museum	2 points	1 career limit
Movie with Discussion	2 points each	6 pts./qtr.
Special Opportunities	Up to 3 points	15 pts./qtr.

Organization Sponsored Events - A student organization may submit a request form in the Student Affairs Office for an event to receive Spiritual Life Program credit. Each organization may sponsor up to five events per quarter for credit. The Spiritual Life Program Credit Request Form must meet the approval criteria and be submitted 10 days prior to the event. The event must support Spiritual Life on campus and the mission of Houston Baptist University. Once an event is approved, the organization is responsible for properly promoting the event.

Additional options approved for SLP points will be advertised through FirstClass News-Students, SLP e-mail, and other available posting venues. Any additional programs for SLP points must be approved by the Spiritual Life Office.

Attendance and Tracking - A representative designated by the Spiritual Life Office will be available at approved events to record attendance. The student is responsible for having his/her attendance recorded by ID card scan or sign-in. A student may only sign in once per quarter at Convocation. Participants do not receive points when they arrive late, leave early, don't sign-in/scan-in or distract someone else from participating.

The student SLP record may be viewed on FirstClass conferences. It is the student's responsibility to notify the Spiritual Life Office with any questions regarding their SLP record. SLP point requirement and points received will print on the student's grade sheet and process form each quarter.

Petitions Policy - All students seeking an undergraduate degree must complete the 90 SLP point requirement in order to graduate. No petitions are accepted requesting a decrease in point requirement. However, if a student is unable to complete the requirement in order to graduate on schedule, petitions requesting permission to earn points beyond the quarter limits are accepted. Note that the SLP committee will make a decision regarding the petition and is pleased to help the student work out a plan on a case-by-case basis. Petition forms are available in the Spiritual Life Office.

Holds Policy - Students are encouraged to complete an average of 10 points per quarter in order to stay on schedule. In an effort to help students complete their SLP requirement on time a series of holds will be placed on students' accounts prior to registration, for those who fall behind schedule. The two types of holds are:

LEVEL 1: (30 pts. behind) Student is blocked from e-registration only until hold is removed.

LEVEL 2: (45 pts. behind) Student is blocked completely from registration until hold is removed.

Hold Removals - Student must meet with a spiritual life staff member to discuss their SIP requirement in order to have their hold removed.

University Director/Chaplain of Spiritual Life - The Spiritual Life office is located upstairs, above the bookstore in the M.D. Anderson Student Center. In order to reach the University Chaplain, you may call the Spiritual Life offices at 281-649-3117.

Student Ministry

The vision for the 2006-2007 Ministry Leadership Council is *“Reflecting Authenticity ...”*

“For in Him we live and move and exist.” — Acts 17:28 (NLT)

We seek to provide opportunities for all students to represent our Lord and seek to live a life totally for Him by learning to be active participants in their daily faith journey and then, helping to reach our campus for the Lord. We hope to do this by:

- instilling a constant desire to know God more than the day before,
- discovering and celebrating the diversity of spiritual gifts with which God has blessed each person, and
- helping students to feel the urgency of making a gospel difference on our campus and in our world

Weekly Ministry Activities:

Quest - Weekly gathering for worship each Tuesday, 6:30 p.m. (Fall and winter quarters in Mabee Theater, spring quarter in Glasscock Center.)

Mission Munchies - Weekly meal benefiting busy students immediately following Thursday Convocations for only \$1. All proceeds go to student missions.

Freshman Fellowship - Weekly gathering for freshmen - full of discipleship and fun each Thursday, 6:30 p.m. in Cullen Parlor.

Ministry Opportunities:

Ministry Leadership Council (MLC) gives student leadership opportunities to the following ministries:

- Black Student Fellowship
- Commuter Ministry
- Disciple Now
- Evangelism Team
- Freshman Fellowship
- Mission Munchies
- Performance Gifts (Drama Team)
- Prayer Team
- Quest
- Random Acts of Kindness
- Sports Ministry
- Student Missions

Other Opportunities Include:

- FOCUS Conference - September 8-10, 2006
- Spiritual Emphasis Week - September 19-21, 2006
- International Student Retreat - October 6-8, 2006
- Mission Emphasis Convocation - December 7, 2006
- Spring Break Mission Learning Opportunities
- Nicaragua; Urban Plunge, Houston - February 23-March 3, 2007
- Student Mission Opportunities - summer and extended opportunities
- Disciple Now Teams

Please come by the Student Ministry Office, M.D. Anderson Student Center, above the HBU Bookstore, or call 281-649-3393. You may also e-mail dmiller@hbu.edu or sbubeck@hbu.edu.

ACTS

Service Leadership Council Teams, Service-Learning and Missions-Learning

ACTS (Assisting Communities Through Students) is a distinctive program that encourages students to make a Christian response to human needs through service in non-profit agencies and Houston schools. ACTS is committed to providing students with opportunities to address complex social issues, develop leadership skills, gain valuable work experience and apply classroom theory to real world situations. Most importantly, through these experiences, students will be encouraged to make service an integral part of their lives.

In 2002, the ACTS program increased the number of hours students could serve each quarter from 5 points/quarter to 30 points over two quarters. This shift encourages students to make long-term commitments at service agencies and build relationships with those whom they are serving. The development of the S-L Internship motivates students who want to invest on a deeper level as they work alongside people who have dedicated their lives to helping others.

Programs

Students receive one SLP point per hour of service through participation in ACTS sponsored events (ACTS sponsored events include only those published in the quarterly *Points of Interest* magazine) with a limit of five points per quarter and a HBU career limit of 10 community service points. In addition to 10 community service points, student can earn an optional 30 points upon full completion of a Service-Learning Internship (see information on next page). To sign up, or for more information, visit the ACTS Office located in the M.D. Anderson Student Center, call 281-649-3000, extension 2301, or e-mail jshaffer@hbu.edu.

Service Leadership Council

The Service Leadership Council is comprised of students who are devoted to serving and advocating for the poor and marginalized. They are responsible for leading other students to be active in serving throughout the Houston community. If you are interested in any of these areas of service, please stop by the ACTS office (located above the bookstore).

Educational Advocate - Oversees tutoring program. Researches and reports on issues facing education in Houston and around the world including literacy and job training.

Housing Advocate - Leads students to work on building projects for low income families.

Children's Advocate - Lead a team of students to serve in an after school program at a local apartment complex. Research issues relating to children's needs around the world (treatment of, homeless children, etc.)

Environmental Advocate - Coordinate the recycling campaign on campus. Develop a Community Garden program on campus. Research and report on environmental issues in Houston and around the World.

ACTS Intern - Oversee Service Learning Internship program.

Hunger Advocate - Lead a team of students to serve at The Way Station (a ministry that serves breakfast to the homeless and working poor).

Justice Council Advocate - Lead a bi-weekly meeting to discuss God's heart for the poor, social justice, simplicity and lifestyles of service.

Service Saturdays

Service Saturdays are held a few times each month so that students can team up and make a difference in their communities on their Saturday mornings. See *Points of Interest* for dates and times.

Tutoring Program

The HBU tutoring program supports local inner-city elementary schools by providing mentors and tutors for at-risk children. Students may receive SLP points by applying tutoring hours to a S-L Internship. All tutors must go through a background check.

Service-Learning (S-L) Internships

Students interested in learning more about the process of social change and desiring to make an impact in their community can participate in a S-L Internship. Students serve 30 hours at a faith-based non-profit agency over a period of two quarters, write a three-page reflection paper and upon satisfactory completion of all requirements, students receive 30 SLP points. Students *must* apply for and be accepted by the ACTS Office prior to beginning the internship. Interested students can call the ACTS Office at 281-649-3393.

Missions and Mission Learning Opportunities

Annual mission learning opportunities are co-sponsored by Student Ministries and ACTS. These opportunities are available to all students. They provide academic and cross-cultural, hands-on experiences to prepare students for missions. Previous trips have included Buenos Aires, Argentina, where students gained practical mission experience and studied mission theory for one month. In 2004, five students invested one month in Swaziland, Africa. In 2006 our partnership with Living Water International continued taking 35 students and staff to Leon, Nicaragua, to drill water wells and work with the children of area villages. We also took 10 students on an inner-city, Urban Plunge experience working with the homeless and illiterate of Houston. Both of these opportunities will be repeated during Spring Break 2007. In August 2006, 22 students went to New York City to help paint inner-city school buildings in order to help prepare them for the fall semester.

Prayer and Evangelism Ministry

Jesus said we should always pray, and we are to preach the gospel. Prayer and evangelism are vital disciplines in the Christian faith. At HBU, we encourage and provide opportunities for you to pray and share the Good News with individuals and in groups. Our prayer is that you may hear our Lord say, "Well done, good and faithful servant." To connect with this ministry, contact Saleim Kahleh in the Spiritual Life Office (located above the bookstore). You may also call 281-649-3485 or e-mail Saleim at skahleh@hbu.edu.

Weekly Ministry Activities:

Prayer Walks - each Friday of the quarter

Prayer Counseling - each Thursday after Convocation

Other Opportunities Include:

See You at the Pole - September 27, 2006

National Day of Prayer - May 3, 2007

Prayer Retreat - winter quarter

Other Service Opportunities

- Elementary and middle-school tutoring
 - Mentor program at Community Education Partners
 - SERRV handicraft and alternative gifts Christmas sale
 - Missions Emphasis Convocation
- (See Service Leadership Council for further opportunities.)

Campus Housing and Residential Life

Living on campus at HBU is a tremendous part of the overall college experience and a significant component of the educational process. These living-learning environments provide opportunities to grow spiritually, develop interpersonal skills, increase understanding of diverse cultures and learn self-discipline in organizing time for study, work, and social activities.

Whether students choose to live in one of our two residence colleges, Rebecca Bates Philips College for Women (WRC), the Reuben L. Philips College for Men (MRC); or the Husky Village Apartments (HV), they will learn independence and responsibility living among friends and peers.

HBUS Housing Options

Reuben & Rebecca Bates Philips Residence Colleges for Men and Women
-- The Men's (MRC) & Women's (WRC) Residence Colleges are a long way from the "dorms" at other schools; suite-style furnished rooms with air conditioning, 80 channels of cable tv and wireless internet. Each suite accommodates up to

eight residents with four bedrooms, two baths and a living room. A centralized lounge area, kitchen and additional computer lab access all facilitate a home-like atmosphere providing opportunities for social and academic interaction.

Mest Wing for Women — The Mest Wing of the WRC is a more traditional college housing choice with two bedrooms sharing a common bathroom providing living space for up to four residents. All the other amenities available to WRC residents are available in the Mest as well.

Husky Village Apartments— Husky Village is HBU's on-campus apartment community for upperclassmen. Located on-campus, it's just a short walk from classrooms, the library, and student center - everywhere a student needs to be. Our unique custom floor plans are designed exclusively for student use. Each unit includes a full kitchen with stove, dishwasher and refrigerator; built-in dining/study area; carpeting throughout; complimentary cable tv and high-speed internet; and maximum of two residents per bathroom. Individual lease liability.

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

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

- 21 years of age or older prior to September 1
- Completed 96 credits prior to the beginning of Fall Quarter
- Married
- Graduate student
- Part-time student
- Living at home with parents/guardians in the Houston area

Any student who does not meet these criteria and desires to live off campus must petition to do so. A Housing Appeal form is available in the HBU Housing Office located in the Husky Village clubhouse, or you may e-mail housing@hbu.edu.

Residence Life Services & Security

Residence Life Services

Health Insurance — All residential students will automatically be billed on their HBU student account for a Blanket Accident and Health insurance plan. Details of this coverage are available in the Office of Student Life.

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

Lockouts — If a resident becomes locked out of his/her room or apartment, they may call or stop in their housing area office or, if it is after hours, they may call the Resident Assistant on-call cell phone for assistance. This service is offered free to residents; however, a charge of \$15.00 per occurrence may be assessed if it becomes repetitive.

Lost and Found — A student who finds any property belonging to someone else has the obligation to return the item to its rightful owner or the Student Affairs Office if the owner is unknown.

Mail — Each resident receives a key to a mailbox in his or her housing area. Students are responsible to check their mailbox regularly.

Vacuums — Vacuums are available in the office of each housing area for resident use.

Housing Area Offices

Residence College Offices — Each Residence College houses an office, called “The Box,” in the lobby of each building to serve the residents. The WRC and MRC Box Offices are open weekdays from 9:00 am to 12:00 am, Saturday from 10:00 am to 12:00 am, and Sunday from 2:00 pm to 10:00 pm. Numbers are also posted in the Box Offices for after-hours emergencies.

Husky Village (HV) Office Hours & Service Procedures — Regular HV office hours are Monday through Thursday, 9:00 a.m. to 6:00 p.m., Friday, 9:00 a.m. to 5:00 p.m. and Saturdays at times to be announced. Business hours may vary during the course of the year due to holidays or variations in the University calendar. When the office is not open, call the Resident Assistant on-call cell phone (281-948-8837) for emergencies. The number also is posted on the office door and is distributed throughout the year in various newsletters and notices. A letter slot is available for messages and after-hours rental payments.

Repairs — Maintenance requests should be reported to your housing area office.

Residence College Cleaning Service — A cleaning service is provided in the Residence Colleges for the cleaning of bathrooms.

Storage — None available.

Telephones — Students may have private phone service in their rooms. Each individual will be responsible for his/her phone and for contracting with a service provider.

