



HSU

HARDIN-SIMMONS
UNIVERSITY

WE ARE COWBOYS

COWBOY SPIRIT

ENLIGHTENED CHRISTIAN EDUCATION

UNCOMPROMISING COMMITMENT

STUDENT HANDBOOK

2024-2025

Revised September 2024



HARDIN-SIMMONS
UNIVERSITY

STUDENT LIFE

2024-2025 Student Handbook

Dear Students,

On behalf of the faculty and staff of HSU, we welcome you to the Forty Acres! Since 1891, we have been a community dedicated to providing excellence in education enlightened by Christian faith and values.

Paul's letter to Timothy tells us that we are to study to show ourselves approved unto God as servants who, because of our straightforward dealing with the word of truth, have no reason to feel any shame. We hope that at HSU you will strive to uphold the highest traditions of the mastery of truth and its application to yourself, our Abilene community, and as you graduate and go out into our global society.

Our faculty and staff are committed to offering you a caring and supportive Christ-centered home where to stretch you intellectually, socially, and spiritually. We pray that you make the most of every opportunity to grow and thrive in all of your college experiences. Some of these experiences will shape and push you in new aspects of personal, social, physical, and spiritual development. This handbook contains information on services, activities, policies, and procedures that will clarify our expectations for you as you develop.

If I can be of any assistance to you, please do not hesitate to stop by my office on the second floor of the Moody Student Center in Office 210, visit our service center on the ground floor in the glass office or email me at rode.owen@hsutx.edu.

May God richly bless and grow every area of your life here at Hardin-Simmons University.

With joy and anticipation,



Rode Owen
Dean of Students

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Use of the Student Handbook

The Student Handbook is provided to articulate the standards, policies, and other aspects of being a member of the Hardin-Simmons community. This handbook covers policy and services affecting all those who are students taking classes through HSU including undergraduate, graduate, doctoral, on-line, and dual credit. In addition to our students, these policies are our expectations for all those who visit and work at HSU. The expectations in this handbook not only guide policy for our campus and extension buildings and classrooms but are also expectations of how students will conduct themselves as representatives of HSU when off campus or on class field trips.

While every effort is made to ensure the accuracy of the information in this handbook, in no sense is it to be considered a binding contract, and it may be updated and changed at any time. The university strives to communicate effectively through a variety of media. Students are expected to frequently check their campus email as the primary source of university communication. Emails will contain important information and deadlines for students. It is each student's responsibility to regularly access and follow through with pertinent information in these different forms of communication.

By submitting acceptance to HSU, students are agreeing to abide by all the terms and conditions of this handbook and the HSU catalog. It is the student's responsibility to be familiar with our expectations and live up to these policies and standards.

Notice of Nondiscriminatory Policy

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, Hardin-Simmons University does not illegally discriminate on the basis of race, color, national origin, sex, age, or disability in admissions and in the administration of its education policies, programs, and activities. Persons who believe their rights under this policy have been violated should contact the Dean of Students and/or the Vice President for Student Life.

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students at universities like Hardin-Simmons University ("HSU" or "University") certain rights with respect to their education records. An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age. These rights include:

1. The right to inspect and review the student's education records within 45 days after the day HSU receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The school official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under

FERPA. A student who requests the University to amend a record should write to the Registrar, clearly identify the part of the record to be changed and specify why it should be changed. If HSU decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before HSU discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

HSU discloses education records without a student's prior written consent under FERPA when the disclosure is to school officials with legitimate educational interests. A school official includes a person employed by HSU in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for HSU.

Upon request, HSU also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. HSU hereby notifies students that it intends to forward such records on request or if the student initiates the disclosure.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by HSU to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202**

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student-

- To other school officials, including teachers, within the University whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced

institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) – (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))

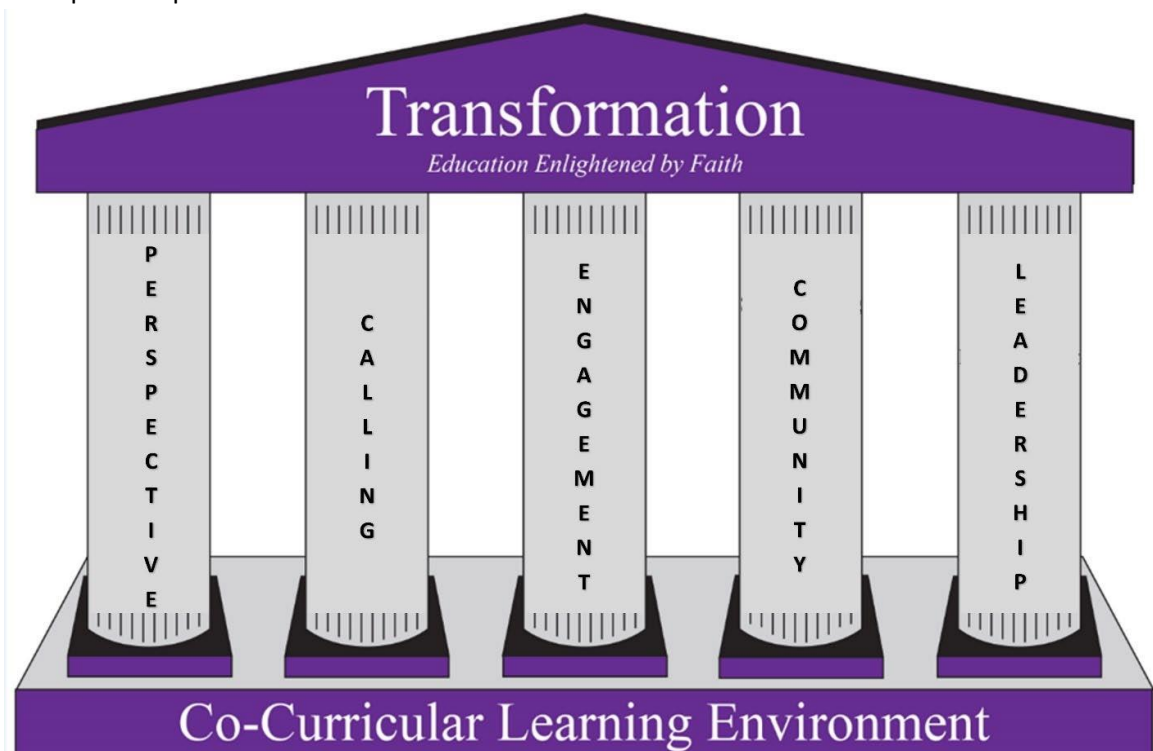
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to conduct their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as "directory information" under § 99.37. (§ 99.31(a)(11)) HSU has designated the following as "directory information:" your name; local, home, and e-mail addresses; local and home telephone number; major field of study; enrollment status/rank (e.g., undergraduate or graduate; full time; freshman, sophomore, junior, or senior; first-year, second-year, or third-year); dates of attendance; anticipated degree and degree date; degrees, honors, and awards received; participation in officially recognized activities; student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems; most recent educational agency or institution

attended; and photograph, to anyone within the HSU community and to the general public.

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non- forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Services – Student Life

Student Life provides students with opportunities for meaningful engagement and transformation within the co- curricular context. Our priorities, as illustrated by our divisional pillars, include student engagement and learning, spiritual formation, holistic development, community involvement, and leadership development.



The Student Life functional areas are organized in a way that supports our dedication to student success. The philosophical foundation is called the “Co-Curricular Learning Environment” in order to communicate the role played by Student Life at the university. Co-curricular and learning both speak specifically to the partnership with academic affairs and the vast and critical “outside-the-classroom” arena. The five pillars are built upon this foundation and tied to specific University Goals (UG). These are:

Promoting Engaged Student Learning: Infuse STUDENT environments and student life programming with activities that target intellectual growth by enhancing classroom learning.

Encouraging Spiritual Formation and Understanding Calling: Promote STUDENT spiritual and moral development and the understanding of all of life as service by exposing them via programs and experiences to the central tenets of the Christian faith and encouraging personal exploration of values, ethics, and morality.

Cultivating an Integrated Perspective on Life: Provide services that encourage STUDENTS to lead healthy lifestyles and promote holistic attitudes and behaviors.

Strengthening Campus Community: Enhance experiences to encourage meaningful STUDENT involvement leading to a purposeful, open, just, disciplined and engaged community.

Designing Intentional Pathways that Foster Leadership: Empower STUDENTS to lead by providing diverse experiences that focus on the ability to influence others for good, enhance existing and develop new transitional experiences that support STUDENTS’ developmental progression and success through graduation.

These five pillars are best captured by the words *Engagement, Calling, Perspective, Community and Leadership*.

All efforts to strengthen the pillars culminate in an education enlightened by faith and a transformative collegiate experience for our students. Ultimately, each student should be confronted with the questions formed by school founder Dr. James B. Simmons, namely, (1) what is the highest thought that has ever occupied your mind? And (2) what is your duty toward fulfilling it?

Academic Records and Transcripts

The Office of the Registrar is responsible for all academic records. Information regarding transcripts and transfer of credits can be obtained from the Office of the Registrar, 1st Floor, Sandefer Memorial Building. Students have access to their grades and unofficial transcripts on Student Self Service. Official e-transcripts or hard copy transcripts may be requested at parchment.com.

Athletics

Hardin-Simmons has a nationally recognized athletics program even though the university does not award any athletic scholarships. It is our philosophy that athletics, for the participant as well as the spectator, is an integral part of the college experience. Therefore, any student wishing to participate in intercollegiate athletics is encouraged to do so. We also encourage all students to support our teams with their attendance.

HSU sponsors nine sports for women and nine for men. Women's sports include volleyball, softball, soccer, tennis, golf, basketball, cross country, and indoor & outdoor track. Men's sports include football, soccer, baseball, golf, tennis, basketball, cross country, and indoor & outdoor track.

HSU is a member of the American Southwest Conference, which is affiliated with NCAA Division III.

Athletic Participation Requirements

All students who represent the university in athletics must be concurrently enrolled in at least twelve semester hours and making satisfactory progress toward graduation. They must have attained at least a 1.60 GPA if they have attempted 12-32 semester hours, a 1.80 GPA if they have attempted 33-48 semester hours, or a 2.00 GPA if they have attempted forty-nine or more semester hours.

For a student to continue to represent the university in any of the above-mentioned activities, he/she must have completed 21 hours in the last academic year. The purpose of this policy is to ensure that all students involved in school activities are also making satisfactory progress toward a degree. Hours that are taken during May Term, Summer I and Summer II will be counted toward the previous academic year.

Students participating in a varsity or club sport can register for one credit hour in physical education. The course cannot be repeated, but one credit is eligible for each sport of participation. Student-athletes who qualify for championship-level play that conflicts with finals week should be given the option of taking their final exams either before or after completion of the athletic event. It is the student-athlete's responsibility to notify his or her professors of the conflict, to work with professors to schedule an alternate date for the exam, and to complete any necessary university-related paperwork prior to leaving for the athletic event.

Care Team

The HSU Care Team is a group of staff that meet weekly to address student needs and find support for students going through a crisis. If students see something that is uncharacteristic in a friend or fellow learner, Hardin-Simmons asks that they report it to the Care Team. Students, parents, faculty, staff, community members, and others can report if they see that a student is experiencing problems or encountering obstacles, setbacks or challenges to their success and retention at HSU. The Care Team will look into the concerns and determine strategies that can best support that student.

Behaviors or characteristics that would signal concern about the quality of a student's experiences would include the following situations:

Academic: becoming unusually upset with a grade, unusual discontentment with course experiences, poor class attendance, not participating in class or creating disturbances in a classroom, missing appointments or course requirements, and earning failing grades.

Behavioral: alcohol or drug abuse, gambling addictions, fighting, hazing, evidence that they want to hurt themselves or others, or disruptive behavior inside or outside of class.

Discrimination: expressing feelings of marginalization or harassment due to personal background (e.g., a student of color who feels harassed).

Emotional and psychological: disturbing comments or behaviors; suicidal, depression, acting outside their norms, recent traumatic experiences.

Physical: the student is hospitalized, is facing a significant diagnosis, or shows evidence of an eating disorder, abuse, or sexual assault; not sleeping or falling asleep in class.

Relationships: death or serious illness in the family; roommate problems; traumatic break up of a relationship.

Social adjustment: not finding a niche or friends, loneliness or isolation; lack of interest or effort in becoming part of the HSU community due to continued relationships from high school/hometown, frequent trips home or elsewhere, withdrawal from a favorite club, sport or friends.

Withdrawal: indications that the student is considering withdrawing from the university.

How do I report a concern to the Care Team?

Students, parents, or community members should contact:

Vice President of Student Life at 325-670-1253 or at smartin@hsutx.edu

Dean of Students at 325-670-1830 or at rode.owen@hsutx.edu

HSU Police for any emergencies 24/7 at 325-670-1911

Faculty and staff should submit a confidential report through the Beacon system or contact the Care Team directly regarding any urgent matters. The deans will gather additional information as necessary and confer with the HSU Care Team to determine a plan of support or intervention. Plans may include:

- Simply documenting and sharing the concern (possibly with the academic advisor, course instructor, residence director and/or resident assistant).
- Discreetly checking in to see how the student is doing.
- Having a direct discussion with the student about the concern.

In all situations, we ask that the best judgment be used, and that information only be shared with the Dean. There are situations when communication from the Care Team will be limited in order to maintain confidentiality on behalf of the student's rights.

Medical Withdrawal

HSU cares deeply about the physical and mental health of its students; therefore, health and counseling services are available on campus. At times, a student may experience such extreme medical or psychological conditions that the ability to function successfully or safely in the role of a student is significantly impaired. Students are encouraged to prioritize their health and safety and take steps toward recovery, even if academic progress must be delayed. The university will support student-initiated self-care plans, and/or initiate actions that consider the welfare of the individual student and the university community. Students who medically withdraw are not regarded as having permanently withdrawn from the University and need not apply for readmission through the Admissions Office. However, students must be approved for fitness to return to campus through the process described in this policy.

Medical Withdrawal Process

A medical or compassionate withdrawal request may be made in extraordinary cases in which serious illness or injury (medical), or another significant personal situation (compassionate) prevents a student from continuing his or her classes, and incompletes or other arrangements with the instructors are not possible. The medical withdrawal policy covers both physical health and mental health difficulties. A student may request and be considered for a compassionate withdrawal when extraordinary personal reasons, not related to the student's personal physical or mental health (for example, care of a seriously ill child or spouse, or a death in the student's immediate family), prevent the student from continuing in classes. Consideration is only for a complete withdrawal. The request should be in writing and addressed to the Dean of Students at rode.owen@hsutx.edu. Appropriate documentation for a medical withdrawal needs to include a letter from the student's attending health care provider that specifies the following:

- The date of onset of illness
- The dates they were under professional care.
- The general nature of the medical condition and why/how it prevented completion of coursework.
- The date of anticipated return to school
- The last date they were able to attend class.

The documentation for a compassionate withdrawal will vary, according to the individual circumstances, and must be appropriate to the situation. For example, a compassionate withdrawal request to care for a seriously ill child or other family member may require information like that listed under medical withdrawals above. Depending on the situation, other required/acceptable documentation may include police reports or legal documents. Documentation will only be shared with the necessary university professionals.

Once the Care Team receives the request, they will contact the student's health care provider or other appropriate official for clarification, if necessary. A decision approving or disapproving the medical leave request will be made by the Care Team. The Care Team will provide a copy of the decision to the Registrar, the Academic Dean, the Vice President of Finance, and the Dean of Students. The Registrar will notify appropriate offices on campus of the student's status. International students with an F1/J1 visa must consult with their international advisor to discuss the serious immigration consequences that may result from withdrawal from HSU. A student may withdraw themselves before the 8th day of classes without any penalty by starting at the Registrar's Office. After the 8th day of class, if the request is approved, the student will receive Ws on the academic transcript. Thus, a medical withdrawal will not affect the student's grade point average. Requests must be initiated within three weeks of the students' last date of attendance. The deadline for requesting medical leave for the current semester must be made prior to the last two weeks of class.

- The medical withdrawal process primarily focuses on the student's academic record as it relates to the student's health and wellness. Students approved to withdraw for medical or other extenuating circumstances may be entitled to receive a refund of tuition based on the Hardin-Simmons University withdrawal policy. (Meal plans are non-refundable.)
- Hardin-Simmons institutional funds, scholarships and grants are semester specific and not eligible for refund nor applied to future terms. Refund of federal aid will be evaluated in accordance with return of Title IV regulations.
- Credit balances created from outside scholarships, loans or student payments are eligible for refund after all applicable tuition and fees are paid.
- University housing charges are pro-rated from the date of checkout for resident students.

Determination of Fitness for Return to Campus

In the case that a student is transported from the University by emergency services (EMS, Police or mental health advisor), they will be required to meet with university officials prior to their return to campus. A student requesting to return from a medical withdrawal will be asked to sign a release allowing an appropriate member of the Care Team to communicate with the physician, mental health provider or other qualified caregivers. A release permitting consultation with persons at HSU may also be requested to determine the student's fitness to return.

The student must provide documentation from his or her physician, mental health provider, or other qualified caregiver concerning current medical/psychological status by August 1 to be considered for approval to return for the fall semester, or by December 1 to be considered for approval to return for the spring semester. The student may be required to have an interview with one or more of the following: The Director of Counseling Services, the Director of Disability Services, and/or the Dean of Students. All information will be reviewed and a decision regarding fitness to return will be made by the dean of students. The Dean of Students will notify the Registrar, academic Dean, and Vice President for Student Life. The Registrar will notify the student and appropriate offices on campus if approval is given.

The granting of medical leave by the University does not guarantee that the student will be allowed to return.

Career Services

The Office of Career Services is committed to assisting students in understanding their calling and supporting them in their career goals. Services and programming are provided to all students and alumni, faculty and staff.

Career Services is located on the first floor of Sandefer Memorial. Career Services offers workshops, information sessions, presentations, networking events, career fairs, and other opportunities to assist in the transition from Hardin-Simmons University to the professional marketplace. Career Services also offers various tools and assessments to foster growth and development of students' interests, strengths, talents, and career possibilities. Career Services provides students with expert guidance and all the tools they need to begin and thrive in their new careers.

Services Include one-on-one Appointments for: Job & Internship Search - Customized Resume Development - Cover Letters - Interview Preparation Mock Interviewing - LinkedIn Profiles - Professional Headshots - Career Counseling and more. Students and alumni have unlimited access to Handshake, an innovative online recruiting platform, job board, and networking tool. Thousands of employers use Handshake to recruit for their open jobs and internships around the world. Career Services events and resources are also posted in Handshake and the virtual career center.

Career Counseling and Assessment

Career counseling is available to enrolled students, active faculty and staff, and alumni. The Director of Career Services will provide resources to assist students in assessing areas of interest and relating those interests to potential majors and careers.

Job and Internship Listings

Career Services maintains on-campus and off-campus job listings and internships through our online recruiting platform, Handshake and virtual career center. Handshake can be accessed from the Career Services web page, HSU Central, or the Handshake app. Students are encouraged to connect with HSU Career Services on Instagram, Twitter, and LinkedIn to be aware of up-to-date local job opportunities outside of Handshake. Additionally, Career Services hosts a Part-Time Job Fair at the beginning of the fall semester and other full-time career fairs throughout the year. Students can search for work-study positions, internships, part-time jobs off-campus, and full-time careers through Handshake and the virtual career center.

Resume Assistance and Evaluation

To have a resume reviewed or to obtain help getting started, students can submit their resume in Handshake, Skills First, or contact the Office of Career Services at careerservices@hsutx.edu, 325- 670-1147, or the 1st floor of Richardson Library. Resume and job search letter resources are available anytime on the Career Services webpage.

Career Events, Workshops, and Networking

A listing of upcoming career events, workshops, networking opportunities, on-campus interviews, and job fairs are available on the Career Services webpage. Through many events on campus, Career Services helps to facilitate connections between students and alumni so that students may start building a professional network while they are at HSU.

Chapel Requirements

The purpose of chapel is to enlighten by faith the Hardin-Simmons community through worship, service, and dialogue. Chapel meets Tuesdays and Thursdays at 9:30 a.m. in Logsdon Chapel and on occasion in Behrens Auditorium. HSU students are required to accumulate eighty chapel credits to graduate. This averages out to ten chapels per semester. Students can check chapel credit balances at HSU Central.

If attending chapel is extremely difficult because of circumstances, students may petition the Chapel Advisory Committee to waive the chapel requirement. Students should be advised that very few are granted these waivers, and the committee meets only once a semester.

The Registrar's Office determines the deadline for when graduating seniors must have chapel requirements fulfilled. Chapel credits are prorated for transfer students based on the number of hours transferring in. Contact the Registrar's Office for further information.

Counseling Services

Mission Statement

In conjunction with the Student Life mission to facilitate meaningful engagement and transformation, the Office of Counseling Services at HSU seeks to promote holistic wellness by:

- Providing counseling, consultation, training, prevention, and education.
- Creating a supportive context to foster emotional, spiritual, relational, physical, and academic formation.
- Enhancing community health by developing a deeper love for self and others.

HSU's office of counseling goal is to provide psychological services and resources to develop emotional issues that limit a student from meeting their full potential, academically, spiritually and physically. Addressing ESA referral letters cannot be provided from HSU Counselors for HSU living. Counseling session limits and protocol for continued care after the session limit has been hit.

Individual Counseling

The HSU Counseling Department provides consultation, evaluation, support, and short-term counseling for students who are facing issues impacting their well-being. Our focus involves crisis intervention and stabilization, as well as traditional psychotherapy within a wide range of therapeutic approaches. All full or part-time students are eligible to receive free, confidential, and voluntary counseling services at HSU.

Students wishing to make an appointment can begin an online intake form at:

- <https://hsucounseling.clientsecure.me>, call 325-671-2272, email counseling@hsutx.edu.
- For further questions, please visit the Office of Counseling Services website at: www.hsutx.edu/student-life/counseling/

Confidentiality

The confidentiality of what is discussed within the Office of Counseling Services is protected by Texas health law, and no record of counseling is made on academic records or job placement files. HSU Counseling Services will not share information (including if students have visited Counseling Services) with faculty, staff, parents, or other students on campus without the student's written permission. In rare circumstances involving physical safety there are limits to confidentiality. The details of these are provided to students in writing during their first visit to the Office of Counseling Services.

Crisis Services

- If a student is experiencing a psychological crisis of a medical nature or that requires medical attention (i.e. self- injury, overdose, medically unresponsive), call EMS and/or HSU police immediately.
- If a student is experiencing any type of psychological crisis after normal business hours, contact HSU police or the student's RA or RD.
- If a student is experiencing a psychological crisis that does not require medical attention, or is during normal business hours, contact the Office of Counseling Services at 325-670-1944 for an assessment. If you believe the student to be in danger of any kind, stay with the student until you have reached our offices/ staff and have been given further instruction.

Mental Health Resources

If you find yourself in need of community resources or in a crisis situation, please see the listed resources below that may be beneficial.

- Betty Hardwick 24 Hour Crisis Team (Local Resource) (800) 758 3344
- National Suicide Hotline (National Resource) 988
- HSU Office of Counseling (Counseling services non emergent, on campus) (325) 670-1711
- HSU Police (24/7 on campus resource) 325 670-1911

Declaring a Degree

Each student must confer with his/her advisor and decide on a major and minor (if applicable). This should be done no later than after the completion of thirty semester hours. After a student meets with their major advisor (certification officer if education major), the student will submit an application for declaring a degree to the Office of the Registrar. The student will receive confirmation by email that their new degree plan is available in HSU Central, typically within a couple of weeks of the submission. All substitutions and waivers must be submitted by the advisors in the major and minor areas as soon as the substitution/waiver is made.

Department of Theatre

The Department of Theatre produces 4-6 main stage productions, 1-2 student directed projects, Direct Fest, and special events throughout the school year. The range of shows selected for production includes both musicals and plays, ranging in all styles. Productions are usually held in the Van Ellis Theatre or the Down Centre Stage Laboratory Theatre, both of which allow for traditional and experimental staging.

All members of the HSU community are invited to participate – on stage and/or backstage – in the productions; one does not have to be a theatre major or minor to audition or be involved in the technical aspects. Auditions for the fall productions are generally held the first week of school; other auditions occur throughout the semester/school year.

HSU Students, Faculty, and Staff are entitled to one free ticket for each production (excluding musicals) and receive a discounted rate for musicals. For more information and to purchase tickets please visit the HSU Theatre website—Theatre Program - Hardin-Simmons University (hsutx.edu)—or call the HSU Theatre Box Office 325-670-1405.

Social Media Handles:

- **Facebook:** Hardin-Simmons University Theatre
- **Instagram:** @hsutheatredept

Dining Services

Meal plans are available for all students, faculty, and staff. All new students are assigned to an unlimited meal plan. Meal plans will automatically be carried forward to the next semester at the same level as the prior semester. All adjustments to the meal plan must be made with the business office by the 8th day of classes. After the 8th day of classes, refunds are not available. Appeals to the meal plans for diet or other restrictions are made through the Dean of Students office.

During the four-semester residency requirement, students are required to purchase a Weekly 10, Weekly 14, or Unlimited meal plan. All weekly meal plans reset each Tuesday at midnight. Meal counts reset each Wednesday morning. Meals not used in a given week will not be carried to the next week.

Meal plans are not available during the summer semester at this time.

Meal Plan Costs per semester (includes sales tax):

- | | |
|--|---------|
| • Unlimited meal plan with \$50 dining dollars | \$2,950 |
| • Weekly 14 with \$100 dining dollars | \$2,640 |
| • Weekly 10 with \$250 dining dollars | \$2,410 |

Commuters and students who have completed their residency requirement and are living in campus housing such as HSU apartments and houses are welcome to buy a full meal plan or consider a block meal plan. All meal plans expire at the end of each semester. Unused meals do not carry from one semester to the next.

Meal Plan Costs per semester (includes sales tax):

- 80 Block meals/semester with \$75 dining dollars \$980
- 50 Block meals/semester with \$50 dining dollars \$620
- 30 Block meals/semester (\$180 meal kit voucher with \$180 dining dollars) \$570

Dining Dollars attached to a meal plan will carry over to the spring semester as long as the student buys both a fall and spring meal plan, however they do not carry from spring to fall. Dining dollars can only be used in the dining hall, POD/ FoodLab, and Gilbert's Coffee Shop.

Cowboy Cash is a declining balance program on a student's ID that allows any amount of money to be put on an ID card to be used at:

- Bookstore
- Dining Center
- FoodLab (Moody Center)
- Laundry facilities
- Gilbert's Coffee Shop (proudly serving Starbucks in the Library)

Cowboy cash does not expire until the student leaves the university. Deposits can be charged directly to the student's HSU account in the Business Office (Sandefer Memorial Building) through the end of the second month of school. Prepayment is required after that point.

Dining Locations

The Caf is located on the first floor of the Moody Center. This is an all-you-care-to-eat dining venue with several made to order stations. The Range features not only Design Your Own gourmet burgers and grilled sandwiches, but we also have a variety of other sandwiches, including the Philly cheese steak sandwiches on selected days. The Flex station features induction heat to finish array of dishes such as stir fry with a variety of sauces, quesadillas, and more. Our Greenery station has a great selection of salads, as well as fresh and delicious fruit cut every morning by our staff. We also offer an Italian based station that features mouthwatering Pizzas made from our state-of-the-art Woodstone brick oven, as well as delicious pasta and spaghetti made daily. Lastly, if you're looking for dessert, we have many options to choose from like our vast flavors of ice cream, sugar cookies, brownies, and so much more.

The FoodLab, located in the moody center, is the place to go for a quick bite to eat or drink. There is a wide variety of grab-n-go snacks, drinks, sandwiches, freshly made salads, as well as the Java Express.

The Caf hours – located in Moody Center:

Monday – Thursday	7:00 AM to 8:00 PM
Friday	7:00 AM to 7:00 PM
Saturday & Sunday	11:30 AM to 2:00 PM Brunch 5:30 PM to 7:00 PM Dinner

The cost of eating in The Caf with no meal plan per meal is:

Breakfast	\$7.00 + tax
Lunch	\$11.50 + tax
Dinner	\$14.50 + tax

The FoodLab, located in the Moody Center, is the place to go for a quick bite to eat or drink. There is a wide variety of grab-n-go snacks, drinks, freshly made salads, sandwiches, as well as Java Express.

The FoodLab hours of operation are:

Monday – Thursday	7:30 AM to 7:00 PM
Friday	7:30 AM to 3:30 PM

The FoodLab Summer hours of operation during class days:

May Term: Monday – Friday from 8:00 AM to 2:00 PM (closed Saturday and Sunday)

Summer Sessions I & II: Monday – Thursday from 8 a.m. to 2 p.m. (closed Friday, Saturday, and Sunday)

Gilbert’s Coffee Shop: Located in the Richardson Library proudly serves Starbucks’s coffee, blended hot and cold Starbucks’s drinks, and a variety of grab and go sandwiches, salads, and treats.

Gilbert’s Coffee Shop Academic Year Hours of Operation:

Monday – Thursday	7:30 AM to 10:30 PM
Friday	7:30 AM to 3:00 PM
Saturday	Closed
Sunday	5:00 PM to 10:30 PM

All dining locations are closed for fall break, Good Friday, Thanksgiving break, Christmas break, and spring break. The Moody Dining Center will be closed from spring graduation through the first week of June, including all of the May term.

