

# **Student Handbook 2011-2012**

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

Inquiries concerning the notice or the application of the laws referenced herein should be referred to the Director of Student Life.

The content of this handbook is subject to change when deemed necessary by the University to meet the evolving needs of students, the community and the institution. Changes will be noted in the online version of the handbook.

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# University Administrative Team

**President - Robert B. Sloan Jr., D.d.Theol.**

**Provost - Dr. Robert Stacey, PhD - Interim**

- College of Arts & Humanities, Interim Dean - Christopher Hammons, PhD
- School of Business, Dean - Mohan Kuruvilla, PhD
- School of Education, Acting Dean - D.R. Wilson, PhD
- School of Nursing and Allied Health, Dean - Margaret Ugalde, DrPH
- College of Science & Mathematics, Dean - Doris Warren, PhD
- The Honors College, Dean - Robert Stacey, PhD
- The Graduate School, Interim Dean - Mohan Kuruvilla, PhD
- Institutional Research and Effectiveness - Phil Rhodes, PhD
- Information Technology Services, Interim Director - Trent Carroll
- Library - Ann Noble
- Registrar - Erinn Hughes
- Student Success - Ashley Lokkesmoe
- University Museums - Suzie Snoddy

**Advancement - Charles Bacarisse**

- Director of Alumni Relations & Advancement - Vacant

**Athletics - Steve Moniaci**

- Athletics Administration - Steve Moniaci
- Compliance and Academics - David Moss
- Intercollegiate Sports - Head Coaches
- Trainers - Keri Strong
- Sports Information - Russ Reneau

**Enrollment Management - James Steen**

- Admissions - Ed Borges
- Recruiting - Clint Strickland

## **Financial Operations - Sandy Mooney, CPA**

- Aramark Food Services - Peter Huber
- Accounting - April Davis, CPA; Sam Webb
- Financial Aid and Scholarships - Jené Gabbard
- Financial Analysis - Loree Watson
- Human Resources - Jennifer Boatwright
- Maintenance - Gary Dyke
- Treasury - Hugh McClung
- University Bookstore - Anthony Martin
- University Police - Charles Miller

## **Student Life - Whit Goodwin**

- Student Involvement - Becky Crandall
- Campus Recreation - Saleim Kahleh
- Career Services - Colette Cross
- Residence Life - Mark Endraske
- Spiritual Life - Danny Miller
- Student Health Services- Brenda Woods
- Testing Services - Brenda Woods
- Fitness Center - John Ramirez
- Cheer and Spirit - Amanda Golden

## **University Communications - R. Kimberly Gaynor**

- Production Manager - Nan Donahoe
- Graphic Designer - Wesley Gant
- Writer - Justin Lacey
- Photographer - Michael Tims
- Web Strategies and Operations - Alan W. Presley
- Web Strategies - Knykill Bell

## **University Relations - Sharon Saunders**

- University Events & Conferences - Candace Desrosiers

# University Directory

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

The University switchboard may be reached at (281) 649-3000.  
General inquiries and messages can be sent via our contact form.

## **Mailing Address:**

Houston Baptist University  
7502 Fondren Road  
Houston, Texas 77074-3298

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

Academic Affairs/Provost	(281) 649-3232
Academic Records and Registration	(281) 649-3213
Accounting	(281) 649-3146
Accounts Payable	(281) 649-3207
ACTS Office	(281) 649-3034
Admissions	
Undergraduate Admissions	(281) 649-3211
Masters - Business (MBA, MS-HRM, MS-MGMT)	(281) 649-3306
Masters - Christian Counseling	(281) 649-3095
Masters - Education	(281) 649-3241
Masters - Human Resources Management	(281) 649-3306

Masters - Liberal Arts	(281) 649-3269
Masters - Management	(281) 649-3306
Masters - Psychology	(281) 649-3095
Masters - Theological Studies	(281) 649-3383
Advancement	(281) 649-3222
Alumni Association	(281) 649-3413
Aramark Food Services	(281) 649-3360
Athletics	(281) 649-3205
Band Hall	(281) 649-3378
Baugh Center	(281) 649-3341
Bible in America, Dunham Family (see Museums)	
Bookstore (see University Bookstore)	
Business Office	(281) 649-3749
Cashier's Office	(281) 649-3471
Campus Dining	(281) 649-3259
Residence Life	(281) 649-3100
Husky Village	(281) 649-3150
Lake House	(281) 649-3640
Men's Residence College	(281) 649-3484
Women's Residence College	(281) 649-3483
Campus Ministries	(281) 649-3117
Campus Police (see Police)	



Campus Services (see Operations)	
Campus Recreation	(281) 649-3485
Career Center (was Career Services)	(281) 649-3359
Hire an HBU Student	
Ceramic Studio	(281) 649-3000 x2210
Christianity	(281) 649-3383
Church Relations	(281) 649-3355
Colleges	
College of Arts & Humanities	(281) 649-3600
School of Business	(281) 649-3325
School of Education	(281) 649-3094
Honors College	(281) 649-3630
School of Nursing and Allied Health	(281) 649-3300
College of Science & Mathematics	(281) 649-3013
Communications and Rhetoric	(281) 649-3603
Cullen Parlor	(281) 649-3198
Decorative Arts Museum (see Museums)	
Development (see Advancement)	
Dillon I/II	(281) 649-3000 x2200
Dunham Bible Museum (see Museums)	
Enrollment Management Vice President	(281) 649-3755
Emergency (to report an emergency)	(281) 649-3911

Emergency Preparedness	
Employment Opportunities at HBU	
English	(281) 649-3610
Events (see University Events & Conferences)	
FedEx Kinko's	(281) 649-3432
Financial Operations Vice President	(281) 649-3256
Financial Aid	(281) 649-3749
Fitness Center	(281) 649-3501
FOCUS/Refuge	(281) 649-3766
Food Services	(281) 649-3360
General Counsel (was Legal Counsel)	(281) 649-3468
Glasscock Center	(281) 649-3251
Graduate Admissions (also Admissions)	(281) 649-3269
Guild, The	(281) 649-3362
Helpdesk	(281) 649-3410
Hire an HBU Student	
Human Resources	(281) 649-3387
Husky Central (see Undergraduate Admissions)	
Information Technology Services	(281) 649-3410
For technical support: See the HelpDesk	
Institutional Effectiveness	(281) 649-3417
Instructional Media Services	(281) 649-3410

International Admissions	(281) 649-3292
International Students Services	(281) 649-3292
Journalism and Mass Communications	(281) 649-3662
Kinko's (see FedEx Kinko's)	
Languages	
Learning Center	(281) 649-3081
Legal Counsel (see General Counsel)	
Library (see Moody Library )	
Lost and Found	(281) 649-3314
Mabee Theater	(281) 649-3151
Mail Room (see Post Office)	
Maintenance	(281) 649-3319
Marketing and Communications (see University Communications)	
Masters Programs (see Admissions)	
Media Services (see Instructional Media Services)	
Men's Dorm (see Men's Residence College)	
Moody Library	(281) 649-3304
Museums	
American Architecture and Decorative Arts	(281) 649-3311
Dunham Bible	(281) 649-3287
Southern History	(281) 649-3297
Music, School of	(281) 649-3338

Nurse (see Student Health Services)	
Nursing (see Colleges & Schools)	
Operations (see Maintenance)	
Personnel/Payroll (see Human Resources)	
Police (Campus Alert & Emergency Preparedness)	
Emergency	(281) 649-3911
Non-Emergency	(281) 649-3314
Political Science	(281) 649-3394
Post Office	(281) 649-3000 x2391
President's Office	(281) 649-3450
Provost/Academic Affairs	(281) 649-3232
Refuge/FOCUS (see FOCUS/Refuge)	
Registrar	(281) 649-3213
Scholarships	(281) 649-3748
Spiritual Life Office	(281) 649-3117
Sports Information (see Athletics)	
Student Health Services	(281) 649-3643
Student Life	(281) 649-3238
Student Ministries	(281) 649-3033
Student Involvement	(281) 649-3124
Student Success	(281) 649-3359
Television Studio	(281) 649-3400

Testing Services	(281) 649-3236
Transcripts (also Registrar)	(281) 649-3213
University Bookstore	(281) 649-3258
University Chaplain	(281) 649-3033
University Communications (Marketing)	(281) 649-3025
University Events & Conferences	(281) 649-3047
University Police (see Police)	
University Relations	(281) 649-3206
Veterans Affairs	(281) 649-3213
Web Strategies	(281) 649-3777
Wellness Center, Bradshaw (see Fitness Center)	
Women's Dorms (see Women's Residence College)	

## From the President

Dear HBU Huskies,

Welcome to Houston Baptist University! All of us are so pleased to have you on campus and to see the strengths and energy you bring to the University. For some of you, this is the beginning of a new and exciting phase of life – the first weeks of your college experience. For others, this is a time to return to your studies and see old friends while making new ones, or a time of transition as you leave another university to join the thriving community of faith and scholarship at HBU. For all of you – whether freshmen, continuing students, or transfer students – I pray this is an opportunity to embark on another adventure of learning: about yourself, about your area of academic interest, and about God.

Many of you will recall being told that high school is the greatest time of your life. I respectfully disagree. The college years are foundational, a time when you will decide, in many ways, who you are and who you want to become. I hope you will take advantage of your classroom experience, your time with your friends, and other opportunities to expand your horizons.

At HBU, we hope that by providing the best education possible, we can help you go beyond qualifying for the career of your dreams. Learn how to be a teacher, a lawyer, an accountant, an artist, a biologist, or a nurse, yes, but remember also to ask yourself these questions: What am I meant to do? What is my contribution? What will my legacy be? HBU is a place where you can discover your calling. It is our privilege to be your partner in that endeavor. Make your years at the University the most memorable of your life.