Husky Village Services

Clubhouse Use — The community’s clubroom is utilized for a variety of educational, recreational, and social programs. It is also available for residents use (i.e., study groups, organization meetings, etc). For further information about reserving the clubroom facilities, please contact the Husky Village Office and/or a Resident Assistant.

Game Room — Located in building 7, the Husky Village Game Room is available for use at varying hours throughout the year. The room is supervised with equipment available to check out with a student ID. Rules for use are posted inside the game room.

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

Video Surveillance — The Husky Village community is equipped with a limited number of Closed Circuit TV cameras. These cameras have been installed for the purpose of recording events for later viewing. The cameras are not monitored and are not installed for the purpose of stopping an event in progress.

Residence Life Security

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

Police— The University employs on-campus police officers on a twenty-four hour basis. They are responsible for maintaining safety on campus. Residents and their guests are expected to give all HBU police officers full cooperation.

Access to the premises — An individual gate remote control provides access to the Husky Village gates and/or the Campus Gates in Residence College Parking lots. Acceptance and use of the remote control is subject to compliance with the following guidelines:

- a. Immediately report lost or stolen remotes (Husky Village to the Husky Village office, Residence College to Campus Police). A lost or damaged remote can be replaced for a \$50.00 charge.
- b. Right to use the remote control ends when a resident's lease/residence ends or is terminated. Remotes must be returned at that time. Failure to return the remote will result in a \$50.00 charge.
- c. Residents should not share their remote with anyone else.
- d. Mere possession of a remote does not necessarily confirm right of entry. Therefore, residents should not assist someone who appears to be having difficulty gaining entry, someone whose access privileges have been revoked, or guests of other residents.

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 Housing Office is not responsible for damage which occurs to residents' cars or their guests. 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.

Husky Village Call Box — The front-gate call box for Husky Village provides a resident directory with listings by last name and first initial. To gain entry, visitors may press the "#" button first for a dial tone, then dial the three digit code listed by the resident's name. The apartment telephone number will be dialed

and the gate may then be opened for a visitor by pressing the "9" button on the resident's telephone. Although visitors may enter Husky Village to pick up or drop off a resident, visitor parking is located in Lot # 6, through Gate # 3 and in front of the Baugh Center.

Residence College Security Code — A security code is given to residents for after hours access and the protection of the residents in the building. The code must not be given out for any reason to anyone not residing in the Residence College. A fine of \$100 will be assessed to any resident disclosing the code and to any non-resident using the code.

Residence Life Policies and Procedures

The following guidelines have been established to preserve the condition of the campus housing as well as provide safety and security to the residential community. Below is an overview of some of the policies; it is not an exhaustive list. All HBU students are expected to live in a way that promotes unity and the building of strong relationships with fellow students all in the context of a caring community and Christ-centered atmosphere. All other guidelines in this handbook are also applicable to campus housing facilities and residents.

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

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

Residence College Housing Appeal Process — A resident may request to break the housing contract by submitting a petition. The following procedures apply:

- Contact your Resident Director regarding your reasons for the appeal
- Complete a Housing Appeal form available from the HBU Housing Office, and
- Wait for approval/denial of request.

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

Husky Village Lease Termination Process — Residents in the on-campus apartments enter into a legal and binding leasing contract with the Housing Office. A resident who wishes to break the terms of his or her leasing contract should review the terms of the contract carefully and speak directly with the Director of Housing Operations.

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

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

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

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

- Before requesting a room change, residents must speak with their RA regarding reasons for wanting to move.
- Upon recommendation from the RA, residents may petition their Resident Director for a room change.
- If approval is received from the RD/Housing office, the resident may be required to pay a transfer fee of \$75.00.
- If a resident moves without receiving approval, they may be sanctioned and required to pay a fine.

Residence College Holidays & Quarter Breaks — The Residence College will close at 7:00 p.m. the last day of classes for vacations, recess breaks and the last day of final examinations at the end of each term. Residence Colleges will open at 2:00 p.m. the day before classes begin each term and following all vacation periods. If a student must stay beyond that time, a petition must be submitted to the RD at least two weeks in advance. HBU assumes no responsibility for the housing or meals of any student when the Residence Colleges are closed.

Right of Entry — Residence Life Staff members reserve the right to enter and inspect living areas, including the bathroom, if:

- 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,
- cleanliness inspection.

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

Move-In and Move-Out

Residence College Move-In — Residents of each room are responsible upon Move In to arrange a convenient time with their RA to inventory the room and to fill out a Room Condition Form. Students are responsible for the appearance and care of their room.

Residence College Move Out — When a student is moving out of his/her room, it is his/her responsibility to set up a time with his/her Resident Assistant to check out of his/her room. Prior to check out, the resident is responsible for emptying the room of all personal belongings and trash. The room must be in “Model Ready Condition,” all furniture and University property must be arranged properly and cleaned. At the time of check out, the Resident Assistant will once again inspect the Room Condition/Inventory with the resident, assessing any Room Condition Charges, if applicable.

Husky Village Move-In — Within forty-eight hours of Move-In, each resident must complete and return to the Housing Office a Move-In Inventory and/or a Unit Condition Report form. Any and all defects and damages reported must be noted and a written work order must be completed. Otherwise, the Premises, fixtures, appliances and furniture will be considered to be clean, safe, and in good working condition.

Husky Village Move-Out — When a resident leaves, whether at or prior to the ending date of their lease, the apartment, including, but not limited to: the windows, bathroom, patios, balconies, and kitchen appliances in the Common Areas, must be clean and in good repair and condition, reasonable wear expected. Failure to clean, or if any appliances have been damaged or are missing, will result in reasonable charges to complete such cleaning, repair or replacement. A walk-through may be scheduled with our staff prior to move out, though it is not required. Failure to schedule a walk-through indicates an agreement to accept assessment of damages and charges upon inspection of the Housing staff. Also, the final determination of damages will be made by management staff who may not inspect your room or Apartment until after you have moved out.

Residence Life Visitation Policies

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

Residence College Visitation

Residence College Visitation Guidelines

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

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

Monday - Thursday 6:00 p.m. to 10:00 p.m.

Friday 6:00 pm to 12:00 a.m.

Saturday 2:00 p.m. to 12:00 a.m.

Sunday 2:00 p.m. to 10:00 p.m.

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

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

Husky Village Visitation Guidelines

Except for members of the immediate family, visitors of the opposite sex are not permitted between the hours of 2 AM and 10 AM. Same sex guests who stay after 2:00 AM will be considered overnight guests and must be registered in the Housing Office.

Overnight guests of the same sex (Husky Village and the Residence Colleges) must be reported and may not stay more than two consecutive nights or more than four nights in a month. Overnight guests of the same sex are allowed only with the approval of all roommates.

Residence Life Community Guidelines

Alcohol Policy—Possession or consumption of alcohol is not permitted anywhere on campus by any individual. Alcohol-related conduct that ignores the rights of others to a quiet, orderly living environment is not acceptable. For further information, please see “Alcohol Policy” in University Policies section.

Chronic Misbehavior — A resident 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. Generally, the third violation of policy will result in a referral for eviction/termination of contract.

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

Failure to Comply — Residents must comply with all written and verbal requests and instructions from Residence Life, Housing Staff, and University officials. This includes requests to produce valid identification. Failure to comply may result in disciplinary action and/or fine.

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

Implied Consent — All students in a room/area will be held responsible for their behavior/objects in that room or area. In addition, residents who are not observed participating in misbehavior or in possession of inappropriate items/objects, but are in the presence of a policy violation, can be held responsible. This is called “Implied Consent.” If a resident is not present, he/she will be held responsible unless it can be clearly demonstrated that he/she had no knowledge of the violation.

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

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

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

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

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

Roommate & Neighbor Counseling — All residents agree to abide by the following process:

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

Only after our staff feels that the roommate/neighbor resolution process has been given full opportunity will changes in room or apartment assignments be considered. Failure to get along with roommates/neighbors is not grounds for lease termination.

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

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

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

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

Campus Housing Facility Policies

Decorations — Personal decorations are not to be displayed publicly, i.e., outside a room or apartment. 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 poster putty, as that will not damage painted wall surfaces. No wall papering or painting is permitted.

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

- no open flames (candles, sterno, liquid fuel, etc.),
- no incense,
- no hot plates,
- no halogen lamps,
- only UL approved, or listed, electrical lights or extension cords may be used.
- lights are not to be placed around doors or windows with the power line passing through the doorway or window frame to an outlet,
- no multiple-outlet, "octopus" plugs in your room or apartment unless they have a self-contained circuit breaker,
- only artificial trees are permitted in student's rooms,

- decorations may not obstruct an exit,
- do not hang anything from sprinkler heads, and
- all decorations used on the inside of the University building must be flameproof or flame retardant.

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. After use of the community grills provided, please leave the equipment, grills, and area clean for the next person. Flammable liquids may not be stored in your room or apartment.

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

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

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

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

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

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

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

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

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

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

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

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

Parking Areas & Permits — All vehicles operated on the university property must be registered at the University Police Department. A resident may have one vehicle registered in his/her name or his/her parent's name parked on-site at any time. Husky Village residents receive a parking tag from the Housing Office which should be displayed on the rear view mirror at all times. Commercial vehicles, boats, campers, trailers or large recreational vehicles may not be stored on the property, even temporarily, without prior written permission. All vehicles that have not been properly registered may be towed at the owner's expense. Vehicles may not be maintained, repaired, or washed on the property.

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

Residence Life Emergencies

Emergencies — All emergencies should be reported immediately to the University Police. Please call the University Police at 281-649-3314 (non-emergencies) and/or 281-649-3911 (emergencies) to report any criminal activity, fire or medical emergency. From a University phone, dial ext. 3911.

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

- Before a Fire: (a) know the location of fire safety equipment on the floor; and (b) know the location of all exits throughout the building.
- Discovering a Fire: (a) vacate the building as quickly and safely as possible via the nearest accessible exit; and (b) if time permits, notify University Police (Ext. 3911) and a Residence Life Staff member.
- Being warned of a fire when in your room:
 - a. open curtains,
 - b. put on shoes and coat and take a wet towel to cover the face,
 - c. turn off all lights,
 - d. vacate the room, close the door and lock it if time permits,

- e. vacate the building as quickly and safely as possible by the nearest accessible exit, and
- f. 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:
 - a. leave the immediate area of the building, and
 - b. remain at least 100 feet from the building until you receive further instructions from emergency personnel and/or staff members.

NOTE: Tampering with fire equipment or sounding a false fire alarm is against the law. Violators will face a Campus Disciplinary Hearing and could be referred to the civil authorities. If found guilty, violators could be fined up to \$1000 and dismissed from campus housing.

Academic Guidelines

The following are selected excerpts from the Academic Policies and Procedures and Academic Resources sections of the *HBU Catalog (Bulletin)*. For comprehensive information on all academic matters, please access the *Catalog* at www.hbu.edu/bulletin.

ACADEMIC POLICIES AND PROCEDURE

Americans with Disabilities Act

Houston Baptist University provides equal access to all University educational programs to every qualified student. However, if any student requires special personal services or equipment, the student will be responsible for the expenses thereof. This policy includes the expense of providing personal tutors, personal attendants, medical technicians, and so forth. The office of the Director of Academic Advising will assist such students in communicating with the proper community or governmental agency to secure any available financial assistance to meet his or her needs.

Application for Degree

Each student must file an application for graduation at least three quarters before the date graduation is expected. The application for graduation will verify the name as it should appear on the diploma, the date the degree is expected, and the major fields of interest to be completed as a part of the degree requirements.

An undergraduate student who leaves the University to attend a graduate or professional school to which he or she has been admitted prior to the completion of the requirements for the Bachelor's degree may petition the Registrar's Office upon the successful completion of two years of graduate school for the granting of the Bachelor's degree. The student must complete all Smith College requirements. Approval must be granted by the University faculty, upon the recommendation of the Academic Affairs Committee in consultation with the faculties of the colleges representing the fields of major study.

Attendance Requirements

Faculty members are responsible for maintaining complete and accurate attendance records for each student. The number of absences for each student is recorded on the grade sheet for each course at the end of the quarter. A student must be present for at least two-thirds of the class sessions. A grade of "F" is assigned to the student who does not meet this minimum attendance requirement. Regular attendance in class, labs, internships, and practicum experiences is expected of all students. Attendance may be considered as a factor in determining the final course grade as stipulated in the course syllabus.

In order to be eligible to receive credit in any course, a student must be present for at least two-thirds of the class sessions, discussion group meetings and other scheduled activities related to that course. This limitation applies regardless of the ability of the student and the quality of the work he has done.

Classification of Undergraduate Students

Freshman:	Fewer than 32 semester hours of credit
Sophomore:	At least 32 and not more than 63 semester hours
Junior:	At least 64 semester hours, and an approved degree plan on file with the Registrar
Senior:	At least 96 semester hours and a 2.00 scholastic standing or above
Special:	A student over 21 years of age, with demonstrated ability to do acceptable university work, but indicating by signed statement that he or she is not interested in following a degree program
Part-time Student:	Undergraduates registered for fewer than eight semester hours in a regular quarter

Degree Plan

Before an undergraduate student with 64 semester hours of credit can register, the student must have an approved degree plan on file. A transfer student who transfers more than 50 semester hours must file a degree plan before the second quarter in residence. A transfer student who expects to receive Veteran's Administration benefits must file a degree plan before the initial registration. The degree plan must be based on the current Bulletin at the time of filing and will be valid for a period not to exceed five years from the date of filing. The student must submit their degree plan to the Registrar's Office in person.