Financial Responsibility

The university refuses any responsibility for debts incurred by any student organization, student, employee, or faculty member unless advance authorization is made for the purchase. The failure to pay legitimate bills to local commercial establishments or the university itself impairs the credit of all university students. Students should always be prompt in the payment of financial obligations.

HSU Bookstore

Course materials and supplies may be purchased from Follet's HSU bookstore, located at the south end of Moody Center. You can also order online at www.hsutxshop.com. The bookstore carries official Hardin-Simmons clothing and gifts. Additional gifts, clothing styles, and sizes are available online. Academic pricing for computers and software is on our website, www.hsutxshop.com.

To preserve student choice and promote student savings, Cowboy Access has partnered with our campus bookstore to provide our students with access to the materials for a course(s) they are enrolled in on day one of class at prices not available elsewhere. If a student decides they do not want to purchase the course materials provided as part of the program, they can utilize the Cowboy Access Customer Portal to opt-out of the program.

The bookstore accepts most forms of payment and Apple Pay. The HSU Student ID Card may be used to charge (Bookstore Charge) course materials and supplies. Cowboy Cash may be used for all purchases. Email the bookstore bookstore@hsutx.edu with any questions.

Internet Access

A. Student Access to Network Resources

All currently enrolled HSU students enjoy access to the network resources provided by Technology Services. These resources include access to PCs in labs, HSU Central, Canvas, Self Service, and email. Access to Self Service and email is granted upon acceptance to HSU. Access to all other resources is granted upon registration and is continuous if the student is enrolled. After the 8th class day of the first long semester (fall/spring) with non-enrollment, the student can only access HSU Central and email while all other access will be revoked. Next, after the 8th class day of the second long semester with non-enrollment, the student's account will be disabled. Two weeks following this time, the student's account will be deleted from the system.

B. Internet Code of Ethics

All users with internet access through Hardin-Simmons University must agree to observe and follow the policies listed below. Failure to follow these policies could result in the loss of access privileges with no refund. These guidelines and policies do not cover all situations or problems. They have been developed in an attempt to prevent problems. To avoid any interruption of service, and for the protection of the student and HSU, any concerns regarding questionable situations that are not covered by these guidelines and policies should be addressed before acting.

C. Access Codes/Passwords

Network and resource access is granted on a per user basis, meaning that passwords and access are meant for each individual user only. Allowing others to use access may result in the loss of access privileges. Users must protect their personal access credentials.

D. Posting Information/Messages on the Internet

A student's access may be revoked if he/she:

- Transmits or downloads any pornographic content.
- Posts or sends threatening, harassing, sexually explicit, or intentionally embarrassing messages.
- Uses email for business purposes, i.e., for-profit ventures.
- Initiates or participates in spam, chain letters, or pyramid schemes.

E. Ownership of Email

The university owns any messages sent or received through access provided by HSU. While mail sent via the U. S. Postal Service is considered private and confidential, the same is not true of email. According to federal law, if a student posts email messages on a service provided by someone else, the service provider has the right to monitor, inspect, alter, or otherwise control such messages. Students should understand that it is not the intent of the University to snoop into email messages, censor, or resort to other repressive measures. Remember that the University could be ultimately held responsible for the messages its students may send or receive.

F. Hacking or Interference with Other Computer Systems

Automatic and immediate suspension of access will occur if it is determined that a student (or anyone using his/her access) has attempted or succeeded in changing other programs, has gained unauthorized access to other data or databases, has changed any information in any database or format for which he/she is not authorized. Students should retain any written authorizations for his/her protection.

G. Viruses and Malware

Automatic and immediate suspension of access will occur if it is determined that a student (or anyone using his/her access) has attempted or succeeded in creating or intentionally promulgating any virus, malware, or other malicious software. Students are responsible for protecting their personal computers from viruses. If the University detects that a virus is spreading from an individual students' IP addresses, the University has the right to suspend network access.

H. Illegal Activity

Use of access for any illegal activity, including violations of the Digital Millennium Copyright Act, may result in loss of access and in criminal prosecution.

I. Copying Files or Programs

Students should not copy other authors' work, files, or programs without written consent unless public copying rights are indicated. Students must maintain written consent for their protection. The burden of proof of permission to copy rests with the person copying.

J. Types of Unacceptable Uses and Messages

- a. Activity that delays or interferes with other's work, education, or way of life.
- b. Activity which intentionally creates high levels of network activity.
- c. Messages or efforts designed to market or sell products, services, etc.
- d. Purchases made over the internet for which HSU could be held responsible.
- e. Inflammatory, profane, or harassing messages.
- f. Unsolicited commercial messages.

If a student feels that someone is abusing University-provided network services, they should contact the Help Desk Office at 325-670-1288.

K. Research

Use of the internet for research may need prior approval. Students should receive approval from their professors in advance. Faculty should be aware of professional ethics and behavior related to research, especially if using human subjects. Studies using human subjects may need prior review by the Institutional Review Board.

L. Revocation of Access

If a student's access is suspended, he/she may appeal if they think their access has been unjustly terminated. The first line of appeal is to the Associate Vice President for Technology Services. If the Office of Student Life takes other disciplinary measures, an appeal of those decisions must be made via the published process in the student handbook. In any event, no refunds will be offered or given for loss of access. Students should be sure to protect access and passwords.

Libraries

HSU Libraries Advance Scholarship, Research, and Discovery

HSU Library faculty are available at the Richardson Library to assist students with their research needs. The library is open until midnight Sunday-Thursday nights.

The library's robust webpage www.hsutx.edu/library provides service hours, contact information, 24/4 chat assistance, subject guides, and online databases for students to use. The librarians have specialized backgrounds to assist students in identifying the best information sources efficiently. Students may visit, call, email, or chat with the librarians for assistance. For a list of current library contacts, visit www.hsutx.edu/library/contacts.html

Online assistance via chat is available on the library website <http://library.hsutx.edu>

Email for assistance: hsuref@hsutx.edu | Front Desk: 325-670-1578

Technology

The libraries provide computers in collaborative and single-user settings as well as networked printers, wireless connectivity, and scanners at no cost. Color printing is available for class assignments ONLY.

Online Access

The library's discovery tool, Research Roundup, simplifies searching by providing a one-step process. The online catalog, full-text periodical articles, electronic periodicals, databases, e-books, subject guides, digital archives, and recommended web resources are available 24/7 to current students from the library homepage using computers on- or off-campus.

Lost and Found

For Lost and Found services, please check the SGA Office located on the main floor of Moody Center in the glass office across from the Caf. You can also check with our HSU Police Department located in Compere Hall at the Hickory Street and Ambler Entrance.

Mail

Post Office Boxes

The post office and campus mailboxes are located in the Moody Center basement and are available to all registered and pre-registered students. All students living in a residence hall are required to have a campus mailbox. Mailbox fees, where applicable, are charged to the student's account.

Campus Post Office Services

The campus post office provides many services of the US Postal Service including:

- Purchase of stamps and money orders
- Priority Mail and Priority Mail Express services, Certified and Insured Mail services
- Mailing of packages UPS package and UPS overnight mailing services are also available.

Currently the campus post office cannot accept payment for FedEx services, however it does serve as a collection point (mailing point) for all packages bearing prepaid labels regardless of the carrier. Payment by cash, check or credit card can be made for all window services but because the office is a federal post office, Cowboy Cash cannot be accepted as payment.

Mailbox Assignments

In early August, all students assigned to a residence hall will be issued a mailbox at the campus post office. These box assignments are emailed to students via their HSU email account, accessible through HSU Central. For privacy purposes, these combinations cannot be given over the counter, so it is good to have a screenshot on your phone of the combination for easy accessibility. At any other point throughout the year, assignments can be made by the post office manager by calling 325670-1025 or through email correspondence (callie.hayden@hsutx.edu).

Receiving Mail and packages

The HSU Post Office receives all mail and packages from all couriers. For safety reasons, nothing is delivered to the residence halls. Therefore, all mail should be addressed to include the HSU box number.

All mail going to apartments or to a campus mailbox should be addressed as below, which will work for all major carriers.

HSU mailing address is: (Student's name)
Moody Center Post Office
1 Hardin-Simmons University (plus the student's box number)
Abilene, TX 79698

Mail and packages take time to process. A notification from UPS or FedEx does not signify that the campus staff has completed processing. Package notice slips will be placed in the mailboxes when processing is complete. Retrieve the slip from your mailbox by using your combination given to you through HSU email. Present the slip at the service window to claim your package.

Campus Mail

Campus mail is mail sent from any enrolled HSU student, alumni, faculty, or staff member addressed to an HSU student, faculty/staff member, organization, or department that holds a campus mailbox.

Campus mail guidelines:

- Must be at least 3-1/2 x 5 inches in size and should be placed in the "Campus Mail" slot at the Post Office
- Non-perishable items only
- No postage is necessary.
- Personal mail encouraged! Absolutely no business advertisement allowed.

Important: Do not send cash through the mail! Mailroom employees will not be held responsible for cash sent through federal or campus mail.

University Place Mail instructions

Your mail will be addressed to:

(Your Name)
1 Hardin Simmons University, Apt## (insert your apt # here...)
Abilene, TX 79698

Keys to the University Place Apartment mailboxes are issued by the campus post office upon request. Return your mailbox key to the campus post office at the end of your lease or when you change apartments. You may also mail it back to the campus post office with a tracking number to provide proof of return. Please remember, RAs are not responsible for mailbox key returns. The person who signs for the key is responsible for its return. Failure to return will incur a \$25 charge.

A. For Apartments in Building 2:

Your mailboxes are located beside the apartment office on Pine Street on the Northeast side of the complex. Locate your apartment number on the North side of the mailbox units. Use your issued key to open it. If you receive mail not belonging to your apartment, place it in the green freestanding box to your right of the box unit. If you receive a package too large for your mailbox, the mail carrier will place it in the parcel locker (located at the bottom right of the box units) and place the key to that locker in your mailbox. Once you retrieve your package from the locker, the key will remain in the parcel locker. If there are no available parcel lockers, you will receive a purple notice inside your mailbox informing you to claim your package at the campus post office.

B. For Apartments in Building 3 through 9:

Your mailboxes are located in the UP-mail pavilion on the Southwest corner of the apartment complex at Vogel and Cedar St. Locate your apartment number on the face of the mailbox units and use your issued key to open it. If you receive mail not belonging to your apartment, place it in one of the “Outgoing MAIL” slots. If you receive a package, the post office staff will place it in a parcel locker and place the key to that locker in your mailbox. Once you retrieve your package from the locker, the key will remain in the parcel locker. If there are no available parcel lockers, you will receive a purple notice inside your mailbox informing you to claim your package at the campus post office.

You may receive your mail at the campus post office for the duration of your academic career or you may receive mail at the UP-mail pavilion. Please see the campus post office for any other questions or concerns about your mail delivery.

HSU Post Office Hours

Fall and Spring Semesters:

Monday-Friday 8:00 AM – 5:00 PM

Saturday Closed

Summer Months: Monday-Friday 8:00 AM – 12:00 PM & 1:00 PM – 5:00 PM

Christmas Monday-Friday Closed (mail is put up)

Mail Posting Times

Weekday mail is posted daily, generally before 11 a.m. Saturday mail delivery has been temporarily suspended pending completion of the Moody Renovations. Letter mail is posted after 3:00 PM because the mailman has no set delivery time.

HSU Post Office Regulations

Students are welcome to have a campus mailbox as long as they are enrolled at HSU. However, if a box needs to be closed for any reason, a change of address must be submitted to the HSU Post Office to have mail forwarded.

Mail from a student's box cannot be released over the counter to someone else. To check a friend's mailbox, they must give you their combination, which signifies their permission. If there is a need to change mailbox placement for any reason, please see the post office manager.

Post Office information can be found on HSU Central at <http://www.hsutx.edu/offices/postoffice/>

Moody Student Center

Moody Center Facilities

The Moody Center is the hub of campus activities. The building facilities for the enjoyment and convenience of the campus community include:

- Commuter Lounge
- Computer Lab
- the Caf
- HSU Bookstore
- Intramurals & Campus Recreation
- FoodLab (Snack Bar)
- Post Office
- Residence Life
- Rooms for meetings and social functions
- Student Government Association
- Student Activities
- Student Life Offices
- Student Organization Center (SOC)

Meeting Rooms

Reservations for any non-academic function should be made using the 25Live calendar. All reservations should be made at least 4 workdays in advance. Please make any room cancellations at least 24 hours in advance.

Meeting Room Regulations

- If candles are to be used, they must be flameless.
- Materials for making crafts (i.e., glue, glitter, etc.) are not to be used in meeting rooms.
- No furniture, plants, etc., existing in the rooms may be moved without prior approval.
- When hanging items on a wall or from the ceiling, use only an adhesive that can be removed completely and will not cause damage of any type or leave any residue.
- All decorations, tape, etc., should be completely removed by the group that has used them.
- All groups using food and beverages must have the approval of the food service management. Contact the Food Service Director for approval.
- Irresponsible use of rooms or equipment could result in the cancellation of room reservations and/or a fine for any damages.

Registration of an event on the university calendar does not constitute a reservation for a room nor for campus dining services.

The Official University Ring

During the final semester before graduation, each student is eligible to receive their Official University Ring. The University President, or his surrogate, will personally present the ring to each student during that semester's Ring Ceremony. Students order their rings during Ring Sizing Week which happens near the beginning of each semester. A valid application for graduation is required to be on file with the Registrar's Office prior to sizing.

Ordered rings not picked up during the Ring Ceremony will be available for pick-up during Graduation Celebration or at Commencement. The only exception is related to university-sanctioned activities, which prevent a student from attending the ceremony. If a written note signed by the responsible faculty member/coach is delivered to the Office of Alumni Engagement prior to the ceremony, the student named may pick up their ring the week following the ceremony. After that week, rings will no longer be available until graduation.

Rings not claimed within two weeks following graduation will be returned to the manufacturer and will no longer be available. Students may still order their ring up until Commencement, after which they are considered an Alumni and may then purchase a ring. All verified HSU Alumni are eligible to purchase their ring at any time by contacting the HSU Alumni Engagement Office at 325-670-1317 or alumni@hsutx.edu

Physical Therapy Clinic

The HSU Department of Physical Therapy, 1325 Pine Street, provides a pro-bono physical therapy clinic each Friday from 9:00 AM to 12:00 PM during the fall, spring, and summer semesters. Evaluation and treatment are free for current HSU students needing physical therapy care; however, donations are accepted for the HSU PT Ministries mission fund also. Appointments are required and can be made by calling 325-670-5860.

University Recreation Facilities

Fletcher Fitness Center

Our 35,000 sq. ft. Dr. Jesse C. and Dorothy J. Fletcher Fitness Center was completed in 2018 and is available to HSU faculty, staff, students and alumni, as well as their families and guests. Our front desk phone number is 325-671-2208.

Fletcher Fitness Center Hours

Monday- Thursday	6:00 AM – 12:00 AM
Friday	6:00 AM – 9:00 PM
Saturday	9:00 AM – 9:00 PM
Sunday	1:00 PM – 9:00 PM

Brand Swimming Pool Hours

Monday	CLOSED
Tuesday- Friday	6:00 AM- 8:00AM /12:00 PM – 6:00 PM
Saturday	12:00 PM – 6:00 PM
Sunday	1:00 PM – 6:00 PM

The mission of the Fletcher Fitness Center is to foster lifelong learning and wellness, stimulate physical and spiritual development to facilitate retention by providing recreation services to students first, as well as the university community.

Our facility features:

- Free weights, selectorized, and cardio equipment
- Indoor soccer field
- Basketball and volleyball courts
- Elevated track
- Outdoor patio and performance lab
- Outdoor Brand swimming pool
- Pickleball and badminton courts

Residence Life

Residence Life Mission Statement

As educational partners, Residence Life seeks to provide a vibrant living experience and holistically transform students into relationally intentional members of God’s kingdom.

Residence Life Staff

The Director of Residence Life (DRL) is a full-time administrative staff member who provides overall leadership to the Residence Life and housing programs. The DRL provides supervision for the Residence Directors. The DRL strives to develop a Residence Life program that integrates faith, living, and learning.

Apartment and Community Living Coordinator is a full-time professional staff member that lives and works at the University Place apartments. They provide leadership for one resident director and a staff of RAs. The coordinator’s focus is on administration, facilities, and community outreach.

Residence Directors (RDs) are full-time, ministry-oriented, professional staff who live on the Hardin-Simmons campus. They provide informal counseling, programming, mediation, emergency on-call services, and leadership for a designated living-learning area. The RDs also provide leadership and supervision to a team of Resident Assistants, manage living area facilities and services, and assist students with integrating responsible living and learning in a Christian community.

Resident Assistants (RAs) are para-professional student staff members who undergo rigorous training that prepares them to serve the residential community by providing intentional programs and services. Their duties include cultivating community, enforcing university policies, and building purposeful relationships with residents to foster a sense of belonging.

Each RA has been selected based on their demonstrated desire to share their knowledge and experience with others, while encouraging residents in their personal and spiritual growth.

Residence Life Office Moody Student Center, 2nd floor, Office #215

Residence Life Office Hours

Monday-Friday	8:00 AM- 12:00 PM & 1:00 PM- 5:00 PM
Saturday-Sunday	Closed
University Holidays	Closed

Residence Life Department Contact Information E-Mail: residencelife@hsutx.edu

Phone: 325-670-1177

First & Second Year Living Areas

The residential experience is crucial to the success of students at Hardin-Simmons University. The living areas are characterized by the energy and excitement of new friendships, self-discovery, and life-defining experiences. The residence halls are purposefully staffed and programmed to support and challenge students in their ongoing academic, personal, interpersonal, leadership, and spiritual development. These living areas are characterized by students who are actively engaged in the life of the university and intentionally contributing to the Hardin- Simmons and Abilene communities at large.

A. Anderson Hall

Anderson Hall is a three-story, suite-style residence hall providing space for predominately first-year male residents but also will contain a blend of 2nd year male residents on the Hardin-Simmons Campus. Anderson Residence Hall contains 145 suite style rooms, with 284 twin XL beds. Anderson is staffed with 10 Resident Assistants, an Assistant Residence Director, and two full-time live-in Residence Directors to help engage and aid in the student living experience.

The rooms in Anderson are designed for two residents per room with a connecting suite bathroom, a desk, twin bed, dresser, bookshelves, and ample closet space. The building is also equipped with a lounge and entertainment space, fully operational kitchen, and booth seating, as well as a Residential Learning Center that is utilized for meetings, entertainment, and study space. Laundry and printing are also services provided in the residence hall at no extra cost to the student as well as high speed internet that allows each student to connect up to 5 devices.

B. Behrens Hall

Behrens Residence Hall is a four-story building containing 90 rooms with 176 bed spaces, 14 rooms in which are suite style spaces with private bathrooms. This traditional-style residence hall mixes first and second year students with a residence life staff of 6 Residence Assistants, and a full-time live-in Residence Director who is responsible for engaging and aiding the student living experience.

The rooms in Behrens come with moveable twin XL beds and mattresses as well as desks, desk chairs, dressers, bookcases, and ample closet space. Behrens is also equipped with community

bathrooms, a no cost laundry service, ice machine, printing, and centrally located residential common spaces in the basement and main floors, and access to a fully operational kitchen space. High speed wireless internet is also provided with the student option to connect up to 5 devices and cable is available in common spaces only.

C. Blanche Lange Hall

Lange Residence Hall is a four-story building containing 69 rooms with 135 bed spaces, 2 rooms in which are designed as private, suite style spaces with private bathrooms. This residence hall is occupied by a mix of first and second-year students with a residence life staff consisting of 6 Residence Assistants, an assistant Resident Director, a student assistant chaplain, as well as a full-time live-in Residence Director who is responsible for engaging and aiding the student living experience.

The rooms in Lange come with bunk able XL twin beds and mattresses as well as portable desks, desk chairs, built-in closet dressers, bookcases, and ample closet space. Lange is also equipped with a no cost laundry service, ice machine, printing, and centrally located residential common spaces in the basement and main floors, and access to a fully operational kitchen space. High speed wireless internet is also provided with the student option to connect up to 5 devices and cable is available in common spaces only.

D. Prichard Hall

Prichard Hall, HSU's newest residence hall offers 164 beds set in forty-two suite style rooms and is home to returning and first-year female students. Each suite in Prichard Hall has four private bedrooms, a communal living space and 2 bathrooms with a common vanity. The common spaces are supplied with a couch, entertainment unit, mini refrigerator, and microwave. The bedrooms have a twin XL bed and mattress along with a dresser, desk, desk chair, and walk-in closet. Each floor of Prichard has its own lobby, seating area and kitchenette with the main lobby having a full kitchen. Prichard Hall has a residence life staff consisting of a full-time resident director and 9 Resident assistants.

Upper-class, Graduate, and Family Housing

HSU maintains a 2-year (four full semesters) live-on requirement, however after the first-year requirement is met, students may have the opportunity to be placed in any of our residence hall or on-campus apartment options. Seniors, juniors, and rising sophomores are given first priority for the on-campus apartments and if spaces are available first semester sophomores may apply for the University Place Lottery. Eligible students must maintain a good GPA and have no residence life conduct to be considered for the apartments. Our on-campus apartments and houses are equipped with kitchens and other facilities that provide for a more independent lifestyle, while still giving opportunity for community with neighbors. Students allowed to live in the apartments their sophomore year will still be required to have 4 semesters with a regular meal plan. On campus houses are reserved for graduates and/or family students.

1. University Place Apartments

The university operates a 90-unit apartment complex that is completely furnished, and units are available in one, two, or four-bedroom arrangements. All units have central heat and air as well as ceiling fans. In these units' water, gas, cable, and Wi-Fi access are provided. Residents pay a flat rate for electricity each semester which is included in the cost of the room in some of the newer apartments, laundry is incorporated within the apartment. For those that do not include this feature, there is an on-site laundry facility.

2. Wolf Apartments

The university operates a six-unit apartment complex with each unit furnished with a twin XL bed, stove, refrigerator, washer/dryer, microwave, central heating and air, and ceiling fans. The Wolf Apartments are otherwise unfurnished. All units are two-bedroom, two-bath arrangements and designed for four students.

3. University-Owned Houses

The university owns approximately 60 homes in close proximity to the Hardin-Simmons campus. Many of these units came from Camp Barkley and were moved to campus after WWII. The units are primarily one-bedroom duplexes and two-bedroom houses. Residents are responsible for gas, electricity, and any other services they wish to provide (phone, Wi-Fi, cable). Each unit has central air conditioning and heat and laundry hookup with some units coming equipped with washers and dryers. Many units have a fenced in backyard area, however the university owned homes have a strict no pet policy.

HSU Residency Requirements

Students who live on campus at HSU have higher grades, faster graduation rates, and are more connected to other students and faculty through the campus experience. As a residential campus, HSU wants all students to thrive both in and out of the classroom all four years. We firmly believe that the relationships built in a vibrant community led by Residence Life Staff will empower students to make connections between faith, living, and learning within a diverse community. With this philosophy, HSU policy is that all undergraduate students under the age of 21 taking more than six semester hours are required to live on campus for 2 years (4 full semesters).

Students may request an exception to the policy under one of the following conditions:

- Student is legally married to a person of the opposite sex and can submit a marriage certificate.
- Student is an Abilene area resident living with their parent(s) when applying to HSU and wishes to continue living in their parent(s) home. The Abilene area is considered within a 30-mile radius to the HSU campus via Google Maps. Parents must have been living locally for the past 6 months before a local exception is approved.
- Students 21 years old or turns 21 years old during their actively enrolled semester.

Students must be in good standing with HSU and meet the following standards before they are eligible to apply for a housing exception:

- Must not have an outstanding balance on their student account.
- Must maintain a 2.5 GPA.
- Must not be on disciplinary probation.
- If a student is under 21, they must have completed 4 semesters of university residency if admitted for fall semesters or completed 3 semesters of university residency if admitted spring semesters. Residency at other universities and overseas programs will be considered but must be submitted with the exception request.

International students are under the care of HSU services and are highly encouraged to live on campus during their full visit to the United States. Connecting to services off campus can be very difficult for international students. Those living off campus are not under the umbrella of HSU services, including police, nutrition and dining, internet services, and 24-hour emergency and residential response teams. For these reasons, exception requests by international students will be required to meet higher standards, demonstrating that the student can be successful without any of the HSU campus services.

NON-TRADITIONAL STUDENT HOUSING is available for graduate students, married students and non-traditional undergraduates who are 24 years of age and above, on a first-come, first-served basis based on space availability. In order to maintain consistency within the traditional undergraduate peer groups in residence halls, the University has limited space available for single graduates and non-traditional students age 24 and older.

Housing Exception Requests

Requests to live off campus must be filled out through the designated term application located on the HSU website under Student Life and Living on Campus prior to the 8th class day the fall and spring semesters. As a residential campus, room and board charges will be placed on the student's account each semester until the student has been granted an exception to live off campus.

Refunds are not available for students who fail to request an exception on time. Students who are required to live on campus are expected not to maintain off campus residences or be in a cohabitation relationship off campus. Hardin-Simmons values the integrity of students as a part of the larger community, which includes the housing process.

As a result, if a student fails to check in to their residence hall without notification by the first day of classes or fails to continue living on campus during the semester, it may be viewed as a student conduct violation. Exceptions are decided on a case by-case basis. Certain requirements may be assigned to maintain exception status.

Living off campus is a privilege gained by demonstrating personal responsibility and remaining in good standing as a student at Hardin-Simmons. Incoming and continuing students under the age of 21 who have not met their four-semester residency requirement and are granted permission to live with their parents must maintain the following conditions in order to establish that they can thrive at HSU without living in on-campus housing:

- Maintain a 2.5 cumulative GPA.
- Attend 10 chapels per semester. (Chapel credit for community service or other programs outside of the weekly chapel program do not count for this requirement.)
- Incoming students for the fall semester must attend all of the first-year chapel series for new students (generally the first six Thursdays – see chapel calendar for more details).
- Schedule an appointment with the Director of Student Engagement and the First Year Experience located on the second floor of the Moody Student Center. This must be completed within the first 4 weeks of the semester to review their academic plan, identify tutoring/study opportunities, and ask questions related to academic success.
- Join, and be an active participant in, one registered student organization or be involved in a sport, theater, or music program that is active that semester. If the sport is not in season for the majority of that semester, students must participate in a club.
- The student must not have been in violation of HSU policies or had violations of the law on or off campus.

Students who fail to meet these criteria will be notified during the break between the semesters, will be required to move on campus before the next semester begins, and will be required to continue living on campus through their fourth semester at HSU without the opportunity for an exception. After the student has completed four semesters on campus, they may request to live off campus again.

Housing Exception Appeals

Hardin-Simmons is a residential campus that places a high value on students living in the community. As such, exceptions outside the parameters listed in this handbook's HSU Residency Policy section will be rare and reserved for very special circumstances. Housing appeals may be filed once a year and will be reviewed by the Residence Life staff.

Students who wish to apply for an out-of-the-ordinary exemption to live off campus may apply to the Dean of Students by submitting a letter. The uploaded letter should include a request to be exempt from the policy and all pertinent details of their exceptional circumstances. Written requests must be submitted at least three weeks before the first day of class for the upcoming semester. Residence Life will review cases within three weeks of receiving requests. (Please note that financial difficulty does not qualify for an out-of-the-ordinary exemption from the housing policy.) Additional documentation or a meeting with parent(s) may be required in order to make a determination. Because HSU has housing including apartments and housing that can meet the needs of disabilities, married housing, privacy concerns, and cooking needs, it may be determined that a student is still required to live on campus but assigned to an area that fits specific disabilities or individual requests.

If a student has evidence of discrimination or inequity in the housing appeal process, they may make a final appeal in writing to the VP of Student Life within five business days of the appeal decision. Appeals related to the disagreement of the committee's findings outside of the previous statement will not be heard. There will be a review of the material, and a meeting may be scheduled with the student in order to determine the appeal. The decision from an appeal to the Dean of Students is final.

Housing Cancellation Fee

Residential contracts are binding for the full academic year, and the lessee may not sublet the premises. The only exceptions considered for breaking this lease will be military deployment, graduation, death of the lessee, or change in marital status, or any other emergency circumstance approved by HSU Office of Residence Life or Administration.

Students who leave or are suspended or expelled from the university during an academic year period will not receive a housing refund for the term in which they were suspended or expelled.

If a student withdraws from HSU by the 8th class day of the fall or spring or by the 2nd class day of a summer session, he/she will receive a full refund for their housing charges. Students leaving HSU may cancel their housing after the add/drop period but will not receive refunds for that semester. Any future semesters still under the lease would be canceled. Withdrawals for medical or other emergency reasons will be reviewed by the Student Care Team who will develop an individual plan covering housing, tuition, and other campus obligations.

Any student who falsifies information, or otherwise attempts to circumvent the housing policies of the university, will be subject to disciplinary action which could include fines and the yearly housing cost.

