

Section 1- Office of Student Life

Tony Allen, Dean of Student Life

The Office of Student Life is dedicated to the development of Freed-Hardeman University students. The office strives to encourage spiritual, physical, intellectual, emotional, and social growth through the participation in on and off campus events throughout the school year.

Office of Student Life is responsible for the following areas:

- Inter-club Council for Social
- Makin' Music
- Social Clubs
- Student Government Association
- University Program Council

Interclub Council (ICC) For Social Clubs

The ICC provides overall leadership for the social clubs. Any issues concerning social clubs (Intramural appeals, social club guidelines, induction, etc.) will be discussed and voted upon by this council. (See the Social Club Handbook for details).

Makin' Music

Makin' Music is a student-organized production that brings together prospective students, current students, and alumni for a weekend of entertainment. Students may participate in Makin' Music through social clubs, the Makin' Music staff, the show brand, the technical crew, and by volunteering their time during the performances.

Social Clubs

There are 6 social clubs that any undergraduate student may pledge. Students pay social club dues each fall and spring. For additional information about social clubs, please see the social club handbook.

Care of Facilities

The following guidelines are for all campus organizations relative to the displaying of posters, banners, and other notices of an nature. All posters, banners, and other notices must be approved by the Office of Student Services. All such materials are to be displayed upon bulletin boards and Student Center walls. No such materials are to be displayed upon outside masonry and/or painted walls, inside painted surfaces, glass surfaces or garbage cans.

NOTE: In the interest of safety and to avoid damage to roofs, students may not go on the top of buildings for any reason.

The individual or group represented by posters, banners, and other objects will be responsible for the removal of such materials and for the cleaning of the surface. Posters, banners, and other objects must be taken down within 48 hours of the event's completion. Failure to do so will result in the loss of the privilege. Individuals or groups other than those authorized by the university may not display or distribute materials without permission from the Office of Student Services.

Fund Raising

Permission should be secured from the Office of Student Life before taking up a collection for any person or project. Club fund-raising projects should also be approved by the Office of Development.

Mass Mailings

Campus mailings of 25 or more must be approved. The Dean of Student Life approves all mailing from UPC, Makin' Music, Interface, and Social Clubs. The Dean of Students will approve all other mailings. No card or letter less than 3" X 5" should be sent through campus mail. Mailings of 25 pieces or more must be in campus-box order and have the signed approval form before they can be delivered to the post office. The campus-box privilege is reserved for university-related use only. It is not to be used for the purpose of bulk mailings that are not university related.

Outings

Clubs & organizations may go on outings and picnics, provided a faculty sponsor or other approved person accompanies them. The sponsor should receive clearance from the Office of Student Life/Student Services prior to the event.

The University Program Council (UPC)

The Program Council provides on and off campus social and recreational events for the student body.

Interface

The overall goal of Interface is to assist new students in establishing and maintain interpersonal relationships while they begin to develop their personal identity during their first weeks as a student at Freed-Hardeman University.

Section 2: Housing

Missie Lomoriello Director of Residence Life

Residence Halls

Life in the residence hall is one of the most important and influential aspects of your university life. The two paramount factors in community living are consideration for others and stewardship of the facilities.

Residence Hall Staff

Each residence hall is managed by a full-time Residence Hall Supervisor. The two Privileged Housing units are each managed by a Lead Resident Assistant and a Resident Aide. The Residence Hall Supervisors and the privileged housing Resident Assistants report directly to the Director of Residence Life and work with the Office of Student Services.

The Residence Hall Supervisors are assisted by students specifically selected to serve as Resident Assistants (RAs) provides encouragement and support and assist the Residence Hall Supervisors with administrative tasks and enforcing university policies.

If you have problems or concerns with any aspect of life at Freed-Hardeman your Residence Hall Supervisor or RA are available for advice, guidance and support.

Student Property

All students are expected to vacate the residence halls during Thanksgiving, Christmas, spring, and summer breaks. Students who have special circumstances may request to be allowed to stay in the residence hall during breaks. If you need to stay on campus during any break you must make a request to the Director of Residence Life at least ten calendar days before the beginning of the break.

All personal property left by students in their residence halls between any semesters, spring break, Thanksgiving, or other holidays is the sole responsibility of the student. Freed-Hardeman does not assume responsibility for personal property that is lost, damage, or stolen.

You should remove valuables from your room any time you are not on campus. You should lock your door whenever you leave your room. You are encouraged

to purchase insurance if your belongings are not covered under your parents' homeowner's policy.

Room Assignment Procedure

The Director of Residence Life makes all room assignments. Requests for specific rooms and/or roommates must be made through the Office of Student Services. Every effort is made to honor these requests but requested assignments are not guaranteed. Requests not turned in by the date specified when the request forms are made available will not be considered until all on-time requests are processed.

Room Changes

You must have prior written permission from the Director of Residence Life to change rooms for any reason. There will be a \$25 charge for student-initiated room changes outside of the free move period. When your move has been approved by the Director of Residence Life and you have moved, the residence hall supervisor will check the vacated room for cleanliness and damages.

The university reserves the right to change room assignments to completely fill a room or suite. No charge will be made if the university initiates the room change. The university also reserves the right to freeze housing moves at any time.

Free Move Period

There will be a two-week period near the beginning of the fall and spring semesters when you may request a room change with no charge. The date for the free move period will be advertised before the period begins. All rooming changes must be approved in advance by the Director of Residence Life.

Roommates

You will be assigned a roommate at the beginning of the school year. If you want a specific roommate, you and your roommate must request each other in writing on your room request form.

If your assigned roommate decides not to attend FHU or the roommate moves out after school has begun, it is your responsibility to find another roommate. If you do not find a roommate within 2 weeks of our original roommate's departure you may be moved to another room or charged a private room fee. The Director of Residence Life and/or your Residence Hall Supervisor can assist

you if you are having roommate troubles. If you cannot resolve the difficulties, contact the Director of Residence Life if you wish to change rooms.

