Samford University
Student Handbook
2015–2016

The student handbook becomes effective when a student becomes enrolled/registered.

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From the President

Dear Samford Students:

Regardless of your place in the process—whether you are beginning your time at Samford University or you are near the end—your pursuit of a college degree assures for you a unique status in the world. A college education remains a cherished privilege, carrying opportunities and obligations. Even as you explore your boundless opportunities here and wherever God may lead you throughout your life, I hope you will always be conscious of our abundant obligations to our fellow travelers. Just as we are blessed now by the purposeful, meaningful experiences that are offered at Samford, we must insure similar opportunities for future generations.

As we sit in the shade of trees that we did not plant, we must plant a few ourselves.

May God bless you throughout these steps of your journey.

Andrew Westmoreland

From the SGA President

According to the National Center for Education Statistics, 20,375,789 people in the United States enrolled in some type of postsecondary education in 2013. However, even such a high number is less than one percent of the U.S. population. We know not every individual has the opportunity to obtain postsecondary education. Often, life circumstances inhibit us from pursuing the type of understanding or experience for which we hope.

Enrollment in any university is a privilege, and our enrollment in this university specifically is one we cannot fail to recognize. Countless individuals have poured their lives and their livelihood into creating the space here at Samford in which the freedom of discovery, exchange, and involvement is upheld without faltering. The mission of the university includes the phrase "nurturing persons," and I revere the fact that our administrators accept the responsibility colleges have for developing whole persons. Our academic, social, spiritual and civil selves cannot be divided.

The Student Government Association exists to work alongside the university administration and faculty in cultivating thoughtful, responsible and engaged people. SGA offers endless opportunities to engage with real social and civic issues that affect our campus, to bring our ideas outside of the enclosed classroom, and to make valuable changes on our campus. Whether or not we hold a title, each Samford student is a member of SGA and shares the same civic responsibility of participation by virtue of our attendance at the institution. It is my hope we recognize our duty to each other to participate in promoting a transparent, efficient, representative student governing system in light of our collective gratitude for the privilege of higher education. I believe this place will be better, and we ourselves will be better, from so doing.

Always for God, for learning, for you—

Laura Ann Prickett
President 2015–2016
Student Government Association

Disclaimer

Students are expected to know regulations and policies that are published from time to time in the catalog and student handbook. Keeping abreast of the school calendar, critical deadlines and all university mail received in one's university mailbox and/or electronic mail is also the student's responsibility.

Samford University reserves the right to change the policies, procedures, rules, regulations and information in this handbook at any time. Changes become effective at the time the proper authorities so determine, and the changes apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations relating to students. This student handbook is not a contract and may not be deemed or construed as part of any contract between Samford University and any student or student representative.

Samford University is an equal opportunity institution that complies with applicable law prohibiting discrimination in its educational and employment policies and does not unlawfully discriminate on the basis of race, color, sex, age, disability or national origin.

CODE OF VALUES

Preamble

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

Worth of the Individual

We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community.

Self-Discipline

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline and of a responsible self-expression.

Integrity

We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct.

Respect for Property and the Environment

We value the rights and privileges of owning and using property, both personal and university, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property, we recognize the accountability of our actions to the future of the Samford community.

Respect for Community Authority

We value our privileges and responsibilities as members of the university community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state and federal laws.

Allegiance to these values obligates the Samford University student to refrain from and discourages behaviors that threaten the freedom and respect every individual deserves.

INTRODUCTION TO SAMFORD UNIVERSITY

Mission of the University

We nurture persons—for God, for learning, forever.

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

History

Samford University was chartered in 1841 as Howard College in Marion, Alabama, about 80 miles southwest of Birmingham. It was originally named for the British social reformer, John Howard (1726–1790), who had no connection with the college, but was an international personality of Christian charity. Howard died in Russia, strongly advocating more humane prisons, and his statue was one of the first installed in St. Paul's Cathedral, London.

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

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

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

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

Alma Mater

Oh, Samford Alma Mater true
Her halls shall ever ring,
With sounding glories of the past
With plans and future dreams.
On knowledge that we seek, O Lord,
We pray thy blessings true.
With pride we pledge our hearts and minds,
To the Samford Red and Blue.

Fight Song

Fight, Fight, Fight,
For Samford Bulldogs,
Go onward to victory.
Oh, we'll wear the red and blue,
Samford, we're all for you…
And we love you, too!
Fight, Fight, Fight,
For Samford Bulldogs,
Go onward to victory.
Oh, we'll give a cheer or two,
Samford, we're all for you…
Fight! Fight! Fight!

ACADEMIC LIFE

A significant part of students' life at college is spent in the classroom. Their principal objective should be to acquire the knowledge, understanding and skills needed for effective living.

Academic Integrity

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the university. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. Any act to obtain an unfair academic advantage is considered dishonest.

Academic integrity violations are acts of academic misconduct. The term academic integrity violation includes but is not limited to the following acts:

(1) Offering for course credit as one's own work, in whole or in part, the work of another.

(2) Plagiarism, that is, incorporating into one's work offered for course credit passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with quotation marks, footnotes, or another appropriate written explanation.

(3) Offering for course credit one's own work, but work that one has previously offered for course credit in another course, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered.

(4) Obtaining an unauthorized copy of a test or assignment in advance of its scheduled administration.

(5) Taking an examination for another student or knowingly permitting another person to take an examination for oneself.

(6) Giving, receiving, or obtaining information pertaining to an examination during an examination period, unless such action is authorized by the instructor giving the examination.

(7) Divulging the contents of an essay or objective examination to a student who has not taken the exam.

(8) Taking, keeping, misplacing or tampering with the property of Samford University, a faculty member or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library.

(9) Failing to follow the instructions of a professor in completing an assignment or examination, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage.

(10) Witnessing conduct that one knows or should reasonably know is dishonorable and failing to report it.

(11) Altering or falsifying academic or student record documents such as transcripts, change of grade forms, university excuses and add/drop forms.

(12) Giving or receiving unauthorized assistance on an examination, assignment, project or other academic assignment.

(13) Making a false report of academic dishonesty.

(14) Fabrication, falsification or misrepresentation of data, results, analyses or other studies, presenting the results of research or studies not actually performed or manipulating or altering data to achieve a desired result, including the failure to report or suppression of conflicting or unwanted data.

Please go to the Office of the Registrar website to view more information about the procedures and possible sanctions involved with a violation of academic integrity.

Advising

Each student is assigned an adviser in his or her academic department. This assignment is made at the time of admission if an academic major is declared. Students who have not declared a major are assigned to the assistant dean of Arts and Sciences until a major is declared. **An academic major must be declared after a student has earned 64 credits**.

Class Attendance Policy

The classroom is a basic unit of relationships in which learning takes place, and each student contributes to the learning experience of classmates. Therefore, students should recognize that one of the most vital aspects of a residential university experience is attendance and punctuality in the classroom, and the value of this academic experience cannot be measured fully by testing procedures alone. **Class attendance policies are established by each school of the university, and specific attendance requirements are indicated in the syllabus of each class.**

Some students participate in institutional activities that require them to represent the university in scheduled events on and off campus. For activities of sufficient importance in the overall life of the university, excused absences are granted. A list of activities qualifying for excused absences is maintained by the provost's office. Excused absences do not relieve students of responsibility

for the academic work in the class missed. However, students may not be penalized for such absences and must be given the opportunity to make up missed work. These students are responsible for informing their professors, in advance, of the class dates that will be missed because of these activities. Practice and/or preparation for these activities would not be a valid reason to miss class. **Ultimately, each student bears the responsibility to be aware of and to comply with attendance and punctuality requirements**.

Classification of Students

Credits Earned	Status
0–31	Freshman
32–63	Sophomore
64–95	Junior
96–above	Senior

Bachelor's Degree Requirements

Total Credits

A minimum of 128 credits must be successfully completed. No more than eight credits in music ensembles, drama participation and physical education activity courses may apply toward the 128 credits required for graduation. No more than two credits in physical education activity courses beyond those required for graduation may be part of the combined eight credits. To receive a first undergraduate degree, students must earn at least 50 percent of their total credits from Samford. At least 40 credits must be earned in junior- and senior-level courses.
It is the student's responsibility to see that all graduation requirements are met. Students must meet all requirements for graduation as set forth in the Samford University website (or, if more up to date, any school or department's official publications) in effect at the time of entrance into the major, assuming there is no interruption in enrollment other than for stated vacation periods. Later changes in the requirements for graduation are applicable to students who proceed through their chosen program in a timely fashion.

The core curriculum courses are:

- UCBP 101 Biblical Perspectives
- UCCP 101 Cultural Perspectives I
- UCCP 102 Cultural Perspectives II
- UCCA 101 Communication Arts I
- UCCA 102 Communication Arts II
- UCFH 120 Concepts of Fitness and Health

In the Howard College of Arts and Sciences, most majors and concentrations require language proficiency at the 202 level.

Students planning to earn Alabama teaching credentials should see their department chairs and consult the School of Education section of the university catalog website for special requirements.

Physical Activity Course Requirements

Most schools require one or two physical activity course(s) in addition to UCFH 120. Students with disabilities impacting physical activity should contact the director of Disability Resources for assistance. If PHED 138 (water safety instructor's course) is passed, the successful completion of UCFH 120 will fulfill the student's physical education requirement.

To meet the general education physical activity requirement, a student may register and receive credit only once for the same activity course, with the exception of student-athletes participating in NCAA varsity sports. Student-athletes may count a single varsity sport up to two times, once for the general education requirement and once for general electives that count toward the overall 128 credits in the standard degree, provided that degree allows for general electives. For majors that require no physical education activity courses, students may apply a maximum of two activity credits as general electives toward the total credits required to earn a degree.

Convocation Requirements

The purpose of convocation is to nurture students in faith, learning and values from a distinctly Christian perspective. Students are made aware of the Christian worldview and are encouraged to develop sympathy with the Christian mission in the world. Students are provided with opportunities to grow toward spiritual maturity. Convocation events help to cultivate the climate within which transcendent and teachable moments can occur in both formal and informal contexts at Samford.

Convocation offers nurture on an individual level, a corporate level, and a confessional level. First, convocation provides activities that challenge persons to grow toward Christian maturity. Second, convocation encourages persons to contribute to the Christian ethos of the University community. Third, convocation is a formal means by which we—the university—can be who we say we are: a community committed to faith, learning and values rooted in a Christian worldview.

Convocation programs allow students to satisfy the convocation requirement for graduation. Incoming freshmen must complete 60 credits to graduate, 30 credits by the end of their sophomore year. Transfer students have their convocation requirement prorated based on the credits they transfer to Samford from another institution. For more information about convocation requirements, see here or visit the Office of Spiritual Life website at www.samford.edu/osl.

Grading System

Samford University uses the familiar grading system with some variations. Grades are indicated by letters "A" through "F," "INC," "FA," "W" and "WF." The university uses a plus and minus variation with the exception of "A+," "F+" and "F-." In addition, some courses may be taken for

pass/fail credit, and these carry “P” or “F” grades. A statement of the meaning of each symbol is found in the university catalog website. Grades represent faculty appraisal of the quality of work. Term grades are assigned by faculty members and can be changed only for just cause and with administrative approval.

Each grade is assigned a numerical value, and quality points are determined by multiplying the value assigned to the grade earned in the course by the credits. These values are as follows:

Students must earn a quality (or grade) point average of 2.0 (a “C” average) in the Samford cumulative average to graduate. Students are expected to maintain satisfactory progress toward graduation. Specific minimum levels of achievement have been assigned for each classification level of students. See the university catalog website for the current requirements.

Grade Quality Points

A	4.00
A-	3.70
B+	3.30
B	3.00
B-	2.70
C+	2.30
C	2.00
C-	1.70
D+	1.30
D	1.00
D-	0.70
F	0.00
FA	0.00
INC	0.00
IP	0.00
Z	0.00
W	0.00
WF	0.00
P	0.00
AU	0.00
FX	0.00

Grade Appeals

An initial grade may be challenged before the last day of classes of the next full semester. This challenge should be presented to the university registrar after conferring with the instructor, the instructor’s department head and the academic dean of the school or college in which the course is taught. An “E” or an “INC” automatically becomes an “F” if not removed by the last day of classes in the next full semester after the grade was given. This grade of “F” may not be challenged.

Payment and Registration

Tuition and Fees Payment Dateline for All Students

E-bill notification that a new e-bill has been generated is sent to students via the Samford University e-mail system, which remains the official means of communication with students; paper statements are not provided. Students are advised to check their e-mail regularly. Students and authorized users can access the e-bill system at any time. E-bills are typically produced and emailed around the 10th of each month.

Registered students will receive an e-bill prior to the payment due date. The e-bill reflects activity up to the date the e-bill was generated. Any activity transpiring after the e-bill generation date can be viewed on the Current Activity section of the online e-bill system. Be sure to select the current term from the drop-down box.

Students who register after the e-bill generation date should consult the online system to view their account summary and arrange payment for all charges by the due date for the term, regardless of whether or not the charge(s) have been billed.

At the beginning of each term, payment in full, unless you are enrolled in an official payment plan, is due on the first day of class as defined by the undergraduate calendar, regardless of what program you are enrolled.

A payment schedule for the year may be found at http://samford.edu/departments/financial-services/. You may make a payment by logging in to the e-bill system 24/7 at https://secure.touchnet.com/C20180_tsa/web/login.jsp. International students may make payments from foreign bank accounts by using our partner, Peer Transfer: https://www.peertransfer.com/school/samford.

Delinquency

A late fee of 5% (capped at $100) on the past-due tuition, room, board and mandatory fees balance will be assessed on the day after the payment due date for all e-bills if payment is not received by the due date. **Students may not register for the next semester, receive grades or transcripts and are not allowed to participate in commencement or receive a diploma until the past due amount is cleared.** The university may charge interest on all amounts past due. Past due accounts assigned to a collection agency may be reported to credit bureaus, and students may be charged for collection costs.

In accordance with university policy, students should attend classes only if they are officially registered for the course(s) and all fees are paid.

Course Repeats

Upon the recommendation of their adviser and the approval of the university registrar, undergraduate students may repeat a course for credit in which they received a “C-” or lower to

improve their grade, cumulative GPA and understanding of course content.

When a course is repeated at Samford in which a grade of "C-" or lower was earned, only the last grade, even if it is lower, counts in the calculation of the cumulative average. The credits count only once. Both courses and both grades remain on the transcript with an indication of which course is counted in the computation of the cumulative GPA. The repeated course must be exactly the same course that was originally taken. Courses repeated at other institutions do not change the Samford cumulative GPA.

The deadline for submitting the petition to repeat a course is the last day to add a course in the semester or term the repeated course is being taken. A form for this purpose is available in the Office of the Registrar.

A course can be repeated only once. A student may take advantage of this policy for no more than sixteen credits. Repeating a course may influence a student's financial aid or sports eligibility. Courses repeated after graduation will not change the graduation GPA.

Withdrawal

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

- The permanent record of a student who withdraws from all courses within the schedule change period will not show courses attempted for that term.
- The permanent record of a student who withdraws from all courses for a semester or term before the deadline, as stated in the academic calendar, will show courses attempted and will show a grade of "W" (withdrew). A "W" is not calculated in the student's GPA.
- No student who withdraws from the university for any reason is entitled to a transcript of credits until the student's financial account has been settled in the bursar's office.
- A student who withdraws after the deadline as stated in the academic calendar automatically receives a "WF," indicating an unofficial withdrawal. "WF" carries the same penalty as "F" and is calculated in the student's GPA.

Please note: Failure to attend class does not constitute withdrawal. Students are responsible for completing the appropriate paperwork and submitting it to the Office of the Registrar.

Disability Accommodations

Students and applicants with disabilities who seek accommodations must make a request by contacting the Section 504/Disability Access and Accommodation Coordinator:

Brittany Gregg, Director of Disability Resources
University Center 205
Telephone number: 205-726-4078
E-mail: disability@samford.edu

Disability Resources is located in University Center 205, within the Career Development office. **A faculty member will grant reasonable accommodations only upon written notification from Disability Resources**. Applicants in need of a disability accommodation may contact the university's Section 504/disability access and accommodation coordinator, prior to application or after acceptance to the university.

Use of Electronic Devices

Student use of cell phones, messaging devices and other technology and/or electronic devices (for example, but not limited to: recording devices, music players, PDAs, computers) is prohibited in classes unless specifically permitted by the instructor, and at public events (for example, but not limited to: concerts, convocations, theatre productions, lectures) unless specifically permitted by the event sponsor.

Library

Serving the entire campus community, the Samford University Library combines the Harwell Goodwin Davis Library and the Frank W. and Clara C. Hudnall Library. The University Library is home to the Marla Haas Corts Missionary Biography Collection, the Alabama Men's Hall of Fame and the Hellenic Scholars' Library. There are more than half a million volumes available through the online catalog. In addition to the book and periodical collections, the library houses a government document collection, a special collection and a multimedia collection. A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms and a patron lounge area are available (http://library.samford.edu/about/maps.html) for patron use. Librarians provide research education to classes and one-to-one at the reference desk and online at http://samford.libguides.com/content.php?pid=124380.

Regular Session Hours

Day	Hours
Sunday	1 p.m.–midnight
Monday–Thursday	7:30 a.m.–midnight
Friday	7:30 a.m.–5 p.m.
Saturday	9 a.m.–5 p.m.

Special Collection Hours

Day	Hours
Monday–Friday	10 a.m.–4:30 p.m.
Saturday–Sunday	Closed

A complete listing of the library hours may be viewed at
http://library.samford.edu/about/hours.html

January Term, summer term and holiday hours are posted in the appropriate month.

Services

Online access to the library catalog and numerous databases is available 24/7 from the library homepage, http://library.samford.edu. Databases require login using your Samford email and password.

Remember: The library's security system helps control materials leaving the building. Removing non-circulation materials or defacing any library property is a values violation. We appreciate your assistance in ensuring library materials are available to everyone who needs them. The library staff wants to help you. If you aren't finding what you need, please ask!

Floor	Departments
Lower Level	Computer Labs
	Special Collection
	Technology in Learning Center
Main Floor	Circulation Desk
	Public Access Computers
	Multimedia
	Periodicals
Second Floor	Government Documents
	Group Study Rooms
	Research and Reference Services
Third Floor	Individual Study Rooms
Fourth Floor	Interlibrary Loan Services (Room 410)

Additional Campus Libraries

- Career Development Center
- Curriculum Materials and Technology Center
- Drug Information Center
- Global Center
- Lucille Stewart Beeson Law Library

International Studies

Thomas Jefferson once said, "Traveling makes a man wiser, but less happy." Too often, Americans think of traveling as a highway to happiness. Sandy beaches. Forested mountains. Great restaurants. A study-abroad course at Samford is not a trip; it's a class. When you finish one of these classes, you should be wiser, more knowledgeable *and* less happy. Many students are so transformed by the experience, their new perspective dictates a change in themselves, in their environment and in the world. Perhaps you'll

want to learn a new language, return to work somewhere you studied, become an advocate for a marginalized culture or people or fight to save one of the five languages that go extinct each year. You might even want to make changes in your own hometown because you found out someone in another part of the world has figured out a better way of doing things. That's the state of "less happy" for which the ISO advocates for all study-abroad students. It is, after all, the 21st century, and the global village is here. In addition to the 40 courses and 25 faculty-led programs at Samford, there are literally thousands of study-abroad opportunities Samford students can take advantage of in the world. If you think study abroad is for you, see a study-abroad advisor in the ISO to initiate an education-abroad experience for credit.

