2014-2015
STUDENT HANDBOOK

Beeson Divinity School
Samford University
Dear Beeson Divinity School Students:

Welcome to the Beeson Divinity School and the Samford University community. You have chosen a program with an exceptional theological curriculum and a rich environment for continued spiritual formation. The distinctiveness of the program is in its mission to be both interdenominational and evangelical. Those who have passed through these doors before you have gone on to enrich the lives of countless individuals through their work as ministers of the gospel. The legacy you leave at this institution will enhance the experience of those who come after you. May God bless your journey.

I am glad you are now part of the Samford family.

Sincerely,

Andrew Westmoreland
Welcome to Beeson Divinity School!

Each of you is here in response to the call of God on your life. You are here because God has “tapped you on the shoulder” and summoned you for service in the Church of Jesus Christ. Like Abraham and Sarah, you have set out on a journey not knowing, perhaps, exactly where you are going but certain of your destination and confident in the promises of God. I am delighted that the Lord has led you to Beeson for such a time as this.

Our school was founded in 1988 through the vision and resources of Ralph Waldo Beeson, a devout Christian layperson, who wanted us to develop a school that would remain faithful to God’s Word, be open to students and faculty from a variety of denominational backgrounds, and emphasize missions and evangelism as central to the purpose of the Church. We seek to be faithful to those founding goals in all that we do.

Here at Beeson we frequently say that “above all else, we want our students to be men and women of God.” This is not merely pious rhetoric, but the heartbeat of our faculty, staff, and the students who have come before you in the life of our school. We encourage and expect everyone to share together in common times of worship. We also pledge to bear one another’s burdens and to embody the fruit of the Holy Spirit in the ebb and flow of our daily assignments.

We want this to be a place where Jesus Christ is the center of our learning, living, and growing together as disciples in the school of faith. At Beeson you will find that a strong emphasis on spiritual formation goes hand in hand with the challenge of academic excellence and preparation for leadership in the Lord’s work. When you leave Beeson Divinity School, we want to send you forth to serve the cause of Christ with passion and purpose in faithful ministry unto the ends of the earth.
Beeson Divinity School is a theological community. We share a common commitment to the Holy Scriptures as the Word of God. We affirm without reservation the great doctrinal principles of historic Christian orthodoxy. At the same time, as a community of faith which is both explicitly evangelical and intentionally interdenominational, we agree to differ among ourselves on issues of secondary importance in the Christian faith. In all that we do and say, we commit ourselves to live by the counsel offered by the Apostle Paul to the Ephesian Christians: “Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.”

May your years at Beeson Divinity School be a time of deepened discipleship, effective preparation, authentic spirituality, and the forging of friendships which will last forever.

Faithfully yours,

[Signature]

Timothy George
Dean
Beeson Divinity School
Beeson Divinity School is a community of believers and scholars, offering students a unique opportunity to combine faith and learning. This learning takes place not only in the classroom, but within the daily sharing of our lives together. We believe that preparation includes emphasizing relationships, the sharing of insights and understandings, worship, and praying together.

Samford University is an Equal Opportunity Institution and welcomes applications for employment and educational programs from all individuals regardless of race, color, sex, disability, age, or national or ethnic origin.

Samford University reserves the right to change the policies, procedures, rules, regulations and information in this handbook at any time. Changes become effective at the time the proper authorities so determine, and the changes apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

Students are expected to know regulations and policies found in the current Bulletin and Student Handbook. Keeping abreast of the school calendar, critical deadlines and all University mail received in one’s University mailbox and/or electronic mail is also the student’s responsibility.
MISSION AND HISTORY OF BEESON DIVINITY SCHOOL

Mission
1 – To provide graduate theological education,
2 – To prepare God-called persons to serve as ministers in the Church of Jesus Christ,
3 – To worship the Triune God and to encourage the practices of Christian spirituality.

We seek to accomplish our mission through the regular practice of worship, a well-designed curriculum, guided practical ministry experience, and nurturing relationships in an evangelical community of faith and hope and love so that every student may grow toward full maturity in Christ, practicing the disciplines of personal spirituality, developing biblical and theological depth, being committed to evangelism and missions, developing global awareness, enhancing competencies for ministry, respecting denominational identity, and embracing the vision of being a servant leader and to improve continuously the overall quality of Beeson Divinity School through enhancing its resources, relationships, and reputation so that the experience of graduate theological education at Beeson Divinity School is held dear by its students, and the ministries of its graduates respected by churches and denominational leaders, to the end that the worldwide body of Christ is built up and God is glorified in ever-increasing measure.

History
On February 9, 1988, the Board of Trustees of Samford University authorized the establishment of a School of Divinity beginning in the 1988-89 academic session. In one sense, this action fulfilled the founding purpose of the University, adopted in 1841, which provided for “the establishment of a Theological Institution, connected with the college hereinafter established.”

In December 1988, Samford’s Board of Trustees voted to name the school the Beeson School of Divinity in honor of Ralph Waldo Beeson and his late father, John Wesley Beeson. Ralph Beeson provided the largest gift from a living individual in Samford history to establish the only divinity school at that time at a Baptist college or university in the nation. The divinity school is open to persons from all Christian denominations.
MISSION AND HISTORY OF SAMFORD UNIVERSITY

Mission
We nurture persons—for God, for learning, forever.
The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility, and service to others.

History
Samford University was chartered in 1841 as Howard College in Marion, Alabama, about 55 miles southwest of Birmingham. It was originally named for the British penal reformer, John Howard (1726–1790), who had no connection with the college, but was an international personality of Christian charity. Howard died in Russia, strongly advocating more humane prisons, and his statue was one of the first installed in St. Paul’s Cathedral, London.

The college was moved to Birmingham in 1887, to a site near the present-day airport in the East Lake section. In 1957, it moved to its present campus in the municipality of Homewood. The buildings are uniformly of Georgian-Colonial design. The location was chosen by the firm of Olmstead Brothers, successors to Frederick Law Olmstead, who designed Central Park in New York, and many other public spaces.

In 1965, having added the Cumberland School of Law in 1961, the institution reorganized as a university and took the name of a prominent Alabama family as Samford University. Today, the institution includes Howard College of Arts and Sciences, Brock School of Business, Beeson School of Divinity, Orlean Bullard Beeson School of Educational and Professional Studies, Cumberland School of Law, Ida V. Moffett School of Nursing, School of Performing Arts, and McWhorter School of Pharmacy.

Samford is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate’s, bachelor’s, master’s, educational specialist’s and doctor’s degrees. It holds accreditation by numerous special accrediting groups.

Samford University has a close relationship to the Alabama Baptist State Convention, which has been generous in its financial support. Every student enrolled at Samford—undergraduate and graduate, full- or part-time—benefits from the Christian charity and generosity of Alabama Baptists.
### Fall Semester 2014

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 18-22</td>
<td>Faculty in residence for the academic session</td>
</tr>
<tr>
<td>August 25</td>
<td>Tuition and fees due</td>
</tr>
<tr>
<td>August 25</td>
<td>New student orientation</td>
</tr>
<tr>
<td>August 26</td>
<td>Classes begin, Divinity Convocation, University Convocation</td>
</tr>
<tr>
<td>August 29</td>
<td>Last day to add or drop a fall course(s) without financial penalty</td>
</tr>
<tr>
<td>August 30-Nov. 14</td>
<td>Receive a grade of “W” for courses withdrawn - signature of professor required</td>
</tr>
<tr>
<td>September 1</td>
<td>Labor Day Holiday; no classes meet (university closed)</td>
</tr>
<tr>
<td>October 27</td>
<td>Registration begins for January term and spring semester</td>
</tr>
<tr>
<td>October 28-30</td>
<td>Reformation Heritage Lectures - Peter Adam</td>
</tr>
<tr>
<td>November 14</td>
<td>Last day to withdraw from a fall course(s) without academic penalty OR to completely withdraw from ALL fall courses without academic penalty</td>
</tr>
<tr>
<td>November 24-28</td>
<td>Thanksgiving holidays; no classes meet (university closed 27 and 28)</td>
</tr>
<tr>
<td>December 2</td>
<td>Classes end</td>
</tr>
<tr>
<td>December 3</td>
<td>Commencement and Service of Consecration</td>
</tr>
<tr>
<td>December 4-5, 9-10</td>
<td>Final examinations</td>
</tr>
</tbody>
</table>

### January Term 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 5</td>
<td>Tuition due</td>
</tr>
<tr>
<td>January 5</td>
<td>Classes begin</td>
</tr>
<tr>
<td>January 5-16</td>
<td>D.Min. seminars</td>
</tr>
<tr>
<td>January 7</td>
<td>Last day to add or drop a Jan term course(s) without financial penalty (100% refund)</td>
</tr>
<tr>
<td>January 16</td>
<td>Last day to withdraw from a Jan term course(s) without academic penalty OR to completely withdraw from ALL Jan term courses without academic penalty</td>
</tr>
<tr>
<td>January 19</td>
<td>Martin Luther King, Jr. Holiday; no classes meet (university closed)</td>
</tr>
<tr>
<td>January 22</td>
<td>Classes end</td>
</tr>
<tr>
<td>January 23</td>
<td>Final examinations</td>
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</tbody>
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### Spring Semester 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>January 26</td>
<td>Tuition and fees due</td>
</tr>
<tr>
<td>January 26</td>
<td>New student orientation</td>
</tr>
<tr>
<td>January 27</td>
<td>Classes begin, Divinity Convocation, University Convocation</td>
</tr>
<tr>
<td>January 30</td>
<td>Last day to add or drop a spring course(s) without financial penalty</td>
</tr>
<tr>
<td>January 31-April 24</td>
<td>Receive a grade of “W” for courses withdrawn - signature of professor required</td>
</tr>
<tr>
<td>February 24-26</td>
<td>Conger Lectures on Biblical Preaching - David Bebbington</td>
</tr>
<tr>
<td>March 16-20</td>
<td>Spring Break Holidays; no classes meet</td>
</tr>
<tr>
<td>March 24-26</td>
<td>Biblical Studies Lectures - Allen Ross</td>
</tr>
<tr>
<td>April 1</td>
<td>Registration begins for summer terms and fall semester</td>
</tr>
<tr>
<td>April 6</td>
<td>Easter Monday Holiday; no classes meet (university closed)</td>
</tr>
<tr>
<td>April 24</td>
<td>Last day to withdraw from a spring course(s) OR to completely withdraw from ALL spring courses without academic penalty</td>
</tr>
<tr>
<td>May 5</td>
<td>Classes end</td>
</tr>
<tr>
<td>May 6</td>
<td>Commencement and Service of Consecration</td>
</tr>
<tr>
<td>May 7-8, 12-14</td>
<td>Final examinations</td>
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</tbody>
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### Summer Term 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>June 1</td>
<td>Tuition due for summer I, summer II, and all summer courses</td>
</tr>
<tr>
<td>June 1-July 6</td>
<td>Summer I - See Divinity schedule and Samford Academic Calendar for specifics</td>
</tr>
<tr>
<td>July 7-August 7</td>
<td>Summer II - See Divinity schedule and Samford Academic Calendar for specifics</td>
</tr>
<tr>
<td>July 7-16</td>
<td>D.Min. seminars</td>
</tr>
</tbody>
</table>
CONTACT NUMBERS

Faculty
Carl Beckwith 726-2585 S330  Associate Professor of Divinity
Graham Cole 726-4375 S319  Anglican Professor of Divinity
Mark DeVine 726-4622 S326  Associate Professor of Divinity
Lyle Dorsett 726-2786 S322  Billy Graham Professor of Evangelism
Tom Fuller 726-2374 N223  Director, Ministry Leadership Development, Placement and Assessment
Timothy George 726-2632 S205  Dean and Professor of Divinity
Mark Gignilliat 726-4123 S307  Associate Professor of Divinity
David Hogg 726-4485 S207  Associate Dean for Academic Affairs
Paul House 726-4468 S228  Professor of Divinity
Piotr Malysz 726-4085 S329  Assistant Professor of Divinity
Kenneth Mathews 726-2661 S328  Professor of Divinity
Patricia Outlaw 726-2156 S218  Associate Professor of Divinity
Osvaldo Padilla 726-2633 S229  Assistant Professor of Divinity
Sydney Park 726-4126 N226  Associate Professor of Divinity
David Parks 726-2274 S126  Interim Director, Global Center
Allen Ross 726-2072 S311  Beeson Professor of Divinity
Mark Searby 726-2374 N225  Director, Doctor of Ministry Studies and Student Services
Robert Smith 726-2231 S303  Associate Professor of Divinity
Frank Thielman 726-2665 S227  Presbyterian Professor of Divinity
Douglas Webster 726-2414 S315  Professor of Divinity

Staff
Sandy Brinson 726-2991 S200  Receptionist
Sherri Brown 726-2169 S114  Director of Admission
Michaela Odom 726-2170 S125  Program Assistant, Global Center
Betsy Childs 726-2398 S314  Web and Publications Editor
Vickie Gaston 726-2227 S105  Curator of the Chapel
Donna Harless 726-2893 S213  Records Officer
Le-Ann Little 726-2632 S205  Administrative Secretary for the Dean
Melissa Matthews 726-2374 N224  Program Assistant (MLD, Placement/Assessment/Doctor of Ministry Studies/Student Services)
Susan McNabb 726-4485 S207  Secretary for the Associate Dean and Administrative Dean
Jason Odom 726-2155 S225  Research Associate/Project Manager
Jim Pounds 726-2338 N213  Director of Operations
Darlene Robbins 726-2330 S217  Financial Administrator
Sharon Head 726-2066 S114  Secretary for Admissions and Alumni Relations
Valerie Merrill 726-2280 S310  Faculty Secretary
Rob Willis 726-4098 N121  Media and Technology Manager
SCHOOL FEATURES
SCHOOL FEATURES

University Bookstore
The main campus bookstore is located in the Beeson University Center and is owned and operated by the University. Textbooks, supplies, computer supplies, as well as gift items, are readily available. The bookstore is open Monday through Friday from 7:45 a.m. to 5:00 p.m. and Monday and Thursday evenings until 7:00 p.m. The bookstore is open Saturday from 10:00 a.m. to 3:00 p.m.