Private Rooms

Students requesting private rooms will be allowed to retain them only as long as space is available. You may request a private room through the Director of Residence Life. There will be an additional charge to have a private room.

Residence Hall Life

Weekly Room Inspections

You are responsible for keeping your room clean and neat. Your Residence Hall Supervisor will inspect your room once per week. Four room inspection failures will result in disciplinary action. When the fourth failure is received, disciplinary action will be taken.

3rd Fail: warning letter

4th Fail: sign out restriction until room has passed inspection & 5 hours of community service to be assigned by the Director of Residence Life.

5th Fail: Sign-out restriction for 1 week; 10 hours community service to be assigned by the Director of Residence Life.

6th Fail: Sign out restriction for 2 weeks; club restriction 2 weeks; 15 hours community service to be assigned by the Director of Residence Life; \$25 fine.

Furnishing

Each room has been furnished. You are **responsible for damages in the area where you reside**. Discretion should be used in putting nails or tacks in walls. The furniture in each room is checked and recorded on a room inventory form when you move into and out of your room. Replacement and/or repair costs for missing or damaged furniture will be charged to the occupant(s) of the room.

Suitemates may move furniture between rooms in the suite if all suitemates agree. All furniture must be returned to its original room before checkout.

Furniture may not be removed from the room/suite at any time.

Decorating Your Room

Paint/Wallpaper

You may not paint or wall paper your room.

Decorations

You may not display pictures, posters, books, records, videotapes, DVDs, artwork, beverage containers or other items that are not in good taste or do not conform to Christian ideals in your room.

Carpet/rugs

You may lay carpet or rugs in your room with the following limitations:

- Carpet/rugs may not be attached to the floor or walls in any way (including 2 sided tape)
- The carpet must be removed to allow access to the floor for necessary maintenance or cleaning.
- You will be liable for any damage done to the floor.

Construction

- Construction must be sturdy with adequate support
- Student-constructed bed frames must be free standing
- You may not nail or otherwise attach anything to university-owned bed frames
- All construction must be removable when the room is vacated
- The university is not responsible for injury or damage caused by faulty construction
- You are responsible for any damage caused from using university-owned furnishing to support personally-owned items.

Electrical Appliances

- Refrigerators may be no larger than 4.3 cubic capacity.
- Open-coil appliances such as hot plates hot-oil fryers and/or popcorn poppers, electric skillets, ovens, and electric heaters may not be used or kept in your room. (Hot-air popcorn poppers are allowed).

Candles/Incense

Anything designed to burn, flame, or smolder is prohibited in the residence halls. This includes, but is not limited to candles, incense, lighters and matches.

Curfew

Curfew is at 12:30 am Sunday through Thursday nights and 1:00am on Friday and Saturday nights. Students must be in the residence halls for room check by curfew. Any exception to curfew requires permission from your Residence Hall Supervisor or the Director of Residence Life.

If a difficulty arises that prohibits you from returning at the appropriate time, you should call your Residence Hall Supervisor before curfew. Any time you are not in your residence hall at the expected time the supervisor may call your home. You should not leave the residence hall in the morning prior to 5am.

Room Check

Room check begins one-half hour before curfew. If you are in the residence hall at this time, it is your responsibility to ensure that you report to your RA so that you will be marked present in the residence hall.

If you fail to report to your RA and let them know you are in the dorms, it will be treated like they are missing at curfew, and can be subject to discipline.

Signing Out

Any time you plan to be away from your residence hall overnight, you must fill out your sign-out card. The form must be **filled out completely, truthfully, and accurately**. Once curfew has passed you should not return to the residence hall before 5am without permission.

If you return to the residence hall after signing out, you must notify your dorm supervisor. Failure to either change your sign-out card or notify your dorm supervisor will result in discipline as if you had either failed to sign out or left after curfew.

Do not list a cell phone number as the primary contact number if there is a landline available where you will be staying.

Giving false information on the sign-out card is equivalent to cheating and is subject to severe disciplinary action.

Students are not to sign out for one another. Any student in violation will be treated as if they have falsified information on the sign-out card. If a student forgets to sign-out he/she should notify the residence hall supervisor as soon as possible. A student may do this on 3 separate occasions without disciplinary action **if** the student contacts the supervisor prior to curfew.

Students may sign out a maximum of three times Sunday through Thursday. If staying longer, the student must receive permission from the Dean of Students.

Discipline for signing out violations – can include, but is not limited to: warning letter, sign-out card repetition, club/intramural restriction, or disciplinary probation.

Curfew Extension

Request curfew extension from your residence hall supervisor when you plan to be out past curfew but will return to the dorm. Curfew extension extends curfew by one hour. Students must request extension in person no later than 11pm the night of. Residence Hall Supervisors will not grant curfew extensions over the phone.

Curfew extension will not be allowed to students on disciplinary probation without permission from the Dean of Students.

Overnight Permission

You must get overnight permission if you will be staying anywhere with a member of the opposite sex. Failure to get overnight permission may result in discipline as if it were a sexual violation.

Students must request overnight permission in person. Residence hall supervisors will not give overnight permission over the phone.

Guests

Guests from dorm to dorm may only stay a maximum of 3 nights per week, except during special circumstances. If longer than 3 nights per week is requested, you must have approval from Dean of Students.

Guests will need to sign the guest list in the lobby. The list will be with the monitor on duty each evening.

Students will be held accountable for their guests' actions. If the guest is acting in violation of university policies, the hosting student may be disciplined for that violation.

Guest staying longer than three nights will be charged a guest fee. No off-campus visitors or students are allowed in the residence halls past curfew unless they have signed the guest list.

