

The background of the cover features a large, light-colored seal of Freed-Hardeman University. The seal is circular and contains the text "FREED-HARDEMAN UNIVERSITY" at the top and "HENDERSON, TENNESSEE" at the bottom. In the center of the seal is an illustration of a classical building with a dome and columns, with the year "1869" on either side. Below the building is an open book. The text "STUDENT HANDBOOK" is overlaid in yellow on the seal.

STUDENT HANDBOOK

2011-12

FREED-HARDEMAN UNIVERSITY

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To the Student

The pursuit of excellence in Christian conduct, including courtesy, compassion, and empathy, is an outward manifestation of an inward strength of character, and the policies stated herein have been formulated in accordance with ethical standards and biblical principles.

Students are responsible for accessing and complying with the policies of the Student Handbook. These policies, however, are not exhaustive. Students are also responsible for abiding by any policies in the University Catalogs, on the FHU policy site (policy.fhu.edu), and in course syllabi. Responsibility begins on the first day of a student's arrival on campus and continues until the last day, including weekends, holidays, and breaks. Parental permission does not release a student from this agreement.

The University reserves the right to delete, amend, or create policies regarding student life at any time. Such changes will be communicated to the students via e-mail and the FHU website.

In this handbook, the term University shall mean Freed-Hardeman University. The term student shall mean any student enrolled in the University for one or more credits in the current semester. Note that, as to graduate students, certain provisions in this handbook may be superseded by specific provisions in the Graduate Catalog. The term faculty/staff shall mean any faculty member, staff member, or administrator currently employed by the University.

The Student Handbook is prepared by the Office of Student Services in cooperation with the following personnel:

- Dr. Joe Wiley, President
- Dr. Wayne Scott, VP for Student Services/Dean of Students
- Dr. C.J. Vires, VP for Academics and Enrollment Management
- Mr. Tom Vickery, Assistant to the Dean of Students – Men
- Ms. Missie Jenkins, Director of Residence Life\Assistant to the Dean of Students – Women
- Mr. Tony Allen, Dean of Student Life
- Ms. Jeana Wiley, Director of Disability Services/International Student Advisor
- Ms. Sarah Hall, Assistant to the Director of Disability Services
- Mr. Derald Swain, Director of Campus Safety

About Freed-Hardeman University

Purpose Statement

Freed-Hardeman University is a private institution, associated with churches of Christ, dedicated to moral and spiritual values, academic excellence, and service in a friendly, supportive environment. The purpose of the university is to provide every student an education permeated with these Christian values.

Aims

In accomplishing its purpose, the university pursues the following three aims.

Freed-Hardeman provides higher education with a Christian perspective:

- by recognizing the Bible as the inspired and authoritative Word of God,
- by presenting Jesus, the Christ, as the model for personal behavior,
- by viewing each person as a special creation of God, possessing an everlasting soul, with ultimate accountability to God,
- by promoting racial harmony, religious unity, and respect for individual differences through Christian love and biblical teaching, and
- by offering programs, activities, and worship opportunities that strengthen the university community.

Freed-Hardeman provides educational opportunities through excellent undergraduate and graduate programs:

- by employing a qualified, caring Christian faculty,
- by teaching students to be critical thinkers who communicate effectively,
- by offering a balanced education in the liberal arts and sciences as well as specialization in a chosen discipline,
- by offering academic enrichment opportunities to strengthen individual students,
- by equipping students for advanced study and career challenges, and
- by instilling in students a lasting desire for learning.

Freed-Hardeman provides service to the individual, home, church, community, and world:

- by facilitating spiritual, intellectual, emotional, social, and physical growth,
- by recognizing the home as the basic unit of society and helping students develop skills for healthy Christian families,
- by encouraging students to love the church and preparing them for active service in a local congregation,
- by offering programs to strengthen and encourage growth of the church, and
- by teaching students to become effective citizens of the local and world communities.

Student Rights and Responsibilities

Students have the right to:

- Receive a quality education from a dedicated faculty, aided by a supportive staff and a strong administration.
- Learn in an environment that fosters spiritual, intellectual, physical, emotional, and social development.
- Participate in on- and off-campus events that encourage such growth.
- Engage in all activities of the University free from any form of discrimination, including, but not limited to, harassment on the basis of race, color, creed, national or ethnic origin, religion, sex, disability, age, or veteran status.
- Enjoy personal privacy, except as described in the policies or procedures of the University and as prescribed by law.
- Have access to the University Catalogs, Student Handbook, University Calendar, and other relevant program handbooks via the University website (www.fhu.edu).
- Voice their opinions and concerns regarding the mission, vision, and core values of the University.
- Express their opinions and concerns about any phase of their college experience to appropriate personnel.
- Have appeals processes in place relating to all aspects of life at the University.
- Be notified regarding changes in University policies or procedures in a timely manner.
- Have access to the University crime report, prepared annually by the Director of Campus Safety.

Students have the responsibility to:

- Be familiar with and accountable to the policies and procedures in the current University Catalog, Student Handbook, and other relevant program handbooks.
- Take advantage of the opportunities provided by Freed-Hardeman University to develop spiritually, intellectually, physically, emotionally, and socially.
- Respect the property of Freed-Hardeman University and acknowledge that violators are responsible for any damage or destruction to the property.
- Respect the rights and property of others, including other students, faculty, staff, and administration.
- Respect the personal privacy of others.
- Recognize that parental permission does not supersede any policies and procedures in the current University Catalog, Student Handbook, or other relevant program handbooks.
- Cooperate with faculty and staff members in providing information concerning violations of University policies and procedures.
- Read and review all University mail, including, but not limited to, e-mail, campus mail, and mail disseminated through the Residence Hall Supervisors.
- Recognize that student actions reflect not only on the individuals involved, but also on the entire University community.
- Develop Christian character traits, such as trustworthiness, respect, responsibility, and compassion, and encourage such traits in others.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." These rights include:

1. Right to inspect and review your education record within a reasonable time after the University receives a request for access. If you would like to review your student record, contact the University office that maintains the record to make the appropriate arrangements.
2. Right to request an amendment of your education record if you believe the record is inaccurate or misleading. If you feel there is an error in the record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of the decision and advise you regarding the appropriate steps if you do not agree with the decision.
3. Right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" concerning information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their duties, and only within the context of their duties, include: University faculty and staff, agents of the institution, students employed by the institution who serve on official institutional committees, and representatives of agencies under contract with the University.
4. Right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
A school must:

- Have student's consent prior to the disclosure of education records;
- Ensure that the consent is signed and dated and states the purpose of the disclosure;
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School officials with legitimate educational interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for audit or evaluation purposes;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Disclosure of “Directory” Information

Schools may disclose, without consent, “directory” information, such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Non-discrimination Rights Statement

Freed-Hardeman University is committed to the policy of providing equal opportunity for all persons. The University does not discriminate in admissions, programs, or any other educational functions and services on the basis of race, color, creed, national or ethnic origin, religion, sex, disability, age, or veteran status to those who meet its admission criteria and who promise to uphold the values stated in the University Catalogs and Student Handbook.

Based upon this commitment, Freed-Hardeman University follows the principle of non-discrimination and operates within applicable federal and state laws. As a recipient of federal financial assistance, Freed-Hardeman University is required by Title IX of the Educational Amendments of 1972, as amended, not to discriminate on the basis of sex in its admission policies, treatment of students, employment practice or educational programs, except as required by religious tenets of the churches of Christ.

Campus Safety Act Rights

In order to comply with the Department of Education regarding the Jeanne Clery Act of 1990, Freed-Hardeman University must record all crimes occurring on campus on a yearly basis. Through resources from the Freed-Hardeman Office of Campus Safety, the Henderson Police Department, and the Office of Student Services, an annual report is submitted to the U.S. Campus Crime website each year. The most current crime report statistics are available at www.fhu.edu. The University submits a monthly crime report to the Tennessee Incident Based Reporting System (TIBRS).

Student Grievances

Freed-Hardeman University strives to provide excellent service to its students. A student who has a complaint about any aspect of FHU is encouraged to discuss the issue informally with appropriate FHU personnel. Most issues can be resolved in this way. In the event that the issue is not resolved or the student is not comfortable discussing the issue informally, the student is encouraged to submit a written grievance. For grievances related to academic matters, please refer to Academic Life: Student Academic Grievance Policy. Grievances related to nonacademic matters may be submitted to the appropriate office on campus or to the Office of Student Services.

Nonacademic Grievance

Purpose

The purpose of this policy is to provide an opportunity for students at Freed-Hardeman University to have grievances addressed in a fair and professional manner. All parties involved in the grievance process are expected to conduct themselves in a manner consistent with the Christian standards of the University.

Nonacademic Grievance

Any grievance of a nonacademic nature may be discussed informally with a faculty member, staff member, or administrator, as appropriate. If the grievance is not resolved in this fashion or if the student does not feel comfortable discussing the grievance informally, the following procedure must be followed:

1. The grievant will register the complaint in writing using the Nonacademic Grievance Form, available in the Office of Student Services or online at www.fhu.edu, within ten (10) school days of the alleged incident. The completed form should be submitted to the Vice President for Student Services, where it will be routed to the appropriate supervisor in whose area the grievance has arisen. The supervisor will respond in writing within five (5) school days of receipt of the grievance. If the grievance directly involves the supervisor, then the student may request that the grievance be submitted directly to the vice president in whose area the complaint has arisen.
2. If the supervisor's response does not resolve the complaint or the grievance directly involves the supervisor, then the grievant may request that the written grievance be submitted to the vice president in whose area the complaint has arisen. This request must be made through the Vice President for Student Services within five (5) school days from the time of the supervisor's initial written response. The vice president must respond in writing within five (5) school days of receipt of the grievance. If the grievance directly involves the vice president, then the student may request that the grievance be submitted directly to the President.
3. If the vice president's response does not resolve the complaint or the grievance directly involves the vice president, then the grievant may then request that the written grievance be submitted to the President. This request must be made through the Vice President for Student Services within five (5) school days from the time of the vice president's response. The President must respond in writing within five (5) school days of receipt of the grievance. The decision of the President is final.

Records of written grievances and responses will be maintained in the Office of the Vice President for Student Services. In the interest of all involved, if an appeal is submitted just prior to the end of a term, deadlines (for the submission of paperwork, etc.) are subject to modification.

This policy will take effect beginning with the Fall 2010 semester, and will supersede all other grievance procedures currently in effect.

Spiritual Life

Bible Courses

Regular Bible study is a vital aspect of a Christian education at Freed-Hardeman University. All full-time students in residence are required to register for credit (not audit) and to attend a Bible class regularly each semester. For more information, see *Academic Life: Bible Class Attendance*.

Church Services

All students are encouraged to attend church services on Sunday morning, Sunday evening, and Wednesday evening. Students may obtain information about worship times and locations from the Office of Student Services.

Devotionals

Various devotionals and Bible studies are held on campus throughout the week. Campus-wide devotionals are typically held on Monday, Thursday, Friday, and Saturday evenings. Residence hall devotionals are held each Tuesday evening during the semester. Clayton Chapel singings are held every other Wednesday evening.

Lectureship

Since 1937, a Bible lectureship has been held annually. Originating before that time as special short courses for preachers, the lectureship now draws men and women from many states and countries to hear outstanding preachers and to prepare themselves for more effective leadership and service. The lectureship is held during the first full week in February.

Chapel Programming and Attendance

Chapel is an integral part of the Freed-Hardeman University experience. FHU is founded upon the integration of spiritual growth, learning, and living. For this reason, chapel is mandatory for all students taking nine or more credit hours in a semester. It is also mandatory for those residing on campus or in housing owned by the University, regardless of the number of hours taken.

Chapel meets at 10:30 a.m. Monday through Friday during the fall and spring semesters. Programs are designed to last approximately 30-35 minutes. Included in this time are devotional periods, announcements, and other items of interest to the student body. The chapel experience enhances spiritual, intellectual, and social growth.

Chapel attendance is checked daily by a scanner; after students scan their I.D. cards, the attendance records are stored automatically on myFHU. Students can access their records of chapel attendance throughout the semester by simply logging onto myFHU and selecting the appropriate icon.

Allowed Absences

Students are allowed 12 absences during the course of a fall or spring semester. All absences are included—both excused and unexcused. Students who are absent more than 12 times during a semester will be subject to suspension from the University.

Tardiness

Students who arrive for chapel after the program has begun, but within the first five minutes, will still scan their cards and then sit in a designated area. They will be counted tardy, not absent, for the day. Three tardies equal one absence. Students who arrive for chapel after the first five minutes will be counted absent, not tardy.

Exemptions for Attendance

Students may request an exemption for chapel if they have a valid reason. The process for requesting an exemption requires completing a form secured from the Office of Student Services and having it approved by the Assistant to the Dean of Students - Men.

- Requests for exemptions due to work must include a letter from the employer stating the work hours.
- Commuters who do not have class before noon qualify for an exemption from chapel on those days. A student in this category should include a copy of his or her class schedule with the exemption form.

Exemptions are not automatic and are not in effect until the student has received confirmation of the approval, typically by student e-mail. Students may also come by the Office of the Assistant to the Dean of Students - Men at any time to check on their status. In any event, they should not assume that the exemption will be approved but must wait for confirmation.

If a chapel exemption is approved, the allowable number of absences will be reduced by one for each day of the week covered by the exemption. For example, if a student works two days per week, the allowable number of other absences will drop from 12 to 10.

Chapel Disruptions

Any purposeful disruption of chapel will result in disciplinary action. Such actions include, but are not limited to, using a laptop or cell phone, studying for exams, or talking. In addition, students will be disciplined for disrespecting the authority of those monitoring chapel. Discipline may include, but is not limited to, being counted absent, being placed on disciplinary probation, or being suspended, if persistent disrespect occurs.

Summer Chapel Attendance

Students enrolled in more than one on-campus summer course are required to attend chapel. Chapel meets at varying times during the summer, and allowed absences are prorated—based on the number of terms for which students are enrolled.

Academic Life

At Freed-Hardeman University, the faculty, staff, and administration are dedicated to the academic success of each student. The University is committed to providing those resources necessary to prepare students with the knowledge, skills, and creative thinking abilities to be successful in their respective disciplines. The mission and vision of the University demonstrate a commitment to academic excellence and lifelong learning. For additional information concerning academics, please refer to the Undergraduate Catalog or Graduate Catalog, as appropriate.

Grading Policy/Syllabus

A syllabus will be provided to students enrolled in each course by the second class meeting. The syllabus will explain both the grading policy and the grading scale.