Eligibility

While some programs give preference to majors and minors, all Samford University students are welcome to apply to study abroad if you meet the eligibility requirements. The applicant must have a minimum 2.5 GPA, must not be on academic or disciplinary probation, and (with the exception of Jan Term) must have sophomore standing or above at the time of participation. Students must have met all prerequisites or requirements for the classes in which they enroll. A student must maintain these standards prior to departure and throughout the term of study, abiding by participation and housing rules for each program; failure to do so will result in dismissal from the program and return home at the expense of the student.

The Daniel House in London

As part of its commitment to internationalization of the curriculum, Samford University provides a special opportunity for students and faculty to live and study in one of the most cosmopolitan and culturally rich cities in the world: London. Daniel House, Samford's London Study Centre, serves as home and classroom to students and faculty throughout the year in a variety of academic programs.

Daniel House is located in the heart of London near Kensington Gardens, the Victoria and Albert Museum, the Museum of Natural History and the former residences of Winston Churchill, T.S. Eliot, Alfred Hitchcock and John Lennon. More than 130 years old, the Victorian townhouse serves as the setting for a semester-abroad program during **fall and spring semesters** for students and professors-in-residence from the Birmingham campus. In addition to courses taught by Samford professors in their fields, British professors lecture in offerings that focus on British theatre, history, culture and life. Students may also participate in experiential learning courses or internships to complete their course of study.

During Jan Term, Daniel House is the base for a large number of Samford faculty and students involved in accelerated, special courses that take advantage of the London setting. Two two-week sessions offer a variety of courses focusing on such subjects as art/drama appreciation, English literature, the British health care system, the theology and history of the English Reformation, and London as a world financial center. Students have the option of traveling for the two weeks they are not in class.

Summer Term in London allows students to do an in-depth study in one interdisciplinary course offered in a four-week term. Students may elect to add travel time at the end of their studies.

In addition to an interdisciplinary course taught by the professor-in-residence, courses listed under "Semester Abroad Courses" are offered in the fall and spring semester abroad program only. Courses taught in Jan Term and in the summer term in London vary each term. Current information is available from the International Studies Office. For more information on any of the programs based at Daniel House, please contact the International Studies Office in Brooks Hall, 205-726-2741 or online at https://www.samford.edu/global-engagement/study-abroad/.

What is covered by the cost?

Semester Abroad: A program fee includes round-trip airfare from Atlanta, airport transfers in London, accommodations at Daniel House for 14 weeks, daily continental breakfast, weekly meal allowance, cell phone, medical insurance, two excursions in the U.K., a weekend in Paris and eight nights at the London theatre. Tuition is billed separately. (Expenses not covered include Greater London transportation, spending money and individual travel and activities, including the two-week travel break.)

Jan Term: The program fee covers round-trip airfare from Atlanta, accommodations at Daniel House during the term, daily continental breakfast, airport transfers in London, medical insurance and class activities per selection of the professor. (Expenses not covered include Greater London transportation, spending money, meals other than breakfast and individual travel and activities.)

Summer Term: The program fee covers round-trip airfare from Atlanta, accommodations at Daniel House during the term, daily continental breakfast, weekly meal allowance, airport transfers in London, class activities, and a one-day trip. (Expenses not covered include Greater London transportation, spending money, and individual travel and activities.)

Semester Exchange Programs

Hong Kong Baptist University

Samford established a relationship with Hong Kong Baptist University (HKBU) during the 1997–1998 academic year that allows three students to study there each semester. Hong Kong Baptist University is a highly respected university founded by Baptists and serves a multicultural mix of students from around the world. Course work is offered in English in almost all areas of undergraduate study. There should be no difficulty in arranging courses at HKBU that meet major requirements at Samford.

Samford students approved to attend HKBU pay Samford tuition. In addition, students are responsible for the cost of accommodations, meals, round-trip airfare, an administration fee set by HKBU and other personal expenses. Financial aid is available for those who qualify. Contact the Office of Financial Aid for information. Samford students share a two-person room with a Chinese roommate. Sophomore, junior or senior students interested in applying to HKBU should

contact the International Studies Director in Brooks Hall or call 205-726-2741 early in the semester prior to desired attendance at HKBU.

Pädagogische Hochschule, Weingarten

In 2006, Samford University established an exchange program in Germany with Pädagogische Hochschule Weingarten, or the Weingarten University of Education. Located in the picturesque town of Weingarten, the city forms part of a thriving community in southern Germany near both Lake Constance and the Alps. The majority of students at the University of Education follow a basic undergraduate curriculum in education, though the program is open to Samford students in all different disciplines. The university offers a wide variety of subjects which include humanities, fine arts and physical education. Successful Samford exchange students may study at the university for either one semester (spring semester only) or a full year. Samford students pay Samford tuition, room, board, round-trip transportation, local transportation, medical insurance and health service fees, passport and visa costs, course materials and personal and incidental expenses. Financial aid is available for those who qualify. Prior German language experience is preferred for applicants. Sophomores, juniors and seniors who are interested in applying to Weingarten should contact the international studies director in Brooks Hall or call 205-726-2741 early in the semester prior to intended attendance.

SWU, Seoul

Seoul Women's University (SWU) offers an exchange program during the fall and spring terms. Successful semester exchange students earn 12–18 credits, applied appropriately. Samford students pay Samford tuition, SWU room, SWU board, roundtrip transportation to Seoul, local transportation in Korea, medical insurance, health service fees, passport and visa costs, course materials, and personal and incidental expenses. Financial aid is available for those who qualify. Contact the Office of Financial Aid for information.

Also available is the Bahrom International Program, a three-credit, four-week summer program that guides students to experience various aspects of Korean culture: history, contemporary issues, religion and thought, architecture, food, film, politics, economics, music, and more. All participants are matched with a Korean partner. The language of instruction is English. Successful students receive three academic credits at the upper level from Samford to use as electives or as an appropriate course substitution on their transcripts. Students pay Samford tuition; there is a registration fee payable to SWU. Participants also pay additional personal expenses, including round-trip airfare. A valid passport and a student visa are required.

For more information and an application form, contact the international studies director in Brooks Hall or call 205-726-2741.

University Blas Pascal, Argentina

In 2011, Samford established a relationship with The Universidad Blas Pascal (UBP) in Córdoba, Argentina. Blas Pascal (named after the French philosopher and mathematician Blaise Pascal) is the largest private University in Córdoba. UBP offers a special school for foreign students as well as regular University courses. Advanced students will have to prove advanced proficiency in Spanish before being allowed to take regular University courses. UBP offers a

wide variety of courses, mainly in Spanish, but also offers some courses in English, primarily in the English department. Internships and service learning opportunities are also possible.

Samford University and The Blas Pascal University have a direct exchange agreement. Up to two Samford students may go to Córdoba each fall semester. Samford students who choose to take courses in Córdoba are responsible for the following: Samford tuition, travel costs to Córdoba, the cost of room and board in Córdoba and other incidental costs. Although a specific level of Spanish language ability is not required, it is strongly suggested that students have at least an intermediate proficiency in Spanish prior to going to Córdoba, with advanced being preferred. Students interested in applying to UBP should contact the international studies director in Brooks Hall or call 205-726-2741 by April 1.
Fall Term only: August to December

The Université du Québec à Chicoutimi, Canada

The University of Quebec at Chicoutimi (UQAC) is one of the smaller branches of the UQ system with fewer than 7,000 students. UQAC has a small and easy to navigate campus located on the edge of downtown Chicoutimi. Students with less advanced French will take courses in the Ecole de langue française et culture québécoise. More advanced students may take regular University courses, after passing a proficiency exam. UQAC offers a full curriculum as expected at a full branch of the largest University system in the province. Most courses are in French, however, there are some offerings in English. Internships and service learning possibilities exist.

Samford University and The University of Quebec at Chicoutimi initiated a direct exchange agreement in 2012. Up to two Samford students may go to Chicoutimi each fall semester. Samford students who choose to take courses in Chicoutimi are responsible for the following: Samford tuition, travel costs to Chicoutimi, the cost of room and board in Chicoutimi, and other incidental costs. Although a specific level of French language ability is not required, it is strongly suggested that students have at least an intermediate proficiency in French prior to going to Chicoutimi. Students interested in applying to UBP should contact the international studies director in Brooks Hall or call 205-726-2741 by April 1.
Fall Term only: August to December

Semester Abroad

This is where the "thousands of opportunities" come in. A link to the *Study Abroad Student Guide* is on the ISO webpage (https://www.samford.edu/global-engagement/study-abroad/). Finding a semester abroad anywhere in the world is easy. The active link takes you to StudyAbroad.com where you can search by country, academic major and term to find a program that is perfect for you. Once you have identified a target program, make an appointment with a study-abroad advisor in the ISO to get the ball rolling. It is advisable to start this process a year in advance.

Language Study Abroad

Samford's Department of World Languages and Cultures, through affiliations with institutions abroad, offers numerous opportunities for living and studying in the culture of a target language.

Summer Programs

Samford in Spain Program gives students the choice of studying for five or nine weeks at the Estudio Sampere in Madrid and Salamanca. Students can study in France for five weeks during the summer under the tutelage of French professors at the Université Stendhal, Grenoble. Students of Germany are offered the opportunity to study for five or ten weeks at Sprachinstitut-Trefpunkt in Bamberg, Germany.

January Term

Small, intensive Spanish classes are held for three weeks at the Centro Lingüístico Conversa in Santa Ana, Costa Rica.

Summer Internship

In addition, international internships that require the use of another language are arranged on an individual basis in various professional fields, such as business and missions. For further information about these opportunities, contact the Department of World Languages and Cultures at 205-726-2742 or 205-726-2747.

Withdrawal and refund policies for international study-abroad programs are different from policies for on-campus programs, as are policies regarding financial aid. Before registration in any study-abroad program, please see the appropriate office(s) for policies.

Technology Services and Resources

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

Technology Assistance

Technology assistance is available from the service desk, located in Davis Library 012. You can reach the service desk 24 hours a day, 7 days a week at 205-726-2662. You may also send a request to support@samford.edu. For hands-on assistance in the service desk office, Service desk analysts are available Monday through Friday from 7:30 a.m.–5 p.m. (pending library hours).

The general-access computing labs are staffed by student laboratory assistants who can help with the use of the resources located in the labs. Computing resources and assistance are free of charge to Samford University students.

Campus Portal Services

All members of the Samford community have access to a variety of computing resources. A campus portal via the Web is the entry point from which all members of the campus community can access academic resources, administrative services, community information, e-mail and the

Internet—all online, from anywhere. Some of the administrative resources available to Samford students are grades, class schedules and account information. Upon admission to Samford University, students may go to the Samford home page and log in to the campus portal using the user name and password provided by Technology Services through https://pwchange.samford.edu/newuser.

Technology Laboratories

Four general-access computer laboratories are available to every student, except during times when one or more of the labs is scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs. The general-access laboratories offer a substantial suite of software to assist with word processing, page layout, presentation preparation and statistical analysis. Each computer in the general-access computing labs is connected to the campus network, which is connected to the Internet. This gives every Samford student access to the World Wide Web and other networked resources. For more information about laboratory resources, hours and availability, visit http://www2.samford.edu/labs/.

Network Access

Samford University offers wireless network access across the campus, including resident halls and outdoor spaces. This service provides students the convenience and flexibility of using portable devices. Nonresident students may access campus computing resources through an Internet service provider. For further information regarding network connections, contact the Service Desk at 205-726-2662, send an email to support@samford.edu, or consult the Technology Services website at http://samford.edu/departments/technology-services/.

Library Resources

The online catalog for the Samford library and several other library-related resources are available through the campus network. Samford is an active participant in the Network of Alabama Academic Libraries and other consortia that enhance the resources available to the Samford community. For more information about library resources, see http://library.samford.edu.

Policies

Please refer to Computing and Information Technology Values and Policies under Student Rights and Responsibilities for specific policies governing computer use.

Microsoft Office for Students

Office 365 Education for Students is an Office 365 plan that is available for free to students who attend academic institutions who have purchased Office for faculty and staff, and is available at office.com/GetOffice365. This plan allows students to install Word, Excel, PowerPoint, Outlook, OneNote, Publisher and Access on up to five PCs or Macs, and Office apps on other mobile devices, including Android, iPad, and Windows tablets. The plan also includes one terabyte of OneDrive storage, managed by the university. Students can edit and collaborate using Office

Online, as well. You may connect your Bulldog email account to the Outlook desktop client, opening more features to use with your email and calendars.

To sign up and get Microsoft Office 365 for free, point your web browser to office.com/getoffice365, or contact the Service Desk for assistance at 205-726-2662, or at support@samford.edu.

Moodle

Moodle is the Web-based learning management system used at Samford University to enhance class communication, organization and presentation by providing customizable website templates for courses offered. It is designed to provide tools for building online resources for use with face-to face-instruction, hybrid classes or to support classes offered completely online. The degree to which the system is used in each course varies.

Moodle course sites enable faculty to:

- Upload and share materials such as a course syllabus, lecture notes, reading assignments, and articles for students to access at their convenience.
- Create forums and chats to encourage discussion and exploration of course topics, projects, and more.
- Develop quizzes and exams.
- Gather and review assignments.
- Record grades, which allows students to stay up-to-date about their performance in each course and allows faculty to easily manage grades.

You may access Moodle at http://moodle.samford.edu. For additional information regarding Moodle, contact the Technology Services service desk at 205-726-2662 or at support@samford.edu.

Academic Calendars for 2015–2016

http://samford.edu/events/academic-calendar/

ATHLETIC LIFE

Intercollegiate Athletics

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

Men

- Basketball
- Cross-Country
- Golf
- Indoor Track
- Tennis
- Track and Field
- Baseball
- Football

Women

- Basketball
- Cross-Country
- Golf
- Indoor Track
- Tennis
- Track and Field
- Softball
- Soccer
- Volleyball

Scholarships

Athletics aid is awarded in all Samford sports, primarily to student-athletes specifically recruited for that sport by the coaching staff. Students who were not recruited but are interested in participating in varsity sports may contact individual coaches concerning opportunities. Coaches' contact information may be found at www.samfordsports.com.

Schedules

Schedules for all sports are distributed across campus and posted at www.samfordsports.com. All times are Central Standard Time. All dates and times are subject to change. Contact the Sports Information Office at 205-726-2799 or 205-726-2802 to confirm schedules before making special plans.

Ticket Information/Procedures

All currently enrolled Samford students may receive one ticket to each athletic event. **Present your valid Samford student ID at the ticket booth on the day of the event to receive your ticket.** For information, call 205-726-DOGS or go to www.samfordsports.com.

Spirit Program

Varsity Cheerleading

The main objective of Samford's cheerleading program is to work within Samford Athletics to create an atmosphere of enthusiasm among students and fans. Samford cheerleaders represent Samford and its athletics program through performances at athletics events, as well as campus and community events. Tryouts are held each spring. Exact dates and times for tryouts may be found at www.samfordsports.com or by calling the athletics office.

Mascot

Samford University's mascot, Spike, appears at athletics events, as well as student and community activities to build enthusiasm and recognition for Samford. Spike is a visual representation of the spirit and pride of Samford, and one of its most beloved inhabitants. Tryouts are held in the spring. Exact dates and times for tryouts may be found at www.samfordsports.com or by calling the athletics office.

Athletic Facilities

There are a variety of athletics and recreational facilities available for students at Samford University. Field and court space is available for general student use when not being used for varsity practices, competition or campus recreation events.

Seibert Stadium hosts home football games in the fall. The stadium is closed during scheduled events and afternoon practices. Adjacent to Seibert Stadium is Cooney Family Field House, which includes offices, locker rooms and other facilities for Samford's football program and athletics department.

Pete Hanna Center houses the Thomas E. and Marla H. Corts Arena, which hosts men's and women's basketball and volleyball teams. The arena also hosts graduation and special events. Administrative offices, athletic training offices, a student fitness/weight room, athletics' weight room and locker rooms are located in Hanna Center.

Outdoor facilities include Bulldog Field (softball), Joe Lee Griffin Field (baseball), Samford University Track and Soccer Stadium and intramural fields (across Lakeshore Drive), and the Samford Tennis Center, which includes the Pat M. Courington Tennis Pavilion and the Darwin C. Hardison Courts.

CAMPUS LIFE

Student Affairs Philosophy and Mission

The Student Affairs and Enrollment Management Division is comprised of campus life departments serving students in a variety of ways. These staff members specialize in conducting co-curricular programs, activities, and services that complement academic programs of the University. Programs, activities, and services administered by the Student Affairs and Enrollment Management Division are designed to promote a quality of life that enhances the student's total growth and development. By participating in student activities, serving on committees, or becoming a member of an organization, a student can meet other students, faculty, and staff. In addition to developing leadership, organizational, and other skills, students will have a lot of fun.

Mission

The Student Affairs and Enrollment Management Division supports the mission of the University by empowering students through personal development, so they learn to experience a fulfilled life and thereby make a positive difference in the world.

Campus Recreation

The Department of Campus Recreation offers competitive and recreational intramural activities, open recreation, outdoor activities, club sports, and fitness programs for a wide variety of students. Information on programs and facilities can be viewed on our website at www.samford.edu/campusrecreation.

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

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

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

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

Additional outdoor Campus Rec spaces include the Alpine Tower and Carolina Climbing Wall, which are 50-foot structures offering unique challenges and team-oriented experiences for groups. The structures provide ideal settings for developing self-esteem, improving communication and fostering team building. The tower and wall are open by appointment only and available to faculty/staff, student organizations and other groups interested in team building.

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

Greek Life

Greek-letter organizations traditionally have assumed an active role in contributing to the cultural, educational and social life of the campus and in providing leadership opportunities for students. At Samford, students have the opportunity to affiliate with eight national sororities and seven national fraternities.