If you have a guest of the opposite sex come to visit, you must make arrangements with the Director of Residence Life for appropriate accommodations. If the guest will be staying with other students on campus, the signature of all occupants of the host room must be on the guest-approval request.

Guest Behavior

Guests are expected to adhere to the same rules & policies as students. It is your responsibility to ensure that your guests are aware of F.H.U.'s standards. If

your guest violates the rules & policies of the campus, the student hosting the guest may receive disciplinary action.

Prospective students wishing to stay overnight in the residence halls should make their housing arrangements through the Office of Admissions.

Group Curfew Extension/Overnight Permission

Groups, such as social club and musical ensembles, may request curfew extension/overnight permission as a group. Group permission must be requested through Student Services by the Dean of Students or the Director of Residence Life.

Groups requesting overnight permission must request special permission at least 24 hours prior to the start of the event. Failure to turn in group overnight permission request may result in denial of permission for later events, or disciplinary actions including restrictions on both the group, and individual members.

Overnight Opposite Sex Visitation & Violation of Visitation Hours

Students, **regardless of whether they live on or off campus**, are not permitted to spend the night with members of the opposite sex without parental, parental type, faculty or staff chaperones. Any student who violates this policy will be held to the same discipline as the policy regarding sexual immorality, **regardless** of whether or not sexual immortality occurs. This includes un-chaperoned group activities.

Quiet Hours

The primary right of the students at the University Residence Hall is to be free from unreasonable interference in their room. Noise levels are to be reduced 1 hour prior to curfew.

Locking Rooms

You should keep your room locked whenever you are not present. The University is not responsible for personal items stolen from your room.

- You must have a key to your own room. If you lose your key, report the loss to your Residence Hall Supervisor immediately.
- You are advised not to leave large sums of money in your room.
- You should not enter another's room when the regular occupant is out unless you are accompanied by the Residence Hall Supervisor or another member of the Student Services Staff.

Security of Residence Hall Doors

Doors in residence halls are locked 24 hours a day. You may use the side entry from 5:00 am until 30 minutes before curfew. After that time you must enter and exit through the lobby. Students using the side doors after this time may result in disciplinary action or fines.

Tampering with the doors or alarms is vandalism and will result in serious discipline. Propping doors open at any time is prohibited. Use your ID card to unlock doors to the residence hall.

Search & Seizure

The University reserves the right to enter, inspect, and search the room of any student in university-owned housing or any student's vehicle, whether or not the student is a boarding student, in or out of the student's presence. By registering for classes at Freed-Hardeman University, you are giving your consent to search. All evidence found in such searches will be deposited in the Office of Student Services. Search authorization will normally be issued by an administrative Vice-President or the Dean of Students. Except under an emergency situation, room searches will be conducted by at least two representatives of the university. A student who refuses to allow a room search is subject to immediate suspension.

Health Inspection

Health inspections are conducted at least once a semester by the Director of Residence Life and/or Dean of Students. At that time, rooms must pass an inspection that is much more stringent than the weekly inspection.

If your does not pass this inspection you will be given the opportunity to correct the problems noted by the inspector. If your room does not pass the recheck, you and your roommate(s) will be subject to disciplinary action and/or fines.

Damage to Residence Hall

In the case of damage or destruction by an unknown party within the residence hall, common assessment will apply. The expense of the damage or of missing furnishings will be prorated among those living in the area until responsibility is established. The assessment will be assigned to the smallest logical group of students. This may include roommates, suitemates, a number of residents in a given section of the residence hall, or the entire residence hall.

Throwing food, beverages, and other substances may also be considered as damaging to the residence halls and disciplinary action and or fines may apply.

Dress in Residence Halls

You should be properly clothed before entering the hall on any floor in your residence hall. You must be within dress code (with the exception of footwear) when you are in the lobby of the residence hall.

Residence Hall Disturbances

Any activity that has a high potential for causing physical/mental injury, or damage in the residence halls is prohibited. Examples of this type of activity include slip 'n' slides, water battles of any kind, and throwing objects (including baseballs, footballs, mattress sliding, and rugby balls) at or to other people.

Social Hours and Visitation

You may entertain opposite sex guests in the lobby of your residence hall from 11:00 am until 10 minutes before curfew. You may also enter the lobby of opposite sex residence halls on Sunday morning prior to church services to call for your friends.

At no time are opposite sex guests to go beyond the lobby unless accompanied by the residence hall supervisor or another member of the Student Services staff. Students found with members of the opposite sex in their rooms will be disciplined according to the rules for sexual immorality, regardless of whether or not sexual immorality occurs. If the member of the opposite sex is also a student, s/he will be disciplined in the same manner.

Musters

Musters may be called by the Student Services Dean & the Director of Residence Life. Attendance at a muster called for your residence is mandatory. Failure to attend will result in disciplinary action and/or fine.

Safety Procedures

Fire drills are conducted at least once per semester to help students learn proper evacuation procedures and to ensure safety in case of a real fire. Once the residence hall has successfully passed a fire drill, no additional fire drills may be called without approval from the Director of Residence Life 24 hours in advance.

You will be instructed regarding your residence hall's sheltering procedures during tornado warnings.

Safety Equipment

Any student who sets off a fire alarm without due course or is found to have tampered with fire alarms, extinguishers or other safety equipment will be subject to disciplinary and/or legal action up to and including suspension.

Lobby Television

Televisions are provided in the lobbies and are for the primary use of the residents of that residence hall. Programs viewed on the lobby TV's should not be in conflict with the principles or policies of the university. Residence Hall Supervisors will change the channel or turn off the television if inappropriate programs are viewed. The use of lobby television will be limited to 2.5 hour slots, in order to prevent any one student from monopolizing the television. The Dorm Supervisor will be in charge of arranging television use schedules.

Damaging/Stealing of F.H.U. Property

Damaging and/or stealing any Freed-Hardeman property will result in disciplinary action up to and including legal ramifications, replacement, and restitution for damages, fines and other disciplinary actions up to suspension.

