

2016-2017
STUDENT HANDBOOK

Beeson Divinity School
Samford University



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,

A handwritten signature in black ink, appearing to read "Andrew Westmoreland". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Andrew Westmoreland



Timothy George
Dean

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.



800 Lakeshore Drive • Birmingham, Alabama U.S.A. 35229-2252 • (205) 726-2632 • (205) 726-2260

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,

A handwritten signature in cursive script that reads "Timothy George". The signature is written in black ink and is positioned below the typed name.

Timothy George
Dean
Beeson Divinity School

CONTENTS

Letter from President Andrew Westmoreland.....	2
Letter from Dean Timothy George	3
Mission and History of Beeson Divinity School.....	8
Mission and History of Samford University	9
Academic Calendar	10
Faculty and Staff Contact Numbers	11
School Features.....	12
Student Life	18
Financial Policies	34
Academic Life.....	39
Code of Values and Policies.....	44
General Samford University Policies.....	60

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.

Beeson Divinity School
2016-2017 Academic Calendar
[Dates are subject to change]
(Updated 7/5/16)

Fall Semester 2016

August 29	New student orientation
August 30	Classes begin, Divinity Convocation, University Convocation
September 2	Last day to add or drop a fall course(s)
September 3-Nov. 16	Receive a grade of "W" for courses withdrawn - signature of professor required
September 5	Labor Day Holiday; no classes meet (university closed)
September 6	Tuition and fees due
October 11	Finkenwalde Day
October 31	Registration begins for January term and spring semester
November 1-3	Reformation Heritage Lectures - Archbishop Benjamin Kwashi
November 16	Last day to withdraw from a fall course(s) without academic penalty OR to completely withdraw from ALL fall courses without academic penalty
November 21-25	Thanksgiving holidays; no classes meet (university closed 24 and 25)
December 2	Classes end
December 6-12	Final examinations
December 7	Commencement and Service of Consecration

January Term 2017

January 3	Classes begin
January 3-13	D.Min. seminars
January 5	Last day to add or drop a Jan term course(s)
January 6	Tuition due
January 13	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
January 13	Classes end
January 13	Final examinations
January 16	Martin Luther King, Jr. Holiday; no classes meet (university closed)

Spring Semester 2017

January 23	New student orientation
January 24	Classes begin, Divinity Convocation, University Convocation
January 27	Last day to add or drop a spring course(s)
January 28-April 21	Receive a grade of "W" for courses withdrawn - signature of professor required
January 30	Tuition and fees due
February 7-8	Biblical Studies Lectures - Dan Wallace
February 28-March 2	Conger Lectures on Biblical Preaching - Christian George
March 13-17	Spring Break Holidays; no classes meet
March 27	Registration begins for summer terms and fall semester
April 17	Easter Monday Holiday; no classes meet (university closed)
April 21	Last day to withdraw from a spring course(s) OR to completely withdraw from ALL spring courses without academic penalty
April 28	Classes end
May 2-8	Final examinations
May 8	Commencement and Service of Consecration

Summer Term 2017

June 5-30	Summer I - See Divinity schedule and Samford Academic Calendar for specifics
June 12	Tuition due for summer I, summer II, and all summer courses
July 10-August 4	Summer II - See Divinity schedule and Samford Academic Calendar for specifics
July 11-20	D.Min. seminars

Contact Numbers			
Faculty			
Carl Beckwith	726-2585	S330	Professor of Divinity
Charles T. Carter	726-4627	N208	Chapman Fellow of Pastoral Ministry
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	Professor of Divinity
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
Gerald McDermott	726-4375	S319	Anglican 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	Director, Global Center
Allen Ross	726-2072	S311	Professor of Divinity
Mark Searby	726-2374	N225	Director, Doctor of Ministry Studies and Student Services
Robert Smith	726-2231	S303	Charles T. Carter Baptist Professor of Divinity
Grant Taylor	726-4485	S207	Associate Dean for Academic Affairs
Frank Thielman	726-2665	S227	Presbyterian Professor of Divinity
Douglas Webster	726-2414	S315	Professor of Divinity
Staff			
Sherri Brown	726-2169	S114	Director of Admissions
Darryl Cook	726-2162	N226	Pastor-in-Residence
Vickie Gaston	726-2227	S105	Curator of the Chapel/Spiritual Life Coordinator
Donna Harless	726-2893	S213	Records Officer
Christy Harper	726-2114	S115	Associate Curator/Coordinator of Alumni Relations
Sharon Head	726-2066	S114	Secretary for Admissions and Alumni Relations
Carolyn Lankford	726-4480	N211	Advancement Officer
Le-Ann Little	726-2632	S205	Administrative Secretary for the Dean
Melissa Matthews	726-2374	N224	Prog. Assist. (MLD, Placement/Assessment/Dr. of Min. Studies/St. Svcs)
Susan McNabb	726-4485	S207	Secretary for the Associate Dean for Academic Affairs
Valerie Merrill	726-2991	S200	Faculty Secretary/Receptionist
Jason Odom	726-2155	S225	Research Associate to the Dean
Michaela Odom	726-2170	S125	Program Assistant, Global Center
Kristen Padilla	726-2398	S314	Marketing and Communications Coordinator
Jim Pounds	726-2338	N213	Director of Operations
Darlene Robbins	726-2330	S217	Financial Administrator
Rob Willis	726-4098	N121	Media and Technology Manager

SCHOOL FEATURES

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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 4:00 p.m., Monday through Friday. The lab is closed on Tuesdays from 11 am -1 pm for Chapel and community lunch. Robert Willis manages the lab and is assisted by Divinity student workers. They are available to help you during all hours of operation. 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 Technology Services, Lower Level of Davis Library. Onsite staff members are available Monday – Friday from 7:30 a.m. until 5 p.m. Calls are answered 24 hours a day, seven days a week. 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>.