Sororities

Sorority	Founded	Local Chapter	Philanthropy
Alpha Delta Pi	May 15, 1851 Wesleyan Female College Macon, Georgia	1910	Ronald McDonald House
Alpha Kappa Alpha	January 15, 1908 Howard University Washington, D.C.	1989	Sickle Cell Foundation
Alpha Omicron Pi	1897, Barnard College (Columbia University) New York City, New York	1995	American Juvenile Arthritis Foundation
Chi Omega	April 5, 1895 University of Arkansas Fayetteville, Arkansas	1963	Big Oak Ranch for Girls and Make-A-Wish Foundation

Delta Sigma Theta	1913 Howard University	1995	Delta Sigma Theta Five Point Program
Delta Xi Phi	1994 University of Illinois Urbana-Champaign	2012	American Cancer Society
Phi Mu	March 4, 1852 Wesleyan Female College Macon, Georgia	1924	Children's Miracle Network
Zeta Tau Alpha	October 15, 1898 Longwood College Farmville, Virginia	1933	Susan G. Komen Breast Cancer Foundation

Fraternities

Fraternity	Founded	Local Chapter	Philanthropy
Alpha Phi Alpha	December 4, 1906 Cornell University Ithaca, New York	April 2000	Alpha Phi Alpha Foundation
Alpha Tau Omega	September 11, 1865 VMI Richmond, Virginia	2014	No philanthropy specified
Kappa Alpha Psi	January 5, 1911 Indiana University Bloomington, Indiana	1998	Kappa Alpha Psi Foundation
Lambda Chi Alpha	November 2, 1909 Boston University	1919	North American Food Drive
Pi Kappa Phi	December 10, 1904 College of Charleston Charleston, South Carolina	1925, 1991	PUSH America
Sigma Chi	June 28, 1855 Miami University Oxford, Ohio	1872, 1984	Children's Miracle Network
Sigma Nu	January 1, 1869 VMI Lexington, Virginia	1879	St. Jude's

At Samford, sororities and fraternities are involved in educational programs, community service and leadership development, in addition to providing a strong bond of friendship and esprit de corps among those invited to affiliate with the organizations.

The Interfraternity Council (IFC) acts as the liaison between the five fraternities belonging to the North American Interfraternity Conference and the other national umbrella organizations that are represented here at Samford. The IFC promotes leadership within member chapters and monitors the activities of member chapters. The IFC is composed of two delegates from each fraternity and four executive officers.

The National Pan-Hellenic Council (NPHC) serves as the coordinating body for the historically African-American fraternities and sororities. NPHC serves to unite the active Samford chapters for one collective voice to speak on issues, coordinate joint programming and create a sense of peer accountability for the chapter and individual member actions (when called upon). The council is comprised of four officers representing the community and delegates from each active chapter.

The Panhellenic Council (PHC) coordinates the five sororities belonging to the National Panhellenic Conference and are represented here at Samford. The PHC is composed of two members from each sorority and 10 executive officers. The PHC not only monitors the sorority membership recruitment process, but also provides a variety of educational, social and service opportunities for sorority and fraternity members, as well as the campus community at large. Being an active and enthusiastic member of a sorority can afford the female student with many social and service opportunities that will enrich her life at Samford.

Alpha Phi Omega (APO) Co-Ed Service Fraternity will be housed under the Greek Life umbrella beginning fall 2014. Additional information on APO can be found in the Chapters section of the Greek website at http://www.samford.edu/greeklife.

Student Government Association

The Student Government Association (SGA) represents and promotes student interest in the decision-making processes of Samford University by cultivating and maintaining leadership among students. The SGA also develops, coordinates and executes a variety of activities and services for the benefit of the students.

The Student Government Association is organized into four branches that provide a wide range of opportunities for student involvement. Each branch is presided over by a member of the student executive board. Student executive board positions include president, vice president for Senate, vice president for events, vice president for development, chief of staff, chief justice, press secretary, treasurer and chaplain. Opportunities for involvement include senate, student activities council, Freshman Forum, class officers, Presidential Advisory Council, Student Judiciary Council and Multicultural Affairs Committee.

All undergraduate students at Samford are members of the SGA. Members may vote in all SGA-sponsored elections and participate in all SGA-sponsored activities.

For specific information about programs, services and activities, please visit the SGA website at https://www.samford.edu/students/student-leadership/, e-mail sga@samford.edu, or stop by the SGA office in University Center 117.

Student Organizations

Co-curricular involvement is an important aspect of a total education. Samford University students are encouraged to select from more than 100 honor, religious, professional, educational, service and social student organizations.

Please call 205-726-2471, Office of Student Leadership and Involvement, or visit University Center 116-E if you have any questions or need assistance locating an organization that is right for you.

Organizational Behavior

Organizations are expected to comply with the stated values of the university. Organizational behavior that does not comply with the spirit and the letter of the stated values may cause the organization to be cited for a values violation. Sanctions may be placed on organizations, including reprimand, fines, community service, loss of privilege, restitution, probation, suspension and expulsion. An organization believed to be in violation of a university value will be given an opportunity to present its side of the story before a decision is rendered. The hearing and sanctioning will be administered by the vice president for Student Affairs and Enrollment Management, assistant dean for Campus Life, the University Values Advocate or the Values Council.

Greek organizations are held accountable for upholding the executive guidelines, organizational policies, as well as university values. Greek organizations that operate under the Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC) and Panhellenic Council (PHC) guidelines, may be subject to disciplinary sanctions applied by those entities in addition to university sanctions.

Students entrusted with leadership positions on campus should be familiar with the Samford Code of Values and are expected to demonstrate behavior consistent with the Code of Values. Any student leader exhibiting behavior inconsistent with the Code of Values may be subject to removal from their leadership position and adjustment of any Samford financial assistance accompanying the position. These leadership roles include but are not limited to officers in campus organizations, resident assistants, Connections leaders, orientation leaders, ambassadors, Student Recruitment Team, student-athletes, University Fellows, Beeson and Presidential scholars.

Student Leadership Criteria

Samford University encourages students to immerse themselves in campus life, including leadership in one of the many registered student organizations or university-sponsored student leadership opportunities. In order to preserve the integrity of student academic performance, the following criteria have been established for individuals to hold leadership positions and to serve in executive level leadership roles in student groups and organizations.

Students seeking to hold an executive leadership role in a student organization or university-sponsored organization must adhere to the following:

- Must be a full-time student in good standing with the university, free of any disciplinary or academic action at the time a leadership role is sought

- Must possess a grade point average no less than 2.0; individual groups and organizations may require a higher GPA
- Be responsible for upholding Samford's Code of Values

Stated standards in the handbook are minimum standards that may be supplemented or enhanced by an organization or group's requirements.

Event Registration for Student Organizations

Only registered student organizations in good standing may reserve campus space and facilities, and events must be directly associated with either an official university student organization and/or an academic department. Student events that are not directly tied to an official university student organization or an academic department must submit requests to the Office of Venue & Event Management at events@samford.edu.

Student organizations requesting event space on campus should first create an event through their respective organization page on OrgSyc. If necessary, organizations may reach out to the assigned building coordinator for availability of space and proper permissions. Once availability and approval has been confirmed, an online request must be submitted in SPACES, the online university event management system. All requests will be reviewed by the assigned building coordinator and approved or denied in SPACES. The Office of Venue & Event Management assists the Office of Student Affairs with the logistical needs of all student organization events on campus.

Samford University's campus maintains a variety of space venues identified for indoor and outdoor use. For more information regarding the availability of these spaces for general use, please contact the Office of Venue & Event Management at events@samford.edu.

Sound Equipment Rental

SGA Sound Equipment Borrowing Guidelines

SGA's portable sound system is available to all registered student organizations, free of charge.

The sound system checkout form must be submitted at least three days prior to the event when sound equipment is needed.

The sound equipment may only be used on campus.

The equipment may only be used for one microphone and an iPod. **Multiple inputs (amps, mics, instruments, etc.) may blow the system.**

All equipment must be returned to the HUB within 24 hours after the event for which equipment was reserved. Student organizations who fail to return the equipment on time will lose the privilege of using sound equipment in the future.

The student picking up the system and the organization he/she is representing are personally liable for any damage to the equipment. Replacement costs will be charged to the organization's agency account. Replacement costs are as follows:

- Lost/damaged speaker or amp/sound board: up to $800
- Lost/damaged microphone: $100
- Lost/damaged microphone/iPod cables: $30 apiece

To reserve, complete the check-out form at https://orgsync.com/30465/forms/37736.

Tailgating

Basic Tailgating Policies

- Tailgating groups are required to bring their own equipment for their area, including tents, tables, chairs and grills, etc. Tent location is available on a first come, first serve basis.

- Groups are allowed to pull vehicles onto the Quad for loading/unloading purposes; however, vehicles must be moved immediately after loading/unloading is complete. Vehicles will not be allowed to enter the Quad at any point in the three hours prior to kickoff and can only return to the Quad 30 minutes after kickoff.

- If you need power for your tent, you will need to bring a quiet generator or rent a power source from Samford. A limited number of electricity access points are available on a first come first serve basis.

- Grilling is permitted, however all grills must be placed away from tents and trees and cannot be used under a covered surface. All grills must be elevated, and must use self-lighting charcoal. Propane tanks are not allowed.

- Samford will not be held responsible for any stolen or misplaced items left on the quad.

- Tailgating at Samford is a family friendly environment. Please be respectful of those surrounding you, being mindful of your language and volume of music.

- Smoking and alcohol are not allowed. Failure to meet these expectations can lead to guests being removed from campus.

- All tailgating groups are responsible for making sure their assigned tailgating area is clean prior to departing the quad.

For more information on tailgating at Samford, contact the Department of Venue and Event Management at 205-726-2762 or e-mail events@samford.edu.

Guidelines and Policies for Posters and Publicity

University Center and Outdoor, Non-Athletic Areas

Samford University students, faculty/staff and officially recognized student organizations may post signs and publicize events on campus provided the advertisements are properly identified and distributed as indicated below.

Posters and Signs

- All signs must identify the sponsoring group of the university community.
- All signs must be posted in appropriate locations.
  - Signs are to be posted on bulletin boards only using tacks. Staples, tape and/or sticky tack should not be used on bulletin boards, which are located in the following areas:
    - Bulletin Board 1—first floor, at the post office
    - Bulletin Board 2—first floor, at the food court seating area
    - Bulletin Board 3—first floor, at the stairwell to the second floor
    - Bulletin Board 4—second floor, next to the HUB, on the wall by Public Safety
  - Signs and posters may not be placed on walls (interior or exterior), doors, windows, restroom stalls, mirrors, railings, refreshment machines, information kiosks, newspaper stands, campus directories, columns or any other parts of the building.
  - Individuals or groups who post signs in unauthorized locations will be required to remove the posters and may lose posting privileges.
- All signs must be removed within 24 hours after the event.
- Signs should not monopolize space on a given bulletin board. Excessive duplicate signs/posters are subject to removal.
- All signs/posters must be in good taste, consistent with university policies and must not contain sexist, racist, profane or derogatory remarks. No reference to alcoholic beverages or bars may appear on posters or signs. This includes but is not limited to BYOB or Your Favorite Beverage. The university retains the right to deny posting of any materials on campus.

Banners

University offices, student organizations, students and faculty/staff that wish to publicize an event by using a banner must obtain permission from the University Center building coordinator at least two weeks before the banner is to be hung. All banners must meet appropriate standards for height, width and decoration and must also adhere to poster/sign guidelines. Banners can be posted in the following locations:

Cafeteria

- All banners must be hung by Facilities Services. A work order should be submitted one week in advance in order to have the banner hung.
- Do not attach banners directly to the walls, wood columns or any other part of the facility. Please refrain from attaching items to the floor or ceiling.
- All banners must be within the approved size limitations.
  - Vertical signs—3 feet x 9 feet

  - Horizontal signs—3 feet x 4 feet
- Glitter is prohibited.
- Banners and/or signs can be on display no more than two weeks before a function, and must be removed 24 hours after event is over.
- No more than six vertical and three horizontal banners may be on display at one time (Step Sing is the only exception to this policy).
- The University Center building coordinator must approve signs and approve the use of the space.

University Center Bookstore Lobby

- All banners must be attached to corkboard only using tacks. Do not attach banners directly to the walls, wood columns or any other part of the facility. Please refrain from attaching items to the floor or ceiling.
- To hang banners in the lobby, the black rolling ladder must be used and is kept in the area by the post office door (where metered mail is located).
- All banners must be within the approved size limitations.
  - Vertical signs—3 feet x 8 feet
  - Horizontal signs—3 feet x 4 feet
- Banners must be horizontal and within the size limitation (3 feet x 4 feet).
- Glitter is prohibited.
- Banners and/or signs can be on display no more than two weeks before a function and must be removed 24 hours after event is over.
- Only one banner may be on display at one time.

University Center Entrances (from Talbird Circle or Ben Brown Plaza)

- All banners must be hung by Facility Services. A work order should be submitted one week in advance in order to have the banner displayed.
- Banners must be horizontal and within the size limitation (3 feet x 6 feet).
- Glitter is prohibited.
- Banners and/or signs can be on display no more than two weeks before a function and must be removed 24 hours after event is over.
- Only one banner may be on display at one time.

Table Tents

Students, faculty/staff, athletic groups and recognized student organizations that wish to place table tents on the tables of the dining facilities should first have the tents approved by the University Center building coordinator. Once approved, permission and scheduling for placing the tents on the tables can be obtained in the dining services office, University Center 244. All table tents must be removed by the sponsoring organization within 24 hours after the event.

Sidewalk Chalk

Groups who wish to publicize an event by using chalk on sidewalks must obtain permission from the University Center building coordinator at least three business days in advance of the

advertising date. All sayings should be submitted for approval. The organization must agree to use only chalk and must clean all areas within 24 hours after the event. Chalking may begin up to one week prior to the advertised event. Chalking on brick walkways, building columns, exterior bricks and the Beeson Woods Bridge is prohibited. Chalk is only permitted on concrete/asphalt walkways. All sidewalk chalk must clearly indicate the sponsoring organization.

Exhibit Area

An exhibit area is available for groups to use for promoting events and fundraising. The University Center building coordinator manages reservations for the exhibit area. The requesting group is responsible for maintaining the area in a clean and orderly manner. It is the group's responsibility to set up all materials and equipment and to remove everything at the end of their reserved time. No more than four people can staff the area at any given time. If an external group wishes to reserve the exhibit area for recruitment purposes, they must seek sponsorship through the Career Development Center. All other external groups must request use of the space through the Department of Venue and Event Management. For-profit sales are not permitted. There is one area that is designated as exhibit space:

University Center East Lobby Exhibit Area—located at the bottom of the main cafeteria staircase

- One table and two chairs are available.
- **The tables and chairs assigned to the exhibit area are not to be removed at any time, and especially not to Ben Brown Plaza for any reason.**

Ben Brown Plaza—located outside of the University Center in front of Dwight Beeson Hall

- All advertising should adhere to the poster/sign guidelines.
- Upon approval by the University Center building coordinator, a limited number of posters may be hung in the trees, provided the trees are not damaged. All string, fishing line, etc., must be removed with the posters/signs.
- The reserving group is responsible for providing tables, chairs, etc. for the function.
- Tables and chairs can be ordered at no charge through Facility Services**.** Please contact the University Center building coordinator one week in advance to request tables and chairs.
- **Absolutely no tables and chairs can be taken from anywhere in the University Center for use in these areas.**
- Activities in one area cannot negatively impact that in another. (Example: a band playing on the Quad during a wedding, or noisy activity on Ben Brown Plaza or the Quad during class time or a scheduled exam like the ACT or LSAT).

Cafeteria

- One small square table and two chairs may be used from the cafeteria to set up displays.
- Groups are responsible for setting up and returning the tables to their original location.

- Tape may not be used to attach signs or information to the table.
- Each table worker, regardless of whether or not he/she is eating, must swipe into the cafeteria.
- No more than two groups (one at each entrance) per mealtime may set up in the cafeteria.

Student Media and Publications

Radio Station

Serving a major portion of the Birmingham metropolitan area, Samford University's WVSU FM-91.1 provides an unduplicated format of smooth jazz in a city that has a long history of great jazz artists. The appeal of the format to the community allows Samford to promote university events from theatre to orchestra, special programs to sports. WVSU FM-91.1 is the broadcast home for Samford Bulldog athletics and provides coverage of special campus events. Students interested in volunteering should contact the general manager at 205-726-2877. The station is under the direction of the Office of Marketing and Communication. For more information, go to www.samford.edu/wvsu.

Magazine

Sojourn is a literary and visual arts magazine focused on highlighting the artistic expressions of students, faculty and staff at Samford. Published once each semester, students edit and compile each issue with assistance from outside professionals, as well as faculty advisers. The magazine is under the direction of the Department of Journalism and Mass Communication.

Newspaper

The Samford Crimson is a student-run, campus-wide newspaper. With a circulation of 3,000, it is available free to all students, faculty and staff. It is distributed at key locations on campus and is available online at www.samfordcrimson.com. Published weekly, *The Samford Crimson* offers excellent opportunities to students, regardless of major or experience, who are interested in writing, reporting, photography, editing, and layout and design in areas of news, sports, commentary, and arts and entertainment. The paper's advertising department, also run by students, caters to those more interested in the business side of *The Samford Crimson* and also is open to students regardless of major or experience. Any student may compete for salaried staff positions. The newspaper is under the direction of the Department of Journalism and Mass Communication.

Yearbook

Entre Nous is Samford's student yearbook, published in late summer. The paid yearbook staff is composed primarily of students involved in the study of journalism, graphic design and photography. The publication provides an excellent opportunity for students to build a portfolio and gain professional publishing experience. The yearbook is under the direction of the Department of Journalism and Mass Communication.

CAMPUS SERVICES

Beeson University Center

The Ralph W. Beeson University Center is the hub of activity on campus. Housed within the University Center are the offices of the vice president for Student Affairs and Enrollment Management, Student Services and Values Advocacy, Campus Life, Student Leadership and Community Engagement, Student Activities and Events, International Student Development and Graduate Student Services, Career Development, Public Safety and Emergency Management, Residence Life, Student Government Association and Samford Dining. Also located in the University Center is the HUB, post office, university bookstore, cafeteria and food court.

Bookstore

The bookstore, owned and operated by the university, is open Monday through Thursday, 7:45 a.m.–6 p.m.; Friday, 7:45 a.m.–4:30 p.m.; Saturday, 10 a.m.–3 p.m. Personal checks, MasterCard, Visa and Discover are accepted for the amount of purchase. The bookstore does not accept American Express. Students may cash checks up to $50 with a Samford ID. Checks should be made payable to Samford University. **After three returned checks in any Samford office, all check-cashing privileges are revoked. The returned check fee is $30 per check and will be placed on the student's account.**

Book Return Policy

- All returns must be accompanied by the original cash or credit card receipt.
- Books must be in absolutely new condition, free of all markings and in original packaging.
- Returns are allowed within a limited time frame after classes have begun:
  - Jan Term: three days
  - Fall and spring semesters (including undergraduate, law and pharmacy): five days
  - Evening College, graduate business and graduate nursing terms: five days
  - Undergraduate Summer I and II terms: five days
- Refunds will be made in accordance with the manner of payment:
  - If the purchaser paid by cash, the refund will be made in cash.
  - If the purchaser paid by credit or debit card, the refund will be credited to the card used for the purchase.
  - If the purchaser paid by check, the refund will be made in cash.
  - If the purchaser paid by Samford Card, the refund will be made on the Samford Card.
- Law study aids (e.g., Gilberts, Case Notes, etc.) are returnable within two days of purchase.
- Defective books may be exchanged for the same title.

Samford ID Card

You may add money to your Samford ID card in the bookstore or online at http://bulldogbucks.samford.edu.

Newspapers

Newspapers may be purchased in the bookstore.

Fax Machine

A fax machine is available for campus use in the bookstore for a minimal fee. The fax number is 205-726-2384.

Change Machine

The bookstore has provided a change machine beside the ATM in the food court.