Windows

You will be responsible for any damage done to the window in your room. Except in emergencies that are a threat to life or limb, windows are not to be used as a passageway.

You should keep your window closed and locked whenever you are not in your room. If you allow other students to use your window to avoid curfew, or any other violation, you will be held accountable for that rule violation.

Students found to be using and or allowing individuals to use the window inappropriately will result in the students being required to move out of their room.

Pets

You may keep tropical fish in your room. You may not have any other animals in the dorm at any time. If pets other than tropical fish are discovered in any room disciplinary action will be taken- including confiscation of the animal if the student cannot find a proper place off campus to keep the pet. Other disciplinary actions may be taken including fines for cleaning, etc.

Students living in university owned housing or privileged housing are found in violation of this rule will be moved back to the residence hall. No exceptions.

Hazing

Hazing humiliates, degrades, and is often psychologically, emotionally, or physically harmful to the victim(s) and is forbidden in any form. Consent of victim(s) does not excuse hazing.

Hazing is generally associated with initiation into a group or organization. However, any action that would be considered hazing as part of an initiation will be considered hazing whether or not an organized group is involved.

Music

Music that uses language or promotes activities or attitudes not in keeping with the policies and ideals of the university is prohibited. At no time shall music be played so loud to disturb others in the residence halls.

Phones

Obscene or harassing phone calls are forbidden and are grounds for suspension.

Sick Trays

If you are too ill to leave your room, contact your residence hall supervisor for permission to have a meal brought to you from the cafeteria.

Storage

The university will not store students' belongings on campus during breaks. Several storage facilities are available in the local area where you may store your property when you are not residing in the residence hall.

Tobacco

All forms of tobacco and tobacco related paraphernalia are forbidden on campus.

1st Offense: warning letter

2nd Offense: 5 hours of community service

3rd Offense: 10 hours of community service; 2 weeks club & intramural restriction

4th Offense: will be treated as purposeful disobedience to the University, and severe disciplinary action will follow.

Computers

All computers connected to the university network are governed by the university Acceptable Use for Computer Access Policy. See Appendix F.

Cable

Each residence hall room has cable television service. You are responsible for providing your own television and coaxial cable.

Babysitting

Babysitting is not permitted in the residence halls.

Business Enterprises

You may not conduct a business enterprise from your residence hall.

Salesman

Salesman/solicitors are not permitted in the residence halls.

PRIVILEGED HOUSING**Qualifications**

In order to qualify for privileged housing you:

- Compete an application. Applications are available from Student Services
- Applications should be returned to the Director of Residence Life
- A decision will be made based on information from application
- A letter informing you of the decision will be sent through campus mail.
- If you are approved, you will receive a letter regarding your room placement. If you have requested roommates, that will be taken into consideration.

NOTE: Applications are processed on a “first come, first served” basis.

NOTE: The University reserves the right to deny a student Privileged Housing for any reason.

Privileged Housing Meal Plan

You are not required to purchase a meal plan when assigned to privileged housing.

Resident Assistants

Each Privilege Housing unit will be supervised by a lead Resident Assistant and a Resident Assistant Aide. These students are the equivalent of Residence Hall Supervisors. You should could contact them with any housing or facilities concerns that you have.

Opposite Sex Visitation

Opposite sex visitors may visit in privileged housing units under these conditions:

- Visitation is allowed during these hours:
 - Monday, Tuesday, Thursday 5:00pm - 12:15am
 - Wednesday 6:45-12:15am
 - Friday 5:00pm- 12:45 am
 - Saturday 12:00 p.m.- 12:45 am
 - Sunday 11:30am-5:00pm; 7:00pm-12:15am
- You must fill out a visitation form listing all opposite sex visitors who you will be hosting in your apartment before or as the visit begins. Put the forms in the box located in the first floor breezeway. Failure to complete the form for each visitor may result in disciplinary action.
- Visitors must remain in the living room/kitchen area. If an opposite sex visitor is found to have been in the bedroom area of the apartment, the visitor and host will be disciplined according to the rules for sexual immorality regardless of whether sexual immorality occurred. Other students present in the apartment at the time may also be subject to disciplinary action.

Student found to be in violation of the guest policy **will result in automatic removal back to the residence hall.** Non-appealable.

Off-Campus Living

All undergraduate students must live in university housing and participate in the boarding plan with the following exceptions:

- Married students
- Students living with parents or parental-type mature relatives. A notarized letter from the parents, and if applicable, the parental-type relatives confirming the housing must accompany the application.
- Students who are 23 year old or older by October 15th for the fall semester or March 15th for the spring semester
- Students who have completed 126 classroom hours

In order to qualify for off-campus housing, students who fall into the above categories (except married students) must meet **all of these requirements:**

- Have an acceptable place of residence
- Have a good behavior record at the university
- Be of good character and reputation

Applying to Live Off-Campus

You must complete an off-campus housing application and submit it to the Director of Residence Life. If you do not meet the criteria listed above your application will be denied. If your application is denied you may request an exception to the Dean of Students. The request must be made in writing, and you must provide documentation for the exception. **DO NOT SIGN A LEASE** until you have received a notice of approval to live off campus in writing. If you have signed a lease and do not receive approval to live off campus, you will be required to live on campus and will still be responsible for the terms of your lease.

Misrepresentation of the information on the off-campus housing application and/or falsification of any accompany documents (i.e. parental or letters from the doctor) is considered the equivalent of cheating and will be subject to disciplinary action and mandatory return to the residence halls.

University regulations governing conduct apply to off-campus students. If, while living off-campus, you are found to be in violation of Freed-Hardeman's sexual policies alcohol and drug policies or any conduct that reflects negatively on the university will be subject to the full discipline outlined in this handbook and may be moved back onto campus regardless of any agreement that you have made. If you do not actively participate but allow such activities to occur at your residence, you are subject to strict disciplinary action. This also applies to students who are present when the activity occurred.