You may add money to your Samford ID card in the Bookstore or online at https://get.cbord.com/samford/full/login.php.

Beeson University Center
The Ralph W. Beeson University Center is a center of activity on campus. Housed within the University Center are the offices of the Vice President and Dean of Students, Associate Dean of Students, Campus Safety, Career Development, Leadership Education, Residence Life, Samford Dining Services, Student Involvement, Student Government Association and the University Calendar. Also located in the University Center are the University Information Center, Post Office, University Bookstore, Dining Hall and Food Court.

The HUB
The HUB is the 24/7 service center for campus. The HUB serves the informational needs of the university community as well as offering a one-stop shop for after-hours needs. For everything from maintenance issues to information about where to grab a late night snack, HUB team members will be a resource. The number for the HUB is 205-726-2407.

Chapel – Andrew Gerow Hodges Chapel
Ralph Waldo Beeson’s wishes in establishing the Divinity School included a specific chapel devoted exclusively to the worship of our Lord and Savior Jesus Christ. The chapel, built on a cruciform pattern and embellished with beautiful Italian Renaissance style murals, serves as an enduring legacy to the faith that we all profess. The chapel’s architectural influences are drawn from sixteenth century Italian and seventeenth century British modes, as well as traditional Greek Orthodox elements. In November 2002, the chapel was named in honor of Andrew Gerow Hodges, a Life Trustee of Samford University and close personal friend of Mr. Beeson.

Worship services and concerts are regularly scheduled and are open to the public. The chapel is open for tours and quiet prayer and meditation during regular business hours if there are no scheduled events.

The Chapel Curator’s Office is located on the first floor of Divinity Hall in Room S105. Formal tours and requests for the use of Hodges Chapel for worship services and special events are scheduled through this office. Literature about the chapel and dome mural prints is also available here.
Computer Lab and Carrels
The Divinity School's computer lab is located on the first floor of the north wing of Divinity Hall, room N120. Operating hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday. The lab is closed on Tuesdays from 11 am -1 pm for Chapel and community lunch. The lab houses twenty computers, with the Windows 7 operating system, Microsoft Office Suite, Open Office, BibleWorks 7.0, Internet Explorer & Firefox Browsers. A scanner is also available for students. Robert Willis manages the lab and is assisted by Divinity student workers. They are available to help you during all hours of operation. The study carrels, located in the computer lab, provide the students with a quieter area for reading and studying. Information about other computer labs on campus is available at www.samford.edu/labs.

Samford University provides a wealth of computing resources to its community. Highlights of these resources include:

Computing Assistance
Computer assistance is available from the Enterprise Support Services Group, 326 Brooks Hall. Help is available Monday – Friday; 24 hours a day. Call 726-2662 or e-mail support@samford.edu for additional information. The general-access computing labs are staffed by student laboratory assistants who can help with the use of the resources located in the labs. Computing resources and assistance are free of charge to Samford University students.

Campus Portal Services
All members of the Samford community have access to a variety of computing resources. A Campus Portal via the Web is the entry point from which all members of the campus community can tap into academic resources, administrative services, community information, e-mail and the Internet—all online, from anywhere. Some of the administrative resources available to Samford students are grades, class schedules and account payments. Upon admission to Samford University, students can go to the Samford home page and log in to the Campus Portal using the user name and password provided by Technology Services. Please refer to Computing and Information Technology Values and Policies under Student Rights and Responsibilities for specific policies governing computer use.

Dining Services
Samford University provides a variety of food services for students, faculty and staff. More than just a place to eat, these facilities are a common meeting ground and center of campus social activities for resident students, commuting students, faculty and staff. Sodexo Campus Services provides the management of all dining services on campus. All facilities are located in the University Center.

The Dining Hall provides 19 meals per week. Only breakfast on Saturday and Sunday are not served. Unlimited selection from the standard cafeteria line to specialties such as a pizza bar, deli, short-order line, salad bar, ethnic option and regular specials are available in the Dining Hall. Guests may also have unlimited seconds. Diners must observe the following policies:
1. Students must bring their Samford ID/meal card each meal.
2. Food may not be taken out of the Dining Hall.
3. **Only the student identified on the card may use the ID. Use by another student may result in the card being voided.** Lost cards should be reported immediately to the Office of Campus Safety, located in the University Center, at 726-2020. The card will be voided and replaced.

A Food Court featuring national franchise, fast-food vendors is located on the ground floor of the University Center. These facilities are open for more extended hours than the Dining Hall and are an excellent place for snacks or meals.

Students, staff and faculty may purchase an advance declining balance credit that is entered on their ID cards and which may be used in the Dining Hall or the Food Court. Additional deposits may be made to this account when the balance is used. This provides a convenient and more rapid method than paying cash at each meal. You may add money to your Samford ID card in the Bookstore or online: [https://get.cbord.com/samford/full/login.php](https://get.cbord.com/samford/full/login.php).

**Global Center**
The Global Center is located on the first and ground floors of the Divinity School. Through instruction, research, and networking it seeks to serve the cause of Christian missions worldwide. The Global Center exists to help people know their world, to serve God in the world, and to know God through Jesus Christ. Its exhibit area includes murals featuring photographs and inspirational quotations from 25 missionaries and displays honoring the six twentieth-century Christian martyrs who are also memorialized in Hodges Chapel. Five computer stations offer access to valuable by-subscription Web-sites and CD-ROMs.

The Center, available for use by the Samford University community and campus visitors, is open weekdays from 8:00 a.m. to 4:30 p.m. Tours of the Global Center may be arranged by calling 205-726-2170, by fax request at 205-726-2271, and by e-mail at global@samford.edu. For more information consult the Global Center Web-site: [http://www.beesondivinity.com/globalcenter](http://www.beesondivinity.com/globalcenter)

**Intercessory Prayer Room**
Just as our chapel is in the center of Beeson Divinity School, so is our Intercessory Prayer Room the heart of our community life, in accordance with 1 Timothy 2:1-6. The Intercessory Prayer Room is located in the Global Center, on the ground floor of the south wing in S014.

The Prayer Room is a place consecrated exclusively for the purpose of intercession, which is prayer offered on behalf of others to our living God. The location, organization, and security of the room enable participants who are called to this ministry (see Isaiah 62:6–7) to fulfill this important role.
Each volunteer prayer intercessor commits to a half-hour/hour prayer session, once a week. All volunteers receive orientation and training before participating in this ministry. Divinity school students, staff and faculty, are welcome to come to pray.

While paying special attention to the requests of prayer for the needs of those in our community, we also emphasize prayer for our missionaries around the world. For more information about the Intercessory Prayer Room, see the coordinator, Bradley Harris, bkharris@samford.edu, or Vickie Gaston, vjgaston@samford.edu.

Library
Beeeson Divinity School students utilize the University Library for their research needs. All divinity resources, with the exception of those found in the Media Center in Divinity Hall, are located in the main library in the center of the university’s campus. The library’s electronic resources can be accessed through any internet-capable computer, on- or off-campus. Beeeson students can also use other area academic libraries. See the library’s website (http://library.samford.edu) for more information about the library.

Lockers
A limited number of lockers are available at no charge for student use. For availability and combination, please contact Melissa Matthews at mjmatthe@samford.edu.

Media and Technology Services
The Divinity School’s Media and Technology Services provide computer, video, and audio support for all of the school’s activities. The Media Center currently maintains an archive of all of the Divinity School’s audio and video recordings since its inception. Recordings of courses, chapel services, and lectureships can be purchased through the beesondivinity.com/store. The Media Center also has a lending library of many audio and video resources, including sermons, conference lectures, documentaries, and movies. Chapel audio and video downloads are available at www.bdsmedia.com. Media and Technology Services offer technical support for classroom presentation equipment as well. If you have a particular need, please let us know. We can be reached at 726-4098 or come see us in N120.

Post Office
The Post Office is located on the first floor of the University Center, adjacent to the Food Court. All U.S. mail services are provided here, including registered, certified and insured mail, purchases of stamps and postal money orders, and Express Mail Next Day Service. An interoffice service is available, through which mail may be forwarded to students, faculty and offices on campus free of charge. See restrictions for this service at the Post Office.

Post Office hours are 10 a.m.–4 p.m., Monday–Friday.
**Student Commons**

The Student Commons is located on the first floor, north wing of Divinity Hall. Students use this area for study and relaxation. It is equipped with drink and snack machines, a community coffee pot, a refrigerator, a microwave, and a sink. Many students find the Commons a good place to eat, rest, or engage in discussion. Also located in the Commons are the student mailboxes. Each student is assigned a mailbox. The number is located at the bottom of each mailbox. The mailbox is where tests, quizzes, and papers will be returned, along with any information deemed important by the administration. Please check your mailbox regularly.
STUDENT LIFE
STUDENT LIFE

Beeson Wives Fellowship
The student wives fellowship allows wives of students to support and encourage each other. For more information about involvement in this fellowship, e-mail Charity Knighten at charityknighten@gmail.com.

Campus Recreation
The Department of Campus Recreation offers competitive and recreational intramural activities, outdoor recreation activities, club sports, fitness programs and the Alpine Tower climbing experience, as well as coordinating hours of operation for Seibert Gym.

Fitness Center
The student fitness center is located on the upper level of the west side of Pete Hanna Center. This state-of-the-art facility has eight treadmills, eight ellipticals, and four Lifecycles, all with personal televisions. The cardio room also includes Signature Series Strength equipment. The fitness center is free to all current Samford students, faculty and staff (bring Samford ID). Spouses of students and staff may use the Pete Hanna Center if they are accompanied by their spouse and bring a driver’s license with them. For more information, call Campus Recreation at 205-726-2194.

The Loft
The Loft is a great place for a study break. Located on the fourth floor of Seibert Hall, the Loft has pool tables, table tennis, and gaming systems available for use. Games and equipment can be checked out at the front desk of Seibert. For other fitness and recreation opportunities, please see www.samford.edu/camprec.

Intramurals
If you are a top-level student-athlete, or just like to have fun, Campus Recreation has an intramural event designed for you. They offer a variety of events throughout the year for students and/or faculty/staff that are played on various skill levels. There are leagues and tournaments for men, women, and co-rec teams. Championship teams will receive t-shirts and are eligible to participate in extramural events around the country. Students and their spouses are eligible for intramural sports at Samford.

Counseling Services
The Department of Counseling Services provides free and confidential counseling to enrolled Samford students. Counselors have experience and training in a wide range of issues and work from a systemic, developmental model. In addition to individual counseling, Counseling Services provides relationship counseling, group counseling, academic skills assistance, referral information and crisis intervention.
Counselors also are available to present programs to organizations and classes on a variety of topics that are pertinent to student development and emotional well-being. Counseling Services is located in F. Page Seibert Hall. Refer to www.samford.edu/stuhealth for more information.

When a need for counselling arises, Beeson Divinity School students should meet with Dr. Mark Searby (call 726-2374 to set up a meeting) to discuss counselling resources available to meet their needs.

**E-mail Communications**
Samford University e-mail is an official means of communication with students. It is the student’s responsibility to check his/her Samford e-mail account daily.

**Intercollegiate Athletics**
The mission of the Department of Athletics is to uphold the mission of Samford University within the context of a continually improving, competitive, diverse and NCAA-certified athletics program. The Samford University Department of Athletics is responsible for the administration and implementation of an intercollegiate sports program that competes in NCAA Division I. Samford is a member of the Southern Conference (www.soconsports.com). The Southern Conference is the nation’s fifth oldest NCAA Division I collegiate athletic association. The 17 intercollegiate sports sponsored by Samford University are:

- Basketball
- Cross-Country
- Golf
- Indoor Track
- Tennis
- Track and Field
- Baseball (Men)
- Football (Men)
- Basketball
- Cross-Country
- Golf
- Indoor Track
- Tennis
- Track and Field
- Softball (Women)
- Soccer (Women)
- Volleyball (Women)

**Ticket Information/Procedures**
All currently enrolled Samford students may receive one ticket to each athletic event. Present your valid Samford student ID at the ticket booth on the day of the event to receive your ticket. For information, call 726-DOGS or go to www.samfordsports.com.