Facilities Management

University facilities are operated and maintained by the Samford University Office of Facilities Management. The normal hours of operation for the Office of Facilities Management are 8 a.m.–4:30 p.m., Monday through Friday.

Service or repairs for student resident facilities normally are requested through the area offices located in Beeson Woods, Central Campus and West Campus. To request other routine service or repairs, call (205) 726-2711. A written request is not required for routine service. The same phone numbers may be used for after-hours emergency service. The caller will be directed to the individual who is designated to respond to emergencies when the Office of Facilities Management is closed.

Directory of Services	Number
Facilities Management Office (Customer Care Center)	205-726-2711
Custodial Services	
Pest Control	
Waste Disposal	

Note: Any comments or suggestions regarding the maintenance or operation of Samford University facilities should be made to the director of Facilities Management at 205-726-2289.

Academic Success Center

The Academic Success Center (ASC) is a resource center designed to facilitate the student's successful transition through the university. The director and assistant director work with the Office of Admissions, the schools, Career Development, counseling offices and Disability Resources to provide academic assistance as needed. First-year students, both entering freshmen and transfer students, are encouraged to take advantage of the center's services.

Academic Support

The ASC assists students in locating campus resources that promote academic success. Interested students can schedule an appointment to discuss their individual situation and needs. The ASC

provides additional support and resources to conditionally admitted students, at-risk students or students placed on academic warning.

Tutoring is available in several general education courses through a partnership between the ASC and various departments. Additionally, the ASC collaborates with the Communication Resource Center to provide tutoring, not just for oral and written communication assignments, but also to develop students' critical reading skills. The ASC also maintains a list of private tutors in various subjects. For current tutoring schedules, please contact the ASC or visit the website at www.samford.edu/academic-success-center/.

The ASC also works with faculty and professional advisors to support the advising process. First-year students and transfer students in particular can receive assistance in changing or declaring majors.

Career Development Center

The mission of the Career Development Center is to:

Equip students and alumni with tools for effective decision making, goal setting and personal development.

Direct individuals to resources for vocational exploration and professional development.

Connect the Samford community with employers and career opportunities.

Career Planning

- Career counselors provide individual major and/or career assistance
- Self-Directed Search interest inventory
- Online assessments to aid in career and education planning (including Myplan and the FOCUS2)
- In office and Virtual Career Library with extensive information on majors and careers

Experiential Education

- Off-campus, part-time job listings
- Internship information
- Information sessions

Job Search

- Job postings: online job search database (hireSamford.com)
- Employer contact: career expos, on-campus interviews and information sessions
- Workshops: résumé writing, interviewing, job searching, networking
- Résumé critiques
- Mock interviews
- Individual job search advising

The Career Development Center serves students, assisting them in representing themselves more professionally both for the workforce and study beyond Samford. Students receive career

guidance and direction, but decision making can be done only by the individual involved. Action is the real key to career planning and job searching. The Career Development Center recommends that students access the free services early in their college career, although these services are available to students throughout their time at Samford as well as post-graduation. Students should contact Career Development by phone at 205-726-2980 or e-mail at career@samford.edu. Job postings can be found at hireSamford.com.

LinkedIn: Samford University Networking
Twitter, Facebook and Instagram: @SamfordCDC

Counseling Services

Counseling Services provides free comprehensive services to enrolled Samford students in a safe, caring and confidential environment. The staff is committed to meeting the needs of students from diverse backgrounds by helping them lead effective, empowered and healthy lives. Services include assisting students with adjustment to the university environment, locating community resources for the student, evaluative psychotherapy in individual and/or group settings, study skills help, education programs, workshops and lectures. Counseling Services is located within the University Health Services clinic in Seibert Hall. For more information, or to make an appointment, e-mail counseling@samford.edu or call 205-726-2065.

Disability Resources

Samford University complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Disability Resources provides accommodations for qualified students with disabilities. Students and applicants who seek accommodations should contact Disability Resources (205-726-2980 or disability@samford.edu) or visit the website (https://www.samford.edu/departments/disability-resources/) for more information. Disability Resources is located in the University Center in Room 205.

Reasonable accommodations are determined on a case-by-case basis. Once accommodations have been determined, it is the student's responsibility to notify faculty of their accommodations by sending an accommodation letter then promptly meeting with faculty to discuss how their accommodations will be provided in that particular course. Faculty will grant reasonable accommodations only upon receipt of an accommodation letter.

Dining Services and Meal Plan Requirements

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

The dining hall (cafeteria) provides 19 meals per week. Only breakfast on Saturdays and Sundays is not served. Unlimited selection from the standard cafeteria line to specialties such as

a pizza bar, deli, short-order line, salad bar, ethnic option and regular specials are available in the dining hall. Guests may also have unlimited seconds. Diners must observe the following policies:

- **Students must bring their Samford ID/meal card each meal.**
- **Students may use only one scan per meal on their basic plan. (See information on declining balance below.)**
- **Food may not be taken out of the dining hall.**
- **Only the student identified on the card may use the ID. Use by another student may result in the card being voided. Lost cards should be reported immediately to the Office of Public Safety and Emergency Management, located in the University Center, at 205-726-2020. The card will be voided and replaced.**
- ***Changes to the meal plan must be executed before the second week of classes commence.***

The food court, featuring national franchise fast-food vendors is located on the ground floor of the University Center. These facilities are open for more extended hours than the dining hall and are an excellent place for snacks or meals.

Students, staff and faculty may purchase an advance declining balance credit (Bulldog Bucks) that is entered on their ID cards and which may be used in the dining hall or the food court. Additional deposits may be made to this account when the balance is used. This provides a convenient and more rapid method than paying cash at each meal. However, meals in the dining hall or food court may be purchased on a cash basis also. Bulldog Bucks should be purchased directly from http://bulldogbucks.samford.edu or the bookstore in the University Center.

Required Meal Plans

Resident students are required to purchase a regular meal plan. Three plans are available: Unlimited Bulldog Carte Blanche, 12 meals per week or seven meals per week. All freshmen are required to have the Unlimited Bulldog Carte Blanche regardless of hours transferred in or completed. Students who have at least 24 credit hours but less than 64 credit hours may choose the Unlimited Bulldog Carte Blanche or 12-meal plan. Those who are full junior status and have completed at least 64 credit hours may choose any of the three plans. Dining Dollars in the amount of $130 is included in each meal plan.

Commuters and resident students who use the Dining Dollars in their basic meal plan may add additional funds (Bulldog Bucks) to their declining balance in any amount through http://bulldogbucks.samford.edu or the University Center Bookstore. These additional funds are available until used and are not lost at the end of each term.

Emergency Notification

Rave Alert Wireless Short Message Service

All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford e-mail addresses. Students and employees also may opt to receive text messages to their mobile phones by registering a mobile phone number

online. (Mobile service plans may charge for the delivery of text messages.) Follow the steps below to register a mobile phone number:

1. Go to www.getrave.com/login/Samford and log in with your Samford-issued user name and password (the same user name and password for e-mail and other Samford services).

2. New users will be prompted to enter a mobile phone number. Return users should click the "Edit" link in the box for a mobile number.

3. Enter a mobile phone number in the space provided and proceed to the confirmation steps.

4. The Rave Alert system will send a test message to your mobile phone. The message will contain a code for you to enter on the website to confirm receipt of the message and complete the registration process.

The Rave Alert system allows users to add up to three e-mail addresses and three telephone numbers to receive notices. This allows one to add a parent, spouse or other party interested in receiving university emergency notices.

Use of the Rave Alert system is restricted to emergencies. Information supplied to the Rave Alert system will not be used to send general university announcements or other nonemergency communications.

If an emergency situation exists, the carillon (bell tower) atop Davis Library may ring a single bell for five minutes. Check for e-mail or text messages that contain additional information.

Severe Weather

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

Closing of the University

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

The HUB

Located in the University Center, the HUB is the 24/7 service center for campus. It serves as a storehouse of information about numerous and varied activities happening on the university campus and offers a one-stop shop for after-hours needs. Whether a student has a maintenance issue in their room in the middle of the night, or a group of students need information about where to grab a late night snack, HUB team members will be a resource. The number for the HUB, is managed by the Department of University Services, is 205-726-2407.

Samford Information TV Channel

Each room in the residence halls is equipped with a cable TV connection. Channel 36 is the Samford Information Channel. Look there for information about:

- Events on campus
- Organization announcements
- Computer lab hours
- Convocation schedule
- Emergency announcements
- Sporting events
- Weekly weather forecast
- Athletics facilities hours
- Career development events and workshops

To submit information for this channel, e-mail your details to thehub@samford.edu.

Post Office

The Post Office is located on the first floor of the University Center, adjacent to the food court. All U.S. mail services are provided here, including registered, certified and insured mail, purchases of stamps and postal money orders and Express Mail Next Day Service. **The package center window is open extended hours for your convenience. Students may pick up parcels at this widow.** An interoffice (campus mail) service is available, through which mail may be forwarded to students, faculty and offices on campus free of charge. See restrictions for this service at the post office.

All undergraduate students are assigned a campus post office box. This box serves as the official university address for undergraduate students. All mail is sent to this box. Students may find their box numbers and combinations on the Samford Portal under personal information. Graduate and evening degree students are not assigned boxes.

Mail should be addressed in the following format:

Student's Name
Box 29XXXX
Birmingham, AL 35229

Post office window hours are 10 a.m.–4 p.m., Monday through Friday. The package center window hours during fall and spring semesters are 8 a.m.–6 p.m. Monday through Thursday and 8 a.m.–4:30 p.m. on Friday. Students are encouraged to check their boxes daily.

Students who are not enrolled at the university during Jan Term or summer terms, or are in London, must leave forwarding addresses in the post office prior to departure.

Public Safety and Emergency Management

General Policy

Samford University maintains an Office of Public Safety and Emergency Management (PSEM) as a proprietary function of the university with jurisdiction to enforce the rules and regulations of the university on university property, as well as the laws of the U.S. government and the state of Alabama. The PSEM office is staffed 24 hours a day to provide immediate availability for emergency response, security and traffic patrols, monitoring people on campus and other services relevant to the campus community. The PSEM office is located on the second floor of the University Center, Room 202. Members of the department maintain a close working relationship with local, state and federal law enforcement authorities and other emergency service agencies on matters related to campus safety and security.

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

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

A safety escort service is available for all students during the day or night. Escorts are provided to any destination on campus. The escort service is provided for safety-related reasons only. Because there is safety in numbers, groups of three or more students are encouraged to walk to their destination. The escort is given by either foot or vehicular patrol. An escort may be requested by calling 205-726-2020 or stopping by the PSEM office located in University Center 202.

Access to the campus is subject to control at all times. During regular business hours, vehicles may access the campus through the main entrance or the southwest gate. Except for special events, the front gate is closed at 10 p.m., and controlled access is established at the southwest entrance from 10 p.m. until 6 a.m. People entering or departing the campus are subject to security checks for valid identification, campus destination or other relevant information.

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

Lost and Found

This service is located in the Office of Public Safety and Emergency Management, University Center 202.

Important and Emergency Phone Numbers

Public Safety and Emergency Management	205-726-2020
Homewood Police	205-879-2101
Homewood Fire Department	205-879-4701

University Health Services

University Health Services (UHS), St. Vincent's at Samford provides outpatient health-care services to students attending the university. Staffed by a full-time physician, the clinic provides primary medical services, including acute care for illness and injuries, health maintenance and management of stable, chronic conditions. Located on the east side of F. Page Seibert Hall, the clinic is equipped with radiology and an on-site CLIA waived lab. Hours of operation are Monday through Thursday from 8 a.m.–4:30 p.m. and Friday from 8 a.m.–3 p.m. The number for University Health Services is 205-726-2835.

Payment for Services

Payment is required after services are provided and may be paid by Visa or MasterCard. Co-pays can be posted to the student's Banner account through the bursar's office. Primary and secondary insurance providers are billed when an assignment of benefits is received. The patient is responsible for any balances not paid by insurance carriers. Questions concerning benefits must be directed to your insurance company. Referrals, deductibles, non-covered services and co-pays are the patient's responsibility. UHS is a participating provider with a number of health insurance providers. A complete list of participating providers can be viewed at http://www.samford.edu/departments/health-services/ .

Pre-Certification / Referrals

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

Pre-matriculation Immunization and Health Form Requirements for Domestic Students

All full-time students enrolled in a degree-seeking program are required to submit the Immunization Record to UHS prior to attending class. Immunization records must be signed by a health care provider or confirmed by the health department.

All students living in university housing are required to submit the health form in addition to the immunization record. The necessary physical examination must be within 12 months of submission to UHS and will only be accepted on the Health Form provided. Student athletes should note their pre-participation athletic physical will not be accepted in lieu of the UHS health form.

Pre-matriculation Immunization and Medical Evaluation for International Students

The International Student Immunization Record and Medical Evaluation form should be submitted to UHS prior to the student's arrival on campus. The required forms can be obtained through the Office of International Studies or at http://www.samford.edu/departments/health-services/. All international students, regardless of country of origin, are required to report to UHS upon arrival to campus for tuberculosis risk assessment. The university only accepts the United States' documentation of tuberculin skin testing.

Deadline for Submission

All required documentation must be submitted to UHS no later than two weeks following the first day of class. Failure to do so will result in a hold on the student's record and a non-refundable $150 fine. Residential students may also be subject to removal from university housing if their documentation is not complete by the deadline.

Voter Registration Information

The National Voting Registration form can be accessed at http://www.eac.gov/voter_resources/register_to_vote.aspx. Thoroughly read all instructions for your state, print and complete the form, and mail it to the address given for your state.

Event Management and Space Utilization

Logistics

The logistics department provides Samford University with support services necessary for the successful execution of events on campus. Event support includes providing tables and chairs for

Samford events, and connecting event planners with vendors who can provide additional resources.

For additional information contact the Department of Venue and Event Management at 205-726-2762 or e-mail at events@samford.edu.

FINANCIAL SERVICES

The Samford Card

The Samford Card and Bulldog Bucks

All students are required to have an official Samford University photo ID (Samford Card), made and recorded by the Department of Public Safety and Emergency Management. These IDs offer students a convenient, safe and easy way to make purchases and utilize campus services. It is used as an identification card, meal card, library card and for access to certain facilities. With activation of Bulldog Bucks, the Samford Card can be used to make purchases on campus, as well as at local retailers and restaurants. Bulldog Bucks work similarly to a debit card in that deposited funds are debited each time purchases are made.

GET™ will allow students, parents and employees to deposit money into Bulldog Bucks. Using the link http://bulldogbucks.samford.edu, cardholders can budget their account by tracking spending and report a lost or stolen card at any time.

Check Cashing

The bookstore is authorized to cash checks up to $50 per day for a student whose account is in good standing. The face of the check must have the student's name, local address and telephone number and student identification number. Students must present a valid photo ID. A student who presents a check to Samford University that is not honored by the bank will be charged $30. If that check is not redeemed within 10 days of notification, the student may be subject to disciplinary or legal action. All check cashing privileges are revoked after the third returned check.

Tuition and Fees Payment Policy for All Students

Tuition and Fees Payment Guidelines

E-bill

Notification that a new e-bill has been generated is sent to students via the Samford University e-mail system, which remains the official means of communication with students; paper statements are not provided. Students are advised to check their e-mail regularly. Students and authorized users can access the e-bill system at any time.

Undergraduate students registering during the early registration period will receive an e-bill approximately 15 days prior to the payment due date. The e-bill reflects activity up to the date the e-bill was generated. Any activity transpiring after the e-bill generation date can be viewed on the Current Activity section of the online e-bill system. The Current Activity page provides the current account balance that is due including any unbilled charges and payments. To review the detail by term, select the appropriate term from the drop-down box. Payment for term e-bills will be due in accordance with the stated official financial policy found at http://www.samford.edu/departments/financial-services. Students who register/make schedule changes/add room and board, etc. after the e-bill generation date must consult the online system to view their account summary and arrange payment for all charges by the due date for the term regardless of whether or not the charge(s) have been billed.

Late Fee

A late fee of 5% (capped at $100) on the past due tuition, room, board and mandatory fees balance will be assessed on the day after the payment due date. The payment for the entire e-bill, including charges incurred after the e-bill generation date must be received in the bursar's office on or before the due date to complete financial settlement for the current term.

Late Fee Appeals

To appeal the late fee, students may file an online appeal via the portal at https://portal.samford.edu/cp/home/displaylogin. After logging in, go to Bab, the Student Financial Aid Tab and select Bursar: File a Late Fee Appeal. Students must file appeals within 14 days of the late fee posting**. Decision of the appeal review committee is final.**

Registration Cancellation

Students not paying their bill by the due date are subject to having their registration cancelled until payment is received. A student may be reinstated by paying the balance in full, plus a $100 reinstatement fee. Following this payment, the student will receive a clearance slip from the Bursar's Office to provide to the Office of the Registrar as required to re-establish the student's class schedule. **Late fees are not reversed upon reinstatement.**

Students making changes to their schedule after the e-bill has been sent (usually at the beginning of a term or during drop/add) are **required** to make payment in full by the e-bill due date for the term, including additional charges resulting from the changes even though they may not have received an e-bill for these additional charges. Failure to make full payment will result in registration cancellation the **next business day after the end of the drop/add period as noted in the academic calendar for your classification.**

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

http://samford.edu/departments/financial-services/. You may make a payment by logging in to the e-bill system 24/7 at https://secure.touchnet.com/C20180_tsa/web/login.jsp. International students may make payments from foreign bank accounts by using our partner, Peer Transfer: https://www.peertransfer.com/school/samford.

Holds

Students may not register for the next semester, receive transcripts, participate in commencement or receive a diploma until past due amounts are cleared. Other departments, such as University Health Services, may also have holds in place to restrict next semester registration, transcript requests, and commencement participation or to receive a diploma. Students must contact that department to resolve the hold placement. The bursar's office does not have permission to release the holds placed by another department.

Collections

Past due accounts assigned to a collection agency may be reported to the credit bureaus and students are responsible for attorney fees, collection fees and interest. The university may charge interest on all amounts past due.

Payment Method Options for Students and Parents

Students may authorize parents or other designated individuals to access the e-bill system and make payments on their behalf. **To enable this feature, a student must access the e-bill system and set up those individuals responsible for payment of their student account as an "Authorized User." Students may set up an Authorized User by clicking on the link in their e-bill message, selecting the Authorized User tab and following the instructions.**

Authorized Users will receive e-mail notification when a new e-bill statement is issued. Click on the link in the e-mail or enter the link in your browser to access the e-bill system and make a payment. Current Link: https://secure.touchnet.com/C20180_tsa/web/login.jsp

Online Payments with Check

Payment by electronic check using the e-bill system is the most efficient and cost effective payment option. Payment by electronic check can be made by using your checking account using the following link: https://secure.touchnet.com/C20180_tsa/web/login.jsp

Online Payments with Credit Card

MasterCard, Visa, Discover, and American Express can be used to make online payments. A 2.75% (minimum of $3) convenience fee will be assessed by the third-party web processor for payments made with a credit/debit card.
E-bill payment link: https://secure.touchnet.com/C20180_tsa/web/login.jsp

International Wire Payments

International students can make wire payments at https://www.samford.edu/global-engagement/wire-payment-service/

Other Payment Options

The bursar's office continues to accept payment by check through the mail, but the university is not responsible for delays of the postal service and late fees will apply if payments are received after the due date. Payment by check or cash can be made in person.