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>.

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, Cris Harper, charper@samford.edu, or Vickie Gaston, vjgaston@samford.edu.

Library

Beeson 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. Beeson 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. 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 refrigerator, microwaves, oven 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 Sam Linkous at samanthaadamslinkous@gmail.com.

Campus Recreation

The Department of Campus Recreation offers competitive and recreational intramural activities, open recreation, outdoor activities, club sports, and fitness programs for a wide variety of students. Information on programs and facilities can be viewed on our website at www.samford.edu/campusrecreation. Multiple recreational facilities are available for students, faculty, staff and immediate family members to use throughout each day. The facilities are Seibert Hall (gym floor, pool, cardio area, game room, dance room, and class rooms), Bashinsky Fieldhouse (gym floor, indoor track and racquetball courts), Pete Hanna Fitness Center (free weights, machine weights and cardio equipment), and outdoor complexes (two grass fields, basketball/tennis court, sand volleyball court, and picnic pavilion) located across Lakeshore highway. Some facilities might be closed due to Campus Rec activities or athletic practices. For a schedule of specific hours please visit our website at www.samford.edu/campusrecreation or come to our office in Seibert Hall 302 or call us at 205-726-2194. Reservations for indoor or outdoor space is made through the Campus Recreation office.

Participation in Campus Rec activities and use of all facilities requires individuals to present a valid Samford University ID card. Random inspections of ID cards are made to ensure only Samford students, faculty, staff or immediate family members are using the facilities. Individuals without Samford identification will be asked to leave the facility.

Fitness classes are offered Monday through Thursday in Seibert Hall, Room 106. Fitness classes are free for anyone to take and offered on a “first come to get your spot” basis. Classes offered are yoga, Zumba, core and spin.

Participation in Campus Recreation activities at Samford is purely voluntary, and individuals participate at their own risk. Participants should understand they are responsible for all costs arising out of injury or property damage sustained through participation. It is strongly urged that participants obtain sufficient health insurance coverage, whether it is through the university or a private source.

Intramurals

Intramural sports offered include: flag football, volleyball, basketball, softball, ultimate frisbee, soccer, dodgeball, table tennis, billiards, and tennis. More competitive players are encouraged to check out Campus Rec’s club sports teams, which for 2015–2016 are soccer, bass fishing, crew, men’s lacrosse, women’s lacrosse, men’s ultimate frisbee, women’s ultimate frisbee, outdoor adventure, rugby and swimming.

Counseling Services

The Department of Counseling Services provides free and confidential counseling to enrolled Samford students. Counseling Services is located in Dwight Beeson Hall (DBH 203). Refer to <https://www.samford.edu/departments/counseling/> 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 on www.beesondivinity.com/placement. The office of placement services is located in Divinity Hall North 224.

Access Samford University's online job search database, www.hiresamford.com. This site allows Samford students to search job postings for both ministry and non-ministry positions. For additional information, contact by email career@samford.edu or phone 205-726-2980.

Public Safety and Emergency Management

General Policy

Samford University maintains an Office of Public Safety and Emergency Management (PSEM) 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 **PSEM** 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 **PSEM** 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 **PSEM**. 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 **PSEM**.

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 **PSEM**.

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 10 p.m., and controlled access is established at the southwest entrance from 10 p.m. until 6 a.m. 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 and Emergency Management, 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

Department of Transportation Services

Student Policy

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 and produce this item when requested by a Transportation Services official or Public Safety officer. The speed limit on campus is 25 miles per hour; 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 Parking Permit 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 outside lower left corner of the front windshield, on the driver's side. Permits will be affixed by the adhesive on the permit and may not be affixed with tape or any other temporary means. No more than one 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-Drivers

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 \$60 for "All Year" permits. "Fall Only" permits are \$30. Replacement permits cost \$10 each. Permits are not pro-rated, and are not refundable once they have been issued to the student. 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 Aug. 31.

Parking Zones

Parking is enforced Monday through Friday, 7 a.m. to 4:30 p.m. Students are required to park in the lot designated by the parking permit issued.

Jan Term and Summer Term parking is enforced in all faculty/staff lots for employee permits. Commuter and residence hall lots are open parking for any permit type during Jan Term and summer term. During these terms, students may park in any student lot, but are not allowed to park in faculty/staff lots.

Reserved, fire lane, and handicap are enforced 24 hours a day, seven days a week, 365 days a year.

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.

Vehicles must be parked in a legal valid space between white lines. Parking on grass, cross-hatched areas, islands or any other un-marked area is prohibited.

Parking permits and zones are designated by color:

- 1. Gray:** Full-time faculty and staff, part-time faculty and staff who are not students
- 2. Orange:** Contract employees
- 3. Blue:** Commuter
- 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 seven days and visitor parking permits are available at Transportation Services in the University Center. Recreational vehicles are not allowed to park on campus at any time.

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 205-726-2020 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.

Violations

Traffic Violations

\$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 e-bill link on Banner.