Grades

Achievement and the quality of work of the student in each course are indicated as follows:

Grade	Significance	Quality Points per Semester Hour
H	Honors	4
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Low Passing	1
F	Failing	0

E	Withdrew Failing	0
I	Incomplete	0
X	Absent from Final Examination	0

The following grades are not used in determining scholarship level or satisfactory progress:

W	Withdrew
N	Noncredit
R	Repeated
P	Passing
M	Mastery
S	Satisfactory
U	Unsatisfactory

S and U are the grades assigned at mid-semester only when it is not feasible to evaluate achievement more precisely.

P is the grade assigned for satisfactory performance on a departmental proficiency examination, in field work, in an independent study, or in a short course when conventional grades are not awarded.

M is the grade assigned when credit is earned by CLEP or other standardized tests.

R is the grade assigned a course being repeated or duplicated. Credit may not be given twice for the same course or one that duplicates the content of the first. The last grade earned will be the one used to determine if requirements have been met and in calculating averages unless the student withdraws passing.

A failing grade (E or F) earned at FHU may be removed only by repeating the course failed at FHU, and the repeated course cannot be taken by individual instruction.

A course taken at Freed-Hardeman University may not be repeated at another institution in order to raise the grade. For coursework taken at FHU and at another institution, the grade assigned in the Freed-Hardeman course will be used.

N is the grade assigned for a course audited or otherwise taken without credit. If an auditor stops attending, a grade of W is assigned. W grades do not affect a student's grade point average (GPA).

W is the grade assigned when a student officially withdraws from a course before the end of the ninth week of classes (third week for 4- or 8-week summer terms; first week for short courses in January, May, and August). Failing grades assigned for academic dishonesty cannot be changed by withdrawal from the course.

E is the grade assigned when a student officially withdraws from a course after the ninth week of classes, except in a case of dire and obvious necessity as determined by the instructor and approved by the Vice President for Academics.

A student who officially withdraws from the University before the end of the ninth week of classes (third week for 4- and 8-week summer terms; first week for summer short courses) will receive a W grade for each course. After the ninth week of classes, any student who officially withdraws from the University will receive E grades, except in a case of dire and obvious necessity as determined by the Vice President for Academics.

I and X grades are assigned only when, in the judgment of the instructor, circumstances prevent students from completing a course during the regular term. Such grades are not assigned simply for the convenience of students who wish more time than their classmates. They are calculated as failing grades unless removed. A student who has an I grade must complete the work by mid-term of the following semester (for dates, refer to tentative calendar). A student who has an X grade must present an appropriate excuse to the instructor and take the

examination as soon as possible, but not later than mid-term of the following semester. A fee may be charged for a makeup examination. After a final grade has been submitted, it cannot be changed except with irrefutable evidence that an error has been made. Grade changes may be initiated no later than mid-term of the following regular semester (for example, fall semester for spring semester grades). A student will not be given additional time to raise a grade.

Grade Point Average

Scholarship level is expressed in terms of a grade point average (GPA) calculated by dividing the total quality points earned by the GPA credits. Semester and cumulative averages are recorded on the permanent academic record and on semester grade reports. Averages are used to determine honors, academic probation and suspension, renewal of academic scholarships, and eligibility for certificates and degrees.

Change of Schedule

Students may change their schedules up to the end of drop/add by dropping or adding a course or courses. They should consult their advisors, however, before making changes.

Students Admitted on Restriction/Probation

Students entering with less than 2.25 high school grade point averages, Enhanced ACT composite scores of less than 19, or combined re-centered SAT scores of 910 must be approved by the Academic Review Committee for admission on either restriction or probation. Students admitted on restriction will be required:

- 1) to take a course of study as prescribed;
- 2) to participate in tutoring;
- 3) to limit participation in campus activities;
- 4) to take no more than 15 hours without approval.

These students have a full academic year to establish satisfactory academic progress.

Students admitted on probation will be required:

- 1) to further limit participation in campus activities;
- 2) to take no more than 15 hours without approval.

These students have only one semester to establish satisfactory academic progress.

Academic Renewal

Students may petition the Office of Academics to have up to one academic year of previous work, obviously substandard and unrepresentative of present ability and performance, disregarded for institutional purposes. If approved, all of the work (not selected courses) in one or more semesters may be disregarded in calculating grade point averages, except in the case of academic honors. The credit hours are lost, but courses passed need not be repeated. Three calendar years must have elapsed since the semester(s) under consideration, and students must have subsequently completed a minimum of 15 semester hours with at least a 3.00 GPA, 30 semester hours with at least a 2.50 GPA, or 45 semester hours with at least a 2.00 GPA. For details, students should check with the Office of Academics.

Good Academic Standing

To be considered in good academic standing, a student must maintain a certain minimum cumulative GPA. The minimum GPA required depends on the number of cumulative semester hours attempted as outlined in the table below;

Cumulative Semester Hours Attempted

Minimum Cumulative GPA Required to Be in Good Academic Standing

33 or less	1.60
34-66	1.80
67 or more	2.00

Academic Probation

A student who fails to maintain good academic standing will be placed on academic probation. Academic probation is continued by attaining a semester GPA of 2.00 or better during any probationary semesters. Academic probation is removed by attaining a cumulative GPA high enough to be in good academic standing. A freshman on academic probation must take ACA 070 Academic Recovery.

A student on academic probation during the spring or fall semesters may not register for more than a total of 15 hours. A student on academic probation during the summer term may not enroll for more than a total of 9 hours. A student on academic probation is not permitted to participate in intercollegiate sports, to travel as representatives of the University, to participate in Makin' Music, or to be a member of any social club, UPC, CDT, SAA, or SGA. The Dean of Student Life will be responsible for enforcing this policy.

Academic Suspension

A student on probation who fails to meet the conditions required to continue probation or remove probation will be suspended. The period for a first academic suspension is one semester (not including summer). The period for a second academic suspension is two semesters (not including summer). Subsequent academic suspensions are for an indefinite period but not less than three semesters (not including summer). A student suspended at the end of the fall semester may not enroll in the short course period in January. A student suspended at the end of the spring semester may not enroll in the first short course period in May. A student suspended at the end of the summer term may not enroll in the short course period in August. Readmission after an academic suspension is not automatic but requires an appeal to and discretionary action by the Academic Review Committee.

A suspended student may appeal to the Academic Review Committee for a waiver of suspension. If granted, the student will be allowed to return to school without serving the suspension, but the student is still considered to have received the academic suspension. Appeals must be received no later than 2 weeks after the student was suspended.

A student suspended for the first time after the spring semester may appeal to the Office of Academics for permission to take classes at FHU during the summer term in order to earn a waiver of academic suspension. A student can earn a waiver by attaining a semester GPA of 2.0 or better on at least 8 hours, as approved by the Office of Academics. If a waiver is earned the student will be allowed to return to school without serving the suspension, but the student is still considered to have received the academic suspension. Appeals must be received no later than May 31.

Any credits completed at another school by a student during a suspension period will not be accepted by FHU.

Class Attendance

Students are expected to attend class. The University maintains that there is a strong correlation between class attendance and academic success. Students must attend at least 75% of all scheduled class meetings, or they will be dropped from that class and receive a grade of “E.” Every absence, whether excused or unexcused, will count when determining whether students have missed more than 25% of all scheduled class meetings. Absences due to late registration or change of class prior to the end of the drop/add period will also be included in the above percentage.

In extreme situations, students may appeal their grade of “E” to the Vice President for Academics and Enrollment Management. This must be done within five school days following the dismissal from class. Students should continue to attend class until appeals have been decided.

Practicums, honors contracts, online courses, or individualized instructions are governed by separately published policies.

Excused Absences

Absences for officially approved school business, sponsored trips, athletic contests, illness accompanied by a doctor’s note, or a death in the student’s immediate family are excusable and will not be penalized, provided they are explained within one week of the student’s return to class. These absences, and all excused or unexcused absences, will count toward the 75% class attendance policy. Sponsors should provide a written excuse to each student for all instructors affected by the absence, and they should send an electronic copy to the Office of Academics. Instructors may assign reasonable and relevant makeup work for excused absences. In case a student misses an examination and has an excused absence, the teacher may give a makeup examination or simply compute the average of the other grades. Final exams, however, must be taken. A student may not be penalized for missing an examination when the student has a clearly demonstrated excusable absence.

Unexcused Absences

Penalties for absences that do not meet the excused absence criteria and tardiness will be left to the discretion of the teacher but must adhere to individual school policies. Teachers may assign reasonable and relevant makeup work, extend a deadline, or give a makeup examination for any or all missed assignments for an unexcused absence but are not under obligation to do so.

Bible Class Attendance

Regular Bible study is a vital aspect of a Christian education at Freed-Hardeman University. All full-time students in residence are required to register for credit (not audit) and to attend a Bible class regularly each semester. Those involved in student teaching or in a full-time social work practicum, however, are not considered in residence. Summer term students enrolled for as many as 12 credit hours, including a short course, independent study, individualized instruction, and/or field work, must include a Bible course in their schedules.

Students registered for 12 or more hours at the end of the drop-add period may not withdraw from their only Bible class. Students also may not repeat a Bible class in which they have earned a grade of C or higher except with an approved Academic Petition through the Office of Academics.

Students removed from their only Bible class for irregular attendance, or for nonattendance, should be reported to the Dean of Students by the Office of Academics and will be suspended from the University.

Academic Dishonesty

Academic dishonesty violates the Christian principles and standards of Freed-Hardeman University. The following are examples of intentional academic dishonesty:

1. Cheating—using or attempting to use unauthorized materials, information, or study aids in an academic exercise. The term “academic exercise” includes all forms of work submitted for credit.
2. Fabrication—falsifying or inventing any material in an academic exercise.
3. Facilitating academic dishonesty—helping or attempting to help another to violate academic integrity.
4. Plagiarism—adopting or reproducing another person’s words or ideas without acknowledgment.

The minimum penalty for an obvious violation of academic integrity is a failing grade on the assignment. In addition, at the discretion of the instructor, the student may receive a failing grade for the course and be dropped from the class.

Academic dishonesty should be reported to the Dean of Students, who may prescribe additional penalties. No student may avoid receiving a failing grade for academic dishonesty by subsequently withdrawing from the course.

Withdrawal from a Course or from the University

To withdraw from a course after the end of the drop-add period or to withdraw from the University, a student should contact the Registrar for instructions.

Student Academic Grievance Policy

Any grievance concerning grades, competencies, course syllabi, absence from class, or other academic matters should be discussed informally with the faculty member as appropriate. This discussion must take place within five (5) school days following the alleged incident. If the grievance is not resolved satisfactorily with the teacher in an informal setting, the following procedure must be followed:

1. The grievant will register his/her complaint in writing to the teacher within five (5) school days of his/her informal discussion. The grievant will give reasons and grounds. The teacher will respond in writing to the appeal within five (5) school days and will clearly state in writing his/her reasons for granting or denying the appeal.
2. If the appeal is denied, the grievant may then register his/her grievance in writing to the chair of the department in which the complaint has arisen within three (3) school days from the time the faculty member issued the written denial (if no department chair exists, then go to number 3). At the department chair’s request, the faculty member and student must make available all materials (The grievant must be willing to sign a release form for his/her materials to be reviewed by others) concerning the complaint. The department chair may do an informal investigation, but must render a written decision to the faculty member and the grievant within five (5) school days.
3. If the appeal is denied, the grievant may then register his/her grievance in writing to the dean of the school within three (3) school days from the time the teacher (if no department chair) or department chair issued the written denial. Whether or not a department chair becomes involved, within five (5) school days of the receipt of the complaint, the dean must meet with the grievant and the faculty member in a joint effort to resolve the complaint. If a department chair is involved, the department chair also should attend the meeting. One person may accompany the faculty member and/or the grievant, but those who accompany them may not be family members, guardians, or legal counsel. The dean will notify the student, department chair, and faculty member of the decision regarding the appeal, in writing, within three (3) school days.
4. If, after completion of the procedure set forth above, the grievant believes that his/her grievance has not been equitably resolved, he/she may file another appeal in writing with the Vice President for Academics and Enrollment Management. The Vice President for Academics and Enrollment Management will

immediately call the dean of the school related to the case and ask for all related written materials. Then, the Vice President for Academics and Enrollment Management and the Chair of the Academic Affairs Committee will schedule a meeting of the Academic Affairs Committee, which will serve as the Grievance Committee.

The hearing must be held within seven (7) school days. The hearing shall be carried out as follows:

- a. Both the grievant and the faculty member who allegedly caused the grievance must be present at the hearing. Both have the right to be accompanied by one other person who shall serve as a counterpart (faculty, staff, or student), but that person may not be a family member, guardian, or legal counsel. The grievant's counterpart may speak on behalf of the grievant. However, if the grievant is asked to answer questions, the grievant must answer for him/herself. The student's parents, guardian, or legal counsel can only appear before the Grievance Committee as witnesses. The faculty member's counterpart may speak on behalf of the faculty member. However, if the faculty member is asked to answer questions, the faculty member must answer for him/herself.
 - b. The Student Government representatives who serve on the Academic Affairs Committee must be present for the hearing. In the event that it is impossible for elected student representatives to be present, the Student Government Association Sponsor may designate substitute student representatives.
 - c. Other than the required attendees above and the committee members, the hearing will be "closed" except for any witnesses for either side. Witnesses may be questioned only by members of the Grievance Committee (not by the counterpart for either side). The Chair is in control of the hearing. The Chair has the right to hear or not hear the testimony of witnesses and the right to dismiss witnesses at any time.
 - d. The hearings (excluding the deliberations of the committee) may be video taped (by the Assistant to the Vice President for Academics and Enrollment Management, an administrative assistant for the Academic Affairs Committee, or another administrative assistant) for quality assurance purposes.
 - e. The faculty member will first explain the reasoning behind his/her actions and answer questions (or the faculty member's counterpart may make a statement). The student and his/her counterpart have the right to be in the room during the faculty member's statement and questioning, but cannot speak during this portion of the hearing.
 - f. Next, the student will have the opportunity to make a statement (or his/her counterpart may make the statement) and then answer questions from the Committee. The faculty member can listen to the statement and can be asked for clarification or other information, but the faculty member cannot interrupt the student or the student's counterpart.
 - g. Each side will be permitted to present rebuttal evidence and a closing statement.
 - h. Neither the grievant nor the faculty member can be present for committee deliberations.
 - i. The Grievance Committee can render a decision on the occasion of the hearing, but must render a written decision within two (2) school days. That will be the last step in the grievance procedure. The decision will be delivered to the grievant, the dean, the department chair, and the Executive Vice President of the University. The Executive Vice President may overturn the decision of the Grievance Committee, but he is not required to make a ruling.
5. In the interest of all involved, if an appeal is submitted just prior to the end of a term, deadlines (for the submission of paperwork, etc.) are subject to modification by the Vice President for Academics and Enrollment Management or the Chair of the Academic Affairs Committee.