If you are planning to be married and move off-campus, you should be aware that if your wedding is postponed or does not take place your approval to live off-campus is automatically rescinded.

Section 3 – Campus Life

In all phases of life at Freed-Hardeman, we want to demonstrate Christian principles. Our basic philosophy for campus life is “Let all things be done decently and in order” (1 Cor. 14:40)

Students are subject to the policies and guidelines set forth in this handbook while they are enrolled in classes. This includes the period from the beginning to the end of a given term including weekends, holidays, and breaks. **Parents' permission does not excuse you from your agreement to abide by these policies.**

Dress and Appearance

Modesty and appropriateness are the key guidelines with reference to dress appropriately for campus life and should keep in mind that, as Christians, we are not to be “of this world”. These guidelines apply to all university related functions whether on or off campus. Among the considerations are:

Shirt/Tops

- Tops may not be low cut or reveal cleavage.
- Straps on sleeveless tops must be 2 inches wide or wider.
- Shirts with sleeves cut out must have a tank top underneath and not reveal sports tanks, skin, etc.

Shorts

- Hems of shorts must fall no more than an id card length above the top of the knee when standing.
- Shorts **may not** be worn in chapel or class
- At the discretion of the athletic department, shorts with at least a four-inch inseam may be worn for intercollegiate athletic competition and practice. When away from the athletics areas, athletes must meet all listed dress standards.
- Shorts are not appropriate for recitals, banquets, lectures or similar occasions.
- You should not wear biking shorts, running/jogging shorts, spandex shorts or boxer shorts in public at any time.

Skirts & Dresses

- Skirts must reach the top of the kneecap
- Slits in the skirts must be no higher than an id card length above the knees
- Straps on dresses must be 2 inches wide or wider
- Dresses worn with leggings/tights may be an id card length above the knees. (leggings or tights and not panty hose)

Shoes

Shoes must be worn at all times when outside the residence halls

Decoration

Clothing should not have anything on it that is not in keeping with the values and missions of the university.

Piercings

Earrings are permitted. Small studs in the nose are permitted. All other body piercing is prohibited.

Tattoos

Tattoos should not represent anything that is not in keeping with the values and mission of the university.

Hairstyles

- Extreme hairstyles are not permitted
- Men's hair should not extend past the bottom of the collar on the back of a standard dress shirt.

If asked to remedy either of these rules concerning hairstyle and the student does not, the student will be subject to severe discipline.

Questionable Article of Clothing

- If you have a question regarding whether an article of clothing is acceptable you should ask your Resident Hall Supervisor or one of the Student Services staff.
- If any university employee asks you to change clothes you should comply immediately. If you believe the request to change is unwarranted, change anyway then bring the matter to the Dean of Students.

Banquet Attire:

There will be no 1st offense warning for banquet dresses. Any student found in violation of the dress code **will be subject** to severe discipline.

Chapel Exemption:

If you have a valid reason for missing chapel on a regular basis you should request an exemption for the day or days that you must miss each week. Exemption request forms are available from Student Services.

If you are requesting an exemption in order to work, your request must include a letter from your employer stating that you must work during chapel time.

Exemptions are not automatic and are not in effect until you have received written notifications of approval. If your exemption is approved, your number of discretionary absences will be reduced by one for each week. (Exempted students should adjust the following guidelines to their maximum number of allowed absences.)

When filling out an exemption form, bring a copy of your class schedule and/or work schedule. This will help in receiving a quick response.

Chapel Attendance

Chapel is an important part of the experience of Freed-Hardeman University. Chapel is mandatory for students taking nine or more credit-hours a semester and for those residing for students taking nine or more credit hours a semester and for those residing in university housing. Chapel meets 10:30 am Monday-Friday during the semester. Services usually last 35 minutes and include a devotional period and announcements of interest to the student body. Chapel is designed to promote growth intellectually, spiritually and socially.

Attendance is checked in chapel daily. The attendance record is automatically stored on IQWeb each day. Students are allowed 12 absences during the course of a semester. These absences include days that students miss due to illness. Students missing more than the 12 allowed absences will be subject to suspension from the University.

Those on University Sponsored trips - these absences will not be counted towards the 12, but may result in reduced allowable absences.

Tardy for Chapel

If you arrive for chapel after it has begun, you will be counted tardy. Three tardies count as an absence. If you arrive after chapel has begun, go to balcony "B" and sign in to avoid being counted absent.

Off Campus students may request an exemption, if they don't have classes before 12:00 pm Monday-Friday. These exemptions are to the discretionary decision of the Dean of Students.

Summer

All students enrolled in any on-campus summer course are required to attend chapel while they are enrolled.

Actions taken for unexcused chapel absences- SUMMER

3rd Absence: Notification of chapel probation

4th Absence: \$25 fine

5th Absence: Suspension; may be reinstated at the discretion of the Dean of Students with assurance of faithful chapel attendance. Upon reinstatement you will be fined \$50.

Chapel Disruptions

Any purposeful disruption of chapel will be subject to disciplinary action.

Recreation

If you are interested in athletics as a participant or a spectator, you will enjoy intramural and intercollegiate sports at Freed-Hardeman. Intramural competition between social clubs, and other groups includes events in basketball, softball, volleyball, tennis, flag football, and individual games such as badminton and racquetball. If you are interested in participating in intramurals contact the Recreation Office in Bader Gymnasium (6978).

The Sports Center manager is responsible for scheduling activities for the facility.

- There is a sign-in book at the lobby desk for using the racquetball courts.
- The jogging track in the main arena may be used any time the facility is open.
- The weight room is available for students when a monitor is present. The schedule for the use of the weight room is posted in the lobby and on the weight room door.
- All guests wishing to use university facilities must obtain a guest pass from the Office of Student Services. All guests will be expected to comply with university regulations.