Disciplinary Action

In addition to payment of fines, individuals receiving numerous violations may be subject to losing their parking privileges on campus. In the event that an individual receives numerous parking violations, the following will apply:

No Permit

In the event Transportation Services identifies a vehicle numerous times for being parked on the campus without a proper parking permit, students will receive an e-mail confirmation sent to their SU e-mail address when a citation posts to his or her account. On the fifth "No Permit" citation, the student will receive an e-mail indicating that a hold will be placed on his or her account. The hold will not be lifted until the student purchases a permit and pays all associated fines.

Excessive Parking Violations

A person receiving four parking and/or traffic citations within one academic term will receive a hold on his/her Banner account. The Transportation Services hold will remain on the account until the process has been completed. Individuals who continue to receive citations after receiving a Transportation Services hold will be subject to losing their privilege to operate a vehicle on campus.

Sanctions related to excessive violations could include but are not limited to community service, restricted parking privileges, additional fines and disciplinary action.

Appeal Process

The Student Government Association, Student Judiciary Council reviews and resolves parking appeals submitted by students.

To appeal a citation, using the student portal (<https://portal.samford.edu>), students must complete an online appeal request within 10 calendar days of the citation being posted to their Banner account.

- 1 Student appeals citation in his/her Banner account.
- 2 Appeal is sent to Student Judiciary Council.
- 3 Student Judiciary Council 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 Student Judiciary Council's decision.
- 5 The student's account will automatically be adjusted according to the decision provided.

The decision of the Student Judiciary Council 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.

Student Judiciary Council Appeal Guidelines

The Student Judiciary Council does not recognize the following as reasonable excuses for violating the parking policies of the University:

1. Lack of knowledge of parking policies on campus
2. Late to class, appointments, practice, or other events on campus
3. Parking illegally for a short amount of time
4. Parking illegally because other vehicles were doing the same
5. There was not enough parking available
6. Financial hardship

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).

Extended Parking

Samford University provides vehicle parking for students attending the university. In recognition that some students, due to the distance from their homes, may have to leave their vehicles on campus during holiday and summer breaks. For that reason, Samford University allows students to leave vehicles on campus for extended period of time **with the proper authorization. Please contact Transportation Services for information regarding vehicles being left on campus for an extended period of time.**

Recreational vehicles are not allowed to park on campus at any time. Vehicles left on campus without proper authorization, may be subject to towing at the owner's expense.

Transportation Services Contact Information

Website: <http://www.samford.edu/departments/transportation>

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.

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 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.

2016-2017 Officers

President: Ryan Linkous

Vice-President: Dustin Ratcliff

Secretary: Brittany Gilmore

Chaplain: Cris Harper

Social Chair: Rebecca Graber

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. The number for University Health Services is 205.726.2835.

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 for an updated listing.

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.

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.

Required of all students (including graduate and professional students):

In keeping with the recommendations of the American College Health Association, Samford University requires certain immunizations upon matriculation. All students are required to submit the Immunization Record to University Admissions.

Failure to submit this documentation at least two (2) weeks before date of arrival will result in a \$150 fine and/or a registration hold on the student's record until the completed record is received.

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.

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 University 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

University 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. Visitor spots for some classes fill up quickly so it is best to register early. 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. For more information about involvement in this fellowship, email Vickie Gaston at vjgaston@samford.edu or Christy Harper at charper4@samford.edu.

FINANCIAL POLICIES

FINANCIAL POLICIES

Drop and Add Policy for All Students

Drops, adds and other changes in a student's class schedule that do not involve complete withdrawal from school are subject to the following rules.

1. During drop/add, 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 also 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 charges for tuition or fees.
3. There are no refunds of fees unless the course related to the fee is dropped, or one withdraws prior to the last day to drop without financial penalty. (Note: Fees associated with a service provided to the student prior to the last day to drop a course without financial penalty, such as a drug screening fee, will not be refunded, even if the student withdraws from the course associated with the fee prior to the last day to drop without financial penalty.)

Charges will be adjusted according to these financial policies and the credits taken by the student. Complete withdrawal from the university is covered under the refund and withdrawal policy. Dropping a class or withdrawing completely will more than likely have a negative impact on your ability to access federal aid for the next academic year. See Satisfactory Academic Progress policy under the Aid Policies drop-down menu on the Student Financial Services webpage and check with your financial counselor before dropping a class or withdrawing.

Refund Appeal

Students or parents who believe they have individual circumstances warranting an exception to published refund policies may appeal. The student or parent should contact:

University Registrar
Office of Student Records
Samford University
800 Lakeshore Drive
Birmingham, AL 35229

Tuition and Fees Payment Policy for All Students

E-bill

Notification that a new e-bill has been generated will be sent to the student via the Samford University e-mail account, which is considered the official means of communication with students, so it is important to check this account regularly. Paper billing statements will not be provided. Students and authorized users may also access the e-bill system at any time via the Samford University web portal.

Students registering during the early registration period will receive an e-bill at least 15 days 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. The Current Activity page provides the current account balance that is due including any unbilled charges and payments. To review the detail by term, select the appropriate term from the drop down box. Payment for a term e-bill will be due in accordance with the schedule included within this policy. Students who register/make schedule changes/add room and board, etc., after the e-bill generation date must consult the online system to view their account summary and make payment arrangements for all charges by the due date for the term regardless of whether or not the charge(s) have been billed.

Registration Cancellation

Students not paying their bill by the due date are subject to having their registration cancelled until payment is received. A student may be reinstated by paying their balance in full. Following this payment, students will receive a clearance slip from the bursar's office for them to present to student records to re-establish their class schedule.