Academic Support Services

One Stop Center

The One Stop Center consists of the offices of Associate Vice President for Academics and Enrollment Management, Academic Success Center, Registrar, Student Accounts, and Financial Aid, all located on the first floor of the Gardner Center. Also included are the Admissions Office and the Testing Center, located on the second floor of the same building.

The iKNOW Initiative

The purpose of this initiative is to meet the technological needs and expectations of students and faculty so that instructors can use technology effectively to improve instruction and student learning outcomes. The objectives of this initiative include enhancing the classroom experience, improving student learning outcomes, developing lifelong learners, strengthening communication and relationships, and solidifying the academic reputation of the University.

Academic Success Center

The Academic Success Center meets the needs of prospective and enrolled students in various ways. Entering freshmen, who will transition to program, departmental, or school advisors, receive academic advising. The mission of the Freshman Program is to help students have a successful first year. Center and developmental studies faculty and staff teach several freshman courses in the School of Arts and Humanities.

The Center also provides testing and tutoring upon request. For details regarding testing and tutoring, students should check the Center's website or call (731) 989-6060.

Financial Aid

The Financial Aid staff is available to help students make arrangements to cover the cost of their education. One-on-one counseling aids students in finding the best financial paths to their educational goals. The University offers several scholarship, grant, and loan programs. The initial step in receiving financial aid is completing the Free Application for Federal Student Aid (FAFSA).

Disability Services

Freed-Hardeman University is committed to providing equal opportunity in education to qualified students. The University looks to the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 for standards.

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 by phone (731) 989-6676 or by e-mail jrwiley@fhu.edu or shall@fhu.edu. Students are required to provide documentation from an acceptable evaluator in order to receive accommodation.

Freed-Hardeman University will assist an individual who has a documented disability with appropriate accommodations and modifications; but does not, however, guarantee successful completion of a course or a program. Students must cooperate with the University and take responsibility for learning. Those with an approved accommodation plan should, within the first three class sessions, notify the instructor of any affected class.

Disability Services Policy and Procedure

I. POLICY

It is the policy of Freed-Hardeman University to comply with Section 504 of the Rehabilitation Act of 1973 (PL 93-112), as amended (PL 93-516), and with Title II of the American Disabilities Act of 1990 (ADA). The mission of Freed-Hardeman University is to provide each qualified person with reasonable accommodations to ensure equitable access to educational opportunities, programs, and activities in the most appropriate integrated setting.

II. PROCEDURE FOR REGISTERING WITH THE OFFICE OF DISABILITY SERVICES

- A. Contact the Office of Disability Services to obtain the Disability Services Intake and release forms. These are available in the Office of Disability Services, which is located in the Student Services office suite in the Wallace-Gano Building.
- B. Provide appropriate documentation necessary to determine your eligibility for services. The documentation must be typed or word-processed and printed on the letterhead of either the practitioner or the agency hosting the practice. Handwritten notes on prescription pads or handwritten treatment records will not be accepted. A high school IEP or 504 Plan is not sufficient documentation of a disability. The written report, submitted by a qualified provider, must be current and clearly state:
 1. Diagnosis with specific evidence of a disability.
 2. Symptoms and severity of the disability.
 3. Test scores which support a cognitive or learning disability.
 4. Methods of treatment including medications and any adverse side effects.
 5. Recommendations regarding necessary accommodations.
- C. Send documentation to Director, Office of Disability Services, Freed-Hardeman University, 158 East Main Street, Henderson, TN 38340. Phone number is (731) 989-6676.
- D. Students are to follow up with their health professional and with disability services to ensure that the documentation was forwarded to disability services.
- E. If accommodations for FHU placement tests are required, the intake process and determination of eligibility must be completed two weeks prior to scheduled orientation session.
- F. After completed Intake form and documentation are received, the student will be assigned a disability specialist. The specialist will contact the student to arrange a time to meet.

III. ACCOMMODATIONS: WHAT THEY ARE AND WHAT THEY ARE NOT

- A. Accommodations are provided for the purpose of ensuring equal access to an education. They are not a guarantee of a certain grade or of success in a particular class; rather, they are intended to “level the playing field” for students with disabilities. Students with disabilities are expected to fulfill all academic and course requirements and evaluation standards, as is expected of all students.
- B. Accommodations are approved on a case-by-case basis. They are assigned depending on the documentation that each student submits, the impact of each student’s disorder, and our conversations with each student regarding his/her strengths, weaknesses, and needs.
- C. Accommodations are also provided on a class-by-class basis. An accommodation which is reasonable in one class may not be reasonable in another. No accommodation will be provided if it compromises or alters essential elements or evaluation standards of a course.
- D. Accommodations are considered to be classroom supplements. They are not intended to replace regular classroom attendance or participation.
- E. Accommodations are not provided retroactively. The Office of Disability Services (DS) is unable

to provide accommodations for academic work completed before the student is verified as eligible for accommodations or before the student request accommodations. Therefore it is imperative that students request accommodations as early in the semester as possible.

IV. REQUESTING ACCOMMODATIONS

- A. Accommodations are not automatically assigned each semester. In order to receive classroom accommodations, you must complete the following steps each semester.
 - 1. Register for classes.
 - 2. Make an appointment to meet with the director of disability services in order to complete and sign a Classroom Accommodations Request Form.
 - 3. Read and sign other forms as required for accommodations (example, Request for Books on Tape, Note taking Responsibility Form, etc.)
 - 4. Sign and receive Instructor Notification of Classroom Accommodation forms (Instructor Notification forms).
 - 5. Make an appointment to meet with each instructor to deliver the Instructor Notification forms and to discuss accommodations. The student should not just hand the forms to the instructor and walk away. The implementation of approved accommodations must be discussed with the instructor for each class.
- B. Some students decide after being verified that they may benefit from an additional accommodation, which has not previously been approved or that a change in the accommodations may be helpful.
 - 1. The student must complete a Request for Change of Accommodations form detailing the new accommodation and the reasons for requesting it.
 - 2. The documentation on file with the Office of Disability Services will be reviewed to see if it supports the request.
 - 3. A member of disability services will meet with the student regarding the request.
 - 4. In some cases, additional documentation may be requested to support the request.
- C. The Office of Disability Services is responsible for providing reasonable accommodations in a timely manner. Noncompliance on the part of the student with the procedures stated herein may result in delays in or denial of the provision of accommodations.

Other Support Services

University Health Services

The Rogers-Dodd-Conger Clinic provides free non-acute care to students, faculty, staff, and administration, as well as dependents of each group. A physician, nurse, and receptionist staff the clinic. The hours for the health clinic during the fall and spring semesters are Monday-Thursday 8:00 a.m.– 4:00 p.m. and Friday 8:00 a.m.– noon. Hours are reduced during short courses and the summer term. The Office of Student Services will notify students via e-mail concerning these hours.

Students with an immediate threat to their health should call 911.

University Counseling Center

The University Counseling Center provides free services for all Freed-Hardeman students. The UCC offers confidential Christian counseling and education in coping skills. The UCC also offers referral services to local and surrounding area professionals.

Both a male counselor and a female counselor staff the center on a full-time basis. Students may make appointments by contacting Nicole Scott by phone (731) 989-6768 or by e-mail nscott@fhu.edu.

Crisis intervention is available 24 hours a day, 7 days a week by calling (731) 608-2590, a Residence Hall Supervisor, or the Office of Campus Safety (6911 on campus and 731-989-6911 off campus).

Campus Security

The Office of Campus Safety seeks to provide a safe environment for the University community. The security personnel are committed to developing a good relationship with students, faculty, staff, and administration by providing professional security services.

Security officers can be reached 24 hours a day, 7 days a week by calling 6911 (on campus) and (731) 989-6911 (off campus).

Emergency Notification System

To provide a mode of mass communication, we have solicited the use of Rave Mobile Safety, a communication company that specializes in campus communications. With this partnership, we have the ability to communicate with the student body quickly concerning emergency like situations or even bad weather. LionAlert is what Rave Mobile Safety is known as on FHU's campus.

Business Services

Student Accounts

Student accounts are managed at the One Stop Center in Gardner Center. Students may contact Student Accounts/Cashier by phone (731) 989-6363 or by e-mail pmaxwell@fhu.edu to ask questions about their accounts or to make payments.

Bookstore Charges

Bookstore charges made by students are added to their accounts, which are managed at the One Stop Center. Bookstore charges for non-student accounts are handled by the Accounts Receivable Clerk in the Business Office in Loyd Auditorium, who can be contacted by phone (731) 989-6011 or by e-mail cswain@fhu.edu. When submitting payments, include the payment stub from the statement or write the full account number on the memo line of the check.

Deposits for University Clubs or Other Organizations

To make a deposit for a club or other organization, students should complete the deposit form, including the account number, and submit it to the Accounts Receivable Clerk in the Business Office in Loyd Auditorium by phone (731) 989-6011 or by e-mail cswain@fhu.edu.

Work-Study Program

Students with questions about the work-study program should contact the Human Resources Assistant in the Business Office in Loyd Auditorium by phone (731) 989-6025 or by e-mail mbentley@fhu.edu (or visit Work Study on the University website).

Financial Obligations

Students are expected to meet their financial obligations to the University. Those who live off campus should also represent the University well by paying their rent, utility bills, and phone bills on time. Failure to meet these obligations may result in disciplinary action by the University. In extreme cases, the action may include mandatory withdrawal from the University.

ID Cards

All students receive photo identification cards. They should carry these cards at all times. The cards should not be loaned or given to anyone else.

ID cards have the following uses:

- Identification for official business at the University
- Access to residence halls and after-hours access to some academic buildings
- Payment for meals in the cafeteria, Lion's Pride, and KC's Coffee House
- Access to library materials and resources
- Credit purchases in the bookstores
- Admission to all intercollegiate games and matches except TransSouth Athletic Conference tournaments
- Admission to gyms, weight rooms, and swimming pool

Students are issued one ID card without charge. If a card is lost, stolen, or broken, the student must have a new one made in the Office of Campus Safety. The charge for reissued ID cards is as follows:

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

Student Conduct and Discipline

Students may receive disciplinary action for any conduct that constitutes a hazard to the health, safety, or well-being of others. A student may also receive disciplinary action for conduct that is detrimental to the interests of the University. Students, regardless of place of residence, are responsible for their conduct.

Students are expected to cooperate with staff members in providing information concerning violations of any rules or policies; they may receive disciplinary action for withholding relevant information.

Alcohol Policy

The use of alcohol is prohibited. Alcohol use includes the purchase, consumption, and/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 other establishment where the primary revenue comes from the sale of alcohol, whether the student consumes alcohol or not.

Students in violation of the alcohol policy will be subject to suspension for at least one semester, effective immediately. Suspended students will be encouraged to seek counseling before they re-enroll at Freed-Hardeman University.

Drug Policy

Use and/or possession of illegal drugs and/or drug paraphernalia and abuse of prescription medicine are strictly forbidden.

Drug Tests

1. Students may be randomly selected for drug screening. If the test comes back negative, the University will pay for the cost of the testing. If the test comes back positive, the student must pay the cost.
2. Any student suspected of violating the drug policy must submit to a drug test. Refusal is grounds for immediate suspension for at least one year with no right of appeal.
3. Any student who attempts to falsify a drug test result will be suspended immediately.

Disciplinary Action

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 and/or paraphernalia 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 misappropriation of prescribed medication will be expelled from the University.

Sexual Activity outside of Marriage

All homosexual activity is prohibited. Any violation will result in severe disciplinary action, including suspension. All forms of heterosexual premarital sex arising from sexual relations between consenting adults is prohibited and subject to severe disciplinary action, including suspension.

Unapproved Visitation

Unapproved visitation between members of the opposite sex in the residence halls or similar situations elsewhere and un-chaperoned overnight visits anywhere may be treated as illicit sexual activity, regardless of whether or not any sexual activity actually occurred.

Pornography

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

Offensive Language

Profanity or any other kind of vulgarity in written or spoken form is prohibited.

Gambling

Gambling and games generally associated with gambling are prohibited.

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 controlled by the University. This exclusion applies to individuals with permits from the State of Tennessee or any other official entity to carry concealed weapons.

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 may be kept in residence hall rooms or automobiles.

Fireworks

Use or possession of fireworks on campus (including inside a vehicle) is prohibited. Fireworks violate a Henderson city ordinance.

Tobacco

All forms of tobacco and tobacco-related paraphernalia are prohibited on campus.

Student Dress

In all phases of life, students should model Christian principles. The basic philosophy for campus life at FHU is, "Let all things be done decently and in order" (1 Cor. 14.40).

Style and Appearance

Students should dress in a decent and appropriate manner. Although students have different personal styles, the purpose of these guidelines is to promote a Christian environment.

Dress Code

Clothing must adhere to the following guidelines:

- No low-cut necklines are allowed.
- Wide-open armholes are prohibited.
- The midriff area should be covered.
- Tank tops are allowed, but straps must be a least two inches wide.
- Shorts must be no more than an ID-card length above the top of the knee when the individual is standing.
- Shorts are not allowed in chapel or class.
- Baseball caps, hats, etc., are not permitted in chapel except with permission from the Office of Student Services.
- At the discretion of the coaches, shorts with at least a four-inch inseam may be worn for intercollegiate athletic competition and practice. Otherwise, athletes must abide by the dress code described here.
- Biking shorts, spandex shorts, and boxers are inappropriate in public at any time.

- All skirts must reach the top of the kneecap when standing, regardless of whether the student is wearing tights or panty hose.
- Long shirts or shirt dresses worn over tight “leggings/pants” must also reach the top of the kneecap when standing.
- Slits in skirts must be no higher than an ID-card length above the kneecap when standing.
- Straps on dresses must be at least two inches wide.
- Clothing must not include words, images, etc., not in keeping with the values and mission of the University.
- Holes/slits in jeans are permitted as long as there is fabric underneath or the skin exposed does not make the garment incompliant with the dress code.
- Earrings are permitted.
- Small nose studs are permitted.
- Tattoos should not represent anything not in keeping with the values and mission of the University.
- 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.

Students violating any of the dress code rules should correct the situation immediately.

Questionable Article of Clothing

A student who is unsure about the acceptability of an article of clothing may ask the Residence Hall Supervisor, Assistant to the Dean of Students - Men, Assistant to the Dean of Students - Women, or Dean of Students.

If any employee of the University asks a student to change clothes, the student should comply immediately. If the student believes the request is unwarranted, he/she should change anyway and then discuss the matter with the Dean of Students.

Banquet Attire

There will be no first-offense warning for banquet attire. Any student found in violation of the dress code will be subject to severe disciplinary action, including possible club restriction and/or community service.