Blessings,

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

# HBU Distinctives

## Our Mission

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

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

## Our Values

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

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

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

## **The University Vision:**

### *The Ten Pillars: Faith and Reason in a Great City*

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

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

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

## **Undergraduate Traditions**

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

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

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



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

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

## **School Songs**

### **HBU Fight Song**

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

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

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

### **Hail the Orange and Blue**

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

#### **Chorus**

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

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

# Student Life Policies

## AIDS

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

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

### Policies Regarding HIV/AIDS

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

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

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

## **Computer Use Policy**

The University believes that establishing and maintaining adequate computer hardware and software for both academic and administrative purposes is foundational to the University's goal of becoming a premier Christian academic University. The University makes its computing facilities and network available for the use of undergraduate and graduate students, faculty, and staff of the university. The use of university computing facilities or network is considered a privilege afforded members of the university community. The continued use of the network and computing facilities of the university is available to those students and employees who abide by university policy and procedures related to the use of computing facilities, software and the network.

## **Dance Policy - Students**

1. 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.
2. Dances must be calendared with Student Life at least one month in advance.
3. 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.
4. 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 members. At least one officer is required for any event in the Morris Center.
5. Representatives of the student organization sponsoring a dance must meet with the Director of University Events and Conferences 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 Campus 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.
6. 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.

7. 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 needing assistance. Members of the organization will be responsible for cleaning the facility at the close of the event.
8. 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 and transported to jail. Appropriate reports will be filed with the criminal courts system and the University.
9. 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 guests will be asked to leave for non-compliance. Students' actions may also be addressed via the University disciplinary process.
10. The faculty advisor and student leaders of the organization must be present for the duration of the dance.
11. The sponsoring student organization will be held responsible for the conduct of all attendees.
12. 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 contacting University Events and Conferences to rent a dance floor. Outdoor dances (parking lots, grass areas, etc.) do not require a rented floor.

## **Facilities**

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

At our campus, academic buildings are open from 8 a.m. until 10 p.m. and

administrative buildings are open from 8a.m. until 5p.m., Monday through Friday. Student organizations are to terminate their meetings held on weeknights 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 and scheduled on the University's Master Calendar. Access to University Residence Colleges is limited to residents through a code lock or keycard system. During the times that the University is officially closed, University buildings are locked and only faculty, staff, and students with 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, leases its available facilities when not required for use or work by the University. Recognized student organizations may schedule space without cost. Non-university sponsored events may include:

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

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

With the exception of classroom assignments facilitated by the Provost, ALL use of campus facilities must be scheduled on the University Master Calendar. If there is any damage to the scheduled facility (conference rooms, classrooms, athletic complexes, buildings, grounds, etc.) during the event, the individual or organization will be held liable for costs incurred by the University to make repairs. The University is not liable for items lost during or in connection with these activities. Aramark Higher Education Food Services has exclusivity on campus and must be given first right of refusal for any and all food service on campus at events. **Organizations or individuals hosting events that involve food of any kind must submit an online Aramark food approval form.**

Organizations without approval will be fined \$50. For external groups scheduling an event, the Office of University Events and Conferences provides the following services:

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

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

### **Scheduling of Facilities**

All facilities and meeting spaces on campus are calendared and scheduled through the Office of University Events and Conferences. Student events must be approved by the Office of Student Life prior to receiving confirmation on the University Calendar. Student Life organizations should calendar their meeting space each semester, and all regularly scheduled student organization meetings should be held in classrooms or conference rooms. Special events may be scheduled in one of the custom halls.

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

1. **Calendar Request** - When planning an event/meeting, you must first calendar the event on the University Master Calendar.
  - a. The calendar request form may be accessed at <http://my.hbu.edu> . After logging in, the University calendars box is the third box on the right-hand side. The last link in the box is "Submit your calendar event requests." When you click on the link the first time, you will need to select "H" as the campus.

From there, you will be prompted to "Start your event request here," which will take you through a series of screens to facilitate the scheduling of a facility. A tutorial is also available to the right of that link.

- b. At the top of the [www.hbu.edu](http://www.hbu.edu) website is a link for "Calendar." On the "University Calendar" page is a blue link to "Schedule an event." When you click on the link the first time, you will need to select "H" as the campus. From there, you will be prompted to "Start your event request here," which will take you through a series of screens to facilitate the scheduling of a facility.
2. **Notification of change/cancellations** should be made by calling the Office of University Events and Conferences at 281-649-3047 or e-mailing a notice to [events@hbu.edu](mailto:events@hbu.edu).
3. **Facility Set-up Request** - This request is made in addition to the calendaring for any event requiring special arrangements/set-up. The facility set-up request form is available on the [MY.hbu.edu](http://MY.hbu.edu) portal, under "HBU forms" and must be submitted to the Office of Events and Conferences at least five working days prior to the event. Specialized set-up forms have been created for all Morris Center event spaces. All other spaces may use the general set-up form.
4. **Media Request** - Student organizations must have their faculty/staff sponsor make arrangements through Media Services for any audio visual need.
5. **Food Services/Table Linens** - Contact ARAMARK Services Catering at 281-649-3366. ARAMARK Service has exclusivity on campus and must be given first right of refusal for any and all food service at events on campus. *Organizations or individuals hosting events that involve food of any kind must submit an online Aramark food approval form.* Organizations without approval will be fined \$50.00.

## **Family Educational Rights and Privacy Act (FERPA)**

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



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

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

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

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

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

## Grievances

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

- For academic concerns, refer to the Academic Grievance Policy managed by the Office of Academic Affairs.
- For concerns related to facility issues (custodial or maintenance), financial services, or food operations contact the Office of the Vice President for Financial Operations in Attwood II. For concerns about campus activities, campus living, campus recreation, Spiritual Life, student conduct policies, or other areas in Student Life, contact the Director of Student Life at [studentlife@hbu.edu](mailto:studentlife@hbu.edu).

To report another student for unacceptable behavior, refer to the Student Code of Conduct and/or contact the Director of Student Life in first floor of The Lake House.

- For concerns about non academic employees contact the supervisor of the employee or the Human Resources Department.
- Students who wish to file a grievance or lodge a complaint but are unable to determine what procedure to follow should write the Director of Student Life ([studentlife@hbu.edu](mailto:studentlife@hbu.edu)) who will refer action to appropriate personnel.

## Hazing

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

criminal prosecution (punishable by fines and/or jail time) and HBU disciplinary action.

## **Student Health Records**

Please refer to the HBU web site Health Services for current information on immunization and health record requirements.

## **Noise Policy**

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

## **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. Every vehicle on campus must be registered. Short-term registration is available through the University Police Department. For details on permit fees and registration process [click here](#).

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

Visitor parking is available in several locations. Failure to display either a permanent or temporary permit does not allow parking in visitor places. License plate numbers of vehicles parked in visitor parking will be monitored and citations for parking in a visitor space and failure to secure a parking permit will be issued to vehicles belonging to students or their families.

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

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

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

### **Vehicle Registration**

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

### **Special Areas**

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

## **Campus Traffic**

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

## **Enforcement**

University police officers have the authority to issue citations 24 hours per day, seven days per week. 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 - Fine \$100**

- Fire lane zone
- Handicapped zone

### **Group B - Fine \$30**

- Faculty/staff restriction
- Proper permit not displayed

### **Group C - Fine \$50**

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

## Group D - Moving Violations

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

## Towing

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

1. Vehicles which block the access or egress of others
2. Parking in one location in excess of 30 days
3. Parking of other than a conventional vehicle without 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 Financial Services.

## **Appeal Procedures**

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

Appeals will be reviewed by the Chief of Police or designee. A grace period of 10 working days will be 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.

## **Poster/Flyer Posting Policy**

- All brochures, flyers and posters must be “poster-approved” through Office of Student Involvement, located on 2<sup>nd</sup> floor of M.D. Anderson Student Center.
- Beginning January 2011, ONLY Student Life Staff will be allowed to post flyers. Flyers will be posted in appropriate bulletin board spaces only. For posting, all flyers must be delivered to the Student Involvement Office by Monday afternoon each week.
- Posters/signs should be in good taste as deemed appropriate by the Student Involvement staff and not include references to alcohol, sexual innuendos, or offensive language of any kind.
- Posters/signs should have accurate information regarding events (place, date/time), reflecting the same information that is on the University calendar.
- Because of limited space, keep the sign/poster to a maximum size of 8 ½” by 11” letter size paper.
- Banners (maximum size of 4’ x 8’) may be posted in Hinton, hung on the cable along the upstairs railing. All banners must be delivered to the Office of Student Involvement for posting.
- Use of yard signs, display boards and other large scale signage is prohibited except for use by HBU departments and fee-funded organizations.

- Distributing flyers on car windshields is prohibited. Police should be notified immediately if this rule is broken.
- Chalking may be done only in open, uncovered areas. (Do not chalk anywhere rain cannot reach.)
- If these policies are consistently violated, student organizations will lose the privilege to advertise on campus.

## **Search and Seizure**

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

## **Sexual Harassment**

### **What is sexual harassment?**

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

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

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



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

**Sexual harassment can involve:**

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

**Sexual harassment can take many forms:**

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

**How to deal with a sexual harassment situation:**

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

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

- Director of Student Life
- University Chaplain/Director for Spiritual Life
- Director of Student Ministry
- Appropriate personnel in the Office of Human Resources

Faculty, administrators, and staff who believe they are being harassed or feeling in need of advice are encouraged to see the University General Counsel or appropriate personnel in the Office of Human Resources as soon as possible, preferably within three work days. Students are encouraged to seek assistance even if they are unsure that what they are experiencing is sexual harassment. Do not allow sexual harassment to jeopardize your rights and opportunities as a student here at Houston Baptist University for work or education. The University wants to work with students to attempt to resolve sexual harassment issues but cannot do so unless reports are received by the appropriate personnel listed above.

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

## **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.

# **Student Organizations Relationship Statement**

## **Section 1. Purpose Statement**

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

## **Section 2. Definitions**

1. **Fee-Funded Student Organization:** A student organization created by a University department or division to support the on-going interests of the University community and is considered to be critical to the mission and culture of the University and routinely presents events for the University and surrounding community. A fee-funded student organization has an advisor that is paid by the University to specifically advise the organization. Other privileges may be granted to a fee-funded student organization by the sponsoring University department or division, which may or may not be extended to other student organizations.
2. **Honors Groups:** Policies regarding honor organizations are currently under review.
3. **Student Organization Leader:** The University reserves the right to hold student organizations accountable to reasonable standards of academic performance of the group, its student organization leaders, and its members. A person meeting all of the following criteria shall be officially recognized as a student organization leader:
  - a. An undergraduate or graduate student enrolled in at least one course at the University; the student need not be enrolled during the summer semester.
  - b. A member in good standing of a student organization currently registered with the University.
  - c. A student whose name appears in a student organization's registration materials as an officer or authorized representative.