Degrees with Distinction

Honors at graduation are awarded to undergraduate baccalaureate students who have completed a minimum of 64 semester alpha hours in residence at Houston Baptist University and have earned an appropriate number of grade points to be eligible for the honors indicated. An average standing of 3.5 entitles the student to graduate cum laude; 3.7 magna cum laude; 3.9 summa cum laude.

Honors at graduation are awarded to undergraduate associate degree students who have complete a minimum of 35 semester alpha hours in residence at Houston Baptist University. An average standing of 3.5 or higher entitles the student to graduate with high honors. An average standing of 3.0 to 3.49 entitles the student to graduate with honors.

Dishonesty in Academic Affairs

Houston Baptist University views any act of academic dishonesty as a violation of the very heart of the nature of the University as expressed in this Bulletin. Academic dishonesty occurs when a student submits the work or record of someone else as his own or when a student has special information for use in an evaluation activity that is not available to other students in the same activity.

It is the responsibility of the faculty member or administrative officer to establish clearly whether academic dishonesty has occurred. The faculty member will decide whether to assign a zero for the specific component of work involved or an "F" for the course in the case of a classroom violation. The faculty member shall report the incident to the Dean of the College. In the case of admissions testing or documentation, the student may be barred from admission by the University Admissions Committee. The student may appeal the action in the case of a classroom violation to the Dean of the College involved or to the Director of Admissions in the case of admissions testing or documentation violations. An existing Standards Committee within each College will serve as a hearing committee to assure that the student receives a fair hearing. The committee may take further action when academic dishonesty has occurred or may recommend further action to a standing

University committee, i.e. Student Affairs or Admissions Committee. In every case, however, the grade assigned in the course is determined by the instructor. The Vice President for Academic Affairs should be notified of action taken by the Standards Committee. The instructor in every class should notify students of the policy regarding academic dishonesty at the beginning of each term. However, failure to do so by that means does not invalidate the implementation of these policies in all cases. Inclusion in this Bulletin is considered sufficient notice to all students of University policy and procedures in this matter.

Family Educational Rights and Privacy Act

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

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

HBU has designated the following student information as public or "directory information": name, classification, major field of study, home address, e-mail address, local residence, and telephone number. The institution may disclose such information for any purpose, at its discretion.

Currently enrolled students may withhold disclosure of either or both categories of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosures, written notification must be received in the Campus Life Office by the end of the first full week of classes for any term. Forms requesting the withholding of "directory information" are available in the Registrar's Office and remain in effect until revoked in writing by the student. HBU assumes that failure on the part of any student to specifically request the withholding of categories of "directory information" indicates individual approval for disclosure.

Grade Appeal Process

Grades in academic courses may be appealed by the student through the office of the dean in whose college the course was taught. Students should first discuss disputed grades with the faculty member. If no resolution can be

achieved, an informal hearing will be scheduled by the dean before a Standards Committee that exists in each college. The membership of the committee is composed of both student and faculty representatives. The Standards Committee hears the presentation of both parties in informal setting. No legal representation is allowed. Formal due process is not observed. The Committee has no coercive authority to force the change of a grade; however, the hearing aspect of the Committee process serves to assure integrity in the assigning of grades to students by faculty. If a student questions any grade as recorded in the University Registrar's Office, the student has a period of one year beginning with the end of the term in which the grade was awarded, or six months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the grade. At the end of five years, the permanent record will become the absolute record and a record may NOT be changed for any reason. A faculty member may not initiate a grade change after one calendar year.

Majors

Since most baccalaureate graduates of Houston Baptist University will complete a major in each of two selected academic fields of interest, minors are not recognized or indicated on student records except in the Bachelor of General Studies degree. No more than 36 semester hours in the same field may be counted as a part of an undergraduate degree program.

Upon occasion, a student who holds the undergraduate degree from Houston Baptist University may wish to complete courses to add a third major. When this request is made in the Registrar's Office, the student must file a modified degree plan which details the requirements for the major which are in effect at that time, including any new requirements for Smith College. Upon completion of all requirements for the third major, the student should notify the Registrar's Office so that a note can be added to the appropriate section of the student's transcript which verifies completion of the major and the date.

Pass-Fail Courses

Houston Baptist University undergraduate students may register for one elective course each quarter on a pass-fail basis. Such an option is offered to encourage students to broaden their educational contacts through participation in courses outside their major fields without fear of competition with students who have experience that is more extensive in the selected area. This option does not apply to courses required by the University for a degree except in the case of kinesiology. In addition, courses taken on this basis may not be used as a part of a major. The hours earned in pass-fail courses are counted in the

total required for a degree but not for honors. A pass grade does not affect the computation of scholastic standing; however, a fail grade in a course affects scholarship standing in the same way as any other failing grade. Courses taken on this basis are counted as a part of the student load for the term, and the type of registration elected for any course may not be changed after the last date to register as posted in the class schedule. These courses are designated at registration by a "P/F" following the course number. A student who properly registers for a course on a pass-fail basis may, at the discretion of the instructor, be assigned a grade of "A" where the student's performance merits that grade. The assignable grades are "A," "P," and "F." The pass-fail grade is not available for graduate courses.

Scholastic Standing

The Records Office will maintain a cumulative record of the grade point standing of each student. Those failing to achieve acceptable minimums will be placed on academic probation for one quarter and their enrollments terminated at the end of the quarter if satisfactory progress is not made; for students with fewer than 22 hours, see "Academic Warning." A student dropped from enrollment because of scholastic deficiencies may apply for readmission after the end of the suspension period.

An undergraduate must attain the following cumulative scholastic levels:

0-22 hours	1.60
23-44 hours	1.75
45-66 hours	1.90
67 hours and above	2.00

The grade point average on which scholastic standing is based is determined by dividing the number of grade points earned at Houston Baptist University by the number of semester hours attempted at Houston Baptist University, with repeated courses considered only once in the cumulative calculation. A student who does not have a 2.00 cumulative standing may not register as a senior nor be considered as a candidate for a degree. A student must maintain the cumulative academic standing specified for a classification to be eligible to represent the University.

Transcripts

Official scholastic records will be maintained in perpetuity for each student who registers for credit at Houston Baptist University. These records are the joint property of the student and the University, and as such will be handled with care and confidentiality. Certified copies will be available to students

and graduates. To obtain this service, the person whose record is involved completes and signs a Transcript Request form and files it with the Registrar's Office. Students should allow three working days for the request to be processed. Transcripts will not be released until satisfactory arrangements have been made regarding all financial obligations to the University. The University ordinarily does not issue copies of transcripts or other documents received from other institutions or agencies, nor may official records be removed from academic files once placed there.

The Family Educational Rights and Privacy Act of 1974 provides that transcripts may not be released to anyone without the written consent of the student.

If a student questions any grade as recorded in the Registrar's Office, the student has a period of one year beginning with the end of the term in which the grade was awarded, or six months after the degree is conferred (whichever comes sooner), to challenge the accuracy of the record. At the end of five years, the permanent record will become the absolute record and may NOT be changed for any reason. A faculty member may not change a grade upon personal initiation after one calendar year.

Withdrawal Procedure from Class

A student who ceases to attend class should 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 may result in lower scholastic standing and greater financial loss. Proper forms and instructions to follow may be obtained from the University Registrar's Office. In every case, no student may withdraw after the published last day to withdraw in the Bulletin. Grades assigned on withdrawal are described in the "Grading System" section of the *Catalog*.

Withdrawal Procedure from University

Enrollment A student who is withdrawing from all courses in the University may do so with a grade of "W", with the approval of the University Registrar, at any time prior to the beginning of the final examination period. The student must demonstrate that the withdrawal is due to circumstances beyond the control of the student.

ACADEMIC RESOURCES

Academic Advising

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

Most HBU students must choose two majors. At the time a student is accepted to HBU, a faculty academic advisor is assigned for one of the majors. Students will have the opportunity to choose an advisor in the other major. The faculty advisors also assist in planning educational and career goals.

Students may see advisors to:

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

The faculty advisor's responsibility to the student is:

- to listen and help solve problems regarding academic or career issues
- to aid in selecting appropriate courses each quarter
- as a reference to appropriate campus resources
- to assist in attaining educational and career goals

The student's responsibility to the faculty advisor is to:

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

Students may wish to spend some time investigating fields of interest, majors, and careers. Advisors or staff members in the Enrichment Center or the Office of Academic Advising are available for assistance in exploring majors and careers.

Academic Resource Center (ARC)

Students of all majors may use the ARC resources to become better writers and oral communicators. In the ARC, students can obtain one-on-one writing instruction, help with revising and developing papers, public speaking instruction, presentational skills, coaching, and communication apprehension.

Center for Exploring Ministry Careers

The Center for Exploring Ministry Careers is the structure through which Houston Baptist University coordinates its many efforts to assist students who are committed to church vocations. The SERV (Support for Every Religious Vocation) Program provides financial aid and vocational guidance for students exploring ministry careers. Field-based opportunities through the Supervised Ministry Practicum are also provided through the Center. A placement referral service links students with churches seeking part-time and full-time staff. A testing battery and counseling service assist students with the process of self-discovery.

Extended Education

The Division of Extended Education was created to augment the curricular offerings of the University and to provide current and frequently changing content designed to meet the career and personal needs of the community.

Continuing Education

Continuing Education offers both credit and non-credit courses on a broad range of topics designed to meet the personal growth and self-improvement needs of community citizens, business professionals, and University alumni. Courses are offered in a variety of formats and through various delivery systems to meet the needs of the prospective student.

Instructional Television

The Office of Instructional Television provides access to national and regional satellite programming to meet student, faculty, and community training and development needs. Television services include satellite downlinking, live broadcast, taped presentations, producing tapes, and/or live presentations on-

site in the University's TV studio, and transmitting tapes or live presentations, either locally or to remote sites, via fiber optic cable or uplinking for satellite transmission.

The University's television/classroom studio is a fully equipped distance learning broadcast facility with complete interactive communications capabilities for properly equipped receive sites.

Intensive English Institute

The Intensive English Institute at Houston Baptist University specializes in serving international students and professionals. Classes assist international students to reach the level of English skills required to enter the University. International professionals advance their careers by improving their English proficiency.

After testing, students are placed in class levels according to the individual's current ability. The Institute follows a 20-hour per week classroom schedule and uses an integrated approach to skill building. All instructors are required to have a minimum of a baccalaureate degree and teaching experience with international students. Further information may be obtained by calling 281-649-3292.

Instructional Media Services

Instructional Media Services provides assistance and information to members of the University community who use instructional technologies to support their teaching, learning, research, and community service.

Instructional media services include classroom projection equipment, video and audio production services, and production of PowerPoint presentations.

Honors Programs

The Departmental Honors Program provides highly qualified and motivated students with the opportunity to develop additional expertise in their chosen majors through independent investigation. Students may apply for the program who have completed 64 hours, 32 of which must have been earned at HBU, with an overall GPA of 3.25 and 3.50 in the selected major or majors. Specific requirements are established by each academic department or college and approved by the Honors Council. Successful completion of Departmental Honors is indicated on both the transcript and diploma and is announced at graduation. Students interested in Departmental Honors should contact the appropriate college dean for additional information.

University Services & Resources

Baugh Center

The Eula Mae Baugh Center, or Baugh Center, is one of the newer buildings on the HBU campus. The cafeteria is located on the first floor of the Baugh Center. On the second floor students may enjoy watching TV in the student lounge area, relax with a game of pool in the game room or join a small study group in one of the study rooms available. The Baugh Center conference room can be scheduled for meetings and storage areas are available for organizations. Offices for Sodexo Campus Services, Student Activities and Residence Life are also located on the second floor.

Computer Labs

HBU offers a supervised walk-up lab available to all students, located in Atwood II #101. Anyone using the lab must present a valid University ID card. Guests are not allowed to accompany students into the lab.

COMPUTER LAB HOURS

Location: Atwood II, Room 102

FALL, WINTER & SPRING

Hours: Monday - Thursday 7:00 a.m. to 12:00 a.m.
Friday 7:00 a.m. to 10:00 p.m.
Saturday 9:00 a.m. to 10:00 p.m.
Sunday 1:00 p.m. to 10:00 p.m.
Closed on University Holidays

SUMMER

Hours: Monday - Thursday 7:00 a.m. to 10:00 p.m.
Friday 7:00 a.m. to 8:00 p.m.
Saturday 9:00 a.m. to 6:00 p.m.
Sunday 2:00 p.m. to 6:00 p.m.
Closed on University Holidays

Equipment:

- Over 50 computers available for use.
- MS-Office (Word, Excel, Access, PowerPoint)
- Internet connectivity.
- Special software requested by professors.

Computer Lab Policies and Procedures

- Please be considerate of others!!!
- You must currently be attending HBU to use the computer lab. Your HBU ID card or SS# is necessary to have access to the lab.
- You are allowed to enter the lab up to five occurrences per quarter without your HBU ID card. NOTE ***IEI students must always show their IDs with current quarterly stickers on the back to enter the lab.

Please:

- do not load any software, games, inappropriate material, etc. on computers;
- keep food, drink and all containers outside the computer lab;
- whisper when talking to classmates;
- turn phones on vibrate or silent. Talk on your cell phone outside the lab;
- do not move or unplug any lab equipment;
- sit in chairs only;
- wait for the Lab Assistant to take your ID before entering the lab;
- when exiting, wait at the Lab Assistant desk for your ID ... do not take your ID card from the Lab Assistant's holder;
- wait in hallway for the next available computer when both labs are full;
- do not use lab equipment for non-class purposes;

As a courtesy to those waiting for a computer, please do not leave the computer idle for more than five minutes. You may be asked to let another use your idle computer.