The university also provides payment plan options for the fall and spring terms (Jan Term and summer school terms are excluded due to the short length of such terms). For the most up-to-date information, please see the payment plan webpage linked from http://samford.edu/departments/financial-services/.

Questions? Please contact the bursar's office at broffice@samford.edu, toll-free at 1-800-888-7214 or 205-726-2816.

The Samford University Portal and associated online Student Services are available: 24 hours a day, seven days a week except for scheduled maintenance and unforeseen circumstances. Maintenance is scheduled in advance with notice to all students.

Should you encounter log-in problems, please contact the Technology Services Help Desk at 205-726-2662 or support@samford.edu.

NOTE: While every effort has been made to provide accurate and up-to-date information, specific financial details are subject to change. Please see the Financial Services website for the latest information: https://www.samford.edu/departments/financial-services/.

2014-2015 PAYMENT/REFUND SCHEDULES FOR ALL STUDENTS

A 5% late fee (capped at $100) will be assessed according to the schedule below. Any student with a past due balance will not be eligible to register for the next semester, participate in commencement or obtain their transcript and/or diploma**. Registration cancellation will be processed for students with unpaid tuition, mandatory fees, room and board (billed and unbilled) on the date in the schedule below.**

REFUNDS

Refunds are available within seven to 10 business days after financial aid has been credited (disbursed) to your student account. Refunds will not be available before that time. Disbursement of aid on your account is regulated based on the first day of class as indicated on the academic calendar for your classification. The refund availability dates below are the earliest dates the refunds will be available. These dates are subject to satisfactory

completion/submission of all needed information by the student. The dates are subject to change and may be adjusted to comply with federal regulations governing refunds to students.

DIRECT DEPOSIT OF REFUNDS IS NOW AVAILABLE. LOG INTO THE E-BILL SYSTEM AND SIGN UP. NOTE: DIRECT DEPOSIT REFUNDS FOR JAN TERM AND SPRING SEMESTER ARE NOT GUARANTEED TO BE RELEASED TO THE BANK UNTIL JANUARY 11, 2016.

2015-2016 Billing Schedule

Term/Monthly E-bill	Term	E-bill Generation	Payment Due Date	Late Fee Assessed	Registration Cancellation
All students	Fall 2015	Aug. 3, 2015	Aug. 17, 2015	Aug. 18, 2015	Aug. 25, 2015
Last orientation group	Fall 2015	Aug. 14, 2015	Aug. 21, 2015	N/A	Aug. 25, 2015
All students		Sept. 10, 2015	Oct. 1, 2015	Oct. 2, 2015	
All students		Oct. 9, 2015	Nov. 1, 2015	Nov. 2, 2015	
All students		Nov. 10, 2015	Dec. 1, 2015	Dec. 2, 2015	
All students	Jan Term 2016	Dec. 10, 2015	Jan. 4, 2016	Jan. 5, 2016	Jan. 7, 2016
All students	Spring 2016	Jan. 11, 2016	Jan. 25, 2016	Jan. 26, 2016	Feb. 2, 2016
All students		Feb. 10, 2016	March 1, 2016	March 2, 2016	
All students		March 10, 2016	April 1, 2016	April 2, 2016	
All students		April 11, 2016	May 1, 2016	May 2, 2016	
All students	Summer 2016	May 10, 2016	May 31, 2016	June 1, 2016	June 7, 2016
All students		June 10, 2016	July 5, 2016	July 6, 2016	July 12, 2016

2015-2016 Refund Schedule

Term	First Date Refunds Available	Classification
Fall 2015	July 27, 2015	Pharmacy 4th Year

Fall 2015	Aug. 10, 2015	Law 1st Year
Fall 2015	Aug. 18, 2015	All fall students except Evening College B only
Fall 2015	Oct. 14, 2015	Evening College B only
Jan Term 2016	Jan. 11, 2016	All Jan Term
Spring 2016	Jan. 11, 2016	All CHS graduate programs, Law, ENVM
Spring 2016	Jan. 26, 2016	Undergrad, Grad Education, Grad SOA, Grad Business, Evening College, MHLP
Spring 2016	March 29, 2016	Evening College B only
Summer 2016	May 16, 2016	Undergrad, Grad Nursing, Pharmacy 4th year, MHLP
Summer 2016	May 31, 2016	All students except those enrolled only in second term of summer school
Summer 2016	July 5, 2016	Second summer school only enrolled students

Other Services, Requirements and Costs

Activity Fees

Tennis, swimming, racquetball and many other recreational activities are available without charge. The field house has an indoor jogging track. Outdoor activities, such as white-water rafting, rappelling, etc., are sponsored by the Student Government Association. Fees are charged to cover the actual cost of these activities.

Medical Insurance for Students

Students are required to carry health insurance while enrolled at Samford.

Students in the Ida V. Moffett School of Nursing, McWhorter School of Pharmacy, and the School of Health Professions are required to provide proof of current personal health insurance coverage. Each semester, students in these schools are automatically enrolled in the university-sponsored student health insurance plan. There is a charge for this coverage. To have the charge removed from his/her Samford account, a student must provide proof of insurance by completing the insurance waiver at http://www.firststudent.com/schools/SamfordUniversity/waive_insurance.html.

The university-sponsored health insurance coverage is only offered to students enrolled in the three schools—Ida V. Moffett School of Nursing, McWhorter School of Pharmacy and the School of Health Professions.

International Students

Based upon federal regulations and university policy, all F and J visa holders are required to carry insurance that meets certain coverage requirements. Information about specific policy carriers, minimum coverage and premium costs is available from the International Studies Office at 205-726-4334.

Membership Fees

Some student organizations have an annual membership fee. In addition, Greek organizations have monthly dues along with an initiation fee. These fees are charged directly by such organizations and will not be posted on student accounts.

Personal Property Insurance

Students have a large investment in personal property, such as textbooks, computers, tablets, televisions, radios, cell phones, cameras, calculators, refrigerators, and clothing. Each year, college students lose millions of dollars' worth of personal property through theft, vandalism, water or fire. Samford University is not liable for a student's personal property should a loss occur on campus.

All students, especially those who live in residence halls, should insure their personal property either through their parent's homeowners insurance or through a private insurance policy. The university has established an insurance program through National Student Services, Inc. This insurer provides personal property insurance for students at more than 1,000 colleges and universities. For more information on student personal property insurance see www.nssi.com or pick up a brochure at the Residence Life Office, University Center 106.

Financial Aid Information

Students seeking financial aid should file the Free Application for Federal Student Aid (FAFSA) on line at www.fafsa.ed.gov. Our priority date is March 1 for the upcoming academic year.

Students who filed the FAFSA on or before that date will comprise the first group for which we package and award financial aid for the upcoming academic year. FAFSAs filed after March 1 will be processed in the order they are received. Students may obtain information regarding financial aid online at http://samford.edu/departments/financial-services/or by telephone at 205-726-2905 or toll free at 1-800-888-7245. Students are encouraged to use these resources for questions regarding financial aid at Samford University.

Drop and Add Policy for All Students

Class Drops and Adds

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

1. During drop/add, if a schedule change results in a reduction of the student's total credits (less than full-time), tuition may be adjusted within 30 days. Any reduction in a student's course load may result in an adjustment in the student's financial aid.

2. After the last day to drop course(s) without financial penalty, dropping will not result in a reduction of charges for tuition or fees.

3. There are no refunds of fees unless the course related to the fee is dropped within the drop/add period, or one withdraws as outlined below.

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

Withdrawal Refund Policy for All Students

Student Withdrawal

The university is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the university. A student desiring to withdraw from the university must obtain an official withdrawal form from the Office of the Registrar. The form must be submitted to the Office of the Registrar when it is completed. This policy applies to all terms, including semesters, summer terms and Jan Term. If a withdrawal results in a tuition reduction and the student has received financial aid, some of the aid could be required to be returned by the university. In such cases, the student will be required to reimburse the university.

Withdrawal Refund Policy for Fall and Spring Semesters

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

of tuition and room rent for that semester. The third week of a semester ends on the second Wednesday following the last day to drop course(s) without financial penalty.

4. In the case of withdrawal or suspension after the third week of the semester, but before the end of the fifth week of the semester, the student may receive a refund of 50 percent of tuition and room rent for that semester. The fifth week of a semester ends on the fourth Wednesday following the last day to drop course(s) without financial penalty.
5. In the case of withdrawal or suspension after the fifth week of the semester, but before the end of the ninth week of the semester, the student may receive a refund of 25 percent of tuition and room rent for that semester. The ninth week of a semester ends on the eighth Wednesday following the last day to drop course(s) without financial penalty.
6. In the case of withdrawal or suspension after the ninth week of the semester, no refund of tuition or room rent is available.
7. In the case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

Withdrawal Refund Policy for Jan Term

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

- On first and second day of classes, the tuition and room rent refund will be 100 percent.
- On the third day of classes, the tuition and room rent refund will be 90 percent.
- On the fourth day of classes, the tuition and room rent refund will be 75 percent.
- On the fifth day of classes, the tuition and room rent refund will be 50 percent.
- On the sixth day of classes, the tuition and room rent refund will be 25 percent.
- After the sixth day of classes, no tuition and room rent refund is available.
- Board plan (meal charge) refund will be calculated on a pro rata basis.

Withdrawal Refund Policy for Summer Term

Summer term refunds are based on the number of weeks as follows:

1. In the case of withdrawal or suspension before the end of the last day to drop course(s) without financial penalty, the student may receive a refund of 100 percent of tuition and room rent for that term.
2. In the case of withdrawal or suspension after the last day to drop course(s) without financial penalty, but before the end of the first week of the term, the student may receive a refund of 90 percent of tuition and room rent for that term. The first week of the term ends on the first Friday following the last day to drop course(s) without financial penalty.
3. In the case of withdrawal or suspension after the first week of the term but before the end of the second week of the term, the student may receive a refund of 75 percent of tuition and room rent for that term. The second week of the term ends on the second Friday following the last day to drop course(s) without financial penalty.
4. In the case of withdrawal or suspension after the second week of the term but before the end of the third week of the term, the student may receive a refund of 50 percent of tuition and room rent for that term. The third week of the term ends on the third Friday following the last day to drop course(s) without financial penalty.

5. In the case of withdrawal or suspension after the third week of the term but before the end of the fourth week of the term, the student may receive a refund of 25 percent of tuition and room rent for that term. The fourth week of the term ends on the fourth Friday following the last day to drop course(s) without financial penalty.
6. In the case of withdrawal or suspension after the fourth week, no refund of tuition and room rent is available.
7. In the case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rate basis.

Refund Appeal

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

University Registrar
Samford University
800 Lakeshore Drive
Birmingham, AL 35229

Financial Aid

The mission of the Office of Financial Aid at Samford University is to assist students and their families in financing the costs associated with obtaining a Samford education. The Office of Financial Aid is located on the first floor of Samford Hall. Office hours are 8 a.m.–4:30 p.m., Monday through Friday.

To ensure consideration for all potential sources of funds, students are strongly encouraged to submit the Free Application for Federal Student Aid (FAFSA). The FAFSA may be filed annually after January 1 of each year at www.fafsa.ed.gov.

The priority date for completing the application process is March 1 preceding the beginning of the applicable academic year. This means that the FAFSA should be received by the federal processor on or before March 1. Students in this priority group will be the first for whom Samford packages and awards financial assistance. Applications for financial assistance received after March 1 will be processed on a rolling basis.

Samford provides considerable financial resources to students who have the capacity to contribute to the life and values of the campus community and to benefit from educational experiences offered by the university. If a student receiving institutional aid (e.g., academic, leadership, athletic, ministerial) is responsible for a values violation, and the sanction is loss of privilege, probation, residence hall suspension, university suspension or expulsion, the person and/or department head responsible for recommending the aid award to the student will be notified and the award may be cancelled for a period of time.

Student Employment Opportunities

Campus work opportunities for students are available through two programs: The Federal Work Study Program (FWS) and the Institutional Student Employment Program (ISEP). Employment is administered through the payroll office.

FWS is a need-based work program. Students who demonstrate need and are awarded FWS funds as part of their financial aid award package are eligible to be employed through FWS. ISEP is not a need-based program and students may seek employment through ISEP regardless of whether or not they have completed the application process for financial aid. Under both programs, FWS and ISEP, students are paid biweekly for hours actually worked.

A list of available FWS and ISEP positions can be found on the Student Employment website.

Federal government regulations require that individuals must provide certain original forms of identification before beginning work. Once a student has found a job, instructions for completing the I-9 and other required forms can be found on the Student Employment website.

Questions? E-mail studentjobs@samford.edu or call 205-726-4638.

Spiritual Life

Office of Spiritual Life

Staff

- Matt Kerlin, assistant dean of Spiritual Life, Minister to the university
- April Robinson, minister to Students, Campus Involvement and Pastoral Care
- Renee Pitts, minister to students, Global Missions, director of the Global Missions Scholarship Program
- Brian Pitts, minister to students, Spiritual Formation

Faith development is an important part of the Christian mission of Samford University. As a student, you will have the opportunity to develop a mature faith of your own, building on the beliefs you bring here.

The Office of Spiritual Life exists to encourage and equip persons to deepen spiritual maturity, sharpen theological integrity, clarify vocational identity and embrace missional responsibility. Students will have many opportunities to engage in vibrant worship, experience authentic community and embrace Christian mission. Some of the opportunities are as follows:

Campus Worship: Gather together with the campus community in Reid Chapel every Tuesday and Thursday at 10 a.m. for a time of worship, prayer, encouragement and challenge.

Samford Home Groups: Join one of these weekly meetings hosted in the home of a Samford faculty or staff member and led by a fellow student. Group members will share a meal together,

study Scripture, offer prayers and build relationships for the sake of knowing Christ more clearly and walking with Him more closely.

Cadres: These small groups are led by faculty, staff and students for the purpose of theological discussion and spiritual formation.

Retreats: Several retreats will be offered throughout the year intended to create space in the lives of students for the purpose of reflection, rest, and resolve in the serious call to a life of discipleship.

Missions: Take advantage of the resources and opportunities to be a part of God's work in the world. Participating in missions expands your worldview, puts your faith into practice, and grows your understanding of yourself and of God.

Leadership Opportunities: Students desiring to work with the Office of Spiritual Life on campus can apply to serve as a Samford home group facilitator, Spiritual Life assistant, campus worship band member, worship planning team participant, cadre leader or Spiritual Life intern.

Convocation

The purpose of convocation is to nurture students in faith, learning, and values from a distinctly Christian perspective. Students are made aware of the Christian worldview and are encouraged to develop sympathy with the Christian mission in the world. Students are provided with opportunities to grow toward spiritual maturity. Convocation events help to cultivate the climate within which transcendent and teachable moments can occur in both formal and informal contexts at Samford.

Convocation offers nurture on an individual level, a corporate level, and a confessional level. First, convocation provides activities that challenge persons to grow toward Christian maturity. Second, convocation encourages persons to contribute to the Christian ethos of the university community. Third, convocation is a formal means by which we—the university—can be who we say we are: a community committed to faith, learning and values rooted in a Christian worldview.

Convocation programs allow students to satisfy the convocation requirement for graduation. Incoming freshmen must complete 60 credits to graduate, 30 credits by the end of their sophomore year. Transfer students have their convocation requirement prorated based on the credits they transfer to Samford from another institution. For more information about convocation requirements, see here or visit the Office of Spiritual Life website at https://www.samford.edu/spiritual-life/.

RESIDENCE LIFE

The Department of Residence Life serves the Samford community by providing high-quality and safe residential facilities while fostering the resident's educational, personal, social and spiritual development within a Christian environment. Residence Life is a unit of the university's Student

Affairs and Enrollment Management Division. Fulfilling the mission is reached through provision, maintenance and operation of comfortable, attractive and safe residence facilities; through provision of a trained, competent professional staff committed to the Christian faith, and through provision of organized programs and activities, and personal services for residents. The department also seeks to provide opportunities that continuously nurture a resident's total personality and self-esteem, resulting in achievement of each individual's highest potential.

Operating Dates

Residence halls are open and operated when school is in session. **They are not available as student housing on a year-round basis and are closed over designated holiday periods.** Students may leave personal belongings in their rooms, but the rooms may not be occupied over holiday breaks. Samford is not responsible for any loss or damage to personal property left in rooms. Students may not have access to their rooms in advance of the published opening dates and must vacate their rooms by published closing dates. All personal belongings must be removed from the student's room at the end of the spring term, or when the student officially vacates the room. The university does not have facilities to provide storage for students' personal property between terms or over the summer.

Operating Dates for the 2015-2016 Academic Year

(Some dates subject to change)

Day/Date	Hour	Open/Close	Event
Friday, Aug. 14	8 a.m.	Open	New Student Move-in—Fall Semester begins
Saturday, Aug. 15	8 a.m.	Open	Returning Student Move-in—Fall Semester begins
Friday, Dec. 11	9 a.m.	Close	Fall Semester ends
Sunday, Jan. 3	12 p.m.	Open	Jan Term begins
Saturday, Jan. 23	9 a.m.	Close	Jan Term ends
Saturday, Jan. 23	10 a.m.	Open	Spring Semester begins
Friday, May 13	9 a.m.	Close	Spring Semester ends

*Only students enrolled in Jan Term may have access to rooms.

Special Note: Students should vacate their rooms within 24 hours of their last final exam at the end of the fall and spring terms unless they are involved in graduation or required to remain longer for another university reason. Such students should advise their residence life coordinator of their need in writing and must vacate their room no later than the final closing dates listed above.

Department Offices and Staff

The Office of Residence Life maintains an office in each of the three areas of campus housing. Each office is responsible for meeting the ongoing, everyday needs of residents in their area.

Residence life coordinators, professional members of the department staff who live in each area, maintain offices in these locations. They are responsible for all programs and activities, procurement of services of other departments when required, approval and coordination of all moves within and to or from their area after a term has begun, and for assisting with personal concerns and roommate conflicts. Area offices are located in Evergreen Hall for Beeson Woods, in Vail Hall for Central Campus, and in Mountainview Hall for West Campus and West Village.

The main offices of residence life are in University Center 102 and 106. These offices are responsible for coordination of all services of the department, including the initial assignment of housing for each academic year. The office also administers the meal plans required by university policy for all resident students.

The department staff consists of the following people:

The **director of Residence Life and University Services** is the department head and is a member of the staff of the vice president for Student Affairs and Enrollment Management.

The **assistant director of residence life** reports to the director of Residence Life and University Services, and is responsible for programming, staff selection and department assessment.

The **assistant director of Housing and Business Operations** reports to the director of Residence Life and University Services and is responsible for administering all housing assignments and meal plans for resident students.

The **facilities and safety coordinator** reports to the director of Residence Life and University Services and is responsible for residence life maintenance and safety.

Residence life coordinators (RLCs) are professional, live-in staff responsible for the total operation of a particular area of campus housing. RLCs are full-time professional staff members working in the division of Student Affairs and Enrollment Management.