- d. A student who has a least a 2.25 HBU cumulative GP (3.0 for graduate students) prior to the first day of each long-term semester during the term of the position.
  - e. A student who is in good scholastic and disciplinary status with the University at the time of selection and during the term of the position.
  - f. The student must relinquish the position should he / she fail to maintain the above requirements.
4. Faculty/Staff Advisor: A person meeting all of the following criteria shall be officially recognized as a Faculty/Staff Advisor:
- a. Must work for the university at least part -time (20 hours).
  - b. Must not advise more than 2 student organizations unless it is otherwise stated in his/ her job description.
  - c. Must not be on sabbatical.

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

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

1. Membership is limited to HBU students, or combination of students, faculty, and/or staff.
2. The petitioning group's purpose, actions, or activities do not conflict with the Christian or educational missions of the University; in particular, they do not conflict with the Preamble or the University's bylaws.
3. The petitioning group can meet three (3) times to create a constitution & bylaws & to secure a faculty/staff advisor.
4. Submit initial paperwork (recognition packet) including constitution, bylaws, preliminary roster, Department Chair and Dean signature (for Academic groups), and faculty/staff advisor contact information to the Director of Student Involvement.
5. Paperwork will be forwarded to the Student Government Association (SGA) for comment.
6. SGA will forward comments and paperwork back to the Director of Student Involvement for review with the Director of Student Life and the Provost.
7. Office of Student Involvement will notify in writing the petitioning group of the final decision.

8. If the group is granted recognition, the three (3) highest ranking officers must attend an Organization Training and Risk Management Training.
9. General Social Greek Organizations: The HBU Expansion Policies for Social Greek Organizations may be obtained through the Office of Student Involvement.

#### **Section 4. Appeal process for New Student Organizations Denied Recognition**

1. In the event that the request for recognition is denied the following steps can be followed:
  - a. Notify in writing the Director of Student Life of the intent to appeal and resubmit the initial Recognition packet.
  - b. The Director of Student Life will meet with representatives from the group along with their faculty/staff advisor.
  - c. After consulting with members of the President's Executive Council, the Director of Student Life will render a final decision.
2. The Director of Student Life is the final appellate review.

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

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

1. Recruitment: Student organizations may conduct activities on campus to recruit new HBU students in accordance with University policies and procedures regarding the use of campus facilities and solicitation.
2. Publicity and Promotion: Student organizations have access to the Student Life E-newsletter, HBU Student Involvement website, and may utilize all posting areas on campus in accordance with the posting policies.
3. Fundraising: Student organizations may raise funds on and off campus. If raising funds on campus, the activity must comply with all posting and solicitation policies.
4. Use of Campus Facilities: Student organizations may use University facilities for meetings, functions, programs, and other activities provided that the organization completes the appropriate facility reservation process and the activities do not intrude upon or interfere with the academic programs and

administrative processes of the University. Failure to comply with facility use guidelines may restrict an organization from the use of such facilities.

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

## **Section 6. Responsibilities of Recognition**

1. It is the student organization's responsibility to provide a detailed list of the Officers, members, and advisors of the organization to Office of Student Involvement by the 10th class day of the academic semester (fall). If new officers are elected by the organization during December or January, it is the organization's responsibility to submit a new organization registration form to the Office of Student Involvement by the 10th class day of the spring semester.
2. Student organizations must attend all organization trainings and risk management trainings scheduled by the Office of Student Involvement.
3. It shall be conclusively presumed that the authorized officers / representatives whose names are most currently on-file with the Office of Student Involvement are authorized to represent the organization in its relationship with the University.
4. In addition, general social Greek organizations must also provide the name, address, and phone numbers of the alumni / recruitment / graduate advisor(s).
5. Student organizations must have a faculty or staff advisor who is employed by the University at least one-half time (20 hours) and not be on sabbatical.
6. Student organizations must keep an updated organizational constitution on file with the Office of Student Involvement at all times. Constitutions should follow the following guidelines and must include those components indicated as being required:
  - a. The date of creation and revision [required]
  - b. The official name of the organization [required]
  - c. A detailed declaration of purpose of the organization [required]
  - d. Criteria for selecting membership [required]
  - e. Establishment of authority structure, including:
    - i. Officer / representative positions, duties, and authority [required]
    - ii. Description of officer / representative eligibility, including academic requirements meeting or exceeding those stated in Section 6 of this document [required].
    - iii. Procedure for selection and removal of an officer / representatives [required].

- f. Procedures for decision-making (i.e., voting) in the control of organizational activities and finances, including a definition of quorum [required]
  - g. Provision for disbursement of organization assets should the organization become defunct [required]
  - h. Description of standing (permanent) and ad hoc (temporary) committees, including a list of responsibilities [recommended]
  - i. Description of the amendment process [recommended]; and
  - j. Provision for the selection and removal of faculty / staff advisor [recommended].
7. Student organizations are accountable for the conduct of their members wherever individual actions are abetted by the organization. "Abetting" may be defined as, but not limited to, organizational sponsorship, sanctioning or condoning of the event or activity.
  8. Any student organization is subject to disciplinary action or revocation of recognition as a student organization for violation of a rule or regulation of the University.
  9. Fee-funded student organizations are subject to all laws, rules, regulations, and policies that govern the sponsoring University department or division.
  10. The University reserves the right to hold student organizations accountable to reasonable standards of academic performance of the group, its student organization leaders, and its members. A student officially recognized as a student organization leader must meet the following academic requirements to receive and maintain such status:
    - a. Have at least a 2.25 HBU cumulative GPA (3.0 for graduate students) prior to the first day of each long-term semester during the term of the position; and
    - b. Be in good scholastic and disciplinary status with the University at the time of selection and during the term of position.
    - c. The student must relinquish the position should he / she fail to maintain the above requirements.
  11. A general social Greek organization whose initiated and new member semester GPA falls below a 2.5 in any long-term semester will be placed on academic monitoring for the following long-term semester. The organization must meet the following requirements to be cleared of academic monitoring:
    - a. The initiated and new members semester GPA must meet or exceed a 2.5 at the end of the probationary semester;



- b. The organization must develop and implement a chapter academic enhancement program in conjunction with, and approved by, the Assistant Director of Campus Activities prior to the end of the second week of the probationary semester;
  - c. The organization must meet monthly with the Director of Student Involvement to discuss the implementation and progress of the academic enhancement plan.
12. Failure to meet the above requirements during the monitoring semester will result in academic probation for the following long-term semester. The organization must meet the following requirements to be cleared of academic probation:
- a. The initiated and new members semester GPA must meet or exceed a 2.5 at the end of the probationary semester;
  - b. The organization must continue to meet monthly with the Director of Student Involvement to discuss the implementation and progress of the academic enhancement plan;
  - c. The organization must sponsor or attend an academic workshop during the probationary period requiring mandatory attendance of not less than 95% of the chapter members;
  - d. The organization may not host any social events for the probationary semester; and,
  - e. Any additional requirements as determined by the Director of Student Involvement.
13. Failure to meet the above requirements during the probationary semester will result in suspension, for a minimum of two long semesters, of University recognition and all privileges associated with such recognition.

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

1. The Office of Student Involvement may impose additional requirements upon general social Greek organizations.
2. Every semester, general social Greek organizations must provide updated rosters of their most current membership to the Director of Student Involvement. Information required for every member includes: full name, H#, and membership status.

3. At the end of every fall semester, general social Greek organizations must submit their most current constitution and by-laws, new member program, and risk management policy to the Director of Student Involvement.
4. General social Greek organizations are subject to regulations from the University, their (inter) national offices, umbrella organizations and their governance councils. All general social organizations must abide by all regulations to which they are subject.

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

1. The University encourages and expects its students to act responsibly at all times, whether on or off campus. As a minimum, students are expected to comply with all local, state and federal laws, and to engage in conduct which reflects a positive image of the University as a Christian institution of higher education.
2. Currently registered student organizations may not co-sponsor any event, program, socialize or solicit with a suspended or unrecognized organization or any of its affiliates (alumni). Groups who choose to participate will be held to the judicial process.
3. Independent of sanctions imposed by national governing bodies, student discipline boards, and/or other legal entities, the University may impose sanctions on organizations which engage in misconduct. Individual student conduct is governed by the Code of Student Conduct found in the student handbook and will be handled separately, although individual conduct may also be associated with group misconduct when viewed in relation to the total facts in each separate case.

## **Student Organizations Events**

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

1. If a student organization event meets any of the following criteria, an officer of the group must meet with an advisor within the Department of Student Involvement prior to reserving space:
  - a. the event has a target audience from off campus
  - b. the event will be outdoors

- c. the event is a dance
  - d. the event will have over 60 people
  - e. the event will be funded with university money (i.e. SGA funding or other funding from campus)
2. All events must be calendared with The Office of University Events and Conferences at least one week in advance.
  3. No events may be scheduled on a Sunday before 1:00pm. Events on Friday and Saturday evening must end by 1:00 a.m. the following morning. Any event held Sunday through Thursday must end at midnight.
  4. University staff members will determine reasonable capacities for all facilities to be used during on-campus events. These capacities must be strictly enforced. They may require limiting admission of latecomers until an appropriate number of persons currently in attendance at an event have departed.
  5. Based on the site reserved for an event, specific facility related policies must be adhered to. These may include decorating guidelines, floor covering requirements, furniture set up options, food and beverage restrictions, etc. The Office of University Events and Conferences oversees these details and student organizations are expected to follow all requirements stipulated by this office.
  6. The University will determine the nature and extent of security required for each event scheduled on campus by a student organization. The sponsoring organization shall pay for the cost of staffing and security, including overtime pay as required. The organization is responsible for security for the event, including issues related to tickets, parking, etc. The number of police needed will be based on the size of the facility and the number of people expected. The guideline to be used will be one officer for every 100 people or potential audience members.
  7. No alcohol is allowed on the HBU campus or at events held on campus. Student Organizations are not allowed to have alcohol at any event on or off campus.
  8. All participants will conduct themselves in a manner consistent with the Christian and educational mission and purpose of the University. Examples include but are not limited to:
    - a. Attire must be modest and not sensual in any way.
    - b. 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.
    - c. Language must be appropriate. No foul language or profanity will be acceptable at events.