**Placement**
The Divinity School offers a range of placement services. Dr. Tom Fuller, director of placement services, is available (by appointment) for vocational counseling, resume development, and interviewing preparation. The placement office periodically hosts
representatives of churches, denominations, and ministry organizations to discuss opportunities for current or future service. A list of available ministry positions is maintained through Samford University’s Career Development Center. The list is accessible to registered users at www.hiresamford.com. The office of placement services is located in Divinity Hall North 224.

Public Safety and Emergency Management

General Policy
Samford University maintains an Office of Public Safety and Emergency Management as a proprietary function of the university (including Beeson Divinity School) with jurisdiction to enforce the rules and regulations of the university on university property, as well as the laws of the U.S. government and the state of Alabama. The Office of Public Safety is staffed 24 hours a day to provide immediate availability for emergency response, security patrols, monitoring people on campus and other services relevant to the campus community. The Office of Public Safety is located on the second floor of Beeson University Center. Members of the department maintain a close working relationship with local, state and federal law enforcement authorities and other emergency service agencies on matters related to campus safety and security.

Any incidents involving suspected criminal activity or violations of university rules and regulations related to the safety and security of people or property should be reported to the Office of Public Safety. The department maintains records of incidents that have occurred on campus, and such statistical data is available in Public Safety’s Annual Report.

The ultimate responsibility for personal security rests with each individual. Individuals should be aware of their surroundings and potential risks to personal safety; exercise caution and take reasonable actions to protect themselves; walk with friends in lighted areas at night; keep residence halls secure; lock room doors; do not prop open outer doors; know building evacuation procedures; know how to contact proper authorities; drive defensively; and report suspicious activities to the Office of Public Safety.

A safety escort service is available for all students during the day or night. Escorts are provided to any destination on campus. The escort service is provided for safety-related reasons only. Because there is safety in numbers, groups of three or more students are encouraged to walk to their destination. The escort is given by either foot or vehicular patrol. An escort may be requested by calling 726-2020 or going by the Office of Public Safety.

Access to the campus is subject to control at all times. During regular business hours, vehicles may access the campus through the main entrance or the southwest gate. Except for special events, the front gate is closed at 11 p.m., and controlled access is established at the southwest entrance from 11 p.m. until dawn. People entering or departing the campus are subject to security checks for valid identification, campus destination or other relevant information.

Academic and administrative buildings are open during regular business hours. After closing hours, buildings are patrolled on a regular basis to maintain security of property in the
buildings, to prevent unauthorized entry and to assure proper operation of facility equipment. After-hours access to the buildings must be authorized by appropriate university officials. Routine patrols and periodic building inspections are performed to assure the security of facilities. When deficiencies are discovered, the appropriate department is notified as soon as possible.

**Lost and Found**
This service is located in the Office of Public Safety, 202 University Center.

**Important and Emergency Phone Numbers**
- Public Safety: 726-2020
- Homewood Police: 879-2101
- Homewood Fire Department: 879-4701

**Emergency Notification**
**Rave Alert Wireless Short Message Service**
All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford e-mail addresses. Students and employees also may opt to receive text messages to their mobile phones by registering a mobile phone number online. (Mobile service plans may charge for the delivery of text messages.) Follow the steps below to register a mobile phone number:

1. Go to www.getrave.com/login/Samford and log in with your Samford-issued user name and password (the same user name and password for e-mail and other Samford services).
2. New users will be prompted to enter a mobile phone number. Return users should click the “Edit” link in the box for a mobile number.
3. Enter a mobile phone number in the space provided and proceed to the confirmation steps.
4. The Rave Alert system will send a test message to your mobile phone. The message will contain a code for you to enter on the website to confirm receipt of the message and complete the registration process.

The Rave Alert system allows users to add up to three e-mail addresses and three telephone numbers to receive notices. This allows one to add a parent, spouse or other party interested in receiving university emergency notices. Use of the Rave Alert system is restricted to emergencies. Information supplied to the Rave Alert system will not be used to send general university announcements or other nonemergency communications. If an emergency situation exists, the carillon (bell tower) atop Davis Library may ring a single bell for five minutes. Check for e-mail or text messages that contain additional information.

**Severe Weather**
The most likely emergencies are weather related. Public Safety and Emergency Management personnel monitor the National Weather Service for warnings specific to the campus and surrounding area. Emergency notification systems are activated only when there is a direct threat to the Samford campus. Jefferson County emergency sirens are sounded when there is a tornado.
warning for any part of the county and may be audible even though Samford has not activated its emergency notification system. However, take cover until you have assurance that the warning does not include the Samford campus.

Closing of the University
Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty, and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the calendar schedule may be adjusted. Recorded announcements of weather-related or other closings of the university can be heard by calling the SAM-INFO (205-726-4636) message system. In addition, the Office of Communication notifies local radio and television stations of the closing. In case of emergency, the RAVE alert system is activated.

Driving Regulations on Campus
Standard rules of the road from the city, county, and state, as well as directive signs and instructions by officers directing traffic, will be observed on campus.

All motor vehicle operators must have in their possession a valid operator’s license. The speed limit on campus is 25 mph; however, any speed not safe for the conditions of the road including vehicle and pedestrian congestion, will be enforced. Please observe no passing on campus.

Vehicle Registration

Drivers
All motor vehicles operated on campus must be registered with the Department of Transportation Services, in the Transportation Services menu in self-service Banner at https://portal.samford.edu. The appropriate vehicle registration permit shall be affixed to the inside front left corner of the windshield, on the driver’s side. Permits will be affixed by the adhesive on the decal and may not be affixed with tape or any other temporary means. No more than one current permit shall be affixed to any vehicle. The method of affixing permits on motorcycles will be determined on a case-by-case basis. Providing false information concerning the registration of a vehicle will subject the violator to disciplinary action.

Non-Driver
All students are required to register their driving status in Banner, regardless of their possession or operation of a vehicle on campus. If a student is a Non-Driver, he or she is required to submit their status as a Non-Driver in the Transportation Services menu in self-service Banner at https://portal.samford.edu. A Non-Driver is identified as a current student, enrolled in classes, who is not in possession of a vehicle on campus, and does not drive a vehicle on campus. This includes borrowing, and sharing of vehicles. If a student is borrowing or sharing a vehicle with another person, he/she is not considered a Non-Driver.
Cost
Student permits annual cost is $20.00. Replacement or additional permits cost $5.00 each. Permits are not pro-rated, and are not refundable once they have been signed out and received. Charges will be placed on the student’s account immediately upon registration in the student’s Self Service Banner account. All vehicle registration permits expire yearly on August 31st.

Parking Zones
Parking is enforced Monday thru Friday, 8:00am to 5:00pm, except on University holidays or campus closings.

Modified enforcement occurs during Jan Term and Summer Term. Faculty/Staff lots are enforced for required permit during these terms. All commuter and residence hall lots are open parking during Jan Term and Summer Term.

Reserved, Fire Lane, and Handicap are enforced 24/7/365.

Parking for students is permitted only in the specific permit color zone issued by student’s housing assignment. If a student’s housing assignment changes, the student is required to complete the registration process again in Banner for their new permit assignment.

The following permits will be issued for the academic year:

1. Dark Blue: Full-time faculty and staff, part-time faculty and staff who are not students
2. Orange : Contract employees
3. Blue: Commuter students
4. Purple: Central Campus
5. Green: Beeson Woods
6. Yellow: West Campus and West Village

Visitor/Temporary Parking
Temporary parking permits, for periods of less than 7 days and visitor parking permits are available at Transportation Services in the University Center.

Disability and Limited Mobility Parking
Handicap accessible parking spaces are available throughout campus and are mandated by the City of Homewood and the State of Alabama.

For instances where mobility issues are present, students should call the Public Safety office at 726-2020 for a transport on campus. For instances where a long-term mobility issue exist,
students should contact the Department of Transportation Services for a temporary parking permit, before parking in an unauthorized area.

**Bicycle Registration**

All bicycles must be registered with the Office of Campus Safety. Registering your bicycle helps protect you and serves as a deterrent to would-be thieves. It also helps the Office of Campus Safety identify and return a found or stolen bicycle to the owner. Bicycle racks are available in most areas of the campus, and students are expected to use them rather than securing bicycles to other objects. A bicycle that is secured to an object that can be damaged or that impedes foot or vehicular traffic will be removed and impounded.

**Violations**

**Traffic Violations**

Traffic violators are issued citations by Public Safety officers. Traffic violations consist of the following actions:

**$50 Violation**

- Speeding
- Running a stop sign
- Failing to stop for pedestrians
- Wrong way on a one way street
- Blocking or obstructing traffic
- Driving/Parking on grass or sidewalk
- Making illegal turn

**$30 Violation**

- Unsafe vehicle operation

**Parking Citations**

Parking violators are issued citations by the Department of Transportation Services. Parking violations consist of the following actions:

**$100 Violation**

- Parking in Handicap Accessible Space
- Parking in Fire Lane

**Handicap Accessible and fire lane parking violations are non-appealable, $100 fines.**

Regulations are mandated by the City of Homewood and the State of Alabama; they are not at the discretion of any department on campus to be voided at any time.

**$50 Violation**

- No decal
- Blocking trash dumpster
- Blocking or obstructing traffic
- Parking on grass or sidewalk
- Parking in reserved space
- Parking in unauthorized color zone
- Parking in unmarked area
- Parking on yellow curb
$25 Violation
Parking in loading/service zone
Visitor/15-minute zone

$20 Violation
Improperly Displayed Decal

$15 Violation
Parking on street
Double parking street/lot
Mutilated or defaced decal

Fines and Payment
Irrespective of the operator of the vehicle, the person in whose name the vehicle is registered is responsible for all parking and traffic violations. Student fines will be posted to the registrant’s account. A hold will place on the student’s account for all outstanding fines.

Payment options include the following:
1. Pay in person at the Bursar’s office.
2. Pay online via eBill link on Banner.

Appeal Process
The Parking Appeals Committee reviews and resolves traffic appeals submitted by students. The Parking Appeals Committee is composed of student peers from the Student Government Association (SGA) Judiciary Branch.

To appeal a citation, an online appeal must be completed in the student’s Banner account on the Transportation Services menu within 10 calendar days of the citation posting in Banner.

1. Student appeals citation in his/her Banner account.
2. Appeal is sent to Parking Appeals Committee.
3. Parking Appeal Committee reviews appeal, determines whether or not to grant, reduce or deny the appeal.
4. The student will be notified via Samford e-mail of the Parking Appeals Committee decision.
5. The student’s account will automatically be adjusted according to the decision provided.

The decision of the Parking Appeals Committee appeals process is final. The student is fully responsible for payment of the citation regardless of the appeal decision, or the student’s decision not to appeal his/her citation.
Towing/Immobilization of Vehicles
Samford University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles or vehicles operated in violation of Samford University rules and regulations towed from the campus property at the owner’s expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking on yellow curbs, parking in loading zones or abandoned vehicles. Vehicles in persistent violation of traffic regulations are subject to towing and/or immobilization (wheel lock).

Vehicle Storage
Samford does not allow vehicles to be stored or left on campus for an extended period of time. Vehicles left on campus during the summer or campus closings will be towed at owners’ expense.

The Samford Card and Bulldog Bucks
All students are required to have an official Samford University photo ID (Samford Card), made and recorded by the Department of Public Safety and Emergency Management. These IDs offer students a convenient, safe and easy way to make purchases and utilize campus services. It is used as an identification card, meal card, library card, and for access to certain facilities. With activation of Bulldog Bucks, the Samford Card can be used to make purchases on campus, as well as at local retailers and restaurants. Bulldog Bucks work similarly to a debit card in that deposited funds are debited each time purchases are made. Students, parents and employees can deposit money into Bulldog Bucks. Using the link https://get.cbord.com/samford/full/login.php, cardholders can budget their account by tracking spending and report a lost or stolen card at any time.

Check Cashing
The Bookstore is authorized to cash checks up to $50 per day for a student whose account is in good standing. The face of the check must have the student’s name, local address, and telephone number and student identification number. Students must present a valid photo ID. A student who presents a check to Samford University that is not honored by the bank will be charged $30.

If that check is not redeemed within 10 days of notification, the student may be subject to disciplinary or legal action. All check cashing privileges are revoked after the third returned check.

Spiritual Life
Spiritual growth is just as essential for a theological student as academic development and practical experience. Since modeling and mentors are so important to this process, the lives of faculty, staff, and fellow students are foundational. A variety of worship services, the linking with prayer partners, the development of a life of reflection through journal keeping, and participation in special structures of intercessory prayer are all available to facilitate spiritual growth. Of course, a vital church membership undergirds all of these emphases.
Teaching Assistantships

Introduction

TA’s must be full-time students, meaning they must be registered for 9 or more credit hours for the semester that they are working as a TA. TA’s may not be Beeson alumni. TA’s should not be a student in a class for which they are grading. Full-time TA’s are expected to work an average of 6 – 8 hours per week for 15 weeks per semester (90 – 120 hours). Full-time TA’s are paid $600 per semester. Faculty may request half-time TA’s, who work an average of 3-4 hours per week for 15 weeks per semester (45-60 hours). Half-time TA’s are paid $300 per semester. The expense for a TA is paid from a faculty members faculty development fund.

Faculty members may use a TA to proctor exams, grade objective exams and quizzes, assist with research, make copies, and otherwise aid them in their work. Faculty members should not assign the grading of essay exams or term papers to a TA, nor should they ask a TA to check the faculty member’s e-mail or enter final grades for courses.