Non-Registered Students

Residents not registered for spring semester classes by the final day of the fall semester may not remain in university housing without specific approval from the Department of Residence Life. Non-registered residents must be checked out, including returning their residence hall room key. As available, the resident's belongings will be permitted to remain in housing but will not be accessible during the time between their fall semester check-out of HSU housing until the first day of the spring semester.

Residents who leave their belongings in a residence hall room at the end of the fall semester and do not register for the spring semester will have a storage fee of \$200.00 assessed to their student account. This fee will pay for the storage of their belongings during the period between fall check-out of housing and the 8th day of classes for spring semesters.

It is the responsibility of each resident to make settlement with various offices at Hardin-Simmons University and to register for spring semester classes in order to continue as a student and remain a resident in university housing after the end of fall semesters. Residents not registered for the spring semester are required to move out of the residence halls by 5:00 PM on the 8th class day. Hardin-Simmons University will assume that all unclaimed belongings remaining in the resident's room after 5:00 PM on the 8th class day of the semester is abandoned property.

Abandoned Property

Once a student has checked out, if any personal belongings are left in a residence hall, apartment or campus house, they will be considered abandoned property. If a student does not complete the proper checkout procedure, any remaining items in their designated space will be considered abandoned property on the day that campus housing closes for the semester. A fee of \$25.00 will be assessed to the responsible resident's account to cover the removal of abandoned belongings. If the owner of the belongings is unclear, the fee may be charged to all residents assigned to the space.

- Items that are perishable or deemed non-valuable (such as food, toiletries, clothing, notebooks, etc.) will be disposed of properly by the Residence Life staff.
- If an item is found that violates the law or any Hardin-Simmons policies, it will be properly disposed of, and the responsible student may receive sanctions as outlined in the Student Life Handbook.
- If any items that are left are deemed to be of significant value by the Residence Life staff (such as electronics, textbooks, large items, etc.), they will be collected and stored by Residence Life.

Any remaining belongings that are deemed valuable (based on the discretion of the Residence Life staff) will be handled according to the following procedure.

- The student(s) will be contacted by email or in written form to confirm his or her intentions with the belongings.
- If the student wishes for remaining belongings to be donated or disposed of, they must communicate that in written form with their signature. Residence Life staff will charge the \$25 fee to the student's account and donate or dispose of the belongings.
- If the student would like to return to pick up their items, they must communicate this with Residence Life staff. Personal belongings will be stored in a designated space for a maximum of 7 business days until the student comes to retrieve them and a \$25 fee will be placed on the student's account.
 - The owner of the belongings must be the one to pick up the items. If the owner is unable to be present to pick up the items, he or she may authorize another individual to pick them up. The student must share with the Residence Life staff by written communication the person who will be picking up the items. The party picking up the abandoned items may be asked to show identification.
- If the abandoned items are not picked up by the student or the authorized party within the 7 business days, the items will be considered forfeited and will be donated or disposed of by Residence Life staff.
- If the student wishes to store their belongings with Residence Life until the following semester, that must be communicated with Residence Life staff. Based on availability, the student's property may be moved into storage and the appropriate charge will be added to the student's account.

Summer Housing

It is a privilege to live on the Hardin-Simmons University campus during the summer. As available, Hardin-Simmons offers students the opportunity to apply to live in a limited number of rooms in living areas on the HSU campus in the summer. Applications will be made available through an interest form sent by the Apartments and Community Living Coordinator. Each summer housing resident must maintain their status as a student, student employee, or other affiliation with Hardin-Simmons to meet eligibility criteria. Violations of community standards or inappropriate behavior in and around any residence may result in the loss of ability to live on campus as well as the loss of employment (if applicable). When submitting the summer housing interest form, the student certifies that all information is true and that they agree to the terms and conditions as set forth in the Hardin-Simmons University Student Handbook and the Summer Housing Agreement. All HSU policies, including but not limited to those related to community standards, conduct, respect, and residence hall regulations, are fully enforceable during summer housing. Failure to adhere to them may result in the immediate termination of a student's housing, among other things.

NOTE: Students may request housing for the summer even though they are not enrolled in summer classes, provided the student is enrolled for the fall semester at the time an interest form is submitted. Students enrolled in classes during the summer session that are requesting housing will receive priority over nonregistered students for limited summer housing. Students not registered for the Fall semester will be required to move out of the apartments at the end of the Summer 2 term.

Room Assignments

The Residence Life Office makes housing applications available on eRezlife to incoming accepted students starting January 1st for fall admits, and September 1st for spring admits. Students are then able to complete their Hardin-Simmons Housing Application and submit necessary supporting documents. Once applications are submitted and processed, students will receive a status update via email. Fall semester housing assignments are made for new students in July. Once assignments are made, students can access information about room assignments, roommates, and residence hall placements. Questions about this process can be directed to the Residence Life Office at residencelife@hsutx.edu

Housing Lottery

In the spring semester each year, the Residence Life Office invites returning students to participate in the housing lottery to select their housing placement and roommate for the following academic year. Information about the specific year's process will be communicated through email and is managed online through eRezlife.

Private Rooms

All double occupancy rooms on campus are designated and are assigned accordingly. Students may request to live alone in a double-occupied room as a private room. Provided there is space available, and the Residence Life Office approves, an additional fee will be assessed on their account, typically half the cost of the room. Students who have not applied for a private room, but who have not had a roommate arrive on campus by the 8th class day of the semester, will be invited by their Residence Director to discuss options for combining rooms with other students.

The Residence Director will make the final determination, though the student will have an opportunity to speak into the process. Any student who is not placed into another room should expect to have a roommate placement at some point throughout the year, leaving the second set of furniture unused and the additional living space clear.

Holiday Housing

Limited housing will only be available for students whose job or sport requires them to stay on campus or for those who do not have a permanent home available to them during university holidays (such as international students). Students will need to arrange their housing with their resident director two weeks in advance of the breaks. Students may have to consolidate to another building with new roommates for the break periods. There may be an additional cost assigned to the student account for break housing, but any student who is given permission to stay during the holiday is held to a higher standard of behavior and may be asked to leave if the student breaks housing rules.

Students who do not arrange to stay on campus during the breaks will need to leave campus for the Christmas break period as defined by Residence Life and the university calendars. Residence halls will remain open for fall, Thanksgiving, spring and Easter breaks. Apartments and university houses will remain open 365 days a year without closure restrictions other than that of the lease agreement. Students not registered for break housing will have their access to their residence hall turned off and are not allowed to return to campus prior to the date announced in the Residence Life and university calendars.

Residents who are not registered for spring semester classes by the final day of the fall semester may not remain in university housing without specific approval from the Office of Residence Life. Non-registered residents must remove all personal belongings as well as their room key and will have their student ID deactivated at 5:00 PM on the day housing closes. If the resident is unsure if they are returning to HSU for the Spring Semester, the resident's belongings will be permitted to remain in housing but will not be accessible during the time between their fall semester check-out of HSU housing until the first day of the spring semester per the discretion of the Residence Director.

Residents who leave their belongings in a residence hall room at the end of the fall semester and do not register for the spring semester will have a storage fee of \$200.00 assessed to their student account. This fee will pay for the storage of their belongings during the period between fall check-out of housing and the 8th day of classes for spring semesters.

It is the responsibility of each resident to make settlement with various offices at Hardin-Simmons University and to register for spring semester classes in order to continue as a student and remain a resident in university housing after the end of the fall semester. Residents not registered for the spring semester are required to move out of the residence halls by 5:00 PM on the 8th class day. Hardin-Simmons University will assume that all unclaimed belongings remaining in the resident's room after 5:00 PM on the 8th class day of the semester is abandoned property.

Room Check-In Procedure

Once a student has signed their housing agreement and/or lease and has been assigned a room by Residence Life, they are eligible to move into their on-campus housing location on the dates provided by the Residence Life Office. Before a student may move into their housing assignment, they must complete a room and/or apartment/house Room Condition Report as well as have their meningitis shot verification submitted and verified 10 days before occupying the room. Students may request the assistance of Residence Life Staff to complete the room report. This report will be used during check-out to assess damage to the assigned location.

Room Check-Out Procedure

Students checking out at the end of the year must make a check-out appointment with their Resident Assistant or Residence Director no later than 5:00 PM the Monday of finals week. Those students who will be moving into Transitional/Summer Housing will also need to make an appointment to check into their new location before they check out of their current location. At all other times throughout the year, students must make a check-out appointment at least 24 hours prior to their departure date. Students not making an appointment in advance will receive a \$50.00 fine.

At the end of each semester, each student must check out of their living area no later than 24 hours after their last final exam. Exceptions can be made with their Residence Director for those who are participating in the graduation ceremonies or are limited by flight schedules. Students with official university business (such as athletes with games or essential student workers) may arrange additional housing with the Residence Life Office, but local students in this category are still expected to move out 24 hours after their last exam. Any student who disrupts the study atmosphere of the residence halls during finals week may be required to leave immediately.

Residents must be on time and prepared for their check-out appointment. All personal items must be removed from the room and cleaning completed. All residential keys must be returned at the check-out appointment. Students must be completely moved out, room cleaned and ready to turn in their key to qualify for checking out. Any belongings left in housing after the required check out time will be considered discarded property and will be donated or disposed of.

Please keep in mind the following fines throughout the check-out process:

- \$50 per key for failure to return keys at check-out to replace cores and keys. The student is responsible for paying for 2 keys and the core to be replaced totaling \$250.00)
- \$150.00 for cleaning charges for any areas left unclean.
- \$50.00 for every hour a student stays past established housing deadlines (example: 5:00 p.m. the day following the last exam day of each semester)
- \$50.00 hourly rate for cleaning and disposal for furniture/personal belongings that are left in the living area.
- \$100 disposal fee for each large piece of furniture left behind.
- \$200 minimum fine for damages per window screen
- \$150 damaged mattress fee

Resident Damage Assessment

- Once a student has checked out, Residence Life will send information to the Business Office regarding damage charges and any additional fees. To check out of campus housing (either during the academic year or at the end of the semester), the student must complete the formal check-out procedure with a Resident Assistant. Residents have the opportunity to contest any additional damage charges no more than 30 calendar days from the date of their check out, after which the charges are final.
- Damage assessments are made by the Residence Life Staff with the help of the Facilities Department upon check-out. When damage has occurred or students fail to meet cleanliness requirements as set by the Residence Life Staff, a fine may be assessed. Charges are based on the cost of repair, replacement, or cleaning. A student may schedule a formal check-out with their Resident Assistant to evaluate their living space before leaving.
- Communal areas will be checked by the Residence Life Staff once all residents have vacated the living areas. Unless someone has claimed the damage, damages in the communal areas will be divided equally among all of the residents assigned to the living area. Once the living area is completely vacated, facilities personnel will do a walk through to assess these damages; any additional damages that may have been missing will be assessed to the residents of that living area.
- All damage charges and fines will be billed to the student account of the responsible party or parties.

Early Arrivals for Residential Students

Each semester, returning students may check into housing during a one to two-day period before the first day of class as defined by Residence Life. The Residence Life Office may authorize select students to check into housing early. Essential student workers, athletes in season (whose official training and/or competition begins prior to the beginning of the semester per NCAA guidelines), and approved student leaders may check into housing early providing their supervisor officially notifies the Residence Life Office no less than four weeks prior to the desired move-in date. Students who qualify for early arrival will not be billed for additional fees for the period between the last summer session and the fall session. Students approved to move in early are permitted to move in the day before their official start date and no earlier. Because the Residence Life Staff will be in training prior to the start of classes, students must check in during specific, predetermined times. All students arriving early must follow strict behavioral guidelines.

Changing Room Assignments

The HSU room assignment process is completed using the information students provide to Res Life Central, intentionally matching roommates who have similar reported schedules, likes, and areas of study. Because of the intentional process taken by the Residence Life Staff in this process, once room assignments have been made, no changes will be discussed until students arrive on campus for the semester; any potential moves must receive prior permission from the assigned living area Residence Director. Please note that a Room Change Request is initiated through the Residence Director and must be authorized by the Residence Life Office before the student may move.

A student whose roommate leaves after registration or whose roommate does not show up will be given the option of taking a new roommate or moving in with another student who needs a roommate. Second semester freshman will be allowed the option of paying for a single occupancy room if the space is available. By the 8th class day of the semester, students who lack a roommate will be invited by their Residence Director to discuss options for combining rooms with other students. The Residence Director will make the final determination, though the student will have an opportunity to speak into the process. After this process, any student who is not placed into another room should expect to have a roommate placement at some point throughout the year, leaving the second set of furniture and additional living space clear. Extenuating circumstances will be given consideration at the discretion of the Residence Director.

The Residential Life staff is committed to Christian reconciliation. No room changes will be granted automatically. Each resident will participate in a reconciliation process in order to promote learning and growth. If a resident desires a room/apartment change, that person should speak with their RA first. If issues persist the RA can then bring the problem to the RD and the RD will work through the issues with the residents. Approval must be made by the Resident Director before anyone can move. Moving without permission will result in your room change being denied and you will be required to return to your assigned room.

Residence Hall and Room Entry

To promote a safe on-campus living environment, each residence hall and the parking lot surrounding the University Place Apartments is equipped with a card-swipe entry system. When doors or gates are locked, students gain entry into their living area by swiping their ID card. A student loaning another individual their ID card compromises the safety of the living area and is subject to the Student Conduct Process. The same applies to unauthorized guests and to residents who entertain unauthorized non-residents in their building after hours. Using windows as an entrance or exit is prohibited except in emergency situations.

Keys

Students receive keys from the Residence Life Office upon check-in. Report any lost key to Residence Life immediately. If a key is lost, and must be replaced, residents are charged a \$250.00 fee for replacement costs. The charge will be billed to the student account. For safety and security reasons, students are asked not to attach keys to an ID card and are not permitted to lend their keys to someone else. Theft of keys is a serious offense and will result in disciplinary action. If a student is locked out of their room, they can gain access by contacting a Residence Life staff member or, if unavailable, calling the HSU Campus Police. There is a \$20.00 charge for this service. This charge can be applied to a student's account. Students will be required to show an ID in order to gain access to their rooms. Resident Assistants are not issued master keys and may take some time to complete a lock-out request.

Propping Doors Open to Living Areas

At no time will anyone prop exterior doors open to university residences. Exceptions to this are on move-in day in August, and move-out at year end, and then only during the daylight hours.

Students may leave their bedroom door open while they are in the room, but may not leave the door propped while unattended, and it is recommended that doors be locked when leaving the room. The university is not responsible for the student's belongings if the doors are left unlocked or propped open. Tampering with any lock, latch, door frame, hinges, or any other part of the doors as to render them unable to close and latch, is strictly prohibited. Because such tampering places students at risk, any living area with a door propped open or other signs of tampering by the residents may be referred to the Student Conduct Process.

Care of Residential Living Spaces

Each resident is responsible for the care of their room and for the shared spaces inside their living area, house, or apartment. Upon check-in, each student will be able to report damages and the condition of their assigned living space; these evaluations should be taken seriously and must be filled out accurately to avoid paying for damages that occurred prior to arrival. Damage to rooms will be charged to the occupants of the room unless the party responsible for the damage is identified as someone other than the occupants. Damage to a suite, wing, or to the entire hall will be charged to the occupants of the area damaged if the person(s) responsible for the damage are not identified. Students are not allowed to remove furnishings from any room or from any of the communal areas without the permission of the Residence Director.

Damages will be assessed for the use of any material which defaces walls or ceilings. Decals may be used on glass surfaces only but must be removed when residents check out. Decals may not be applied to wooden or painted surfaces. Students are required to maintain rooms in an orderly and hygienic manner.

Personalizing Living Spaces and Decoration

Hardin-Simmons University extends the privilege of personalizing individual living areas in ways that enhance an enjoyable living environment consistent with the philosophy of the campus community. Every effort is made to prepare clean, functional spaces for residents upon move-in. Residents are expected to make every effort to return their living area to its original condition before they leave housing. Below are guidelines for residents as they create a personal environment:

- Residents are expected to keep their rooms clean. Rooms will be assessed on a regular basis by Residence Life staff members to check for health, safety, and violations.
- Items not in keeping with the character of the university are not to be displayed in student rooms or on university property. This includes wall coverings involving nudity or morally objectionable or socially offensive material, stolen property (including road signs), containers for alcoholic beverages or tobacco products, and other alcohol- or drug-related paraphernalia (signs, posters, etc.).
- Nails, screws, tape, or other adhesives that cause damage or leave sticky residue on the walls may not be used. Mounting items on walls should be done with care. Removing command strips or similar from the wall incorrectly will result in charges depending on the damage but start at \$10.00 per area.

- Removal of university furniture from student living areas is prohibited. Residents will be charged for missing or damaged furniture.
- Residents may bring their own furniture; however, it must be free-standing and not attached to walls, ceilings, or floors in any way. All personal furnishings brought into a living area must comply with fire safety codes. Residents must remove any personal furniture at check-out or removal fees will be assessed.
- Residents are expected to accept responsibility for damages and replacement of missing items.
- Student rooms, lounges, and hallways are painted and updated according to the maintenance schedule. Permanent changes to residential spaces are not permitted. This includes but is not limited to painting or wallpapering the student rooms, apartments, houses, or any common spaces. Any improvement made to university-owned housing becomes the property of the university.
- Students are not to tamper with electrical wiring, switches, outlets, or fixtures, or to cover their room numbers. Students may not tamper with ceiling- or wall-mounted lights. Requests for new lightbulbs may be made using the maintenance request form. Tampering with university property is prohibited. Screens are to remain in place and fire equipment is to be used only for intended purposes. Removing furniture from public areas is prohibited. In living areas with false ceilings, tiles are not to be removed for any reason, including the storage of belongings.
- Students are not permitted to hang anything out of their residence hall/apartment/house windows. This includes, but is not limited to, flags.
- Window screens are considered permanent fixtures and may be easily damaged; removing them for any reason other than an emergency will result in a \$250 fine. Additional charges may be assessed if damage or loss occurs.
- Lofts are prohibited in all HSU living areas. The construction of a loft for use in a residence hall room, apartment, or house will result in a fine, followed by removal and disposal of the loft by campus personnel.

Beds and Mattresses

HSU provides built-in twin XL beds and mattresses in Anderson Hall that must remain in the designed configuration. Behrens Hall, Prichard Hall, and Blanche Lange Hall are furnished with twin XL beds and mattresses that can be re- configured in a number of ways. Water beds are not permitted in university housing.

Garbage

Each resident is responsible for the frequent and proper disposal of their waste. Garbage receptacles are provided in each residence hall commons and in the parking lot areas of several living areas. Electronic devices are not considered regular waste and must be disposed of according to state and local law. Chemical or biological hazardous waste must be disposed of properly. If a student is unsure of the appropriate means to dispose of something, they should consult their RD. Students should not use lobby or common space trash receptacles to dispose of their room trash. It must be disposed of in an outdoor dumpster.

Health and Wellness

The responsibility for maintaining a clean and healthy living environment in personal residential spaces on the HSU campus is the responsibility of the assigned resident(s). Due to the nature of shared living spaces, ongoing building maintenance, and to help maintain appropriate health and sanitary levels in their personal living area, all residential students are responsible for cleaning their bedroom and the common areas (bathrooms, kitchen, hallways, and living room as appropriate) in their living area (suite, apartment, or house) on a regular basis. Living areas will be inspected periodically for cleanliness, hygienic conditions, repairs, and maintenance. Standards of cleanliness will be communicated by the Resident Assistant or other Residence Life Staff. While school is in session, students will be notified in advance of the time of a living area check. If residents are not present, the inspection will be done without them, and documentation of anything lacking will be left for the students present or e-mailed directly to their HSU email address.

During the check, Resident Assistants or other university personnel conduct a non-invasive scan of the room. They do not open drawers, closets, or boxes, but may open refrigerators for health reasons and may move items away from electrical outlets for safety. Items that will be removed if found include, but are not limited to, microwaves, toasters, “daisy-chained” electrical cords, alcohol and alcohol paraphernalia, and any illegal items. Students whose rooms do not comply with minimum standards may be referred to the Student Conduct Process.

Access to Rooms, Apartments, or Houses

When university staff reasonably fear harm to life, safety, health, property, or have a reasonable suspicion related to a policy violation, resident rooms, apartments, or houses may be entered by an official university representative without prior notice. Residents are expected to open the doors to their rooms for administrator, Residence Director, Resident Assistant, or facilities personnel. If a resident does not open the door after the personnel identifies themselves, the personnel may unlock the door.

Rooms in university residence halls or university-owned residences occupied by a student will not be searched by university personnel without the consent of the occupying student except upon authorization of the Dean of Students, Director of Residence Life, Resident Director, or designated agent. Personal surveillance cameras or recording devices are not permitted in any HSU living area.

During break periods, university staff have the right, without advance notice, to enter resident rooms, apartments, or houses for routine maintenance and inspection. When they have entered resident rooms and find items that violate state laws, federal laws, local laws, or campus policies the items (including but not limited to firearms, fireworks, weapons, drugs, etc.) will be confiscated. Residents may be referred to the Student Conduct Process.

When there are sufficient grounds to believe that a theft of personal, university, or organizational property has occurred, official university representatives, in lieu of civil authorities, may access the student's room.

In 2015 HSU became a tobacco-free, smoke free campus. HSU seeks to foster an alcohol, tobacco, and drug- free environment in which to work, live, learn, and grow. As a Christian university, alcohol, tobacco, and drug use is approached with a combination of compassion, encouragement, directness, and concerned firmness. HSU follows the 1 Corinthians 6:19-20 message that all were bought with a price, therefore all people should honor God with their bodies. An aspect of this caring approach is the consistent enforcement of the regulations regarding alcohol, tobacco, and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the university and its goal to foster a substance-free environment.

These policies were not created with a spirit of judgment as all students should be in a safe environment where they can learn about the personal and social consequences associated with the effects of alcohol, tobacco, and drugs. Educational programs are offered on an ongoing basis and are coordinated through the Student Life department. Prevention strategies also include efforts to change inappropriate community norms regarding alcohol and other drug use and to alter environmental factors that support inappropriate use. The university partners with the community and parents/guardians of students to help prevent abuse. Upon graduation from HSU, the hope is that all students' time here offers a balanced and educated approach to making decisions about alcohol, tobacco, and drugs after university life.

With this in mind, all types of alcohol, illegal drugs, and tobacco products including vapes, are not allowed in campus facilities or on campus anywhere, including Residence Halls. Please refer to the Student Handbook for a more detailed description of the Alcohol and Drug policies of HSU.

Antennas, Satellite Dishes and Cable TV

Students may not have cable or satellite dishes in campus housing unless it is supplied by the university. Residents may not place any antenna, wiring or cabling outside their rooms or living area. Cable and/or IPTV equipment, including adapter boxes provided by the university are considered university property. Missing or damaged equipment will be charged to all the residents of that living area unless the responsible individual(s) is identified.

Speech and Language Clinic

The HSU Speech and Language Clinic offers comprehensive speech and language services for students and their families. These services are offered in the fall and spring semesters Monday- Thursday afternoons and are free of charge. For additional information or to schedule an appointment, please call 325-670-1039 or visit the Speech-Language Pathology offices in Hemphill Room 112.

Student Health

The university does not supply prescription drugs or personal nursing care. In the event a student is ill or in need of medical advice, the student has the following options:

- Call his/her personal physician's office.
- Go to Hendrick Urgent Care, 820 East Ambler Ave., 325-999-9680
- Go to Abilene Community Health Center, 1749 Pine St., 325-696-0600
- Go to Dr. J Express Care Clinic, 1634 State Hwy. 351, 325-676-1100.
- Go to Afford-a-care Clinic, 3101 S. 27th St., 325-704-5037.
- Go to the South Side Walk-In Care Clinic, 1665 Antilley Rd. Suite #120, 325-793-5148.
- In case of an emergency: Go to Hendrick Trauma Center, 1900 Pine, 325-670-2151. Students should notify the Residence Director if they need assistance by contacting a healthcare provider.

Off-Campus Health Care

Students desiring medical services may go to the physician of their choice at their own expense. Before securing a physician, students should have their health insurance card to locate which providers are available through their insurance.

The nearest hospital to the campus is Hendrick Medical Center, which is two blocks away. The university cannot assume responsibility for a student's medical care but, in an emergency, reserves the right to seek medical attention for the student. In the event of serious illness, the university may require the removal of the student to a private hospital. An examination by a physician to assess a student's physical and mental status may be required at the discretion of the university.

The expenses for such private medical or hospital care will be borne by the student. Parents and students are encouraged to make financial arrangements in advance with a personal physician and file the physician's name with the residence hall director.

Illness During Class Time

Students who miss classes because of illness should contact their professors before the class meets. If the professor requires proof of illness, the student must be seen by a medical professional while ill. An absence because of illness still counts as an absence in the class, and the student is still responsible for all course material presented in or assigned on the day of the absence and will be held accountable for such material in the determination of course grades.

Contagious or Serious Diseases

It is the policy of the university that students with contagious, infectious, long-term, life-threatening, or other serious diseases may continue their enrollment as long as, with reasonable accommodations, they are academically and technically qualified to participate in the educational programs and activities of the university without undue risk to their own health or that of other students or employees.

After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate students with contagious diseases. This determination will be based on the consideration of numerous factors. Among the factors to be considered are:

- The duration of the risk.
- The nature and severity of the potential harm.
- The likelihood that potential harm will occur.
- The imminence of the potential harm.

Health Insurance

It is important for students to have a health insurance card to facilitate any need for medical attention. For students who do not have insurance coverage and who wish it, please see the health services website information.

It is the policy of Hardin-Simmons University that our international student population has health insurance to provide for their healthcare needs. Additionally, HSU wants to protect our students from compromising their financial status and their education. Therefore, international students will be automatically enrolled into the HSU insurance plan. The insurance fee will be added to the student's account at the start of each enrolled semester. The only exception is if the student already has an insurance plan that is comparable to the HSU plan, the student may submit proof of insurance that shows coverage throughout the semester enrolled. The student will need to submit this to the office of Global Engagement, 3rd floor Sandefer and sign a waiver by the fifth-class day.

Military coverage is limited to medical services performed at a military base hospital. The student must be at least 18 years of age to receive treatment at Dyess AFB Clinic, or the student must have a signed affidavit from his/her parents releasing responsibility. Non-emergency medical services rendered by a civilian doctor and/or hospital will not be covered unless the student has prior authorization from the military service. Non-emergency medical treatment may be filed through Tri-Care for payment. For questions, call the Dyess AFB appointment line, 325-696-2228.

Immunizations and Health Forms

All International students are automatically enrolled in the University sponsored student health insurance plan; the cost of the insurance plan will be reflected on the student's account. For questions regarding the insurance policy, please contact the Office of Global Engagement at (325) 670-1800 or e-mail at globalengagement@hsutx.edu.

All students should submit a Student Health Form (accessed via the web) before registration. The form includes record of the following immunizations:

- MMR (Measles, Mumps, Rubella) (two doses for students born after 1/1/1957)
- Tetanus Diphtheria (within the last 10 years)
- Polio (if under 19 years old), Varicella or Chickenpox
- Hepatitis B (three-injection), Meningococcal Meningitis

The state requires every new student under the age of 22 to have the Meningococcal Meningitis vaccination. The student must have received the vaccine during the five-year period preceding the first day of class and at least 10 days prior to the first day of classes. The student may not move on to campus or attend classes without providing proof of their current MCV4 Bacterial Meningitis vaccination. (Meningitis B vaccines such as Trumemba and Bexsero do NOT meet the requirements and will not be accepted.)

Important Information about Bacterial Meningitis

This information is being provided to all new college students in the state of Texas. Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast, so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is treatment, but those who survive may develop severe health problems or disabilities.

Symptoms of Bacterial Meningitis include:

- High fever
- Rash or purple patches on skin
- Light sensitivity
- Confusion and sleepiness
- Lethargy
- Severe headache
- Vomiting
- Stiff neck
- Nausea
- Seizures
- There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

Diagnosis

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests. Early diagnosis and treatment can greatly improve the likelihood of recovery.

Disease Transmission

The disease is transmitted through saliva exchange (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or direct contact with respiratory or throat secretions. Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc. increases the risk of getting bacterial meningitis. Living in close conditions (such as sharing a room/suite in a residence hall or group home) also increases risk.

Possible Consequences of the Disease

- Death (in 8 to 24 hours from perfectly well to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss
- Limb damage (fingers, toes, arms, legs) that requires amputation.
- Gangrene
- Coma
- Convulsions
- Blindness

Treatment and Vaccinations

Antibiotic treatment, if received early, can save lives, and chances of recovery are increased. However, permanent disability or death can still occur. The state requires that all incoming new students under the age of 22 must have the meningitis vaccine within the last five years and at least 10 days prior to the first day of class. Vaccinations are effective against four of the five most common bacterial types that cause 70% of the disease in the U.S. (but do not protect against all types of meningitis). Vaccinations take seven to 10 days to become effective. The cost of vaccine varies, so check with a health care provider. Vaccination is very safe. The most common side effects are redness and minor pain at injection site for up to two days. Vaccination is available at the Abilene Taylor County Public Health Department located at 850 North 6th Street, (325)-692-5600.