9. The student leaders of the organization must be present for the duration of the event. In some cases the organization's faculty/staff advisor may also be required to attend the event (to be determined in meeting for events described in No. 1 of this policy).
10. The sponsoring student organization will be held responsible for the conduct of all attendees.
11. Members of the organization will be responsible for cleaning the facility at the close of the event.
12. 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.
13. Students and/or their guests will be asked to leave for non-compliance of HBU policies and standards. Students' actions may also be addressed via the University disciplinary process.
14. HBU Police has authority for enforcing HBU policies, local, state and national law as appropriate. Violators and uncooperative attendees are subject to arrest. Appropriate reports may be filed with the criminal courts system and the University.

### **Space and Event Requests**

1. Space requests include all outdoor activities, as well as tables / space in any campus building
2. The office of University Events and Conferences is located in the Morris Cultural Arts Center.
3. Requests must be made at least 2 weeks in advance to ensure adequate time for the approval process and to give facilities and catering adequate time to service your event.
4. Please do not reserve other service providers (i.e. catering, media services, etc.) prior to event approval.
5. Calendar/event requests may be submitted on-line via the HBU Portal by selecting Event Requests.
6. Calendar request
  - a. Go to my.hbu.edu.
  - b. Log-in.

- c. On the right-hand side of the homepage, check the University Calendar to see if anything is already scheduled for the date and room you may want to use.
- d. Click "Submit Your Calendar Event Requests."
- e. This will pull up the on-line version of the calendar request.
- f. Complete the form with all necessary information.
- g. Press the submit button only once.
- h. Notification of change/cancellations should be made by contacting University Events and Conferences.
- i. After you receive your confirmation (make sure that you get a "Notification of Room USE" email), return to my.hbu.edu and the HBU Forms link, using the above steps to complete any remaining forms, i.e. catering, Media Services, and set-up requests.
- j. Aramark Higher Education Food Services has exclusivity on campus and must be given first right of refusal for any and all food service on campus at events. **Organizations hosting events that involve food of any kind must submit an online Aramark food approval form.** Organizations caught having food without approval will be fined \$50.00.
- k. Each organization's faculty/staff advisor will need to submit Media Requests. Students are not allowed to submit Media Requests.

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

1. From HBU Forms go to University Events.
2. Click on the Facility Set-up Request Form.
3. The Facility Set-up Request form is a working .pdf document. Fill out the form on-line and print. Or print the Form and hand-write the requested information. You may complete the request, print it and submit it to University Events in the Morris Cultural Arts Center.
4. All Set-up Request forms may be submitted to University Events at least 5 working days prior to the event.
5. Groups who do not adhere to this policy will receive a one-time warning. Further incidents will result in a loss of scheduling privileges for an amount of time to be determined by University Events in partnership with the Office of Student Involvement.

6. Set-ups are only done in non-class rooms. (University classrooms are to be used "as is.")
7. In the event of cancellation, please notify University Events ASAP (ext. 3047). Cancellation of events must be done in a timely manner. Groups who neglect to notify University Events will receive a one-time warning. Further incidents will result in a loss of scheduling privileges for an amount of time to be determined by University Events in partnership with the Office of Student Involvement.
8. Remove all items from room at the conclusion of your event. Materials or supplies left in the room after the event are subject to discard. Failure to return the room to its prior condition may result in a "cleaning fee" that is charged to the organization's account.
9. If a spill occurs on a fabric chair or carpeted floor, contact University Events immediately so that it can be cleaned in a timely manner.

## **Student Organizations Travel**

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

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

Once the form is completed, you must submit a copy of the form to Student Life and the HBU Police.

## **University Vehicles - Scheduling**

### **General Statement**

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

## Guidelines

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

1. The organization must reserve a vehicle no later than 5 working days prior to travel by submitting a written request in person, via Campus mail or via e-mail to Police dispatch.
2. The request must include date(s) of travel, type of vehicle requested, approved driver(s), and destination.
3. When you receive your confirmation email, download and submit a "Travel Log" to the dispatch 24 hours before your departure.
4. All drivers must be at least 21 years of age to drive a vehicle, whether HBU-owned or rented.
5. A reservation may be made when the following criteria are met:
  - a. A copy of the individual driver's license and H number is on file in Police dispatch
  - b. The driver has taken and passed an online driving test, and
  - c. The driver has a clear Motor Vehicle Record (will be run by HBU Police)
6. If the trip exceeds 200 miles, a minimum of two approved drivers per vehicle is required.
7. Drivers will obey all federal, state and local laws, ordinances, etc. in operation of University vehicles. Any questions should be directed to Police Dispatch at 281-649-3314.

# Residence Life

## Purpose Statement

Living on campus is a significant part of the overall college experience and educational process. Living-learning environments provide opportunities to grow spiritually, develop interpersonal skills, increase understanding of diverse cultures, and learn self-discipline in organizing time for study, work, and social activities. Residential students learn independent responsibility while living among friends and peers. As stated in the HBU Vision document ([www.hbu.edu/tenpillars](http://www.hbu.edu/tenpillars)):

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

*You shall love the Lord your God with all your heart and with all your soul and with all your mind. **Matthew 22:37 (NASB)** If you look at the architecture of the most venerable European foundations, you see that they were designed for communal practices, a shared life—refectories for common meals, residences, libraries, and lecture halls sharing the quad. A college was a communion and a community, a society of learners.*

**Darryl Tippens,[i] Pepperdine University**

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



## Living Areas

Students may choose to live in one of the following living areas, the Lake House (LH), the Rebecca Bates Philips College for Women (WRC), Mest Wing for Women, the Reuben L. Philips College for Men (MRC), or the Husky Village Apartments (HV).

## Residence Life Staff

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

## Campus Living Expectations

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

- 21 years of age or older prior to September 1
- Completed 96 credits prior to the beginning of Fall Semester
- 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 appeal to do so. The appeal form is available in the HBU Residence Life Office or e-mail [reslife@hbu.edu](mailto:reslife@hbu.edu).

## Services

**Housing Accommodations** - Students requiring accommodations for disabilities related to Residence Life should contact the Disability Services Coordinator ([504@hbu.edu](mailto:504@hbu.edu)), and he/she will coordinate with appropriate HBU staff to arrange the accommodations for Residence Life. The accommodations webpage is [www.hbu.edu/504](http://www.hbu.edu/504).

**Laundry** - A laundry room with card-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 or her room or apartment, he or she may call or stop in their building's office for assistance. After hours, students may call the Resident Assistant on-call cell phone for assistance.

**Mail** - Each resident is assigned to a mailbox in his or her housing area. Students are responsible for checking their mailbox regularly.

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

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

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

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

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

**Police** - The University employs on-campus police officers on a twenty-four hour basis. They are responsible for maintaining safety on campus. Residents and their guests are expected to fully cooperate with all HBU police officers.

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

**Access to Campus** - An access code is provided for access to the Husky Village gate.

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

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

## **Procedures**

**Residence Life Agreement** - In order to reside on campus, students must complete a Residence Life Agreement and return it to the HBU Residence Life Office.

**Meal Plan** - A meal plan is required of all residential students. The meal plan does not include University vacation periods or breaks between semesters. In the event that a resident needs to alter his/her meal plan, a meal plan change form may be obtained in the HBU Residence Life Office. Meal plan changes are only allowed during the first two weeks of the term.

**Residence Life Appeal Process** - A resident may appeal the Residence Life Agreement by submitting an appeal form. The following procedures apply:

- Complete a Residence Life Appeal form available from the HBU Residence Life Office located in the Lake House lobby.
- Submit the appeal to the Resident Director.
- The Residence Life Office will contact the resident regarding the outcome of the appeal.

The student is responsible for the full terms of the Residence Life Agreement during the appeal process.

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

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

- Lost keys should be reported to the RA or Residence Life Office immediately.
- A replacement charge of \$50 will be assessed for each lost key.
- Duplication of keys is prohibited. It is strongly recommended that rooms are kept locked when not occupied.

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

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

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

**Residence College Holidays and Semester Breaks** - The Residence College will close at 5:00 p.m. the last day of classes for vacations, recess breaks, and the last day of final examinations at the end of each term. Residence Colleges will open at 1:00 p.m. the day before classes begin each term and following all vacation periods. If a student must stay beyond that time, an appeal 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 reserves the right to enter and inspect living areas, including the bathroom. Some of the reasons for inspection include, but are not limited to:

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

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

### **Move-In**

- Residents of each room are responsible upon move-in to complete the Room Condition Form. Rooms will be considered in good condition if the resident does not complete and/or submit the Room Condition Form.
- Students are responsible for the appearance and care of their room.
- Any and all defects and damages reported must be noted, and a written work order must be completed. Otherwise, the premises, fixtures, appliances and furniture will be considered to be clean, safe, and in good working condition.

### **Move-Out**

- Before checking out, the room and common areas must be in "Model Ready Condition"; all furniture and University property must be arranged properly and the room and common areas must be cleaned.
- When a student is moving out, it is his or her responsibility to set up a time with his/her Resident Assistant to check out.
- Failure to clean or damaged/missing appliances/furniture will result in applicable charges to complete such cleaning, repair, or replacement. A walk-through must be scheduled with Residence Life Staff prior to move out. HBU Operations will complete a room inspection after move-out to validate and ensure proper room condition has been assessed.
- When a resident leaves, whether at or prior to the ending date of his or her agreement the common areas must be cleaned. These areas include, but are not limited to the windows, bathroom, patios, balconies, kitchen appliances, and the living room. These areas must be clean and in good repair and condition, reasonable wear expected. All residents will be responsible for damage/repair cost in common space.