Threats

Statements or gestures that may be perceived by an individual as a threat that might result in possible harm to him/her—physically, emotionally, or psychologically—are not tolerated. This includes verbal or written threats, as well as threats made through social media.

Harassment

Freed-Hardeman University will not tolerate harassment of its employees or students by anyone, including, but not limited to, faculty, staff, administration, students, or alumni.

Anti-Harassment Policy

The University strictly prohibits harassment in any form, including sexual harassment. Harassment is serious misconduct. It subverts the mission of the University and threatens the careers, educational experience, and well-being of students, faculty, and staff. In addition, harassment is contrary to the biblical principles upon which this University is founded and operates.

No one has the authority to engage in this behavior, and the University does not tolerate harassment by, or directed toward, any student, employee, or other persons on campus. To promote a pleasant work and educational environment free of harassment and to avoid the risk of damaging the reputation and resources of the University, all employees, students, and other persons on campus are expected to refrain from any behavior that could be viewed as harassing, including immoral or unprofessional conduct. In addition, it is the duty of all employees of the University to prevent harassment by others.

Sexual harassment is a unique form of harassment in several respects. Traditionally, a sexual harassment claim has been based on the premise that an individual with power over an employee's employment or a student's academic standing required sexual favors in return for job or academic rewards. Such a claim has usually involved conduct between a supervisor and subordinate or a faculty member and student. However, the legal definition of sexual harassment is much broader. For example, harassment may exist where the University tolerates an intimidating, hostile, or offensive atmosphere, even if the conduct was initially welcomed or even initiated by the "victim." Liability may also exist between co-workers at the same job level, between fellow students, or between other persons of the same University status.

For the purposes of this policy, sexual harassment is defined generally as unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

1. Explicitly or implicitly, submission to such conduct is made a term or condition of an individual's employment, academic standing, or status in a course, program, or activity.
2. Submission to or rejection of such conduct is used as a basis for an employment or educational decision affecting an individual.
3. 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 environment for work or learning.

One of the key terms in the above definition is "unwelcomed" because conduct may be harassing whenever it is unwelcomed. Thus, an individual should always consider his or her actions not only from his or her own perspective but also from the perspective of the person who might be offended by such actions.

Examples of misconduct that might be unwelcome and thus constitute harassment if severe or persuasive enough include, but are not limited to:

1. Verbal Communications—Vulgar language; sexual jokes or innuendoes; sexually oriented questions, statements, or anecdotes; sexual propositions, solicitation of sexual contact of any nature about a person's clothing or body; remarks about sexual activity or speculations about previous sexual experience; or any other communication of a sexual nature, whether oral or written, that is not legitimately related to the approved subject matter of a course. This includes, without limitation, direct or implied threats that submission to sexual advances will be a condition of employment, work status, wage increases, promotion, grades, letters of recommendation, and the like.
2. Physical Conduct—Physical assault, vulgar gestures, repeated and unwanted staring, grabbing, uninvited bodily patting, hugging, massaging or touching, offensive brushing against or rubbing another's body, blocking or impeding, or any other unwelcomed sexually oriented conduct, even if initially welcomed or initiated by the other person.
3. Visual Material—Pinups; magazines or calendars of nude or seminude figures; sexually suggestive posters, pictures, photographs, or drawings; or other offensive material or objects that are not approved course material.
4. Other Forms of Harassment—Verbal, physical, or visual misconduct that denigrates or shows hostility or aversion toward a person because of the person's race, color, national origin, gender, age, or disability, or that of the individual's relatives, friends, or associates.

Anyone who believes that he/she or someone else is being harassed, sexually or otherwise, should immediately report the matter to the University as follows:

1. Any employee who wishes to report an incident of sexual or other harassment should promptly report the matter to his or her immediate supervisor. If the supervisor is unavailable or the employee believes that it would be inappropriate to contact that person, the employee should immediately contact his or her next higher level supervisor and/or the vice president having authority over the employee's area.
2. Any student with a complaint of sexual harassment should notify one of the deans in the Office of Student Services. If the deans are unavailable or the student believes that it would be inappropriate to contact them, the student should immediately contact the Vice President for Student Services or the Executive Vice President directly to register a complaint.

Following the above informal complaint procedure will better ensure that the University knows about the conduct so that an administrator can immediately investigate the complaint and take appropriate corrective action. If harassment has occurred, the University will make every reasonable effort to ensure that the harassment does not continue.

No person will be disciplined, harassed, or retaliated against for making a legitimate complaint. However, bad-faith allegations or use of this policy for purposes unrelated to its clear intent are expressly prohibited and may result in disciplinary action.

While the above informal complaint procedure will most likely be able to work out a solution that is in the best interests of all concerned, the complainant can, if he or she is dissatisfied with the resolution of the matter or if the harassment persists, file a formal grievance with the appropriate vice president against the alleged harasser and/or against the individual(s) who have allegedly failed to take appropriate, corrective action after receiving notice of the initial complaint.

Any person engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including immediate suspension or expulsion.

Hazing

Hazing is often humiliating, degrading, and psychologically, emotionally, and/or physically harmful to the victim(s). The University prohibits any form of hazing. Consent of the victim is no excuse.

Hazing is often associated with initiation into an organization. Any action, however, that would be considered hazing may be treated as such, whether or not an organization is involved.

Discipline of Students

The best form of discipline is self-discipline. If a student is committed to maintaining the standards outlined in this handbook, this section will be of no interest. Should a student, however, choose to violate these standards, the University has the right to impose disciplinary action. This section describes the disciplinary actions that students may receive. All rights are reserved to alter/adapt the disciplinary actions as deemed necessary and proper.

Listed below are the various disciplinary actions that the University may administer:

- Special Disciplinary Probation Agreement: The student is placed on probation in a specific area.
- Intramural Restriction: The student is not permitted to participate in any intramural activities. The length of ineligibility to participate depends on the violation.
- Club Restriction: The student is not permitted to participate in any extracurricular club activities with the exception of club devotionals. The student may, however, continue to wear club colors.

- **Disciplinary Probations:** The student may be placed on probation in all areas of student activity. In this case, the student may not represent the University in any activity or organization, including intercollegiate athletics. The student may receive other sanctions as determined by the Dean of Students. In this case, the student might be eligible to participate in some areas, but not others. A violation of any regulation while on disciplinary probation will result in immediate suspension.
- **Community Service:** The student is assigned a number of hours of campus work. Failure to complete this work as assigned will result in further action and may result in suspension. Reporting more hours than are actually worked will result in further disciplinary action.
- **Fines:** Monetary fines are assessed for some violations of policy.
- **Disciplinary Suspension:** Serious violations may result in involuntary separation of the student from the University.
- **Deferred Disciplinary Suspension:** Deferred disciplinary suspension typically carries specific restrictions equal to or greater than those of probation. Terms of the deferment are defined in a contract signed by the student. There are two types of deferred suspension:
 - Suspension may be deferred for a set period of time. At the end of the period, the suspension becomes effective.
 - Suspension may be deferred indefinitely or canceled, depending on the student's behavior and adherence to stipulations set by the Dean of Students.
- **Expulsion:** Flagrant or continual violations may result in permanent disciplinary dismissal from the University.
- **Sign-Out Restriction:** The student is not allowed to sign out to go anywhere, except home, without permission from the Dean of Students.
- **Curfew Extension Restriction:** The student may not request a curfew extension for a specified period of time.
- **Mandatory Counseling:** The student is required to sign a release so that the counselor may verify attendance at counseling sessions. No other information regarding the sessions will be shared with the University.

Failure to respond to a summons from the University or failure to comply with discipline may result in severe disciplinary action, including suspension.

Note: A student who is suspended or expelled may not return to campus for any reason without permission from the Dean of Students. Violation may result in denial of the student's request for re-admission to the University.

Student Appeals of Disciplinary Action

- No appeal is allowed for disciplinary action, except for suspension or expulsion.
- Any student suspended or expelled from the University may appeal the decision to the FHU Judicial Board. Grounds for appeal include:
 - The charge is false.
 - The disciplinary decision was arbitrary and/or capricious in that it did not adhere to stated policy.

If new evidence shows that the student was not in violation of the policy, the Dean of Students may reconsider the case.

FHU Judicial Board

The Judicial Board is composed of five members:

- Three faculty members appointed by the President
- SGA Vice President
- One staff member appointed by the President

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 disciplinary action issued to the student falls within the stated policy.

The Vice President for Student Services will attend meetings of the Judicial Board in an advisory capacity only. In any meeting of the Judicial Board, three members constitute a quorum. The decision of the Judicial Board is final, except for review by the President.

Student Life

Office of Student Life

The Office of Student Life at Freed-Hardeman University serves an integral function in supporting the mission, vision, and core values of the University and in encouraging student development. This office works with the campus community to encourage spiritual, physical, intellectual, emotional, and social growth through participation in on- and off-campus events throughout the school year.

The Office of Student Life provides a variety of programs, services, and activities to support an energetic Christian environment. Student organizations offer an opportunity to develop leadership skills and work cooperatively.

Student life on the campus of Freed-Hardeman University is a unique experience, which has recently been improved with the addition of the Crews-Colbert Activity Center. In addition to housing the Office of Student Life, the activity center includes KC's Coffee House, two movie theaters, a conference room, two multi-purpose rooms, and a game room/lobby.

The Office of Student Life is responsible for the following areas:

- Interclub Council for Social Clubs
- Makin' Music
- Social Clubs
- Student Government Association
- University Programming Council
- Interface

Interclub Council for Social Clubs

The Interclub Council (ICC) provides overall leadership for the social clubs. Any issues concerning social clubs (intramural appeals, social club guidelines, induction, etc.) are discussed and voted on by this council (See the Social Club Handbook for more 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 in several ways, including the social clubs, the Makin' Music staff, the show band, and the technical crew. Students also serve as hosts and hostesses and as ushers. The production includes performances by the hosts and hostesses and competitive performances by social clubs.

For more information, students may contact the Dean of Student Life in the Crews-Colbert Activity Center or by phone (731) 989-6055 or by e-mail tallen@fhu.edu.

Social Clubs

Almost from the beginning of Freed-Hardeman University, social clubs have been a part of the school's social structure. Membership in a social club provides a unique opportunity to develop lifelong relationships, to become involved in campus life, and to participate in Christian service.

Social clubs at Freed-Hardeman are inclusive. Each qualified student has the opportunity to join a club. Currently, six social clubs are active. They are as follows:

- Chi Beta Chi
- Gamma Tau Omega
- Phi Kappa Alpha
- Sigma Rho
- Theta Nu
- Xi Chi Delta

Social Club Care of Facilities

Social clubs may display posters, banners, and other notices on bulletin boards and walls in the Student Center. No such materials may be displayed on outside masonry and/or painted walls, inside painted surfaces, garbage cans, or glass surfaces (exception—glass surfaces in residence halls). In the interest of safety and to protect University property, students MAY NOT be on the top of buildings for any reason. All posters, banners, and other notices must be approved by one of the following: Dean of Student Life, Dean of Students, Assistant to the Dean of Students - Men, or Assistant to the Dean of Students - Women.

Individuals or groups represented by posters, banners, and other notices will be responsible for their removal. These materials must be taken down within 48 hours of an event's completion. Failure to get permission to post these materials or to remove them on time may result in the loss of this privilege.

Individual Use of Facilities

Individuals, or other groups not authorized by the University, may not display/distribute materials without permission from the Office of Student Services.

Club Fund-Raising Events

Permission must be secured from the Office of Student Life before taking up a collection for any person or project. Club fundraising projects must also be approved by the Office of University Advancement (731) 989-6019.

Mass Mailings

Campus mailings of 25 or more must be approved. The Dean of Student Life approves all mailings from UPC, Makin' Music, and Interface. Mailings from social clubs may be approved by either the Dean of Student Life or the Dean of Students. The Dean of Students approves all other mailings.

Student Government Association

The Student Government Association (SGA) serves as a liaison between students and faculty, staff, and administration. The SGA is comprised of 31 elected members and includes four groups: the Student Executive Board, the Student Senate, the Intra-University Council, and the Freshman Advisory Council.

The Student Executive Board consists of four officers: president, vice president, secretary, and treasurer, elected by the student body. The Student Executive Board members, along with other SGA members, represent the student body on several University administrative and academic committees.

The Student Senate consists of 16 students who are elected from each classification in the SGA general election. The SGA Senators present the needs and concerns of their constituent groups to the Student Executive Board.

The Intra-University Council (IUC) consists of one elected member from each of the social clubs and one elected representative from each of the residence halls, thus creating a total of 17 members. The IUC presents to the Executive Board all concerns of social clubs and residence halls.

The Freshman Advisory Council (FAC), a group of no more than 15 members, is selected early in the fall semester. FAC candidates must fill out an application and go through an interview with the SGA president, vice president, sponsor, and an appointed member of the SGA. The FAC elects its own president, vice president, secretary, and public relations coordinator.

Seven Standing Committees

Of great importance to the SGA are its seven standing committees. Each of these committees has male and female co-chairs who supervise significant activities in their respective areas. These committees are appointed by the SGA president and vice president.

- Community Service: coordinates and organizes activities that benefit the lives of FHU students and the community
- Food Service: acts as a liaison between the student body and the food service organization, reflecting the concerns and interests of the students
- Rules and Regulations: represents student interests in official University policies and safeguards academic freedom and student rights
- Safety Committee: acts as an intermediary between the students and the Safety Committee and handles all matters relating to student security
- Spiritual Life: helps to create and maintain an atmosphere that promotes spiritual well-being by scheduling and coordinating spiritual activities for students
- Student Life: plans and coordinates social activities for students
- Technology Committee: acts as a liaison between the students and the Information Technology Department and creates and maintains the SGA website

For more information, students may contact the Assistant to the Dean of Students - Women by phone (731) 989-6797 or by e-mail mjenkins@fhu.edu.

University Program Council

The purpose of the University Program Council (UPC) is to plan and host social, cultural, educational, and recreational programs for the students.

Interface

Interface is an orientation program at the beginning of the fall semester for new students. Small groups, led by upperclassmen, participate in activities that allow them to meet other new students, faculty, and staff and become informed about campus life. A fee of \$25.00 may be paid upon arrival to campus, or a check may be sent to the Dean of Student Life, at the following address:

Freed-Hardeman University
158 East Main Street
Henderson, TN 38340

For more information, students may contact the Dean of Student Life by phone (731) 989-6055 or by e-mail tal-len@fhu.edu.

Intramurals

The intramural program at FHU provides participation opportunities for students with varying degrees of athletic ability. It is designed to serve the entire FHU family, including students, faculty, staff, and administration. Participants have the opportunity to develop physically, socially, and spiritually. The primary purpose of the intramural staff is to enhance this opportunity for growth.