Additional Contact Information

- Contact a personal health care provider.
- HSU Student Health Office, Moody Center, Room 208, 325-670-1314
- Abilene Taylor County Public Health Department, 850 North 6th Street, 325-692-5600
- Center for Disease Control
- American College Health Association

Bacterial Meningitis Vaccine Requirement

Texas legislation mandates that effective October 2013 every new student and new transfer under the age of 22 to any Texas university, regardless of living on campus or off campus, will be required to have a meningitis vaccination during the five-year period prior to the first day of class and at least 10 days prior to beginning class. (A returning student following a break in enrollment of at least one fall or spring semester is also considered a new student.) In addition, HSU requires every new incoming student under 22 years of age to provide proof of the meningitis vaccine prior to registering for class. Exceptions to this law would be:

- The student is enrolled only in online or other distance education courses; or
- The student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training; or
- The student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus; or
- The student is incarcerated in a Texas prison.

A student is not required to submit evidence of the meningitis vaccine if the student submits to HSU:

- An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the U.S., stating that in the physician's opinion, the vaccine would be injurious to the health and well-being of the student; or
- An affidavit signed by the student stating that the student declines the vaccine for reasons of conscience, including a religious belief.

Students must use the official Texas Department of State Health Services (DSHS) form. It may be ordered electronically. The form is then mailed from DSHS to the student, and it may take up to 2 weeks to receive it. It must be notarized and submitted. It is the student's responsibility to complete the DSHS form and have it notarized. The site to request the form is: <https://corequest.dshs.texas.gov/>

The latter exemption does not apply during a disaster or public health emergency, terrorist attack, hostile military or paramilitary action, or extraordinary law enforcement emergency declared by a Texas Department of State Health Services authority and is in effect for the location of the university the student attends. Texas law states that acceptable evidence the meningitis vaccination must include:

- Student's name and date of birth
- Month, day, and year the vaccination was administered.
- Signature or stamp of the physician or his/her designee, or public health personnel OR an official immunization record generated from a state or local health authority (as from the Texas Public Health Department)

OR

- An official record received from school officials, including a record from another state.
- The student must have received the vaccine or a booster during the five-year period preceding the first day of class.

The vaccine can be obtained through the health department, some pharmacies, and some private physicians. It is important that a physician be contacted regarding the need for the meningitis vaccine to prevent bacterial meningitis.

Student ID Card

The university Student ID Card is used for access to residence halls, Fletcher Fitness Center, to check out library materials, register attendance at chapel and certain campus events, and as Cowboy Cash.

Students are required to carry their card with them at all times and to present the card to any university official upon request. Only the person to whom a Student ID Card is issued may use the card. The use of another person's Student ID Card may subject both students to disciplinary action. Student ID Cards become inactive at the end of each semester and are reactivated at registration.

Students should report a lost card to the Moody Service Center where cards can be replaced. A replacement fee of \$25.00 will be charged. Lost cards can be turned into the Moody Service Center as well.

Student Involvement

It is our hope that every student at HSU not only does well in their classes, but also finds a place to fit in and contribute to campus. For some students, this can happen as a member of an athletic team, a music ensemble, or a professional office on campus. Other students, though, may want to be a part of planning events, running Stampede, leading student groups, organizing or participating in intramurals, advocating for students, or many other opportunities that present themselves with Student Involvement at HSU! We believe that getting involved outside of the classroom, whether with us or any other part of campus, will greatly enhance the student experience at HSU, and it is our goal to give students these opportunities while also planning the best programs and initiatives we can and developing leaders as they work with our staff!

Intramurals

Most evenings throughout the school year at HSU, our students compete against each other as a part of our Intramural Program. We have major sports competitions including flag football, volleyball, basketball, and more. We also provide one-time events like spike ball and tennis tournaments that HSU students get to help choose. We have a thriving Intramural Program that gives out championship clothing to each member of a winning team! Visit www.imleagues.com/hsutx to view our online intramural website!

Stampede

Each school year begins for new HSU Students BEFORE the first day of classes. After students move into their residence halls, they get to spend several days learning about HSU's campus, meeting other first-year students and upper-class students, getting just-in-time information related to academics, and having a ton of fun with their Stampede groups. Nobody should miss this great, free opportunity!

Many students apply to be a part of the staff for Stampede. Each fall, the Office of Student Involvement hires the Steering Committee that spends all year planning Stampede for the following school year. To be eligible for the Steering Committee, students must have served within another Stampede Leadership position. During the spring semester, the Student Involvement Office selects group leaders (Wranglers) or the following Stampede. Any student is eligible to apply for these fun and exciting positions on Stampede staff!

Student Activities

The vibrant social atmosphere on campus provides many opportunities for student interaction and fellowship. Students have the opportunity to take advantage of the programs hosted by student activities to help enrich their time as a student at HSU. In addition to student activities, the various clubs, organizations, SGA, and residence hall leadership provide activities in which all currently enrolled HSU students may participate.

Student Government Association

The Student Government Association of HSU was established to be the voice of the students. The SGA is made up and administered entirely by students and is the representative body of the students at HSU. The purpose of Student Government is:

- To be the voice of the student! The Student Government Association strives to be the student voice by serving as a sounding board and representing the opinions, needs, interests, and concerns to HSU administration and the Board of Trustees.
- To develop leadership abilities. By participating in the election process, developing legislation and being the voice of the students, the members establish themselves as campus leaders.
- To promote and protect students' rights and responsibilities.
- To facilitate cooperation between students, faculty, and administration.
- To encourage university pride.
- To collaborate with the university and other student organizations to enhance the overall college experience.

Members of Student Government are elected in an all-school election in the spring semester. The freshman class president is elected in the fall semester. All Student Government resources are available in the SGA office located in The Basement of Moody Center.

Student Government also contains student organization representatives from each organization that is registered through SGA. These representatives attend SGA meetings and represent their groups by voting. They are the liaison between the SGA and the various organizations on campus and serve as "The House" for SGA. Meetings are held throughout the school year every Thursday.

Student Organizations

At HSU, we have a thriving student body that is highly involved within various organizations. No matter whether it is a special interest group, a social club, an academic club, or an intramural team, involvement in any group is what makes our students' experiences the best they can be. We constantly have students asking about creating new groups on our campus and we love getting them set up! It is great to see students get involved. To learn more about Student Organizations please reference the HSU Student Clubs and Organizations Handbook.

Student Ministries

The HSU Baptist Student Ministry (BSM) exists to minister to the spiritual needs of the students of Hardin-Simmons University and to equip those students for ministry in their daily lives. We strive to cultivate an atmosphere of discipleship where students can deepen their relationship with Christ in the context of community with the hope that all HSU students might have a fully developed relationship with Jesus Christ. We seek to become the primary catalyst for the campus to be involved in God's work in Abilene and around the world.

The BSM is made up of ministry teams that each have a specific ministry focus. These student groups lead and coordinate all of our events and ministries. You do not have to be a part of one of these ministry teams to participate in all that the BSM offers. We are called to love, serve, and to walk alongside students during their time at HSU. Students from all denominations and faiths are welcome in the BSM and are welcome to attend BSM events, including but not limited to:

- Student-led Bible studies/discipleship groups
- Monthly campus night of worship
- Freshman ministries
- Evangelism and outreach projects
- Prayer events
- Community and church connections
- Summer, Spring Break, and semester mission opportunities
- Leadership opportunities

These activities are a regular part of the BSM schedule. All students are invited to participate in any BSM sponsored event or ministry. BSM offices are located in the Connally Missions Center.

Student Publications

The Student Publications Committee is charged with advisory and administrative responsibilities for all student publications. The committee is composed of faculty/staff members and students appointed by the University Committee on Committees and approved by the administration. The director of student publications, who is appointed by the administration, will be a member of the Student Publications Committee. The committee, with the approval of the administration, will name the faculty advisor for each student publication. Student editors and student business managers will be responsible for the production of their publications.

In order to qualify for a scholarship position, applicants must meet the criteria given in the university's General Regulations Governing Scholarships and Grants, as stated in the University Catalog. The number of scholarships and the amount of each scholarship will be based upon funds allocated in the annual budget.

By a majority vote, and upon recommendation of the faculty/staff advisors, the Student Publications Committee will have authority to remove, discharge, and replace editors, staff members, or business managers for any one or a combination of the following offenses:

- Dereliction of duties
- Disregard for recommendations of the faculty advisor and/or the Student Publications Committee
- Intentional publication of false, libelous, or defamatory material
- Publication of obscene writing, photographs, or other material which is judged by university standards to be in bad taste.
- Disregard for sound business practices.
- Failure to maintain required grade point average.

The HSU Brand

The *Brand* is a nonprofit campus newspaper. In some cases, the *Brand* may serve as a laboratory for those students enrolling in specified courses within the Department of Communication.

The *Brand* is also, to some extent, a forum for student views. Since some of the student staff members may be training for careers in communication professions and related fields, policies and style of the *Brand* will conform closely to those of reputable and professional papers. Since the *Brand*, as well as its contributors, may be subject to libel laws, all editorials, opinion columns and letters to the editor will be read closely by the editor before they are published. The faculty/staff advisor will be consulted on any controversial material.

Although no specific editorial policy is ordered or recommended, students should keep in mind that the *Brand* may circulate far beyond the HSU campus. Editorials that may be clearly understood on campus may be grossly misinterpreted, to the detriment of the university, by people on the outside.

The Corral

The *Corral* is an annual publication issued in the spring and designed to offer both undergraduate and graduate students the opportunity to publish creative literature and artwork. There are two student editors, a literary editor and an art editor. There is a faculty/staff sponsor (the director of the Creative Writing Workshop) and a faculty art advisor. The student editors are directly responsible to these sponsors.

Student Records

To minimize the risk of improper disclosure, students' records will be kept separate in the following offices:

- Registrar
- Student Life
- Admissions
- HSU Police Department
- Director of Placement
- Vice President of Finance and Management
- Academic Deans and Advisors
- Director of Financial Aid

No record will be made unless there is a demonstrable need that is related to the basic purpose of the university. The university's policy regarding accessibility to and confidentiality of student records complies with the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment).

This act as implemented at HSU provides that a student, former student, or a student's parent when the student is deemed a legal dependent for income tax purposes, has the right to inspect and review the educational records of the specified student except as indicated below. An applicant for admission to the university is not considered a student. In the event the records contain information on more than one student, the right will apply only to that portion of the record which pertains to the specified student.

On occasion, it may be necessary to reveal the substance of a record rather than to show the actual document to protect the confidentiality of other students included on the same record. Hardin-Simmons University is not required to make available the following materials:

- Financial records of the parents of the student or any information contained therein.
- Where confidential letters and statements of recommendation were placed in the education records after January 1, 1975, the student may choose to waive his/her right of access to recommendations in the area of admission to the university, job placement, and receipt of honors and awards so long as the student is notified of the names of all persons making confidential recommendations. These confidential recommendations must be limited solely to the purpose for which they were specifically intended.
- Private notes and other materials created by institutional personnel as memory aids so long as these records are not revealed to other people with the exception of a substitute who performs another's duties for a temporary period.
- Law enforcement (campus police) records created by the university's law enforcement unit if these records are used for law enforcement purposes.
- Employment records of persons who are not students at HSU even if they may be students elsewhere.
- Medical and psychiatric records that are used solely for treatment purposes (this limitation does not include the student's medical examination form) the student may have these records reviewed by a doctor or other professional of his/her choice.

If a third party complains of sexual misconduct occurring off campus and not connected with an HSU-sponsored event, and after initial investigation a determination is made that Title IX of the Educational Amendment of 1972 does not apply to such complaint, the university may proceed with disciplinary action against any HSU student or employee involved. In such cases, the Sexual Misconduct Policy applies; however, the Complainant will be considered a third party in these circumstances, to assure applicable FERPA rights of HSU students and potential privacy rights of employees remain protected.

The request for educational information will be made in writing on a form provided by the office holding the requested information and will be granted within a reasonable period of time but in no case more than 45 days after the request has been made.

The student will have the right to obtain reproduced copies of educational records subject to the actual cost of reproduction. The student will have the right of response for reasonable requests regarding explanations or interpretations of the records. The student will have the opportunity for a hearing to challenge the content of his educational records to ensure that misleading and inaccurate statements are not contained therein. The student may request a hearing to settle any dispute over the accuracy or appropriateness of a record. The hearing may be informal or formal in nature.

An informal hearing may be conducted by the student and the administrator who is responsible for the keeping of the record in question. A formal hearing may be conducted upon the student's written request to the administrator who is responsible for keeping the records.

A panel of persons who do not have direct interest in the outcome of the hearing will then be appointed by the president of the university subject to approval by the student involved. The hearing will be held within a reasonable time, and a decision will be rendered in writing within a reasonable time. The university will not permit access to or release educational records or personally identifiable information, other than campus directory information, without the written consent of the student.

Directory information is information which is customarily made public without the written consent of the student. A student may request that the university not disclose directory information by making written notice to the Office of the Registrar on or before the last official day to register for the fall semester. A request for nondisclosure will be honored for only one academic year or until the university receives written notification that information should no longer be withheld, whichever occurs first.

Directory information may include: name, address, telephone number, dates of attendance, classification, a class schedule for the current semester, previous institution(s) attended, major field of study, awards, honors, degree(s) conferred and date(s), past and present participation in officially recognized sports and activities, and physical factors of athletes (age, height, weight).

Personally identifiable information includes: the student's parent or other family member, a personal identifier such as the student's social security number, date and place of birth, a list of characteristics which would make identification of the student possible, or other information which would make it possible to identify the student with reasonable certainty. HSU reserves the right to give directory information to the public only on individual students.

The student will be required to submit written consent with his/her signature or electronic PIN authorizing the university to release educational records (transcripts may be ordered in HSU Central Self-Service: Students, Student Profile, Order Transcripts) to individuals (including parents) or agencies. Students may request and receive copies of all released information subject to payment of costs for the copies.

The university may release personal information to appropriate persons or agencies without student or parental consent if such information is deemed necessary to protect the health or safety of a student or other persons. The university will maintain a record indicating all parties who have requested or maintained access to a student's records (other than university personnel). The record will indicate the legitimate interest that such parties had in obtaining the information. Such records of access will be kept in the Office of the Registrar and will be available to the student on request.

Students have the right to file a complaint with the Family Policy Compliance Office, Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202, concerning any alleged failure by this institution to comply with the Family Educational Rights and Privacy Act.

FERPA Annual Notice Addendum - Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which educational records and personally identifiable information (PII) contained in such records — including Social Security Number, grades, or other confidential information — may be accessed without a student's consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to student records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to educational records and PII without student consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research.

Federal and State Authorities must obtain certain use- restriction and data security promises from the entities that they authorize to receive a student's PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without student consent PII from their educational records, and they may track participation in education and other programs by linking such PII to other personal information about a student that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Completing an application for Graduation

The deadline to apply for graduation is listed in the academic calendar online and in the front of the Undergraduate Catalog. The application is in Student Self Service in the Graduation Overview tab. It is to the benefit of the student to apply at least one semester prior to the semester the student plans to graduate. The due dates to file an application are October 1 for May graduation, March 1 for August/December graduation.

A degree audit will be made as soon as the application is received, and the student will receive a letter indicating requirements needed for graduation during the add/drop period of the final semester. The student should notify the graduation coordinator in the Office of the Registrar one month before graduation if his/her graduation date changes. A student's name will appear on the commencement program only once.

A late fee of \$25 will be charged for late submission of the application. The late fee is \$100 for applications received or a change in eligibility (i.e. chapel credits) after April 15 (May graduation), July 15 (August graduation), or November 15 (December graduation). Also, students who apply or become eligible after these dates may not have their name listed in the commencement program depending on our printing deadlines.

Graduation

Students who are enrolled in the hours and courses necessary to complete graduation requirements and have applied for graduation are eligible to participate in graduation ceremonies. Students who have NOT finished their chapel credits will NOT be allowed to participate in graduation.

Beginning with the 2007 catalog, students with a GPA of 3.55 or above with at least 60 residence HSU hours are eligible for honors. These honors are based on GPA completed (not including semester of graduation). The gold honor cords, and approved honor society cords are the only cords that may be worn at Commencement.

Applying for Financial Aid

HSU financial aid services are available in the Office of Financial Aid located in Sandefer Memorial Building. The Free Application for Federal Aid (FAFSA) is required for federal or state grant and loan eligibility.

The HSU Undergraduate Catalog provides descriptions of HSU academic, departmental, church-related, and other scholarships and grants. The Financial Aid page of the HSU website addresses all aspects of financial aid at HSU. The Financial Aid Guide is of particular benefit to all students and parents.

FASFA applications are required annually to receive government grants or loans. March 15 is the annual priority date. Reapplying early provides the best financial aid package. Applications are processed throughout the academic year. The Federal Direct Loan is available to all degree-seeking U. S. citizens enrolled at least half-time. The Work Study program provides an opportunity to students seeking campus employment. Students and parents are welcome to visit the Office of Enrollment Services or to call to discuss matters pertaining to financial aid.

Class Preparation and Attendance

Outside preparation is necessary for success in a class assignment and involves budgeting time and applying a high degree of purpose and self-discipline. Most professors expect at least two hours of work outside of the classroom for every hour spent in class. Each day's assignments are important, as are accurate and concise class notes. Professors and advisors are available to give assistance, but the student is responsible for participating fully in all learning opportunities, for reading and researching outside of class, for taking complete notes, and for taking the initiative to seek help if needed.

Students should not miss class. Punctual attendance is essential to success in a course and is expected of all students. Whether the absence is excused or unexcused, the student is still responsible for all course material presented in or assigned on the day of the absence and will be held accountable for such material in the determination of course grades. Instructors have the right to fail any student missing 25% of the class meetings and/or laboratory sessions scheduled for a course (excused or unexcused).

Note to athletes: Absences missed for athletic participation are counted as any other absence. See the full attendance policy in the Undergraduate Catalog in the section regarding Academic Standards.

Students are required to wait for an absent faculty member for a period of 15 minutes. If, after that time, the faculty member has not arrived, class members are excused for the remainder of the class period without penalty unless specific instructions to the contrary have been given.

Dead Week Policy

While the university does not recognize a formal dead week, faculty members are encouraged to be aware of the demands placed on students at the end of the semester and, where possible, to avoid requiring major work (not previously assigned) during the final week of a regular semester. Student organizations are also encouraged to limit their activities during this week.

Withdrawing from the University

A student who finds it necessary to withdraw (drop all classes) from the university before the end of a semester must notify the Office of the Registrar and complete the online university withdrawal form found on the Registrar's Office webpage. The form requires approval by various offices and administrators. If this procedure is not followed, the student is automatically assigned a grade of "F" in all courses. Due to the negative impact on a student's grades, failure to withdraw properly may result in academic suspension, financial aid suspension, and a return of financial aid funds. In addition, failure to withdraw properly may result in forfeiture of a student's room reservation deposit.

Student Safety Services

Safety Regulations

Each student is expected to keep his/her Student ID Card pin code confidential, and not loan his/her Student ID Card to anyone. To do so would compromise the safety of residence hall occupants. Students abusing the system will be subject to disciplinary action.

Care should be taken to see that blinds are properly tilted at night to ensure privacy and to maintain the proper appearance of the building. Anything that detracts from the appearance of the building must not be placed in the windows. Screens are to remain fastened. Using windows as an entrance or exit is prohibited except in emergency situations. Women living on the first floor of the residence halls must keep the pins in the windows. They are in place for residents' protection.

Ordinary precautions to prevent fires in residence halls should be observed. Electrical appliances are to be turned off when not in use. If smoke is detected, it should be reported at once. Open flames of any kind are prohibited. This includes candles and incense.

Students should acquaint themselves with all the exits in case of fire or disaster. Any questionable or irregular conduct should be reported immediately to the residence hall director, campus police, or someone in authority. Each residence hall room has a posted map of the building, including the location of the specific room and the closest exit locations for evacuation. If signage is missing in a room, residents should report the issue to the Residence Life Staff. The HSU Police Department offers safety escorts to students who return to campus late at night. Their phone number is 325-670-1911.

Emergency Telephones

Red boxes containing emergency access to the HSU police are located on campus. These are to be used only in times of emergency to communicate directly with the HSU Police Department. Emergency phone locations are:

- Inside the first set of glass doors on the north side of the Mabee Hall building
- Northeast corner of Hunter Hall
- Northeast corner of Ferguson Hall
- Northwest corner of Arts and Sciences Annex
- Simmons parking lot between Prichard Hall and Mabee Complex
- Parking lot between Behrens and Lange Halls

Any student abusing the use of these phones will face disciplinary, and possible criminal action.

Electrical Safety

Safety steps to prevent and reduce the risk of electrical fires in student housing include:

- Purchase and use only UL-rated electrical appliances and power cords (No “home-made” cords).
- For safety reasons, extension cords are not allowed. However, UL-rated power strips with built-in circuit breakers are an acceptable alternative.
- Use power strips with an over-current protector that automatically shuts off power if there is too much current being drawn.
- Never “daisy-chain” power strips by plugging one into another; power strips must be directly plugged into the wall outlet.
- Refrigerators, microwaves (permitted in houses and apartments only), or other heavy appliances must be plugged directly into the wall outlet.
- Do not tack or nail an electrical cord to any surface, or run cords across traffic paths, under rugs or furniture.
- Use light bulbs with the correct wattage for lamps. If no indication is on the lamp, do not use a bulb with more than 60 watts.
- Keep all electrical appliances and cords safely away from bedding, curtains and other flammable material.
- Unplug small household appliances when not in use and all electronics when away for extended periods.
- No triple adapters or cube adapters are permitted as they do not have the appropriate over-current protection or reset capabilities.

Though it may seem like an inconvenience, the Hardin-Simmons University list of prohibited items is also important to follow in order to ensure the safety of all residents. In residence halls, only small appliances with enclosed coils are permitted (i.e. corn poppers, hair dryers, coffee pots).

Restricted appliances/items include:

- Hotplates
- Refrigerators and/or refrigerator/freezer combinations larger than 4 cubic feet
- 5-Light floor/desk lamp with plastic shades
- Toasters & toaster ovens
- Microwaves
- Open skillets
- Deep fat fryers
- George Foreman type grills, and similar appliances
- Candle warmers

Each residence hall has a kitchen area where these appliances are permitted with proper use. If students have a suggestion for additional equipment in the kitchen area, they should speak to the Residence Director.

Students living in university owned apartments and houses should also take caution when cooking. Stove burners, tabletop grills, toasters, and other appliances that heat up should never be left unattended. Some toaster ovens get hot enough to ignite notebooks and loose papers, so residents are asked to keep counters clear and always unplug the appliance after use.

Older wiring and outlets may not be able to handle the increased electrical demand of today's electronics. If use of a device frequently causes power to trip off, or if its power cord or the outlet feels hot, it should be disconnected immediately, and the condition reported to the Resident Assistant or Residence Director of the resident's assigned living area.

Fire Safety

It is important to know evacuation procedures and emergency exit locations in the event of a fire. Fire alarms should always be taken seriously, never ignored or assumed to be a drill. If a fire alarm sounds or a staff member sounds the alarm for a fire, residents should calmly and quickly follow practiced procedures and immediately exit the building. Doors should be closed behind residents to prevent fire spread.

Campus fire safety equipment is an important, life-saving necessity. Individuals who tamper with fire safety equipment place themselves and the campus community at risk. Tampering with any smoke detector, fire alarm, fire extinguisher, fire safety map/signs, fire access key or fire exit is strictly prohibited. Any person found responsible for tampering with fire safety equipment will be fined \$500 in addition to any repair or replacement costs. If the person responsible is not identified, the fine and repair/replacement cost will be charged to all members of the living area.

Each residence hall room, apartment, and house are supplied with a working smoke detector. Should residents experience any problems with their smoke detector, contact a Residence Life Staff member immediately. Campus personnel check smoke detectors in rooms at various points throughout the year to ensure they are in working condition. Any smoke detectors that have been removed or damaged will be replaced, and the residents of the room will be charged.

The university does not provide fire extinguishers in the campus houses and recommends that all students living in those spaces provide their own fire extinguisher for use in an emergency.

Damage to or Loss of Personal Property

The university assumes no responsibility for the private property of residents or their guests, does not provide insurance or any other financial protection for any personal property, nor is it liable for the loss or damage of any article of personal property anywhere on campus property. HSU recommends students check parents' homeowner's policy for inclusion of belongings away from home and obtain insurance protection against loss, damage or theft of personal property. Residents are strongly urged to lock living area doors to prevent theft. In the unfortunate event that a student is the victim of theft, they should file a report with their Resident Assistant, Residence Director, or HSU Police.

Damage to University Property

If a student, or their guest, is responsible for damages to HSU property, they will be held accountable to pay for the repairs. If the damage occurs during their contracted period in student housing, the responsible student may be referred to the Student Conduct Process.

Reporting Maintenance Needs

The Hardin-Simmons Facilities Department will repair electrical and plumbing problems, broken windows, screens, locks, etc. Repairs needed in rooms, bath facilities, or other areas should be reported via HSU Central, under Everyday Tools, then click on Maintenance Request.

For emergency maintenance the Resident Assistant or the Residence Director should be contacted as soon as possible. If an issue goes unreported, the university reserves the right to charge the student for additional damage caused by the delayed reporting.

Residential Commons Hours

Residential Commons are designed spaces for community development and include entertainment equipment (as available) for video games, ping-pong, foosball, and televisions. Residents and their guests are responsible for the careful use of provided equipment and are responsible for damaged or missing items. Residential Commons are open the following hours: Sunday – Saturday: 12:00 PM – 11:00 PM

Laundry Facilities

Residence halls and the University Place Apartments are equipped with washers and dryers exclusively for residential use. Though prices are subject to change, costs are displayed on the machines when residents place laundry in each machine. Students are requested to show consideration for other

residents by removing clothes from washers and dryers promptly. Caldwell-Gregory maintains the machines in the residential areas of Hardin- Simmons University and has equipped them with many modern features, including laundry tracking, machine reservations, and more (see Residence Life staff for more information). Please report any overflowing of water to a Resident Assistant or Resident Director immediately. Washers and dryers are operated by student ID.

Living Area Meetings

Periodically, Residence Life staff will hold meetings for residents in their assigned living areas, including several mandatory living area meetings at specific times during the semester. These meetings will inform residents of activities and campus information and may be mandatory for all students residing in that living area. Absences may be excused only by the Residence Director, and students must request permission from their Resident Director at least 24 hours in advance before the scheduled meeting. For mandatory meetings, unexcused absences may result in referral to the Student Conduct Process.

Patios (Campus Apartments and Houses)

Patios must always be well-kept because they affect the appearance of the university grounds and public areas. Patio-appropriate items are limited to furniture designed for outdoor use. Because of the concern for aesthetics, picnic tables should not lean upright against walls. No furniture or any other items should be placed on the grass or any area where damage could be done to plants and trees. Lights or decorations may not be placed on trees, shrubs, or patios as they may interfere with work done by the Facilities Department. Tampering with the patio door lock and closing mechanism is prohibited.

Missing Persons Policy

Residential students have the option to designate an emergency contact person on Res Life Central when signing up for HSU housing. The appropriate personnel will contact this person in the event of an emergency concerning the resident. If an individual has reason to believe a resident may be missing, they should immediately contact Campus Police or a Residence Director. In the event that a residential student is deemed missing, the following actions will be taken:

- University personnel will notify the Abilene Police Department if a person is in imminent danger or after 24 hours from the time the missing determination has been made.
- Within 24 hours of police notification, university personnel will contact individual(s) designated by the resident during check-in as his or her emergency contact(s).
- If a resident under the age of 18 is determined to be missing and is not an emancipated individual, the university is required to notify the custodial parent or guardian within 24 hours after the resident is determined missing.

Residential Communication

It is expected that residents will send all university-related questions or inquiries from their HSU email address. Residents are responsible for information communicated through their HSU email by the Student Life and related offices and their staff. Verbal communication is not an acceptable form of notification for housing cancellation or withdrawals. An email from a university-issued email address with the details of the cancellation or withdrawal, including supporting reason and future plans, is acceptable.

Eviction

By agreeing to the lease for a university owned apartment or house, the university may, for cause or not, give notice to residents that they will be evicted from the property. Students who have not made rent payments, have stepped out of communication with university staff, or refuse to comply with HSU policy may be asked to leave university housing at any time.

Housing Agreement or Lease Termination

Upon termination date, HSU student residents will be required to vacate the premises unless HSU and the student resident formally extend their existing HSU Lease & Housing Agreement. Student residents will not be permitted to terminate their housing agreement or lease before the termination date unless:

- There is a change in marital status. If the student resident has a change in marital status, the housing agreement or lease may be terminated by the Office of Residence Life upon the receipt of a copy of a valid state issued marriage license.
- There is a military deployment. If the student resident is deployed as an active-duty member of a state or federal armed service, the housing agreement or lease may be terminated.
- The student graduates. If the student resident completes his/her degree at HSU and walks at a graduation service before the termination date, he/she can terminate the housing agreement or lease.

Use of Contracted Housing Space

The HSU Lease & Housing Agreement permits the residential spaces to be used and occupied by the student resident exclusively, as a private dwelling. No part of the residential space may be used by the student resident for the purpose of carrying on any business, profession, or trade of any kind, or for any purpose other than as a private dwelling. In designated family housing, HSU defines immediate family for the purposes of their HSU Lease & Housing Agreement as the student resident's spouse and children only. Children must be under the age of 18 in order to reside on the premises unless the student resident receives prior written consent from the Office of Residence Life.