- Failure to schedule a walk-through indicates an agreement to accept assessment of damages and charges upon inspection by Residence Life Staff. The final determination of damages will be made by management staff that may not inspect your room or apartment until after you have moved out.

## Visitation Policy

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

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

## Residence College

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

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

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

Sunday:	1:00 p.m. to 10:00 p.m.
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Visitation of the same sex may take place in the Residence Colleges anytime they are open. The visitor must show his/her HBU ID or sign in with a resident and present an off-campus ID. Same-sex guests who stay after 12:00 a.m. will be considered overnight guests and must be registered with the RA on duty.

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

### **Husky Village**

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

## **HBU Community Guidelines**

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Cleanliness** - Residents must maintain their apartment/room in a clean, orderly, and sanitary condition at all times. Unclean conditions may create an unhealthy environment for roommates and/or neighbors. All residents are responsible for the cleanliness of their respective common area(s). If the maintenance staff must clean an apartment to assure sanitary conditions, the responsible resident will be required to pay for the cleaning or repair.

**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.

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

**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 fines.

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

**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.

## **Emergencies**

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

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

1. Before a Fire:

- a. know the location of fire safety equipment on the floor and,
- b. know the location of all exits throughout the building.

2. Discovering a Fire:

- a. vacate the building as quickly and safely as possible via the nearest accessible exit,
- b. if time permits, notify University Police (Ext. 3911) and Residence Life Staff.

3. 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.

4. 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 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.

# Safety

## University Police

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

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

Another tool which is absolutely essential in order to maintain peace and safety on campus is the personal awareness of every member of the University community. It is essential that you remain 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 to maintaining the safety of every person. They take a personal interest in each and every person. Please help them help you.

### How you can help:

- Report any suspicious activity by calling the University Police Department at extension 3911 or 281-649-3911, call on the Emergency Call Boxes, or stop by the Police Department in their new location on Beechnut (next to CVS).
- Allow the Police to be of service to you. Please call if you have a concern or desire a police escort to your vehicle or Residence College, especially at night.
- If you have fears for your personal safety or that of your personal property, talk to the Police Department.
- Take advantage of the crime prevention presentations given on campus. Call the University Police at 281-649-3314 for the time and location of the next presentation.

- If there is an emergency, remain as calm as possible, call ext. 3911, and give the dispatcher the facts as completely as possible. Make sure you give your name, location, and the nature of the emergency. Don't hang up when the conversation is over: wait until the dispatcher hangs up. Remain calm and encourage others to remain calm.
- Report any theft, no matter how minor, to the Police Department.
- Read, understand, and abide by the parking and vehicle regulations. More than anything, they are written to protect you and your property.
- Communicate with the Police.

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

## **HBU Campus Alert and Emergency Preparedness**

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

**The HBU Alert System:** HBU has implemented an important communication tool for students, faculty and staff. ***The HBU Alert System*** can provide quick voice or text messaging to local or cell phones as well as through HBU email accounts in the event of a campus emergency. Phone numbers are taken from information provided through HuskyNet, so it is important that students provide the University with up-to-date contact information. To view contact information students should read the directions at [www.hbu.edu/alert](http://www.hbu.edu/alert). In the event of an emergency, the University will also utilize the following communication outlets:

- **The University Portal:** Emergency information will also be posted for internal audiences at [my.hbu.edu](http://my.hbu.edu), the University portal.
- **Local news and radio:** HBU will communicate with local news outlets in order to quickly disseminate news and information. Key media outlets include KHOU (11), KPRC (2), KTRK (13), KRIV (Fox), Univision (45), and KTRH Radio (740 AM, Houston's official Emergency Broadcasting station), as well as the Houston Chronicle Web site.
- **[www.school-alerts.com](http://www.school-alerts.com):** This Houston Web site carries emergency notifications for all local public and private schools. You may visit their Web

site to receive notifications of school emergencies including school closings, delayed openings, early dismissals, reopening announcements, shelter in place announcements, and other special alerts.

## **Campus Call Boxes**

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

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

- Police Non-Emergency Line (281) 649-3314 (ext.3314 on campus)
- HBU Switchboard (281) 649-3000

## **Medical Emergencies**

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



# Spiritual Life Department

In fulfilling the Spiritual Life Mission Statement we seek to foster Christian community life and worship by creating experiences for students, faculty, and staff in spiritual formation that will support the integration of faith and learning. The theme for 2011-2012 is "**Worthy of the Call**," using Ephesians 4:1-3, "*I, therefore . . . urge you to walk in a manner worthy of the calling to which you have been called.*" (ESV)

The Spiritual Life Department includes the Community Life and Worship Program, Student Ministries, and ACTS (Assisting Communities Through Students). Our offices are located on the second floor of the Baugh Center. Contact the Spiritual Life staff or visit the Spiritual Life Office.

## Community Life and Worship (CLW) Graduation Requirement

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

Community Life and Worship website provides details about available CLW events. Questions about the CLW graduation requirement or the Spiritual Life Program may be directed to the Spiritual Life Office. Students may subscribe to CLW e-mail for weekly updates by e-mailing a request to [pmorris@hbu.edu](mailto:pmorris@hbu.edu).

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

**Community Life and Worship Credit Events** – The CLW program offers a variety of events each semester and students are encouraged to attend. A maximum of 20 credits will be allowed per semester. For all new transfer and freshmen students matriculating into the university fall 2010, the CLW requirement has changed to the following:

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

<b>EVENT</b>	<b># of CREDITS</b>
Wednesday Convocation	1 credit
Power Wednesday (first Wednesday of each month)	2 credits
Thursday Convocation	1 credit (per Convocation)
Power Thursday Convocation (first Thursday of each month)	2 credits
Opening Convocation	2 credits
Founders' Day	2 credits
Honors Convocation	2 credits
Spiritual Emphasis Week	1 credit (per Convocation)
Passion Week	1 credit (per Convocation)
Quest (contemporary worship service)	1 credit (per Quest)
Power Quest (first Tuesday of each month)	2 credits
Sunday Services	1 credit
Power Sunday Service (first Sunday service each month)	2 credits
Fellowship of Christian Athletes	1 credit

CS Lewis Worship/Bible Study	1 credit
<b>Section B - Community Life Events (No more than 30 CLW credits)</b>	
<b>ACTS Volunteer Program (must be pre-approved)</b>	
ACTS Weekly Service Opportunities	1 credit
Campus Service Days	2 credits
HBU sponsored Mission Learning Opportunities	5 credits/week
Mission Trips (pre-approved)	5 credits/week
<b>Internships</b>	
Service Learning	20 credits (1 internship/career)
Church Leadership	20 credits (1 internships/career)
<b>Student Ministries</b>	
FOCUS Student Conference	Up to 3 credits
See You at the Columns	1 credit
ABIDE Prayer Retreat	Up to 3 credits
Passion Conference	Up to 3 credits

<b>Other Alternatives</b>	
Organization Sponsored Events	1 credit
CLW Small Group Bible Studies	1 credit
University Sponsored Lectures	1 credit
Seminars and special opportunities	2-3 credits
Dunham Bible Museum	2 credits
Early Church Exhibit	2 credits
Traveling Exhibit	2 credits
C.S. Lewis/Nooma DVD's	Up to 15 credits

**Organization Sponsored Events** - CLW credits must be approved by the Spiritual Life Office. A student organization may submit a request to the Spiritual Life Office for an event to receive CLW credit. The request form is available on the HBU portal under HBU forms. The CLW Credit Request Form must meet the approval criteria and be submitted 10 days prior to the event. The event must support community life and worship on campus and the mission of HBU. Once an event is approved, the organization is responsible for properly promoting the event.

**Attendance and Tracking** - A representative designated by the Spiritual Life Office will be available at approved events to record attendance. The student is responsible for having his/her attendance recorded by ID card scan or sign-in. A student may only sign in twice per semester at Convocation. Participants do not receive credit when they arrive late, leave early, fail to sign-in or scan-in, or distract someone else from participating. Students may check their CLW record on their HuskyNet account. It is the student's responsibility to notify the Spiritual Life Office with any questions regarding his or her CLW record. In the case of a discrepancy in the student CLW record, changes in credit can only be done for the semester prior to the request.

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

## **Baptist Student Ministry**

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

- Challenging believers to daily grow in their desire to know God more intimately.
- Helping students to identify their spiritual gifts in order to more uniquely fit into the body of Christ
- Leading those involved to discover the richness of the diversity on our campus.
- Equipping leaders to share the Good News of Jesus Christ here and around the world.

## **Ministry Leadership Council**

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

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

## Weekly Ministry Activities

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

## Other Opportunities

- FOCUS Student Conference
- Spiritual Emphasis Week
- Student Mission Opportunities
- Disciple Now Teams
- See You at the Pole (outside M.D. Anderson Student Center)
- National Day of Prayer
- ABIDE Prayer Retreat
- Prayer Walks
- Passion Conferences

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

## ACTS

ACTS (Assisting Communities Through Students) is a distinctive program that encourages students to make a Christian response to human needs through service in nonprofit 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.

Students receive one CLW credit for participation in ACTS-sponsored events located in the Community Life and Worship. Students can also earn 20 CLW credits upon completion of a Service Learning Internship. To sign up, or for more information, visit the ACTS Office located in the Spiritual Life Office.

## **Internships**

**Service Learning Internships (SLI)** - Students interested in serving others and desiring to make an impact in their community can participate in a Service Learning Internship (SLI). Students serve 30 hours at a faith-based nonprofit agency over a period of one semester. Students will reflect on an article that is assigned as well as turn in a final project that expresses the experiences and lessons learned throughout the internship. Upon satisfactory completion of all requirements, students receive 20 CLW credits. Students *must* apply and be accepted by the ACTS Office prior to beginning the internship. Interested students can call the ACTS Office located in the Spiritual Life Office.

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

## **Service Leadership Council**

The Service Leadership Council (SLC) is comprised of students who are devoted to

following Jesus into places of service to others. They are responsible for leading other students to be active in serving throughout the Houston community. If you would like to become connected and find ways to serve, please stop by the ACTS office located in the Spiritual Life Office on the second floor of the Baugh Center.