Swimming Pool & Bader Gymnasium

Hours are posted in the rear of the gym corridor

- Do not enter the pool area unless a certified lifeguard is present
- Do not bring money or valuables to the gymnasium at any time
- Gymnasium closes promptly at the advertised hour. You should conclude your activities within 15 minutes of closing

Gymnasium and pool are to be used only by university students, university personnel and authorized guests. Campus security or intramural staff may request any FHU ID-card.

- Facilities will be closed when there is any university function and when the university is not in session
- Free play in Bader Gymnasium is suspended for intercollegiate, intramural, and other school activities.

- Dunking is prohibited during free play. Damage charges may be made if a student damages a blackboard while dunking.
- No activity is allowed in the gymnasium or swimming pool without supervision by gymnasium personnel.

Student Owned Vehicles

Keeping an automobile or a motorcycle at Freed-Hardeman is a privilege. The university reserves the right to revoke this privilege in the event you seriously violate or persist in violating the regulations concerning parking and use of the vehicle.

Vehicle Registration

In order to park any motorized vehicle on university property, you must register your vehicle in the Office of Student Services. This includes resident and commuter students. The fee for registration is non-refundable.

If you do not have a vehicle on campus you must go to the vehicle registration section of IQWeb and indicate that you do not have a vehicle on campus you may be charged the vehicle registration fee.

Failure to register a vehicle will result in a \$100 fine. The deadline for registration will be advertised at the at the beginning of each term.

Displaying Your Parking Permit

Your parking permit must be affixed to the left lower corner of the rear window or the left end of the rear bumper. Any other placement will invalidate the permit and you will be ticketed. Permits for motorcycles should be easily visible.

Parking

The following parking restrictions are in effect from 7:00 am to 5:00 pm Monday through Friday.

Resident parking is permitted in:

- Residence hall lots
- Lower auditorium lots

Commuter parking is permitted in the following areas:

- Lower lot of the Henderson Church of Christ (Monday-Friday until 5pm)

- Lower lot behind Loyd Auditorium behind Bader Gym
- The first two rows (next to Main Street) of the lot adjacent to Brown-Kopel. The next two rows (lower lot) are reserved for faculty/staff

Graduate parking permitted in

- Gardner Center parking lot
- The first two rows (next to Main Street) of the lot adjacent to Brown-Kopel. The next two rows (lower lot) are reserved for faculty/staff
- Lower lot behind Loyd Auditorium
- Lower lot of the Henderson Church of Christ (Monday-Friday until 5pm)

Exceptions to the Above Restrictions:

- Loading and unloading for Dixon Hall is allowed in the west-side parking lot of Bader Gymnasium after 5:00pm on weekdays and anytime on weekends. Do not park in or block the Dixon fire lane.
- Fifteen minute parking is available besides the Student Center. Anyone parked in the designated spaces for more than 15 minutes may be ticketed.
- Students may park in any university lot from 5pm to 7am Monday through Friday and any time on the weekends.

Parking in spaces other than those listed above will result in a fine or tow. You are accountable for all traffic violations involving your vehicle.

Enforcement

Fines will be applied to your university account and may be paid in the business office.

Fines

Fines for violating parking rules and regulations:

Registration

Vehicle not currently registered with the university.....	\$100
Parking permit not properly affixed vehicle or wrong location	\$25
Permit affixed to vehicle other than the registered vehicle	\$25
Falsification of registration information	\$25

Parking

Unauthorized use of handicap parking	\$50
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Fire lane.....	\$50
Unauthorized or restricted zone	\$25
Faculty/staff, visitor or loading zone	\$25
Blocking or obstructing traffic, street, sidewalk, driveway, building entrance/exit crosswalk or another vehicle	\$25

Appealing a Ticket

If you have been ticketed and believe you should not be held responsible for the ticket, fill out a ticket appeal form. Forms are available in the Office of Student Services. The parking committee meets periodically to rule on appeals.

Temporary Registration

Temporary registration permits, valid for two weeks, are available in the Office of Student Services. Temporary permits must be placed in the lower left-hand corner of the rear window.

Temporary handicap parking permits are available in the Office of Student Services. These permits do not authorize you to park in off-campus handicap parking spaces.

Off-Road Vehicles

ATV's, golf carts(other than university-owned), and similar vehicles are prohibited anywhere on campus. If you have one of these vehicles while you are in the area you must store it off-campus.

ID Cards

Each student will receive a photo identification card. You should carry your ID card with you at all times. Do not lend/give your card to anyone else.

Examples of uses of your ID card:

- Identification for official university business
- Access to the residence halls and after-hours access to some academic buildings
- Eating in the cafeteria, Lion's Pride, KC's Coffee House
- Checking out library materials and using library resources
- Charging purchases from the university bookstore to your university account
- Admission to all intercollegiate basketball games except Homecoming and TranSouth Tournament games
- Admission to the gym, weight rooms, and swimming pool

You will be issued one ID card without charge. In the event the card is lost, stolen or broken you must have a new ID card made in the Office of Students Services. The charge for reissued ID cards is:

- 1st-3rd reissue in one academic year\$25
- Subsequent reissue in the same academic year.\$50

Post Office/Mailboxes

All undergraduate students are assigned a campus mail box. You should check your mailbox everyday as you are responsible for official communications sent through campus mail when it is delivered to your mailbox.

You may be required to share a box with another student. Any mail not addressed to you must be left in the box. It is against the law and university policy to tamper with or destroy another person’s mail. For your protection, do not send cash through campus mail.