As a part of the HSU Lease & Housing agreement, student residents may not transfer, sub-let, or grant any license to use the residential space or any part of the premises without the prior written consent of HSU. Any such transfer, sub-let or license agreed upon without the prior written consent of HSU, or an assignment or sub-letting by operation of law, is considered to be absolutely null and void and will, at HSU's option, terminate the student resident's HSU Lease & Housing Agreement.

Hazardous Materials

Student residents are not allowed to keep on the premises any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion on the premises or that might be considered hazardous or extra hazardous by any responsible insurance company.

Emergency Maintenance

For emergency maintenance, the Resident Assistant, Residence Director, or Campus Police should be contacted as soon as possible. If an issue goes unreported, the university reserves the right to charge the student for additional damage caused by the delayed reporting. In order to facilitate maintenance work being completed, resident agrees to:

1. Not obstruct the driveways, sidewalks, courts, entry ways, stairs and/or halls, which shall be used for the purposes of ingress and egress only.
2. Keep all windows, glass, window coverings, doors, locks and hardware in good, clean order. Not obstruct or cover the windows or doors.
3. Not leave windows or doors in an open position during any inclement weather.
4. Not hang any laundry, clothing, sheets, etc., from any window, rail, porch or balcony nor air or dry any of same within any yard area or space.
5. Not cause or permit any locks or hooks to be placed upon any door or window without the prior written consent of HSU.
6. During extreme weather conditions, the student resident may be required to maintain certain minimum or maximum temperatures in their apartment or house, and take other actions as requested. Notifications will be made via the student resident's assigned HSU email account. Failure to follow prescribed steps may result in damages being charged to the student resident's account. HSU will not reimburse students for electricity usage in these instances.
7. Keep all lavatories, sinks, toilets, and all other water and plumbing apparatus in good order and shall use same only for the purposes for which they were constructed. Student residents shall not allow any sweepings, rubbish, sand, rags, ashes or other substances to be thrown or deposited therein. Any damage to any such apparatus and the cost of clearing stopped plumbing resulting from misuse shall be borne by student resident.
8. If a pest infestation is reported or discovered in the premises (i.e. bed bugs, cockroaches, ants, etc.) and it is determined by HSU that the student resident, or their guest(s), introduced the pests, the student resident may be charged for remediation of the infestation (i.e. pest control) at HSU's discretion. For bed bugs, this could be in excess of \$1,500.00 depending on the severity of the infestation.

Access by HSU

While HSU will make efforts to inform residents of need to access residential spaces, in order to maintain facilities and to ensure the community environment, HSU staff, students, and contractors are permitted to enter residential spaces without notice for the following purposes:

- Inspect the residential space(s) for condition.
- Make repairs.
- Student Conduct related visits and/or searches as sanctioned by the Dean of Students and/or the Vice President of Student Life or their designee.
- Show the premises to prospective student residents, prospective purchasers, inspectors, fire marshals, lenders, appraisers, or insurance agents.
- Leave written notice.

Students may not at any time restrict access to HSU residential facilities and may be referred to the student conduct system if such a situation were to occur.

Children and Supervision

Children 3 years of age or younger may not be outside without an adult physically present with them. Children between the ages of 4 - 10 should be supervised by an adult with visual and audio contact. Children 11 - 18 years of age should be educated on proper play areas/biking policies on campus and be prepared to provide home location if asked by campus police officers or other university personnel. Under no circumstances are children 10 years of age or younger to be left home alone for any length of time. Violators of this policy may be reported to the Texas Department of Child Protective Services.

Housing Liability Statement

The university is not liable for damages to property or injury suffered or alleged to be suffered in or around university housing. While the likelihood of issues arising is rare, student residents agree to maintain liability insurance and/or renters' insurance to protect against loss or damage caused by earthquake, fire, theft, water, other disasters, or from any other cause whatsoever. The university does not provide insurance for personal property and strongly encourages students to examine and partake in insurance coverage while in residence.

Students with Disabilities

The Office of Disability Services recognizes disability as a valued aspect of diversity and embraces access as an opportunity for hospitality, equity, and social justice. We work to ensure inclusive and sustainable learning and engagement through universally designed environments and to facilitate access, discourse, collaboration, training, and innovative programming.

Hardin-Simmons University does not discriminate on the basis of race, color, sex, national origin, age, disability, veteran status, or genetic information in its programs and activities. In accordance with the Americans with Disabilities Act (ADA) of 1990, its amendments in 2008, and Section 504 of the Rehabilitation Act of 1973, no qualified person will be denied access to, participation in, or the benefits of any program or activity operated by the University because of a disability.

HSU recognizes a student with a disability as anyone who has:

- a physical or mental impairment that substantially limits a major life activity,
- has a record or history of such an impairment, or
- is regarded as having such an impairment.

For information about applying for accommodation based on a documented disability, please contact the Office of Disability Services. The Office of Disability Services is located on the first floor of the Sandefer Memorial Building as a part of the Academic Advising Center. You may also call (325) 670-5842 or email disabilityservices@hsutx.edu.

Tutoring Services – Academic Center of Enrichment

The Academic Center for Enrichment (ACE) offers free-of-charge opportunities for students to work one-on-one with more academically experienced students to enrich their understanding and application of the concepts they are learning in the classroom. The ACE offers academic support in all areas, including but not limited to:

- Business
- Communication
- Literature
- Math
- Science
- Social Sciences
- Writing

The Writing Center is also a part of the ACE. It is located adjacent to the ACE on the first floor of the Richardson Library and provides one-on-one support in writing across all disciplines. Aces (tutors) and Writing Center Aces are academically experienced students trained to help other students:

- Identify areas of strength and understanding.
- Set goals and prioritize academic needs.
- Increase understanding in specific content areas.
- Clarify and organize ideas.
- Develop skills in reading, writing, revision, note-taking, studying, and test-prep.
- Improve grammatical skills and/or proper citation of sources.
- A healthy part of the writing process for all good writers is the step of receiving expert feedback. Students who come to the WC engage in an active partnership in the consultation and revision process, thus gaining the chance to take ownership of the educational experience. The goal of the WC is to help students gain maturity and confidence in their ever-growing writing skills.

All ACE services are provided to students at no additional cost. The ACE is located on the first floor of the Richardson Library.

Hours of operation: (Hours may vary per semester)

Sunday – Thursday	3:00 PM – 10:00 PM
Fridays and Saturdays	by appointment only

Look for the ACE and ACE Writing Center schedule on Canvas, HSU Central, on bulletin boards around campus, and at the ACE check-in station in the library. The schedule is subject to change each semester. For an appointment with an Ace (Tutor) during a time not available here, please visit the Academic Support and Writing Center Canvas page. For additional information or questions, please contact us at tutoring@hsutx.edu or (325) 670-1480.

Policies

1. Judicial Procedures

The judicial process is based on the assumption that disciplinary procedures, when required, should be an educational process. Disciplinary sanctions are imposed to help students develop individual responsibility and encourage self-discipline, to foster a respect for the rights of others, and to protect the rights, freedoms, and safety of members of the university community. Students who demonstrate an unwillingness or inability to follow the Code of Conduct will be treated in the same manner as one who has failed academically.

An institution of higher learning is authorized by the Texas Education Code law to establish and administer codes of conduct and to suspend, expel or dismiss students whose actions negatively impact the campus community. Hardin-Simmons University reserves this right.

Student disciplinary proceedings are not analogous to criminal court proceedings. No particular model of procedural due process is required. However, the procedures should be structured in order to facilitate a reliable determination of the truth and to provide fundamental fairness. Procedures can be very informal in cases where suspension, expulsion, or dismissal, are not a probable penalty; more procedural formality should be observed in serious disciplinary cases. In all situations, fairness requires that students be informed of the nature of the charges and be given a fair opportunity to respond to them.

Student Rights

Students accused of Code of Conduct violations are entitled to the following standards of fairness:

- A. To be informed of the accusation and alleged misconduct upon which the accusation is based.
- B. An opportunity to offer a relevant response to the charges.
- C. Confidentiality, as defined by and in accordance with the terms of the federal Family Educational Rights and Privacy Act
- D. To request that any person conducting a disciplinary hearing or serving as a committee member be disqualified on the grounds of personal bias.
- E. To be considered innocent of the accusation until proven responsible
- F. To be advised by a current student, faculty, or staff member of the university who was not involved in the incident.

Reporting Misconduct

Anyone may report a violation of the Code of Conduct by contacting the Dean of Students at 325-670-1830. Normally, the person reporting the violation will be asked to submit a written report. The report should be a brief written statement citing the section of the code allegedly violated and providing a summary of the facts deemed to constitute a violation. Reports should be submitted as soon as possible after the event takes place. The university reserves the right to take action against an individual for violating the Code of Conduct regardless of how much time has passed since the incident.

Anonymous reports can be made by accessing STOPit via the web <https://appweb.stopitsolutions.com/> or by downloading the STOPit app. For students, your code is HSUCOWBOYS. Please be assured that you will remain anonymous unless you choose to disclose your identity. For any life threatening emergency, dial 911 or campus emergency, call 325-670-1911.

Immunity for Good Samaritans

HSU encourages students to offer assistance to other students in need, both on and off campus. The welfare of students in our community is of paramount importance. Sometimes students are hesitant to offer assistance to other students for fear that they themselves may be charged with policy violations (for example, a student who has been drinking underage might hesitate to contact RA or campus police in getting help for someone who may be suffering from alcohol poisoning, or a student might be hesitant to provide important information about a sexual assault incident). Students who seek assistance for another student in need will receive immunity from policy violations related to the incident. This immunity from disciplinary action applies to both the “Good Samaritan” and the student needing assistance.

Five students have been drinking alcohol in a residence hall room and one student gets so sick that they can’t stop vomiting and are having a hard time breathing. It is more important to get help for that student, so we ask that 911 be called immediately and that help be sought from an RA and Campus Police. It is more important to get help immediately rather than hide the alcohol and get the room cleaned up. All students in that room would NOT get in trouble for calling for help. Students may need to tell their story and talk about the situation with authorities along the way to get help for a friend, but they would not receive any judicial sanctions for calling for help.

Sources of Information

Information about a student’s misconduct may come from a variety of sources including, but not limited to, reports from faculty, staff, students, departments (e.g., Residence Life or campus police), law enforcement agencies, or community members. Other sources of information may include, but are not limited to electronic communications, photographs, social media, and audio or video recordings.

Social Media Privacy

The university complies with all local, state, and federal laws governing social media privacy. Although the law prohibits the university from asking students, prospective students, or student groups to disclose a user name or password for accessing personal social media, requesting access to personal social media, or divulging any personal social media to or in the presence of a university employee or representative, the university may lawfully require disclosure, access or view personal social media if necessary to investigate and take disciplinary action against any student, prospective student, or student group utilizing social media in ways that are unlawful, violate the Code of Conduct, or pose a threat to the safety of the campus community.

Definition of Student

HSU may exercise authority over any matriculated undergraduate or graduate student who is enrolled full- or part-time; has completed the immediately preceding term, is not presently enrolled, and is eligible for re-enrollment; or is on an approved educational leave or other approved leave status. This includes the period before classes begin, while the student is attending classes, between academic sessions and on leave.

Jurisdiction of the Code of Conduct

The Code of Conduct applies to conduct that occurs on university premises, at university sponsored activities, and to off-campus conduct that adversely affects the university community and/or the pursuit of its objectives. Each student is responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment. The code applies to a student's conduct even if the student withdraws from school while a disciplinary matter is pending. The Dean of Students will decide whether the code will be applied to conduct occurring off campus, on a case-by-case basis, in his or her sole discretion.

Administrative Hearings

The Dean of Students or their designee (such as a Residence Director) will meet directly with the student to discuss the incident, the student's involvement in it, and any steps that must be taken or sanction imposed to resolve the matter. The meeting will be followed by an official letter summarizing this discussion.

Before meeting with a judicial officer, the student will be provided, in writing, with a summary of the behavior that allegedly violates particular provisions of the Code of Conduct. Most meetings are on a more informal basis where the student is able to learn about a redemptive process.

If the violation is of a more serious nature where the misconduct would likely result in suspension or dismissal, the process will become more formal, and the hearing will include the following structure:

- A. The hearing will be conducted in private. Admission of any person to the hearing will be at the discretion of the Dean of Students. The dean may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the reporting party, accused student, and/or other witness during the hearing by providing separate facilities, and/or by permitting participation by telephone, video conferencing, written statement, or other means, where and as determined in the sole judgment of the dean to be appropriate.
- B. Accused students may be assisted at hearings by an advisor. The advisor must be a current student, faculty, or staff member of the university who was not involved in the incident. The advisor cannot speak for the accused student. The role of the advisor is to accompany the student and advise him or her privately during the hearing process.

- C. Hearings will proceed in the following manner:
 - a. An opportunity to get to know the students and their perspective.
 - b. Reading of the charges
 - c. The student's denial or admission of the charges
 - d. Presentation of information and/or witnesses supporting the charges and questions by the student charged and the committee.
 - e. Presentation of information and/or witnesses by the student charged that rebuts the charges and questions by the Dean of Students
 - f. Closing statement by the accused student
 - g. The dean and the accused student may call witnesses. The dean may ask questions of the witnesses. The accused student may not directly question the witness but may direct questions to the dean after the witness has been excused. The dean will then determine if the questions are appropriate, and if so, will follow up with the witness as necessary. Witnesses may only be present while giving testimony. Accused students must present a list of witnesses and the purposes of their statements to the chair 24 hours in advance of the hearing.

- D. Pertinent records, exhibits and written statements may be accepted as information for consideration by the dean. This information must be submitted to the dean at least 24 hours before the hearing.

- E. If, during the course of the hearing, additional charges are discovered, the accused student will be notified of the new charges and will be granted additional time, if needed, to prepare a defense of the new charges. The accused student may waive the additional time, and the hearing can proceed with the new charges taken under consideration by the dean.

- F. Information about the misconduct of other students shared at the hearing may be used as the basis for disciplinary action.

- G. The dean's determination will be made on the basis of the preponderance of the evidence standard (whether it is more likely than not that the accused student violated the Code of Conduct).

- H. The Dean of Students will notify the student, in writing, of the decision and the sanctions issued, if any.

- I. If the accused student fails to appear at the hearing, the dean may make a decision based on the available information.

- J. All procedural questions are subject to the final decision of the Dean of Students.

Sanctions

Violation of university policies for personal conduct may result in the imposition of one or more of the sanctions listed below. Sanctions that may be imposed are not limited to those listed. In certain limited situations, university officials may impose a sanction but suspend or postpone its actual implementation. Failure to comply with the sanction(s) imposed by a judicial body may result in further disciplinary action, including but not limited to, a registration hold, placement on or extension of university probation, or suspension.

Sanctions affecting the conduct of students are based on general principles of fair treatment. While attempting to be consistent in its disciplinary decisions, the university also seeks to be fair and sensitive to the facts and circumstances of each individual case. Disciplinary sanctions include:

- A. **Warning:** Oral or written notice to the student that the student is violating or has violated the Code of Conduct, and that continuation or repetition of misconduct may result in a more severe sanction
- B. **University Probation:** A status which indicates that a student's relationship with HSU is tenuous. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any university regulations. Probation may also result in the loss of privileges, depending on the policies of various university departments and organizations. For example, a student becomes ineligible to hold some leadership positions when placed on probation (see "Expectations for Student Leaders" below for more information).
- C. **Loss of Privileges:** Such loss may include, but is not limited to, financial assistance, eligibility to represent the university officially on athletic teams or performing groups, participation in the housing lottery, or use of specific university facilities, computer systems, equipment, or services.
- D. **Fines:** Payment of charges for violation of regulations which will be added to a student's account
- E. **Restitution:** Compensation for loss, damage or injury - failure to pay such charges may result in additional sanctions (including, but not limited to, denial of re-enrollment or refusal to release official transcripts and records).
- F. **Educational Sanctions:** **Mandatory work hours, reading/writing assignment, drug or alcohol assessment/treatment, seminar attendance, or other discretionary sanctions as deemed appropriate.**
- G. **Issuance of Justice of the Peace Citations:** This Citation can be issued by the University Police. If a citation is issued, the student will have 10 days to contact the Justice of the Peace court to enter a plea. Once the citation has been issued by the University Police, the transaction takes place between the student and the Justice of the Peace Court.

- H. **Dismissal from University Housing:** Loss of privilege to live in university housing - Students in a contract or required to live on campus who are dismissed from university housing will be responsible for any remaining monetary charges for the term of their contract.
- I. **Suspension:** Temporary separation of the student from HSU for a definite period of time, after which the student is eligible to return without re-applying
- J. **Expulsion:** Temporary separation of the student from HSU for a definite period of time, but not less than two years, after which the student must re-apply for admission
- K. **Dismissal:** Permanent separation of the student from HSU - The student is dismissed from the university and is permanently ineligible to re-enroll at the university at any time in the future.

Campus Housing Sanctions

Loss of Campus Housing Privilege: Removal from the University Housing for conduct reasons.

Deferred Loss of Campus Housing Privilege: The sanction of Loss of Campus Housing Privilege may be placed in deferred status. If a student is found in violation of any University rule during the time of the deferred sanction, removal from housing takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. In addition, a student is ineligible to hold an elected or appointed office in any affiliated housing organization.

Campus Housing Probation: An official notice that the student's conduct is in violation of residence hall rules, University Apartments rules and/or University rules and that more stringent student conduct sanctions, including removal from housing, may result if future violations occur. In addition, a student is ineligible to hold an elected or appointed office in any affiliated housing organization.

Interim Suspension

A student may not be expelled or suspended prior to a student conduct proceeding or proceeding under Hardin- Simmons University Student Handbook except when the Dean of Students believes that an interim suspension should be imposed.

Interim suspension may be imposed only to ensure the safety and well-being of members of the University community or guest, or preservation of university property; to ensure the student's own physical or emotional safety and well-being; and/or if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University. A student conduct proceeding will be scheduled as soon thereafter as practicable.

During the interim suspension, a student may be denied access to campus housing and/or the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible.

The interim suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required. However, the student should be notified in writing of this action and the reasons for the interim suspension. The notice should include the time, date, and place of a subsequent conference at which the student may show cause as to why his/her continued presence on the campus does not constitute a threat and at which the student may contest whether the facts of the initial report are accurate.

Interim Restrictions

Interim restrictions include, but are not limited to, contact restrictions; representation of the university; and/or participation in university affiliated organization meetings, events, and/or activities.

Interim restrictions may be imposed when a student has been placed on interim suspension and/or in instances when the student's participation or representation would threaten or negatively impact other students who are participating and/or representing an organization or the university. When interim restrictions are imposed, a student will be notified in writing of the specifics of the restrictions and why the restrictions are being implemented. Restrictions will remain in place through a designated time period and/or, if not indicated, until the student is notified that the restriction has ended. One and/or any combination of sanctions may be imposed for any single student conducting code violation or criminal violation of Texas State Law.

Violation of Student Conduct

If a student violates the Student Code of Conduct, sanctions could be enforced. These sanctions are to help reinforce acceptable behavior of students on and off campus while enrolled at Hardin-Simmons University.

First violation: A minor infraction of the Student Conduct Code may but is not limited to the Dean of Students issuing a verbal or written reprimand, community/university service and restrictions placed on the student.

Second or more serious violation: A second offense of the Student Conduct Code or a serious infraction may result in more severe sanctions being placed on a student. This may include but is not limited to Suspension, Probation, Community/University service, or educational requirements.

Third or serious violation: A third or very serious violation of the Student Conduct Code may result in severe sanctions being placed on a student. This may include but is not limited to Expulsion, Suspension, Probation, loss of privileges or loss of housing opportunities.

Violations of State Law and City Ordinances

If a student violates Texas State Law or Local City Ordinances, sanctions can be enforced through the Hardin- Simmons University Police issuing Justice of the Peace Citations. These citations must be dealt with by appearing in Taylor County Justice Court Precinct 1, Place 2 located at 450 Pecan, Suite 120 Abilene Texas.

Examples of violations that Justice of the Peace Citations will be issued for may include but are not limited to the following:

- Minor in Possession of Alcoholic Beverage
- Possession of Drug Paraphernalia
- Loud Music or Noise Disturbance
- Disorderly Conduct
- Theft
- Assault

First violation: A minor infraction of State Law or City Ordinance may but is not limited to the Dean of Students issuing a verbal or written reprimand, community/university service and restrictions placed on the student.

Second or more serious violation: A second offense of State Law or City Ordinance or a serious infraction may result in more severe sanctions being placed on a student. This may include but is not limited to the Issuance of a Justice of the Peace Citation, Suspension, Probation, Community/University service, or educational requirements.

Third or serious violation: A third or very serious violation of Texas State Law or City Ordinance may result in a criminal case being filed with the Taylor County District Attorney, the Issuance of Justice of the Peace Citation along with severe sanctions being placed on a student. This may include but is not limited to Expulsion, Suspension, Probation, loss of privileges or loss of housing opportunities.

When students are dismissed, expelled, or suspended for disciplinary reasons, there will be no refund of tuition or room and board charges for the semester and all financial assistance for subsequent semesters will be reviewed and is subject to cancellation.

When students are dismissed, expelled, or suspended for disciplinary reasons, they are not allowed to continue any academic work and will receive all Fs for the term. The student's academic transcript will also be noted that they have been temporarily or permanently dismissed and it is up to the student to notify any other institutions of the nature of their dismissal.

Forfeiture of Financial Assistance

Every student who has accepted a scholarship, loan, fellowship, grant-in-aid, or any other financial assistance by the university or the state is deemed to have agreed to observe the rules and regulations of the university. The university shall review the record of each recipient of financial assistance who has been placed on university disciplinary probation, is suspended, expelled, or dismissed from the university, or arrested and convicted as a result of a violation of university policy. In such cases students who have accordingly violated the student Code of Conduct as outlined in the Student Handbook may forfeit their financial assistance.

Expectations for Student Organizations

Student groups and organizations may be charged with violations of the Code of Conduct. A student group or organization may be held collectively responsible when violations of this code occur either during an event sponsored by the organization or when four or more members are in attendance at the event in question. Sanctions that may be imposed upon groups or organizations include but are not limited to deactivation, warning, reprimand, probation, fines, loss of privileges, restitution, and other educational sanctions. Deactivation includes loss of all privileges, including university recognition, for a specified period of time.

Expectations for Student Leaders

As role models to other students and ambassadors for HSU, student leaders are expected to embody the institution's highest ideals, values, and aspirations, and to uphold its community standards. Therefore, students placed on university probation will lose privileges, including their ability to apply, campaign, or hold leadership positions for the time they are on probation.

Interim Suspension

In certain circumstances, the Dean of Students or a designee may impose a university or residence hall suspension prior to a meeting with the Disciplinary Committee. Interim suspension may be imposed:

- A. To ensure the safety and well-being of members of the university community or preservation of university property.
- B. If the student poses a definite threat of disruption of, or interference with, the normal operations of the university. During the interim suspension, the student may be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Dean of Students or the designee deems appropriate. The interim suspension does not replace the regular disciplinary process, which will proceed on the normal schedule, up to and through a Disciplinary Committee hearing, if required.

Appeals Process

Hardin-Simmons University has implemented procedures for student appeals with the intent of assuring fundamental fairness. Students who believe they were not treated fairly in the disciplinary process can submit a written appeal to the Vice President of Student Life. The appeal letter must be submitted within seven calendar days of the issuance of the sanction. The written appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the decision or an appeal for mercy is not an appropriate basis for an appeal. The written appeal must specifically address at least one of the following criteria:

- A. Insufficient information to support the decision.
- B. New information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

- C. Procedural irregularity that undermined the student's ability to present a defense.
- D. Inappropriateness of the sanction for the violation of the Code of Conduct - Generally the appellate process does not require a hearing, nor does it require the vice president or designee to make personal contact with the student or the Disciplinary Committee.

The Vice President of Student Life may, but is not required to, convene an ad hoc appeal committee to assist in making a recommendation regarding the appeal. The Vice President shall not be bound by the committee's recommendation, and may affirm, reverse, or modify the sanction. The Vice President of Student Life may also return the case to the Resident Director, Dean of Students or Disciplinary Committee for further consideration. The vice president's decision shall be final and effective immediately.

2. Academic Integrity

A degree from HSU is evidence of achievement in scholarship and citizenship. Both honesty and consideration of others are expected in extracurricular activities, the classrooms, and the residence halls. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the university's statement of purpose.

It is the student's responsibility to know and comply with regulations governing admission, registration, retention, withdrawal, degree plans, graduation requirements, payment of tuition, etc. This information is included in the Undergraduate Catalog with which every student should be thoroughly familiar.

Academic Integrity Policy

Students are expected to do their own academic work; therefore, academic dishonesty will not be tolerated. Faculty and students are encouraged to take an aggressive approach to combating acts of inappropriate academic behavior.

Academic dishonesty occurs when a student submits the work of someone else as his/her own or has special information for use in an evaluation activity that is not available to other students in the same activity. Students who observe or become aware of violations of academic integrity are urged to report these violations to the professor in whose course the dishonest acts occur.

Examples include but may not be limited to the following:

- A. Cheating on an examination:**
 - a. Copying from another student's examination
 - b. Possessing or using during an examination material not authorized by the person giving the exam.
 - c. Collaborating with or seeking aid from another student during an exam without permission from the instructor

- d. Knowingly using, buying, selling, stealing, transporting, or soliciting in whole or in part the contents of an un-administered examination
 - e. Substituting for another student or permitting another student to substitute for oneself to take a test.
 - f. Obtaining an un-administered test or information about an un-administered test
- B. Plagiarism:** The appropriation, buying, receiving as a gift, or obtaining by any means another person's work and the unacknowledged submission or incorporation of it in or as one's own work which could include the failure to specifically cite sources

Penalties

Penalties may range from dismissal from the university to a lesser penalty. If the penalty is an F for the course in which the violation occurred, the F will count in the computation of the student's GPA even if the course is repeated. No student who has violated the Academic Integrity Policy will be allowed to graduate from Hardin-Simmons University with honors.

Procedure for Violation

At the point of discovery, the instructor shall inform the student of the alleged violation of academic integrity and hear his/her explanation of the circumstances. If the instructor determines there is no violation, the case is dropped. If the instructor decides the violation is unintentional or minor then the instructor may decide to require the student to rewrite the paper in question, take a modified exam, or take some similar action. If, in the judgment of the instructor, the alleged violation is deemed to be serious and intentional, the instructor will follow the procedure outlined below:

- A. Before imposing a penalty for a violation, the instructor shall consult with his/her immediate supervisor and together they will agree on a penalty. The instructor shall then make a written report outlining the incident and the recommended penalty. A copy of this report shall be given to the supervisor, the head of the department and the dean of the school or college in which the course is offered, the Office of the Provost, the student, and the student's advisor. The instructor shall inform the student, in writing, of the right to appeal against the charge of violating academic integrity and of the penalty assessed.
- B. From the point of discovery, and within 10 working days, the instructor shall complete the process outlined above.
- C. The Office of the Provost shall maintain files of all violations of academic integrity.
- D. The student has the right to appeal against the charge of violating academic integrity and/or the penalty assessed in accordance with the following appeals process.

Procedure for Appeal

A student appealing a charge of an academic integrity violation and/or a penalty must deliver a letter to the chair of the Grade Appeal and Academic Misconduct Committee, specifying the basis for the appeal, within 10 working days after receiving the instructor's written report.

The chair of the committee will schedule a meeting of the committee as soon as practical after receipt of the letter of appeal, preferably within 10 working days. The chair will notify the student and the instructor of the meeting date and time.

Copies of the instructor's report and the student's letter of appeal will be provided to all members of the committee at least two working days before the day of the meeting.

The committee will review the materials submitted by both the student and the instructor before the formal meeting and convene at a time convenient for all involved for the purpose of hearing the two individuals present their cases. The committee will then convene in an executive session to reach a decision on the matter. The chair of the committee will inform, in writing, the student, the student's advisor, the instructor, the instructor's immediate supervisor, the head of the department and the dean of the school or college in which the course is offered, and the Office of the Provost of the decision.

If the appeal is denied, then the charge and penalty are upheld. If an appeal of a charge of violating academic integrity is upheld, the case is dismissed. If an appeal of a penalty is upheld, then the committee will determine an appropriate penalty. The ruling of the committee is final. Action, or failure to take action, by an instructor or the Appeals Committee does not preclude disciplinary action by the university when appropriate.

3. Alcohol and Drugs

In 2015 HSU became a tobacco-free, smoke free campus. HSU seeks to foster an alcohol, tobacco, and drug-free environment in which to work, live, learn, and grow. As a Christian university, alcohol, tobacco, and drug use is approached with a combination of compassion, encouragement, directness, and concerned firmness. HSU follows the 1 Corinthians 6:19-20 message that all were bought with a price, therefore all people should honor God with their bodies. An aspect of this caring approach is the consistent enforcement of the regulations regarding alcohol, tobacco, and other drugs contained within this policy. The purpose of this policy is to ensure a safe environment that is consistent with the mission of the university and its goal to foster a substance-free environment.