### **Service Days**

Service Days are held once each semester. Students, faculty, and staff are sent out to numerous faith-based non-profit organizations in the Houston area. Check the Community Life and Worship page for details.

### **Tutoring Program**

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

### **Missions and Mission Learning Opportunities**

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

### **University Chaplain**

The Director of Spiritual Life/University Chaplain office is located on the second floor of the Baugh Center. In order to reach the chaplain, you may call the Spiritual Life Office.



# Houston Baptist University

## Student Code of 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 Code of Conduct 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 and to help them attain better decision-making, character formation, and spiritual maturity. The effectiveness of these *teachable moments* requires that each student be treated with equal care, concern, honor, fairness, and dignity.

## **B. Biblical Principles**

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

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

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

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

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

## **Article I: Definitions**

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

4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the campus community” includes any person who is a student, faculty member, University official, enlisted volunteer, or any other person employed by the University. A person’s status in a particular situation shall be determined by the Director of Student Life.
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition or charter.
8. The term “Student Discipline Administrator” means a University official authorized by the Director of Student Life to impose sanctions upon any student(s) found to have violated the Student Code of Conduct . A Resident Director may serve as the Student Discipline Administrator in less severe violations involving residents under his or her supervision.
9. The term “Appellate Administrator” means a University official authorized on a case-by-case basis to consider an appeal from a student, either the complainant or the respondent. The Director of Student Life will serve as the Chief Appellate Administrator.
10. The term “Appellate Board” means a committee of persons authorized to consider an appeal as to whether a student has violated the Student Code of Conduct or from the sanctions imposed by the Student Discipline Administrator. The Appellate Administrator, the Chairperson for the Student Discipline and Appeals Committee, or an alternative designee from the Student Discipline Appeals Committee may serve as the chair of the Appellate Board. Members of the board also come from the Student Discipline and Appeals Committee.
11. The term “Student Discipline and Appeals Committee” refers to an appointed committee of faculty, staff, and students available to serve as members of an Appellate Board at the request of the Appellate Administrator. Faculty and staff nominees are confirmed by the University President. Student members are nominated by the Student Government Association President and appointed by the Director of Student Life.
12. The term “shall” is used in the imperative sense.
13. The term “may” is used in the permissive sense.

14. The term “customary(ily)” is used to provide the prerogative to diverge from the typical action.
15. The term “community standards” refers to general or overarching guidelines and biblical principles represented in University policies, rules, regulations, codes of conduct, and other reasonable expectations for Student Code of Conduct of Conduct.
16. The term “policy” means the written regulations of the University as found in, but not limited to, the *University Catalog*, Student Code of Conduct, *Student Handbook*, Housing Agreement, web site, or other relevant publication.
17. The term “Complainant” means any person who submits a charge alleging that a student violated this Student Code of Conduct. When a student alleging the violation believes that he or she has been a victim of another student’s misconduct, the student who believes he or she has been a victim will have the same rights under this Student Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the charge itself.
18. The term “Respondent” means any student accused of violating the Student Code of Conduct.

## **Article II: Student Discipline Authority**

### **A. Authority and Responsibility**

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

### **B. Student Discipline Review Oversight**

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

### **C. Procedural Authority**

The Director of Student Life with input from the Student Discipline and Appeals Committee shall develop policies for the administration of the Student Discipline System and guidelines consistent with provisions of the process.

### **D. Finalizing a Decision**

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

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

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

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

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

### **B. Community Standards**

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

1. *Respect.* Students are expected to demonstrate respect for those in authority including faculty, staff, and student leaders/workers. Respect is also expected to be extended to policies, procedures and regulations established by the University for the orderly administration of University activities and the welfare of the members of the HBU community. Furthermore, respect for the rights and human dignity of others, especially in the conduct of relationships; Respect for the rights and needs of the community to develop and maintain an atmosphere conducive to academic study and personal development; and, Respect for Federal, State, and Local laws and ordinances is expected.
2. *Integrity and accountability.* Members of the campus community are expected to maintain lives of integrity regarding biblical principles and standards of conduct adopted by the campus community. The University firmly believes that mature individuals submit themselves to accountability within a community of persons and take responsibility for actions that violate that covenant relationship. Members are equally responsible to bring to bear accountability where there is knowledge that fellow members are violating community standards for conduct and should exercise such action in humility with concern for the offender.
3. *Affirmation of diversity.* The University recognizes the influence that diversity has in shaping the unique contributions of community members. The University is committed to affirming these contributions and creating opportunities for synergistic reasoning and insights. This commitment is based on a belief that community members should be able to maintain their unique distinctiveness while sharing mutual respect and dignity for the experiences and beliefs of others. Consistent with its educational objectives, the University refrains from endorsing or permitting conduct deemed to be in conflict with biblical principles or expressions of non-Christian religious worship or ceremony on University premises or at University-sponsored gatherings.
4. *Sanctity of life.* The University embraces a biblical position which honors the sanctity of life. Consequently, the University cannot support actions which encourage or result in the termination of human life through suicide, euthanasia, or abortion-on-demand. The University's belief in the sanctity of life influences its response to those students who are involved in a crisis pregnancy. The campus community is prepared to stand with both the father and mother of the unborn child as they consider the results of their actions and experience forgiveness that comes from genuine

repentance. Subsequently, abortion is not advised or entertained as an alternative solution. The University is committed to assisting the student(s) with other alternatives. Continuity of on-campus student residency will be considered in light of what is best for all those impacted by the pregnancy. As always, persons in such a crisis will find University officials supportive and redemptive.

5. *Sexual harassment.* The University desires to maintain a working and learning environment free from the sexual harassment of its community members and guests. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous and will be subject to 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 may be grounds for disciplinary action.

## **C. Policies and Regulations**

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

1.0 *Administrative Policy.* The following are prohibited:

1.1 *Knowing presence contribution. Behavior, active or passive, which fails to confront or correct the misconduct of fellow community members. Students may be held accountable for an incident at which they indirectly participated in the violation through their own complicity.*

1.2 *Non-Compliance. Violation of any University policy, rule, or regulation. Failure to comply with the requests or directions of University officials or law enforcement officers acting in performance of their duties. Failure to identify oneself to these persons when requested to do so.*

1.3 *Acts of dishonesty.* Dishonesty including but not limited to the following:

- a. Cheating, plagiarism, or other forms of academic dishonesty.
- b. Furnishing false information to any University official, faculty member, or office.
- c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.

1.4 *Disruption or obstruction.* The disruption or obstruction of teaching, research, administration, disciplinary proceedings or free flow of pedestrian or vehicular traffic, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises. Participating in an on-campus or off-campus demonstration, riot, or activity that infringes on the rights of other members of the University community.

1.5 *Abuse of the Student Discipline System.* Including but not limited to:

- a. Failure to obey the notice from a University official to appear for a meeting or review as part of the Student Discipline System.
- b. Falsification, distortion, or misrepresentation of information before a Discipline Administrator.
- c. Disruption or interference with the orderly conduct of a Student Discipline and Appeals Committee 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 the Student Discipline and Appeals Committee 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 Discipline System.
- h. Influencing or attempting to influence another person to commit an abuse of the Student Discipline System.

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

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

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

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

- a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
- b. Unauthorized transfer of a file.
- c. Use of another individual's identification and/or password.
- d. Use of computing facilities and resources to interfere with the work of another student, faculty member, or University official.
- e. Use of computing facilities and resources to view, download, or 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 Director of Student Life.

*2.5 Postings and solicitation.* Posting flyers, posters, advertisements, etc. without departmental sponsorship or the approval of Student Life. Postings must be stamped “Poster Approved” and displayed in compliance with written policies available in Student Life. Solicitation of goods and the services on University premises without the prior approval of Student Life is prohibited.

3.0 *Safety and Security.* The following are prohibited:

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

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

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

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

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

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

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

4.1 *Unlawful acts.* Violation of any federal, state, or local law. Students convicted of a crime during continued enrollment or residential status in University housing

must report this information to the Director of Student Life.

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

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

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

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

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

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

- a. Single students dating married persons.
- b. Married students dating anyone other than their spouse.
- c. Homosexual relations.
- d. Cohabitation with members of the opposite sex.

e. Public affection deemed inappropriate for the context.

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

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

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

4.10 *Drugs.* Use, possession, manufacturing, promoting use, or distribution of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Possession of drug paraphernalia 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. Displaying alcohol containers (empty included). Promoting the use of alcohol in any way.

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

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

4.14 *Disorderly conduct.* Conduct that is disorderly, lewd, or indecent; breach of

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

4.15 *Profanity and obscenity.* Use of language, or verbal depiction of activity, that is vulgar, coarse, crude, or indecent. Wearing articles of clothing that are construed as vulgar, coarse, crude, or indecent, or in other ways violates our community standards.

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

4.17 *Unauthorized On-campus dances.* Any unauthorized dance sponsored by a University official or recognized student group. The University or a recognized student group may sponsor dance activities on or off University premises under the direction and supervision of assigned University personnel or advisors. Dances are subject to University guidelines and community standards. Specific program guidelines and protocols are outlined in the "Dance Policy" (available in the Office of Student Life).

## **D. Violation of Law and University 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 Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct

may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Director of Student Life. Determinations made or sanctions imposed under this Student Code of Conduct of Conduct shall not be subject to change because criminal Complaint arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

2. *University cooperation with law enforcement.* When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

## **Article IV: Student Discipline System Procedures**

### **A. Complaints and Resolution of Complaints**

1. *Complaint.* Any member of the University community may file a complaint against a student for violations of the Student Code of Conduct. A complaint shall be prepared in writing by the Complainant or interviewing University official and directed to the Student Discipline Administrator. Complaints 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. *Initial Notification.* The accused student shall be notified via email that there has been a complaint. The accused student shall be provided a copy of the written complaint outlining the violations when written documentation is available. The accused student shall be required to respond within 48 hours accepting or denying responsibility for the alleged violation. If the accused

student accepts responsibility, the Student Discipline Administrator shall set sanctions and notify the accused student. If the accused student denies responsibility, the Student Discipline Administrator shall conduct an inquiry.