Students making changes to their schedule (usually at the beginning of a term or during drop/add) after the e-bill has been sent are required to immediately make payment in full. E-bills are generated monthly. Therefore, additional charges resulting from any of the changes mentioned above should be paid prior to receipt of the next e-bill notification in order to avoid registration cancellation. Failure to make full payment on or before the next business day after the end of the drop/add period as noted in the academic calendar for your classification, may result in registration cancellation.

E-bill generation, payment and registration cancellation dates for each semester/monthly e-bill are noted on the payment schedule.

Hold

Students may not register for the next semester, receive transcripts, participate in commencement or receive a diploma until past due amounts are cleared. A hold will be placed on a past due account, preventing participation in one or more of the activities mentioned above.

Collections

Past due accounts assigned to a collection agency may be reported to credit bureaus. Students are responsible for attorney fees, collection fees and interest associated with accounts handed over to a collection agency. The university may also charge interest on all amounts past due.

Withdrawal Refund Policy for All Students

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 from

the university. A student desiring to withdraw from the university must obtain an official withdrawal form from the Office of Student Records. The form must be submitted to the Office of Student Records when it is completed. This policy applies to all terms including semesters, summer terms and Jan Term. If a withdrawal results in a tuition reduction and the student has received financial aid, some of the aid may be required to be returned by the university on the student's behalf. In such cases, the student will be required to reimburse the university.

Refund Date Policy

In the case of withdrawal or suspension, the following will dictate the amount of tuition refunded to the student. Fees will not be refunded after the last day to drop a course without financial penalty. Housing and Meal Plan charges will be prorated by Residence Life.

Withdrawal Refund Policy

Last Day to Drop/Add Policy

Fall/Spring (excluding only A and B terms)

- 5 class days (typically the Friday after classes begin on Monday)

Fall/Spring A and B terms

- 5 class days

Jan Term

- 2 class days

Summer Full-Term (includes all 10 week POTs and 14 week POT)

- 5 class days

Summer I and II

- 4 class days

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. Beeson'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:

- a. **Notice:** To be informed in writing of the specific value violation and inappropriate behavior in which the student is suspected of involvement.
- b. **Procedures:** To be informed orally or in writing of the judicial process that is relevant for the specified allegation.
- c. **Hearing:** To have an opportunity to be heard in person before a decision is made.
- d. **Evidence:** To know the nature of the evidence and to be able to question witnesses except in extenuating circumstances.
- e. **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.
- f. **Adviser:** To have a friend, adviser, or counselor attend the hearing.
- g. **Written decision:** To have a written response reporting the results of the hearing.
- h. **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. Grant Taylor, 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: heterosexual/homosexual 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.

**GENERAL
SAMFORD UNIVERSITY
POLICIES**

GENERAL SAMFORD UNIVERSITY POLICIES

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 and Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, popularly known as FERPA, was enacted by Congress to give a measure of control to education records. In general terms, FERPA gives college students the rights to (1) control the disclosure of their education records to others, (2) inspect and review their own education records and (3) request that their education records be amended. These rights are personal to the student and not to the student's parents or legal guardians. Central to the scope of FERPA is the definition of "education records," which consists of records that are directly related to a student and are maintained by the university or by another person or entity acting for the university. Students who wish to review their education records must schedule an appointment with the university registrar. The school may also disclose education records without consent in a variety of circumstances. These include, without limitation, disclosures to school officials who have a legitimate need to know the information, to other schools to which a student is transferring, to parents if the student is considered a dependent of the parents for federal income tax purposes, in response to a judicial order or lawfully issued subpoena, to parents of a student who is under 21 in connection with a violation of drugs or alcohols policies, to persons who need to know in connection with a health or safety emergency, in connection with a student's application for financial aid, and to accrediting organizations. ***Students that do not want directory information to be prior written consent must notify the University Registrar no later than the last day to drop or add courses without financial penalty in a particular academic semester or term.*** This election may be made at <http://www.samford.edu/departments/registrar/ferpa/>. Should a student believe that his or her education records are inaccurate, misleading or include information that violates the privacy rights of the student, the student may request that the university amend the records. A decision on the request will be made within a reasonable period of time after it is received by the university registrar. If the request is denied, the student will be advised of his or her right to a hearing.

Equal Opportunity

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, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services. Inquiries concerning Samford's nondiscrimination policy or applicable civil rights laws may be directed to the vice president for business and financial affairs or general counsel, Office of Business and Financial Affairs, Samford Hall 200, Birmingham, AL 35229, 205-726-2811. This notice is available in alternative formats upon request.

Equity in Athletics Disclosure Act

In accordance with the Equity in Athletics Disclosure Act, 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. 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.

Standards of Conduct

- 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.
- The term "staff" includes all non-faculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.
- 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.
- 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 that takes place off campus and is sponsored by any Samford University organization.
- 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.

■ 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.

■ 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 values 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 Public Safety or a Public Safety supervisor, Assistant Vice President for Residential Services, a residence life coordinator, a residence manager, the Assistant Vice President for Student Services and Values Advocate, the Assistant Vice President for Campus Life or the Vice President for Student Affairs and Enrollment Management can authorize a search, which 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, genetic information, 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.

Definitions:

Family Educational Rights and Privacy Act (FERPA) is a federal law that provides guidance related to the dissemination of students’ educational records. FERPA applies to all educational institutions that receive any type of federal funding administered by the United States Department of Education.