Procedure for Hiring (Please do these in order.)

- First, faculty members should choose a TA and determine the student’s willingness to serve in this capacity.
- Second, if the student agrees, the faculty member should have the student fill out the teaching assistant application and both student and professor should sign it.
- Third, the student should take the application to the Associate Dean for Academic Affairs to obtain approval.
- Next, the student should take the application in person to the Financial Administrator, which will insure that budgetary fidelity is maintained. The Financial Administrator will arrange payroll matters. The student may be instructed go to the Payroll office of Samford (if they have never been employed by Samford in the past) in order to complete this process. They will then return to the Beeson Financial Administrator with an approval slip.
- Finally, when all payroll matters are cleared, the Financial Administrator will grant approval for the student to begin work.

Faculty should choose their TA by September 15 for the fall semester and February 15 for the spring semester.

STUDENTS MAY NOT COMMENCE WORK UNTIL VERIFICATION THAT ALL EMPLOYMENT PAPERWORK IS COMPLETE. PROFESSORS MAY NOT ASSIGN WORK TO THEIR TA UNTIL ALL ABOVE STEPS ARE COMPLETE.
TEACHING ASSISTANT Application
Semester/Year__________________

Student Name______________________________ Student ID _________________________

Student Email Address_________________________________________________________

Full-time or part-time “staff” employee of Samford  NO_________ YES__________
If yes, department in which you work_________________ # of hours/week in this position____

Student worker participating in “work study” funds   NO_______ YES _______
If yes, department in which you work ________________________ # of hours/week

***** (Students cannot work more than 20 hours total/week)

Professor
Name______________________________________________________________

Teaching Assistant Load

Full time ________ Half time ________

If half, please explain
_______________________________________________________________________
______________________________________________________________________________

Amount approved by Associate Dean: $___________________________

Student-Professor Agreement

I understand that as a teaching assistant I am obligated to work an average of 6-8 hours for 15 weeks per semester as a full time TA or an average of 3-4 hours per week for 15 weeks per semester (45-60 hours) as a half time TA. I also understand that I and am responsible to fulfill the duties assigned by my professor, which includes but is not limited to, grading objective exams and quizzes, substitute teaching on occasion, administrating exams, quizzes, evaluations, doing research, making copies, and otherwise aiding the professor in her/his work. I also understand that my professor may not assign me the following duties: grade essay exams or term papers, check the faculty member’s e-mail or enter final grades for courses.

_________________________________          _______________________________________
Professor Signature                                                  Student Signature

_________________________________
Associate Dean Signature

__________________________________________
Financial Administrator Signature

Student must gain the signature of both the associate dean and the financial administrator. All paperwork must be filed and verified by the financial administrator before assuming any responsibilities as a teaching assistant. *DUE DATES: Fall semester: September 15; Spring semester: February 15
Student Government Association

The Student Government Association (SGA) represents and promotes student interests in the decision-making process at Beeson Divinity School. All registered students at Beeson are members of the SGA, and may vote for each of the following officers to represent them annually: President, Vice-President, Secretary, Chaplain, and Social Chair.

These officers serve to sponsor various activities such as intramurals, luncheons with professors, and other social events for the student body.

2014-2015 Officers
President: Bruce Persons
Vice-President: Trenton Bell
Secretary: Lindsay Crenshaw
Chaplain: Armstead Herndon
Social Chair: Mallie Drew

University Health Services

University Health Services, St. Vincent's at Samford (UHS) provides outpatient health-care services to students attending the University. Staffed by a full-time physician, the clinic provides primary medical care services, including acute care for illness and injuries, health maintenance, and management of stable, chronic conditions. Located on the east side of F. Page Seibert Hall, the clinic is equipped with radiology and an on-site CLIA certified lab. Hours of operation are Monday through Friday from 8:00 a.m.-4:30 p.m.

Immunization Record and Health Form Requirements
All students are required to submit the Immunization Record to UHS prior to registering for their first semester classes. The record must be signed by a health care provider or health department stamp. Failure to submit this documentation within two weeks of the first day of class will result in a $150 fine and a registration hold on the student's record.
All students living in university housing are required to submit the Health Form in addition to the Immunization Record. The necessary physical examination and laboratory work must be within twelve months of submission to UHS and will only be accepted on the Health Form provided. Failure to submit all documentation within two weeks of the first day of class will result in a $150 fine and a registration hold on the student's record.

Go to www.samford.edu/stuhealth to print the required forms.

Eligibility and Services
All enrolled undergraduate, graduate and professional students are eligible to utilize University Health Services. Services provided include assessment and treatment of acute illnesses and injuries, preventive health care, immunizations, administration of allergy immunotherapy and first aid. The clinic is equipped with an on-site moderate-complexity, CLIA-certified lab.
Confidentiality
Student medical records are housed in the clinic and all medical records are strictly confidential. Medical information is released to parents, college officials, and others only with written authorization of the student.

Payment
Payment is expected upon provision of service and may be made by Visa or MasterCard. Co-pays can also be posted to the student’s e-bill through the Bursar’s office. As a courtesy, we will bill a primary and secondary insurance company when an assignment of benefits is received. The patient is responsible for any balances not paid by insurance carriers. Questions concerning benefits must be directed to your insurance company. Referrals, deductibles, non-covered services and co-pays are the patient’s responsibility. UHS is a participating provider with several health insurance carriers. Refer to the UHS site at www.samford.edu/healthservices for an updated listing.

Pre-Certification / Referrals
If required by the student’s insurance carrier, pre-certification or referrals must be obtained prior to visiting UHS. This is the responsibility of the student to obtain.

Pre-matriculation Immunization and Health Form Requirements for Domestic Students
All full-time students enrolled in a degree-seeking program are required to submit the Immunization Record to UHS prior to attending class. The record must be signed by a health care provider or health department stamp.

All students living in university housing are required to submit the Health Form in addition to the Immunization Record. The necessary physical examination must be within twelve months of submission to UHS and will only be accepted on the Health Form provided. Student athletes should note that their pre-participation athletic physical will not be accepted in lieu of the UHS Health Form.

Pre-matriculation Immunization and Medical Evaluation for International Students
The International Student Immunization Record and Medical Evaluation form should be submitted to UHS prior to the student’s arrival on campus. The required forms can be obtained through the Office of International Studies or at www.samford.edu/healthservices. All international students, regardless of country of origin, are required to report to UHS upon arrival to campus for tuberculosis risk assessment as only domestic documentation of tuberculin skin testing will be accepted.

Deadline for Submission
All required documentation must be submitted to UHS no later than two weeks following the first day of class. Failure to do so will result in a hold on the student’s record and a non-refundable $150 fine. Residential students may also be subject to removal from University Housing if their documentation is not complete by the deadline.
Insurance
All undergraduate students enrolled in a degree-seeking program taking 6 hours or more per semester are required to have health insurance coverage. Any student, regardless of status, residing in university-owned housing is also required to have health insurance. Please refer to the University Health Services web site for updated information regarding this requirement.

Emergencies and Serious Illness
The university is closely located to local hospitals and acute-care facilities. In the event of a medical emergency, individuals should call 9-1-1 for assistance. Resident students also may contact a residence life staff member or public safety for emergency needs during hours that Student Health Services is closed. There are no inpatient facilities on campus, and the university believes students with a serious illness or contagious disease are best served at home or in the hospital.

Absences Due to Illness
Student Health Services does not issue absence excuses for illness not evaluated in the clinic. Students should consult each class syllabus to determine class absence and make-up policies. It is the students’ responsibility to contact their professors when they miss class due to illness.

Student Rights and Responsibilities
The Student Rights and Responsibilities Committee is the judicial arm of the Divinity School. This committee consists of three faculty members and two student representatives who are appointed to the committee. The primary purpose of the committee is to offer students due process. The committee will mediate student complaints and/or grievances. An additional purpose of the committee is to hold Beeson students accountable for responsible Christian conduct, such as is set forth by this Student Handbook and other publications. This committee will meet as needed.

Persons who wish to use the services of the Student Rights and Responsibilities Committee will need to furnish a written request to the Associate Dean. If the issue cannot be resolved administratively, the request will be forwarded to the chair of the Student Rights and Responsibilities Committee. The committee chair will notify all parties involved and schedule a hearing. Further inquiries about the Student Rights and Responsibilities Committee may be directed to the current chair, Dr. Mark Searby, at (205)726-2374 or masearby@samford.edu.

Students’ Spouses
Spouses of Beeson students are welcome to join the Beeson community for chapel on Tuesday at 11:00 and for a community lunch afterwards in the Student Commons for $4.

Spouses may take advantage of the Visitor’s Program, which enables them to visit one class per semester free of charge. Please note that some professors do not allow visitors in their classes. There is a cap of five visitors per class. The deadline to register for class is the first week of classes. To register for the Visitor’s Program, contact Susan McNabb at 205-726-4485 or smcnabb@samford.edu. Spouses also receive a discount for classes in the evening.
through the Lay Academy. To see the course offerings you may visit: www.beesondivinity.com/layacademy.

Women’s Theological Fellowship
The Women’s Theological Fellowship is dedicated to investigating women’s perspectives in theological issues and providing an environment of nurture and support for women in the Beeson community. The goal of the group is to be responsive to the spiritual, social, intellectual, emotional, and political needs of women in Christian ministry. The Women’s Theological Fellowship seeks to raise the level of awareness concerning issues in the church, and to help women become more effective ministers.
FINANCIAL POLICIES
FINANCIAL POLICIES

Payment Terms for All Students
E-bill notification that a new e-bill has been generated is sent to students via the Samford University e-mail system which remains the official means of communication with students; paper statements are not provided. Students are advised to check their e-mail regularly. Students and authorized users can access the e-bill system at any time. Registered students will receive an e-bill prior to the payment due date. The e-bill reflects activity up to the date the e-bill was generated. Any activity transpiring after the e-bill generation date can be viewed on the Current Activity section of the online e-bill system. Be sure to select the current term from the drop down box. Students who register after the e-bill generation date must consult the online system to view their account summary and arrange payment for all charges by the due date for the term regardless of whether or not the charge(s) have been billed.

Refund Policies for All Students

Refund Schedule
Refunds are available five (5) to seven (7) business days after loan funds have been disbursed to your student account. The schedule below is the earliest date for each term/semester when refunds are available. Unless otherwise noted, refunds are available in the Bursar’s Office. Please check the Bursar’s office website at http://www4.samford.edu/admin/bursar/refund_schedule.html for the refund schedule.

Class Drop and Add Refunds
Drops and adds are changes in a schedule that do not involve complete withdrawal from school. During any drop/add period, these rules apply:
1. If a schedule change results in a reduction of the student’s total credits (less than full-time), tuition may be adjusted within 30 days. Any reduction in a student’s course load may result in an adjustment in the student’s financial aid.
2. After the last day to drop course(s) without financial penalty, dropping course(s) will not result in a reduction of changes for tuition or fees.
3. There are no refunds of fees unless the course related to the fee is dropped or one withdraws as outlined below within the first week of any term or semester.

Charges will be adjusted according to these financial policies and the credits taken by the student. Complete withdrawal is covered under the refund and withdrawal policies below.

Withdrawal Policies for All Students

Student Withdrawal
The university is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw. A student desiring to withdraw must secure and submit an official withdrawal form
from the Student Records Office. This policy applies to all terms, including semesters, summer terms, January Term and nine-week sessions.

Withdrawal Refund Policy for Fall and Spring Semester

1. In case of withdrawal or suspension within the first week of the semester, the student may receive a refund of 100 percent of the tuition for that semester. The first week of a semester ends on the last day to drop course(s) without financial penalty.
2. In case of withdrawal or suspension after the first week of the semester but before the end of the second week of the semester, the student may receive a refund of 90 percent of tuition for that semester. The second week of a semester ends on the first Wednesday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the second week of the semester but before the end of the third week of the semester, the student may receive a refund of 75 percent of the tuition for that semester. The third week of a semester ends on the second Wednesday following the last day to drop course(s) without financial penalty.
4. In case of withdrawal or suspension after the third week of the semester but before the end of the fifth week of the semester, the student may receive a refund of 50 percent of all tuition for that semester. The fifth week of a semester ends on the fourth Wednesday following the last day to drop course(s) without financial penalty.
5. In case of withdrawal or suspension after the fifth week of the semester but before the end of the ninth week of the semester, the student may receive a refund of 25 percent of the tuition for that semester. The ninth week of a semester ends on the eighth Wednesday following the last day to drop course(s) without financial penalty.
6. In case of withdrawal or suspension after the ninth week of the semester, no refund of tuition is available.

Withdrawal Refund Policy for January Term

January Term refunds are based on days instead of weeks, and the following applies. In case of withdrawal or suspension:

1. On the first and second day of classes, the tuition refund will be 100 percent.
2. On the third day of classes, the tuition refund will be 90 percent.
3. On the fourth day of classes, the tuition refund will be 75 percent.
4. On the fifth day of classes, the tuition refund will be 50 percent.
5. On the sixth day of classes, the tuition refund will be 25 percent.
6. After the sixth day of classes, no tuition refund is available.