Intramural sports include the following:

- Basketball
- Softball
- Volleyball
- Tennis
- Flag Football
- Golf Tournament

For more information, students may contact the Director of Campus Recreation by phone (731) 989-6978 or by e-mail matchison@fhu.edu.

FHU Fitness Center

The FHU Fitness Center is located in the Sports Center. The Building Manager is responsible for scheduling activities for the facility.

- A sign-in book at the lobby desk is used to reserve the racquetball courts.
- The walking track may be used whenever the Sports Center arena is open to the public. The schedule for the track is posted outside the building.
- The weight room is available 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.
- Guests of the University desiring to use the athletic facilities, with the exception of the walking track, must secure a guest pass. For inquiries, guests may contact the Office of Athletics by phone (731) 989-6900 or by e-mail tcarter@fhu.edu. All such guests must comply with rules and regulations of the University.

The Sports Center operates with reduced hours during holiday breaks. The weight room is open to current FHU ID holders and LionBackers only. Admission requires a current ID. Family members of students, faculty, staff, and administration may obtain a valid FHU “Family” ID card from the Office of Student Services.

To schedule activities, students may contact the Building Manager by phone (731) 989-6909 or by e-mail thumphry@fhu.edu.

Bader Gymnasium

Bader Gymnasium may be reserved by contacting the Director of Campus Recreation by phone (731) 989-6978 or by e-mail matchison@fhu.edu. The gym is unavailable, however, at the following times:

- Tae Kwon Do class will meet Monday and Thursday 5:30 p.m.-7:30 p.m.
- The gym may not be reserved during intramural basketball and volleyball games.
- Free play may be suspended during other special campus events. Even when free play is allowed, however, dunking is prohibited. Students who damage a backboard while dunking may be charged a fine.
- No activity is allowed in the gymnasium without supervision by Campus Recreation personnel.

Bader Gymnasium may be reserved for the following hours:

Monday	7:30-10 p.m.
Tuesday	5:30-10 p.m.
Wednesday	8:15-10 p.m.
Thursday	7:30-10 p.m.

For more information, students may contact the Director of Campus Recreation by phone (731) 989-6978 or by e-mail matchison@fhu.edu.

Swimming Pool

The hours for the swimming pool are posted in the hallway of Bader Gym near the swimming pool.

The following rules apply to the swimming pool:

- Students should not enter the pool area unless a lifeguard is present.
- Students should not bring money or valuables at any time.
- The pool should be used only by University students, University personnel, and authorized guests.
- No activity is allowed in the swimming pool area without supervision by gymnasium personnel.

The pool will be closed during University functions and holiday breaks. For more information regarding the swimming pool, students may contact the Building Manager by phone (731) 989- 6045 or by e-mail ccorley@fhu.edu.

University Food Services

Wallace–Gano Dining Hall

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

Meal/Food Service Information

Students may choose from a variety of meal plans:

Board - There are 6 different plans to choose from (8 for seniors)

For Plans A, C, D, and S, the meals are lost if not used by the end of each week by the student.

Plan A: 19 meals per week plus \$40 Lion Bucks.....	\$1658
Plan B: 15 meals per week + 80 Lion Bucks.....	\$1,658
Plan C: 15 meals per week plus \$80 Lion Bucks.....	\$1,567
Plan S: 7 meals per week plus \$40 Lion Bucks.....	\$995

The new Block Plans allow 10% guest meals and 2 swipes/meal period.

Block J: 300 meals per semester plus \$40 Lion Bucks.....	\$2,159
Block K: 250 meals per semester plus \$80 Lion Bucks.....	\$2,095
Block L: 200 meals per semester plus \$160 Lion Bucks.....	\$1,882

Plans S is restricted to seniors (90+ completed hours) and commuters.

Students may change meal plans each semester until the end of the drop/add period, which is approximately 10 days into the semester. To change their meal plans, students should contact the Director of Student Accounts in the One Stop Center in Gardner Center by phone (731) 989-6008 or by e-mail tfish@fhu.edu.

Lion Bucks

Lion Bucks are campus currency used in the Wallace-Gano Dining Hall, KC's Coffee House, and Lion's Pride. Although some Lion Bucks come with each meal plan, additional bucks may be purchased in \$25 increments. Students desiring to charge Lion Bucks to their student accounts should contact the Director of Student Accounts in the One Stop Center in Gardner Center, by phone (731) 989-6008, or by e-mail dhinson@fhu.edu. The University accepts most major credit/debit cards, checks, and cash.

University Postal Services

All undergraduate students are assigned a campus mailbox. Students should check their mailboxes daily because they are accountable for official communications sent through campus mail. Stamps may be purchased in the University Bookstore.

Students may be required to share a box with another student. Any mail not addressed to a particular student must be left in the box. It is against the law and University policy to tamper with or destroy another person's mail. Students should never send cash through campus mail.

Residence Life

Living on campus offers students convenience and a sense of community. On-campus living provides students with the opportunity for academic, social, and spiritual growth.

Residence Hall Staff

The residence halls, residence apartments, and on-campus houses are under the direction of the Director of Residence Life. 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.

The Residence Hall Supervisors are assisted by student Resident Assistants (RAs). They provide support for students and assist with administrative tasks. Students with concerns about any aspect of life on campus should contact their Residence Hall Supervisor or Residence Assistant.

Musters

Musters (mandatory meetings of students in a given residence hall) may be called by the Dean of Students, the Assistant to the Dean of Students - Men, or the Assistant to the Dean of Students - Women. Failure to attend may result in a fine and/or other disciplinary action.

Housing Eligibility

All undergraduate students under 23 years of age are required to live on campus.

Undergraduate students who are at least 23 years of age and graduate students may live off campus, and they may also live on campus with approval from the Assistant to the Dean of Students - Women. Students aged 25 years or older are not permitted to live on campus without permission from the Office of Housing. Married students are not permitted to live in the dorms.

Assignments of Roommates and Private Rooms

The Director of Residence Life determines all room assignments. Requests for a specific room or roommate(s) should be made to the Director of Residence Life. Those desiring to room together should each make the request. Every effort is made to honor these requests, but requested assignments are not guaranteed.

Requests not submitted by the specified date will not be considered until all on-time requests are processed.

Room Changes

Students must have prior written permission from the Director of Residence Life to change rooms. At the beginning of each fall and spring semester, a two-week period allows students to change rooms without charge. A \$25 fee will be assessed for student-initiated room changes outside the "free move period." After the move is complete, the Residence Hall Supervisor will check the vacated room for cleanliness and possible damage.

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

If an assigned roommate decides not to attend FHU or moves out after the academic year has started, it is the student's responsibility to find another roommate. The Director of Residence Life and/or the Residence Hall Supervisor can assist in locating a new roommate. A student is given two weeks to find a new roommate. After that, the student may be assigned a new roommate, moved to another room, or charged a private room fee.

Roommate Conflicts

Roommates should make every effort to solve their own conflicts. If they cannot be resolved, however, the Resident Assistant or Residence Hall Supervisor may be able to help. In extreme cases, a student may request a room change.

Private Rooms

Private rooms are available as space permits. Requests for private rooms must be made to the Director of Residence Life. Private rooms require an additional charge.

Entry into Residence Halls

Doors in residence halls are locked 24 hours a day. Students may use side entries from 5:00 a.m. until 30 minutes before curfew. After that time students must enter and exit through lobbies. Using the side doors at inappropriate times may result in disciplinary action and/or fines.

Student Property

Students are assigned keys to their rooms. They should make sure to lock their doors whenever they leave. Students who lose their keys should report the loss to the Residence Hall Supervisor immediately.

Students should not enter another person's room when the regular occupant is out unless accompanied by the Residence Hall Supervisor, Assistant to the Dean of Students - Men, Assistant to the Dean of Students - Women, or Dean of Students.

Students should never leave large sums of money in their rooms or cars, and they should remove all valuables at any time they are not on campus. Anything stolen should be reported to the Office of Campus Safety as soon as possible. All personal property of a student is the sole responsibility of that student. Freed-Hardeman University does not assume any responsibility for personal property that is lost, damaged, or stolen. Consequently, students are encouraged to purchase insurance if their belongings are not covered under the homeowner's policy of their parents or guardians.

All students are expected to vacate the residence halls during Thanksgiving, Christmas, and spring and summer breaks. Students with special circumstances may request to stay in the residence hall during breaks by appealing to the Director of Residence Life at least 10 calendar days before the beginning of the break.

Storage of Student Property

The University will not store students' belongings on campus during breaks. Several commercial storage facilities are available in the local area.

Weekly Room Inspection

Students are responsible for maintaining their rooms in a neat, clean, and orderly fashion. The Residence Hall Supervisor will inspect students' rooms weekly. Students are permitted three room fails per semester with no negative consequences.

After two failures, the following procedure should be followed:

- 3rd fail: warning letter
- 4th fail: sign-out restriction until the room has been cleaned and passed a re-inspection; 5 hours of community service assigned by the Assistants to the Dean of Students
- 5th fail: sign-out restriction for one week; 10 hours of community service assigned by the Assistants to the Dean of Students
- 6th fail: sign-out restriction for two weeks; club restriction for two weeks; \$25 fine; 15 hours of community service assigned by the Assistants to the Dean of Students
- Subsequent failures will be addressed by the Assistants to the Dean of Students.

Health Inspection

Health inspections are conducted at least once each semester by the Assistant to the Dean of Students - Men, the Assistant to the Dean of Students - Women, and/or the Dean of Students. At this time, rooms must pass a more rigorous inspection.

If a room does not pass health inspection, students will be given the opportunity to correct the problem(s) noted by the inspector. If the room does not pass the re-check, students will be subject to disciplinary action and/or fines.

Signs will be posted in advance of health inspection week to give adequate notice.

Search of Rooms and Vehicles

The University reserves the right to enter, inspect, and search the room of any student in housing owned by the University. The University also reserves the right to search any student's vehicle, whether resident student or not, in or out of the student's presence. By registering for classes, students are giving consent for search. All evidence found in such searches will be held in the Office of Student Services.

Except in emergency situations, all searches will be conducted by at least two officials of the University. Any student who refuses to allow a room search is subject to immediate suspension.

Furnishings in Residence Halls

Each room has been fully furnished. Students are responsible for damages in their areas of residence. Discretion should be used in putting nails or tacks in the walls.

Prior to move-in, an inventory sheet is completed on each dorm room. Students are able to review the sheet at move-in and suggest any corrections. When a student moves out of a dorm room, the inventory sheet is rechecked. Any 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; however, all furniture must be returned to its original room before checkout. Furniture may not be removed from the suite at any time.

Decorations in Dorm Rooms

Paint/Wallpaper: Students may not paint or wallpaper the dorm room.

Decorations: Students may not display pictures, posters, books, records, videotapes, DVDs, artwork, beverage containers, or any other items that are not in good taste and/or do not conform to Christian ideals.

Carpet/Rugs: Students may lay carpet or rugs in their rooms with the following limitations:

- Carpet/rugs may not be attached to the floor or walls in any way, including using two-sided tape.
- Carpets must be removed for necessary maintenance or cleaning.
- Students are liable for any damage done to the floor.

Construction: Construction is allowed under the following conditions:

- Construction must be sturdy with adequate support.
- Student-constructed bed frames must be free standing.
- Students may not nail or otherwise attach anything to bed frames owned by the University.
- All construction must be removed when the room is vacated.

- The University is not responsible for injury or damage caused by faulty construction.
- Students are responsible for any damage caused from using furnishings owned by the University to support personally owned items.

Electrical Appliances:

- Refrigerators may be no larger than 4.3 cubic feet capacity.
- Open-coil appliances: hot plates, hot-oil fryers, popcorn poppers, electric skillets, ovens, and electric heaters are not allowed. Hot-air popcorn poppers, however, are allowed.

Candles/Incense: Anything designed to burn, flame, or smolder is prohibited in the residence halls, including, but not limited to, candles, incense, lighters, and matches.

Pets: Students may keep tropical fish in their rooms. Students may not have any other animals in dorms at any time. If pets other than tropical fish are discovered in any room, students will be subject to disciplinary action, up to confiscation of the animal if the student is unable to find a proper place off campus for it. Other disciplinary action may include a fine for cleaning. Students living in housing owned by the University or in privileged housing found in violation of this rule will be reassigned to residence halls. No exceptions will be made.

Lobby Televisions

Televisions are provided in dorm lobbies for the primary use of the residents.

- Programs viewed on lobby televisions should not conflict with the principles or policies of the University.
- Residence Hall Supervisors may change the channel or turn off the television if inappropriate programs are being viewed.
- The use of lobby televisions will be limited to two half-hour slots to prevent any individual or group of students from monopolizing the televisions.
- Residence Hall Supervisors are responsible for scheduling the use of televisions.

Cable

Each residence hall room has cable television service. Students must supply their own televisions and coaxial cables.

Computers

All computers connected to the University network are governed by Policy 7.1.1 Acceptable Use:

Purpose

This policy is designed to define the appropriate and responsible use of the information resources at FHU including all data transmissions over FHU owned data media, servers, domains, workstations, and with any FHU contractor owned services and their network infrastructures.

Scope

This policy applies to all faculty, staff, students, contractors or any other individual using information technology at Freed-Hardeman University. Access to FHU-owned computer facilities, equipment, hardware, software, printing services, and technology staff-provided user support is a privilege, not a right. Accepting access to this

technology carries an associated expectation of responsible and acceptable use. When accessing any remote resources using FHU technology resources, users are required to comply with both the policies set forth in this document and all applicable policies governing the use and access of the remote computer system.

Compliance

All users agree to and are governed by the following policy. Violation of this policy may result in termination of services without refund, and may result in disciplinary action.

“This Acceptable Use Policy” specifies the actions prohibited by Freed-Hardeman University. FHU reserves the right to modify the Policy at any time, effective upon posting of the modified policy to this URL: <http://policy.fhu.edu>

Reporting

Complaints regarding illegal use of E-mail, FHU owned networks, servers, kiosks, computer labs, general access and faculty/staff workstations, wireless service or any contractor’s services, including e-mail abuse, SPAM, or FHU Network Security violations should be sent to: abuse@FHU.edu

Intended Use

Freed-Hardeman University endorses the sharing of information and freedom of expression that encourages academic discourse in a Christian environment. Faculty, staff and students may use FHU resources to support and enhance instruction, research, and administrative functions. The University supports the use of general access workstations (computer labs, classrooms) and faculty/staff workstations in all educational activities. All users of FHU workstations, laptops and networks must agree to accept full personal responsibility for using these resources in an ethical and legal manner in accordance with University policies and all state and federal laws impacting computer use and data transmission. Users of information resources at FHU should accept that the same morality and ethical behavior that serve as guides in its non-computing environments should also serve as guides in its computing and networking environment as well.