Consent means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, by coercion, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation. Intoxication is not an excuse for failure to obtain consent. Consent is also lacking when the activity in question exceeds the scope of consent previously given.

Domestic violence is defined as intentional intimidation, physical assault, sexual assault and/or other abusive behavior conducted as a systematic pattern of behavior committed against another. A consistent element of domestic violence is one partner’s attempt to maintain control or power over another.

Force is defined as the use of physical violence or physical imposition against another to gain sexual access or cause one to act or submit to an act against their will. In addition to physical acts, force can be displayed in the form of threats, intimidation and/or coercion.

Sexual Assault is defined as physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual

also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual assault, including but not limited to rape, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX.

Sexual Harassment is conduct, including physical contact, advances and comments in person and/or via phone, text message, email or other electronic medium that is (1) unwelcome, (2) based on sex or gender stereotypes and (3) is so severe or pervasive that it unreasonably interferes with a person's academic performance or equal opportunity to participate in or benefit from university programs or activities. Sexual harassment may include, depending upon the facts, persistent and unwelcome efforts to develop a romantic or sexual relationship; persistent and unwelcome commentary about an individual's body or sexual activities; threatening to engage in the commission of a sexual act with another person; stalking or cyber stalking; and engaging in indecent exposure. Title IX and this policy prohibit gender-based harassment, which may include acts of verbal, nonverbal or physical aggression, intimidation, or hostility based on gender, even if those acts do not involve conduct of a sexual nature.

Sexual Contact means the deliberate touching of a person's intimate body parts, or using force or coercion to cause a person to touch his or her own or another person's intimate parts.

Non-consensual sexual contact is defined as intentional sexual contact, however slight with any object by a person upon another without consent and/or by force.

Incapacitation means the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, without limitation, sleep, blackouts and flashbacks. Where an intoxicant is involved, incapacitation is a state of intoxication where the intoxicant consumed impairs a person's decision-making capacity, awareness of consequences and ability to make fully informed judgments. Incapacitation may be due to a person's mental ability or age. In the state of Alabama, a person under the age of 16 cannot agree to engage in sexual behavior.

Sexual Coercion is defined as the act of using unreasonable pressure to gain consent for sexual activity, using alcohol and drugs to lower another's inhibitions, or the use of force to have sexual contact with someone against his or will. Such behavior includes but is not limited to verbal pressure, emotional pressure, threats, lying, blackmailing, use of alcohol or drugs to take advantage of another, use of guilt, use of his/her position of authority over another.

Sexual Exploitation means taking sexual advantage of another person without consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person; electronically recording, photographing or transmitting intimate sounds or images of another person; and/or allowing third parties to observe sexual acts.

Sexual Misconduct of any kind is inconsistent with the university's values and incompatible with the safe, healthy, Christian environment that the Samford University community expects. Sexual misconduct prohibited by this policy encompasses sexual harassment, sexual assault, nonconsensual sexual contact and sexual exploitation. Sexual Misconduct Resources (as previously defined): Samford University is concerned about the health, safety and well-being of all members of the university community. If you or someone you know believe you may have been subject to a sexual misconduct act, you are encouraged to seek immediate assistance. The following provides information related to where you can obtain assistance:

Police Department Off-Campus #911 24/7

Public Safety Department
On-Campus 205-726-2020 24/7

HR director (incident involving an employee)
Human Resources
Samford Hall 302
cfrogan@samford.edu
205-726-2809 8 a.m.–4:30 p.m. Weekdays

Asst. V.P. for Student Services (incident involving students)
Student Affairs
University Center 110
glatkins@samford.edu
205-726-2763
205-726-2020 after hours
8 a.m.–4:30 p.m. weekdays

University Counselor University Health Services
205-726-2065 or 2835 8 a.m.–4:30 p.m. weekdays

Crisis Center Rape response hotline/ Birmingham Rape Response
205-323-7273 or 1-888-323-7273 24/7

Confidential Resources

Confidential resources are provided to offer individuals a safe space to discuss options, learn about resources and discuss any concerns before deciding to take next steps. Individuals who consult with a confidential resource are advised their discussions are not considered reports of sexual misconduct, sexual harassment or sexual violence. Without additional action by the individual, discussions with the confidential resource will not result in any action by the university to resolve their concern. Unless there is an immediate risk of harm or danger, confidential resources cannot share information without a person's express consent.

Confidential, non-reporting resources are:

☒ University Health Services

Dr. Mark Ticola, University Physician, 205-726-2835

☒ Office of Spiritual Life, specifically:

Dr. Matt Kerlin, University Minister, 205-726-2825

Mrs. April Robinson, Minister to Students, 205-726-2083

☒ Office of Counseling Services:

Mr. Richard Yoakum, Director of University Counselor, 205-726-2065

Ms. Lyndsey Cogdill, Counselor, 205-726- 4077

Confidential resources do not have any formal authority to render decisions about issues brought to their attention, and they do not participate in formal disciplinary hearings or processes. ***Dr. Garry Atkins, the Assistant Vice President of Student Services is the Title IX coordinator for complaints involving students. Mr. Fred Rogan, the Director of Human Resources is the Title IX coordinator for all other complaints.***

Reporting Sexual Misconduct

Reporting an incident of sexual misconduct is a difficult decision. It is important to understand that filing a report of sexual misconduct can be a beginning to the healing

process. Reporting or pressing charges can prevent an offender from harming another person. If a sexual assault occurs off campus, attempt to determine in which police jurisdiction the offense occurred and notify that department or call 911 for local police assistance. If the sexual assault occurs on campus, call 911 or 205-726-2020 to contact the public safety department.