Withdrawal Refund Policy for Summer Term

Summer Term refunds are based on number of weeks as follows:

1. In case of withdrawal or suspension before the end of the last day to drop course(s) without financial penalty, the student may receive a refund of 100 percent of the tuition for that term.
2. In case of withdrawal or suspension after the last day to drop course(s) without financial penalty but before the end of the first week of the term, the student may receive a refund of 90 percent of tuition for that term. The first week of the term ends on the first Friday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the first week of the term but before the end of the second week of the term, the student may receive a refund of 75 percent
of tuition for that term. The second week of the term ends on the second Friday following the last day to drop course(s) without financial penalty.

4. In case of withdrawal or suspension after the second week of the term but before the end of the third week of the term, the student may receive a refund of 50 percent of tuition for that term. The third week of the term ends on the third Friday following the last day to drop course(s) without financial penalty.

5. In case of withdrawal or suspension after the third week of the term but before the end of the fourth week of the term, the student may receive a refund of 25 percent of tuition for that term. The fourth week of the term ends on the fourth Friday following the last day to drop course(s) without financial penalty.

6. In case of withdrawal or suspension after the fourth week, no refund of tuition available.

**Refund Appeal**

Students or parents who believe that they have individual circumstances warranting an exception to published refund policies may appeal the application of the policy. To appeal, the student or parent should contact:

Dean of Academic Services
Samford University
Student Records Office
800 Lakeshore Drive
Birmingham, AL 35229

**Check Cashing**

The Bookstore is authorized to cash checks up to $50 per day for students whose accounts are in good standing. The face of the check must have the student's name, local address, telephone number and student identification number. Students must present a valid photo ID.

A student who presents a check to Samford University that is not honored by the bank will be charged $30. If the check is not redeemed within 10 days of notification of a returned check, the student may be subject to disciplinary and/or legal action. All check-cashing privileges are revoked after three returned checks in any Samford office.

**Financial Aid**

Beeson Divinity School provides financial assistance in the form of tuition scholarships. Application for financial assistance begins when the student applies for admission to the divinity school. At that time, all students are urged to file the Free Application for Federal Student Aid [FAFSA] form, which is available from Samford’s Office of Financial Aid or online at www.fafsa.ed.gov. Processing time for the FAFSA is up to four weeks. The FAFSA report is necessary for all student loan programs available through the University.
Students must be fully admitted before an award for financial aid or scholarship can be made. Application for federal loans must be made for each academic year of study. Renewal is not automatic.

To remain eligible for scholarships, students should, among other considerations, demonstrated satisfactory academic progress, defined as the completion of at least 9 credits per semester (and at least 18 credits per year) with a GPA of at least 2.50 each semester. Beeeson’s scholarship committee meets every spring to review student eligibility and fund availability. Official scholarship renewal notices are mailed to returning students late in the spring semester.

For further information, contact the Director of Admissions in Divinity S114.
ACADEMIC LIFE
ACADEMIC LIFE

For complete academic policies, see the Beeson Bulletin.

Academic Integrity
A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment, and should be in keeping with the philosophy and mission of the University. For further information on Academic Integrity policies, see below.

Attendance Policy
Attendance in all classes is both required and expected. Nevertheless, it is sometimes the case that a student will miss class due to circumstances beyond their control. When a student is absent for such a reason, that student must inform the professor as soon as possible and provide whatever documentation the professor requires to support the claim. While there may be multiple reasons for an absence (e.g. illness, medical condition, accident), missions trips and/or any other ministry related opportunities are not considered a sufficient reason to miss class. The professor is not required to allow a student to make up any work missed as a result of an absence.

Degree Programs: Changing Degree Programs
Students may not transfer from the M.Div. program to the M.A.T.S. program. Students wishing to transfer from the M.A.T.S. program to the M.Div. program must follow the application procedures for acceptance to the M.Div. program.

Disability Resources
Disability Resources provides reasonable accommodations for qualified students with disabilities on a case-by-case basis. After admission to Samford, qualified students under the Americans with Disabilities Act (as amended) should contact the Director for Disability Resources and provide appropriate documentation for post-secondary education (www.samford.edu/dr). After enrollment at Samford, it is the responsibility of the student to schedule an appointment with Disability Resources in a timely manner. After appropriate accommodations are determined, Disability Resources will provide students with an Accommodation Memo. It is the responsibility of the student to meet promptly with professors. Professors will grant reasonable accommodations only upon written notification from Disability Resources. For more information, call 205-726-4078, or visit Disability Resources in the University Center within the Career Development Office, Room 205.
Faculty-Led Mentoring Groups

All students are expected to participate in a faculty-led mentoring group. This participation is required of all students and is also considered part of our community covenant. Mentoring groups meet weekly throughout the semester. Groups have some flexibility to find their own way for the most beneficial use of the weekly time together.

Rationale:
1. To build more intimate and open community within a commuting student body.
2. To incorporate into the Beeson experience the discipline of mutual accountability and to foster encouragement and the building of long-term friendships among students.
3. To make possible a mechanism whereby every student has opportunity to know and be known up close and beyond the classroom by at least one faculty member.
4. To model small group process as a method of Christian ministry and mentoring.

Understandings:
1. Mentoring groups will normally be limited to 10 students.
2. Each semester will accommodate at least ten weekly meetings, thus allowing time for getting the semester underway, accommodating special events, and ending before final exam time.
3. Students will be assigned to a mentoring group.
4. Faculty-led mentoring groups are not meant to replace or be replaced by other established student groups, such as the Women’s Theological Fellowship.
5. In the event a student and faculty leader agree that the relationship is not a good match, opportunity will be given at the end of the semester for the student to join or be assigned to another group.
6. The faculty leader will encourage all group members to participate in the weekly meetings and otherwise seek to reach out to them.
7. The Thursday schedule sets aside 11:00 a.m. to 1:00 p.m. as the standard time during which groups meet. However, occasional meetings may, by group consensus, meet at other times, e.g., an evening meeting in the faculty member’s home—either in place of or in addition to the regular weekly meeting. Sometimes a variation in meeting times might serve to work around special events, accommodate the group leader’s schedule, etc.
8. Each group will be allocated a meeting place in Divinity Hall as its “home base.” However, by common consent, a group may elect in a given week to leave the assigned place in favor of another venue, such as outdoor meetings, luncheon meetings, meetings in the leader’s home, etc.

Accountability:
1. Students are required to maintain regular group participation for the duration of their Beeson careers. At the end of the semester, faculty mentors will report on these students’ participation, whether Acceptable or Unacceptable.
2. *Acceptable* participation will be construed as *attending* and *participating positively* in at least 80% of the semester’s meetings (8 of 10).

3. If participation is *Unacceptable*, a student will be notified by the assigned faculty mentor and/or by the mentoring program administrator. Students who are formally notified will be on official administrative warning in the following semester. The substance of the warning is that the scholarship agreement has been broken and their next semester’s scholarship forfeited. If in the next semester, the student receives a report of *Acceptable* participation in his/her assigned group, the scholarship will be reinstated in the following term. If a student is in the final semester of a degree program, failure to attend and participate positively will result in a forfeiture of the semester’s scholarship, thereby resulting in the student having to repay the semester’s scholarship prior to graduation. If payment is not received prior to graduation, the student’s diploma will be held until payment is received.

4. If a second report of *Unacceptable* participation is submitted during a student’s career, the student will be dismissed from the student body.

**Faculty Statement on Academic Dishonesty**

Students, upon enrollment, enter into voluntary association with Beeson Divinity School. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also completely deficient in the maturity necessary to enter ministry.

**Final Exams**

If a student has three or more final exams scheduled on the same day, the student may apply to the associate dean to take one of the exams on another day.

**Grading System**

Grades are indicated by letters A through F, along with FA, FX, and W. In addition, some courses may be taken for pass/fail credit, and these carry P or F grades. A statement of the meaning of each symbol is found on page 38-39 of the 2013-15 Bulletin. Grades are assigned by faculty members and can be changed only for just cause and with administrative approval.

**Process for Academic Appeal**

Curriculum is owned by the divinity faculty in the sense that each course is formally approved by faculty vote. Implicit in this philosophy is the faculty’s prerogative to assess student performance in all courses. By extension, the faculty delegates the assessment responsibility for each course to the faculty member of record. The divinity administrators do not own the curriculum and therefore do not assume the prerogative of assigning grades. Grade changes are only made by the original faculty member or by a representative body of the faculty as provided below.
1. A student who disagrees with a grade assigned should, as a first step, discuss the matter with the course instructor. In most cases, this should resolve the matter.

2. If the discussion does not result in resolution, a written statement by the student giving a rationale for disagreement with the assigned grade, complete with appropriate documentation, will be submitted to the Associate Dean before the last day of classes of the next full semester. At the same time, the course instructor will submit to the Associate Dean a written defense of the assigned grade. With written arguments in hand, the Associate Dean will, at the student’s written request, convene a conference between the student and the instructor with a view to resolving the disagreement, normally within two weeks of receiving a written appeal. Hopefully, the issue can be resolved at this point.

3. If a resolution still is not reached, a final appeal will be presented to a panel of three divinity faculty members who will constitute an Academic Review Board. The student has two weeks after Step Two to decide if the appeal will be taken to Step Three. If so, the student will request in writing the formation of the review board. The student and the course instructor will each select one faculty member. The Associate Dean will name the third member. The exam question(s) and answer(s) or original paper (including syllabus instructions for the paper), along with any written communication between the parties, will inform the decision of the Academic Review Board. The decision of the Academic Review Board will be deemed binding for both the instructor and the student.

Withdrawal
A student desiring to withdraw completely must obtain an official withdrawal form from the Office of Student Records. The date of withdrawal is the date this form is returned to the Office of Student Records. If a student drops out of the university without permission, the official transcript will show a grade of “FA” in all courses for that semester or term.

1. The permanent record of a student who withdraws from all courses within the schedule change period will not show courses attempted for that term.
2. The permanent record of a student who withdraws from all courses for a semester or term before the deadline, as stated in the Academic Calendar, will show courses attempted and will show a grade of “W” (withdrew). A “W” is not calculated in the student’s GPA.
3. No student who withdraws for any reason is entitled to a transcript of credits until the student’s financial account has been settled in the Bursar’s Office.
4. A student who withdraws after the deadline, as stated in the Academic Calendar, automatically receives a “WF,” indicating an unofficial withdrawal. “WF” carries the same penalty as “F” and is calculated in the student’s GPA.

Please note: **Failure to attend class does not constitute withdrawal.** Students are responsible for completing the appropriate paperwork and submitting it to Student Records.
CODE OF VALUES
AND POLICIES
CODE OF VALUES AND POLICIES

At the beginning of each academic year the Beeson Divinity School faculty, staff, and students re-affirm their commitment to the following Covenant:

Having been led, as we believe, by the providence of God to be a member of this community of faith and learning, and in acknowledgement of the stewardship of this new beginning, we make the following solemn covenant with one another in the presence of the angels and the living God.

We are here because the call of God has come to us from beyond ourselves. We desire to be faithful ministers of the church of Jesus Christ. We commit ourselves to diligence in study, devotion in prayer, and holiness of life that we might better serve the Body of Christ.

We pledge to love one another and encourage one another in the disciplines of the Christian life. We confess that we are all learners together in the school of faith. We will be cautious in criticism and prompt in forgiveness.

We believe that personal faith in Jesus Christ is the only way to salvation for all who were, are now, or ever shall be. Therefore, we will seek in word and deed to bear witness of His love and grace to all persons everywhere.

Having in good faith made our covenant commitments, and with God’s help and grace, we therefore pledge to be faithful stewards of time, talents, and opportunities in order that we, in this semester at Beeson Divinity School, might model a lifestyle of service and devotion to the end that God will be glorified in everlasting measure.

Furthermore, as part of Samford University, Beeson Divinity School affirms the following Code of Values and related policies:

Preamble
We as the Samford University community affirm the value of a peaceful and purposeful community, founded on the moral and ethical integrity of students, staff and faculty. We commit ourselves to the Christian values on which Samford University was founded. We expect that our commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring and just.

Worth of the Individual
We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. Those values can be violated by behaviors such as harassment, hazing, sexual misconduct and assault.
**Self-Discipline**
We value personal responsibility and recognize the individual’s need for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression. Gambling; disorderly conduct; intoxication; and possessing, using and distributing illegal drugs are examples of behaviors that violate the value of self-discipline.

**Integrity**
We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. These values can be violated by academic dishonesty, fraud and dishonesty.

**Respect for Property and the Environment**
We value the rights and privileges of owning and using property, both personal and university, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property, we recognize the accountability of our actions to the future of the Samford University community. Stealing or being in the possession of stolen or lost property, vandalism, setting a fire and arson, tampering with fire and safety equipment, possessing firearms or weapons on campus, possessing or using fireworks on campus, unauthorized entry, and stealing or unauthorized use or possession of money or other negotiable instruments are examples of behaviors that violate this value.

**Respect for Community Authority**
We value our privileges and responsibilities as members of the university community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state and federal laws. These values are violated by aiding, abetting or conspiring to engage in value violations; violating residence-hall visitation guidelines; reckless behavior; lewd and indecent conduct; insubordination; unauthorized and/or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing or playing a musical instrument, electronic device, etc., loudly enough to disturb members of the university community; and committing a city, state or federal crime.