Illegal or Inappropriate Use

FHU Networks may be used only for moral, ethical and lawful purposes. Transmission, distribution or storage of any material not in congruence with FHU’s mission or in violation of any applicable law or regulation is prohibited (local, state and federal). This includes, without limitation, material protected by copyright, trademark, trade secret or other intellectual property right used without proper authorization. Just as FHU does not tolerate plagiarism, FHU strongly supports strict adherence to software vendors’ license agreements and copyright holders’ notices. Examples of violations include but are not limited to:

Illegally duplicating, copying, or distributing copyrighted material such as movies, music, and software

Illegally making multiple copies of material from on-line magazines, journals, newsletters and other publications

Illegal use also includes transmission, distribution or storage of any material that is obscene, defamatory, constitutes an illegal threat, or violates export control laws. While FHU will make every effort to filter out objectionable and inappropriate material from both the Internet and E-mail, because of the nature of the Internet, those efforts will be only marginally effective. It is the individual’s responsibility to use good judgment in their viewing/reading habits. All network (including Internet) activity will be logged and monitored for inappropriate use. If it is determined that inappropriate use is occurring, every effort will be made to determine the responsible individual. Each individual is responsible for the activity which occurs on the computer(s) in their possession.

Examples of violations include but are not limited to:

- Transmitting, distributing, storing, or displaying sexually explicit, graphically disturbing, or pornographic material
- Transmitting or accessing information with the intent to harass, terrify, intimidate, threaten or offend another person

Physical or electronic interference with other computer system users is also illegal. Examples of violations include but not limited to:

- Sending unsolicited mail messages, including, without limitation, harassing, advertising, and informational announcements. A user shall not use another site's mail server to relay mail without the express permission of the site.
- Posting the same or similar message to one or more newsgroups (excessive cross-posting or multiple posting), also known as "SPAM".

Additionally, Freed-Hardeman University regards the defacement, destruction, and removal of any hardware, software or computer accessory without the express authority of the person(s) responsible for their maintenance a violation of this Acceptable Use Policy.

System and Network Security

Violations of system or network security are prohibited, and may result in criminal and civil liability. FHU will investigate incidents involving such violations and may involve and will cooperate with law enforcement if a criminal violation is suspected. Examples of violations include but not limited to:

- Unauthorized access to or use of data systems or networks including any attempt to probe, scan or test the vulnerability of a system or network or to breach security or authentication measures without express authorization of the owner of the system or network.
- Unauthorized monitoring of data or traffic on any network or system without express authorization of the owner of the system or network.
- Interference with service to any user, host, or network, without limitation, including mail bombing, flooding, deliberate attempts to overload a system and broadcast attacks, the forging of any TCP-IP packet header or any part of the header information in e-mail or newsgroup postings.

Passwords are to be kept private and secure. Under no circumstances should passwords be shared with anyone other than authorized personnel in Information Technology. Faculty and staff should not ask students for passwords, share their own passwords with other faculty, staff, or students, or keep passwords in a non-secured location.

Commercial Use

FHU users must not use FHU information and technology resources for soliciting business, selling products, or otherwise engaging in commercial activities other than those expressly permitted by the FHU administration.

Examples of violations include but not limited to:

- Operating a business, usurping business opportunities for personal gain
- Soliciting money for personal gain.

Intellectual Property

Some student works are subject to the University's policy on intellectual property. See Policy 1.9.4. Questions concerning this policy may be addressed to University Counsel by e-mail shmorris@fhu.edu or by phone (731) 989-6080.

Damage to Resident Halls

Students will be financially responsible for any damage or destruction that is a result of their actions. If damage or destruction occurs and the perpetrator cannot be identified, a common assessment will be prorated among those living in the area. The assessment will be assigned to the smallest logical group of students, including roommates, suitemates, residents in close proximity, 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. Tampering with the doors is also considered destructive.

Damage/Theft of Any University Property

Damaging and/or stealing any FHU property will result in replacement or restitution of property, fines, disciplinary action, possible suspension, and/or possible legal action.

Windows

Students are responsible for any damage done to windows in their rooms. A window should not be used as an entrance or exit except in situations where there is a threat to life or limb. Students should keep windows closed and locked whenever they are not in their rooms. Students who allow other students to use their windows to avoid curfew (or any other violation) will be held accountable. Students found to be using and/or allowing individuals to use windows inappropriately will be required to relocate.

Residence Hall Disturbances

Any activity that has a high potential for causing physical, mental, or emotional injury or damage is prohibited. Examples include, but are not limited to, slip 'n' slides, object throwing, and mattress sliding.

Dress in Residence Halls

Students should be properly clothed before entering the hall on any floor of a residence hall. They must be within dress code boundaries of the University in lobbies.

Residence Hall Visitation

Students may entertain opposite-sex guests in the lobbies of residence halls from 11:00 a.m. until 10 minutes prior to curfew. Students may also enter the lobbies of opposite-sex residence halls on Sunday mornings prior to worship services to call for their friends. At no time are opposite-sex guests to go beyond the lobby unless accompanied by the Residence Hall Supervisor, Assistant to the Dean of Students - Men, Assistant to the Dean of Students - Women, or Dean of Students.

- A student discovered with a member of the opposite sex in his/her room will receive severe disciplinary action.
- If the member of the opposite sex is also a student, he/she will also receive disciplinary action in the same manner.

Sick Trays

Students too ill to leave their rooms should contact the Residence Hall Supervisor for permission to have a meal brought to them from the cafeteria. If the Residence Hall Supervisor is unavailable, students may contact the Assistant to the Dean of Students - Women.

Music

Music that uses inappropriate language or promotes activities or attitudes not in keeping with the policies and ideals of the University is prohibited. Music should never be played so loud as to disturb others.

Phones

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

Quiet Hours

Students in residence halls should never be so loud as to disturb others. In addition, noise levels should be reduced one hour prior to curfew.

Babysitting

Babysitting is not permitted in the residence halls.

Business Enterprises

Business enterprises may not be conducted from residence halls.

Salespersons

Salespersons/solicitors are not permitted in residence halls.

Curfew

Curfew is 12:30 a.m. on Sunday through Thursday nights and 1:00 a.m. on Friday and Saturday nights. Students must be in residence halls for room check by curfew. An exception to curfew requires permission from the Residence Hall Supervisor, Assistant to the Dean of Students - Men, Assistant to the Dean of Students - Women, or Dean of Students.

If a difficulty arises that prohibits a student from returning by curfew, the student should call the Residence Hall Supervisor before curfew. Any time a student is not in the residence hall at the expected time, the supervisor may call the parent(s) or guardian(s).

Students should not leave residence halls prior to 5:00 a.m.

Room Check

Room check begins thirty minutes before curfew. Students who are in the residence hall at this time should report to the Resident Assistant so that they will be marked present. Failure to report may be considered a violation of curfew and may result in disciplinary action.

Curfew Extension

Students may request curfew extensions from the Residence Hall Supervisor, Assistant to the Dean of Students - Men, Assistant to the Dean of Students - Women, or Dean of Students. Curfew extension typically extends curfew by one hour. Requests must be made in person by 11:00 p.m.; Residence Hall Supervisors will not grant curfew extensions over the phone. Curfew extensions will not be granted to anyone on disciplinary probation without permission from the Dean of Students.

Overnight Permission

Students must ask Residence Hall Supervisors in person for overnight permission if they will be staying anywhere with a member of the opposite sex; Residence Hall Supervisors will not give overnight permission over the phone. Failure to receive permission may result in disciplinary action for sexual violations.

Group Curfew Extension/Overnight Permission

Groups (including social clubs and musical groups) may request group curfew extension/overnight permission as a group from the Assistant to the Dean of Students - Men, Assistant to the Dean of Students - Women, or Dean of Students. Such requests must be made at least 24 hours in advance. Failure to submit these requests may result in denial of permission for later events or disciplinary action for both the individuals and the group.

Overnight Opposite-Sex Visitation and 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 or group in violation of this policy will be subject to severe disciplinary action.

Guests

Dorm-to-dorm guests may stay a maximum of three nights per week, except with approval from the Assistant to the Dean of Students - Men, Assistant to the Dean of Students - Women, or Dean of Students.

- Students may not stay Thursday, Friday, and Saturday of one week followed by Sunday, Monday, and Tuesday of the next.
- Guests staying longer than three nights per week may be charged a guest fee.
- No visitors or off-campus students are allowed in residence halls past curfew without signing the guest list in the lobby. The list will be kept by the monitor on duty each evening.

Opposite-Sex Guests

A student anticipating a visit from someone of the opposite sex must make arrangements with the Director of Residence Life for appropriate accommodations. If the guest will be staying with other students on campus, the signatures 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 and policies as students. Students are responsible for their guests' actions and for ensuring that their guests are aware of University standards. If a guest violates any University policy, the student hosting the guest may receive disciplinary action.

Prospective Students

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

Signing Out

Any time a student plans to be gone overnight from the residence hall, the student must fill out the sign-out card completely and accurately.

- Once curfew has passed, students should not return to the residence hall before 5:00 a.m. without permission from the Residence Hall Supervisor or Director of Residence Life.
- Students should not list a cell phone number as the primary contact if there is a landline available where they will be staying.
- Students may sign out no more than three times Sunday through Thursday. If staying longer, they must receive permission from the Director of Residence Life.

Failure to Sign Out

Students who forget to sign out should notify the Residence Hall Supervisor as soon as possible.

Returning after Having Signed Out

Students who have signed out for the night but who decide to return to the residence hall must notify the Residence Hall Supervisor. Failure to either change the sign-out card (before curfew) or notify the Residence Hall Supervisor (after curfew) will result in disciplinary action.

Falsification of Sign-Out Information

Giving false information on the sign-out card is lying and may result in severe disciplinary action. Students should not sign out for one another. Those who do so will be treated as if they have falsified their own information on the sign-out card.

Residence Hall Safety

Fire Drills

Fire drills are conducted at least once per semester to instruct students on proper evacuation procedures and to ensure safety in case of a fire. Once a residence hall has passed a fire drill, no additional fire drills will be called without receiving approval from the Assistant to the Dean of Students - Women at least 24 hours in advance.

Tornado Drills

Students will also be instructed regarding procedures to follow during tornado warnings.

Misuse of Safety Equipment

Any student who sets off a fire alarm without due cause or tampers with fire alarms, fire extinguishers, or any other piece of safety equipment will be subject to legal action and/or disciplinary action. In extreme cases, the student may be suspended.

Off-Campus Eligibility

All undergraduate students must live in University housing and purchase a meal plan with the following exceptions:

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

In addition to meeting these qualifications, the student must also 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

Off-Campus Applications

The off-campus application must be submitted to the Director of Residence Life. If any of the criteria mentioned above are not met, the petition will automatically be denied. The student may then submit a written request for exception with appropriate documentation to the Dean of Students.

Students should not sign a lease until they have received written approval from the Dean of Students or the Director of Residence Life. Those who do will not only be required to live on campus but will also still be subject to the terms of the lease.

University Regulations Regarding Off-Campus Students

University regulations governing conduct apply to off-campus students. Off-campus students found in violation of sexual, alcohol, and/or drug policies or engaged in conduct reflecting negatively on the University will be subject to disciplinary action as outlined in the handbook.

Students allowing such activities at their residences, even if they do not participate, are subject to the same disciplinary actions. This policy also applies to any other student present when the activity occurs.

In such cases, students may be required to move back on campus, even if they are still subject to the terms of a lease.

Misrepresentation of Information

Falsification on any applications or documents (i.e., parental or physician letters) will result in disciplinary action and loss of off-campus privileges.

Privileged Housing

Students desiring to live in privileged housing should complete an application secured from the Assistant to the Dean of Students - Women and return it to that office. Decisions will be made based on the information included on the application and the date of submission. Applications are processed on a “first come, first served” basis.

Students will be notified by either campus mail or e-mail. Those approved will be assigned rooms with consideration given to roommate requests.

Each privileged housing unit will be supervised by a Lead Resident Assistant and a Resident Aide. These students serve in lieu of Residence Hall Supervisors to provide support and hear concerns of the other students.

Visitation Hours for Privileged Housing

Opposite-sex visitors may visit in privileged housing units at these times:

Monday:	5 p.m.–12:15 a.m.
Tuesday	5 p.m.–12:15 a.m.
Wednesday	6:45 p.m.–12:15 a.m.
Thursday	5 p.m.–12:15 a.m.
Friday	5 p.m.–12:45 a.m.
Saturday	12 p.m.–12:45 a.m.
Sunday	11:30 a.m.-5 p.m.; 7 p.m.-12 a.m.

Students must fill out a visitation form listing all opposite-sex visitors by the time of the visit. Forms should be placed in boxes in first-floor breezeways. Failure to complete a form for each visitor may result in disciplinary action.

Opposite-sex visitors must remain in the living room/kitchen area. If an opposite-sex visitor is found to have been in the bedroom, the visitor and the host will be subject to severe disciplinary action. Other students present at the time may also be subject to disciplinary action. This discipline is non-appealable.

Traffic and Parking Regulations

The following regulations shall apply to all visitors, students, employees and others who operate motor vehicles on Freed-Hardeman University. This is the only official document concerning traffic and parking rules and regulations and supersedes all other publications.

I. PERMIT REGISTRATION

- a. It is the responsibility of faculty, staff, and students of Freed-Hardeman University operating a motor vehicle on campus to register for and display a parking permit as prescribed in these regulations. This includes motorcycles, motorbikes, scooters, automobiles, and trucks. Individuals who maintain or operate a motor vehicle on Freed-Hardeman University campus must register their vehicle with the Office of Campus Safety and Security at the beginning of the semester or within 24 hours of being brought to campus. Parking permits must hang from the rear view mirror of the vehicle. No other method of displaying the permit is allowed unless you are operating a motorbike, motorcycle, or scooter.
- b. Persons registering for a parking permit will receive one permit (hangtag), which must be properly displayed on the rearview mirror of the vehicle that is brought to campus. To be properly displayed, a hangtag permit must be hung from the rearview mirror with the front facing the windshield and unobstructed by any other objects. During initial registration for a parking permit, information pertaining to the vehicle most likely to be driven on campus, must be supplied. You may not use a hangtag permit belonging to someone else, nor may you transfer your hangtag permit to someone else. Additionally, the person in whose name the hangtag permit is registered will be solely responsible for any violations pertaining to any vehicle in which her/his hangtag permit is displayed, regardless of who is operating the vehicle, and regardless of who owns the vehicle.