We reserve the right to ask anyone to leave the lab for improper conduct. Failure to comply with these guidelines may result in loss of computer lab privileges.

Thank you for following these instructions!!

Enrichment Center

The HBU Enrichment Center provides a full range of career and personal counseling services to undergraduate and graduate students, as well as University alumni. The Enrichment Center offices are open Monday through Friday, 8 a.m. to 5 p.m. There are two functional areas of specialization within the office:

Career Services

This department provides a variety of career counseling and placement services for University students and alumni.

Professional counselors are available to assist individuals with career choices, development of job search action plans, résumé and cover letter writing, interviewing strategies and other career and job-search activities. Services include:

- job fairs,
- on-campus interviews with prospective employers,
- off-campus Interviews with prospective employers,
- career/job-search counseling,
- career seminars,
- job vacancy listings,
- career resource library,
- web-based resume posting service, and
- mock interviews.

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

Counseling Services

Professional personal counseling services are provided for students in an effort to assist them in becoming more effective, productive and comfortable in their dealings with others. A proactive approach to wellness is made manifest through a variety of programs that are provided in the form of seminars and discussion groups. Services are provided without charge including individual, group, pre-marital and marital counseling on a short-term basis on a broad range of issues. These services are kept in strictest confidence.

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

Financial Services

The Office of Financial Services provides financial information, advisement and help to University students planning to enter and remain in the University. In order to establish the need of each applicant, the Free Application for Federal Student Aid (FAFSA) should be submitted to the Federal Processor and the HBU Office of Financial Services as soon as possible after January 1. March 1 is the preferred deadline to submit these documents. Forms for supplying the information necessary to secure financial assistance are available to high school seniors at their high school and to on-campus students from the Office of Financial Services and the Scholarship Office. All merit, talent and off campus scholarships are coordinated through the Scholarship Office. Inquiries concerning eligibility should be sent to Ken Rogers, Director of Scholarships, e-mail address: krogers@hbu.edu. Phone number 281-649-3113; office first floor of Brown Administrative Building.

FirstClass

In an effort to constantly improve our student's ability to be in touch with faculty, students and administration, we have adopted FirstClass groupware. This is an easy to use communications system for Windows and Mac operating

systems. With FirstClass, you can send and receive e-mail, share files, use electronic conferencing to exchange ideas, participate in on-line chats and link to the Internet. With FirstClass, you can share information and improve your productivity – at the office, at school and on the road. And best of all, FirstClass is easy and useful regardless of your degree of technical computer knowledge. This system is designed for the real world.

Professors may present their class as a conference on the FirstClass server. Each course can be downloaded to the student's personal desktop. When faculty or students post information to the class, each user is immediately notified.

At the time of registration each student is assigned an HBU e-mail address that will remain intact for the duration of his or her tenure. All official University communication delivered by e-mail will be sent via FirstClass. However, students may forward their FirstClass e-mail to another, more preferred address.

ID Cards

At the initial HBU enrollment, each student receives an ID card. The ID card is validated in the Office of Financial Services each quarter when the student registers for classes. The card includes the name and color photo of the student and a bar code which indicates the permanent student number. Replacement ID cards cost \$5 and may be obtained from the Office of Student Affairs.

The student ID card is used in a variety of ways, including, but not limited to 1) admittance to computer labs, 2) library resource checkout, 3) dining services (meal plan or munch money), 4) game room equipment checkout, 5) University Bookstore book buy-back, 6) services at the Student Health Clinic, 7) attendance at Convocation, 8) use of the Wellness Center, and 9) admission to HBU regular season home athletic events.

Students at any time while on campus must furnish satisfactory identification upon the request of a faculty member, administrative official, or police officer. The Student ID card is the official means of identification. Falsification or misuse of this card is considered a violation of University policy.

Library

The William L. Moody Library is designed, staffed and operated in order to provide resource materials and research assistance for students, faculty and staff. The library contains approximately 323,000 books and other items and subscribes to or provides electronic access to over 20,000 periodicals.

Hours: The library is open 83.5 hours per week.

All Quarters

Monday-Thursday	7:30 a.m. - 11:00 p.m.
Friday.....	7:30 a.m. - 5:00 p.m.
Saturday.....	12:00 p.m. - 6:00 p.m.
Sunday	2:00 p.m. - 8:00 p.m.

The library is closed during Convocation and other special events. Holiday schedules will be posted. The library is not open during Christmas break. Food and drink are not permitted in the building. Cellular telephones are not to be used in the building.

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

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

Reference Service - Professional librarians are on duty at the reference desk most hours the library is open. They are available for directing students in the use of the electronic catalog and periodical indexes and assisting in the use of reference books and electronic data bases, including Internet.

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

Reserve Books - Faculty members place heavily used books on reserve at the circulation desk. Four periods can be designated: building use only, overnight only, two hours only and one week. Overnight books are to be used in the building until 15 minutes before the library closes and returned within 30 minutes after the library reopens.

Non-Book Materials - The library maintains collections of phonograph records, cassette tapes, video cassettes, compact discs, DVDs and media kits. These items are to be heard or viewed in the library on equipment provided. Exceptions are made for classroom presentations with faculty approval.

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

Rice University, University of St. Thomas, and the University of Houston libraries allow Houston Baptist University students to use materials within the building.

Interlibrary loans are available for research materials not located in the University library. Apply at the Reference Desk. TexShare cards are also available for currently enrolled students.

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

Computers - All of the library's computers are dedicated to library-related purposes. Students should use the computer labs for non-library usage. E-mail is available only on HBU's FirstClass system. There is no word processing capability.

Lost & Found

All lost and found items are to be taken to the Student Affairs Office. Items will be held for only 30 days.

Museums

Dunham Family Bible in America Museum

The Museum houses one of the most extensive collections of rare American Bibles. On display are first editions of the earliest Bibles printed in America. Exhibits focus on the Bible and its influence in American life and culture. From September-May, the Museum is open Tuesdays 10 a.m.-4 p.m., Thursdays 11 a.m.-4 p.m., and the second Saturday of every month, noon-5 p.m. Tours are available at other times by appointment. Contact Dr. Diana Severance at 281-649-3287 or dseverance@hbu.edu. The Museum's website at www.hbu.edu/bia provides highlights of the Museum's collection and additional information.

Museum of American Architecture & Decorative Arts

Established in 1969, permanent displays of furniture and household items of early Texas settlers and full-sized replicas of pioneer and Victorian bedrooms reflect the emphasis on Texas history. Additionally, the Museum houses the Theo Redwood Blank Doll Collection, numbering over 1,000 items. Located in the Moody Library/Museum Complex, the Museum is open for browsing or study September through May, 10:00 a.m.-4:00 p.m. Tuesday-Friday and 2:00-5:00 p.m. Sunday. For special tours by appointment, call 281-649-3311 or lmiller@hbu.edu.

Music Performance Opportunities

The HBU School of Music invites students with musical ability to play or sing in one of the University ensembles. Scholarship help is available for participation.

INSTRUMENTAL ENSEMBLES:

Symphonic Band, University Orchestra

The Symphonic Band and Orchestra present several concerts during the year including outside engagements. Student may also play in the Pep Band.

Interested players should contact Mr. Robert McElroy at 281-649-3000, ext. 2260 or rmcelroy@hbu.edu. Scholarships are available for non music majors. A simple audition is required.

VOCAL ENSEMBLES:

University Singers, Schola Cantorum

Scholarships are available for non music majors. A simple audition is required.

University Singers and Schola Cantorum present three major concerts a year, lead the Christmas Convocation, and are performance active in the greater Houston community.

Interested singers should contact Dr. John Yarrington at 281-649-3027 or jyarrington@hbu.edu.

Parking Regulations

General Regulations

Houston Baptist University has adopted a parking and traffic program to create an orderly traffic flow and equitable parking conditions on campus. Your personal safety, the recognition of the needs of others, campus appearance, and applicable laws were considerations in the formulation of these regulations. The program is administered by the Houston Baptist University Police Department, Hinton Center, Room 118 (281-649-3314).

Faculty and staff may obtain their parking permits from the University Police office. All students should secure their permits from the Student Affairs Office. There is no additional fee for parking permits and every vehicle on campus must be registered. Short-term registration will be available through the University Police Department.

Possession of a parking permit is not a guarantee of a parking place in a specific lot. To park on University property you must have a permit. You may park anywhere your permit allows. A student permit allows you to park in lots 1, 2, 3, 4, 5, or 6. and Husky Village Apartments lots 6 and 7 require special permits. A faculty/staff permit allows you to park in any available, unassigned space. Parking regulations are enforced Monday-Friday from 6 a.m. to 6 p.m.

Visitor parking is available in several locations. Visitor parking for more than one hour is not permitted in any space labeled “Short Term Parking - Limit One Hour.” Failure to display either a permanent or temporary permit does not allow parking in visitor places. License plate numbers of vehicles parked in visitor parking will be monitored and citations for parking in a visitor space and failure to secure a parking permit will be issued to vehicles belonging to students or their families.

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

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

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

No parking is allowed in construction areas except for construction personnel.

Vehicle Registration

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

Handicapped - The University honors all official Handicap permits.

Special Areas

Sharp Gym - Parking is restricted to special permits issued by the Athletic Director. All others are subject to towing.

Glasscock Center - Parking behind the Glasscock is restricted to maintenance personnel only. All others are subject to towing.

Loading Zones - These areas are reserved for loading and unloading objects into and from your vehicle. All loading zones are restricted to a maximum 20-minute time limit. Student or faculty usage requires prior approval from the University Police 281-649-3314.

Bicycles and Motorcycles must be parked in designated areas.

Residential College Parking Lots are restricted to residents who have secured proper permits authorizing the use of these lots.

Campus Traffic

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

Enforcement

University Police have the authority to issue citations 24 hours per day, seven days per week. Citations can be a warning citation or a University citation. Both

warning and University citations are recorded in the Police Office. Citations can be issued for any of the following violations:

Typical Parking and/or Traffic Violations and Associated Fines

Group A

- Fire lane zone
- Handicapped zone
- Fine \$100**

Group B

- Faculty/staff restriction
- Proper permit not displayed
- Fine \$30**

Group C

- Loading zone
- No parking zone
- Blocking traffic way
- Blocking two spaces
- Parked on grass, sidewalk
- Fine \$50**

Group D - Moving Violations

Fine:

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

Towing

University Police Officers are authorized to have vehicles towed (at the expense of the owner) for the following reasons:

1. Vehicles which block the access or egress of others
2. Parking in one location in excess of 30 days
3. Parking of other than a conventional vehicle without the University Police approval
4. Unauthorized parking in Handicapped Zone
5. Excessive unpaid violations
6. Parking which creates a hazard

Additional Violations

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

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

Appeal Procedures

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

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

ROTC Cross-Enrollment Program

Army

Houston Baptist University students may participate in the Army Reserve Officers Training Corps unit at the University of Houston. The cross-enrollment program is an arrangement between the student and the Military Science Department at the University of Houston.

Academic credits are transferred to the student's records at Houston Baptist University. Underclassmen spend 3-5 hours a week in class and leadership lab. The Army ROTC prepares selected college students for positions of responsibility in the Active Army and its Reserve Components. It enables a student to earn a commission as an officer at the same time he earns an academic degree in a field of his choice. The ROTC program prepares the individual to pursue either a military or a civilian career. Tuition is charged for these courses at the current Houston Baptist University undergraduate tuition rate. Two and three-year ROTC scholarships are available. Veterans may enroll directly into the Advanced Course, and there is a two-year program for those students completing their second year of studies.

Interested students should contact the Army ROTC Unit, University of Houston, Houston, Texas 77204-5320 (713-743-3875).

NAVY

Houston Baptist University students may participate in the Naval ROTC Unit at Rice University. The cross-enrollment program is an arrangement between the student and the Naval Science Department at Rice University.

Tuition is charged for these courses at the current Houston Baptist University undergraduate tuition rate.

There are four NROTC Programs that lead to a commission in the regular or reserve components of the Navy or Marine Corps:

1. a four-year Scholarship Program leading to a commission in the regular Navy or Marine Corps provides all tuition, books, school fees and uniforms plus \$100 per month,

2. a four-year College Program that leads to a commission in the Naval or Marine Corps Reserve provides all books and uniforms required for naval science courses,
3. a two-year Scholarship Program covering juniors and seniors, and
4. a two-year Nuclear Propulsion Candidate Scholarship Program which may lead to nuclear power training after graduation.

Interested students should contact the Naval ROTC Unit, Rice University, Houston, TX 77001 (713-527-4825).

Student Health Services

Purpose

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

Goals

- Meet health education needs of campus community.
- Delivery of personalized, comprehensive, high-quality student care through on-going monitoring for quality of practical and health outcomes.
- The campus community will be free of outbreaks of communicable diseases.

Personnel

HBU's Student Health Service is provided by licensed medical personnel: Family nurse practitioners, registered nurses and a family practice physician (four hours per week).

All health service personnel are under the supervision of the Vice President for Student Affairs. The Family Nurse Practitioner serves as the Director of Student Health Services and performs administrative duties.

Facilities

The clinic is located on the upper level of the M.D. Anderson Student Center in the Student Affairs Offices.

Clinic Services

All students are expected to present a valid student ID card in order to qualify for services. A nominal fee will be assessed for services rendered. The current fee schedule is posted outside the Student Health Services Office and is subject to change.