**Sanctions for and Implications Related to Inappropriate Behavior**
A student who engages in inappropriate behavior is subject to one or a combination of more than one of the following sanctions:

- **Reprimand:** A student receives an official warning in writing that continuation or repetition of inappropriate behavior may result in a more severe sanction.
- **Fines:** A student may be expected to pay a reasonable sum of money as a sanction. The fine will be placed on the student’s account.
**Community Service:** A student is required to render a designated number of hours of specified service to the university or the community.

**Loss of Privilege:** A student is prohibited from participation in certain cocurricular activities.

**Restitution:** A student is required to reimburse or otherwise compensate another for damage or loss of property resulting from a student’s misconduct.

**Probation:** A student receives a formal written warning that the student’s conduct is in violation of university policies and his or her status as student is in jeopardy. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

**Interim Suspension:** Whenever there is evidence to support the belief that a student’s behavior on or off campus is a clear and present threat to the health, safety and welfare of the faculty, staff, students or guests, the student may be suspended until a campus hearing can be arranged. A student on interim suspension will be restricted from the campus or from a particular program, activity or building.

**Suspension:** A student’s status is terminated for not less than the remainder of the semester, during which time the student’s presence on campus is prohibited.

**Expulsion:** A student’s status at the university is terminated permanently or for an indefinite period of time.

**Miscellaneous**

**Alcoholic Beverage Containers:** Possessing, consuming or distributing alcoholic beverages on campus is a university value violation. **Containers (bottles or cans) that have contained or are designed to contain alcoholic beverages, or the presence of such containers on campus (including residence halls) also constitutes a value violation.**

**Behavior of Guests:** A Samford student is responsible for informing guests of university values. Whenever a guest violates a value, the Samford student will be charged with aiding, abetting or conspiring with the guest to violate the value.

**Disciplinary Records:** A disciplinary record is maintained for three years whenever a student is found to have committed inappropriate behavior. The three-year period begins on the date a sanction goes into effect.

**Graduation Clearance:** Students who have a value violation pending or have not completed the sanctions given by the Values Advocate or a Values Council will not be allowed to participate in graduation activities, including commencement exercises.
**Off-Campus Conduct:** A student who is charged or convicted of a crime off campus will not automatically be charged with a value violation unless the offense is of a nature that the student is considered to be a threat to the health, safety and welfare of the faculty, staff and students. Whenever that occurs, the student will be required to attend a hearing before the Student Rights and Responsibilities Committee to offer an explanation as to why the student is not a threat to the health, safety and welfare of the campus community. If a reasonable explanation is not offered, the student will be assessed a sanction ranging from a reprimand to expulsion. A sanction may be appealed (see below).

**Student Rights**
A student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior will be granted these rights to assure fundamental fairness in the judicial process:

- **Notice:** To be informed in writing of the specific value violation and inappropriate behavior in which the student is suspected of involvement.
- **Procedures:** To be informed orally or in writing of the judicial process that is relevant for the specified allegation.
- **Hearing:** To have an opportunity to be heard in person before a decision is made.
- **Evidence:** To know the nature of the evidence and to be able to question witnesses except in extenuating circumstances.
- **Witnesses:** To be able to offer a defense by having material and/or character witnesses speak on one’s behalf. It is the accused student’s responsibility to arrange for witnesses to attend a hearing. The student must provide notification in advance of who will be attending.
- **Adviser:** To have a friend, adviser, or counselor attend the hearing.
- **Written decision:** To have a written response reporting the results of the hearing.
- **Appeal:** To appeal a decision except when admitting committing a violation and a minimum sanction is given.

**Value Violations and Minimum Sanctions**
Inappropriate behavior refers to personal or group behavior, on or off campus, which violates values that guide and govern behavior. The value statements are presented in this handbook (see above). The following are examples of inappropriate behavior. This listing is not inclusive but is intended to give students an idea of the types of behavior that may result in sanctions. The sanction listed below is the minimum that will be imposed if a student commits a value violation. Additional sanctions will be imposed when circumstances warrant as determined by the Director of Student Services, Student Rights and Responsibilities Committee, or Associate Dean. Any fines listed below are required by the University.
I. Value: Worth of the Individual

Violations:

1. Harassment
   a. Definition: Verbal or physical abuse, annoying communications or threats directed toward any student, faculty, staff or guest (Examples include, but are not limited to: intimidation, prank calls, stalking, or abuse because of one’s race, color, sex, disability, age, national or ethnic origin.)
   b. Minimum Sanction: Probation

Since sexual harassment is one of the most common forms of harassment we provide the following information:

Sexual harassment is legally defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature” when any one of the following criteria is met:

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

Examples of the legal definition of sexual harassment include, but are not limited to, the following behaviors:

- Unwelcome sexual advances
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the professional relationship
- Using sexually degrading words to describe an individual
- Displaying and/or leaving in sight sexually suggestive objects, books, magazines, posters, photographs, cartoons, or pictures

These behaviors constitute sexual harassment if they are committed by individuals who are in supervisory positions or by peers. These behaviors constitute sexual harassment if they occur between individuals of the same sex or between individuals of the opposite sex. Beeson Divinity School prohibits these and other forms of sexual harassment.

It is important to remember the following:

- Sexual harassment is illegal.
- Sexual harassment is not flirtation; it is unwelcome behavior.
- Sexual harassment may result in disciplinary action up to and including dismissal.
- Sexual harassment is harmful to all individuals involved and to the effective functioning of the Beeson community.
• Retaliation for filing a sexual harassment complaint is prohibited and is subject to disciplinary action.
• Sexual harassment is prohibited at Beeson Divinity School.
• Beeson Divinity School is committed to dealing with sexual harassment in an effective, confidential, and caring manner.

For additional information regarding Beeson’s sexual harassment policy, contact:

Dr. David Hogg, Associate Dean for Academic Affairs
Beeson Divinity School
S207 Divinity Hall
205-726-4485

Members of the Beeson Divinity School community who have complaints of sexual harassment by anyone in the Beeson community, including any supervisors, faculty, or students, are encouraged to report such conduct to the Associate Dean so that he may investigate and resolve the problem. Individuals who feel subjected to sexual harassment should report the circumstances within 90 days of the alleged occurrence(s). The Associate Dean will give advice and guidance on both formal and informal procedures for resolving the problem. He will make a record of the contact, but all information will be kept confidential.

After an investigation of a complaint, the Associate Dean will report his findings with appropriate recommendations for corrective action to the Dean. Recommended action may include written or oral reprimand of the harasser, suspension, or dismissal.

If, after an investigation of any complaint of sexual harassment, it is discovered that the complaint is not valid or that an individual has provided false information regarding the complaint, the individual will be subject to disciplinary action.

2. Sexual Misconduct
   a. Definition: Including, but not limited to, the following: sexual intercourse, adultery, unwanted fondling, rape and homosexual acts
   b. Minimum Sanction: Probation

3. Assault
   a. Definition: An attempt or offer with force or violence to do harm to another person (This includes, but is not limited to: striking, shoving, kicking, slapping or otherwise forcefully touching a person; or engaging in reckless behavior that causes physical injury to another person.)
   b. Minimum Sanction: Probation
II. Value: Self-Discipline

- Lewd and Indecent Conduct
  
  Definition: Including, but not limited to, the following: lewd, indecent, profane and vulgar language, writing, expression or behavior (to include dress); Peeping Toms; indecent exposure; and possession of pornographic materials. Minimum Sanction: Reprimand, $50 fine

- Gambling
  
  Definition: To play or game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays. Minimum Sanction: Reprimand

- Disorderly Conduct
  
  Definition: Conduct that is offensive or annoying to others or is disruptive of the rights of others. Minimum Sanction: Reprimand

- Possessing, Consuming or Distributing Alcoholic Beverages
  
  Definition: Possessing, consuming or distributing alcoholic beverages (to include containers) is prohibited on the campus and at any activity off campus that is sponsored by any university organization, department or group, or by any individual in the name of any university organization, department or group.

  Minimum Sanction(s):
  
  a. By a student - Probation; $50 fine; alcohol education or alcohol counseling
  
  b. By an organization - Probation; $100 fine; alcohol education

- Distributing Alcoholic Beverages to an Underage Persons (below the age of 21 years):

  Minimum Sanction(s):
  
  By a student
  
  First offense – Probation; $150 fine; alcohol education; recommendation of loss of institutional scholarship
  
  Second offense – University suspension

  By an organization
  
  First offense – Probation; $500 fine; alcohol education for entire organization; organization social activity suspension for one semester
Second offense – University suspension of organizational status to be determined in collaboration with the Vice President for Student Affairs and Enrollment Management and the Assistant Dean for Campus Life and/or Director of Greek Life

- **Intoxication**

  Definition: A person who, having consumed alcoholic beverages or other substances, experiences a loss of the normal use of mental and/or physical faculties. (This includes, but is not limited to: slurred speech, loss of motor coordination, aggression, loss of memory or abusive behavior.)

  Minimum Sanction: Probation, $200 fine, and alcohol and/or substance abuse education

- **Possessing or Using Illegal Drugs**

  Definition: Possession and/or use of controlled substances including, but not limited to: amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids, synthetic drug or hallucinogen, or other intoxicants.

  Minimum Sanction: University suspension

- **Distributing Illegal Drugs**

  Definition: Providing or distributing illegal drugs to any individual

  Minimum Sanction: Expulsion

- **Possessing or Using Drug Paraphernalia**

  Definition: Possession of any tool, instrument, device, etc., that is used or can be used in illegal drug use. Items include, but are not limited to: bongs, rolling papers, grinders, marijuana clips, needles, syringes, etc.

  Minimum Sanction:

  a. First offense – One year probation; drug counseling; $250 fine
  b. Second offense – University Suspension
III. Value: Integrity
Violations:

1. Academic Dishonesty
   a. Definition: The misrepresentation of one’s work to deceive for personal gain, when in fact said work is not that person’s, or assisting another to do the same (Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication and misuse of computer information.)

Since plagiarism is one of the most common forms of academic dishonesty we provide the following definition, which was formulated by Dr. Betty Gipson, Professor of English (retired), Southwest Baptist University, Bolivar, MO:

   Plagiarism due to ignorance is no excuse. Plagiarism is the presentation of the words, ideas, or opinions of someone else as one’s own. A student is guilty of plagiarism if he or she submits as his or her own work a part or all of a written or spoken assignment copied from another person’s manuscript or notes; a part or all of an assignment copied or paraphrased from a source, such as a book, magazine, website, or pamphlet, without crediting the source each time it is used; the sequence of ideas, arrangement of material, or pattern of thought of someone else, even though rearranged or expressed in his or her own words. Plagiarism occurs when such a sequence of words or idea is used without having been digested, integrated, and reorganized in the writer’s mind, and without acknowledgment in the paper.

   Similarly, a student is an accomplice in plagiarism and equally guilty if he or she allows his or her paper, in outline or finished form, to be copied and submitted as the work of another; if he or she prepares a written assignment for another student and allows it to be submitted as that student’s work; or if he or she keeps or contributes to a file of papers or speeches with the clear intent that they be copied and submitted as the work of anyone other than the author.

   Binding implications of this basic definition are explicated in the *MLA Handbook for Writers of Research Papers*, 6th ed., 65-75.

b. Sanctions for Plagiarism:
   (1.) First Offense: The consequences for a first plagiarism offense during a student’s enrollment in the divinity school depend upon the level of plagiarism committed.

   Moderate Plagiarism includes, but is not limited to:
   - Inserting verbatim phrases of 2-3 words without quotation marks.
   - Using a source’s line of logic, thesis, or ideas without attribution.
   - Imitating the sentence, paragraph or organizational structure, or writing style of a source.

   Substantial Plagiarism includes, but is not limited to:
• Inserting verbatim sentences or longer passages from a source without attribution.
• Submitting or presenting someone else’s published or unpublished work, with or without that person’s consent, in whole or in part.

If a first offense is deemed to be moderate plagiarism, at the faculty member’s discretion, the student may be allowed to rewrite an assignment for a reduced grade or may receive a failing grade on the assignment. A report of plagiarism is submitted to the Associate Dean’s office.

If a first offense is deemed to be substantial plagiarism, at the faculty member’s discretion, the student will receive an “F” or an “FX” for the course. A report of Plagiarism is submitted to the Associate Dean’s office.

(2.) Second Offense (at any point during a student’s enrollment): The student receives a failing grade (FX) in the course, and a report of plagiarism is submitted to the Associate Dean’s office.

(3.) Third Offense: The student will be recommended for expulsion for not less than one year. He or she will need to petition to the Associate Dean for readmittance, who will decide whether or not to submit the student’s material to the admissions committee.

If a student has a question of whether or not something is plagiarism, the student should consult the faculty member for guidance before turning in the assignment.

c. Sanctions for Cheating:
(1.) First Offense: Any student found cheating will receive an “F” on the assignment in which the cheating occurred. The Associate Dean for Academic Affairs will be notified of the action. Further sanctions may be applied if the case is considered particularly egregious or damaging to student morale.

(2.) Second Offense: A second violation in the same or a different course will be reported to the Associate Dean and further sanctions will be applied. These further sanctions may include: receiving an “F” for the course, suspension for the semester, or longer from the Divinity School.

(3.) Third Offense: A third violation at any time during the student’s enrollment at BDS will result in immediate and permanent suspension from the Divinity School.