Residence managers are graduate students who live in the residence halls or suites and are responsible for coordinating and overseeing the day-to-day functions associated with a particular residential area.

Senior Resident Assistants (SRAs) are undergraduate, senior-class students who live on a particular hall or housing area, responsible for the day-to-day functions of the RAs.

Resident Assistants (RAs) are the first point of contact for resident students. These are undergraduate students who live on the halls in close proximity to residents.

Living on Campus

Residence halls are more than just a place to live. They are classrooms for learning human relations skills and social centers for the residents in each facility. Students living on campus become residents of a small neighborhood within each facility and members of the larger

community of all those who live on campus. As in every such community, policies and procedures are necessary to protect the rights of individuals and the welfare of the community at large. In keeping with the Christian purpose of the university, they also reflect the values and standards of conduct expected of residents. Residence life policies and procedures are found in the Residence Hall Housing Contract, university catalog website, student handbook website, residence life website and other material distributed periodically.

At all times, residents are expected to use good judgment and show respect for the rights and needs of others in the care and use of student housing and facilities. The purpose and intent of policies should be observed rather than just the letter of the law.

Residents should consider purchasing personal liability insurance to cover their belongings in residence halls. The university does not assume any responsibility for personal items brought into residence halls. Items damaged in the buildings due to, but not limited to the following: maintenance, inclement weather, theft, water or fire are not covered by university insurance.

Personal Property Insurance

Students have a large investment in personal property, such as textbooks, computers, tablets, televisions, radios, cell phones, cameras, calculators, refrigerators, and clothing. Each year, college students lose millions of dollars' worth of personal property through theft, vandalism, water or fire. Samford University is not liable for a student's personal property should a loss occur on campus.

All students, especially those who live in residence halls, should insure their personal property either through their parents' homeowners insurance or through a private insurance policy. The university has established an insurance program through National Student Services, Inc. This insurer provides personal property insurance for students at more than 1,000 colleges and universities. For more information on student personal property insurance, see www.nssi.com or pick up a brochure in the residence life office, University Center 106.

Community Standards Council

The mission of the Community Standards Council (CSC) is to help foster and maintain a peaceful and purposeful community within the residence halls. This goal includes educating students in responsibilities and opportunities for community living. The CSC monitors rule infractions stipulated by the Residence Life Housing Agreement and the Student Handbook website. A values violation is defined by the Code of Values outlined in the Samford University Student Handbook website. Values violations will be sent to the values advocate, and a residence life violation will be sent to the CSC for review. A values violation may be referred to the CSC at the request of the values advocate.

The CSC consists of seven students (three of whom are resident assistants) selected by a committee. One residence life professional staff member serves as the CSC adviser who is a

nonvoting member; but if the CSC is unable to hear a case, then the CSC adviser will hear the incident.

Sanctions Associated with the Community Standards Council

- **Reprimand:** An oral or written warning may be issued by itself or as part of an overall decision. It specifies that more severe disciplinary action will occur should the student be involved in further disciplinary situations.
- **Counseling session:** The student may be required to meet for a minimum number of hours with the university counselor, the director of Residence Life and University Services, a residence life coordinator and/or a residence manager.
- **Community service:** A student may be required to complete a specified number of hours of community service instead of other sanctions. The type of community service must be approved by the community standards adviser.
- **Monetary fine:** A monetary fine may be assessed to a student by the Community Standards Council. Monetary fines, in some cases, can be replaced by a specified number of hours of community service.
- **Restitution:** Compensation for damage caused to university or personal property. This is not a fine, but rather a repayment for property destroyed or damaged.
- **Restriction of visitation privileges:** This can be levied against an individual, a room or a suite. The details of the restriction should be specified, as well as how long it is in effect.
- **Reassignment to another residence hall:** If, in the opinion of the Community Standards Council, a student might benefit from living in another residence hall, the student can be moved. However, staff members in the Office of Residence Life shall select the residence hall to which the student may be reassigned.
- **Referral to the Values Advocate:** This sanction is usually recommended for repeat offenders or someone who displays behavior that might affect the safety of campus residents. Offenders who accumulate seven or more points on the CSC point system are automatically referred to the Values Advocate.

Community Standards Council Point System

Specific behaviors will be assessed points ranging from one to seven, with seven being the highest number of points assessed for one behavior. Upon accumulating seven or more points, the student will be required to appear before the values advocate. The second incident for the same violation can automatically constitute a hearing with the values advocate.

Violation	Points
Quiet hours violation	2 points
Pets in residence hall	3 points
Unauthorized moving of furniture	3 points
Unsanitary living conditions	3 points
Littering on the grounds	2 points
Smoking in residence hall	3 points
Unauthorized cooking appliances	3 points
Improper disposal of trash/accumulation of trash	2 points

Water/snowball fights in residence hall	3 points
Writing on walls	3 points
Improper room move	1 point
Defacing walls	2 points
Unregistered guests	4 points
Excessive lockouts	1 point
Irresponsible cooking leading to fire alarms	6 points and fine
Candle usage or possession	6 points and fine
Failure to comply with direction of Residence Life staff	3 points
Disrespect toward Residence Life staff	4 points
Visitation violation	5 points*

*A visitation violation must be referred by the values advocate. Points allocated will be determined by the nature of the offense.

University Policies

Undergraduate Residence Requirement

The university seeks to foster a spirit of community, benefiting from the full participation of each campus citizen. The student and the community are best served when the student is available to be involved in campus activities. Experience confirms that students who reside on campus are more likely to be fully engaged in their educational experiences, more likely to establish strong interpersonal relationships, and more likely to learn from group and interpersonal interaction. To maximize the totality of the undergraduate experience, it is recommended that students live on campus until the completion of the bachelor's degree. Unmarried undergraduate day students under age 21 are required to live on campus unless they live at home with a parent or guardian.

Students who have lived on campus for four academic terms (fall and spring semesters), who are beginning their fifth semester, who have a minimum of 2.5 cumulative grade point average, and who are in good standing with the university, may petition the Office of Residence Life for permission to reside off campus.

Students with senior status may live off campus without petition. Undergraduate students at least 22 years of age and graduate students are assigned university housing on a space-available basis after undergraduates are assigned.

During the summer and Jan terms, housing is limited to students enrolled at Samford University during the term, or to students required to be in residence to participate in university-approved activities. During fall and spring semesters, housing is limited to full-time students or to part-time students with special needs. On-campus housing is not available to students over 24 years of age without permission from the vice president for Student Affairs and Enrollment Management.

Residence Hall Housing Contract

All residents must sign a residence hall housing contract before they occupy campus housing. This contract outlines all the policies and terms that govern campus housing. Students will complete this contract prior to their occupancy in the residence hall.

Students will be notified of any and all changes in the contract that may occur after they have signed their forms and are responsible for all terms currently applicable.

Academic Year-Lease Agreement

When a student is assigned a room, the housing contract represents a lease for the academic year. The university commits to provide a room, and the student commits to reside on campus through the following spring term unless the student graduates, withdraws from the university or gets married. Students may not move off campus for any other reasons between fall and spring terms. A substantial penalty is imposed if residents break their lease agreement—$1,000.

The lease is not for a specific room, but a commitment to live on campus. Consistent with current residence life policy and procedure, students may change rooms at designated times and with prior approval of a residence life coordinator. However, unauthorized moves will result in a substantial penalty. Residents may be required to change rooms if it is determined by the Office of Residence Life to be necessary and in the best interest of the student or the university.

Private Room Fee and Consolidation Policy

Based on availability and with the approval of the Office of Residence Life, a student may request and occupy a double room as a single by payment of 150 percent of the rate for that room. The student will be guaranteed single occupancy only by the payment of this private room fee. Once approved, the private room fee will apply to every term remaining in the current academic year. It may be deleted only if a roommate is actually assigned.

Residents who do not have a roommate at the start of the fall or spring semester and who have not requested a private room will be required to consolidate with another resident who also does not have a roommate. The Office of Residence Life will make available lists of other students in rooms without a roommate to assist in this process. In the fourth week of classes, the private room fee will be charged to all residents remaining in a double room as a single.

Should a resident lose his/her roommate after the fourth week of classes, he/she will be allowed to remain in the room as a single for the remainder of that term only without paying the private room fee. The vacant space remains available to the Office of Residence Life for assignment to any student needing housing at any time, and the resident may not reject any roommate assigned. The resident may be required to move to another room where a single vacancy exists at any time the Office of Residence Life has need for the current room as a double vacancy. Any student occupying a double room as a single, for any reason, will be charged the private room fee unless otherwise determined by the Director of Residence Life and University Services.

Residence Hall Solicitation Policy for Off-Campus Groups

The mission of residence life is to provide a quality living/learning environment, thereby nurturing residents' educational pursuits. Considerable effort is made to maintain privacy and

comfort in the residents' personal rooms. **To create a nurturing environment in which residents are free from disruptions, unwanted information, intrusions, materials and services, and for security reasons, any type of soliciting or canvassing is prohibited in university residence halls**.

Solicitation is defined as a request made by any person to another person, including but not limited to door-to-door or individual sales, fundraising, distribution, commercial activity, or any other activity that intends to market products, services, or political or religious beliefs. A resident who notices any form of solicitation in the residence halls should immediately notify the area office.

A resident may invite a same-sex representative of a group, organization or business to their room, provided the resident makes the initial contact by express invitation and provided the resident's roommate gives permission for the resident to extend such an invitation. It is preferable, however, that these meetings take place in a public area rather than in a residence hall room. The use of residence hall lounges, the food court and the University Center is recommended.

Advertisements for an off-campus individual, group, organization or business may be posted on a bulletin board in each residence hall with approval from the residence manager for that facility. To be considered by the residence manager, any advertisement or notice must have a clear statement of the local sponsoring entity. Only one advertisement per individual, group, organization or business may be posted in each residence hall. Advertisements will be posted for a maximum of two weeks and will not be returned. Information for distribution must be taken to the area office and, if approved by the residence life coordinator will be kept there for a limited time for interested students to pick up.

From time to time, there may be outside vendors whose products or services are deemed to be a service to students (i.e., daily newspaper delivery) that would not be in competition with any university agent, group or organization. Such vendors should contact the residence life coordinator.

Visitation Policy

Samford University's visitation policy does not allow members of the opposite sex to visit each other in a student's room or other nonpublic areas of residence halls or apartments except at designated times. Special days and hours are designated each term in which inter-residence hall visitation is permitted. Students participating in the visitation period must sign their guest in and out in the area office. While a guest is in the room, the door must be propped open a minimum of six inches. All guests must be accompanied by their host at all times during the visitation period.

The Campus Community

Door-to-door personal solicitation will not be allowed under any circumstances. However, if an on-campus individual, group or organization wishes to present information regarding a product or service that is deemed to be a service or of educational benefit to students, the director

of Residence Life and University Services should be contacted concerning the possibility of marketing/selling that product, service or program within the residence halls.

On-campus individuals, groups or organizations wishing to distribute materials or post advertisements in residence halls must obtain approval from the residence manager for each individual residence hall.

Facility Services

Facility Services is responsible for the maintenance and custodial care of all facilities on campus, including all public areas of every residence hall on campus. Resident students are responsible for the cleaning and care of their own rooms, private and semiprivate bathrooms, and sitting areas in suites or apartment units. When students have a maintenance or repair need, they may request help from facility services by contacting their resident assistant or their area office, or by calling facility services directly in case of a critical or emergency need at 205-726-2711.

Residents are responsible for their personal belongings, and neither the university nor the facility services contractor assumes responsibility for personal belongings lost or damaged due to a maintenance issue.

STUDENTS RIGHTS AND RESPONSIBILITIES

Students are expected to know regulations and policies found in the current university catalog website and student handbook website. Keeping abreast of the school calendar, critical deadlines and all university mail received in one's university mailbox and/or electronic mail is also the student's responsibility.

Student Identification

Each student is required to have a current student ID card—a picture identification card issued by Samford University. The card is issued the first semester students are enrolled and is automatically validated each semester thereafter. A replacement card can be issued in the Office of Public Safety. **Students must show their ID cards upon the request of a faculty member, staff member, administrative official, transportation official, or public safety officer**.

E-mail as a Means of Official Communication

E-mail is a means of official communication at Samford University, and some communication will be sent only via e-mail. All students, faculty and staff are assigned a Samford e-mail account with an address of the form username@samford.edu. Individuals are responsible for reading mail sent to these accounts and are expected to check their accounts regularly. Individuals are responsible for maintaining their accounts through routine deletion of old mail, etc. to ensure that the accounts always have sufficient space to allow for the delivery of new mail. Samford is not responsible for mail that does not reach recipients when lack of attention to a recipient mailbox prevents message delivery. While Samford may allow the use of other e-mail accounts for some purposes, official communication will be sent only to the samford.edu account. Individuals who choose to automatically forward samford.edu mail to another e-mail account do so at their own risk and are responsible to assure that all mail is properly forwarded. Samford University takes no responsibility for e-mail delivery beyond the assigned samford.edu account.

Behavioral Expectations

A committee of faculty, staff and students was formed to identify the values that provide a foundation for student behavior expectations within the Samford community. The Christian faith is a primary source for most of these values. The committee also identified specific inappropriate behaviors that would violate these values. Finally, it recommended the minimum sanction students would receive whenever they are responsible for a values violation. The results of the efforts of the committee provide students with a clear understanding of what is expected of a contributing member of the community at Samford University. All who work, study and learn at Samford do so voluntarily. As is the case with all communities, reasonable expectations (rules and regulations) are identified that contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism often must give way to what is best for a caring, orderly and just community.

The information that follows is intended to communicate values, expectations, rights and responsibilities of students who voluntarily join the Samford community.

Involuntary Withdrawal Policy

Samford University strives to create an academic environment encouraging diversity and the exploration of different cultures and experiences. In designing such an environment, the University assigns priority to preserving an environment which sustains the welfare of students and the community. The purpose of this involuntary withdrawal policy is to provide guidance concerning when and how a student may be involuntarily withdrawn from the university and how to appeal an involuntary withdrawal decision.

A. Bases for Involuntary Withdrawal

Samford University reserves the right to involuntarily withdraw any student from the university if the student, as a result of a physical or psychological condition:

1. Poses a direct threat to the health or safety of the student or others (emergency interim withdrawal), or

2. Causes significant property damage or interference with university operations or the educational environment, or
3. Is substantially unable, even with the help of auxiliary aids, to meet his or her responsibilities as a student, or
4. Demonstrates the inability to care for his or her daily physical or mental health needs without assistance and has failed to secure such assistance.

Such withdrawal must be conducted according to the standards and procedures in this policy.

B. Types of Involuntary Withdrawal

Samford University policy allows two types of involuntary withdrawal: (1) emergency withdrawal, where the student presents a direct threat to the health or safety of the student or others, and (2) non-emergency withdrawal. The decision to involuntarily withdraw a student from the university will depend upon an assessment and meaningful discussions designed to create the best resolution for the student and the University community. In all cases of involuntary withdrawal, the student will be provided an opportunity to participate in the university's assessment, to be heard concerning the involuntary withdrawal, and to appeal. A student may also be asked to sign waivers permitting information-sharing between treatment providers and university administrators; allowed to voluntarily move to more appropriate housing; or allowed to voluntarily withdraw from the university on a temporary basis until able to obtain any treatment or care needed to diminish any risk of harm.

C. Minimum Standards for Involuntary Withdrawal (medical conditions)

A student may be involuntarily withdrawn from Samford University if there is a determination that the student:

- Poses a direct threat to the health or safety of self or others, or
- Damages university property or demonstrates behavior that is disruptive to university operations, to academic programs or to the educational environment, or
- Is substantially unable, even with the help of auxiliary aids, to meet his or her responsibilities as a student, or
- Demonstrates the inability to care for his or her daily physical or mental health needs without assistance and has failed to secure such assistance.

D. Requirements for Involuntary Withdrawal

1. Concern must be voiced by one or more individuals who have direct contact and experience with the student in question; information can be obtained from a family member, faculty, staff, a student, or other member of the university's community.

2. The university counselor will be given an opportunity to make a clinical assessment of the student in question. Clinical assessment, in addition to direct assessment, may include review of information presented by others. Additional information may be obtained from external sources or resources who may be in a position to provide direct information that should be considered in the decision to involuntarily withdraw a student.

3. Based on the assessment and other pertinent information, the university counselor or the assistant dean for Student Services will notify the student in writing or orally (depending on the urgency of the situation) to attend an informal meeting with the assistant dean for Student Services for the purpose of determining whether the student should be withdrawn. The request will include a statement of the reasons for university concern. The assistant dean for Student Services will meet with the student to give him/her an opportunity to respond to concerns related to the student's behavior. The university counselor may also attend the meeting, as well as appropriate personnel may be present and/or consulted. At the meeting, the reasons for the university's concern regarding the student will be stated and the student will be given an opportunity to respond to these concerns. If, after the meeting, the student is found not to fall within one of the four categories described in section A, he or she will be notified in writing by the assistant dean for Student Services and allowed to continue as a student.

4. If the student fails to attend the meeting or after the meeting there continues to be a concern related to the student's behavior, the student will be given an opportunity to voluntarily withdraw from the university. If the student agrees to voluntarily withdraw from the university, regular withdrawal procedures will be followed. However, the student may be permitted to voluntarily withdraw without grades if, in the judgment of the assistant dean for Student Services and the university counselor, circumstances warrant such action.

5. If the student refuses to voluntarily withdraw, on the recommendation from the university counselor or other health clinician, the assistant dean for Student Services will authorize an involuntary withdrawal and provide the student with notice of the decision and the right to appeal.
6. The student will be provided information related to conditions that must be met prior to his/her return to the university. In all involuntary withdrawals due to medical situations, the student will be provided a "Student Re-enrollment Authorization" form which must be completed by a licensed mental health or medical clinician prior to re-enrollment.

7. If the student does not appeal within two school days, the right to appeal will be considered waived and he/she will be involuntarily withdrawn.

8. If the student does appeal, he/she will remain enrolled until the appeal is completed.

E. Emergency Interim Withdrawal

A student who poses a direct threat to the health or safety of the student or others may be involuntarily withdrawn on an interim basis by the assistant dean for Student Services using an emergency withdrawal. For emergency withdrawals, the following procedure applies:

1. Prior to an emergency withdrawal, the university must make an individualized and objective assessment of the student based on reasonable medical judgment and relying on the most current medical knowledge and/or the best available objective evidence. The assessment must determine the nature, duration and severity of the risk; the probability that

the potentially threatening injury will actually occur; and whether reasonable modifications of policies, practices or procedures will sufficiently mitigate the risk for withdrawal to be unnecessary.

2. A student withdrawn on an interim basis must be given an opportunity to appear before the assistant dean for Student Services within two school days after the date of the emergency withdrawal to review the following issues only:
    a. The reliability of the information concerning the student's behavior; and
    b. Whether the student poses a risk of harm to the health or safety of him/herself or others.

3. Unless the assistant dean for Student Services determines otherwise, the student will remain withdrawn on an interim basis pending completion of the university's assessment, after which the procedures in (D, 2–7) of this policy will be followed and a determination made concerning involuntary withdrawal.