Although an assault may occur off campus, the victim may report the incident to public safety, which will assist the victim with contacting the appropriate law enforcement agency. In addition to reporting to a law enforcement agency, a victim of sexual misconduct is urged to report the incident to the appropriate Title IX coordinator. An allegation of sexual misconduct can be filed, as needed, by any member of the Samford community. A member of the Samford community may file a complaint of sexual misconduct against a “Samford student” under this policy. For purposes of determining the University’s jurisdiction, a “Samford student” means any student who is registered or enrolled at the University (a) at the time of the alleged sexual misconduct (including sexual misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student’s continued enrollment at the university), and (b) at the time that a formal complaint against such student is received by the assistant dean of Student Services. This policy applies to any allegation of sexual misconduct against a Samford student, regardless of where the alleged violation occurred. There is no geographical limitation to invoking this policy. In cases involving potential criminal conduct, consistent with state and local law, the university will determine whether appropriate law enforcement or other authorities should be notified.

Policy Enforcement

Amnesty statement—Samford’s goal is to encourage the reporting of incidents of sexual misconduct so those affected can receive the support and resources needed. Therefore, values violations by a complainant may be exempt from disciplinary action in situations where the reported sexual misconduct or harassment also occurred, provided that such violations did not jeopardize the health or safety of others.

Disciplinary actions for students—Sexual misconduct is a violation of Samford University’s code of values. Investigation of sexual misconduct will be conducted by the assistant dean of Student Services, as Title IX coordinator, and the public safety department. Sanctions for students found responsible for such violation range from probation to expulsion from the university. In some instances, while an incident of sexual misconduct is being investigated, the university may implement interim measures as discussed more fully below. Hearing procedures governing student disciplinary cases are contained within this document and the student handbook.

Disciplinary actions for faculty and staff—Violations of this policy are addressed according to applicable human resources policies indicated in the human resources policies manual. University employees proved to be responsible for violating the sexual assault and sexual harassment policy may face disciplinary action ranging from a warning to dismissal from the university.

Retaliation

It is a violation of university policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of alleged acts of sexual misconduct. Certain retaliatory acts may also subject the perpetrator to criminal

prosecution. Retaliation includes but is not limited to intimidation, threats or harassment against any complainant or third party. Individuals who are alleged to engage in retaliatory tactics may face disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct. Retaliation should be reported promptly to the appropriate Title IX coordinator.

Effect of Criminal Proceedings

Because sexual assault may constitute both a violation of university policy and criminal activity, the university encourages students to report alleged sexual assault promptly to local law enforcement agencies. Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of this policy, criminal investigations or reports are not determinative of whether sexual assault, for purposes of this policy, has occurred. The filing of a complaint of sexual assault under this policy is independent of any criminal investigation or proceeding, and (except that the university's investigation may be delayed temporarily while the criminal investigators are gathering evidence) the university may not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and may take interim measures to protect the complainant and the university, if necessary.

Complainant does not wish to pursue a Formal Hearing or Requests Anonymity

If the complainant does not wish to pursue a formal hearing and/or requests that his or her complaint remain anonymous, Title IX nevertheless requires the university to investigate and take reasonable action in response to the complainant's request. The Assistant Vice President for Student Services will inform the complainant the university's ability to respond may be limited if the complainant is not a participant in the investigation. In such cases, Title IX requires the university to evaluate the complainant's request that the complaint not be subject to a formal hearing or remain anonymous in the context of the university's commitment to provide a reasonably safe and non-discriminatory environment for all students. Even if the university cannot take disciplinary action against the responder student, because the complainant insists on anonymity or that the complaint not be subject to formal review, Title IX nonetheless requires the university to take prompt and effective action to limit the effects of the alleged sexual assault or harassment and to prevent its recurrence.

Interim Measures

In all cases of alleged sexual misconduct, regardless of whether the complainant wishes to pursue a formal hearing, the university will undertake an appropriate inquiry and take prompt and effective action to support and protect the complainant, including taking appropriate interim steps before the final outcome of the investigation and hearing, if any. The Assistant Vice President for Student Services, as Title IX coordinator, may impose a no-contact order, which typically will include a directive that the parties refrain from having contact with one another, directly or through proxies, whether in person or via electronic means, pending the investigation. The Assistant Vice President for Student Services may take other protective action deemed appropriate, including, without limitation, directing appropriate university officials to alter the students' academic schedule, university housing and/or university employment arrangement.

Incident Review

When a victim reports an alleged act of sexual misconduct, the appropriate Title IX coordinator will initiate an investigation into the incident within 48 hours. A typical investigation will be completed within 60 days, if not sooner. The Title IX coordinator will prepare a written report that will be distributed concurrently to both parties and, in a case where the responder is a student, to the values council. Council members assigned to review sexual misconduct cases will be a five-member panel chosen from members of the values council. The panel will be composed of a faculty chair, two faculty members and two staff members. All members of the panel will vote by secret ballot. In addition to council members, individuals allowed in the hearing room will be the university values advocate (Title IX coordinator for students), complainant, responder and university individuals assigned as advisors to the complainant or the responder. Approved witnesses will be called into the hearing room at the discretion of the faculty chair. The university values advocate will have the responsibility of assuring hearing procedures follow guidelines stipulated by Title IX and that the rights of both the complainant and the responder are protected. The complainant will have the opportunity to choose to participate in the hearing in an on campus location separate from the responder. If there is a separate location for the complainant, the Assistant Vice President for Student Services will arrange for:

- Audio participation for the complainant
- A council member to be present with the complainant and his/her advisor
- Supplies that can be used to follow values council procedures. The council member assigned to the separate location will:
 - o Make sure values council procedures are followed
 - o No one other than the complainant and his/her advisor are in the hearing location
 - o Read all questions submitted by the complainant that are to be directed to the chair/responder

Values Council Procedures to Review Sexual Misconduct Allegations

The following procedures guide the values council's review of sexual misconduct allegations. While the procedures are a guide, the procedures may be abbreviated or modified due to the nature of the allegations, calendar conflicts related to council members availability or the security of the campus environment. In all cases a **preponderance of the evidence standard** will be used to determine whether there has been a violation of this policy (i.e. it is more likely than not that the sexual misconduct occurred).

I. Any member of the Samford community can file a complaint, as needed, of sexual misconduct against a Samford student by filing an incident report in the office of the assistant dean for Student Services. While it is best that the victim files the report, based on the circumstance of the case a report may be filed by a third party.

II. The responder student will receive written notification (value violation response form) of the alleged violation along with written evidence supporting the alleged value violation.

III. Within 48 hours of receiving the value violation form, the student must return the response form to the office of the assistant dean for Student Services. The responder student will have an opportunity to admit or deny responsibility and offer an initial description of his/her perception of the events in question. **Failure to return the form could result in additional sanctions.**

IV. The Assistant Vice President for Student Services will conduct an incident review and prepare a written report which will be distributed, concurrently, to both parties as well

as the values council.

- V. If the Assistant Vice President for Student Services determines there is enough information to warrant a review of the allegations, he/she will schedule a values council hearing to review the incident in question. The responder and complainant will be informed of the date, time, and location of the hearing. The complainant and the responder will both be afforded similar and timely access to information that will be used at the hearing. Access to information will be provided consistent with FERPA guidelines. At the hearing the following procedures are to be used:
- a. The faculty chair will call the hearing to order at which time the audio or video recorder will be turned on.
 - b. The faculty chair or the university values advocate will provide an understanding to the nature of the allegation and the principle parties involved in the alleged act.
 - c. The values advocate will provide council members and principle parties a report outlining the alleged violation and any subsequent information obtained during the investigation of the alleged violation.
 - d. The complainant and the responder will be provided an opportunity to respond and ask any questions related to the report given by the values advocate.
 - e. Based on the nature of the incident, the complainant may be given an opportunity to provide testimony apart from the responder.
 - f. All questions will be asked by members of the council. The responder will not be able to directly question the complainant and vice versa. Participants' questions will be written on note cards and submitted to the chair (notes cards will be provided). The appropriateness of questions and submission of questions for answers will be at the sole discretion of the chair. All questions posed by either party must be asked through the values council's chair or his designate.
 - g. Testimony will be given by witnesses, the complainant, the person filing the report, and the responder. Character witnesses may not attend the hearing unless cleared by the assistant dean for Student Services. The complainant and the responder will both have an equal opportunity to present relevant witnesses and other evidence.
 - h. After all testimony is heard and evidence received, the council will hold deliberations and have up to 10 days to render a decision related any responsibility and sanctions. Within 10 calendar days from the date the decision is made, the Assistant Vice President for Student Services will provide to both parties, concurrently, a copy of the values council's written decision.
 - i. Imposed sanctions will be communicated to both the responder and the complainant, the university's assistant dean of Student Services, and the vice president of Student Affairs and Enrollment. The responder or the complainant may appeal the hearing's outcome based on permitted grounds for an appeal.

Appeal Process

The request for an appeal of the values council's decision is to the appeals council. Either party engaged in a sexual misconduct incident may request an appeal of the decision of the values council. The request for an appeal must be within 48 hours of the notification of the outcome of the values council hearing. The grounds for appeal shall be limited to the following:

- University procedures and regulations related to values hearing process were not followed
- New and compelling evidence that was not available at the time of the hearing is now

available or recently discovered

■ The decision of the values council was not supported by the evidence presented at the hearing

The complainant or the responder has 48 hours from the time of the notification of the hearing's

outcome is sent to initiate an appeal request. To initiate the request for an appeal, the responder or the complainant must obtain the appeal form from the office of values advocacy. Once the form is obtained, the completed form must be returned to the office within 24 hours. An appeal will not be automatically granted. Individuals requesting an appeal must fill out all questions on the form, and communicating clearly and completely in writing provide reasons why the appeal should be granted. Once the form is submitted back to the values advocate's office, the completed appeal form, along with the requestor's reason for the appeal, will be submitted independently to three members of the appeals council. The appeals council is composed of faculty and staff members who have been oriented to managing sexual misconduct issues on the campus. Members of the appeals council will independently review the information submitted. Each member of the council will have one vote. In order for a request for an appeal to be acted on, two out of three members of the council must vote to take action on the request. Actions the appeal council may put into effect:

■ Affirm the original decision and sanction

■ Return the case to the original hearing body due to:

- The discovery of a procedural error
- Reconsideration (the reconsideration of the hearing body is not appealable)
- New and compelling evidence that was not available at the time of the original hearing

■ Order a new hearing before different council members

Once a decision is made, the values advocate will communicate the appeals council's decision. The outcome of a reconsideration review or a different council review is not appealable.