2. Fraud
a. Definition: Knowingly furnishing false information to the divinity school or university, and forgery, alteration or misuse of miscellaneous documents, equipment (including computers), records or identification
b. **Minimum Sanction:** Loss of privilege, $50 fine and probation

3. **Dishonesty**  
   a. **Definition:** Knowingly or intentionally being untruthful, deceptive or deliberately concealing requested information  
   b. **Minimum Sanction:** Probation, $50 fine

**IV. Value: Respect for Property and the Environment**

1. **Smoking Policy**  
   Definition: Any smoking outside of designated smoking area.  
   Minimum Sanction: Warning, $25 fine and health education

2. **Stealing or Possession of Stolen or Lost Property**  
   Definition: The unauthorized taking or keeping in one’s possession items of university property; items rented, leased or placed on the campus; or items belonging to students, faculty, staff, guests of the university or others.  
   Minimum Sanction: Probation, $100 fine and restitution

3. **Vandalism**  
   Definition: Destroying, defacing or damaging university property or property belonging to students, faculty, staff or guests of the university including, but not limited to, tampering with, misusing or abusing computer equipment, programs and/or data.  
   Minimum Sanction: Probation and restitution, $75 fine

4. **Setting a Fire and Arson**  
   Definition:  
   Fire setting—deliberately lighting a fire without authorization  
   Fire setting in an occupied building  
   Arson—those fires set with the intention of destroying property  
   Minimum Sanction:  
   Fire setting—Probation and restitution  
   Fire setting in an occupied building—University suspension  
   Arson—Expulsion

5. **Tampering with Fire and Safety Equipment**  
   Definition: Tampering with or removing fire alarms, fire extinguishers, exit signs or
other safety equipment and giving false alarms.

Minimum Sanction: Probation and $100 fine

6. Possessing Firearms or Weapons on Campus

Definition: The possession, by a student, whether openly or concealed, of any weapon including, but not limited to, firearms, explosives, BB guns, throwing stars, knives with blades of more than four inches, and any other weapon of any kind or an imitation that could be used to cause fear in another person.

Minimum Sanction: Probation and $100 fine

7. Possessing or Using Fireworks on Campus

Definition: Possession or use of fireworks on campus.

Minimum Sanction:

First offense—Reprimand
Second offense—Probation and $50 fine

8. Unauthorized Entry

Definition: Entering any university building or facility without authorization.
Minimum Sanction: Reprimand

9. Stealing or Unauthorized Use or Possession of Money or other Negotiable Instruments

Definition: The unauthorized taking or keeping in one’s possession or on one’s premises money, credit cards, checks or other negotiable instruments belonging to students, faculty, staff, guests, the university or other individuals.

Minimum Sanction: Probation, $50 fine and restitution

V. Value: Respect for Community Authority
Violations:

1. Aiding, Abetting or Conspiring
   a. Definition: Aiding, abetting or conspiring with another person to become involved in inappropriate behavior
   b. Minimum Sanction: Corresponds to the sanction given for the inappropriate behavior

2. Computer Misuse
   a. Definition: Violating the Computing and Information Technology Values and Policies, which includes, but not limited to, invading another user’s privacy or
confidentiality, sending obscene or pornographic materials, violating copyright laws, sending chain letters and mass mailings that degrade the e-mail system, or using the University’s technology to commit a crime, and/or a Code of Values violation.

b. Minimum Sanction:

First offense - Probation and $100 fine

Second offense – Mandatory loss of privilege, indefinite probation and $300 fine

3. Reckless Behavior
a. Definition: Any behavior that creates risk of damage to property, risk of danger others or the divinity school and University community including, but not limited to, propping exterior doors open, throwing objects from windows or balconies, and disclosing or giving door access to unauthorized people
b. Minimum Sanction: Probation and $50 fine

4. Insubordination
a. Definition: Direct disobedience of a lawful order of a University official including, but not limited to, failure to evacuate a building during a fire alarm; refusing to present an ID upon request; failure to appear when summoned for an official conference, failure to show respect for faculty, staff, guests and vendors; failure to comply with campus parking/traffic regulations (This also includes verbal offensiveness and obscene gestures.)
b. Minimum Sanction: Reprimand

5. Demonstrations
a. Definition: Participation in unauthorized assemblies/demonstrations and behaving in such a manner that appears calculated to incite a riot; interfering with rights of other students, faculty and staff to engage in scheduled activities; engaging in or sponsoring any activity contrary to the best interest of Samford University and Beeson Divinity School
b. Minimum Sanction: Probation

6. Driving While Impaired
a. Definition: Operating a motor vehicle on campus while under the influence of alcohol or other drugs. (See II.6)

b. Minimum Sanction:

First offense - Probation, $150 fine and alcohol education

Second offense – Indefinite Probation, $300 fine, alcohol education, and relinquishing of ability to possess an automobile on campus
7. Creating a Nuisance with Noise  
   a. Definition: Talking, yelling, singing, playing a musical instrument, electronic device  
      or the like loudly enough to disturb members of the community  
   b. Minimum Sanction: Reprimand

8. Committing a City, State or Federal Crime  
   a. Definition: All students are required to abide by the laws of the local, state,  
      national and international governments and are subject to judicial action by the  
      university for violation of any of the laws thereof. Formal charges, complaints or  
      indictments by government entities are not prerequisite for divinity school and/or  
      university charges under this section.  
   b. Minimum Sanction: Corresponds to the degree of seriousness of the law violated

Value Violation Process  
The purpose of the value violation process is to give fundamental fairness to a student who  
has possibly violated a Samford University behavior value. Fundamental fairness means that  
a student is given an opportunity to present what took place at an event/activity and  
question the evidence that led to a belief that a value violation occurred. The opportunity is  
given to the student before a decision is made about the violation and a sanction imposed.

Any person making an allegation that could lead to a Values Violation process must present  
a written report of the facts regarding the alleged violation before the value violation process  
can formally begin. Written reports are referred to the Director of Student Services. When  
the Director of Student Services and chair of the Student Rights and Responsibilities  
Committee believe there is substantial evidence to support the alleged violation, the  
Director of Student Services and/or chair of the Student Rights and Responsibilities Committee  
arranges a meeting with the student.

At this meeting the student will receive written notification of the alleged violation along  
with written evidence that supports the value violation. Within a specified time, the student  
must respond in writing to the Director of Student Services and/or chair of the Student  
Rights and Responsibilities Committee indicating whether or not the student admits  
committing the value violation.

If the student admits a violation of the value, the student will meet with the Director of  
Student Services and the chairperson of the Student Rights and Responsibilities Committee  
to receive a sanction, guidance and counseling. If the student indicates that a value has not  
been violated, the Director of Student Services has the option of choosing to conduct an  
Administrative Hearing or referring the incident to the Student Rights and Responsibilities  
Committee for a more formal hearing. The Director of Student Services will inform the  
student which option is chosen and the process and procedure to be followed. Regardless of  
the option chosen, the student will have the opportunity to be heard.

Minimum sanctions for most value violations have been established. A student may appeal a  
decision and sanction of the Director of Student Services, chairperson of the Student Rights  
and Responsibilities Committee or the Student Rights and Responsibilities Committee to the
Associate Dean. The only exception is if a student has admitted committing a value violation and a minimum sanction has been assessed. The reason(s) a student may appeal a decision is (are): 1) procedures were not followed; 2) evidence did not justify the results; 3) sanction was not consistent with the nature of the violation; and/or 4) there is new evidence (not available or withheld at the hearing).

A student who wishes to appeal a decision initiates the process in the Office of the Director of Student Services. The Director of Student Services and the Student Rights and Responsibilities Committee will turn over all relevant documents to the Associate Dean for Academic Affairs.

The Associate Dean may, after hearing an appeal, 1) affirm the original decision and sanctions; 2) affirm the original decision and modify the sanctions; or 3) reverse the decision. A decision of the Associate Dean is final unless the president of the University requests a review.
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Research Activities Policy
Any individual student or student organization desiring to conduct a research project involving human subjects is required to obtain approval of the study from the Samford University Institutional Review Board for Human Subjects. Full explanation of procedures to be implemented as well as necessary forms are available online at http://www.samford.edu/IRB. Any student planning to conduct research involving human subjects should meet with a faculty adviser as soon as possible so that there will be no delay in obtaining approval and meeting course requirement deadlines.

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act [FERPA] is a federal law designed to protect the privacy of a student’s education records. The rights of the FERPA heretofore assigned to parents are now transferred to their college students. These rights are:

1. Eligible students have the right to inspect and review all their education records maintained by the school. The student must contact the dean of Academic Services and Registrar office to make an appointment to view their academic record.

2. Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.

3. Generally, Samford University must have written permission from the eligible student before releasing any information from a student’s record. However, the law allows schools to disclose records, without consent, to the following parties:

- School employees who have a need to know
- Other schools to which a student is transferring
- Parents when a student over 18 is still dependent
- Certain government officials in order to carry out lawful functions
- Appropriate parties in connection with financial aid to a student
- Organizations doing certain studies for the school
- Accrediting organizations
- Individuals who have obtained court orders or subpoenas
- Persons who need to know in cases of health and safety emergencies
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, “directory type” information, such as a student’s name, address and telephone number. Samford University has designated the following as
directory information: student name, address, telephone number, e-mail address, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. An eligible student who does not wish for this information to be released without prior written consent must notify in writing the Office of the Dean of Academic Services and Registrar by the last day to drop/add without financial penalty in a semester or term.

Equal Opportunity
Samford University admits students of any race, color, sex, disability, age, or national or ethnic origin to all the rights, privileges, and activities generally accorded or made available to all its students. In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Samford does not discriminate on the basis of race, color, sex, disability, age, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletics and other school-administered programs. Inquiries concerning compliance with these laws and the regulations thereunder should be directed to the Vice President and Dean of Students, Samford University, Birmingham, Alabama, 35229.

Equity in Athletics Disclosure Act
In accordance with the Equity in Athletics Disclosure Act [EADA], all students have the right to request a copy of the Report on Athletic Program Participation Rates and Financial Support Data. These requests should be submitted to the director of Athletics.

Drug and Alcohol Policy
To comply with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C., Section 1145q, and the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, et. seq, Samford University hereby adopts the following Drug and Alcohol Policy.

I. Policy
Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug- and alcohol-free campus. To this end, Samford University is committed to providing drug and alcohol education, information and assistance to its faculty, staff and students. It is the policy of Samford University that the use of illicit drugs or alcohol by faculty, staff or students on campus, or in connection with or affecting any school-related activity, is strictly prohibited. Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.
II. Standards of Conduct
A. The use, consumption or possession of alcoholic beverages and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by any faculty member, staff member, student or any other individual on campus, or off campus in connection with or affecting any school-related activity, is strictly prohibited.

B. The term “staff” includes all nonfaculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.

C. The term “illicit drugs” includes any controlled substances listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala Code Section 20-2-22 through Section 20-2-32, and any “legal drugs” which are not prescribed by a licensed physician.

D. The term “school-related activity” includes, but is not limited to, any academic, athletic, extracurricular, social, administrative, work-related or other activity that takes place on the campus of Samford University, or on any premises owned by Samford University, or which takes place off campus and is sponsored by any Samford University organization.

E. Any faculty member, staff member or student violating this policy will be subject to disciplinary procedures, up to and including termination or expulsion, and may be required to participate in a drug and/or alcohol abuse, assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

F. Samford University does not differentiate between drug users and drug pushers or dealers. Any faculty member, staff member or student who gives or in any way transfers drugs to another person, or sells or manufactures drugs on campus or off campus in connection with or affecting any school-related activity, is subject to discipline.

G. In addition to subjecting faculty members, staff members and students to its internal disciplinary procedures, Samford University may refer those individuals who violate federal, state or local illicit drug and alcohol laws to the appropriate federal, state or local law enforcement agencies for prosecution.

Search Policy
Samford University respects a student’s right to privacy and guards against arbitrary and unnecessary intrusion. If there is probable and reasonable cause to believe that health, safety or welfare activities are taking place that are detrimental to the university community, or if there is probable and reasonable cause to believe that contraband is present or activities are occurring that would constitute a value violation and inappropriate behavior, the university will use the following procedures in a search.

Searches must be approved in writing using a Samford University authorization form, except when verbal permission to search is given by the occupant of the room being searched. Only the Director of Campus Safety or a supervisor, the Director of Residence Life, the Assistant Director of Residence Life, a Residence Life Educator, a Residence Manager, the Associate Dean of Students, or the Vice President and Dean of Students can authorize a search. A search will be conducted by at least two university employees, one or more of whom may be
resident assistants. Reasonable effort will be made to make the search in the presence of an occupant of the room or the person who registered the vehicle on campus. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property, or destruction or disposal of contraband, the room or vehicle will be entered and searched without authorization. Searches can be conducted without authorization when an official is in pursuit, the student gives permission or contraband is in plain view.

A list of objects/items taken as the result of a search will be signed by all individuals involved in the search and witnesses. A copy of the list will be left with an occupant of the room; or in the event no occupant was present during the search, a copy will be left in the room. Any occupant present during the search will be asked to sign the authorization form with a listing of objects/items being removed, not as an admission of guilt, but to confirm the items taken.