These policies were not created with a spirit of judgment as all students should be in a safe environment where they can learn about the personal and social consequences associated with the effects of alcohol, tobacco, and drugs. Educational programs are offered on an ongoing basis and are coordinated through the Student Life department. Prevention strategies also include efforts to change inappropriate community norms regarding alcohol and other drug use and to alter environmental factors that support inappropriate use.

The university partners with the community and parents/guardians of students to help prevent abuse. Upon graduation from HSU, the hope is that all students' time here offers a balanced and educated approach to making decisions about alcohol, tobacco, and drugs after university life.

Regulations and Sanctions Regarding Alcohol and Other Drugs

Students are responsible for conforming their behavior to federal, state, and local law, and to the university's policy on alcohol, tobacco, and drugs. When violations of law or policy come to the attention of university officials, students may be referred for criminal prosecution and university sanctions may be imposed. Harm to persons or damage to either private or university property arising from the actions of intoxicated individuals on the premises of the university will be the full and sole responsibility of such individuals.

- A. The consumption or possession of alcoholic beverages or possession of empty containers is prohibited on university property or at any university-sponsored event or activity, regardless of the student's age.
- B. On campus, it is a violation to be in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia.
- C. Off campus, it is a violation to drink underage. It is also a violation to misrepresent one's age for the purposes of purchasing or consuming alcohol. This includes the manufacture, sale, distribution, promotion, possession, or attempt to obtain false identification (on or off campus). Possessing a fake ID may result in university probation on the first offense.
- D. Drunkenness, on or off campus, is not consistent with the moral standards of the university and may result, minimally, in university probation on the first offense and suspension on the second offense. Drunkenness is defined as offensive, disruptive, destructive, hazardous, and/or vulgar conduct during or following the consumption of alcoholic beverages.
- E. Operating a motor vehicle, on or off campus, while under the influence of alcohol or a controlled substance is a serious threat to oneself and the community and may result in immediate suspension, expulsion, or dismissal. Anyone who injures another person as a result of driving under the influence may be permanently dismissed.
- F. The attempt to obtain, use, possess, distribute, or sell, any potentially harmful or illegal drug (e.g., prescription drugs, marijuana, cocaine) or drug-related paraphernalia (including hookahs) is strictly prohibited. Anyone involved in the sale or distribution of drugs on, or off campus may be dismissed immediately.
- G. The possession or presence of any amount of a controlled substance is prohibited on or off campus. This includes but is not limited to the presence of marijuana smoke or odor, small "roaches," or residue found in baggies, pipes, or other paraphernalia. The possession or presence of marijuana or other controlled substances may result, minimally, in suspension.
- H. Possession or use of any herb or drug used for hallucination or intoxication is prohibited. This includes any relatively new drugs such as K2, Salvia, and other synthetic marijuana or drug variants even if not yet banned by law yet.

- I. Promoting the consumption of drugs or alcoholic beverages may not be undertaken within the confines of university properties or through university-sponsored or approved publications or events.
- J. Any student (regardless of age) or student organization found supplying or in possession of alcohol at university-sponsored off-campus events will be subject to disciplinary action.
- K. Any student leader who promotes or supplies alcohol or other controlled substances may be immediately suspended, expelled, or dismissed from the university. Examples of promoting alcohol/controlled substances include advertising parties either verbally or with flyers and inviting or driving underage students to parties where alcohol is present.
- L. Hosting or in any way assisting or promoting a gathering (on or off campus) that includes underage drinking or drunkenness, or drug use may result in suspension or dismissal. Those living at the location where the party is held may be held responsible as hosts regardless of who provides the alcohol.
- M. Any student who encourages another to consume alcoholic beverages or any substance as a means to induce that individual to engage in behavior that would otherwise be against that person's will is subject to dismissal.
- N. Any student who sexually assaults or attempts to sexually assault another person who is intoxicated is subject to immediate dismissal.
- O. Any student who violates the alcohol and drug policy is subject to receiving a Justice of the Peace citation from University Police. The violator would have to contact the Justice of the Peace Court after receiving the citation.

Parental Notification

HSU recognizes the special relationship with the parents and families of its students. Even after students leave home for college, parents often play a significant role in their character development, so HSU works in partnership with parents in helping students make the transition to responsible adulthood. The university also recognizes that students have specific privacy rights. FERPA, the Family Educational Rights and Privacy Act is a federal law that controls the confidentiality of, and access to, student education records.

FERPA law permits educational institutions to notify parents if a student commits a disciplinary violation involving alcohol or a controlled substance. The purpose of HSU's parental notification policy is to promote the holistic development of students and to foster an alcohol and drug-free campus community.

Notification begins with:

The first time a student is charged with violating the university policy under one of following circumstances:

- A. Caused harm to oneself or another while under the influence of alcohol or other drugs or was transported to a medical facility and treated because of alcohol or other drug use.
- B. Was unruly, disruptive, or destructive while under the influence of alcohol or other drugs.
- C. Operated a vehicle under the influence of alcohol or other drugs.
- D. Was arrested or taken into custody by law enforcement officers while under the influence of alcohol or other drugs or was charged with violating a federal, state, or local law related to alcohol or other drug use.
- E. Because of previous violations (not related to alcohol or other drugs), the current alcohol or other drug violation might result in the student being placed on suspension or a more severe sanction.
- F. Hosted or in any way assisted or promoted a gathering that included underage drinking or drunkenness.

The first time a student is charged with violating the university policy regarding the attempt to obtain or the use, possession, sale, or distribution of any narcotic or other controlled substance not lawfully prescribed by a health care provider.

The second time a student is charged with violating the university policy regarding:

- A. The consumption, possession, sale, or distribution of alcoholic beverages
- B. Being in the presence of alcohol, alcohol containers, controlled substances, or drug-related paraphernalia on university property

A parent or guardian will be notified in writing by the Dean of Students after it has been determined that a violation has occurred. Before notifying the parents or guardians, every effort will be made to inform the student and attempt to have the student make the first contact. This is consistent with the general philosophy that supports students developing independence and personal accountability. However, in some situations, consultation with the student or first contact by the student may not be possible or appropriate and in such cases the university is not required to alert the student when it has notified his/her parent or legal guardian. In other situations, after consulting with the student, the Dean of Students may determine that notifying the parents/guardians may be harmful to the student and in such cases the university is not obligated to make notification. This policy does not preclude the university's contacting parents or guardians for other policy violations that may endanger the health and well-being of a student or other individuals in the community.

Treatment, Re-Entry, or Rehabilitation Programs

The following agencies offer counseling and treatment in the area of substance abuse. The Dean of Students may refer students to choose from one of these agencies or the family physician or medical provider for alcohol treatment as part of disciplinary sanctions before re-entry to HSU is allowed. HSU does not inspect or certify these programs but encourages students and family members to do their own research and find the one that best works for them.

- A. Abilene Regional Council Center on Alcohol & Drug Abuse, 104 Pine Street, Suite 212, Abilene, TX 79601, 325-673-2242
- B. Psychology & Counseling Center, Hardin-Simmons University, HSU Box 16115, Abilene, TX 79698, 325-670-1531
- C. First Baptist Church of Abilene, Ministry of Counseling, 1333 North 2nd, Abilene TX 79601, 325-672- 9999
- D. Shades of Hope Treatment Center, Corner of Pecan and Mulberry, Buffalo Gap, TX 79508, 325-572- 3843
- E. Pastoral Care & Counseling, 751 Hickory, Abilene, TX 79601, 325-672-5683
- F. Serenity House of Abilene, 1546 North 2nd, Abilene, TX 79601, 325-673-6489
- G. West Texas Rehab Center, 4601 Hartford, Abilene, TX 79605, 325-793-3400

Alcohol and Student Conduct Sanctions

Students violating the HSU policies around alcohol and drug use will be required to pay for and participate in a designated alcohol education program. The fee for the program will be paid to the cashier desk at Hardin- Simmons and the information for the course and completion deadlines will be detailed in the student conduct proceedings. Additional information may be obtained from the supervising student conduct case manager, often Residence Directors, the Director of Residence Life, or the Dean of Students.

Failure to complete the required payment or course completion will result in a hold being placed onto the student account, preventing registration and other university services. This hold will only be taken off pending completion of the sanction(s).

4. Animals at HSU

Since the early years, students have been riding horses to campus at HSU, and beloved pets include Dam-It the Dog from the 1930s up to 2014 when Gilbert the Goose arrived on the scene and serves as the current unofficial mascot on campus. Students, faculty, and staff may have animals on campus under the following policies:

Outside Campus Grounds

The campus community and visitors may bring dogs to campus grounds as long as they are on a leash at all times, the owner picks up after the pet, and the pet does not interfere with campus functions. The city of Abilene has additional policies that we also follow including that dogs cannot be noisy. The law restricts breeds of dogs known to be vicious, including pit bulls.

In our western tradition, horses are welcome to be ridden on campus as long as they are cleaned up after, and they may be left unattended for business less than 15 minutes if tied to the appropriate hitching posts.

No other animals other than those who roam wild or that professors are using in the classroom are allowed to be in campus buildings or be anywhere on campus property. Pets are not allowed at any campus sporting events. A \$500.00 fine will be charged for each sighting event of an unapproved animal on campus including but not limited to in the residence halls or apartments. This will be added to your student account.

Service Animals

Service animals are defined as animals that have been individually trained to do work or perform tasks for the benefit of an individual with a disability. The work or task that the animal performs must be related to the individual's disability. Service animals are working animals, not pets. Examples of service animal tasks include, but are not limited to, guiding a person with blindness, alerting people who are deaf, or pulling a wheelchair. Owners/handlers of a service animal must never be questioned about the nature or extent of their disability. Service animals are allowed anywhere on campus when accompanied by an individual with a disability who indicates the service animal is trained to provide, and does provide, a specific service to them that is directly related to their disability.

In general, individuals who are accompanied by a service animal must not be asked to identify the nature or extent of their disability. In regard to a service animal, HSU faculty and staff will not inquire about the qualifications of a service animal when it is readily apparent that the animal is trained to do work or to perform a task for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to a person with an observable mobility disability.) HSU faculty and staff will not require documentation of a service animal's certification, training or license as a service animal.

If it is not readily apparent that an animal is performing work or a task on behalf of an individual with a disability, please do not approach the individual or the animal. Refer the matter to the Dean of Students who will work with the individual and the Office of Student Disabilities to determine whether an animal qualifies as a service animal. Service animal owners/handlers are responsible for any damage or injury caused by their animals and must take appropriate precautions to prevent property damage and/or injury to others while on campus. Service animals must be under the control of the owner/ handler at all times and, to the extent possible, the service animal should be unobtrusive to other individuals and the learning, living, and working environment.

Cost of care, arrangements, and responsibility for the well-being of a service animal are the sole responsibility of the owner/handler including keeping the animal free from fleas and ticks or other pests that may cause infestation. Cleaning up after a service animal is the sole responsibility of the owner/handler. In the event that the owner/handler is not physically able to clean up after a service animal, the owner/handler must hire another individual who is capable of meeting this requirement.

Emotional Support Animals

Emotional support animals will be permitted in university housing when the emotional support animal is necessary for the resident (with a documented disability) to have equal access to housing and is approved in advance by the Student Care Team. Approved emotional support animals are not permitted on any other part of campus outside their housing unit or room. For consideration of an emotional support animal, the student must have a documented emotional disability registered with the HSU Office for Students with Disabilities in advance of the request. Students requesting accommodation with an emotional support animal in campus housing must make a request to the Office of Disability Services by calling 325-670-5842 or emailing disabilityservices@hsutx.edu.

This request must be made no later than 30 days before bringing the animal to campus to ensure time to process the request. Once deemed eligible by Disability Services the student will be required to meet with the Director of Residence Life. The request must include the following:

- A. Documentation stating that students are under the regular care of a licensed mental health professional (LMHP) where they can evidence, they have been seeing the same LMHP regularly.
- B. Credentials of their LMHP
- C. A properly formatted prescription letter that states the student is under the care of a LMHP which must state the link between the presence of the emotional support animal and a documented disability.
- D. Proof that the emotional support animal is properly licensed with the city of Abilene.
- E. Evidence of current vaccinations for the emotional support pet as applicable
- F. If already living on campus, all roommates or suitemates of the owner must sign an agreement allowing the requested animal to be in residence with them. In the event that one or more roommates or suitemates do not approve, or that potential allergies may cause residents, the owner and animal may be reassigned to a different location.

A request may be denied if the emotional support animal presents an undue financial or administrative burden on the university, poses a substantial and direct threat to personal or public safety or constitutes a fundamental alteration of the nature of the service or program of the university.

The owner of an emotional support animal approved as an accommodation in university housing must:

- A. Assure that the emotional support animal does not unduly interfere with the routine activities of the residence hall or cause difficulties with other residents.
- B. Assume full financial responsibility for damage or injury caused by the emotional support animal, including but not limited to replacement of furniture, carpet, windows and wall covering. Expenses related to property damage will be charged at the time of repair or move-out.
- C. Assume full financial responsibility for any expense incurred for cleaning above and beyond a standard cleaning, and for any costs related to pest control or pest mitigation.
- D. Assume full financial responsibility for the cost of care, arrangements and responsibility for the well-being of the emotional support animal. Emotional support animals may not be left in the care of another resident. Approved emotional support animals must be removed by the student when a student is away from the residence hall for more than an extended time. Due to feeding and care, HSU will assume that an extended time is a maximum of 8 hours unless the student demonstrates how their pet can be without care for longer periods of time.
- E. Assume full responsibility for cleaning up after an emotional support animal, including disposal of all animal waste in accordance with guidelines established by the Office of Residence Life.
- F. Emotional support animals must be immunized against diseases common to the type of animal.
- G. Emotional support animals must be contained within the privately assigned residential area (room, suite, apartment, or house) at all times, except when transported outside the private residential area in an animal carrier or controlled by leash or harness. Animals other than dogs on a leash are not allowed on campus grounds.

Removal of Service and Emotional Support Animals

Service and emotional support animals may be removed by the HSU Police or the Dean of Students. They will work with the owner/handler to determine reasonable alternative opportunities to participate in the university service, program or activity without having the service or emotional support animal on university premises. Service and emotional support animals may be removed for the following reasons:

- A. Out of control service animal: An owner/handler may be directed to remove a service or emotional support animal that is out of control when the owner/handler does not or cannot take effective action to control the animal. If the improper animal behavior occurs repeatedly, the owner/handler may be prohibited from bringing the service animal into any university facility or emotional support animals may be excluded from university living areas until the owner/handler can demonstrate that she or he has taken significant steps to mitigate the behavior.

- B. Non-Housebroken Service Animal: An owner/handler may be directed to remove an animal that is not house broken.
- C. Direct Threat: An owner/handler may be directed to remove an animal that the Dean of Students determines to be a substantial and direct threat to the health and safety of individuals. A direct threat may be based upon the poor health of the animal, a substantial lack of cleanliness of the animal, or the presence of an animal in a sensitive area such as certain laboratories or mechanical or industrial areas. Instances of abuse of a service/emotional support animal will be referred to the Dean of Students.

Any violation of the rules may result in immediate removal of the animal from the university and may be reviewed through the student judicial process. The owner will be afforded all rights of due process and appeal as outlined in that process. Should the approved animal be removed from the premises for any reason, the owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

Conflicting Disabilities

Individuals on the university campus may have allergic reactions to animals that are substantial enough to qualify as a disability. In such cases, the university will consider the needs of both persons in meeting its obligations to reasonably accommodate all disabilities and to resolve the problem as efficiently and expeditiously as possible. Students requesting allergy accommodations should contact the HSU Office for Students with Disabilities and employees requesting accommodations should contact Human Resources.

Pets

A “pet” is an animal kept for ordinary use and companionship. A pet is not considered a service or emotional support animal.

Residential students may keep fish in aquariums of 10 gallons or less in campus housing. No other aquatic animals other than fish are allowed (such as turtles, frogs, crabs, snakes, or other aquarium bound animals). Owners are responsible for the proper care and cleaning of the aquarium and are responsible for any damage caused by the aquarium. Students will lose the ability to keep fish if there are complaints of odors or issues arising from their pets. Students are not allowed to have other pets in campus housing, in any campus buildings, or on any campus property. The first time fine for having a pet in campus housing or a campus building is \$500.00. Failure to remove pets immediately will result in further disciplinary action and additional damage costs.

Students in campus houses with leases which began prior to the 2015 academic year and have paid a pet deposit are grandfathered and allowed to keep one animal within the house property. These pets must follow all of the rules of campus animals noted above. No new pets will be allowed in future leases for students in campus houses.

5. Bicycles and Motorized Vehicles

Residents must store bicycles on a designated bike rack and motorized vehicles (such as scooters, motor scooters, and motorcycles) in designated parking spaces. Bicycles and/or motorized vehicles may not be stored on stairs, balconies or inside university housing. Items of this nature found in any living area will be impounded. One exception exists for residents in the university-owned houses who may store bicycles, scooters, and motor scooters behind their homes in places that do not block exit paths and do not restrict access to the houses by other residents or university staff. Residence Life Staff reserve the right to restrict parking for any and all motorized vehicles in the university-owned houses. Students are encouraged, but not required, to register their bicycles with the University Police.

Residents are permitted to store (secure) their “non-motorized” bicycle, (the use of human power by pedaling to power a device) in their dwelling and or residence if it does not restrict access to or impede exit from said dwelling.

6. Cell Phones and Electronic Devices in Class

Use of electronic devices in the classroom is permitted only with the consent of the instructor. Disruption of class by the sounds of cell phones and or by texting is forbidden. A student facing the possibility of receiving an emergency message by one of these means may leave the device turned on during class, but the student must inform the professor of that possibility at the beginning of class. Unless facing an emergency message, the student must turn the device off at the beginning of class and turn it back on only after the class has been dismissed. Routine work-related calls/messages are not considered emergencies nor are personal calls/messages from friends or business associates.

7. Community Disturbances

Any individual or group activity that results in the disturbance or distress of others, or that causes damage, destruction, or defacement to property, is prohibited and subject to disciplinary action. Any resulting damage fees are charged to the students involved. Additional fines may be assessed depending on the nature of the activity. Recreational activities not permitted inside campus buildings include, but are not limited to, soccer, basketball, wall climbing, skateboarding, riding scooters and/or bicycles, Frisbees, paint guns, Airsoft guns, and water fights. Due to the concern for the safety of students, community, and the preservation of facilities, the practice of extreme sports (parkour, free-running and other activities involving elevated risk of personal injury or property damage) is discouraged on the HSU campus and will be addressed if it becomes a problem.

Any disturbance resulting in an assault and or injury to another person or destruction of property could result in, but not limited to, a criminal investigation and criminal charges being filed with the Taylor County District Attorney's Office.

8. Copyright

It is the policy of Hardin-Simmons University that faculty, staff, administrators, and students should strive to obey Intellectual Property laws and licenses. The University is aware that the rights extended to our community by Fair Use are not delineated in Copyright Law. The Richardson Library's brochure "Intellectual Property and Fair Use Guidelines" provides guidelines that may be used to assist in staying within the boundaries of fair use.

Since individuals are at risk if they violate the Copyright Law and licenses of Federal law as noted in the US Code Title 17 section 504(c), each community member is responsible for evaluating his own risk. The act allows a judge to award statutory damages for copyright infringement of \$750.00 - \$30,000.00 per incident, \$150,000.00 for willful violations.

Ownership of Copyrights

Except as qualified below, a member of the university is entitled to ownership of copyright and royalties or other income derived from their works, including books, films, cassettes, software, works of art, or other materials.

Copyright shall be owned by the university, unless other arrangements are contracted, if production of the work:

- a. Used substantial university financial, staff, or other assistance.
- b. Made extensive use of special or rare university holdings, such as rare book collections.
- c. Made significant use of voice or image of students or staff in a product,
- d. Used substantial creative contribution by staff or students to the preparation of the product.
- e. Used the name or insignia of the university or any of its units (other than for purposes of identification of individual faculty members) to identify or to promote the distribution of a product, or other identification or promotion that implies the approval or endorsement by the university or one of its units.

Whenever a copyrightable work is created by a member of the non-teaching staff as part of the individual's university responsibilities, the work shall be treated as a work-for-hire under the terms of the Copyright Act of 1976.

Student will own the copyrights to their theses, however, a student must, as a condition to a degree award, grant royalty-free permission to the university to reproduce and publicly distribute copies of his/her theses.

Fair Use Guidelines

There are four factors that determine Fair Use; (1) the purpose and character of the use, including whether such use is of a commercial nature or is for non-profit educational purposes; (2) the nature of the copyrighted work; (3) the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and (4) the effect of the use upon the potential market for or value of the copyrighted work. This document was drafted with the assumption that the nature of usage is for

supporting university curriculum. The guidelines below are designed to help identify the remaining requirements. Those wishing to use copyrighted materials for uses other than for supporting university curriculum should identify the applicable restrictions and abide by them.

9. Emergency Evacuations

In the event of an emergency situation, it may be necessary to evacuate the building. Causes for evacuation may be fire, hazardous chemical incidents, explosion, severe weather, or other conditions. Some Hardin-Simmons University campus buildings are equipped with fire alarm systems. If a fire alarm is sounded, all people should evacuate the building immediately.

Physically impaired individuals should be identified for assistance by fellow building occupants. Mobility impaired individuals on upper floors should proceed to the nearest exit stairwell for assistance by emergency response personnel of the location of mobility impaired individuals. Any questions concerning evacuation procedures should be referred to the HSU Police Department at 325-670-1911.

In an emergency, it may be necessary to evacuate the building or campus property. Please see and review the Hardin-Simmons University Police Department “Campus Safety” website, Active Attack Response Guide for “Avoid, Deny, Defend” (CRASE-Citizen's Response to Active Shooter Events).

10. Expressions

Hardin-Simmons University values open dialogue and the exchange of ideas in a manner that is consistent with the university’s mission for the purposes of education. We are blessed to live in a country that values free and open speech; however, some speech is nonetheless inconsistent with the Golden Rule found in Matthew 7:12, and students are encouraged to live by this higher standard rooted in our Christian faith and heritage.

Students are encouraged to communicate their views through individual and group discussions. Student Government, Student Life, and other offices of the administration and faculty are open channels of communication.

Any student who participates in or otherwise contributes to mob action or demonstrations that disrupt the normal operation of the university or a university function will be subject to suspension. Organizations involved in such demonstrations will forfeit their good standing on campus.

Vulgarity, obscene language, profanity, lewd or indecent acts, lewd posters and/or pictures, alcoholic beverages or empty containers, illegal drugs or any other materials that reflect negatively on the values of the university are not permitted. Expressive behavior such as mutual combat, threats, physical abuse, or harassment directed toward a member of the HSU faculty, staff, student body, or toward a visitor to the campus, is prohibited. While certain types of dress or apparel may be very appropriate for one occasion, they may not be appropriate for regular wear around the university.

11. Falsification of Information

Students are not to furnish false or misleading information to university officials or on university records, nor will they alter such records. It is a violation of Texas Penal Code 42.06 to make a false alarm or report to an institution of higher education.

Students accused of this crime may face charges up to a state jail felony and will be referred through the student judicial process. A full description of the code and subsequent penalty is provided below. Please help keep our campus safe and report any suspicious activities to the University Police Department, Director of Residence Life, or a Residence Director.

False Alarm or report

A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past or future bombing, fire, offense, or another emergency that he knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies.
2. Place a person in fear of imminent serious bodily injury.
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

Texas Penal Code Statutes:

Sec. 42.06. FALSE ALARM OR REPORT. (a) A person commits an offense if he knowingly initiates, communicates or circulates a report of a present, past, or future bombing, fire, offense, or another emergency that he knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies.
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, place of assembly, place to which the public has access, or aircraft, automobile, or other mode of conveyance.

An offense under this section is a Class A misdemeanor unless the false report is of an emergency involving a public or private institution of higher education or involving a public primary or secondary school, public communications, public transportation, public water, gas, or power supply or other public service, in which event the offense is a state jail felony.

Sec. 42.0601. FALSE REPORT TO INDUCE EMERGENCY RESPONSE

A person commits an offense if:

1. The person makes a report of a criminal offense or an emergency or causes a report of a criminal offense or an emergency to be made to a peace officer, law enforcement agency, 9-1-1 service as defined by Section 771.001, Health and Safety Code, official or volunteer agency organized to deal with emergencies, or any other governmental employee or contractor who is authorized to receive reports of a criminal offense or emergency;
2. The person knows that the report is false.
3. the report causes an emergency response from a law enforcement agency or other emergency responder; and
4. in making the report or causing the report to be made, the person is reckless with regard to whether the emergency response by a law enforcement agency or other emergency responder may directly result in bodily injury to another person.

An offense under this section is a Class A misdemeanor, except that the offense is:

1. a state jail felony if it is shown on the trial of the offense that the defendant has previously been convicted two or more times of an offense under this section; or
2. a felony of the third degree if:
 - a. the false report was of a criminal offense to which a law enforcement agency or other emergency responder responded, and
 - b. a person suffered serious bodily injury or death as a direct result of lawful conduct arising out of that response.
 - c. If conduct constituting an offense under this section also constitutes an offense under another section of this code, the actor may be prosecuted under either section or both sections.
 - d. This section may not be construed in any manner to conflict with 47 U.S.C. Section 230 or 42 U.S.C. Section 1983.

12. Freedoms

Freedom of Access to HSU

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972, Hardin-Simmons does not illegally discriminate in admissions and in the administration of its education policies, programs, and activities. Persons who believe their rights under this policy have been violated should contact the Dean of Students and/or the Vice President for Student Life.

It is the policy of the university that students with mental health disorders, contagious, infectious, long-term, life-threatening, or other serious diseases may continue their enrollment as long as, with reasonable accommodations, they are academically and technically qualified to participate in the educational programs and activities of the university without undue risk to their own health or that of

other students or employees. After consultation with public health experts, university officials will determine the ability of the institution to reasonably accommodate students with contagious diseases or mental health disorders. Their determination will be based on the consideration of factors. Among the factors to be considered are:

- a. The duration of the risk
- b. The nature and severity of the potential harm
- c. The likelihood that potential harm will occur.
- d. The imminence of the potential harm

Freedom within the Classroom

The student will expect the professor in the classroom and conferences to encourage free discussion, inquiry, and expression. Students will be evaluated on academic performance, not opinions or conduct in matters unrelated to academic standards.

Protection of Freedom of Expression

Students will be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion; however, students are responsible for learning the content of any course of study for which they are enrolled.

Protection Against Improper Academic Evaluation

Students will have protection through orderly procedures against prejudice or capricious academic evaluation. However, students are responsible for maintaining the standards of academic performance established for each course in which they are enrolled.

Protection Against Improper Disclosure

Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

Responsibility to Do Own Work

Written or other work which a student submits in a course must be a product of his/her own efforts. Cheating, plagiarism, or other forms of academic dishonesty will not be permitted.

Academic Grievance Policy

The following measures should be taken with respect to an academic grievance pertaining to a course offered by the University. A student may seek remediation for the following:

- a. Grade Appeal: A student who feels that the grading policy for a class is unfair or has been unfairly administered and that the result is a course grade lower than deserved has the right to contest the professor's decision. This process is only for appealing the final course average; consequently, grades on individual projects may not be challenged.

- b. **Course-Related Concern:** Any complaint, beyond the parameters of a grade appeal, which involves an experience occurring within the context of an academic course offered by the University also comes under the purview of the Academic Grievance Policy.

Arbitration for either (a) Grade Appeal or (b) a Course-Related Concern follows the same procedure, with exceptions noted below.

Informal Measures

The University encourages matters to be resolved informally and judiciously whenever possible. If such an agreement is unable to be reached, then a student may file a formal complaint. Each step must be taken in order. Failure to follow the procedure may obviate the appeal.

Step 1. The student discusses the matter with the professor. If possible, the matter is reconciled at this point.

Step 2. If dissatisfied with this discussion, the student voices concern to the department head in a conference scheduled by the student. (If no department head exists, or if the department head is a disputant, then the student consults with the dean of the college or school in which the course under consideration is offered.) The department head (or, if applicable, the dean) discusses the matter with the professor.

Step 1 and Step 2 attempt to find an amicable resolution to the academic grievance informally—be it either (a) Grade Appeal or (b) a Course-Related Concern—without a formal, written complaint. If no resolution occurs in the first two steps, then formal measures may be taken beginning with **Step 3**.

Formal Measures

Step 3. If no resolution occurs at the department level (Step 2), the student then submits a written petition to the dean of the area. If the complaint is against a dean, the complaint will go to the provost. The student's letter of petition must include a straightforward narrative (one to three pages in length) detailing (a) the circumstances surrounding the contested grade or course-related concern, (b) reasons why the student believes the complaint is warranted, and (c) what possible outcome or resolution, from the student's perspective, will resolve the issue at hand.

If the grievance is a grade appeal, then all graded projects in the class—tests, essays, projects, etc.—that are in the student's possession must be submitted along with the cover letter along with the student's personal record of attendance in the class.

Upon the dean's notification that a student has filed a formal grievance, the department head forwards a written summation of the matter to the dean, along with a recommendation for a resolution to the problem. (If no department head exists, or if the department head is a disputant, then a letter from the department head is not necessary.)

Step 4. In writing, the dean apprises the professor of the course under dispute regarding the student's grievance and provides a summary of the points of concern.