F. Involuntary Withdrawal Appeal Process

1. Within 48 hours of receiving notice of an involuntary withdrawal decision, a student may appeal the involuntary withdrawal determination to the vice president of Student Affairs and Enrollment Management. The request for an appeal must be in writing and it must outline the reasons the involuntary withdrawal should be reversed. The vice president will determine if the student's behavior meets the criteria for involuntary withdrawal.

2. The vice president of Student Affairs and Enrollment Management may require the student, at his or her expense, to obtain a psychiatric/medical evaluation from sources external to the university to be considered as evidence. The hearing shall be conversational and non-adversarial and formal rules of evidence will not apply.

3. The vice president of Student Affairs and Enrollment Management will provide a written decision to the student.

4. The decision of the vice president of Student Affairs and Enrollment Management is final and not subject to appeal.

G. Effects of Involuntary Withdrawal

- The student must leave the university immediately, or as directed, and will not be permitted on university property, or to attend any university function, without the written approval of the university counselor or the assistant dean for Student Services.

- The assistant dean for Student Services will inform on a "need-to-know" basis campus individuals of the withdrawal. If the individual is under 21 years of age, the assistant dean for Student Services will notify the parents.

- A notation of withdrawal will appear on the student's transcript for all classes taken during the semester.

H. Return to Campus

- A student wishing to be considered for re-enrollment should contact the assistant dean for Student Services and provide appropriate documentation of resolution of the issue(s) that lead to involuntary withdrawal, including compliance with all conditions of re-enrollment.
- Prior to returning to campus, the student must submit a completed "Student Re-enrollment Authorization" form. Once the form is submitted, reviewed and approved by the university counselor, the student will:
    - Submit documentation to the university counselor clearly indicating the student no longer demonstrates behavior which led to the involuntary withdrawal
    - If continuing care is prescribed by a treatment provider, submit a treatment plan from an appropriate care provider outlining care the student will receive and maintain in order to deter unwanted disrupted behavior
    - Schedule periodic meetings with the university counselor designed to assess if the student is complying with any treatment plan
- The student will meet with the assistant dean for Student Services to discuss compliance with university counselor, conditions for re-enrollment and behavior, which could result in continuation of the involuntary withdrawal.

I. Disciplinary Action

Involuntary withdrawal is administrative rather than punitive and is not a substitute for disciplinary action. If a student is accused of a student conduct violation, he/she will be subject to the disciplinary process unless the student either lacks capacity to respond to the charges or did not understand the nature or quality of the act in question due to a medical or psychological condition. The assistant dean for Student Services will determine whether each individual case should be handled under this policy, under disciplinary procedures, or both.

J. Deviations from Procedures

Reasonable deviations from these procedures will not invalidate a decision or proceedings unless significant prejudice to a student may result.

Code of Values

Statement of Values Preamble

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

The purpose of this statement is to affirm those basic principles that underlie the rights and responsibilities of the university community.

Worth of the Individual

We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. Those values can be violated by behaviors such as harassment, hazing, sexual misconduct, assault, stalking, and relationship violence.

Self-Discipline

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression. Gambling; disorderly conduct; possessing, consuming or distributing alcohol; intoxication; and possessing, using and distributing illegal drugs are examples of behaviors that violate the value of self-discipline.

Integrity

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

Respect for Property and the Environment

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

Respect for Community Authority

We value our privileges and responsibilities as members of the university community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state and federal laws. These values are violated by aiding, abetting or conspiring to engage in values violations; violating residence-hall visitation guidelines; reckless

behavior; lewd and indecent conduct; insubordination; unauthorized and/or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing or playing a musical instrument, electronic device, etc., loudly enough to disturb members of the university community; committing a city, state or federal crime and excessive parking citations.

Sanctions for Inappropriate Behavior

A student who engages in inappropriate behavior is subject to one or a combination of more than one of the following sanctions:

Reprimand: An official warning in writing that continuation or repetition of inappropriate behavior may result in a more severe sanction.

Fines: A student or organization may be expected to pay a reasonable sum of money as a sanction. The fine will be placed on the student's account or assessed to the organization.

Community Service: A student or organization is required to render a designated number of hours of specified service to the university or the community.

Loss of Privilege/Campus Restriction: A student or organization is prohibited from participation in certain co-curricular activities or university privilege.

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

Probation: A student or organization receives a formal written warning that conduct is in violation of university policies and status as a student or an organization is in jeopardy. **The continued enrollment of the student or active status of an organization depends on the maintenance of satisfactory citizenship during the period of probation.** The continuation of an organization to maintain a presence on campus will depend on all members engaging in appropriate behavior during the probation period.

Residence Hall Suspension: A student is excluded from living in university residence halls for a stated period of time, during which the student's presence in any Samford housing facility is prohibited without permission from the university values advocate.

University Suspension: A student's status at the university is terminated for not less than the remainder of the semester, during which time the student's presence on the Samford University campus is prohibited without permission of the university values advocate. All campus privileges are revoked during the suspension period.

An organization's suspension will be determined by the nature of the offense. In collaboration with the vice president for Student Affairs and Enrollment Management, the director of Greek Life, the assistant dean for Student Services and Values Advocate, and/or the assistant dean for Campus Life, the hearing agent will determine the duration of the organization's suspension period.

Expulsion: A student's or an organization's status at the university is terminated permanently or for an indefinite period of time. All campus privileges are revoked.

Organizational Behavior: Organizations are expected to comply with the stated values of the university. Organizational behavior that violates a stated value may cause the organization to be cited for a values violation. Sanctions that may be placed on an organization include, but are not limited to: reprimand, fine(s), community service, loss of privilege, restitution, probation, suspension, and expulsion. An organization believed to be in violation of a university value will be given an opportunity to present its side of the situation before a decision is rendered. The hearing and sanctioning will be administered by the vice president for Student Affairs and Enrollment Management, the assistant dean for Campus Life, the assistant dean for Student Services and Values Advocate or the values council.

Miscellaneous

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

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

Disciplinary Records: A disciplinary record for non-sexual misconduct violation is maintained for three years whenever a student is found to have committed inappropriate behavior. The three-year period begins on the date a sanction goes into effect. Disciplinary records related for sexual misconduct violations are maintained for seven years.

Graduation Clearance: Students who have a values violation pending or who have not completed sanctions imposed by the values advocate, values council or the academic integrity officer, will not be allowed to participate in graduation activities, including commencement exercises. Additionally, the university reserves the right to withhold the degree(s) of any student who has engaged in a values violation, prior to graduation ceremonies, until the issue is completely resolved through the values violation process. The university also reserves the right to revoke the degree(s) of any student who has been found responsible for violating university polices related to the code of values or the academic integrity policy.

Students who have a values violation pending or have not completed the sanctions given by the values advocate or a values council will not be allowed to participate in graduation activities, including commencement exercises.

Interim Suspension: Whenever there is evidence to support the belief that a student's behavior, or organization's behavior, on or off campus is a clear and present threat to the health, safety and welfare of faculty, staff, students, guests, or self, the student/organization may be suspended until

a campus hearing can be arranged. A student/organization on interim suspension will be restricted from the campus or a particular program, activity or building.

Notification of Parents: Whenever a student is found to have committed a values violation and the sanction is loss of privilege, probation, residence hall suspension, university suspension or expulsion, parents of dependent students are automatically notified by mail. A copy of the letter sent to the student notifying the student of the sanction is sent to parents.

Off-Campus Conduct: A student who is charged or convicted of a crime off campus will not automatically be charged with a Samford University values violation unless the offense is of a nature that the student is considered to be a threat to the health, safety and welfare of the faculty, staff and students. Whenever that occurs, the student will be required to attend a hearing before either the university values advocate or the values council to offer an explanation as to why the student is not a threat to the health, safety and welfare of the campus community. If a reasonable explanation is not offered, the student will be assessed a sanction ranging from a reprimand to university expulsion. A sanction may be appealed to the appeal council.

Raffles: A raffle is a form of lottery, which is a form of gambling. Under Alabama state law, gambling, including raffles, is illegal. For more information, download www.ago.alabama.gov/oldopinions/8900168.pdf. Gambling is also a values violation.

A contest, competition or game in which the outcome is determined by skill as opposed to chance is legal. For example, a person could pay $1 to try to calculate the number of marbles in a gallon container. The person coming closest to the total number without going over the actual number could win a significant prize. A basketball shooting contest in which the winner receives a prize is not illegal.

Organizations are advised to use discretion in fundraising endeavors and must avoid illegal activities.

Scholarship Provider Notification: Samford University provides considerable financial resources to students who have the capacity to contribute to the life and values of the campus community and to benefit from educational experiences offered by the university. If a student receiving institutional aid (e.g., academic, leadership, athletic, ministerial) is found to have committed a values violation and the sanction is loss of privilege, probation, residence hall suspension, university suspension or expulsion, the person and/or department head responsible for recommending the aid award to the student will be notified.

School-Related Activity: Students and organizations are subject to Samford's Code of Values while participating in any Samford-sponsored program, activity or event. The term "school-related activity" includes but is not limited to any academic, athletic, extracurricular, social, administrative, work-related or other activity that takes place on or off campus and is sponsored by any Samford University organization.

Student Leader Conduct: Samford University offers numerous opportunities for students to be actively engaged in leadership roles within the university community. These leadership roles include, but are not limited to: officers in campus organizations, resident assistants, Connections

leaders, orientation leaders, ambassadors, student recruitment team, student-athletes, University Fellows, Beeson and Presidential Scholars.

Students entrusted with a leadership position on campus should be familiar with the Samford Code of Values and are expected to demonstrate behavior consistent with the Code of Values. Any student leader exhibiting behavior inconsistent with the Code of Values may be subject to removal from their leadership position and adjustment of any Samford financial assistance accompanying the position.

Use of Electronic Devices: Student use of cell phones, messaging devices and other electronic devices (for example, recording devices, music players, PDAs, computers) is prohibited in classes unless specifically permitted by the instructor, and at public events (for example, concerts, convocations, theatre productions, lectures) unless specifically permitted by the event sponsor.

Students Rights

A student or organization that has been charged with a values violation and alleged to be involved in inappropriate behavior will be granted these rights to assure fundamental fairness in the judicial process:

Notice: To be informed of the specific values violation and inappropriate behavior in which the student is suspected of involvement.

Procedures: To be informed orally or in writing of the judicial process.

Hearing: To have an opportunity to be heard in person before a decision is made.

Evidence: To know the nature of the information related to the alleged violation and be able to challenge the information in question, in front of his accusers, unless there are extenuating circumstances which by doing so might jeopardize the safety or well-being of another.

Witnesses: To be able to offer a defense by having material and/or witnesses speak on one's behalf. It is the accused student's responsibility to arrange for witnesses to attend a hearing. The Values Advocate should be notified in advance of any witnesses who will be attending.

Adviser: To have a Samford University faculty, staff or student attend the hearing in the role of a friend, adviser or counselor. Non-university personnel are not allowed in campus disciplinary hearings.

Written decision: To have a written response reporting the results of the hearing.

Appeal: To appeal the outcome of a values violation hearing, except when admitting responsibility for committing a violation and a minimum sanction is given. The vice president for Student Affairs and Enrollment Management has the right to appeal a decision of the values advocate, the values council or the appeal council to the president of the university if he or she feels a decision undermines the integrity of the judicial process.

Values Violations and Minimum Sanctions

Inappropriate behavior can refer to personal or group behavior, on or off campus, which violates values that guide and govern behavior. The values statements are presented in this handbook. The following are examples of inappropriate behavior and is not inclusive, but is intended to give students an idea of the types of behavior that may result in sanctions. The sanctions listed below is the **minimum** that will be imposed if a student or organization commits a values violation. Additional sanctions will be imposed when circumstances warrant as determined by the university values advocate or the values council.

Value: Worth of the Individual

Harassment

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

Hazing

- **Definition:** The use of physical violence or any activity or communication calculated to impose embarrassment; harassment; physical, emotional or mental strain; or any activity that would in any way jeopardize the physical, moral or scholastic well-being of any individual; mentally antagonizing a student, guest or employee or placing him or her under threat of physical harm.
- **Minimum Sanction:**
  - By a student:
    - First offense—Probation, $100 fine and loss of privilege
    - Second offense—University suspension
  - By an organization:
    - First offense—Probation, $500 fine and loss of privilege
    - Second offense—University suspension of organization status

Inappropriate sexual behavior

- **Definition:** Including but not limited to the following: heterosexual/homosexual intercourse, adultery, unwanted fondling, over-night visitation violation, etc.…
- **Minimum Sanction:** Probation, $150 fine

Assault

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

Stalking

- **Definition:** Any repeated behavior (two or more occasions) that reasonably and/or seriously alarms, torments or terrorizes another person. Such behavior includes but is not limited to persistent and unwanted communication, unwanted observing, following or coincidentally showing up where a victim is located, and repeated and/or persistent social media contacting or messaging. Examples of stalking behavior include non-consensual communication; following, pursuing, waiting; or showing up uninvited at location frequented by the victim.
- **Minimum sanction(s)**:
    - First offense—Probation for one academic year, relationship counseling related to stalking behavior, $200 fine, plus any restitution for the victim
    - Second offense—University suspension (Prior to returning, violator must provide evidence of his/her participation in a counseling program related to avoiding stalking behavior.)

Relationship Violence

- **Definition:** Any pattern of behavior in a relationship that is designed or structured to gain and maintain power and control over another individual. Such behavior includes but is not limited to physical abuse, verbal threats, sexual abuse, acts of humiliation, or threats of violence.
- **Minimum sanction(s)**:
    - First offense—University probation, relationship and behavior counseling, $200 fine, plus any restitution for the victim
    - Second offense—University suspension (Prior to returning, violator must provide evidence of his/her participation in a counseling program related to relationship violence.)

Value: Self-Discipline

Lewd and Indecent Conduct

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

Gambling

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

Disorderly Conduct

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

Possessing, Consuming or Distributing Alcoholic Beverages

- **Definition:** Possessing, consuming or distributing alcoholic beverages (including containers) is prohibited on the campus and at any activity off campus sponsored by any university organization, department or group, or by any individual in the name of any university organization, department or group.
- **Minimum Sanction(s):**
  - By a student—Probation, $150 fine, alcohol education or alcohol counseling
  - By an organization—Probation, $300 fine, alcohol education

Distributing Alcoholic Beverages to an Underage Persons

- **Definition:** Any student or organization providing or distributing alcoholic beverages to any individual under the age of 21 years
- **Minimum Sanction(s)**:
  - By a student
    - First offense—Probation, $150 fine, alcohol education, recommendation of loss of institutional scholarship
    - Second offense—University suspension
  - By an organization
    - First offense—Probation, $500 fine, alcohol education for entire organization, organization social activity suspension for one semester
    - Second offense—University suspension of organizational status to be determined in collaboration with the vice president for Student Affairs and Enrollment Management and the assistant dean for Campus Life and/or director of Greek Life

Intoxication

- **Definition:** A person who, having consumed alcoholic beverages or other substances, experiences a loss of the normal use of mental and/or physical faculties. (This includes but is not limited to slurred speech, loss of motor coordination, aggression, loss of memory or abusive behavior.)
- **Minimum Sanction:** Probation, $250 fine and alcohol and/or substance abuse education

Underage Possession or Consumption of Alcoholic Beverages or Alcoholic Paraphernalia

- **Definition:** Possessing, consuming, or distribution of alcoholic beverages by a person under the age of 21
- **Minimum Sanction(s):**
  - First offense—$150 fine, probation, and alcohol education/counseling
  - Second offense—$300 fine, one-year probation, 20 hours community service and alcohol education

Possessing or Using Illegal Drugs

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

Distributing Illegal Drugs

- **Definition:** Providing or distributing illegal drugs to any individual
- **Minimum Sanction:** Expulsion

Possessing or Using Drug Paraphernalia

- **Definition:** Possession of any tool, instrument, device, etc., that is used or can be used in illegal drug use. Items include, but are not limited to, bongs, rolling papers, grinders, marijuana clips, needles, syringes, etc.
- **Minimum Sanction:**
  - First offense—One year probation; drug counseling; $250 fine
  - Second offense—University suspension

Value: Integrity

Academic Dishonesty

- **Definition:** The misrepresentation of one's work for personal gain, when in fact said work is not that person's, or assisting another to do the same. (Academic dishonesty includes but is not limited to cheating, plagiarism, fabrication and misuse of computer information.)
- **Minimum Sanction(s):**
  - First offense—Probation and a recommended "FX" in the course
  - Second offense—University suspension for not less than one year

Fraud

- **Definition:** Knowingly furnishing false information to the university, to include but not limited to, forgery, alteration or misuse of miscellaneous documents, equipment (including computers), records or identification.
- **Minimum Sanction:** Loss of privilege, $50 fine and probation

Dishonesty

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

Value: Respect for Property and the Environment

Smoking Policy

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

Stealing or Possession of Stolen or Lost Property

- **Definition:** The unauthorized taking or keeping in one's possession items of university property; items rented, leased or placed on the campus; or items belonging to students, faculty, staff, guests of the university or others.

- **Minimum Sanction:** Probation, $100 fine and restitution

Vandalism

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

Setting a Fire and Arson

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

Tampering with Fire and Safety Equipment

- **Definition:** Tampering with or removing fire alarms, fire extinguishers, exit signs or other safety equipment and giving false alarms.
- **Minimum Sanction:** Probation and $100 fine

Possessing Firearms or Weapons on Campus

- **Definition:** The possession, by a student, whether openly or concealed, of any weapon including but not limited to firearms, explosives, BB guns, throwing stars, knives with blades of more than four inches, and any other weapon of any kind or an imitation that could be used to cause fear in another person.
- **Minimum Sanction:** Probation and $100 fine

Possessing or Using Fireworks on Campus

- **Definition:** Possession or use of fireworks on campus.
- **Minimum Sanction(s):**
  - First offense—Reprimand
  - Second offense—Probation and $50 fine

Unauthorized Entry

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

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

- **Definition:** The unauthorized taking or keeping in one's possession or on one's premises money, credit cards, checks or other negotiable instruments belonging to students, faculty, staff, guests, the university or other individuals.
- **Minimum Sanction:** Probation, $50 fine and restitution

Value: Respect for Community Authority

Aiding, Abetting or Conspiring

- **Definition:** Aiding, abetting or conspiring with another person to become involved in inappropriate behavior or behavior that violates the university's code of values.
- **Minimum Sanction:** Corresponds to the sanction given for the inappropriate behavior

Violating Residence Hall Visitation Guidelines

- **Definition:** Being in other than public areas of residence halls in the company of a member of the opposite sex, or in a residence hall assigned to members of the opposite sex without specific permission or when visitation privileges are not in effect. Violation of this value may include the failure to abide by residence life's guest policy.
- **Minimum Sanction:** Probation and $50 fine

Computer Misuse

- **Definition:** Violating the computing and information technology values and policies, which includes but not limited to invading another user's privacy or confidentiality, sending obscene or pornographic materials, violating copyright laws, sending chain letters and mass mailings that degrade the e-mail system, or using the University's technology to commit a crime, and/or a Code of Values violation.
- **Minimum Sanction(s):**
  - First offense—Probation and $100 fine
  - Second offense—Mandatory loss of privilege, indefinite probation and $300 fine

Reckless Behavior

- **Definition:** Any behavior that creates risk of damage to property, risk of danger to others or the university community including but not limited to propping exterior doors open in residence halls, throwing objects from windows or balconies, and disclosing or giving residence-hall door access to unauthorized people.
- **Minimum Sanction:** Probation and $50 fine

Insubordination

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

Demonstrations

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

Driving While Impaired

- **Definition:** Operating a motor vehicle on campus while under the influence of alcohol or other drugs
- **Minimum Sanction(s):**
  - First offense - Probation, $150 fine and alcohol education
  - Second offense - Indefinite Probation, $300 fine, alcohol education, and relinquishing of ability to possess an automobile on campus

Creating a Nuisance with Noise

- **Definition:** Talking, yelling, singing, playing a musical instrument, electronic device or the like loudly enough to disturb members of the university community.
- **Minimum Sanction:** Reprimand

Committing a City, State or Federal Crime

- **Definition:** All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action by the university for violation of any of the laws thereof. Formal charges, complaints or indictments by government entities are not prerequisite for university charges under this section.
- **Minimum Sanction:** Corresponds to the degree of seriousness of the law violated

Values Violation Process

The purpose of the values violation process is to give fundamental fairness to a student or an organization that has possibly violated a Samford University code of values. Fundamental fairness means a student or an organization is given an opportunity to present information related to what took place at an event/activity and question the evidence that led to a belief a values violation occurred. The opportunity is given to the student or organization before a decision is made about the violation and prior to a sanction being imposed.