- c. To register a vehicle and receive a parking permit, go to <http://cartags.fhu.edu> and fill out the online vehicle registration form. Once the form is completed and saved, come by the Office of Campus Safety and Security to be issued your parking permit. A person's vehicle information may be edited at anytime. Individuals who wish to delete their registration for any reason must come by the Office of Campus Safety and Security or submit a request to safetyandsecurity@fhu.edu. You must state your name and the reason why you need your vehicle information deleted.
- d. Replacement of a lost, stolen, or destroyed hangtag permit will be at the expense of the registrant at the original price. Anyone whose permit is stolen while on campus, should report the theft to the Office of Campus Safety and Security immediately upon discovery of the theft. In the event that the hangtag is misplaced or forgotten, come to the Office of Campus Safety and Security to obtain a temporary hangtag permit.
- e. The Office of Campus Safety and Security is located at 309 University Street directly behind the FHU Health Clinic on Hamlet Street. Our office hours are 24 hours a day with a security officer staffed at Freed-Hardeman University all times. Parking permits may be obtained between the hours of 8:00am and 5:00pm Monday-Friday. If the office is locked and no one is there, please call 989-6911 for assistance.

II. PARKING ZONES, PERMITS, AND RESTRICTIONS

- a. Resident Parking (Yellow hangtag permit)- For all full-time undergraduate students that reside in campus dormitories. Resident parking is restricted to parking lots surrounding all dorms. See FHU Parking Map below.
- b. Graduate Parking (Maroon hangtag permit)- For all graduate students that commute to campus for evening classes. Graduates are restricted to the Henderson Church of Christ parking lot and the parking lot on the West side of Brown-Kopel. See FHU Parking Map Below.
- c. Commuter Parking (Blue hangtag permit)- For all undergraduate students that commute to classes during the day. Commuters are restricted to the parking lot directly behind Bader Gymnasium, Henderson Church of Christ, and the west side of Brown Kopel. See FHU Parking Map Below.
- d. Faculty/Staff Parking (Silver hangtag permit)- For all FHU faculty/staff that commute to work. Faculty/staff are restricted to the GC, Brown-Kopel, behind bookstore, Associate Science Center, Bader, and Old Main parking lots. See FHU Parking Map below.
- e. Visitor (Green Temporary hangtag)- For all visitors that are staying on campus for the majority of the day. Visitors are restricted to specific visitor parking stalls located throughout campus.
- f. Open Parking (Pink parking lot on map, no hangtag required)- For all visitors, faculty, staff, and students. No restrictions enforced except those under general regulations.

III. ENFORCEMENT HOURS

- a. Zone parking restrictions are in effect during the fall and spring semesters from 6:00 am to 6:00 pm, Monday through Friday, except where posted elsewhere. Zone parking restrictions for the summer are in effect from 8:00 am to 5:00 pm, Monday through Friday.
- b. Special parking restrictions such as handicap (blue stalls), fire lane (red curbs), no parking (yellow curbs), and all city and state rules and regulations will be enforced 24/7.

IV. GENERAL REGULATIONS

- a. The speed limit for all motor vehicles on campus is 20 miles per hour unless otherwise posted.
- b. Pedestrians should use the crosswalks and motorists must give the right-of-way to pedestrians crossing the street at designated crosswalks without traffic signals.
- c. Unnecessary noise from radios, horns, and mufflers, is strictly prohibited.
- d. Parking is permitted only in delineated parking spaces unless otherwise designated by signage.
- e. Persons wishing to use Loading Zones must not exceed 15 minutes duration and must leave the vehicle's flashers on. Consult with the Office of Campus Safety and Security for unusual circumstances.
- f. Motor vehicles must be parked in legally marked spaces, within markers, if provided, except in zoned unpaved parking lots, on all campus parking areas. Parking on or over a line is a violation of regulations.
- g. Lack of a parking space in the zone to which an individual is entitled does not justify parking illegally or parking in a zone to which one is not entitled.
- h. Parking on the left side of the street, or against the flow of traffic, is prohibited.
- i. The only notice of a parking violation, which a student will receive, is the parking ticket itself.

V. PARKING VIOLATIONS AND PENALTIES

Vehicle not registered with the University	\$100
Unauthorized use of handicap parking	\$50
Parking in a Fire Lane	\$50
Parking permit not properly affixed to vehicle or in wrong location	\$25
Permit affixed to vehicle other than the registered vehicle	\$25
Falsification of registration information	\$25
Parking in unauthorized or restricted zones	\$25
Residents parking in faculty and staff, visitor or loading zones	\$25
Blocking or obstructing traffic, street, sidewalks, driveways, building entrances/exits, crosswalks or another vehicle	\$25
Damaging a wheel lock.....	\$200

- a. All parking violations will be recorded with the vehicle registration. Once the vehicle owner has accumulated two unpaid parking tickets, an e-mail will be sent out with a notice stating a vehicle wheel lock will be placed on their vehicle if another unpaid ticket is acquired. Once the vehicle owner has accumulated three unpaid parking tickets, a vehicle wheel lock will be placed onto the front driver's side wheel.
- b. An e-mail and letter stating a wheel lock has been placed onto their vehicle will be posted on the window to warn them not to attempt to drive off. The wheel lock will not be removed unless all unpaid parking violations are paid for at the One-Stop-Shop. If the parking violations have not been paid for within 24 hours, the vehicle will then be towed by Highway wrecker service located on Church Street.
- c. In order for the vehicle to be retrieved from Highway Wrecker, the unpaid violations must be paid at the One-Stop Shop, and a vehicle retrieval slip must be signed by the Director of Campus Safety and Security. Highway wrecker will charge an additional \$25 for towing at the owner's expense. If the

vehicle is not picked up within 24 hours from Highway Wrecker, a \$30/day storage fee will be charged in addition to the towing fee.

- d. Student Violations- If any unpaid parking violations are remaining on a student's vehicle registration at the end of a semester, the student will be blocked from registering for classes for the following semester until all violations are paid.
- e. Faculty/Staff Violations- If any unpaid parking violations are remaining on a faculty/staff member's vehicle registration at the end of each semester, the parking permit for that member will be revoked for the following semester until all violations are paid.

V. PARKING FINE APPEAL PROCESS

- a. Parking Fine Appeals must be made to the Office of Campus Safety and Security within 7 days of receiving a citation. The Safety and Security Committee will review the appeal and give a ruling. The vehicle owner will be notified of the committee's decision.
- b. Wheel locks will not be placed on a vehicle if one of the first two parking violations is in the process of being appealed. Once a decision is made on the appeal, the Office of Safety and Security will determine if a wheel lock needs to be placed on the vehicle.

Amendments to Student Handbook Policies

Amendments to Academic Policies

Amendments to academic policies, generally contained in the Academic Life section of the Student Handbook, must be approved by the faculty and the President. Requests for amendments to academic policies should be directed to the Academic Affairs Committee. For additional information, please contact the Office of Academics.

Amendments to Nonacademic Policies

Amendments to nonacademic policies must be approved by the Dean of Students and the President. Students may submit requests for amendments through the Student Government Association. Requests for amendments from faculty, staff, or administrators should be submitted directly to the Dean of Students. If the Dean of Students believes an amendment is in order, the Dean will draft a proposal. If the request was initiated by students, the Dean will draft the proposal in coordination with a committee appointed by the Student Government Association. If the request was initiated by faculty, staff, and/or administrators, the Dean will draft the proposal in coordination with the Assistant to the Dean of Students – Women and the Assistant to the Dean of Students – Men. Proposals approved by the Dean of Students will be submitted to President's Cabinet. Students will be notified by e-mail of approved amendments.

Campus Map



- | | |
|--|---|
| 1. Hardeman House | 9. Hall-Roland Hall |
| 2. Bulliner-Clayton Visual Arts Center | 10. Old Main Building |
| 3. Alumni House | 11. Wallace-Gano Dining Hall and Burks Student Center |
| 4. Henderson Church of Christ | 12. The Quad |
| 5. Brigance Hall | 13. Gardner Center |
| 6. Paul Gray Hall | 14. Associates Science Center |
| 7. Crews-Colbert Activity Center | 15. Pruett Book Center |
| 8. Black Box Theatre | 16. The Commons |
| | 17. Draughon Center and Library Annex |
| | 18. Loden-Daniel Library |
| | 19. Walk of Fame |
| | 20. Dixon Hall |
| | 21. Bader Gymnasium |
| | 22. Scott Hall |
| | 23. Thomas-Landon Family and Consumer Sciences Building |
| | 24. Bradfield Hall |
| | 25. Benson Hall |
| | 26. Farrow Hall |
| | 27. Brown-Kopel Business Center |
| | 28. Anderson Science Center (under construction) |
| | 29. House of Marketing and University Relations |
| | 30. Student Housing |
| | 31. Rogers-Dodd-Conger Clinic |
| | 32. Sewell Hall |
| | 33. Woods-East Residence Hall |
| | 34. Heritage Towers |
| | 35. Research Center |
| | 36. Brewer Sports Center |
| | 37. Loyd Auditorium |
| | 38. Joy Simon McDaniel House |
| | 39. Clayton Chapel |
| | 40. Nursing Center |
| | 41. R.L. Witt Tennis Center |
| | 42. Porter-Terry Hall |
| | 43. University Street Annex Building |
| | 44. Tyler Residence Hall |
| | 45. Carter Facilities Building |
| | 46. Lora Laycook Child Development Center |
| | 47. Morgan Softball Stadium |
| | 48. Intramural Softball Field |
| | 49. Carnes Baseball Field |
| | 50. Riley Soccer Complex |

Academic Calendar 2011-2013

Calendar, 2011-12

Summer 2011 Two-Week Short Courses

May 16-27	First Short Course
May 16	Classes begin, 8 a.m.; Drop/Add period to change First Short Course schedule ends, 5 p.m.
May 20	Last day to withdraw from a First Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
May 27	Final Exams
May 30	Memorial Day Holiday (no classes)
May 31-June 10	Second Short Course
May 31	Classes begin, 8 a.m.; Drop/Add period to change Second Short Course schedule ends, 5 p.m.
June 3	Last day to withdraw from a Second Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
June 10	Final Exams
June 13-24	Third Short Course
June 13	Classes begin, 8 a.m.; Drop/Add period to change Third Short Course schedule ends, 5 p.m.
June 17	Last day to withdraw from a Third Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
June 24	Final Exams
June 27-July 8	Fourth Short Course
June 27	Classes begin, 8 a.m.; Drop/Add period to change Fourth Short Course schedule ends, 5 p.m.
July 1	Last day to withdraw from a Fourth Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
July 4	Independence Day Holiday (no classes)
July 8	Final Exams
July 11-22	Fifth Short Course
July 11	Classes begin, 8 a.m.; Drop/Add period to change Fifth Short Course schedule ends, 5 p.m.
July 15	Last day to withdraw from a Fifth Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
July 22	Final Exams
July 25-August 5	Sixth Short Course
July 25	Classes Begin, 8 a.m.; Drop/Add Period to change Sixth Short Course schedule ends, 5 p.m.
July 29	Last day to withdraw from a Sixth Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
August 5	Final Exams

SUMMER 2011 FOUR-WEEK TERMS

May 30	Memorial Day Holiday (no classes)
May 31-June 24	First Summer Term
May 31	Classes begin, 8 a.m.
June 3	Last day to register for First Summer Term; Drop/Add Period to change First Summer term schedule ends, 5 p.m.
June 10	Last day to withdraw from a First Summer Term course without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
June 24	Final Exams
June 24	Deadline for removing spring semester incomplete grades
June 27-July 22	Second Summer Term
June 27	Classes begin, 8 a.m.
July 1	Last day to register for Second Summer Term; Drop/Add Period to change Second Summer term schedule ends, 5:00 p.m.
July 3-8	Horizons
July 4	Independence Day (no classes)
July 8	Last day to withdraw from a Second Summer Term course without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
July 10-14	Christian Training Series
July 22	Final Exams

FALL 2011

August 8-19	August Short Courses
August 8	Classes Begin, 8 a.m.; Drop/Add Period to change August Short Course schedule ends, 5 p.m.
August 12	Last day to withdraw from an August Short Course without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
August 19	Final Exams
August 20	Residence halls open for new students only, 1:00-5 p.m.; Dining Hall opens, 11 a.m.; Students pay for meals individually; Meal plan begins, 5 p.m.
August 22	Advising and registration of new students Residence halls open for continuing and returning students, 8 a.m. – curfew. Meal plan begins, 5 p.m.
August 23	Advising and registration for continuing and returning students
August 24	iKnow equipment training for new students
August 25	Classes begin, 7:30 a.m.
September 2	Drop/Add Period to change Fall Course schedule ends, 5 p.m.
September 5	Labor Day Holiday (no classes)

September 16	Last day to apply for a degree in December
October 10-14	Mid-term Week
October 14	All summer incomplete grades and all mid-term grades due in registrar's office, 1 p.m.
October 21	Last day to withdraw from a Fall course without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
November 11-12	Homecoming
November 18	Residence halls close for Thanksgiving Holidays, 5 p.m.
November 19-27	Thanksgiving Holidays, Saturday-Sunday (no classes)
November 27	Residence halls open, noon
December 12-15	Undergraduate Final Exam Week December Commencement Exercises
December 15	Graduation Rehearsal, 5:30 p.m.
December 16	Final grades due, 9 a.m.; Commencement, 6 p.m.

SPRING 2012

January 3-13	January Short Course
January 2	Residence halls open for January Short Course, noon
January 3	Classes begin, 8 a.m.; Drop/Add period to change January Short Course schedule ends, 5 p.m.
January 6	Last day to withdraw from a January Short Course without affecting GPA, 5 p.m., Registrar's Office (last day to receive a W grade)
January 15	Residence halls open, noon; Dining hall opens, 5 p.m.; Meal plan begins
January 16	Martin Luther King, Jr. Holiday (no classes)
January 17	Advising and registration, 8 a.m.-5 p.m.
January 18	Classes begin, 7:30 a.m.
January 27	Drop/Add period to change Spring Course schedule ends, 5 p.m.
February 10	Last day to apply for a degree in May or August
February 5-10	Annual Bible Lectureship
March 5-9	Mid-term Week
March 9	All fall incomplete grades due and mid-term grades due, 1 p.m.
March 16	Last day to withdraw passing from a Spring course, 5 p.m., Registrar's Office (last day to receive a W grade) Residence halls close, 5 p.m.
March 17-25	Spring Vacation (no classes)
March 25	Residence halls open, noon; Dining hall opens, 5 p.m.
April 13-14	Spring Weekend/Makin' Music

May 7-11	Undergraduate Final Exam Week May Commencement Exercises
May 11	Graduation Rehearsal, 10 a.m.; Final grades due, 1 p.m.
May 12	Commencement, 10 a.m.