Refunds of Tuition and Board After Official Withdrawal

If you withdraw from school officially, room and board will be refunded from the week you leave. Tuition refunds are determined as follows: official withdrawal (voluntary or involuntary) within one week, 90 % refund; within two weeks, 80% refund; within 3 weeks, 60% refund; and within 5weeks, 20% refund; after 5 weeks no refund. The period of attendance is calculated from the catalog date classes begin. In each summer term, each week reduces the amount refundable by 1/3. No refund is available after 3 weeks. Refer to the university catalog for more information.

ILLEGAL DRUGS/CONTROLLED SUBSTANCES

Alcohol

The use of alcohol is prohibited. Alcohol use includes the purchase, consumption or possession of alcoholic beverages.

Students are prohibited from attending any private function, on or off campus, where alcohol is served, regardless of whether the student consumes alcohol or not.

Students are prohibited from visiting dance clubs, bars, or any establishment where the primary revenue or purpose of the business is to serve alcohol, whether the student consumes alcohol or not.

Discipline: Students found to be in violation of the alcohol policy will be subject to suspension, effective immediately.

Drug Policy

Use and/or possession of illegal drugs and/or drug paraphernalia and abuse of prescription medication are strictly prohibited.

Testing:

1. Students may be randomly selected for drug screening.
2. Any student suspected of violating the university's drug policy will be asked to take a drug test. Refusal to submit to drug testing is grounds for immediate suspension, with no right of appeal.
3. Any student attempting to falsify a drug test result will be suspended immediately.

Discipline:

1. Any student found in violation of the Drug Policy will be automatically suspended for one year, effective immediately.
2. Any student arrested for use/possession/purchase of illegal drugs, paraphernalia, etc. will be automatically suspended for one year, effective immediately, regardless of any pending legal action.
3. Any student found to have provided illegal drugs or misappropriated prescribed medication will be **expelled** from the university, effective immediately.

Sexual Activity Outside of Marriage

All heterosexual sexual activity outside of marriage is prohibited, and is subject to severe disciplinary action up to suspension.

All homosexual activity is prohibited.

Any violation will result in severe discipline action up to suspension.

Unapproved Visitation

Unapproved visitation between members of the opposite sex within the residence halls or similar situations elsewhere and un-chaperoned overnight visits anywhere **will be treated as improper sexual activity regardless of whether any sexual activity actually occurred.**

Pornography

Use and/or possession of pornography in any form is prohibited. Violation of this policy will lead to disciplinary action & mandatory counseling.

Offensive Language

Profanity and/or vulgarity in written or spoken form is prohibited.

Dishonesty/Cheating

Like all forms of dishonesty, academic dishonesty is not in keeping with Christian principles or the standards of Freed-Hardeman University. The following are some forms of academic dishonesty:

- Cheating- intentionally using or attempting to use authorized materials, information or study aids in any academic exercise. The term “academic exercise” includes all forms of work submitted for credit or hours.
- Fabrication: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating academic dishonesty: intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.
- Plagiarism: adopting or reproducing another person’s ideas, words or statements as your own without acknowledgment.

Intentionally or knowingly helping or attempting to help someone else violate a provision of the code of academic integrity is in itself a violation subject to disciplinary action. Along with disciplinary action at the discretion of his/her instructor, a student who is dishonest in a course may be given a failing grade and dropped from the course.

Gambling

Gambling and games generally associated with gambling are prohibited whether or not money is involved.

Weapons

No person, other than law enforcement officers when in the discharge of their official duties, may possess a weapon on premises owned, operated, managed or under control of the university. This exclusion includes individuals who have obtained permits to carry concealed weapons from the State of Tennessee or any other entity.

Examples of weapons include, but are not limited to, firearms, explosives, knives other than pocketknives (including any fixed blade knife), slingshots, blackjacks, and brass knuckles.

No weapon of any kind is to be stored or kept in residence hall rooms or automobiles.

Fireworks

Use of possession of fireworks on campus (including a vehicle) is prohibited. Fireworks are against city ordinance in Henderson.

Financial Obligation

You are expected to meet financial obligations to the university and in the community. This includes our portion of shared financial obligations such as rent, utilities and telephone bills. Failure to meet these obligations may result in disenrollment/mandatory withdrawal.

Section 4- Discipline

Jeana Wiley, Dean of Students

The best form of discipline is self-discipline. If you are committed to maintaining the standards outlined in this handbook, this section will be of no interest to you. However, you should choose to violate these standards the university may choose to impose discipline. This section describes the disciplinary processes that students may face. All rights are reserved to alter/adapt the disciplinary actions as deemed necessary and proper.

Student Responsibilities

You are expected to cooperate with staff members in providing information concerning violations of university policy. You may be disciplined for withholding relevant information.

You may be disciplined for conduct that constitutes a hazard to health, safety or well being of members of the university community or others. **You may also be disciplined for conduct that is detrimental to the university's interest.** You are responsible for your conduct under these guidelines **whether you are on or off campus.**

Disciplinary Actions

Listed below are the various disciplinary actions that students may face:

- Special Disciplinary Probation Agreement: The student is placed on probation in a specified area. Further violations in the area may result in the student's dismissal from the university.
- Intramural Restriction: the student is not permitted to participate in any intramural activities.
- Club Restriction: the student is not permitted to participate in any extracurricular activities. This includes all athletic and non-athletic events except for club devotionals. Students may still wear club colors.
- Disciplinary Probations:
 - The student is placed on probation **in all areas of student activity**
 - The student may not represent the university **in any activity** or any university organization including intercollegiate athletics.
 - Other sanctions as determined by the Dean of Student Services.
 - A violation of any university regulation while on disciplinary probation will subject the student to immediate suspension.
- Community Service- the student is assigned a number of hours of campus work. Failure to complete the work as assigned will result in further action and may result in suspension. Reporting more hours than actually worked is considered dishonesty and will subject the student to further disciplinary action.
- Fines- monetary fines are assessed for some violations of university policy.
- Disciplinary Suspension: involuntary separation of the student from the university.
- Deferred Disciplinary Suspension- deferred disciplinary suspension normally carries specific restrictions equal to or greater than those of probation. The terms of the deferred suspension are defined in a contract that must be signed by the student. There are two types of deferred suspension.
 - Suspension is deferred for a set period of time. At the end of the period the suspension becomes effective.
 - Suspension is deferred indefinitely depending on the student's behavior and adherence to stipulations set by the Dean of Students. The Dean of Students may release the suspension at his/her discretion.
- Expulsion: permanent disciplinary dismissal from the University
- Sign Out Restriction

- Curfew Extension Restriction
- Mandatory Counseling: student will be required to sign a release informing us they are attending.