Step 5. The professor submits a written response to the student's grievance in a straightforward narrative (one to three pages in length) detailing his or her own account of (a) the circumstances surrounding the contested grade or course-related concern, (b) reasons why the professor believes the complaint either warranted or unwarranted, and (c) what possible outcome or resolution, from the professor's perspective, will resolve the issue at hand.

If the grievance is a grade appeal, then the professor appends the student's projects in the professor's possession, grades on all work done in the course, the student's attendance record in the class, and a copy of the class syllabus with the contested policy clearly marked.

Step 6. The dean will meet with each party separately, or jointly, to seek a viable solution.

Step 7. If no solution can be reached with Step 6, then (a) a formal Grade Appeal goes to arbitration before the Academic Grievance Committee. The dean submits all materials involved up to this point, along with a written recommendation for a solution to the problem to the committee.

Membership of the Academic Grievance Committee: The committee includes three professors from different academic areas with one specified to the chair and two senior students with grade point averages of at least 3.0. The chair of the committee will schedule meetings and preside over deliberations.

Neither the professor nor the student will have counsel at the meetings.

Duties of the Academic Grievance Committee: The committee will review materials submitted by both student and professor before coming together in session and convene at a time convenient for all involved for the purpose of hearing both parties present their cases. Committee members will then hold an executive session to reach a decision. The chair of the committee will inform the student, the faculty member, and the provost of their decision in writing. If a grade is to be changed, the provost will see that the proper forms are submitted to the Office of the Registrar. The ruling of this committee is final with respect to grade appeals.

A formal Course-Related Concern goes directly to the Provost and Chief Academic Officer for resolution. The dean submits all materials involved up to this point, along with a written recommendation for a solution to the problem to the Provost, who will then review materials submitted by both student and professor before scheduling a time, convenient for all involved, for the purpose of hearing both parties present their cases. The provost, at his or her own discretion, may seek additional counsel as appropriate.

The ruling of the provost is final.

-Approved by HSU faculty on August 18, 2016

Freedom of Association

Students bring to the campus a variety of interests, and they develop many new interests as members of the university community. Students are free to join campus organizations that will promote their common interests. Limitations to the above statement include the following:

1. The organization, if it is a formal, ongoing structure, must be duly chartered and recognized by the appropriate university body(ies).
2. The organization must be duly sponsored in accordance with university policy.
3. The student wishing to associate with a campus organization must meet the academic, disciplinary, and other qualifications required for joining the organization.

Freedom of Inquiry and Expression

Students and student organizations are free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They will be free to support causes by orderly means which do not disrupt the regular and essential operation of the university and do not violate the values and standards of behavior articulated in the disciplinary code. The university and the larger community should understand that the public expressions of students or student organizations reflect their own personal views.

Student Participation in Institutional Government

As constituents of the academic community, students are free, individually and collectively, to express their views on issues of institutional policy and/or matters of general interest to the student body. Students are represented on most faculty committees through student members of the committees. These students are voting members of the committees. The students are directly represented in the governance of the campus by the Student Government Association. The Student Government Association is an elected body that serves as the voice of the student in making recommendations to various campus officials. SGA, along with other campus constituents, has only recommending powers. The official policy making authority is the Board of Trustees and its duly appointed administrator, the president of the university.

Student Publications

Student publications and the student press are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the attention of the faculty and the institutional authorities, and of formulating student opinion on various issues on the campus and in the world at large. The student publications of HSU are fully funded by the university and are subject to the same limitations and restrictions that apply to a newspaper's relationship with the publisher.

Guest Speakers and Entertainers

Guest speakers and entertainers are an important complement to the educational program of the university. Students are encouraged to recommend the speakers and entertainers of their choice to the appropriate sponsoring offices. All guest speakers and entertainers must be sponsored by an appropriate academic department, organization, or administrative office.

The invitation of any guest speaker or entertainer who requires remuneration must have prior approval of the appropriate administrative officer before an invitation can be extended. Prior to inviting a guest speaker or entertainer, appropriate facilities should be approved and reserved, and appropriate contracts and paperwork filed.

Off-Campus Freedom of Students

College and university students are both citizens and members of the academic community. As citizens of the United States, students will enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy; and, as members of the academic community, they are subject to the obligations that accrue to them by virtue of this membership. Faculty members and administrative officials should ensure that institutional powers are not employed which inhibit such intellectual and personal development of students as is often promoted by their exercise of the rights of citizenship both on and off campus.

Occasionally the activities of students may result in violation of law. In such cases, institutional officials will be prepared to apprise students of sources of legal counsel, and such officials may offer other assistance. A student who violates the law may incur penalties prescribed by civil authorities and may also be subject to university action if said violation also violates university policy or involves the student in an activity that threatens the health or safety of said student or any other student or person. The student who incidentally violates institutional regulations in the course of his off-campus activity, such as those relating to class attendance, will be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

Distribution of Literature and Posters

Students are free to distribute literature or to display posters relative to organizations' activities or campus-wide activities as long as the activities adhere to university policy and as long as the literature and posters are in good taste. Posters must be approved by the person in charge of each building and must be posted only in designated areas. Posters in Moody Center should be approved by the Coordinator of Student Activities. T-shirt designs and slogans must be approved by the Dean of Students or his/her designee.

13. Harassment

Unlawful discrimination occurs when an individual is treated less favorably with respect to the administration of the university's educational programs and activities, admissions, financial aid, or on-campus housing, based upon that individual's membership in a class protected by applicable law.

Harassment is defined as conduct that is so severe and/or pervasive, and objectively offensive, that its effect, whether or not intended, impairs a person's ability to participate in the university's educational programs and activities or their living environment. Objectively offensive conduct means that it must be offensive both to the recipient of the conduct and to a "reasonable person" in the recipient's circumstances.

14. Hazing

Texas State law defines hazing as “any intentional, knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization whose members are or include students at an educational institution.” The term includes but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
- Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm, or which adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and
- Any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Penal Code or Code of Student Conduct.

Hazing is any activity that humiliates, degrades, abuses or endangers a person, regardless of the person’s willingness to participate. Students who are hazed often suffer physical or emotional difficulties. Such activity does not fit within the Christian mission of HSU.

The Texas Legislature enacted an anti-hazing law in 1987. State law provides penal sanctions in the event of a conviction of hazing. According to this law, individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.

Hazing on the part of students, faculty or staff is strictly forbidden, whether on or off campus. HSU students are expected to be partners in fulfilling the Christian mission of the university by creating and maintaining standards within student groups, teams and organizations that are conducive to personal growth and development.

HSU will take disciplinary action against individuals and/or groups who are involved in hazing activities. Such disciplinary action may be taken independently of state or local prosecutorial actions.

A person commits a hazing offense if the person:

- Engages in hazing.
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing.
- Intentionally, knowingly or recklessly permits hazing to occur.
- Has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Dean of Students, campus police, or the Director of Student Activities.

University Disciplinary Rules

The law does not restrict the right of Hardin-Simmons University to enforce its own rules against hazing, and the university will take disciplinary action for conduct that constitutes hazing regardless of whether public authorities prosecute students under the state hazing law.

- A. Hazing with or without the consent of the student is prohibited by Hardin-Simmons University. Both the individual(s) inflicting the hazing and the person submitting to the hazing are subject to disciplinary action. The fact that an individual consented to or acquiesced in a hazing activity is not a defense to prosecution of an offense under the hazing law, and neither will it be under the university's disciplinary process.
- B. Initiations or activities by organizations may not include any feature which is dangerous, harmful or degrading to the student. A violation of this prohibition renders both the organization and participating individuals subject to discipline. In an effort to encourage reporting of hazing incidents, the court may grant immunity from civil or criminal prosecution to any person reporting a specific hazing incident involving a student in an educational institution to the Dean of Students or other appropriate official at HSU. A person reporting in bad faith or with malice is not protected by this section.

15. Items Not Allowed on Campus

- A. Highway markers, street signs, other official markers and empty alcoholic beverage containers are not allowed in campus housing. Possession of official markers is illegal in the Texas Penal Code as well as in many city ordinances.
- B. The repair or storage of motorcycles and the storage of gasoline or other similar flammable substances in the residence halls is not allowed.
- C. Lewd posters and/or pictures, alcoholic beverages, empty alcoholic beverage containers, illegal drugs, or any other materials that reflect negatively on the values of the university are prohibited.
- D. Open flames of any kind are prohibited in the residence halls because of fire hazard.
- E. Surveillance cameras are not allowed in student rooms.
- F. Vape Pens or any nicotine/ tobacco products.

See the entire section devoted to Weapons at the end of this Handbook.

16. Movies on Campus

It is illegal to view movies rented or purchased for private use in public areas except for academic purposes under the direction of faculty. Because residential communal areas are limited to the residents of that building, watching movies in the lobby or living space is permitted.

Student Activities does purchase the rights to movies for viewing on campus. Students should speak to Student Activities in the Moody Student Center if they would like to be involved in promoting or hosting a campus movie. Viewing or showing X-rated or pornographic materials is never allowed on campus.

17. Posting

All posters, fliers, and other materials to be posted on campus must be approved by each building's designated person. Items for housing areas must also have the approval of the Residence Life Office. All postings are to have a stamp, signature, and removal date.

Any individual or group requesting to place an advertisement is responsible for its removal by the marked date or will face restriction from posting in the future. Posting should only be done in designated spaces. For design guidelines, please refer to the Print and Digital Media Policy.

Moody Center is posting events electronically to display on the TVS in the lobby. Please send materials by email to the Coordinator of Clubs and Organizations. This policy is designed to allow any registered student organizations, departmental organizations, administrative and academic departments, individual students, and individual employees to properly post items on Hardin- Simmons University campus property in a way that is consistent with the mission of the university.

Requirements

All printed posters must include:

- A. Name of the sponsoring organization, department, or responsible individual
- B. Date, time and location of program.
- C. Approval from the appropriate department as required by location (see location information below) and receive the appropriate stamp, if one is required.
- D. Removal of the posted materials will happen no more than 24 hours after the date of the event.
- E. Materials not associated with a specific event or program may be displayed for no more than 10 business days unless specific approval is obtained from the Office of Student Activities.
- F. Materials must not be obscene or defamatory and must not violate university policy or federal, state, or local laws.

Locations

Each building has specific procedures for posting materials within its own confines. Please note that these procedures may be more stringent than the general requirements provided below and may vary from building to building. In the event a specific posting policy by an academic or administrative facility conflicts with the requirements set forth below, that procedure takes precedence over these

requirements. Building coordinators may remove materials that have not been posted according to the following:

1. General Guidelines
 - a. Only general-purpose bulletin boards in each building may be used for posting.
 - b. Posters or flyers must be affixed to bulletin boards with thumbtacks, pushpins or regular staples, not glue or tape, and magnetic boards with magnets, or a small amount of tape.
 - c. Posters or flyers must be limited to one per bulletin board per event.
 - d. Posters may not exceed 11 inches by 17 inches except with the authorization of the building coordinator or other authorized university official.
 - e. Bulletin boards that are labeled as “community only” are limited to that purpose and non- related announcements will be removed.
 - f. Posters or flyers may not be placed on interior or exterior walls, floors, doors, windows, sidewalks, statues, or public art.
 - g. General rule – If there is no other posting in the area, it is probably not an approved posting area.
2. Academic Facilities
 - a. Consult the dean’s office of each school or college or the building coordinator in charge of each building.
3. Residence Halls
 - a. Contact the Office of Residence Life, room 217 in Moody Center
4. Dining Halls/POD
 - a. All postings, including table tents, must be approved by Dining Services, Dustan Taylor – Dustan@aramark.com
5. Student Centers
 - a. All postings in the Moody Student Center must be approved by the Office of Students Activities, Moody Center 1st floor glass office (MC 103, 670-1947).
6. Exterior
 - a. Registered student organizations and departments may request chalk OUTSIDE on the Hardin- Simmons University campus non-brick sidewalk areas. Only water-soluble chalk is permitted. Permission to chalk must be requested via email to the Office of Student Activities, corinne.whitaker@hsutx.edu.

Additional Restrictions and Requirements

Hardin-Simmons University acknowledges that a policy of this nature may not anticipate every possible issue that may arise with respect to on-campus posting. As a result, the university reserves the right to impose reasonable restrictions and/or requirements with respect to time, place, and manner of posting activities. These restrictions may be in addition to, or in lieu of, those set forth in this policy.

Prohibitions

- A. Organizations must not place their posters such that they obscure the posters of others.
- B. Using masking tape or other adhesives (including paste, glue, and spray adhesive), clear tape only.
- C. Using nails, heavy gauge staples, or other metal fasteners.
- D. Attaching posters to outdoor walls, trees, doors, light/telephone poles, sidewalks/walkways, stairwells, vehicles, roads, grassy areas, window/transparent surfaces, or other areas not expressly permitted through this policy.
- E. Posting messages or symbols on grassy areas.
- F. Hanging banners on external surfaces without first obtaining permission.
- G. Causing damage to personal or university property.

Enforcement

Postings displayed in violation of this policy will be removed, regardless of content. Outdoor areas will be checked periodically by the Student Activities Department. Materials not posted in accordance with this policy or posted past the time for the event will be removed by staff.

The University Judicial System has jurisdiction over complaints filed against any university student, or registered student organizations(s), who destroys, defaces, or removes posters on university bulletin boards, or who posts material in a manner inconsistent with this policy.

Sanctions

Sanctions for violation of this policy by students and/or registered student organizations include, but are not limited to:

- A. Fines and/or restitution
- B. Loss of future posting and/or facilities use privileges.
- C. Loss of recognition for registered student organizations
- D. Other disciplinary sanctions
- E. Other educational sanctions appropriate to the circumstances.

University employees violating this policy may be subject to disciplinary action by the university. Hardin-Simmons University reserves the right to update and amend this posting policy at any time.

18. Pranks

As with every community environment, fun is a healthy and necessary ingredient for life together. Often students will choose to perform pranks on fellow residents, classmates, and the community. The university is concerned with the rights of those affected by pranks and urges those who choose to perform them to use good judgment and discretion.

Students should keep in mind the following things should they choose to perform a prank.

- Take a great deal of effort to be done well.
- Should be targeted only towards audiences which are certain to enjoy them.
- Must not be defamatory.
- Must not damage property.
- Must not include fireworks.
- Must be safe.
- Must be fun for everyone involved at all levels.
- Must not violate university policies.
- Must not involve animals/insects, whether alive or dead.
- Must not result in extra work for university employees.
- Prank instigator(s) must help to return things to their original order if their assistance is so desired by the recipient(s).

Those who choose to perform pranks must accept any consequences that may result. Even if all of the above are kept in mind when committing a prank, the university may still choose to take actions towards the individuals responsible if the prank causes a disruption or adversely affects someone. Should damage occur and the pranksters do not claim ownership to pay for the damages, the residents of the whole living area shall incur the cost of the damages.

19. Print and Digital Media Policy

Student Organizations must submit a proof to University Marketing for design approval when promoting your organization using the following items:

- The phrases “HSU,” “Hardin-Simmons,” or “Hardin-Simmons University,”
- HSU logos
- Images that represent HSU
- HSU symbols/ Icons
- HSU slogans
- Any other HSU representative material

Additionally, if any organization on campus needs assistance to design files for any logo, wordmark, or branding element, the Office of University Marketing can provide any of these items in a variety of digital file formats. Feel free to send any requests, questions, or concerns via email to marketing@hsutx.edu or fill out a design request form at <https://www.hsutx.edu/about-hsu/leadership-administration/university-marketing/marketing-request-forms/>.

Student Organizations at HSU may freely promote their organization or related student-organized activities or events, through any of the following media without approval/permissions from the Office of University Marketing as long as their organization does not identify HSU by using the university's name (or variations thereof), logos, images, symbols or slogans.

Examples of student organization promotions:

- Design and publish fliers, posters, or other printed materials intended for campus use only (posting of materials subject to approval by building supervisors)
- Design and print t-shirts (if using an HSU logo run it by University Marketing.)
- Create and publish student club or organization social media accounts, hashtags, or websites (send login information to University Marketing so they can keep track of accounts and provide the information to someone else if the owner of the account is no longer at HSU)

For guidance, please refer to the HSU Brand Guidelines.

20. Property

Students should respect the property of others. They should not damage or abuse the property of the university or other students, nor should they appropriate, for their own use, the property of the university or of others without the consent of the owner of that property. Students should not enter any room or building without the consent of the owner of that property. Students will be charged for willful or negligent damage done to university property.

21. Procedures for Handling Student Grievance

(other than grades) With Fellow Students, Faculty, or Staff

A written grievance should be submitted to the Office of Student Life. The Dean of Students or designated official will discuss the grievance with the parties involved and bring suggested resolutions to the person lodging the grievance.

Should satisfactory resolution of the issue be impossible at this level, the dean, in conjunction with the Vice President for Student Life, will appoint a committee (which will include a student) to develop a recommendation for a solution.

22. Residential Policies

Students who reside on campus are not allowed to maintain off-campus residences.

Candles and Open Flames

Due to fire hazards, any open flame and/or the possession or use of flammable items such as candles (with or without wicks, burned or unburned), incense, potpourri, and lanterns are not permitted in any campus buildings including residence halls, houses, apartments, or community areas. Violation of this policy will result in disciplinary action, including confiscation, fines, and other sanctions. Candle warmers are not permitted, including those that heat up small blocks of wax.

Emergency Response and Evacuation Procedures

Emergency situations can occur at any time. Members of the university community have a responsibility to notify university officials of incidents/emergencies as they are observed. The Hardin-Simmons University Police Department should be notified of all emergencies. Upon initial observation or notification, HSUPD will respond to the scene and coordinate (as needed) with university officials concerning institutional response and/or community notifications.

A. Fire Procedures

The building should always be evacuated if an alarm is sounded. All fires should be immediately reported to 911. The Residence Director on call will be notified by HSU police in the event of a fire in a residential building.

- a. No student or staff will jeopardize his/her life in order to complete evacuation of the halls.
- b. In the event of a fire in a residential building, all residents should congregate at a safe distance from the building (at least 100 feet). Anderson Hall, Ferguson Hall and Nix Hall residents will evacuate to Anderson Lawn. Lange Hall and Behrens Hall residents will evacuate to the Pine Street Parking lot. Hunter Hall residents will evacuate to the Logsdon Seminary Lawn. Residents must check-in with responding staff members and may not re-enter buildings until the all-clear has been given by fire personnel or Residence Life Professional Staff.

B. Fire Drills

Fire drills are conducted in all residence halls during the beginning of each semester to allow occupants to become familiar with and practice evacuation procedures. Drills are conducted by the Residence Life Staff in conjunction with University Police.

Furniture

For safety, students are not permitted to reconfigure beds. Students are permitted to request the reconfiguring of beds by the Facilities Department during the first three weeks of the semester. After the first three weeks, requests will only be approved for health and safety reasons. No homemade lofts are allowed on campus in any living area. If a resident disassembles any university furniture, a \$50 fine will be applied to the student's account.

Guest Policy

Residential students are permitted to invite a guest to spend the night in their living space, free of charge, a total of three nights per semester if they are registered with the Resident Assistant or Residence Director of the living area. Guests must be at least 15 years of age and of the same sex as the host. A \$10, per person, per night fee will be charged for each additional night stayed beyond three nights per semester. A guest may not stay in university housing longer than one week.

Upon their arrival, guests must check in with a member of the Residence Life Staff and provide emergency contact information using the designated form. Failure to register an overnight guest with Residence Life Staff could result in the loss of overnight guest privileges, or further disciplinary action.

The resident and guest must remember that they are in a shared living environment, and roommates are affected by the presence of the guest. Therefore, it is the resident's responsibility to respect the needs of roommates and explain university regulations and community behavioral standards to guest(s). Guests are required to follow all university standards while on HSU premises, and the student host will be held responsible for any inappropriate behavior and/or damage caused by their guest(s).

Minor guests are defined as anyone under the age of 18 years old. Related minors age 15 and over are permitted to stay with their residential student family member with the proper registration. A child who is unrelated to a resident is allowed to visit a resident's room or stay overnight in university-owned housing if he/she meets all of the following conditions: the child (1) is 15 years of age or older, (2) is invited to do so by the host student, (3) is the same sex as the host student, and (4) the parent/guardian has filled out a liability release and medical permission form.

Overnight visitors must sleep in their host's room, and not in a public lounge or individual floor lounge. A child who is unrelated to a resident and is under the age of 15 years, may visit university-owned housing if he/she is invited to do so by a host resident. The child may not stay overnight or visit in any bedroom of the host or any other similar space unrelated to the host but may visit public residential commons during the normal visitation hours.

This policy will not apply to summer conference groups, sports and other camps that have their own supervisory staff. Overnight guests are allowed a maximum of two weeks in Family Housing each year; the Residence Life Office must approve longer visits in advance of the guests staying.

All residents are required to sign a contract with Hardin-Simmons University prior to moving into a housing unit, however guests remaining longer than two weeks are considered non-contracted residents and will be charged accordingly. Guests are the responsibility of the resident hosting the visit and are expected to abide by housing regulations, policies and the student handbook. It is the responsibility of the hosting student to convey guest expectations. Residents in violation of this policy may be removed from housing.

Quiet Hours

The minimum for quiet hours in all Hardin-Simmons University campus housing is from 10:00 p.m. to 10:00 a.m. Quiet hours are defined as times when residents' music, televisions, and conversations are to be kept at a level that does not interfere with other residents' study or sleep. Common courtesy prevails at all times. The right to study or sleep supersedes the privilege to be entertained or entertain others.

Residents are expected to respect requests if asked to lower the volume level. Noise that is audible beyond the confines of a living space is prohibited and may result in referral to the Student Conduct Process. *Note that the regular workday for university employees begins at 8:00 a.m. and their activity may create sounds heard within university housing. Also, various residential facilities may be impacted to some extent by construction noise from time to time. The construction day typically lasts from 7:00 a.m. to 6:00 p.m.*

Finals weeks are periods of the semester when students have heightened need for study space and healthy quiet in their living spaces. Quiet hours during finals week are 24 hours a day with the exception of designated hours between 12:00 p.m. to 5:00 p.m. each day. Violations during this time will result in immediate referral to the Student Conduct Process.

Roofs

Students are not permitted to be on any roof without prior permission. A person found on the roof of any building will be go through the student conduct process and minimally be assessed a \$100 fine.

Sex

As an institution, HSU holds the value that the act of sex should be reserved for marriage between a man and a woman. Any sexual act outside of this definition is outside the bounds of how we interpret God's word in the Bible. Education of a biblical view of sexual relations is the outcome that we seek. When a complaint or violation of the policy shows that a student acted outside of our biblical values of dignity and respect, we will address the conduct and hold students accountable.

Student Health Services

The staff of each residence hall and the HSU Police Department are supplied with first aid equipment and AED equipment.

Visitation

Hardin-Simmons University desires residents to hone their capacities to relate to the opposite sex in a healthy, respectful, and Christ-like manner. The Open Visitation policy guides the opportunities in which students may visit the individual living areas of members of the opposite sex. The university recognizes the academic and interpersonal benefits of men and women interacting as well as the fact that accountability and wisdom are necessary to foster safe and positive interaction. The structure of Open Visitation also allows roommates to maintain personal space and to respect the differing sleep, study, and living patterns. In traditional student living areas in the University Place Apartments, Wolf Apartments, and houses no one of the opposite sex may be in the bedrooms at any time. Room doors of hosts must remain at least halfway open and allow unrestricted visual access to the room.

At no time may residents engage in intimate activities (e.g., lying under covers in bed together) which could make others feel uncomfortable and put themselves in a compromising situation. There should be some sort of light source on in the room. At no time should any guest of the opposite sex use the bathrooms designated for residents of the visited residence hall, however common bathrooms are available in the residential commons area of each living area.

Violations may result in the loss of Open Visitation privileges for the individuals and/or living area, community service hours, removal from the living area and/or suspension. Students are responsible for knowing the boundaries and times of Open Visitation in all living areas. Questions about this policy may be directed to a Residence Director or the Director of Residence Life.

23. Sexual Misconduct

Overview

Hardin-Simmons University (“HSU”) is committed to providing a safe and nondiscriminatory learning, living, and working environments for all members of the University community. Hardin-Simmons University does not unlawfully discriminate on the basis of sex or gender in any of its education or employment programs and activities, and it does not tolerate unlawful discrimination or harassment on the basis of sex or gender.

This Sexual Harassment and Misconduct (“Sexual Misconduct”) policy prohibits: 1) sexual harassment as defined by Title IX (“Title IX Sexual Harassment”); and 2) certain other forms of sexual and interpersonal misconduct not covered by Title IX (e.g., certain types of sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, intimate partner violence, retaliation, and complicity (“Non-Title IX Misconduct”)) (collectively referred to in this policy as Prohibited Conduct). These forms of Prohibited Conduct are harmful to the well-being of our community and its members, the learning and working environment, and collegial relationships among our students, faculty, and staff.

All violations of Prohibited Conduct under this policy will result in discipline, including potential separation from the University and/or referral to separate procedures that could result in termination of employment. Some forms of Prohibited Conduct may also violate state and federal laws, and criminal prosecution may occur independently of any University process.

The University will comply with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in the University's programs and activities, and Title IX regulations issued in May 2020; the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); Title VII of the Civil Rights Act of 1964; Chapter 21 of the Texas Labor Code; Chapter 40, Section 819 of the Texas Administrative Code; pertinent provisions of the Texas Education Code, and other applicable law.

This policy sets forth the procedures that will be used to investigate and respond to reports of Prohibited Conduct. The University will respond to reports about Prohibited Conduct with measures designed to eliminate the conduct, prevent its recurrence, and remedy any adverse effects of the conduct on individuals, members of the campus community, or University-related programs or activities. In addition, the University may implement supportive measures that are designed to restore or preserve equal access to university programs and activities and protect individual and campus safety.

Within the bounds of applicable law, the University will make reasonable efforts to investigate and address reports of Prohibited Conduct, regardless of how the information was brought to the University's attention or the extent to which the complainant wishes to participate or be involved. See *Balancing Complainant Autonomy with University Responsibility to Investigate*. The University expects students to reflect Christ-like character, conducting themselves in a manner consistent with biblical principles.

The University prioritizes the reporting of sexual assault, and will not pursue disciplinary action against a complainant, respondent, or witness for disclosure of personal consumption of alcohol or other drugs (underage or illegal) where the disclosure is made in connection with a good faith report or resolution process and the personal consumption did not place the health or safety of any other person at risk.

All HSU students and employees have access to Confidential Resources that they may use for support and guidance regardless of whether they make a report to the University or participate in a resolution process.

Retaliation against anyone who makes a good faith report or complaint under this policy, who opposes in a reasonable manner an act believed to constitute a violation of this policy, or because they have assisted, or participated or refused to participate in any manner in a resolution process under this policy, is prohibited. Concerns or questions about retaliation should be immediately reported to the University's Title IX Coordinator.

The full HSU Sexual Harassment and Misconduct policy can be found at the following link: [HSU-Title-IXPolicy-10-14-22.pdf \(hsutx.edu\)](#)

24. Skateboards, Rollerblades, and Wheels

The university designates limited areas and times for the use of skateboards, scooters, roller skates, rollerblades, or other similar wheeled devices. Use is not allowed in university buildings or on sidewalks and the city of Abilene prevents using them on streets. Use is allowed and encouraged as part of programs and events. Examples may be that we shut down alumni circle parking lot to have a skate night, or we turn a parking lot into a skate park. Any student wishing to host a program should speak to the Dean of Students or the Student Engagement Team.

HSU suggests anyone participating in the use of skateboards, scooters, roller skates, rollerblades, or other similar wheeled devices wear protective head gear, such as a helmet or other protective device and obey traffic-controlled devices, e.g. Stop signs, yield signs, crosswalks, etc.

25. Solicitation

To protect the integrity of the HSU Campus Community, no salespeople, even if they are students, are permitted to sell or solicit on campus. Commercial advertisements of any kind are also prohibited on campus. Permission for functions, organizations, and businesses that fit with the mission of Student Life may be approved in advance by Student Activities.

26. Sports

Students are encouraged to participate in the many athletic opportunities offered on campus. Many students also have pick-up games or play sports on campus lawns. Students should consider the surroundings when playing including the following policies:

- A. No balls or Frisbees should be thrown near windows or pedestrian pathways.
- B. Due to damage to the grass and the potential for broken windows and sprinkler heads, hitting golf balls are not permitted anywhere on campus.
- C. After 10:00 p.m. noise levels should be kept to a minimum in consideration of those living in the residence halls and the surrounding neighborhood.

“Campus golf” which uses tennis or whiffle balls has been an HSU favorite alternative, and more information on the sport can be obtained through Outdoor Recreation. They also have mobile disc golf stations that can be set up for students to use at programs or for general recreation.

27. Student Conduct and Regulations

All regulations and policies in the Student Handbook apply to any student enrolled in HSU, regardless of the number of hours enrolled, academic classification, or age. It is the responsibility of the student to be aware of and follow these regulations, as well as those in the Undergraduate Catalog.