The services provided include, but are not limited to:

- Comprehensive Physical Examination
- Flu Shot Administration (*in season*)
- Immunizations and Tuberculosis (TB) screening
 - Hepatitis A
 - Hepatitis B
 - MMR
 - Tetanus
- Office Visits for Basic Health Care

Hours of Service

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

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

Clinic hours are posted as "sick call" and published on FirstClass quarterly.

"Sick Call" Registration Procedure: Upon presentation for "sick-call," the student must present a student ID card for current enrollment verification and follow the outlined sign-in procedure posted in the clinic. The student will be seen on a first-come, first-served basis unless a change is deemed necessary by the Student Health Service personnel.

"Sick Call" Discharge Procedure: Once seen by the provider, and before leaving the Student Affairs Office, the student will pay for services rendered based on a posted fee schedule. Subsequent consultation, prescriptions, and/or referrals will also be determined prior to discharge from the clinic.

Student Records Policy

Admission Records

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

Incident / Accident Reports

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

Release of Records

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

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

Peer Review

Upon request by the Vice President for Student Affairs, the peer review process will be initiated through the HBU College of Nursing in cases of a reportable incident or concern involving Student Health Service professionals.

Health Insurance

Minimum insurance coverage for an accident or illness is expected of all enrolled undergraduate students. The student’s policy is administered by a reputable insurance company selected by the University. Details of coverage are available in ADMIN 110, across from Financial Services.

Medical Excuses

No excused absences for class or other school function will be issued unless a student is seen by a Student Health Service provider on the day the excuse is requested to cover.

The student must assume the responsibility for communicating directly with the professor in matters concerning missed classes, assignments, or exams because of illness.

Immunizations

Prior to admission, all students, including part-time general studies students, are required by Texas law to have MMR (measles, mumps, rubella) and TD (diphtheria and tetanus) boosters if born after 1957. Documentation of the immunizations is required.

Accidents or Injuries

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

Financial Responsibility for Health Care

The student is responsible for the payment of all financial obligations incurred for health care.

Student Publications

Houston Baptist University Media Guidelines

Editors of HBU's student publications are expected to ensure that their publications advance ideals in keeping with the principles of a Christian university. Editors are expected to exercise responsible freedom, good taste, high ideals and fair-mindedness.

***The Collegian* (Newspaper)**

The student newspaper is housed in the Department of Communications and is published without prior restraint. It serves as a tool to prepare students for a professional career in journalism; therefore students follow the "Model Code of Ethics for Collegiate Journalists" prepared by the Associated Collegiate Press. The adviser and the department chair serve as resource people on matters of University policy and journalistic practice. The University's legal counsel is available for libel review.

***Ornogah* (Yearbook)**

The official yearbook of the University is published under the auspices of the Office of Marketing. The *Ornogah* is a student-produced publication which follows the guidelines of the Associated Collegiate Press. The publication's goal is to accurately represent the history of the University. A concerted effort is made to include all campus groups, activities and individuals.

The *Ornogah* is not a journalism lab. However, credit may be given for student portfolios in the Department of Communications based on the criteria set up by the department.

Transportation

A city bus operates on Fondren Road, the east boundary of the campus. Call Metro at 713-739-4000 or visit them on-line at www.ridemetro.org. Student operated automobiles are permitted, and ample, convenient parking areas are provided. Owners of all vehicles on campus are required to register their vehicle at the Student Affairs Office or Police Department and to follow parking regulations.

University Bookstore

Hours:

<u>Days of Operation</u>	<u>Hours of Operation</u>
Monday & Thursday	7:45 a.m. -6:30 p . m .
Tuesday & Wednesday	7:45 a.m. -4:30 p . m .
Friday	7:45 a.m. -2:00 p . m .
Saturday & Sunday	CLOSED

Extended hours of operation may be available during the first week of each quarter and during the week of book buy-back.

Methods of Payment - Payment for University Store purchases may be made by cash, check, VISA, MasterCard, Discover, American Express or charged directly to the student's University account. When paying by check you will be required to furnish your student ID and day-time phone number.

Refunds or Returns for General Merchandise - An HBU receipt is required for all returns or refunds. Refund or return of supplies, clothing, gifts, etc. will be five days from the date of purchase. All original packaging or materials must be included. No refunds or returns on computer software, special orders, sale items, or any review books and study aids. Defective items should be returned immediately for replacement. University Store staff will determine if refunds or returns are permitted.

Refunds or Returns for Textbooks - An HBU receipt is required for all returns or refunds. Full refunds or returns will be allowed for 10 days from the first day of class for Fall, Winter and Spring quarters and five days from the first day of class for each summer session. No refunds or returns on any textbooks or course materials bought after the 10th day of class for Fall, Winter and Spring quarters and after the 5th day of summer classes. No refunds or returns will be allowed on textbooks or course materials bought the week before and the week of finals. Buy back price may be offered at this time. New textbooks must be clean, totally free of markings and have no damaged corners. All components must also accompany book. Defective books should be returned immediately for replacement. University Store staff will determine if refunds or returns are permitted.

Textbook Information - All required and optional textbooks for each class are arranged alphabetically by course name, course number and section. Bring your class schedule from registration to match course and section numbers with the information on the shelves. This will help ensure that you arrive at class with the correct book(s).

Textbook Buy Back - Textbook buy back is conducted in the University Store during the week of finals for Fall, Winter and Spring Quarters and two different dates for summer sessions. Days and times will be posted approximately two weeks in advance. Up to 50% of purchase price will be paid for books that are 1) needed the following quarter, 2) a current edition of the book, and 3) in resalable condition. The amount paid for used books varies for the following reasons:

1. A new edition has been published making the edition being used at HBU obsolete and valueless.

2. HBU faculty member has not requisitioned the book for the current quarter resulting in a wholesale price being offered.
3. The University Store has more supply than requests for the book. This also results in a wholesale price being offered.

Textbooks can be sold with some highlighting and writing in them. Workbooks and study guides must be returned in salable condition; all pages accounted for and free of any markings. Lab manuals, lecture notes and non-bound materials can not be sold back. It is the judgement of the book buyer to decide which books are eligible for buy back.

The University Store cannot guarantee any resale value of textbooks purchased.

Other Services - The University Store also offers a variety of special services such as ordering class rings, graduation announcements and memorabilia, special order books, study aids for all majors, computer software and supplies and much more. Check cashing is available at no charge. Checks may be written for a maximum of \$20 cash. If you have any questions or concerns, please ask one of the University Store staff for assistance. Your comments and suggestions are always welcome.

The phone number is 281-649-3258 or visit us at www.hbubookstore.com.

University Chaplain

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

University Dining Services

Houston Baptist University and Sodexo Campus Services are pleased to offer an exceptional new concept in dining services. There is a new look and lots of new services in the Eula Mae Baugh Center.

There will be the variety of a food court right at your fingertips. Food stations featuring subs and sandwiches, salad bars, fresh fruit, vegetarian and wellness platters, freshly baked breads, hot and hearty soups, “meat and potatoes” favorites, grilled burgers, turkey, chicken, and fish sandwiches, pizza, pasta and Italian dishes, coffee and pastries, freshly baked pies and cakes, soft drinks, juices and more.

Direct access to the Food Service Director is facilitated for student convenience. The phone number is 281-649-3259.

A food service card or cash can be utilized for purchases. Hours of service are posted in the dining room and in the Eula Mae Baugh Center.

HOURS: Baugh Center Dining Hall

Located in the Eula Mae Baugh Center.

Meal	Days of Operation	Hours of Operation
Full Breakfast	Monday - Friday	7:30 a.m. - 10:15 a.m.
Lunch	Monday - Friday	10:45 a.m. - 2:00 p.m.
Dinner	Monday - Friday	5:00 p.m. - 6:30 p.m.
Lunch Grill	Monday - Friday	2:00 p.m. - 3:00 p.m.
Dinner Grill	Monday - Thursday	6:30 p.m. - 8:00 p.m.
Weekend Brunch	Saturday & Sunday	11:00 a.m. - 2:00 p.m.
Weekend Dinner	Saturday & Sunday	5:00 p.m. - 6:30 p.m.

The Pawz

The campus coffee shop is a popular meeting place and is located in the M.D. Anderson Student Center next to the Bone Appetit Café.

Bone Appetit Café

Conveniently located in the M.D. Anderson Student Center, the “Bone,” provides Husky snacks and on-the-run-meals for the campus community. The daily menu features pizza, sandwiches, salads, as well as a choice of one or two entrees.

HOURS: Bone Appetit Café

Meal	Days of Operation	Hours of Operation
Breakfast	Monday - Friday	8:00 a.m. - 10:15 a.m.
Lunch	Monday - Friday	10:45 a.m. - 2:00 p.m.
	Saturday & Sunday	Closed

University Police

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

The Police Department in and of itself cannot guarantee every person’s safety. It requires the combined efforts of a professional police team along with the awareness and concern of all members in the University community. One of the major functions of the officers is to patrol the University campus 24 hours per day, seven days per week. The officers carry radios and there are numerous Emergency Call Boxes (see page 76 for locations) which ring directly to the University Police Department.

Another tool which is absolutely essential in order to maintain peace and safety on campus—is the personal awareness by every member of the University

community. It is essential that you are aware of your surroundings and that you report any activity which seems out of the ordinary. The officers would much rather respond to a call that proved not to be of any consequence, than to write an incident report after a situation occurs in which they had NO opportunity to intervene.

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

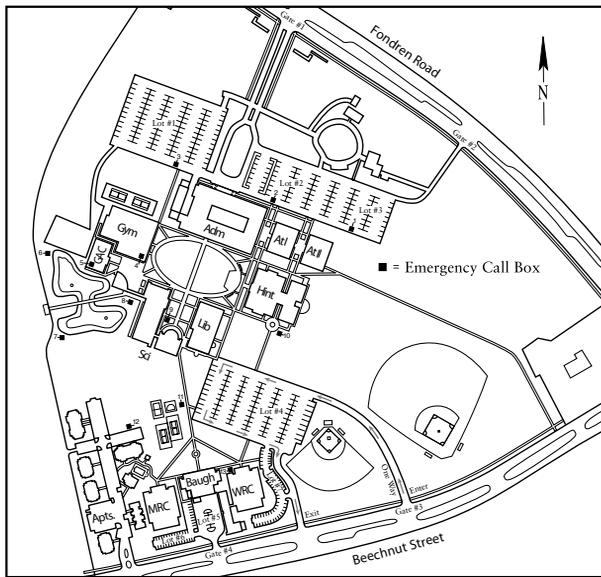
Some of the ways which you can help are:

- 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 located on the ground floor, south end, of the Hinton Center, room H118.
- Allow them to be of service to you. Please call them if you have a concern. Please call if you desire a police escort to your vehicle or Residence College, especially at night.
- If you have fears for your personal safety or that of your personal property, talk to Chief Paula Aguirre or one of the other officers.
- Take advantage of the Crime Prevention Presentations given on campus. Call the University Police at ext. 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 until the dispatcher hangs up. Remain calm and encourage others to remain calm.
- Report any theft, no matter how minor, to the Police Department.
- Read, understand, and abide by the parking and vehicle regulations. More than anything, they are written to protect you and your property.
- Communicate with them. You will find that the HBU Police can be a positive contributor to your education.

Campus Emergency Call Boxes

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

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



Crime Statistics Report

The following charts reflect the number of crimes for the past four years.

Crimes	2004		2003		2002		2001	
	Non-Res	Res	Non-Res	Res	Non-Res	Res	Non-Res	Res
Murder & Non-Negligent Manslaughter	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0
Sex Offenses	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0	1
Aggravated Assault	0	0	0	0	0	0	0	0
Burglary	0	0	3	0	0	1	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	12	0	0	7	9	3
Burglary Motor Vehicle	0	0	0	1	0	1	1	0
Alcohol Violations	1	2	0	0	0	0	0	0
Drug Violations	0	1	1	1	0	0	0	0
Weapons Violations	0	0	0	0	0	0	0	0
Other Crimes	0	0	0	0	0	0	0	0

Non-Res = Non-residential Res = Residential

Medical Emergencies

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

Wellness Center

The Memorial Hermann/HBU Wellness Center provides excellent facilities, personnel and opportunities that promote the total wellness of persons, strengthening physical, social, psychological and spiritual health among individuals of every age. Membership to the Wellness Center is available to all undergraduate students enrolled on a full-time basis. Students enrolled for part-time coursework, graduate students and Intensive English students have the opportunity to purchase memberships. Hours posted for student use of the Wellness Center are:

<u>Days of Operation</u>	<u>Hours of Operation</u>
Monday - Thursday	9:00 a.m. - 11:00 a.m. 1:00 p.m. - 4:00 p.m. 8:00 a.m. - 10:00 p.m.
Friday	9:00 a.m. - 11:00 a.m. 1:00 p.m. - 10:00 p.m.
Saturday & Sunday	1:00 p.m. - 5:00 p.m.

- Aquatics Center with lap pool, therapy pool, class exercise pool, whirlpool,
- indoor walking track (1/17th mile in length),
- cardiovascular, strength and stretching areas,
- multi-purpose gymnasium with full-court basketball and volleyball court,
- racquetball/squash/handball courts,
- outdoor courtyard with meditation garden,
- café and healthy snack area,
- wellness resource information area, and
- other basic service classes and program offerings available during student hours.