Failure to respond to a university summons will result in severe disciplinary action, including suspension.

NOTE: A student who has been suspended or expelled is not to return to the campus for any reason without permission from the Dean of Students. If found to be on campus without permission- this could result in the student's denial of re-application to the university.

Student Appeals of Disciplinary Action:

1. There is NO appeal allowed to disciplinary action not involving suspension or expulsion.
2. Any student suspended or expelled from the university may appeal the decision to the FHU Judicial Board, except as indicated above. Grounds for appeal are
 - a. The charge is false
 - b. The discipline was arbitrary and capricious (did not adhere to stated policy)

If new evidence emerges to show the student was not in violation of the university's policy, the Dean of Students may reconsider the case.

FHU Judicial Board:

Composition:

Five members: Two faculty members appointed by the President
 Vice President for Student Services
 SGA Vice President
 One staff member appointed by the President

The Vice President of Student Services will serve as chair and will vote only in the case of a tie. In any meeting of the Judicial Board, three members present constitute a quorum. The decision of the Judicial Board is final, subject only to review by the President.

Charge/Function: The role of the Judicial Board is to:

- Determine if the facts of the situation would cause a reasonable person to conclude that a violation occurred
- The discipline issued to the student was within stated policy.

Section 5- Campus Services

Business Office

The business office is located in Loyd Auditorium. You should go to the business office if you have questions or need to take action regarding your account.

You are required to respond as soon as possible to a summons from the business office.

Dining Hall Hours

Hours for Wallace-Gano Dining Hall, KC's Coffee House, and Lion's Pride are posted near their respective entrances.

University Counseling Center

College is a unique time in a person's life. New lessons and experiences coupled with poor coping skills can sometimes lead to overwhelming stress, psychological problems, and academic difficulties that impede a student's overall functioning.

Freed-Hardeman University strives to provide confidential, Christian counseling in a manner that incorporates our valued and morals as a Christian university, along with educating and developing awareness that will aid the student for a lifetime.

Free counseling services are provided for all FHU students with a focus on short-term counseling. The center also offers a referral services to local and surrounding area professionals to meet individual needs. The UCC has both a fulltime male and fulltime female counselor in case you would feel more comfortable speaking with one gender over the other. Crisis intervention is available 24 hours a day, 7 days a week and may be contacted through the counselor on-call at 731-608-2590 or through a dorm parent, a residential assistant, or security. The UCC also has a link on FHU's website where you can submit questions anonymously which will be answered in the following Bell Tower.

For appointments contact Nicole Scott at 6768 or via e-mail at nscott@fhu.edu.

Health Services

The university health clinic is located at the intersection of University Street

and Hamlett Avenue. Clinic hours will be advertised at the beginning of each semester. Call 6680 for an appointment.

No fees will be charged for the services of the health clinic. You are responsible for the cost of off-campus health services and prescriptions.

If you sustain serious injuries or develop a medical condition that causes grave concern for your health, your parents will be notified. In less severe cases, your parents will only be notified with your consent.

Students are strongly urged to carry hospitalization insurance. The program recommended by the university is Sentry Life Insurance Inc. and may be purchased at the time of registration. Information regarding this insurance is available in Student Services.

A student who at any time is found to constitute a danger or health risk to himself/herself or others may be asked to withdraw from the university. Any student who develops a health problem after enrolling in the university may be required to have a physical examination in order to determine his/her ability to continue with a university program.

Surveys

The Vice President for Academics must approve any type of campus survey before it may be administered.

Disability Services

Freed-Hardeman University is committed to providing equal opportunity in education to qualified students. Those with a disability who are prevented from meeting course requirements in the way the course is regularly taught should contact the Director of Disability Services, Jeana R Wiley (989-6676). Students are required to provide documentation from an acceptable evaluator in order to receive accommodations.

The Director of Disability Services will make a decision regarding an accommodation plan, and will assist with the implementation by notifying appropriate personnel, coordinating necessary changes and evaluating the effectiveness of the plan.

Freed-Hardeman University will assist those who have a documented disability with appropriate accommodations and modifications but does not guarantee successful completion of a course or a program. Students must cooperate with the university and must take responsibility for learning. Those with an

approved accommodation plan should, within the first three class sessions, notify the instructor of any affected class.

Students with disabilities that require accommodation in their housing or dietary arrangements should contact the Dean of Students. As above, students must provide documentation from an acceptable evaluator before any accommodation will be made.

Harassment Policy

Freed-Hardeman University will not tolerate sexual harassment of its employees or students by anyone, including, but not limited to, supervisors, faculty, staff, students or alumni. Sexual harassment is an insidious practice that demeans individuals and creates unacceptable stress for the entire university community. More importantly, such harassment is against the biblical principles upon which Freed-Hardeman was founded and operates. The university's complete harassment policy is contained in Appendix C of this Student Handbook.

Any statements (verbal, written, etc.) which may threaten the emotional, physical, or mental distress may result in automatic dismissal.

Library & Computer Use

The library is designed to be used for serious study and research. An atmosphere conducive to reading and study is maintained at all times. Students are to cooperate by being quiet and courteous or they will be asked to leave the library.