Calendar, 2012-13 (tentative)

Summer 2012 Two-Week Short Courses

May 14-25	First Short Course
May 14	Classes begin, 8 a.m.; Drop/Add period to change First Short Course schedule ends, 5 p.m.
May 18	Last day to withdraw from a First Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
May 25	Final Exams
May 28	Memorial Day Holiday (no classes)
May 29-June 8	Second Short Course
May 29	Classes begin, 8 a.m.; Drop/Add period to change Second Short Course schedule ends, 5 p.m.
June 1	Last day to withdraw from a Second Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
June 8	Final Exams
June 11-22	Third Short Course
June 11	Classes begin, 8 a.m.; Drop/Add period to change Third Short Course schedule ends, 5 p.m.
June 15	Last day to withdraw from a Third Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
June 22	Final Exams
June 25-July 6	Fourth Short Course
June 25	Classes begin, 8 a.m.; Drop/Add period to change Fourth Short Course schedule ends, 5 p.m.
June 29	Last day to withdraw from a Fourth Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
July 4	Independence Day Holiday (no classes)
July 6	Final Exams
July 9-20	Fifth Short Course
July 9	Classes begin, 8 a.m.; Drop/Add period to change Fifth Short Course schedule ends, 5 p.m.
July 13	Last day to withdraw from a Fifth Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
July 20	Final Exams
July 23-August 3	Sixth Short Course

July 23	Classes Begin, 8 a.m.; Drop/Add Period to change Sixth Short Course schedule ends, 5 p.m.
July 27	Last day to withdraw from a Sixth Short Course class without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
August 3	Final Exams

SUMMER 2012 FOUR-WEEK TERMS (tentative)

May 28	Memorial Day Holiday (no classes)
May 29-June 22	First Summer Term
May 29	Classes begin, 8 a.m.
June 1	Last day to register for First Summer Term; Drop/Add Period to change First Summer term schedule ends, 5 p.m.
June 8	Last day to withdraw from a First Summer Term course without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
June 22	Final Exams
June 22	Deadline for removing spring semester incomplete grades
June 25-July 20	Second Summer Term
June 25	Classes begin, 8 a.m.
June 29	Last day to register for Second Summer Term; Drop/Add Period to change Second Summer Term ends, 5 p.m.
July 1-6	Horizons
July 4	Independence Day (no classes)
July 6	Last day to withdraw from a Second Summer Term course without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
July 8-12	Christian Training Series
July 20	Final Exams

FALL 2012 (tentative)

August 6-17	August Short Courses
August 6	Classes Begin, 8 a.m.; Drop/Add Period to change August Short Course schedule ends, 5 p.m.
August 10	Last day to withdraw from an August Short Course without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
August 18	Residence halls open for new students only, 1:00-5 p.m.; Dining Hall opens, 11 a.m.; Students pay for meals individually; Meal plan begins, 5 p.m.
August 20	Advising and registration of new students Residence halls open for continuing and returning students, 8 a.m. - curfew
August 21	Advising and registration for continuing and returning students
August 22	iKnow equipment training for new students
August 23	Classes begin, 7:30 a.m.

August 31	Drop/Add Period to change Fall Course schedule ends, 5 p.m.
September 3	Labor Day Holiday (no classes)
September 14	Last day to apply for a degree in December
October 8-12	Mid-term Week
October 12	All summer incomplete grades and all mid-term grades due in registrar's office, 1 p.m.
October 19	Last day to withdraw from a Fall course without affecting grade point average, 5 p.m., Registrar's Office (last day to receive a W grade)
November 9-10	Homecoming
November 16	Residence halls close for Thanksgiving Holidays, 5 p.m.
November 17-25	Thanksgiving Holidays, Saturday-Sunday (no classes)
November 25	Residence halls open, noon
December 10-13	Undergraduate Final Exam Week December Commencement Exercises
December 13	Graduation Rehearsal, 5:30 p.m.
December 14	Final grades due, 9 a.m.; Commencement, 6 p.m.

SPRING 2013 (tentative)

January 7-18	January Short Course (classes meet from 8 a.m.-12:50 p.m.)
January 6	Residence halls open for January Short Course, noon
January 7	Classes begin, 8 a.m.; Drop/Add period to change January Short Course schedule ends, 5 p.m.
January 11	Last day to withdraw from a January Short Course without affecting GPA, 5 p.m., Registrar's Office (last day to receive a W grade)
January 18	January Short Course Final Exams
January 20	Residence Halls open, noon; Dining hall opens, 5 p.m.; Meal plan begins
January 21	Martin Luther King, Jr. Holiday (no classes)
January 22	Advising and registration, 8 a.m.-5 p.m.
January 23	Classes begin, 7:30 a.m.
February 1	Drop/Add period to change Spring Course schedule ends, 5 p.m.
February 8	Last day to apply for a degree in May or August
February 3-8	Annual Bible Lectureship
March 11-15	Mid-term Week
March 15	All fall incomplete grades due and mid-term grades due, 1 p.m.; Residence halls close, 5 p.m.
March 16-24	Spring Vacation (no classes)
March 24	Residence halls open, noon; Dining hall opens, 5 p.m.

March 29	Last day to withdraw passing from a Spring course, 5 p.m., Registrar's office (last day to receive a W grade)
April 5-6	Spring Weekend/Makin' Music
May 6-9	Undergraduate Final Exam Week May Commencement Exercises
May 10	Graduation Rehearsal, 10 a.m.; Final grades due, 1 p.m.
May 11	Commencement, 10 a.m.

Student Life Calendar available at www.fhu.edu/events

Campus Directory

Academics

Office of Academics.....	dsmith@fhu.edu.....	989-6004
Honors College	sbuckley@fhu.edu.....	989-6057
School of Arts and Humanities	lmann@fhu.edu.....	989-6632
Department of Behavioral Sciences and Family Studies.....	vlittlejohn@fhu.edu.....	989-6641
Department of Communication and Literature	lmann@fhu.edu.....	989-6632
Department of Fine Arts.....	blengland@fhu.edu.....	989-6089
Department of Health and Human Performance.....	tkirk@fhu.edu.....	989-6042
Department of History, Philosophy, and Political Studies	kmyers@fhu.edu.....	989-6943
School of Biblical Studies.....	llipe@fhu.edu.....	989-6622
School of Business.....	slfoster@fhu.edu.....	989-6091
School of Education	rjones@fhu.edu.....	989-6074
Teacher Education and Licensure	rjones@fhu.edu.....	989-6074
Instructional Resource Center.....		989-6078
School of Sciences and Mathematics.....	nzlatovich@fhu.edu.....	989-6032
Department of Biology	bbutterfield@fhu.edu.....	989-6954
Department of Chemistry and Engineering Sciences	bbrown@fhu.edu.....	989-6037
Department of Mathematics and Computer Science	kcasey@fhu.edu.....	989-6084
Department of Nursing	tsemore@fhu.edu.....	989-6965
Research Center	bbutterfield@fhu.edu.....	989-6954
Admissions.....	admissions@fhu.edu.....	989-6651
Academic Success Center.....	gwilbanks@fhu.edu.....	989-6060
Alumni	alumni@fhu.edu.....	989-6021

Athletics

Athletic Director	mmcutchen@fhu.edu.....	989-6901
Athletic Trainer	pknox@fhu.edu.....	989-6912
Baseball.....	jestes@fhu.edu.....	989-6994
Basketball- Men's	jlshelton@fhu.edu.....	989-6902
Basketball – Women's.....	dneal@fhu.edu.....	989-6903
Cheerleading	bphillips@fhu.edu.....	989-6900
Cross Country	lhinson@fhu.edu.....	989-6908
LionBackers	mmcutchen@fhu.edu.....	989-6900
Soccer (Men's and Women's)	jelliot@fhu.edu.....	989-6995
Softball.....	thumphry@fhu.edu.....	989-6906
Sports Center Reception		989-6905
Sports Center Weight Room		989-6917
Volleyball	thumphry@fhu.edu.....	989-6906
Associates	associates@fhu.edu.....	989-2641
Associates Kitchen.....		989-6774
Bell Tower Newspaper.....	belltower@fhu.edu.....	989-6350

Bookstores

Bible Bookstore	bbs@fhu.edu.....	989-6678
University Store	dfarris@fhu.edu.....	989-6672

Business Services

Business Office		989-6015
Financial Aid.....	finaid@fhu.edu.....	989-6662
Mail Room	cmalone@fhu.edu.....	989-6661
Meal Plan Services.....		989-6015
Menu Line.....		989-6049
Post Office.....		989-6784

Campus Recreation

Bader Gym Lobby.....		989-6774
Bader Gym Pool.....		989-6026
Campus Recreation	matchison@fhu.edu.....	989-6978
Intramurals	matchison@fhu.edu.....	989-6978

Mid-South Youth Camp (June-August)	msyc@fhu.edu.....	989-2520
Mid-South Youth Camp Director	fbradford@fhu.edu.....	989-6987
Church Relations.....	fhall@fhu.edu.....	989-6017

Development

University Advancement.....	thyde@fhu.edu.....	989-6019
Planned Giving.....	kjones@fhu.edu.....	989-6020
Special Events.....	wpulse@fhu.edu.....	989-6326

Dining Services

Aramark (Food Service)	dining@fhu.edu.....	989-6050
Cafeteria (Wallace-Gano)	dining@fhu.edu.....	989-6050
Catering.....	dining@fhu.edu.....	989-6050
KC's Coffee House		989-6787
Lion's Pride.....		989-6660

Facilities.....	facilities@fhu.edu	989-6051
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Graduate Studies

Bible.....	aholtin@fhu.edu.....	989-6769
Business	slfoster@fhu.edu.....	989-6091
Counseling	cfader@fhu.edu.....	989-6638
Education	sholley@fhu.edu.....	989-6082

Hardeman House (8 a.m.–12 p.m.).....	associates@fhu.edu.....	989-2641
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Health

Counseling Center Crisis Hotline		608-2590
Rogers-Dodd-Conger Clinic	cmaples@fhu.edu.....	989-6680
University Counseling Center.....	nscott@fhu.edu.....	989-6768

Historical Room	eadams@fhu.edu.....	989-6789
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Information Technology

Cable Television Service.....	helpdesk@fhu.edu.....	989-6111
iKnow Help Desk.....	helpdesk@fhu.edu.....	989-6222
Information Technology.....	helpdesk@fhu.edu.....	989-6003

Information Technology PC Support	helpdesk@fhu.edu.....	989-6111
E-mail Accounts or Passwords.....	helpdesk@fhu.edu.....	989-6111
Institutional Research.....	jsuttles@fhu.edu.....	989-6005

Lectureship

Lectureship Director	dlipe@fhu.edu.....	989-6653
Lectureship Exhibits Director	llipe@fhu.edu.....	989-6622
Lectureship Housing	mjenkins@fhu.edu.....	989-6797

Library

Audiovisual Supervisor.....	gnash@fhu.edu.....	989-6072
Audiovisual Circulation Desk.....		989-6068
Audiovisual Nighttime Assistant		989-6374
Circulation Desk	seaton@fhu.edu.....	989-6067
Reference Desk		989-6934
Technical Services	plewis@fhu.edu.....	989-6937
Marketing and University Relations		989-6023

Performing Arts

Black Box Theatre - Green Room.....		989-6293
Black Box Theatre - Tickets.....		989-6295
Chorale.....	gmcknight@fhu.edu.....	989-6952
Pied Pipers	pipers@fhu.edu.....	989-6938
Theatre	cthompson@fhu.edu.....	989- 6780
Theatre Costume/Lighting		989-6124
Theatre Office8	theatre@fhu.edu.....	989-693
Theatre Scene Shop.....		989-6761
University Singers.....	sfoster@fhu.edu.....	989-6069
President's Office	dstele@fhu.edu.....	989-6001
Registrar	dsweeney@fhu.edu.....	989-6648

Residence Halls

Benson Hall Lobby		989-6752
Benson Hall Director	rmckay@fhu.edu.....	989-6741
Bradfield Hall Lobby		989-6756

Bradfield Hall Director	rashley@fhu.edu.....	989-6740
Dixon Hall Lobby		989-6757
Dixon Hall Director	jmaddox@fhu.edu.....	989-6745
Farrow Hall Lobby.....		989-6754
Farrow Hall Director.....	bmays@fhu.edu.....	989-6743
Hall-Roland Hall Lobby		989-6758
Hall-Roland Hall Director.....	kvickery@fhu.edu.....	989-6746
Paul Gray Hall Lobby		989-6755
Paul Gray Hall Director	crichardson@fhu.edu	989-6744
Porter–Terry Hall Lobby.....		989-6759
Porter–Terry Hall Director	dtucker@fhu.edu.....	989-6747
Scott Hall Lobby		989-6760
Scott Hall Director	lvires@fhu.edu.....	989-6748
Sewell Hall Lobby		989-6321
Sewell Hall Director	treeves@fhu.edu.....	989-6320

Safety and Security

Director of Security.....	dswain@fhu.edu.....	989-6911
Campus Security Mobile.....		608-6911
Campus Security Office		989-6911

Social Work Director

	mcrowell@fhu.edu.....	989-6642
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Student Life

Activities Center - Ticket Office.....	tallen@fhu.edu.....	989-6055
Dean of Student Life.....	tallen@fhu.edu.....	989-6055
Makin’ Music	tallen@fhu.edu.....	989-6055
Student Government Association.....	mjenkins@fhu.edu.....	989-6797

Student Services

Dean of Students.....	wscott@fhu.edu.....	989-6052
Assistant to the Dean of Students–Men	tvickery@fhu.edu.....	989-6073
Assistant to the Dean of Students–Women.....	mjenkins@fhu.edu.....	989-6797
Office of Housing.....	mjenkins@fhu.edu.....	989-6797
Disability Services	jrwoley@fhu.edu.....	989-6029
International Student Information.....	shall@fhu.edu.....	989-6029
Student Employment.....	mbentley@fhu.edu.....	989-6025

Television and Radio

Radio Station.....	remeans@fhu.edu.....	989-6749
Recording Services		989-6751
Television Studio	fdoddington@fhu.edu.....	989-6942
WFHU Request Line.....		989-6915
University Counsel.....	shmorris@fhu.edu.....	989-6080

Vice Presidents

Executive Vice President and Chief Financial Officer	dwilson@fhu.edu.....	989-6094
Vice President for Academics and Enrollment Management	dsmith@fhu.edu.....	989-6004
Vice President for Spiritual Development	sjones@fhu.edu.....	989-6992
Vice President for Student Services.....	dsimmons@fhu.edu.....	989-6052
Vice President for Technology and Innovation.....	mscott@fhu.edu.....	989-6003
Vice President for University Advancement.....	thyde@fhu.edu.....	989-6019
Welcome Center.....	cchilders@fhu.edu.....	989-6000