To upgrade membership, contact the HBU business office. For additional information The Wellness Center may be contacted:

Telephone: 713-488-8000

E-mail: wellnesscenter@mhhs.org

Web: www.mhhs.org

University Policies

AIDS

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

Education

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

Policies Regarding HIV/AIDS

1. **Individual Rights** - The individual rights of all people in the Houston Baptist University Community shall be safeguarded. Therefore: a) The uninfected should be protected from undue risk of exposure to the disease. b) The infected should be protected against prejudice and denial of the reasonable opportunity for an education at the University. c) The University condemns any and all actions of physical or emotional harassment toward the infected or those suspected of infection.
2. **Policy Implementation** - As stated above, current medical knowledge indicates that people with HIV infection do not pose a health risk to others in an academic setting. Therefore, until medical knowledge indicates a

contrary conclusion, or unless health regulations or other laws require a different response, the policy of Houston Baptist University will conform to the following:

- Admissions - No otherwise qualified individual will, solely by reason of his or her HIV/AIDS status, be denied admission to the University.
- Attendance - Students with HIV/AIDS may attend regular classroom sessions. The University reserves the right to restrict a student on a case-by-case basis if a student has a contagious disease (including those associated with or arising from AIDS) or if the individual's behavior is disruptive or endangers the safety of health of other persons. Departments will establish safety guidelines for the handling of blood and bodily fluids in classroom settings in which either may be a part of the course work, such as in nursing or biology classes.
- Access to University Housing and Facilities - Students with HIV/AIDS will have access to University housing and facilities. Restrictions will only be imposed on the basis of medical recommendations.

Alcohol

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

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

Evidence of use of alcohol, such as empty alcoholic beverage containers displayed in resident's 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.

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

Alcohol Counseling

If students or employees of HBU feel that they may be experiencing an alcohol or drug problem, they are encouraged to contact the Enrichment Center located on the first floor of the M.D. Anderson Student Center. Counseling is available for confidential consultation on a voluntary walk-in basis or by appointment. The student will not be disciplined for coming in on a voluntary basis. The counselor will be able to provide information or assist in making a referral to a local agency or treatment facility.

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

Alcoholics Anonymous

Memorial Hermann Southwest Hospital

7600 Beechnut Street and SW Frwy, Houston, Texas 77074

Monday, 8 p.m.; Wednesday, 8:00 p.m.; Friday, 8:00 p.m.

West Oaks Hospital

6550 Hornwood, Houston, Texas 77074

Sunday, 8 p.m.; Monday, 8:00 p.m.

College Park Baptist Church

7887 Beechnut Street, Houston, Texas 77074

Thursday, 8 p.m.

Bellaire Club

6701 Dunlap, Houston, Texas 77074

713-771-3370

Sunday, 12 Noon; Sunday, 8 p.m.;

Monday, 12 Noon; Monday, 8 p.m.

Dance Policy

- Only all-university dances will be allowed.
- Dances must be sponsored by registered student organizations or University departments and may be attended by all currently enrolled HBU students and guests of the HBU student attending the dance. HBU identification cards will be required of all currently enrolled HBU students. Guests must show picture identification. Identification will be required of all attendees.
- Dances must be calendared with the Student Affairs department at least one month in advance.
- No dances may be scheduled on a Sunday. Dances that begin on Friday or Saturday evening must end by 1:00 a.m. the following morning. Any dances held Monday through Thursday must end at midnight. Only one on-campus dance will be allowed per week.
- University staff members will determine reasonable capacities for all facilities to be used during on-campus dances. 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.
- The University will determine the nature and extent of security required for each dance scheduled on campus by a student organization. The sponsoring organization shall reimburse the University 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.

- Representatives of the student organization sponsoring a dance must meet with the appropriate University officials prior to the event and must agree to adhere to any special requirements that are imposed. Those present at the meeting should include, but should not be limited to, the President and faculty advisor of the organization, the Chief of HBU Police and the Director of Student Activities. 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.
- Signage with the rules of the dance must appear at every entrance. On the signs, there must be special notice that no alcohol or other drugs will be permitted.
- At the beginning of each dance, the student leaders and faculty advisor of the organization sponsoring the dance will introduce themselves to the police officers on duty and go over any special procedures for the given event. They will cover notification procedures in case of emergencies or incidents needed assistance. Members of the organization will be responsible for cleaning the facility and cleaning the facility at the close of the event.
- If an attendee or organization violates a University policy, the sponsoring organization leaders and advisor will inform the violator to leave. If ignored, then the HBU Police officers can order departure or the violator may be arrested for criminal trespass. If anyone chooses to violate state laws (e.g., fighting, intoxication, trespass, refusal to leave upon order of the HBU Police), he or she may be arrested, transported to jail, and appropriate reports filed with the criminal courts system and the University.
- All participants will conduct themselves in a manner consistent with the Christian mission and purpose of the University. 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. Students and/or their guest will be asked to leave for non-compliance. Students may also be addressed via the University disciplinary process.
- The faculty advisor and student leaders of the organization must be present for the duration of the dance.
- The sponsoring student organization will be held responsible for the conduct of all attendees.
- An appropriate covering for the floor must be used for all indoor dances, regardless of the location of the dance. The sponsoring organization is responsible for procuring and paying for the rented dance floor. The rented covering must be approved by HBU facilities management prior to being placed in the dance location. Outdoor dances (parking lots, grass areas, etc.) do not require a rented floor.

Drugs

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

Students who violate this policy are subject to disciplinary action by the University and/or criminal prosecution under State and Federal law. Possession or use of illegal drugs may result in immediate dismissal for a maximum of three quarters.

Sale - When, in the opinion of the Vice President for Student Affairs/Assistant Vice President for Student Affairs, there is sufficient and credible information that a student is or has been trafficking in controlled drugs, the student will be dismissed from the University by the Vice President for Student Affairs/Assistant Vice President for Student Affairs.

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

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

Drug Counseling

If students of HBU feel they may have a drug problem, they are encouraged to contact Student Health Services or the Enrichment Center.

Facilities

University facilities are well-maintained and their security given consistent attention in the interest of students, staff and faculty. There are cultural and athletic events held in University facilities that are open to the public. Other facilities such as the Bookstore and Sodexo Campus Services are likewise open to the public.

At our campus, administrative and academic buildings are open from 8 a.m. until 10 p.m., Monday through Friday. Student Organizations are to terminate their meetings held on week-nights by 10 p.m. Academic buildings are scheduled

to be open on weekends only as needed. Access to individual classrooms and laboratories is limited to those enrolled. Access to University residence colleges is limited to residents through a code lock system. During the times that the University is officially closed, University buildings are locked and only faculty, staff, and students with proper I.D. are admitted. Clearance to others is granted through the University Police Office.

Use of University Facilities

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

- *legally established organizations for presentation of educational, cultural, and musical programs of general interest;*
- *conferences, workshops, seminars;*
- *individual recitals, weddings, wedding receptions; and*
- *camps, athletic events.*

Facilities may not be used for any non-Christian religious purposes.

With the exception of classroom assignments facilitated by the Vice President for Academic Affairs, ALL use of campus facilities must be scheduled on the University Calendar.

If there is any damage to the scheduled facility (conference rooms, classrooms, athletic complexes, buildings, grounds, etc.) during the event, the individual or organization may be liable for costs incurred by the University. The University is not liable for items lost during or in connection with these activities, In addition, standard fees are charged to defray cost of maintenance.

Scheduling of Facilities

The University Calendar, located in the Student Affairs Office, is maintained by the Calendar Facilitator. This calendar may be viewed from the FirstClass icon "Calendars" or at <http://fc.hbu/calendars/> from outside HBU. Calendar request forms and facility set-up request forms are available in the Student Affairs Office. Additionally, forms are available on-line under <http://MY.hbu.edu>. Scheduling may be done during normal business hours of 8 a.m.- 5 p.m., Monday through Friday. **Calendar requests are to be made at least five working days in advance.**

1. **Calendar Request** - When planning an event/meeting, secure the space by submitting a Calendar Request form to the Calendar Facilitator. This includes any outdoor activities as well as tables/space in the Student Center, Sharp Gymnasium Foyer and Hinton Center Rotunda.

ALL REQUESTS MUST BE IN WRITING. A ROOM IS SECURED WHEN THE CALENDAR REQUEST FORM HAS BEEN RECEIVED

AND APPROVED BY THE CALENDAR FACILITATOR. CONFIRMATION WILL BE SENT VIA CAMPUS MAIL.

Notification of change/cancellations should be made by calling the Calendar Facilitator at 281-649-3236, returning the pink copy of the calendar request form, and contracting Campus Services at 281-649-3442.

2. **Facility Set-up Request** - This request is made in addition to the calendar request form for any event requiring special arrangements/set-up. The facility set-up request form must be submitted to Campus Services located in the Husky Village Clubhouse **at least five working days prior to the event.**
3. **Media Request** - Contact Media Services at 281-649-3000, ext. 2465.
4. **Food Services/Table Linens** - Contact Sodexo Campus Services at 281-649-3360 or 281-649-3366. The catering request form is available on the HBU Intranet under Campus Services forms.

Scheduling of University Vehicles

General Statement

University owned vehicles are available on a first-come, first-served basis provided the request for use has been made in a timely manner and in accordance with the guidelines established by Campus Services. When multiple requests have been made, priority will be given to “Level 1” groups (please see definition below).

Level 1

These groups include those whose activities and trips are initiated or required by the University. Funding of the trip would typically be provided in part or fully by the University. If a University vehicle is not available, then Campus Services will procure a vehicle to satisfy the request (provided the request has been made according to established guidelines). Level 1 groups may include, but not necessarily be limited to: academic, athletic, rec. team, residence life, choral, faculty/staff, etc. Any clarification on whether a group is Level 1 will be determined by the Student Affairs Office.

Level 2

This includes all other groups such as HBU chartered clubs, organizations, academic classes, etc. If a University vehicle is not available, then Campus Services will procure a vehicle to satisfy the request (provided the request has been made according to established guidelines). If a non-University vehicle is used, the group will be responsible for payment. Payment may be made directly to the University or via an internal accounting transfer.

Guidelines (these apply to Level 1 and Level 2)

- The organization must reserve a vehicle in advance and in accordance with the established procedures of the Campus Services Department (Hinton 118, ext. 3442).

- A University faculty/staff member, or their delegate, must accompany student groups any time a vehicle is used (whether the vehicle is University-owned or rented).
- All drivers (faculty/staff or students) must complete the Driver Safety Course and currently be on the approved driver list as determined by Campus Services.
- All drivers must be at least 21 years of age to drive a vehicle, whether HBU owned or rented.
- A reservation may not be made unless:
 - a) a copy of the individuals TDL is on file with Campus Services,
 - b) the driver has taken and passed an online driving test,
 - c) the driver has a clear MVR (will be run by Campus Services).
- If the trip is to exceed six hours, the group must have a minimum of two approved drivers per vehicle.
- Drivers will obey all laws, ordinances, etc. in the operation of University vehicles.

Any questions should be directed to:

Student Affairs - 281-649-3236 or Campus Services - 281-649-3442

Grievances

Houston Baptist University maintains an open door policy regarding your concerns. To address suggestions, concerns or dissatisfaction regarding Houston Baptist University policies, procedures, discipline/code of conduct or living conditions, the following process should be followed:

- the grievance must be submitted in writing to the Assistant Vice President for Student Affairs,
- the Assistant Vice President for Student Affairs may elect to address the grievance himself and/or refer action to appropriate personnel,
- the student who submitted the grievance will be notified of the Assistant Vice President's decision or referral to the appropriate Vice President for action, and
- the Office of the Assistant Vice President for Student Affairs will maintain documentation files on the grievances submitted and subsequent action taken.

Note: Additionally, students are encouraged to express their concerns and suggestions to the Student Senate.

Hazing

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

For a number of years the Laws of the State of Texas have contained a provision that makes hazing unlawful. The provisions of Subchapter F. of the Education Code (Section 37.151 to 37.157) are made applicable to certain institutions of higher education under Section 51.936 of the Higher Education Code. These statutes are available at the Reference Desk in Moody Library using the CD-ROM version of Vernon's Annotated Texas Statutes. The statute specifies a number of activities that may constitute hazing under the law. Generally, these activities are directed against a student by other students or a group of students when the student is "pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization."

Hazing offenses may be either personal (including engaging in hazing and failing to report hazing, both of which as Class B Misdemeanors punishable by fine and/or jail time) or organizational (including activities of organization alumni subject to a fine of \$5,000 to \$10,000). Consent is not a defense against a hazing charge and immunity from prosecution is available where there is a formal investigation and involved students testify for the prosecution.

Poster Policy

In an effort to communicate about news, events, opportunities and policies on campus with minimum clutter, the following procedures apply regarding posting flyers or similar information. Failure to observe these guidelines may result in a minimum \$25 fine and/or other disciplinary measures, including removal of flyers.

- All posters/signs must be "Poster Approved" from the Student Affairs Office.
- Posters will be posted in appropriate bulletin board spaces only.
- Do not post information in bathrooms, on glass doors, stair steps, columns, or any painted surfaces.
- Kiosks will have only HBU related information posted. Information to be posted in the kiosk can be submitted to the Office of Student Affairs (3-5 copies).
- Posters/signs should be in good taste and not include references to alcohol, tobacco products or any inappropriate sexual references or connotations.