**Inclusive Language**

Language—how it is used and what it implies—plays a crucial role in Samford University’s mission to nurture persons. Because verbal constructions create realities, inclusive language can uphold or affirm those whom the university seeks to nurture, while exclusive language can damage or defeat them. Samford University therefore actively seeks a discourse in its university community that supports the equal dignity and participation of men and women; the university seeks to avoid verbal constructions that diminish the equal dignity of all individuals. It is an affirmative—and affirming—part of Samford University’s mission to educate students, staff and faculty in the creation of a community of equality and respect through language.

**Title IX Sexual Misconduct Policy**

Title IX of the Education Amendments of 1972 states: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance”. Sexual violence is a form of sexual harassment prohibited by Title IX. In addition to the 1972 definition of discrimination on the basis of sex, Federal legislation of 2001 and 2006 identify sexual assault and sexual harassment as policy violations which are to be specifically dealt with by universities receiving any Federal funding.

Samford University complies with applicable laws prohibiting discrimination, including applicable provisions of and amendments to Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Executive Order 11246, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Assistance Act, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, and does not unlawfully discriminate on the basis of race, color, national origin, sex, age, disability, or veteran status in admission or access to, or treatment or employment in, its programs or services.

Samford University is a Christian institution of higher education that has a moral commitment to the worth and dignity of all individuals. Samford’s policy of opposition to
sexual harassment and sexual assault is not only a legal responsibility and practical utility, but stems from the University's profound commitment to Christian and moral values as expressed in its mission and purpose.

**Hazing Policy**

**Definition:** The use of physical violence or any activity calculated to impose embarrassment, harassment, physical, emotional or mental strain; or any activity that would in any way jeopardize the physical, moral or scholastic well-being of any individual; mentally antagonizing a student, guest or employee or placing someone under threat of physical harm

**Minimum Sanction:**
1. By an individual:
   a. First offense—probation, $100 fine and loss of privilege
   b. Second offense—university suspension
2. By an organization:
   a. First offense—probation, $500 fine and loss of privilege
   c. Second offense—university suspension of organization status

Hazing is a criminal offense in the state of Alabama. Insurance does not cover a felonious act. Penalties for hazing are very severe. Copies of the complete hazing policy may be obtained in the Office of Student Involvement.

**Computing and Information Technology Policies**

**Preamble**
Samford University recognizes the vital importance of computing and information technology resources in accomplishing its mission of nurturing persons. The university has chosen to extend the privilege of using these resources to every member of the Samford community. Those who accept this privilege agree to abide by the values and policies in this document and by all other university values and policies that may apply.

Computing and information technology resources are to be used in a responsible, ethical and legal manner that is consistent with the mission and values of the university as published in documents such as the faculty, staff and student handbooks. This Computing and Information Technology Values and Policies document supplements existing university values and policies by dealing with those characteristics of the electronic medium that require special attention.

**Scope**
These Computing and Information Technology Values and Policies represent official university policy and apply to all use of computing and information technology resources supplied by the university including, but not limited to, microcomputer workstations, computer software, servers and access to networks such as the campus network or the Internet. The primary intent of this document is to encourage appropriate use of university-supplied resources toward accomplishing the mission of the university.
Values and Policies

Responsibility
Every individual using computing and information technology resources is responsible for appropriate use. When a specific resource is assigned to a particular individual, that person is responsible for its proper use. For example, the person to whom a microcomputer workstation is assigned is responsible for the appropriate use of that workstation. When a user ID and password are issued to an individual, that person is responsible for all activities associated with that user ID. The burden of proper password security is on the person to whom the password is assigned.

Freedom of Expression
The electronic medium in itself does not enhance or take away from freedom of expression. Responsible expression should be conducted in a manner that is consistent with the mission and values of the university. This precludes forms of expression such as harassment, obscene or pornographic material, and any form of expression excluded by law. Also, freedom of expression does not extend to making official representation on behalf of the university without the approval of the appropriate university official.

Privacy
Electronic communications and documents are assumed to be private unless the creator has explicitly made them available to others. Their contents may not be examined without the permission of the owner, approval by designated university officials (as defined in the section on violations) or as required by law. In spite of this assumption of privacy, one must always be aware that material sent to another individual or placed in a publicly accessible area could be passed on without the originator’s knowledge. Users of computing and information technology should not, for example, have an “expectation of privacy” when using e-mail. Furthermore, activities such as maintenance and/or troubleshooting of computing and information technology systems may sometimes require access to electronic communications and documents or transaction logs that are normally considered private. In such circumstances, privacy is still considered important and will be maintained if at all possible.

Confidentiality
Much of the information (e.g. payroll and grade information) stored in computing and information technology systems is considered confidential, and in some cases is protected by laws such as the Family Educational Rights and Privacy Act. Legitimate access to confidential information is determined by factors such as job responsibility or permissions explicitly granted by the owner of the information. Those with such legitimate access to confidential information are to safeguard its confidentiality by knowing to whom such information may be released, and by not allowing its release in any form to unauthorized individuals. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted.
Intellectual Property Rights
Intellectual property rights extend to the electronic medium. Generally, the copyright for a work is owned by the creator of the work. This is true even in cases where the creator has not sought formal copyright protection. One should assume that a work retrieved over a network or by other electronic means is covered by copyright. Such works should not be redistributed unless permission to do so is explicitly given by the owner of the copyright. Making a work available over a network does not necessarily relinquish intellectual property rights, although it must be recognized that one’s work could be widely distributed, which could jeopardize these rights. Computer software and documentation are also covered by copyright. Copying such documentation or software except as permitted in the copyright notice or software license agreement is illegal. University resources are not to be used to violate intellectual property rights.

Access to Electronic Materials
Access to a rich set of electronic materials through means such as campus networks and the Internet is an important part of the computing and information technology environment. However, university resources are not to be used to retrieve, store or distribute materials that are inconsistent with the mission and values of the university. For example, university resources are not to be used to retrieve, store or distribute materials that are pornographic.

Shared Resources
Many computing and information technology resources are made available on a shared basis. For example, a networked printer is a resource that is shared by several individuals. Activities that would have a detrimental effect on a resource, such as purposely causing an overload condition that deprives others of its use, are not permitted. For example, chain letters or mass mailings that degrade e-mail system performance are not permitted.

Global Community
With its connection to networks outside the university (such as the Internet), the university participates in a global electronic community. We must adhere to the policies of these external networks to ensure our continued participation in this community. Use of a resource external to the university must conform to the policies established by the provider of that resource.

Commercial/Personal Use
Commercial use of university resources could endanger its status as a nonprofit organization. Therefore, commercial use is not allowed without permission from the Provost or the Vice President for Business Affairs. Incidental personal use of computing and information technology resources is permitted as long as it does not have a detrimental effect on university-related use, is noncommercial and does not present a cost to the university.
Illega l Use
The use of university resources to commit a crime is a violation of university values. This includes activities explicitly covered by laws governing the electronic medium, as well as use of the electronic medium as a means to commit other crimes. Illegal activities will be reported to the appropriate law enforcement authorities.

Violations
Depending on the classification of the individual involved (faculty, staff or student), suspected violations of these values and policies will be confidentially reported to the Provost, the Vice President for Business Affairs, or the Vice President and Dean of Students. Only these university officials (or the President) may authorize further investigation or review of materials which would otherwise be considered private or confidential. Such authorization is granted on a case-by-case basis and only as it directly relates to a suspected violation. Suspected violations will be processed in a manner consistent with standard university procedures as defined in faculty, staff and student handbooks. An individual's access to certain computing and information technology resources may be suspended during the processing of a suspected violation.

Improper use of computing and information technology may result in the violation of civil law as well as the criminal laws of local, state and federal governments. The investigation of such violations may be conducted entirely without the knowledge or participation of Samford University.

Modifications
Changes in technology or law may require regular revision of these values and policies. They will be reviewed at least annually under the direction of the Associate Provost for Learning Resources and the Director of Computing and Telecommunication Services. Comments or suggestions concerning these policies may be directed at any time to either of these individuals. Final authority for changes rests with the Quality Council and/or the President. Current copies will be printed in faculty, staff and student handbooks and will be posted electronically on university-wide information servers.

Student Complaint Process
Samford University is a community that respects individuals and their rights. The campus judiciary process is designed to afford fundamental fairness to students involved in violations of campus rules and regulations. The values violation process is well defined and is followed as a means of assuring fairness.

Issues occasionally arise outside the areas governed by the campus judiciary process. In the spirit of community, individuals should discuss candidly with those most directly involved their complaints, disagreements or misunderstandings, since those most directly involved deal best with most issues. It is a fact of group life that no individual can have his or her way in all circumstances. In cases where matters seem difficult to resolve, students may resort to
this official student complaint process.

If a student has a complaint about an academic matter, the student should confer with the professor(s) or individual(s) involved. Should the concern persist, the student should speak with the chair or supervisor of the department. If resolution is not found, the student should confer with the dean of the school or college involved. If the issue cannot be resolved at the levels mentioned above, the student may take the concern to the Office of the Provost and Executive Vice President. If the issue remains unsettled, the student may present the concern in writing to the president of the university.

If a student has a complaint about a nonacademic matter, the student should confer with the individual(s) involved. If resolution is not found, the student should speak with the supervisor of the office or unit involved. If the issue cannot be resolved at the levels mentioned above, the student may appeal to the vice president who is responsible for oversight of the area at issue. If the issue remains unsettled, the student may present the concern in writing to the president of the university.

**Communicable Disease Policy**

Because of the seriousness of communicable diseases, and to protect the rights of those afflicted and the safety and welfare of others, Samford University has established a policy for students. Administration of this policy relies upon the initiative of the vice president for student affairs and enrollment management where students are concerned.

Communicable diseases/conditions are those listed as reportable by the State of Alabama Bureau of Disease Control (see list below). The Office of Human Resources and Student Health Services will answer inquiries from students as to which diseases are reportable and will provide other information concerning these diseases. These departments shall not release to anyone any information concerning a student who is or may be afflicted with a communicable disease, except as required by law.

Students who know, or who have reasonable basis for believing that they are or may be infected by a communicable disease, shall immediately report the same to the medical staff at Student Health Services. This information will be treated confidentially, except as otherwise required by law, and may be used by the university to make accommodations for the student’s medical and educational needs.

Students infected with communicable diseases shall not automatically be excluded from initial enrollment or otherwise restricted in their access to the university’s facilities or services unless, upon being informed that a student has a communicable disease, the university (its decision process coordinated through the vice president for student affairs and enrollment management) determines that exclusion or restriction is necessary to protect the welfare of the infected student or others. In making this determination, Student Health
Services may determine that it is necessary to consult with the student’s primary care physician or, with the student’s knowledge and consent, other appropriate individuals.

Students, who acquire chickenpox while residing on campus, will be required to leave campus until it is determined by their health-care provider or Student Health Services that they are no longer contagious to others.

**Alabama Notifiable Diseases/Conditions**

**Group A Diseases/Conditions**

*Report to the county or state health department within 24 hours of diagnosis:*

- Anthrax, human
- Botulism
- Cholera
- Diphtheria
- Typhoid Fever
- Hepatitis A
- Listeriosis
- Measles (rubeola)
- Rabies, human and animal
- Severe Acute Respiratory Syndrome [SARS]
- Trichinosis

*i.e., meningitis, epiglottitis, sepsis, cellulitis, septic arthritis, osteomyelitis, pericarditis and Type B pneumonia*

- Tuberculosis
- Pertussis
- Yellow Fever
- Outbreaks of any kind
- Poliomyelitis, paralytic
- Cases related to nuclear, biological or chemical terroristic agents
- H. Influenzae, invasive diseases*
- N. meningitis, invasive diseases**
- Cases of potential public health importance***

**Group B Diseases/Conditions**

*Report in writing to the county or state health department within seven (7) days of diagnosis:*

- Brucellosis
- Campylobacteriosis
- Chancroid†
- Chlamydia trachomatis†
- Cryptosporidiosis
- Dengue fever
- E.coli 0157:H7 (including HUS and TTP)
- Ehrlichiosis
- Encephalitis, viral

- Giardiasis
- Gonorrhea†
- Granuloma inguinale†
- Hepatitis B, C and other viral
- Histoplasmosis
- Human Immunodeficiency Virus
- Infection (including asymptomatic other than the expected response infection, ARC and AIDS)
- Lead, elevated blood levels (>10 mcg/dl)
- Legionellosis Leprosy
- Leptospirosis
- Lyme Disease
- Lymphogranuloma venereum†
- Malaria
- Mumps
- Psittacosis
- Q Fever
- Rocky Mountain Spotted Fever
- Rubella
- Salmonellosis

†designated sexually transmitted disease by the State Board of Health

State Health Department Telephone Numbers

- Division of Epidemiology (334) 206-5347; 1-800-338-8374 (24-hour coverage); (1-800-338-8EPI)
- Division of HIV/AIDS Prevention and Control (334) 206-5364; 1-800-344-1153
- Division of Sexually Transmitted Diseases (334) 206-5350
- Division of Tuberculosis Control (334) 206-5330
- Division of Immunization (334) 206-5023
- Bureau of Clinical Laboratories (334) 206-3400 (24-hour coverage)
- http://www.alabamaadministrativecode.state.al.us/docs/hlth/index.html