Hardin-Simmons employees and students should strive to conduct themselves in accordance with Christian principles both on and off campus. Recognizing the developmental stage of most university students, the university policy sets boundaries and establishes disciplinary procedures that allow administrators to work with students as they mature and learn. The guiding principle recognizes the sinfulness and weakness of man and the redemptive, forgiving nature of God.

The mission of the Student Life staff is to work with students in a redemptive stance for as long as a student shows a willingness to grow and learn. As an institution, HSU holds the value that the act of sex should be reserved for marriage between a man and a woman. Any sexual act outside of this definition is outside the bounds of how we interpret God’s word in the Bible. Education of a biblical view of sexual relations is the outcome that we seek. When a complaint or violation of the policy shows that a student acted outside of our biblical values of dignity and respect, we will address the conduct and hold students accountable.

Misconduct is a matter of serious concern, and the university attempts to provide fair and reasonable treatment in all disciplinary matters. However, in all cases of violation of university rules and regulations, or of actions in violation of local, state, or federal laws that affect the university, HSU reserves the right to proceed with its own disciplinary action independently of any criminal or civil charges which may have resulted.

Conduct considered injurious or threatening to the student or others may result in automatic suspension pending a hearing.

For the Sexual Misconduct and Title IX Policy, please see Section 22.

If a third party complains of sexual misconduct occurring off campus and not connected with an HSU-sponsored event, and after initial investigation a determination is made that Title IX of the Educational Amendment of 1972 does not apply to such complaint, the university may proceed with disciplinary action against any HSU student or employee involved.

In such cases, the Sexual Misconduct Policy applies; however, the Complainant will be considered a third party in these circumstances, to assure applicable FERPA rights of HSU students and potential privacy rights of employees remain protected.

28. Student Organizations

For a complete, current list of HSU's Student Organizations, please visit our website - <http://www.hsutx.edu/student-life/student-involvement/campus-organizations/>

Classifications of Campus Organizations

Campus organizations are divided into two classifications based on funding: Departmental Organizations and Student Organizations. Student Life only presides over Student Organizations. To learn more about Student Clubs and Organizations please reference the HSU Student Clubs and Organizations Handbook.

Student Government Funding Requests

The Student Government Association will accept funding requests from University Recognized organizations at the beginning of each semester that would be applied to that semester's operational budget for the requesting group upon approval. To receive operational funds from the Student Government Association, the requesting group must be university recognized and must provide a detailed budget request including the benefit of the funds to campus as a whole. If the request is approved, the Student Government Association executive team will decide what amount to provide to the requesting group.

Once a group has received the requested amount, they must later prove with receipts or invoices that they spent the funds on what it was requested for. If the group fails to prove their spending appropriately, they will then be stripped of the funding benefit for the following fall and spring semesters. The Student Government Association will make the funding request process available to university recognized student groups.

Social Clubs

At HSU, there is a healthy social club life that is made up of several local social clubs (which were created by HSU students on our campus) These clubs give social club students a place to fit into our campus while also contributing to the overall reach of our programs and activities.

Spiritual Clubs

Student clubs sponsored by non-Baptist Christian denominations or church college groups are eligible for formal recognition as a university sponsored club under the following conditions:

- a. The basic purposes and activities of the group must be compatible with the HSU Mission and be consistent with university policies. Student Life will review the doctrine and beliefs of the sponsoring organization before recognition is granted.
- b. The advisor must be HSU faculty or staff.
- c. Recognized student clubs are welcome to reserve space for events for HSU students or meet informally in student common spaces for Bible studies.
- d. Clubs may fund-raise for their student club and deposit the funds into their HSU Club account for HSU events, but churches may not fund-raise or collect money on campus for church activities. Fundraising must be cleared up by the Advancement office in order not to interfere with university fundraising efforts.
- e. HSU loves to partner for events and would love to consider partnering with churches to sponsor events together. Examples of this may be partnering with several churches to have a Christian band play on campus, co-sponsoring a spring break trip, or promoting places for HSU students to be involved such as mission trips or serving as a camp counselor with a church.

National Clubs

National student groups must meet their national charter's expectations and follow their rules and guidelines. These groups should also meet the standards for any HSU student group on top of their group's national expectations.

Student Organization Finance Policies

Accounts directly funded by an academic department, or an endowment need a separate budget number controlled by the terms of the department or the endowment. Student Life is uninvolved in these accounts.

Student organizations cannot place their funds into an academic department or endowment fund.

The Vice President for Student Life, Dean of Students, Director of Student Engagement and Coordinator of Clubs and Organizations have access to all student club and organization accounts. All student clubs' and organizations' budgets are accessible and controllable by Student Life. Student Life reserves the right to place a hold on any club or organization account for disciplinary reasons.

All account checks or requests for payment need approval.

Prior to reimbursement, the Coordinator of Student Clubs and Organizations and/or the Director of Student Engagement will verify account balance before submitting. After 2 full academic years of inactivity, club and organization accounts are reviewed and subject to be emptied and placed in the Student Life/ Student Government Association account.

Costs for Organization Memberships

Every student organization is responsible for informing all prospective members of the approximate cost of club membership as part of the recruitment process or membership drives.

Off-Campus Accounts

Organizations are allowed to hold off-campus bank accounts, but must abide by the following criteria concerning these off-campus accounts:

- a. These accounts cannot be linked to HSU in any way (i.e., name, tax ID number, software, policy, etc.).
- b. Groups cannot collect funds through fundraising on campus and deposit these funds into off-campus accounts.
- c. Any funds collected from the Student Government Association must also remain on-campus. Money given by SGA cannot be transferred to an off-campus account.

Credit Cards

The Student Life Office holds three credit cards that any club or organization can reserve for a pre-approved amount of time. To check out these cards, the student group must fill out the Credit Card Request Form on HSU Central and the Coordinator of Student Clubs and Organizations will approve the request. If approved, the Club may check out the card during normal business hours (M-F, 8:00 a.m.-5:00 p.m.). The card must be returned with all receipts from the credit card purchases within a pre-approved amount of time.

For abuse of this process, the following fines may be incurred upon the group's campus account each month:

- a. Failure to return a credit card within pre-approved amount of time:
 - First occurrence = \$25.00
 - Second occurrence or any occurrence after = \$50.00
- b. Failure to return a receipt with the credit card will result in those charges being applied to the HSU student account of the student that checked out the credit card.
- c. Use of a credit card without sufficient funds in a group's account will result in the amount being charged to the student account of the student who checked out the credit card. The organization will be given 3 business days to deposit enough money into their account to cover the charge before the student account is charged.
- d. Loss of a credit card: \$500.00 fine

Credit cards will have a limit of \$500.00 for any purchases. If a student group needs to make a purchase that is larger than \$500.00, it must be done via check or cash.

Money Transfers

Money can be transferred between on-campus accounts with the use of an interdepartmental form that can be filled out by the Director of Student Engagement.

Checks

HSU check requests can be written at any time through either a group's faculty/staff advisor or the Coordinator of Clubs and Organizations. Either of these individuals can use the Hardin-Simmons check request form to submit the request, but a copy of the request must be given to the Coordinator of Clubs and Organizations if not filled out by that individual.

- a. Requests should be submitted at a minimum of two weeks prior to the due date in order to ensure an on-time payment.
- b. A formal invoice or statement must be attached to the check request before turning it in to the Hardin-Simmons Accounting Office.
- c. For abuse of this process, fines may be incurred upon the group each month:
- d. Requesting a check without sufficient funds in the group account will result in the amount being charged to the student account of the student who turned in the form.

Deposits

Anyone (students, faculty, and staff) can deposit money into an account by giving money (cash or check) to the HSU cashier with the budget number for the group's account. The appropriate budget number can be received from the Coordinator of Clubs and Organizations.

Balance Inquiries

The Coordinator of Clubs and Organizations can access the current balances for any registered club or organization. Any approved member of a group can ask the Coordinator of Clubs and Organizations for their current balance within regular business hours.

Off-Campus Organization Activities

Unless an event has administrative approval, it will not be construed in any way to be a university event. Nor will it be construed to be an event which the university, its agents, servants, or employees are responsible for supervising or controlling.

All service clubs, social clubs or other student organizations should understand that the university, its employees, agents, and trustees will be held harmless from any claim for damages and any and all other liabilities that may arise from such events.

No service, social club, or other student organization is permitted to present itself as an agent of the university, use the university name, or use their approved club name without prior approval from the Student Life Office. This will include the rental, lease, borrowing, or reservation of facilities, equipment, or any other supplies secured for the purpose of holding any activity on or off campus.

In order for an off-campus event to be considered an approved event, a request should be submitted to the Student Life Office for final approval by the Dean of Students at least 30 days in advance that includes but not limited to events lasting more than 24 hours. Off-campus events that are approved by the Student Life Office must meet the same requirements and regulations as all on-campus events.

29. Student Rights, Freedoms and Responsibilities

The philosophy of Hardin-Simmons University recognizes the interrelationship of faith and reason, the obligation to search for truth in all areas and relationships, and the concern for human values. The institution accentuates the Christian concept of the dignity of the individual and seeks to promote this ideal. The university strives constantly to achieve academic excellence and to develop Christian maturity, believing that the two are complementary.

With this concept of learning, each student should act in a mature manner and exercise good judgment in conducting his/her personal life both on and off campus. The student who enrolls at HSU should expect to become a part of the total campus environment. He/she should realize the uniqueness of the university in terms of its traditions, goals, policies and regulations. In becoming a part of the university, the student agrees to uphold these characteristics. While at Hardin-Simmons, the student will obey the policies and regulations of the university and the laws of Abilene, the State of Texas, and the United States or, if studying abroad, the laws of other countries.

30. Threats of Harm to Self or Others

HSU is concerned about the well-being of all students. The university takes seriously any behavior, including a non-privileged verbal statement that tends to demonstrate a student may harm himself/herself or another. Such behavior demonstrates that the student may be in danger or may be intending harm to another student and interferes with the educational efforts of those involved and with HSU's intent to educate all students.

Policy Statement

Concern for the safety of each member of the HSU community has compelled HSU to adopt the following policy. Any student who (a) states an intent or desire to harm himself/herself or another, or (b) attempts to harm himself/herself or another, or (c) harms himself/herself or another, may not live in university residential facilities, participate in university academic programs, or participate in other university activities the university may deem to be harmful to the student until cleared to do so by the Dean of Students in accordance with the clearance procedure set forth below. The university reserves the right to determine what actions might be deemed harmful to the student or another.

The prohibition against living in university residential facilities, participation in university academic programs, or participation in other university activities deemed to be harmful to the student may or may not be disciplinary in nature, and the fact that such a prohibition has been imposed may or may not be entered in the student's disciplinary records. However, if the student engages in disruptive behavior (which may include, but is not limited to, the behavior that caused processing under this policy), fails to comply with the terms of the clearance procedure, or violates a university policy such as harming another or stating the intent to harm another, the student may be subject to disciplinary action in accordance with the Student Disciplinary Procedure; in which case, documents relevant to both processes may be placed in the student's disciplinary record.

Incident Reporting

If a student is in need of immediate medical treatment, they should dial 911 immediately. If a student or a faculty or staff member observes a student (a) stating an intent or desire to harm himself/herself or another, or (b) attempting to harm himself/herself or another, or (c) in the process of harming himself/herself or another, the person observing such behavior should report what was observed to the HSU Police Department (campus phone extension: 325- 670-1911) or 911 immediately and to the Dean of Students as soon as possible. The dean may consider the need to advise parents or the next of kin.

Clearance Procedure

- A. The Dean of Students, or any HSU official, may notify any student who has been observed (1) stating an intent or desire to harm himself/herself or another, (2) attempting to harm himself/herself or another, or (3) in the process of harming himself/herself or another that he/she will not be permitted to continue to live in the university residential facilities, participate in academic programs, or participate in other university activities deemed to be harmful to the student until the student receives approval of the dean in accordance with this clearance procedure. If, after a student has been notified that he/she cannot live in the university residential facilities, participate in the university academic programs, or participate in other university activities the university deems to be harmful to the student, he/she violates the prohibition by entering a residence hall, attending class, or participating in an activity that has been prohibited, such violation may result in disciplinary action in accordance with the Student Disciplinary Procedure.

Before the Dean of Students may clear a student to live in the university residential facilities, participate in the university's academic programs, or participate in other university activities the university had previously deemed to be harmful to the student, the student must have an assessment conducted by a licensed mental health professional, either a psychologist, psychiatrist, or one of the licensed mental health professionals in the HSU Counseling Center. If the student is actively using an HSU counselor, the HSU counselor will have the discretion to provide a referral for the clearance assessment.

There will also need to be a form completed by the license mental health professional that will be provided to the student by the Director of Mental Health Services. This form will be provided to the student and needs to be returned for evaluation prior to the student returning to campus. Cost, if any, for evaluation and treatment will be the responsibility of the student. It is possible that the assessment may include the requirement that the student have an additional assessment by a physician before the final assessment can be completed.

- B. The student must arrange for the mental health professional who evaluated the student to complete the form and send it to the Dean of Students. Because the student's contact with the professional is confidential, the student will be requested to sign a release form permitting the mental health professional to disclose the evaluation to the Dean of Students.

The mental health professional will be asked to provide his/her opinion about:

- The student's readiness to resume living in the university residential facilities, participation in the university's academic programs, or participation in other university activities the university had previously deemed to be harmful to the student.
 - Recommendations about conditions the university should impose on the student's participation that are in the student's best interest.
 - The opinions of the mental health professional may be communicated orally at first for expedience but must be followed in writing.
- C. After the student has been evaluated by a mental health professional and the form returned, the student must schedule an interview with the Dean of Students and the Director of Mental Health Services. Interviews may be scheduled between the hours of 8 a.m. and 5 p.m. Monday through Friday. The purpose of the interview is to determine if the student will be allowed to resume living in the university residential facilities and participate in the university's academic programs.
- D. Based upon the interview with the student and the results of the evaluation by the mental health professional that may include a physician's assessment and/or recommendation, the Dean of Students, Director of Mental Health Services, and the Vice President of Student Life, will make a decision about the student's fitness to resume living in the university residential facilities, participation in the university's academic programs, or participation in other university activities the university had previously deemed to be harmful to the student.

If the dean determines that the student is able to resume living in the university residential facilities, participate in the university's academic programs, or participate in other university activities the university had previously deemed to be harmful to the student, the dean will provide a letter to the student stating the student has been cleared to return to residential facilities, classes, or other university activities. The student must present the letter to any faculty or staff member who requests the letter as proof that the clearance process has been completed.

If the dean determines that the student is not fit to return to the university residential facilities or academic programs, the Dean of Students will assist the student, upon request of the student, in making arrangements to meet the residential and academic needs of the student until approval is obtained. Costs, if any, for arrangements to meet the residential and academic needs of the student will be the responsibility of the student.

If the Dean of Students determines that the student is not fit to return to university services or programs other than residential facilities or academic programs, the dean will provide the student with written instructions regarding which activities or programs are prohibited, the length of the prohibition, and the conditions (if any) for re-admittance to those activities or programs.

- E. In the event that the Dean of Students is unavailable to perform any task pursuant to this policy, the Vice President for Student Life shall act on behalf of the Dean. In the event that the Vice President for Student Life is also unavailable, the Director of Residence Life shall act in the role.

31. Tobacco

HSU is a completely tobacco-free campus. This regulation creates a healthier campus environment for students, staff, faculty and visitors. It is intended to foster greater respect for one another and improve the health of the HSU family. The policy also aligns with HSU's growing commitment to environmental sustainability.

Provisions

- A. The ban extends to all property including parking lots, fields, apartments, and houses and extends to all related to HSU and its visitors.
- B. The ban extends to any campus programs, events, or sports that HSU students are participating in off campus, even if the off-campus location allows tobacco as we hope to be leaders in this initiative.
- C. Tobacco free includes smokeless tobacco, chew, snuff, vaporized, or other forms of tobacco use.
- D. Smoking in vehicles that are on HSU-owned properties is prohibited.
- E. All visitors, including vendors, contract workers, etc., will be required to refrain from using tobacco products on HSU campuses.

Violations of tobacco policy are subject to community service with a theme of tobacco education. This may include volunteering with survivors of tobacco-related cancer or helping beautify areas of campus or Abilene where the environment has been affected by the chemicals found within tobacco products.

First offense

First-time offenders will receive a warning. The Notice of Violation will provide the offender with information on resources available to help manage tobacco use and/or resources if they are ready to quit.

Second offense

Students will be referred to the Dean of Students for appropriate discipline.

32. Travel

Traveling with HSU is a privilege. We have a long-standing tradition of exploring beyond Abilene. Academic classes and groups like Cowboy Band and Six White Horses have traveled the globe to represent the university. We want to prepare students to be citizens who share their knowledge and Christ's love in a global society.

- A. Travel involves risks that may result in damage to property, injury to persons, or death. HSU and its affiliates assume no liability for damage, injury, or death occurring during travel. Students agree to travel at their own risk.
- B. Students agree to release and hold harmless Hardin-Simmons University and each and every officer, employee, authorized volunteer, and agent of each of them, from any and all claims and causes of action that they may have against any of the institutions or persons, by reason of any accident, illness, injury, death, or other consequences resulting directly or indirectly from or in any manner arising out of, or in connection with, being a participant with this HSU affiliated program.
- C. Students' behavior reflects upon them, their family, and HSU. Students are expected to act according to the laws of the land as well as the socially acceptable and polite norms of where they are visiting.
- D. When there is a law, or rule difference, of a lesser standard in the location to which a student group travels, students are expected to follow the campus rules and policies as the higher expectation. An example may be that a person is allowed to drink in Ireland at age 18, or smoke marijuana in Colorado at age 21, but because HSU standards do not allow these activities on school outings, students are not allowed to do either even though it may be permissible under local laws.
- E. Students are personally responsible for all insurance and personal expenses on trips outside of campus.
- F. HSU has a right to cancel part of a trip or an entire trip. Should HSU not be successful in making the necessary arrangements for a travel program, the leader will immediately notify students and issue applicable refunds.
- G. HSU reserves the right to terminate travel at any part of the program if the health or safety of the participants is deemed to be at risk. Reasons for such termination include, but are not limited to, U.S. Department of State travel warnings for the program location, outbreaks of contagious diseases at the program location, severe weather, and acts of war or terrorism that could affect students.
- H. If a student cancels a travel program, a refund can only be issued for the expenses of the trip that have not already been booked. The airfare, if already booked, cannot be refunded. The airline tickets will be issued to the student, and they can seek arrangements with the airline to have a credit issued to them under the terms of the airlines.
- I. HSU reserves the right to alter or change the schedule, itinerary, or the accommodations for room and board when acts, occurrences or events make it necessary or desirable, in the discretion of the leader, to make the modification.

- J. No alcohol, non-prescription drugs, or other substances including tobacco are allowed at any point during travel off campus. Students are considered to be on the trip at all times until returning to campus. If a student is in violation of campus or trip policies on behavior, the student will be immediately dismissed and will be personally responsible for bus or air transportation home.
- K. Students must obey all applicable laws of the state or host countries and shall not hold HSU responsible for any liability or consequences caused by student's violation of law.
- L. Conduct that will subject students to disciplinary action will be dealt with by the trip leader and referred to the Dean of Students for possible further university sanctions. In the event the trip leader determines, after informing student of an alleged violation and discussing it with him or her, that student has violated a student conduct regulation, the leader may terminate the student from the travel program. Such termination will not affect the obligation under the agreement to pay HSU an amount due pursuant to the terms of the Student Handbook, nor will HSU be required to refund any payment that has been made.
- M. All personnel attending any part of the trip including but not limited to faculty, staff, families, or visiting staff are under the conditions of these travel expectations and expected to abide by all the student standards of this handbook as they represent HSU.
- N. Students are required to fall under the full authority of the trip leaders to take whatever actions they may consider to be warranted under the circumstances regarding student's health and safety, and fully release them from any liability for such decisions or actions as may be taken in connection therewith. HSU and its agents, at their discretion, will place the student at their expense in a hospital within or outside the United States for medical services and treatment, or, if no hospital is readily available, to place the student in the hands of local medical doctor for treatment. If deemed necessary or desirable by HSU or its agents, the student will be transported back to their home by commercial airline or otherwise, at his/her (or parents') expense for medical treatment. These costs will be billed to the student's financial account.
- O. HSU is not responsible for student's welfare during periods of independent travel or during absences from the program or during free time.
- P. In the event HSU or its agents advance or loan any monies to a student or incur special expenses on a student's behalf while abroad or in relation to the program abroad, the student agrees that charges will be placed on their student account and will make repayment within student account standards.
- Q. Students cannot receive the same services and conditions on travel trips that are normally enjoyed while at the university campus.

33. Vehicle Operation and Parking

All students, faculty, and staff must comply with the procedures and regulations governing motor vehicles set forth by the university. Such agreement is implied by the actual operation of a vehicle on HSU property. Refer to the HSUPD webpage for additional information.

Registration

All motor vehicles operated or parked on HSU property, including the University Place Apartments, must be registered with the HSU Police Department. This includes vehicles operated by evening and weekend students. Registration decals from McMurry University, Abilene Christian University, or HSU are honored at all three schools. Vehicles with McM and ACU auto permits are considered commuter students and may not be parked in certain areas restricted for residential students.

Motor vehicles should be registered during the academic registration process. Late registrants should report to the HSU Police Department. All motorized vehicles should be registered online at the HSUPD Campus Safety website— HSU online permit registration. Once registration is complete the parking decal will be distributed by HSUPD.

Traffic and parking regulations are enforced 24 hours a day, seven days a week. Ownership of a registration decal does not guarantee a parking space, nor does the absence of a parking space justify violating any regulation. Each university police officer and campus safety officer have the authority to issue citations for violations, to direct traffic as necessary, and to place special regulatory signs and barriers in required locations for emergency situations or special events. Other university personnel may also be designated to enforce traffic and parking regulations.

The university also reserves the right to inspect vehicles located on university property. Vehicles may be searched only by university personnel given authorization by the Vice President for Student Life or the Chief of Police. Washing, repairing, or storing privately owned motor vehicles on university property is prohibited. Vehicles deemed abandoned may be towed at the owner's expense.

Responsibility

The student in whose name a vehicle is registered will be responsible for any liability or damage claims (including violation penalties) arising from the operation of the vehicle. While the university will make every effort to protect vehicles on its property, the university cannot assume any responsibility for the care or protection of any vehicle or its contents.

Vehicle Operation

The speed limit on all university property is 15 MPH. All traffic control signs and devices must be obeyed. Use of an electronic device (e.g., mobile phone) is prohibited while operating a motor vehicle on campus roadways. Exception- mobile phones may be used while driving in a hands-free mode. All state laws governing traffic, registration, licensing, and inspection must be observed while on HSU property. HSU may have additional regulations. Refer to the HSUPD webpage.

Parking

The University enforces all city and state statutes 24 hours a day. Such areas as no parking zones, restricted parking areas, or reserved parking areas are painted yellow, and general parking is not allowed.

Exceptions: Areas generically marked as Faculty, Staff, Visitors, Commuter/Visitor, and Residence Hall Parking, may be used by anyone with a valid decal during non-business hours of 5:30 p.m. and 7:30 a.m. Monday through Friday and anytime over the weekend.

- If angle parking has not been provided, vehicles must be parked parallel on the right side of the street or roadway.
- Vehicles parked in angled, lined, or parallel parking spaces must be parked within the lines.
- If a vehicle is parked parallel, it cannot face traffic. The right wheels must be adjacent to the right curb.
- Handicapped parking areas are reserved for those persons who have been issued by the state, county, or federal authority a handicapped parking permit. Such permits must be properly displayed in vehicles, and use of these spaces by any other vehicle for any reason is expressly forbidden. Those who may qualify for temporary handicapped space may contact the Chief of Police or designee for consideration.

Attention: Federal A.D.A. laws require all private property owners and authorities to impose zero tolerance regarding handicapped parking spaces and fire zones. No excuse will be accepted, and citations issued in these spaces are Justice of the Peace traffic citations and not subject to dismissal. The Justice of the Peace traffic citations must be addressed at the County Municipal Court.

In addition to the regulations explained in this section, campus police may require that holders of handicapped permits issued by state, county, or federal agencies report to campus police to furnish verification that such permit was issued to the operator of the vehicle. Per Texas State Statute, the individual to whom the Handicap Placard was issued MUST be in the vehicle when it is being parked for the placard to be used for parking in restricted/designated areas.

If a permit was issued to another person (mother, grandparent, etc.) then the holder must understand that using a handicapped space is not authorized unless such person is an occupant in the vehicle.

Penalties

A schedule of charges and fines is on the back of the issued citations. Fines may be paid online in your HSU Central account or in person at the HSU Cashier's Office in the Sandefer Building (Monday – Friday from 8:00 a.m. – 5:00 p.m., excluding University holidays).

Students are responsible for any citation issued to their vehicle. Fines not paid by the violator (or a request for an appeal filed) within TEN (10) working/business days of the date of issuance of the citation shall automatically be charged to the registered student's account, or in the case of an unregistered vehicle, the operator or registered owner of the vehicle shall be responsible for the violation and all fines that may be charged for the violation.

In addition to the citation and fine system for traffic and parking violations, the following conditions could result in a vehicle being towed off campus at the owner's expense:

- a. Four or more citations within a semester or summer period 32.5
- b. Blocking a fire lane, roadway, alley, building exit or entrance
- c. Parking in an area designated as a tow-away zone.
- d. Vehicles banned from the campus by appropriate authority as a result of disciplinary action.

Appeals

Appeals must be submitted via an email to the HSUPD (hsupolice@hsutx.edu) within 10 (Ten) business days of receiving the ticket. The written appeal must specify grounds that would justify consideration.

- General dissatisfaction with the policy or an appeal for mercy is not an appropriate basis for an appeal.
- Not agreeing with a valid parking regulation, being late to class, bad weather, not being able to find a parking space, or only parking in violation for a short period of time are NOT grounds for an appeal.

Appeals will be reviewed by the HSUPD Chief or their designee who will make a ruling on the appeal based on the information available. If the violation is overturned on appeal, the citation will be voided. Individuals whose appeal is denied by the Chief or their designee, may request further appeal to the and Dean of Students. Results of the appeal will be sent via one or more of the following methods: campus mail, U.S. mail, or e-mail.

If the citation is upheld on appeal, the violator will be expected to submit appropriate payment of the fine. For questions or to obtain additional information regarding traffic and parking policies, contact HSUPD via email at hsupolice@hsutx.edu

Anyone issued a Municipal or Justice of the Peace Citation must follow the directions on those citations.

34. Weapons

HSU prohibits any person from possessing any weapons on any part of campus property. This includes residence halls, buildings, grounds, or vehicles on campus. Weapons include, but are not limited to, the following: handguns, rifles, shot guns, knives, bows, stun guns, taser guns, BB guns, paintball or airsoft guns, air guns, slingshots, pepper ball or salt guns, pellet guns, anything that resembles a weapon, or anything that the HSU Police Department determines as a threat.

Nerf and water guns are the only projectiles that we do allow on campus, and we encourage students to be involved in our zombie games. If a student modifies a nerf gun, keep it a brightly colored toy so that it can't ever be confused with a real gun. Splat ball guns and gel blaster guns are prohibited.

HSU prohibits weapons under Texas Govt. Code § 411.2031 (added by SB 11 § 1) that states that we may prohibit guns from campus after consulting with students, staff, and faculty. We will regularly consult with these bodies. Any comments or concerns in this area should be directed to the Dean of Students.

HSU does allow students to keep weapons on campus with the HSU Police Department. All firearms and ammunition must be checked into storage at the HSU Police Department and checked out when needed for sporting events, hunting, etc. Checking items in and out of the Police Department requires contacting the Police in order to have them walk firearms and ammunition to and from the vehicle. They can be checked out when needed for sporting events, hunting, etc. Any weapon confiscated from residence hall rooms, vehicles, etc., will be released upon the discretion of the Vice President for Student Life, Dean of Students, Chief of Police, Director of Residence Life, or Residence Directors.

Explosives of any kind are not allowed on campus. This includes all types of fireworks.

Firearms and Licensures

Sec.30.06: TRESPASS BY LICENSE HOLDER WITH A CONCEALED HANDGUN. (a) A license holder commits an offense if the license holder:

1. carries a concealed handgun under the authority of Subchapter H, Chapter 411, Government Code, on property of another without effective consent; and
2. received notice that entry on the property by a license holder with a concealed handgun was forbidden.
 - a. For purposes of this section, a person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication.

Sec. 30.07. TRESPASS BY LICENSE HOLDER WITH AN OPENLY CARRIED HANDGUN. (a) A license holder commits an offense if the license holder:

1. openly carries a handgun under the authority of Subchapter H, Chapter 411, Government Code, on property of another without effective consent; and
2. received notice that entry on the property by a license holder openly carrying a handgun was forbidden.
 - a. For purposes of this section, a person receives notice if the owner of the property or someone with apparent authority to act for the owner provides notice to the person by oral or written communication.

Reference Assault Rifles (Long Guns):

Any student who is found with or in presence of an "Assault Weapon" and or rifle, including but not limited to e.g., "AR-15 (223)", "M-15", or other similar firearm will be immediately trespassed and suspended from the University property. Upon arriving on university property all firearms must be checked in and stored at the HSU Police Dept. without delay or as soon as possible and this can be done by contacting 325-670-1911.