- All information posted must be consistent with the Christian mission and purpose of the University.
- Posters/signs should give accurate information regarding events (place, date and time), consistent with the University Calendar.
- Because of limited space, keep the sign/poster to a maximum size of 8 1/2" x 11"
- Banners (maximum size of 4' x 8') may be posted in M.D. Anderson Student Center, hung on the cable along the upstairs railing.
- Distributing flyers on car windshields is prohibited. Police should be notified immediately if this is detected.
- All posters must be removed as soon as the event is over.
- Chalking may be done only in open, uncovered areas.

Search & Seizure

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

Sexual Harassment

What is Sexual Harassment?

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

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

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

Sexual harassment most often occurs in situations where one person abuses the

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

Sexual Harassment Can Involve

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

Sexual Harassment Can Take Many Forms

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

How To Deal With A Sexual Harassment Situation

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

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

- Vice President for Student Affairs
- Assistant Vice President for Student Affairs
- Dean of Students
- University Chaplain/Director for Spiritual Life
- Director of Student Ministry
- Director of Residence College
- University Counselor
- Director of Human Resources
- Associate Vice President for Enrichment Center

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

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

Smoke Free Campus Policy

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

Consistent with the University's commitment to health and wellness education, information regarding cessation programs and the health risks of smoking will be available in the Student Health Center, located in the Student Affairs Suite of M.D. Anderson.

Student Discipline System and Code for Student Conduct

Preamble

A. Philosophical Approach

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

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

The Student Conduct Code serves the educational mission of the University

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

B. Biblical Principles.

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

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

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

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

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

C. Champions of Character.

Character formation is a significant educational objective of the University because it is a core value of Christian Higher Education, an educational outcome that benefits a diverse student population, and a critical need for future generations of community leaders. As a member institution of the National Association of Intercollegiate Athletics (NAIA), the University has embraced the NAIA's *Champions of Character* program

as a University-wide initiative. The Student Discipline System is designed to support the University's commitment to developing the NAIA's five core character values in the lives of students: *Respect, Responsibility, Integrity, Servant Leadership, and Citizenship.*

Article I: Definitions

1. The term "University" means Houston Baptist University.
2. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate or graduate studies. Persons who withdraw after allegedly violating the Student Conduct Code, who are not officially enrolled for a particular term but who have a continuing relationship with the University or who have been notified of their acceptance for admission are considered "students" as are persons who are living in University housing, although not enrolled in this institution. This Student Conduct Code applies to the main campus, University-sponsored events, and activities at which the University is substantially represented.
3. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term "member of the campus community" includes any person who is a student, faculty member, University official or enlisted volunteer, or any other person employed by the University. A person's status in a particular situation shall be determined by the Vice President for Student Affairs.
6. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term "organization" means any number of persons who have complied with the formal requirements for University recognition or charter.
8. The term "Student Discipline Board" means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Student Conduct Code and to recommend sanctions that may be imposed when a rule violation has been committed. A board of persons will include one or more students.
9. The term "Student Discipline Administrator" means a University official authorized on a case-by-case basis by the Vice President for Student Affairs to impose sanctions upon any student(s) found to have violated the Student Conduct Code. The Vice President for Student Affairs may authorize a Student Discipline Administrator to serve simultaneously as a Student Discipline Administrator and

the sole member or one of the members of the Student Discipline Board. The Vice President for Student Affairs may authorize the same Student Discipline Administrator to impose sanctions in all cases. Unless otherwise delegated, the Assistant Vice President for Student Affairs will serve as the Chief Student Discipline Administrator. A Resident Director may serve as the Student Discipline Administrator in less severe violations involving residents under their supervision.

10. The term “Appellate Administrator” means a University official authorized on a case-by-case basis to consider an appeal from a student, either the complainant or the accused. Unless otherwise delegated, the supervisor of the acting Student Discipline Administrator will serve as the Appellate Administrator. The Vice President for Student Affairs will serve as the Chief Appellate Administrator. The Vice President for Student Affairs may authorize an Appellate Administrator to serve simultaneously as an Appellate Administrator and the sole member or one of the members of the Appellate Board.
11. The term “Appellate Board” means any committee of persons authorized to consider an appeal from a Student Discipline Board’s determination as to whether a student has violated the Student Conduct Code or from the sanctions imposed by the Student Discipline Administrator. The Appellate Administrator, the Chairperson for the Student Discipline Appeals Committee or alternative designee from the Student Discipline Appeals Committee may serve as the chair of the Appellate Board.
12. The term “Student Discipline Appeals Committee” refers to an appointed committee of faculty, staff, and students available to serve as members of an Appellate Board at the request of the Appellate Administrator. Faculty and staff nominees are affirmed by the Vice President for Student Affairs and confirmed by the University President, and student members are nominated by the Student Government Association President, confirmed by a two-thirds vote of the Student Senate, and appointed by the Vice President for Student Affairs.
13. The term “shall” is used in the imperative sense.
14. The term “may” is used in the permissive sense.
15. The term “customary(ily)” is used to provide the prerogative to diverge from the typical action.
16. 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 conduct.
17. The term “policy” means the written regulations of the University as found in, but not limited to, the Bulletin, Student Conduct Code, Student Handbook, Housing Agreement, website, or other relevant publication.
18. The term “Complainant” means any person who submits a charge

alleging that a student violated this Student Conduct Code. When a student alleging the violation believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Student Conduct Code as are provided to the Complainant, even if another member of the University community submitted the charge itself.

19. The term "Accused Student" means any student accused of violating the Student Conduct Code.

Article II: Student Discipline Authority

A. Authority and Responsibility.

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

B. Student Discipline Hearing Oversight.

The Assistant Vice President for Student Affairs shall determine the composition of Student Discipline Boards and determine which Student Discipline Board or Student Discipline Administrator shall be authorized to hear each matter.

C. Student Appellate Hearing Oversight.

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

D. Procedural Authority.

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

E. Finalizing a Decision.

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

Article III: Proscribed Student Conduct Code

A. Jurisdiction of the University Student Conduct Code.

The University Student Conduct Code and Community Standards shall apply to conduct that occurs on University premises, at University sponsored activities, and to off-campus conduct that is deemed to adversely affect the University Community and/or the pursuit of its objectives. Each student shall be responsible for his/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 their conduct is not discovered until after a degree is awarded).

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

B. Community Standards.

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

1. *Integrity and accountability.* Members of the campus community are expected to maintain lives of integrity regarding biblical principles and standards of conduct adopted by the campus community. The University firmly believes that mature individuals submit themselves to accountability within a community of persons, and take responsibility for actions that violate that covenant relationship. Members are equally responsible to bring to bear accountability where there is knowledge that fellow members are violating community standards for conduct, and should exercise such action in humility with concern for the offender.
2. *Affirmation of diversity.* The University recognizes the influence that diversity has in shaping the unique contributions of community members. The University is committed to affirming these contributions and creating opportunities for synergistic reasoning and insights. This commitment is based on a belief that community members should be able to maintain their unique distinctiveness while sharing mutual respect and dignity for the experiences and beliefs of others. Consistent with its educational objectives, the University refrains from endorsing or permitting conduct deemed to be in conflict with biblical principles or expressions of non-Christian religious worship or ceremony on University premises or at sponsored gatherings.

3. *Sanctity of life.* The University embraces a biblical position which honors the sanctity of life. Consequently, the University cannot support actions which encourage or result in the termination of human life through suicide, 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 the University officials supportive and redemptive.
4. *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 disciplinary action. The University recognizes that the perception of sexual harassment behavior is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency and severity need to be considered in assessing the behavior. Although statistical analysis has shown that sexual harassment is usually committed by an individual in a position of power or influence, sexual harassment can occur between any two individuals regardless of gender, employment status, work relationship or academic association. Sexual harassment may be verbal, graphic, written or physical in nature, each of which may be grounds for disciplinary action.

C. Policies and Regulations.

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

- 1.0 *Administrative Policy.* The following are prohibited:
 - 1.1 *Knowing presence contribution.* Behavior, active or passive, which fails to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation through their own complicity.
 - 1.2 *Non-Compliance.* Violation of any University policy, rule, or regulation. Failure to comply with the requests or directions of University officials or law enforcement officers acting in performance of their duties. Failure to identify oneself to these persons when requested to do so.

- 1.3 *Acts of dishonesty.* Dishonesty including but not limited to the following:
 - a. Cheating, plagiarism, or other forms of academic dishonesty.
 - b. Furnishing false information to any University official, faculty member, or office.
 - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
- 1.4 *Disruption or obstruction.* The disruption or obstruction of teaching, research, administration, disciplinary proceedings, 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 Discipline System.* Including but not limited to:
 - a. Failure to obey the notice from a Student Discipline Board or University official to appear for a meeting or hearing as part of the Student Discipline System.
 - b. Falsification, distortion, or misrepresentation of information before a Student Discipline or Appellate Board.
 - c. Disruption or interference with the orderly conduct of a Student Discipline Board proceeding.
 - d. Institution of a student disciplinary proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in, or use of, the Student Discipline System.
 - f. Attempting to influence the impartiality of a Discipline or Appellate Administrator or member of a Student Discipline or Appellate Board prior to, and/or during the course of, the student disciplinary proceeding(s).
 - g. Failure to comply with the sanction(s) imposed under the Student Disciplinary System.
 - h. Influencing or attempting to influence another person to commit an abuse of the Student Discipline System.
- 2.0 *Property, Facilities and Grounds.* The following are prohibited:
 - 2.1 *Theft or vandalism.* Attempted or actual theft of and/or damage to, or unauthorized alteration or misuse of, property of the University or property of a member of the University community or other personal or public property, on or off campus.
 - 2.2 *Unauthorized use.* Unauthorized possession, duplication or use of keys to any University premises or property, or unauthorized entry to or use of University premises or property.

- 2.3 *Abuse of computer resources.* Theft or other abuse of computer facilities and resources, including but not limited to:
- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Use of computing facilities and resources to interfere with the work of another student, faculty member or University Official.
 - e. Use of computing facilities and resources to view, download, or send pornographic, obscene or abusive messages or images.
 - f. Use of computing facilities and resources to interfere with normal operation of the University computing system.
 - g. Use of computing facilities and resources in violation of copyright laws.
 - h. Any violation of the University Computer Use Policy.
- 2.4 *Unauthorized motorized vehicles.* Operating unlicensed motorized vehicles, except for those prescribed for a verifiable physical disability, anywhere on University premises without the prior written consent of the Vice President for Student Affairs.
- 2.5 *Postings and solicitation.* Posting flyers, posters, advertisements, etc. without departmental sponsorship or the approval of Student Affairs. Postings must be stamped approved and displayed in compliance with written policies available in Student Affairs. Solicitation of goods and services on University premises without the prior approval of Student Affairs 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 charges.
 - 3.4 *Weapons possession.* Illegal or unauthorized possession of firearms, explosives, other weapons or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens or potentially causes fear to others.
 - 3.5 *Flammable agents or burning objects.* Use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, or other machine dependent upon combustible

fuel for operation. Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or immediately adjacent to buildings.

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

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

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

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

- a. Sexual advances
- b. Requests for sexual favors
- c. Verbal or physical conduct of a sexual nature that expressly or implicitly imposes conditions upon, threatens, interferes with, or creates an intimidating, hostile, or demeaning environment for an individual's (1) academic pursuits, (2) University employment, (3) participation in activities sponsored by the University or organizations or groups related to the University, or (4) opportunities to benefit from other aspects of University life.

4.4 *Sexual assault*. Acts of sexual aggression including rape, attempted rape, sexual battery and/or assault. Any sexual act that occurs without the consent of another person, or that occurs when the person is unable to give consent.

4.5 *Sexual misconduct*. Consensual sexual behavior when it falls outside biblical intentions and/or explicit guidelines, such as sexual intimacies outside of a heterosexual marriage, including any type of intercourse, sensual nakedness, fondling of sexual organs, or sleeping intimately with one another.

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

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

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

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

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

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

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

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

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

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

4.15 *Profanity and obscenity.* Use of language, or verbal depiction of activity, that is vulgar, coarse, crude or indecent.

4.16 *Gambling.* Any activity that involves betting, wagering, raffles or games of chance for which there exists the potential of personal or financial loss. "Drawings" are permitted when entry into the drawing is free, an entry fee is optional, or a gift of approximate or greater value is received upon paying a participation fee.

4.17 *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. No privately sponsored dances are permitted on University premises. Dances are subject to University guidelines and community standards. Specific program guidelines and protocols are outlined in the “Dance Policy” (available in the Offices of Student Life and Student Affairs).

D. Violation of Law and University Discipline

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 Conduct Code (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 Conduct Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Vice President for Student Affairs. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal charges 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 Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code 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 Discipline System Procedures

A. Charges and Student Discipline Board Hearings.

1. *Charges.* Any member of the University community may file charges against a student for violations of the Student Conduct Code. A charge shall be prepared in writing by the complainant or interviewing University official and directed to the Student Discipline Administrator. Any charge should be submitted as soon as possible after a violation takes place, but no “statute of limitations” prevents the Student Discipline Administrator from acting when deemed warranted.