3. *Inquiry.* The Student Discipline Administrator may conduct an inquiry to determine if the complaint has merit and/or if it 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.
4. *Resolution.* If the complaint is not admitted and/or cannot be disposed of by mutual consent, the Student Discipline Administrator will make a decision based on the information revealed in the inquiry. If the respondent is found in violation of the Code of Conduct, disciplinary action shall be assigned by the Student Discipline Administrator.
5. *Notification.* The Student Discipline Administrator will notify the Respondent in writing of the decision(s) reached. The student will be notified of his/her right to appeal and information on the appeals process will be included in writing.

## **B. Disciplinary Action**

Reconciliation to the community after a violation of the Student Code of Conduct often requires some form of consequence for the action. Intermediate consequences are employed wherever possible to avoid expulsion from the University or on-campus Housing. Each incident is reviewed on a case-by-case basis, with consideration to 1) the severity of the violation, 2) the context of the incident, 3) a history of prior misconduct, 4) the responsiveness of the respondent to accountability, and 5) the degree to which the individual displays genuine repentance.

Community members are encouraged to provide firsthand testimony that will bring greater clarity and understanding to the 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 of Conduct:

- a. *Verbal Warning*-Verbal notice to the student that the student is violating or has violated institutional regulations, accompanied by a request to desist and refrain from the misconduct.
- b. *Written Warning*-A notice in writing to the student that the student is violating or has violated institutional regulations, accompanied by a request to desist and refrain from the misconduct.
- c. *Loss of Privileges*-Denial of specified privileges for a designated period of time.
- d. *Fines*-Previously established and published fines may be imposed.
- e. *Restitution*-Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- f. *Discretionary Sanctions*-Work assignments, essays, service to the University, or other related discretionary assignments.
- g. *Probation*-A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- h. *University Housing Suspension*-Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- i. *University Housing Expulsion*-Permanent separation of the student from University Housing.
- j. *Interim Suspension*-Requires that a student immediately leave University premises or a University-sponsored activity when it is fair and reasonable to believe that a student is an immediate threat to the safety of others or himself/herself or to the disruption of University operations. Conditions for return will be specified. (Also see IV.B.2.)
- k. *Suspension*-Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions





other University activities or privileges for which the student might otherwise be eligible, as the Director of Student Life, Campus Police 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 an appeal review, if exercised. However, the student should be notified in writing of this action and the reasons for the suspension. When timing necessitates a more immediate verbal notification, the written notification should be provided as soon as possible, thereafter. The notice should include reference to a meeting at which the student may show cause why his or her continued presence on the campus does not constitute a threat (and at which he or she may contest whether community standards or a Student Code of Conduct was violated.)
3. *Guidelines for imposing consequences.* The following guidelines attempt to establish some continuity in administering consequences for the violation of the Student Code of Conduct. The Student 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:

- Disrespectful to persons of authority
- Significant damage to property
- Misuse of safety equipment
- Petty theft
- Sexual misconduct
- Cohabitation
- Violation of alcohol policy
- Intoxication or drunkenness
- Repeat offenses of Level 1 Violations

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

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

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

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

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

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

5. *Disciplinary holds.* The Director of Student Life places a “hold” with the Office of the Registrar preventing subsequent enrollment when a student is suspended, dismissed, or expelled from the University. A permanent record of the disciplinary action is noted in the student’s academic record.
6. *Disposition of disciplinary records.*
  - a. Other than student disciplinary suspension, dismissal, expulsion, or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than Housing expulsion OR University suspension, dismissal, or expulsion OR revocation or withholding of a degree. All remaining disciplinary records may be expunged from the student’s confidential record seven years after graduation or separation from the University.
  - b. In situations involving both a Respondent(s) (or group or organization) and a student(s) claiming to be the victim(s) 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 Respondent(s) and the student(s) claiming to be the victim(s) 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.* The Student Discipline Administrator is not limited to sanctions listed above. Upon completing a review of the situation, the Student Discipline Administrator shall advise the respondent, group and/or organization, and a complaining student who believes he or she 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 Administrator may be appealed by the Respondent(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 record of the Student Discipline Administrator and supporting documents for one or more of the following purposes:
  - a. To determine whether the inquiry and follow up meetings was conducted fairly in light of the Complaint and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
  - b. To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish a violation of the Student Code of Conduct.
  - c. To determine whether the sanction(s) imposed were appropriate for the violation of the Conduct Code which the student was found to have committed.
  - d. To consider new information, sufficient to alter a decision or other relevant facts not brought out in the original review, because such information and/or facts were not known to the person appealing at the time of the original Student Discipline and Appeals Committee Review.
3. *Appeal Review Process.* If conditions for an appeal are met and forwarded to the Appellate Board, the review shall be conducted by the Student Discipline and Appeals Committee according to the following guidelines:

- a. Student Discipline and Appeals Committee reviews normally shall be conducted in private.
- b. In a review involving more than one Respondent, the Student Discipline Administrator, at his or her discretion, may permit the review concerning each student to be conducted either separately or jointly.
- c. The Complainant and the Respondent have the right to be assisted by an advisor they choose, at their own expense. The advisor must be a member of the University community and may not be an attorney. The Complainant and/or the Respondent are responsible for presenting his or her own information; therefore, advisors are not permitted to speak or to participate directly in any Student Discipline and Appeals Committee Review before the committee. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the review because delays will not normally be allowed due to the scheduling conflicts of an advisor.
- d. The Complainant, the Respondent, and their advisor(s), if any, shall be allowed to attend the entire portion of the review at which information is received (excluding deliberations). Admission of any other person to the review shall be at the discretion of the Student Discipline and Appeals Committee and/or its Student Discipline Administrator.
- e. The Complainant, the Respondent, and the Student Discipline and Appeals Committee may arrange for witnesses to present pertinent information at the Review. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Respondent prior to the review. Witnesses will provide information to and answer questions from the Student Discipline and Appeals Committee. Questions may be suggested by the Respondent and/or Complainant to be answered by each other or by other witnesses. This will be conducted by the Student Discipline and Appeals Committee with such questions directed to the Chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the review and avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline and Appeals Committee.
- f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Discipline and Appeals Committee at the discretion of the Chairperson.
- g. All procedural questions and decisions are subject to the final discretion of the Chairperson of the Student Discipline and Appeals Committee.

- h. After the portion of the review concludes in which all pertinent information has been received, the Student Discipline and Appeals Committee shall determine (by majority vote) whether the Respondent has violated each section of the Student Code of Conduct which the student is charged with violating.
- i. If a respondent, with notice, does not appear before a Student Discipline and Appeals Committee review, the information in support of the Complaint shall be presented and considered even if the Respondent is not present.
- j. The Student Discipline and Appeals Committee's determination shall be made on the basis of whether it is reasonable to conclude that the Respondent violated the Student Code of Conduct. A higher standard determination shall be made on the basis of whether it is more likely than not to conclude culpability in cases likely to result in significant consequence. The University is not obligated to a legal standard of "beyond a reasonable doubt."
- k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student disciplinary proceedings. **Reminder: The Student Discipline System is an educational process, NOT a legal proceeding.**

4. *Bringing closure to an appeal.* The Appellate Board's opinion and recommendations for subsequent action are submitted to the Appellate Administrator to inform his/her final judgment. The Appellate Administrator will notify the student in writing of the decision. There shall be a single written Administrative Review summarizing the Student Discipline and Appeals Committee Review 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

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

### **A. Authority.**

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

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

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

implemented with the approval of the President.

### **C. Disclaimer.**

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

### **D. Records.**

Student disciplinary records will be maintained by the Student Life office and be available in compliance with FERPA guidelines for viewing and requesting copies. No audio or visual recording of disciplinary reviews is permitted by participants, except as provided for in Article V.E below.

### **E. Special Accommodations.**

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



## **Student Involvement**

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

## **Athletics**

Houston Baptist University sponsors 15 varsity athletic programs, 13 of which compete in the Great West Conference, with men's soccer playing in the Atlantic Soccer Conference and men's golf playing in the America Sky Conference. The women's sports are soccer, volleyball, cross country, basketball, indoor track and field, outdoor track and field, golf and softball, while the men compete in soccer, cross country, basketball, indoor track and field, outdoor track and field, golf and baseball. The 2010-11 season saw the Huskies capture Great West championships in women's soccer, softball and women's golf, which claimed its second-straight conference title. The Huskies also had four student-athletes among the nation's statistical leaders: volleyball's Courtney Whittleman in digs (19<sup>th</sup>), men's basketball's Andrew Gonzalez in points (6<sup>th</sup>) and Michael Moss in steals (6<sup>th</sup>) and baseball's Robbie Buller in home runs (tied for 13<sup>th</sup>).

HBU returned to the NCAA Division I competition in 2007 after 18 years as a member of the National Association of Intercollegiate Athletics (NAIA) and nine years as the dominant program in the Red River Athletic Conference. While competing in the RRAC, the Huskies won the All-Sports Trophy eight times, 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; and students are encouraged to attend and continue to support the great tradition of HBU athletics. For more information, and for team posters and schedules, visit the Athletics Offices located in Sharp Gym or call 281.649.3205. Follow the Huskies on mobile devices by logging onto the official website - HBUHuskies.com, on Facebook by searching for "HBU Athletics", and on Twitter by following @hbuhuskies.

## **Campus Recreation**

### **Purpose**

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

### **Campus Rec Committee**

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

### **Opportunities**

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

### **Eligibility**

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

- Any athlete who has participated in an intercollegiate contest for Houston Baptist University is ineligible to participate in an intramural contest (in same sport) for at least 12 months, or one full season.
- Rules for all sports may be obtained from the Director of Campus Recreation in the Student Life Office, Baugh Center.

## **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.

## **Health and Injuries**

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

## **Student Organizations**

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

## **Greek Life**

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

### ***Recruitment/Membership Intake***

Each group may have different recruitment dates and formats. For more information about these groups and their recruitment/intake schedules please contact the Becky Crandall or go to Greek Life.

## Special Events

**Art Exhibitions** - The Art Department presents various art exhibitions throughout the academic year, including faculty, alumni, and visiting artists from the professional community. Senior art majors are also highlighted each semester through the exhibition of their senior projects. The Annual Student Art Exhibition features the work of all art students and is held each spring.