Additional Petition for Decision of Expulsion

After the completion of the appeals process, a student expelled from Samford University has five days from the day of the notification to request reconsideration of the expulsion by the vice president of Student Affairs and Enrollment Management. The decision of the vice president of Student Affairs and Enrollment Management is final.

Hazing Policy

■ **Definition:** The use of any activity or communication calculated to impose embarrassment; harassment; physical, emotional or mental strain, or any activity which would in any way jeopardize the physical, moral or scholastic well-being of any individual; mentally antagonizing a student, guest or employee or placing him or her under threat of physical harm; or any activity that deprives a student of his/her participation with/in campus services/activities opportune to other students

■ **Minimum Sanction:**

- By a student:
First offense—Probation, \$100 fine and loss of privilege

- Second offense—University suspension
- By an organization:
 - First offense—Probation, \$500 fine and loss of privilege
 - 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.

Computing and Information Technology Values and 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. The Computing and Information Technology Values and Policies document supplements existing university values and policies.

Scope

These Computing and Information Technology Values and Policies represent official university policy and apply to all use of computing, network, storage, and information technology resources supplied by the university. Included are computers, networks, storage devices, information systems, software, servers, services, the Internet, etc. There are many devices we interface with regularly and the scope is broad and highly varied. Technology is pervasive in the Samford University environment. 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, network, 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 computer workstation is assigned is responsible for the appropriate use of that workstation. When a Samford username and password are issued to an individual, that person is responsible for all activities associated with that username. The burden of proper password security is the responsibility of the person to whom the password is assigned.

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

Samford University owns and provides computing, network, storage, and information technology resources for its purposes. The university monitors access and usage information on its technology resources as part of its operation. The university works to provide a reasonable level of security and privacy in its technology resources. All users should be aware that some common systems, such as email, web browsing, etc., carry no guarantee of privacy or security. Users are expected to understand the risks associated with using technology, and know how to use best practices to protect themselves and their information. Users may not access files, email, computers or other electronic communications and information of another user unless authorized by the user or by designated university officials (as defined in the section on violations) or as required by law. Users should be aware that information sent to another individual or placed in a publicly accessible area could be passed on without the originator's knowledge. University activities such as installation, maintenance or troubleshooting of technology systems may sometimes require access to electronic communications, information and transaction logs. Best efforts will be applied to maintain security and privacy. Private information should not be stored in email, voicemail, social networks, etc. unless secure techniques are used. Of special concern is private, valuable information such as social security number, passport number, driver's license number, credit or debit card number, checking or savings account number, etc. These numbers should be highly controlled and rarely used.

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, or duly appointed steward 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 and mission of the university. 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), Samford 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 executive and vice president for business and financial 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.

Illegal 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 and executive vice president, the vice president for business and financial affairs or the vice president for student affairs and enrollment management. Only these university officials (or the president) may authorize further investigation or review of materials that would otherwise be considered private or confidential. Such authorization is granted on a case-by-case basis. 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.

Discontinued Relationship

A username and the accounts associated with it are provided and owned by Samford University. The username and accounts are for the sole use of that user, and their use is for the purposes and intents specified by Samford University. The user is not allowed to assign the account to another person or to provide passwords or access in any way to another person, either while in a university sanctioned relationship or upon discontinuation of that relationship. Access to any such account requires written approval and specifics of granting (to whom, capabilities defined) by the Vice President for Business and Financial Affairs (or his designee).

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 chief information officer. Final authority for changes rests with the president's cabinet 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.

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 University 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 they are or may be infected by a communicable disease shall immediately report the same to the medical staff at University 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 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, University Health Services may determine 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 University Health Services 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
- 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***

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

**detection of organism from normally sterile site (e.g., blood and cerebrospinal fluid)

***as determined by the reporting health-care provider

Group B Diseases/Conditions

Report in writing to the county or state health department within seven 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
- Shigellosis
- Syphilis†
- Tetanus
- Toxic shock syndrome
- Tularemia
- Vaccinia virus infection or disease other than the expected response to smallpox vaccination
- Varicella
- Vibriosis
- Yersiniosis

†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>

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 provost. 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.

Statement of Nondiscrimination

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, genetic information, or veteran status in admission or access to, or treatment or employment in, its programs or services. Inquiries concerning Samford's nondiscrimination policy or applicable civil rights laws may be directed to the vice president for business and financial affairs or general counsel, Office of Business and Financial Affairs, Samford Hall 200, Birmingham, AL 35229, 205-726-2811, or the following:

Title IX Coordinator

Fred Rogan, Director of Human Resources

Office: Samford Hall 302

Telephone number: 205-726-2837

Title IX Coordinator for Students

Garry Atkins, Assistant Dean for Student Services

Office: University Center 110

Telephone number: 205-726-2763

Section 504 Coordinator/Disability Access and Accommodation

Brittany Gregg, Director of Disability Resources

Office: University Center 205

Telephone number: 205-726-4078

Equal Opportunity Coordinator

Fred Rogan, Director of Human Resources

Office: Samford Hall 302

Telephone number: 205-726-2837

For further information on this notice of nondiscrimination, visit the U.S. Department of Education for the address and phone number of the office that serves your area, or call 1-800-421-3481. Applicants in need of a disability accommodation are encouraged to contact the University's Section 504/Disability Access and Accommodation Coordinator, Brittany Gregg, director of Disability Resources, University Center 205, telephone number: 205-726-4078, at any time prior to application or after acceptance to the university. This notice is available in alternative formats upon request.