2. *Investigation.* The Student Discipline Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Discipline Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and /or cannot be disposed of by mutual consent, the Student Discipline Administrator may later serve in the same matter as the Student Discipline Board or a member thereof. If the student admits violating institutional rules, but sanctions are not agreed to, subsequent process, including a hearing if necessary, shall be limited to determining the appropriate sanction(s).
3. *Notification of charges.* All charges shall be presented to the Accused Student in written form. A time shall be set for a Student Discipline Board Hearing at the discretion of the Student Discipline Administrator. In less serious cases, notice of charges may be given verbally at the same time the student has an opportunity to defend against those charges and/or reconcile their conduct.
4. *Student Discipline Board Hearings.* Hearings shall be conducted by a Student Discipline Board according to the following guidelines:
 - a. Student Discipline Board Hearings normally shall be conducted in private.
 - b. In Student Discipline Board Hearings involving more than one Accused Student, the Student Discipline Administrator, in his or her discretion, may permit the Student Discipline Board Hearings concerning each student to be conducted either separately or jointly.
 - c. The Complainant and the Accused Student have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Accused Student is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Student Discipline Board Hearing before a Student Discipline Board. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Student Discipline Board Hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.
 - d. The Complainant, Accused Student and their advisor(s), if any, shall be allowed to attend the entire portion of the Student Discipline Board Hearing at which information is received (excluding deliberations). Admission of any other person to the Student Discipline Board Hearing shall be at the discretion of the Student Discipline Board and/or its Student Discipline Administrator.

- e. The Complainant, the Accused Student and the Student Discipline Board may arrange for witnesses to present pertinent information to the Student Discipline Board. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Accused Student prior to the Student Discipline Board Hearing. Witnesses will provide information to and answer questions from the Student Discipline Board. Questions may be suggested by the Accused Student and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Discipline Board with such questions directed to the chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the hearing 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 Board. (Also see Article IV.A.7 for alternative methods of giving testimony.)
 - f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Discipline Board 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 Board.
 - h. After the portion of the Student Discipline Board Hearing concludes in which all pertinent information has been received, the Student Discipline Board shall determine (by majority vote if the Student Discipline Board consists of more than one person) whether the Accused Student has violated each section of the Student Code which the student is charged with violating.
 - i. The Student Discipline Board's determination shall be made on the basis of whether it is reasonable to conclude that the Accused Student violated the Student Code. 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".
 - j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student disciplinary proceedings. Reminder: The Student Discipline System is an educational process, NOT a legal proceeding.
5. *Hearing records.* There shall be a single written Administrative Review summarizing the Student Discipline Board Hearings before a Student Discipline Board, prepared or delegated and approved by the chairperson or Student Discipline Administrator. The summary will be filed as a part of the student's disciplinary record, available in compliance with *FERPA* guidelines for viewing and requesting copies.

No audio or visual recording of disciplinary hearings are permitted by participants, except as provided for in Article IV.A.7 below.

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

7. *Special accommodations.* The Student Discipline Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Accused Student, and/or other witness during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, close circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Vice President for Student Affairs to be appropriate.

B. Disciplinary Action.

Reconciliation to the community after a violation of the Student Conduct Code often requires some form of consequence for the action. Intermediate consequences are employed wherever possible to avoid expulsion from the University or on-campus Housing. Each incident is reviewed on a case-by-case basis, with consideration to 1) the severity of the violation, 2) the context of the incident, 3) a history of prior misconduct, 4) the responsiveness of the accused 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 disciplinary 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:
 - a. *Verbal Warning*—Verbal notice to the student that the student is violating or has violated institutional regulations, accompanied by a request to desist and refrain from the misconduct.
 - b. *Written Warning*—A notice in writing to the student that the student is violating or has violated institutional regulations, accompanied by a request to desist and refrain from the misconduct.
 - c. *Loss of Privileges*—Denial of specified privileges for a designated period of time.
 - d. *Fines*—Previously established and published fines may be imposed.

- e. *Restitution*—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. *Discretionary Sanctions*—Work assignments, essays, service to the University, or other related discretionary assignments.
- g. *Probation*—A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- h. *University Housing Suspension*—Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- i. *University Housing Expulsion*—Permanent separation of the student from University Housing.
- j. *Interim Suspension*—Requires that a student immediately leave University premises or a sponsored activity when it is fair and reasonable to believe that a student is an immediate threat to the safety of others or themselves or to the disruption of University operations. Conditions for return will be specified. (Also see IV.B.2.)
- k. *Suspension*—Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions regarding access to University premises, attendance at University sponsored activities, and subsequent readmission may be specified.
- l. *Dismissal*—Separation of the student from the University with no promise (implied or otherwise) of readmission at a future date. Conditions regarding access to University premises, attendance at University sponsored activities, and subsequent consideration for possible readmission may be specified.
- m. *Expulsion*—Permanent separation of the student from the University. Conditions regarding access to University premises and attendance at University sponsored activities may be specified.
- n. *Revocation of Admission and/or Degree*—Admission to, or a degree awarded from, the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior to graduation. The endorsement of the appropriate governing body and approval of the President are required.
- o. *Withholding Degree*—The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Conduct Code, including the completion of all sanctions imposed, if any.

2. *Interim suspension.* In certain circumstances, the Vice President for Student Affairs, or a designee, may impose a University or Housing suspension prior to the Student Discipline Board Hearing.

a. *Conditions.* Interim suspension may be imposed only:

(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.

b. *Campus access.* During the interim suspension, a student shall be denied access to University premises (including housing and classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs or the Student Discipline 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 a Student Discipline Board Hearing, if required, or subsequent appeal hearing, if exercised. However, the student should be notified in writing of this action and the reasons for the suspension. When timing necessitates a more immediate verbal notification, the written notification should be provided as soon as possible, thereafter. The notice should include the time, date, and place of a subsequent hearing at which the student may show cause why his or her continued presence on the campus does not constitute a threat (and at which they may contest whether community standards or a Student Conduct Code was violated.)

3. *Guidelines for imposing consequences.* The following guidelines attempt to establish some continuity in administering consequences for the violation of the Student Conduct Code. The Student Discipline 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:

- Violation of smoking policy
- Violation of burning objects policy
- Failure to respond to a request for appointment
- Procedural violations
- Minor abuse and damage to property
- Profanity and obscenity

Customary action: Verbal warning; written warning; loss of privileges; monetary fines; restitution; 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:

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

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

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

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

Customary action: Academic term suspension; dismissal or expulsion.

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

The Student Discipline Administrator may be released from the aforementioned mandate where deemed possible if the student has

exposed the violation on their own with the intention of reconciling themselves to the community and submitting to structures of support and accountability.

5. *Disciplinary holds.* The Vice President for Student Affairs places a “hold” with the Office of the Registrar preventing subsequent enrollment when a student is suspended, dismissed, or expelled from the University. A permanent record of the disciplinary action is noted in the student’s academic record.
6. *Disposition of disciplinary records.*
 - a. Other than student disciplinary suspension, dismissal, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than Housing expulsion OR University suspension, dismissal, or expulsion OR revocation or withholding of a degree. All remaining disciplinary records may be expunged from the student’s confidential record seven years after graduation or separation from the University.
 - b. In situations involving both an Accused Student(s) (or group or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and the sanctions imposed, if any, shall be considered to be the educational records of both the Accused Student(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted. The Student Discipline Administrator may exercise discretion to do otherwise where reasonably appropriate.
7. *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.
8. *Notification of disciplinary action.* In each case in which a Student Discipline Board determines that a student and/or group or organization has violated the Student Code, the sanction(s) shall be determined and imposed by the Student Discipline Administrator. In cases in which persons other than, or in addition to, the Student Discipline Administrator have been authorized to serve as the Student Discipline Board, the recommendation of the Student Discipline Board shall be considered by the Student Discipline Administrator in determining and imposing sanctions. The Student Discipline Administrator is not limited to sanctions recommended by members of the Student Discipline Board. Following the Student Discipline Board Hearing, the Student Discipline Administrator shall advise the Accused Student, group and/or organization (and a complaining student who believes s/he was the

victim of another student's conduct) in writing of its determination and of the sanction(s) imposed, if any.

C. Appeals

1. *Initiating an appeal.* A decision reached by a Student Discipline Board or a sanction imposed by a Student Discipline Administrator may be appealed by the Accused Student(s) or Complainant(s) within three (3) academic school days of disciplinary notification. Such appeals shall be addressed to the respective Appellate Administrator in writing and shall be delivered to the Student Discipline Administrator. If after reviewing the appeal, the Student Discipline Administrator maintains the veracity of the disciplinary process, findings, and action, the appeal is forwarded to the appropriate Appellate Administrator. Sanctions imposed by the Student Discipline Administrator are customarily suspended until the appeal process is completed, unless otherwise notified by the Appellate Administrator.
2. *Conditions for appeal.* Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Student Discipline Board Hearing and supporting documents for one or more of the following purposes:
 - a. To determine whether the Student Discipline Board Hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Accused Student was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish a violation of the Student Conduct Code occurred.
 - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Conduct Code which the student was found to have committed.
 - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Student Discipline Board Hearing.
3. *Bringing closure to an appeal.* The Appellate Board's opinion and recommendations for subsequent action are submitted to the Appellate Administrator to inform his/her final judgment. If an appeal is upheld by the Appellate Administrator, the matter shall be returned to the original Student Discipline Board and Student Discipline Administrator for re-opening of Student Discipline Board Hearings to allow reconsideration of the original determination and/or sanction(s). In consultation with the Student Discipline

Administrator, the Appellate Administrator may elect to institute alternative sanctions that might be perceived as either more lenient or severe. If an appeal is set aside, the matter shall be considered closed and binding upon all involved. The Appellate Administrator will notify the student in writing of the decision.

Article V: Interpretation and Revision

A. Authority.

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

B. Review and Revision Timeline.

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

C. Disclaimer.

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

Directory of Administration

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

Dr. Robert B. Sloan Jr.
President

Paula Aguirre
HBU Chief of Police

Don Anderson
Vice President for Development

John Aureli
Resident Director for Men's Residence College

Sarah Bible
Director of Recruitment for Admissions

Eduardo Borges
Director of Admissions

Debora Burnett
Director of Financial Services

Sherry Byrd
Director of Student Aid Program

Crystal Clayton
*Director of Student Activities and
New Student Orientation*

Ron Cottrell
Director of Athletics and Men's Basketball Coach

Colette Cross
*Director of Spiritual Life and
University Chaplain*

Frances Curtis
Dean of Students

Stephen Daniel
Director of Campus Services

Dr. Dennis Huff
Assistant Vice President of Information Systems

Saleim Kahleh
*Associate Director of Sports and Recreation
Coordinator of Prayer and Evangelism*

Dr. Don Looser
Vice President for Academic Affairs

Anthony Martin
Director of University Store

Daisey M. McCloud
Interim Director for Enrichment Center

Hugh McClung
Assistant Vice President for Treasury Operations

Danny Miller
Director of Student Ministry

Mark Miller
Director of Housing Operations

Rick Ogden
Assistant Vice President for Church Relations

Dick Parker
Vice President for Financial Affairs

Ken Rogers
Director of Scholarships

Sharon Saunders
Vice President for Marketing

Jason Shaffer
Coordinator of Community Service and Missions

Liza Sharp
*Resident Director for
Women's Residence College*

Norm Slusted
Vice President for Student Affairs

Dr. Jon M. Suter
Director of Libraries

Sara Beth Verm
Resident Director of Husky Village Apartments

Barbara Walker
Associate Vice President for Development

Loree Watson
Assistant Vice President and Controller

Directory of General Phone Numbers

Academic Affairs	3251	Financial Services	3471	Museums	
Accounts Payable	3207	Fine Arts	3338	Dunham Family	
ACTS	3034	GMAT	3240	Bible in America	3287
Admissions	3211, 3295	GRE	3240	American Architecture & Decorative Arts	3311
ADN Nursing	3430	Health Administration	3350	Music	3338
Adv. Desk- Bus. & Econ.	2342	History	2272	Nurse	2235
Advising Center(Educ.)	2407	HBU Housing	3103	Nursing	3300
Advisor- Bus/Econ	2342	HRM	3265	Operator	3000
Alumni Assoc.	3462	Human Resources	3321	Ornogah Yearbook	2007
Antioch Institute	3243	Humanities	3251	Police (Emergency)	3911
Art Barn	2210	Husky Village	3100	Police (Non-Emer.)	3314
Art Department	2401	Info. Sys. Support Desk	3410	Political Science	2273
Athletics	3205	Intensive English Institute	3292	Pre-Med	3376
Band Hall	2260	ISAT	3285	Prep School Music	3257
Bilingual Education	2111	Journalism	3520	Psychology (Graduate)	2392
Bookstore	3258	Kinko's Services	3346	Psychology (Undergrad)	3240
Business & Econ	3325	Languages	2216	Publications	3247
CEMC	3281	Learning Res. Center	2353	Reference Library	2312
Campus Services	3442	Library	3304	Registrar	3213
Career Services	3359	Lost & Found	3238	SAT	2243
Chemistry	2374	LSAT	3469	Scholarship	3113
Christianity	2212	MEd	3241	Science	2374
CLEP Test	3240	MBA	3322	Smith College	3331
Collegian	3218	MIS	3306	Sodexo Campus Serv.	3259
Communications	3520	Marketing	3206	Spiritual Life	3117
Counseling Center	3359	Marketing & Communications	3470	Student Affairs	3238
CPA Review	3469	Mass Media	2247	Student Health Services	2235
Development	3222	Math	2374	Student Life	3302
Education	3240	MATS or 3288	2212	Student Ministries	3393
Education Adv. Center	2407	MCAT	2243	TASP	3240
Education-Graduate	3295	Men's Residence College	3484	Testing Center	2243
Education-Undergraduate	3211	MLA	3269	Transcripts	3213
Engineering Classes	2374			VA on Campus	2214
English	2216			Women's Residence College	3483
Enrichment Center	3359				
ESL (Educational)	2268				
ESL (IEI)	3292				
Extended Education	3469				
Financial Affairs	3256				