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

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

**Homecoming** - A week of activities in November to show your Husky Pride. Events include our annual Chili Cook-Off, Pep Rally, and Basketball Game.

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

**Husky Revue** - This yearly tradition is a campus-wide variety show that allows students to showcase their talents.

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

**Leadership at HBU** - Throughout the fall and spring semesters, students who want to grow their leadership skills can attend programs such as monthly Leadership Challenges or get involved in a student organization. Freshmen can also apply to the President's Leadership Institute which combines leadership development with networking opportunities all the way through graduation.

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

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

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

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

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

**Winter Formal** - One of the special events of the fall semester, the campus-wide semi-formal event includes dinner and entertainment.

## **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.

Elections for all SGA positions, except freshman representative, are held each spring. Freshman representative elections are held each fall. For more information or to obtain a copy of the SGA Constitution and Bylaws, you may view the SGA page or stop by the SGA Office on the 2<sup>nd</sup> floor of M.D. Anderson Student Center.

# **Student Resources**

## **Academic Accommodations**

Houston Baptist University endeavors to provide reasonable accommodations for students with documented disabilities on a case-by-case basis. Reasonable accommodations are made in accordance with requirements set forth in Section 504 of the Rehabilitation Act of 1973 and the American Disabilities Act of 1990. Students requesting Academic Accommodations for Learning Disabilities, Psychological/Psychiatric, and Physical and Other Health Condition Disabilities that create impairment in the learning environment should access and read the university academic accommodations web pages. After reading this material, including the steps to receiving accommodations, student may contact the Disability Services Coordinator via email at 504@hbu.edu.

## **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.

During the freshmen and sophomore years, all students (except those in the College of Science and Mathematics) are assigned a Core Advisor, a faculty advisor who can help navigate the Liberal Arts Core Curriculum and counsel students on all academic matters, broad career and vocational interests, etc. Sometime during the sophomore year, students with declared majors will transfer to a Major Advisor, a faculty advisor who specializes in the student's particular field of interest or allied field. The Major Advisor assists the student in planning major-specific educational and career goals. (Students in the College of Science and Mathematics work with a Major Advisor from the freshmen year forward.) Students may see advisors ("Core" or "Major," as assigned) to

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

The faculty advisor's responsibility to the student is

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

The student's responsibility to the faculty advisor is to

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

## **Bookstore**

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



## **Career Services**

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

- Hire-A-Husky-where employers post their positions and students register their resumes
- job fairs
- off-campus interviews with prospective employers
- career/job-search counseling
- career seminars
- job vacancy listings
- web-based resume posting service
- mock interviews

For further information, please contact Career Services at 281-649-3359 or stop by the office in Brown 150.

## **Cashier's Office**

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

## Center for Exploring Ministry Careers

The Center for Exploring Ministry Careers is the structure through which Houston Baptist University coordinates its many efforts to assist students who are committed to church vocations. The Center guides, prepares, and elicits support for ministerial students. The BGCT (Baptist General Convention of Texas) provides Ministerial Financial Assistance for students exploring ministry careers. Field-based opportunities through the Supervised Ministry Practicum are also provided through the Center. Job postings connect with churches seeking part-time and full-time staff. Contact the School of Theology at 281-649-3383 for more information.

For information on Church Matching Awards and Ministerial Dependents Grants contact Janet Feng in Financial Services.

## Computer Labs

HBU offers a supervised walk-up lab available to all students. It is located in Atwood II, room 101. You must be a currently enrolled HBU student to use the computer lab. Guests and/or children are not allowed to accompany students into the lab. View the Computer Lab Hours and other details at [www.hbu.edu/StudentComputerLab](http://www.hbu.edu/StudentComputerLab)

### Equipment:

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

## Email

All students are provided an HBU e-mail account once admitted to the university. This then becomes the main means of communicating official HBU business. It is imperative that students check their HBU e-mail on a routine basis. ***Failure to read an email will***

***not be an excuse for missing deadlines and other important expectations placed on students.*** For assistance with e-mail including directions on how to point your HBU e-mail to another e-mail account contact the ITS Help Desk or call 281-649-3410.

## **Financial Services**

The Office of Financial Aid provides financial assistance information, advising, and help to University students planning to enter and remain in the University. In order to establish the need of each applicant, the Free Application for Federal Student Aid (FAFSA) should be submitted to the online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) as soon as possible after January 1. HBU's school code for the FAFSA is 003576. **March 1 is the preferred deadline to submit the FAFSA and April 16 is the deadline for any additional documents required as a result of the FAFSA.** Forms for supplying the information necessary to secure financial assistance are available in the Office of Financial Services and also online in the Financial Aid Forms Library. All merit, talent, and off-campus scholarships are coordinated through the Financial Aid Office. For further information regarding the various aid programs, contact Financial Aid at 281-649-3471.

## **Food Services**

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

## **Baugh Dining**

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

credit and debit cards and declining balance, all at the Baugh RFoC Residential Restaurant.

### **Java City**

Located off the main lobby of the library, this new venue opened Spring 2011. Relax and enjoy the aroma of Java City® Coffee or sip on a fresh fruit smoothie. We also offer grab-n-go sandwiches, fresh fruit cups, bagels, pastries, and more. Whether you're on the go or need to relax, stop by and enjoy some time with your friends. Use your declining balance or pay with cash or credit card.

### **Husky Express**

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

### **Coming soon:**

P.O.D. Express (Provisions On Demand at Husky Village)  
Home Zone (Phase One of the M.D. Anderson Student Center)

### **Huskynet**

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

## **ID Cards**

At the initial HBU enrollment, each student receives an ID card with student's student number (H#). Replacement ID cards may be obtained from the Library for a nominal charge. The student ID card is used in a variety of ways, including, but not limited to 1) library resource checkout, 2) dining services (meal plan or declining balance), 3) University Bookstore book buy-back, 4) services at the Student Health Clinic, 5) attendance at Convocation and other Community Life and Worship Events, 6) Wellness Center access, 7) Lake House resident access, and 8) admission to HBU regular season home athletic events. Upon request, students must furnish satisfactory identification to University staff, faculty members, administrative officials, and/or police officers. The Student ID card is the official means of identification and should be carried at all times when on campus. Falsification or misuse of this card is considered a violation of University policy.

## **The Learning Center (TLC)**

One-on-one and group tutoring is available free to HBU students of all majors at the TLC. Please visit [www.hbu.edu/TLC](http://www.hbu.edu/TLC) for additional information or call 281-649-3785 for specific times and tutored subjects. Also, appointments for tutoring can be scheduled directly using the HBU portal. Workshops are also scheduled periodically to address specific concerns. TLC is conveniently located on the first floor of the Brown Administration Building.

## **Library**

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

Hours: The library is open 83.5 hours per week.

## All Semesters

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.

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

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

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

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

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

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

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

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

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

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

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

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

## **Lost and Found**

All lost and found items are to be taken to or retrieved from the Law Enforcement Center on Beechnut (next to CVS). Items will be held for only 30 days.

## **Music Performance Opportunities**

The HBU School of Music invites students with musical ability to play or sing in one of the University ensembles. A simple audition is required. Contact Dr. John Yarrington at 281-649-3027.

**University Singers, Schola Cantorum** - University Singers and Schola Cantorum present three major concerts a year, lead the Christmas Convocation, and perform in the greater Houston community.

## **Student Health Insurance**

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

## **Student Health Services**

### **Purpose**

The purpose of HBU's Student Health Services ([www.hbu.edu/StudentHealth](http://www.hbu.edu/StudentHealth)) is to promote the wellness of the campus community through health education and provision of basic health care services.

### **Personnel**

HBU's Student Health Service is staffed by licensed medical personnel: family nurse practitioners, registered nurses, and a family practice physician. All health service personnel are under the supervision of the Director of Student Life.

### **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. Services include, but are not limited to:

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

### **Hours of Service**

Health services are provided on the first floor of The Lake House; clinic hours will be posted on the door. The last patient will be seen at 15 minutes prior to the scheduled closing time. Clinic staff will be available to see students on a first-come, first-serve basis.

Non-emergency visits to the Student Health Center should be made at times that do not conflict with the student's class schedule. Specific clinic hours are posted each semester at [www.hbu.edu/ContactHealthClinic](http://www.hbu.edu/ContactHealthClinic)

### **Financial Responsibility for Health Care**

The student is responsible for the payment of all financial obligations incurred for health care. Fees for services are posted outside the clinic and at [www.hbu.edu/HealthClinic](http://www.hbu.edu/HealthClinic) and are subject to change.

### **Release of Records**

A student must sign a formal "release of records" and pay a nominal copying fee to cover cost of materials and postage prior to any release of records, charts, or reports. To maintain confidentiality, records will be released to the patient. A current driver's license is required to verify identification. Telephone requests for out-of-town students may be completed after the student faxes his/her signature and request in writing.

## **Accidents or Injuries**

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

## **Incident / Accident Reports**

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

## **Student Publications**

### **Houston Baptist University Media Guidelines**

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

## **Testing Services**

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

- Reading Proficiency (Pre-THEA)
- THEA Quick Test
- CLEP

- HESI
- ACT Residual
- Computer Proficiency Exam\*
- Math Placement Tests
- Spanish Placement Tests\*

\*Online registration not yet available for these exams.

For information about exams, and online registration and payment, visit [www.hbu.edu/testing](http://www.hbu.edu/testing). Contact [testing@hbu.edu](mailto:testing@hbu.edu).

## **Wellness Center**

The Bradshaw Fitness Center, located at 7731 Southwest Freeway, provides excellent facilities, personnel, and opportunities that promote total wellness, strengthening physical, social, psychological and spiritual health in individuals of every age. Membership to the Wellness Center is available to all currently enrolled students at HBU for a nominal fee. Enroll from your HuskyNet account under "Optional Fees." For additional information, visit [www.hbu.edu/wellnesscenter](http://www.hbu.edu/wellnesscenter) or contact Student Life.

*Starting spring 2012 all enrolled students have an automatic membership to the Bradshaw Fitness Center (name change 1/2012), charged a fitness fee.*