Any student, faculty, staff, parent or guest must submit a written incident report about an alleged values violation before the values violation process officially begins. Incident reports are referred to the assistant dean for Student Services and Values Advocate. When the values advocate believes there is substantial evidence to support the alleged violation, the values advocate arranges a meeting with the student. At the discretion of the values advocate, some incidents may be handled by the Residence Life Community Standards Council.

The student or organization will receive notification of the alleged violation along with evidence that supports the values violation. Within 48 hours, the student must return a values violation response form to the university values advocate indicating whether or not the student admits committing the values violation. Failure to respond to a values notification may result in additional sanctions.

If the student or organization admits to committing a values violation, the student or organization's representative will meet with the university values advocate to receive a sanction, guidance and counseling. If the student does not admit a value has been violated, the university

values advocate has the option of choosing to conduct an administrative hearing or referring the incident to the values council for a more formal hearing. The university values advocate will inform the student or organization's representative of which option is chosen and the process and procedure to be followed. Regardless of the option chosen, the student or organization will have the opportunity to be heard.

Minimum sanctions for most values violations have been established. However, in some instances, if the hearing agent deems a more rigorous sanction is in order, harsher penalties can be imposed. **A student or organization may appeal a decision and sanction of the university values advocate or the values council within 48 hours of the notification of outcome and sanctions being received or sent**. **The only exception is if a student has admitted committing a values violation and a minimum sanction has been assessed.** The reason(s) a student or organization may appeal a decision include: 1) procedures were not followed; 2) evidence did not justify the results; 3) sanction was not consistent with the nature of the violation; and/or 4) there is new evidence (not available or withheld at the hearing).

A student or organization that wishes to appeal a decision initiates the process in the office of the vice president for Student Affairs and Enrollment Management. The appeal council has the option of hearing or not hearing the appeal. Should the appeal council refuse to hear the appeal, the original decision and sanction will be enforced. The appeal council may after hearing an appeal 1) affirm the original decision and sanctions; 2) affirm the original decision and modify the sanctions; or 3) reverse the decision. A decision of the appeals council is final unless the president of the university requests a review.

Due to the time of year or availability of council members, the values violation process may be abbreviated as deemed necessary by the value advocate.

Research Activities Policy

Any individual student or student organization desiring to conduct a research project involving human subjects is required to obtain approval of the study from the Samford University Institutional Review Board for Human Subjects. Full explanation of procedures to be implemented as well as necessary forms are available online at https://www.samford.edu/departments/institutional-review-board/. Any student planning to conduct research involving human subjects should meet with a faculty adviser as soon as possible so that there will be no delay in obtaining approval and meeting course requirement deadlines.

Family and Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, popularly known as FERPA, was enacted by Congress to give a measure of control to education records. In general terms, FERPA gives college students the rights to (1) control the disclosure of their education records to others, (2) inspect and review their own education records and (3) request that their education records be amended. These rights are personal to the student and not to the student's parents or legal

guardians. Moreover, the rights granted by FERPA continue until the earlier of the student's death or the destruction of the subject records.

Central to the scope of FERPA is the definition of "education records," which consists of records that are directly related to a student and are maintained by the university or by another person or entity acting for the university. Students who wish to review their education records must schedule an appointment with the university registrar.

The school may also disclose education records without consent in a variety of circumstances. These include, without limitation, disclosures to school officials who have a legitimate need to know the information, to other schools to which a student is transferring, to parents if the student is considered a dependent of the parents for federal income tax purposes, in response to a judicial order or lawfully issued subpoena, to parents of a student who is under 21 in connection with a violation of drugs or alcohols policies, to persons who need to know in connection with a health or safety emergency, in connection with a student's application for financial aid, and to accrediting organizations. **Students that do not want directory information to be prior written consent must notify the University Registrar no later than the last day to drop or add courses without financial penalty in a particular academic semester or term.** This election may be made at http://www.samford.edu/departments/registrar/ferpa/.

Should a student believe that his or her education records are inaccurate, misleading or include information that violates the privacy rights of the student, the student may request that the university amend the records. A decision on the request will be made within a reasonable period of time after it is received by the university registrar. If the request is denied, the student will be advised of his or her right to a hearing.

Equal Opportunity

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

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

Equity in Athletics Disclosure Act

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

Drug and Alcohol Policy

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

Policy

Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug- and alcohol-free campus. To this end, Samford University is committed to providing drug and alcohol education, information and assistance to its faculty, staff and students. It is the policy of Samford University that the use of illicit drugs or alcohol by faculty, staff or students on campus or in connection with or affecting any school-related activity is strictly prohibited. Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.

Standards of Conduct

- The use, consumption or possession of alcoholic beverages and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by any faculty member, staff member, student or any other individual on campus or off campus in connection with or affecting any school-related activity is strictly prohibited.
- The term “staff” includes all non-faculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.
- The term “illicit drugs” includes any controlled substances listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala Code Section 20-2-22 through Section 20-2-32, and any “legal drugs” which are not prescribed by a licensed physician.
- The term “school-related activity” includes but is not limited to any academic, athletic, extracurricular, social, administrative, work-related or other activity that takes place on the campus of Samford University or on any premises owned by Samford University or that takes place off campus and is sponsored by any Samford University organization.
- Any faculty member, staff member or student violating this policy will be subject to disciplinary procedures, up to and including termination or expulsion, and may be required to participate in a drug and/or alcohol abuse, assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

- Samford University does not differentiate between drug users and drug pushers or dealers. Any faculty member, staff member or student who gives or in any way transfers drugs to another person, or sells or manufactures drugs on campus or off campus in connection with or affecting any school-related activity, is subject to discipline.
- In addition to subjecting faculty members, staff members and students to its internal disciplinary procedures, Samford University may refer those individuals who violate federal, state or local illicit drug and alcohol laws to the appropriate federal, state or local law enforcement agencies for prosecution.

Search Policy

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

Searches must be approved in writing using a Samford University authorization form, except when verbal permission to search is given by the occupant of the room being searched. Only the director of Public Safety or a Public Safety supervisor, the director of Residence Life, a residence life coordinator, a residence manager, the assistant dean for Student Services and Values Advocate, the assistant dean for Campus Life or the vice president for Student Affairs and Enrollment Management can authorize a search, which will be conducted by at least two university employees, one or more of whom may be resident assistants. Reasonable effort will be made to make the search in the presence of an occupant of the room or the person who registered the vehicle on campus. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property or destruction or disposal of contraband, the room or vehicle will be entered and searched without authorization. Searches can be conducted without authorization when an official is in pursuit, the student gives permission or contraband is in plain view.

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

Inclusive Language

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

affirmative—and affirming—part of Samford University's mission to educate students, staff and faculty in the creation of a community of equality and respect through language.

Title IX Sexual Misconduct Policy

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

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

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

Definitions:

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

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

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

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

Sexual Assault is defined as physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual assault, including but not limited to rape, sexual battery and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX.

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

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

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

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

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

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

Sexual Misconduct of any kind is inconsistent with the university's values and incompatible with the safe, healthy, Christian environment that the Samford University community expects. Sexual misconduct prohibited by this policy encompasses sexual harassment, sexual assault, non-consensual sexual contact and sexual exploitation.

Sexual Misconduct Resources (as previously defined):

Samford University is concerned about the health, safety and well-being of all members of the university community. If you or someone you know believe you may have been subject to a sexual misconduct act, you are encouraged to seek immediate assistance. The following chart provides information related to where you can obtain assistance.

Resource	Contact	Phone #	Availability
Police Department	Off-Campus	#911	24/7
Public Safety Department	On-Campus	205-726-2020	24/7
HR director (incident involving an employee)	Human Resources Samford Hall 302 cfrogan@samford.edu	205-726-2809	8 a.m.–4:30 p.m. weekdays
Assistant dean of Student Services (incident involving students)	Student Affairs University Center 110 glatkins@samford.edu	205-726-2763 205-726-2020 after hours	8 a.m.–4:30 p.m. weekdays
University Counselor	University Health Services	205-726-2065 or 2835	8 a.m.–4:30 p.m. weekdays
Crisis Center Rape response hotline	Birmingham Rape Response	205-323-7273 or 1-888-323-7273	24/7

Confidential Resources

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

Confidential, non-reporting resources are:

- University Health Services
    - Dr. Mark Ticola, University Physician, 205-726-2835
- Office of Spiritual Life, specifically:
    - Dr. Matt Kerlin, University Minister, 205-726-2825
    - Mrs. April Robinson, Minister to Students, 205-726-2083
- Office of Counseling Services:
    - Mr. Richard Yoakum, Director of University Counselor, 205-726-2065
    - Ms. Lyndsey Cogdill, Counselor, 205-726- 4077

Confidential resources do not have any formal authority to render decisions about issues brought to their attention, and they do not participate in formal disciplinary hearings or processes.

The assistant dean of Student Services is the Title IX coordinator for complaints involving students. The director of human resources is the Title IX coordinator for all other complaints.

Reporting Sexual Misconduct

Reporting an incident of sexual misconduct is a difficult decision. It is important to understand that filing a report of sexual misconduct can be a beginning to the healing process. Reporting or pressing charges can prevent an offender from harming another person.

If a sexual assault occurs off campus, attempt to determine in which police jurisdiction the offense occurred and notify that department or call 911 for local police assistance. If the sexual assault occurs on campus, call 911 or 205-726-2020 to contact the public safety department. Although an assault may occur off campus, the victim may report the incident to public safety, which will assist the victim with contacting the appropriate law enforcement agency.

In addition to reporting to a law enforcement agency, a victim of sexual misconduct is urged to report the incident to the appropriate Title IX coordinator. An allegation of sexual misconduct can be filed, as needed, by any member of the Samford community. A member of the Samford community may file a complaint of sexual misconduct against a "Samford student" under this policy. For purposes of determining the University's jurisdiction, a "Samford student" means any student who is registered or enrolled at the University (a) at the time of the alleged sexual misconduct (including sexual misconduct that is alleged to have occurred during any academic recess, provided that there is an expectation of such student's continued enrollment at the university), and (b) at the time that a formal complaint against such student is received by the assistant dean of Student Services. This policy applies to any allegation of sexual misconduct against a Samford student, regardless of where the alleged violation occurred. There is no geographical limitation to invoking this policy.

In cases involving potential criminal conduct, consistent with state and local law, the university will determine whether appropriate law enforcement or other authorities should be notified.

Policy Enforcement

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

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

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

Retaliation

It is a violation of university policy to retaliate against any person making a complaint of sexual misconduct or against any person cooperating in the investigation of alleged acts of sexual misconduct. Certain retaliatory acts may also subject the perpetrator to criminal prosecution. Retaliation includes but is not limited to intimidation, threats or harassment against any complainant or third party. Individuals who are alleged to engage in retaliatory tactics may face disciplinary action independent of the sanction or interim measures imposed in response to the underlying allegations of sexual misconduct. Retaliation should be reported promptly to the appropriate Title IX coordinator.

Effect of Criminal Proceedings

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

own investigation and may take interim measures to protect the complainant and the university, if necessary.

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

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

Interim Measures

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

Incident Review

When a victim reports an alleged act of sexual misconduct, the appropriate Title IX coordinator will initiate an investigation into the incident within 48 hours. A typical investigation will be completed within 60 days, if not sooner. The Title IX coordinator will prepare a written report that will be distributed concurrently to both parties and, in a case where the responder is a student, to the values council.

Council members assigned to review sexual misconduct cases will be a five member panel chosen from members of the values council. The panel will be composed of a faculty chair, two faculty members and two staff members. All members of the panel will vote by secret ballot. In addition to council members, individuals allowed in the hearing room will be the university values advocate (Title IX coordinator for students), complainant, responder and university individuals assigned as advisors to the complainant or the responder. Approved witnesses will be called into the hearing room at the discretion of the faculty chair. The university values advocate

will have the responsibility of assuring hearing procedures follow guidelines stipulated by Title IX and that the rights of both the complainant and the responder are protected.

The complainant will have the opportunity to choose to participate in the hearing in an on-campus location separate from the responder. If there is a separate location for the complainant, the assistant dean for Student Services will arrange for:

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

Values Council Procedures to Review Sexual Misconduct Allegations

The following procedures guide the values council's review of sexual misconduct allegations. While the procedures are a guide, the procedures may be abbreviated or modified due to the nature of the allegations, calendar conflicts related to council members availability or the security of the campus environment.

In all cases a **preponderance of the evidence standard** will be used to determine whether there has been a violation of this policy (i.e. it is more likely than not that the sexual misconduct occurred).

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

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

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

IV. The assistant dean for Student Services will conduct an incident review and prepare a written report which will be distributed, concurrently, to both parties as well as the values council.

V. If the assistant dean for Student Services determines there is enough information to warrant a review of the allegations, he/she will schedule a values council hearing to review the incident in question. The responder and complainant will be informed of the date, time, and location of the hearing. The complainant and the responder will both be afforded similar and timely access to information that will be used at the

hearing. Access to information will be provided consistent with FERPA guidelines. At the hearing the following procedures are to be used:

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

Appeal Process

The request of an appeal of the values council's decision is to the appeals council.

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

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

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

The complainant or the responder has 48 hours from the time of the notification of the hearing's outcome is sent to initiate an appeal request. To initiate the request for an appeal, the responder or the complainant must obtain the appeal form from the office of values advocacy. Once the form is obtained, the completed form must be returned to the office within 24 hours.

An appeal will not be automatically granted. Individuals requesting an appeal must fill out all questions on the form, and communicating clearly and completely in writing provide reasons why the appeal should be granted. Once the form is submitted back to the values advocate's office, the completed appeal form, along with the requestor's reason for the appeal, will be submitted independently to three members of the appeals council. The appeals council is composed of faculty and staff members who have been oriented to managing sexual misconduct issues on the campus.

Members of the appeals council will independently review the information submitted. Each member of the council will have one vote. In order for a request for an appeal to be acted on, two out of three members of the council must vote to take action on the request. Actions the appeal council may put into effect:

- Affirm the original decision and sanction
- Return the case to the original hearing body due to:
    - The discovery of a procedural error
    - Reconsideration (the reconsideration of the hearing body is not appealable)
    - New and compelling evidence that was not available at the time of the original hearing
- Order a new hearing before different council members

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

Additional Petition for Decision of Expulsion

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

Hazing Policy

- **Definition:** The use of physical violence, or any activity or communication calculated to impose embarrassment; harassment; physical, emotional or mental strain, or any activity which would in any way jeopardize the physical, moral or scholastic well-being of any individual; mentally antagonizing a student, guest or employee or placing him or her under threat of physical harm.
- **Minimum Sanction:**
  - By a student:
    - First offense—Probation, $100 fine and loss of privilege
    - Second offense—University suspension
  - By an organization:
    - First offense—Probation, $500 fine and loss of privilege
    - Second offense—University suspension of organization status

Hazing is a criminal offense in the state of Alabama. Insurance does not cover a felonious act. Penalties for hazing are very severe.

Computing and Information Technology Values and Policies

Preamble

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

Computing and information technology resources are to be used in a responsible, ethical and legal manner that is consistent with the mission and values of the university as published in documents such as the faculty, staff and student handbooks. The Computing and Information Technology Values and Policies document supplements existing university values and policies.

Scope

These Computing and Information Technology Values and Policies represent official university policy and apply to all use of computing, network, storage, and information technology resources supplied by the university. Included are computers, networks, storage devices, information systems, software, servers, services, the Internet, etc. There are many devices we interface with regularly and the scope is broad and highly varied. Technology is pervasive in the Samford University environment. The primary intent of this document is to encourage appropriate use of university-supplied resources toward accomplishing the mission of the university.

Values and Policies

Responsibility

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

Freedom of Expression

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

Privacy

Samford University owns and provides computing, network, storage, and information technology resources for its purposes. The university monitors access and usage information on its technology resources as part of its operation. The university works to provide a reasonable level of security and privacy in its technology resources. All users should be aware that some common systems, such as email, web browsing, etc., carry no guarantee of privacy or security. Users are expected to understand the risks associated with using technology, and know how to use best practices to protect themselves and their information. Users may not access files, email, computers or other electronic communications and information of another user unless authorized by the user or by designated university officials (as defined in the section on violations) or as required by law. Users should be aware that information sent to another individual or placed in a publicly accessible area could be passed on without the originator's knowledge.

University activities such as installation, maintenance or troubleshooting of technology systems may sometimes require access to electronic communications, information and transaction logs. Best efforts will be applied to maintain security and privacy.

Private information should not be stored in email, voicemail, social networks, etc. unless secure techniques are used. Of special concern is private, valuable information such as social security number, passport number, driver's license number, credit or debit card number, checking or savings account number, etc. These numbers should be highly controlled and rarely used.

Confidentiality

Much of the information (e.g. payroll and grade information) stored in computing and information technology systems is considered confidential and in some cases is protected by laws such as the

Family Educational Rights and Privacy Act. Legitimate access to confidential information is determined by factors such as job responsibility or permissions explicitly granted by the owner, or duly appointed steward of the information. Those with such legitimate access to confidential information are to safeguard its confidentiality by knowing to whom such information may be released and by not allowing its release in any form to unauthorized individuals. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted.

Intellectual Property Rights

Intellectual property rights extend to the electronic medium. Generally, the copyright for a work is owned by the creator of the work. This is true even in cases where the creator has not sought formal copyright protection. One should assume that a work retrieved over a network or by other electronic means is covered by copyright. Such works should not be redistributed unless permission to do so is explicitly given by the owner of the copyright. Making a work available over a network does not necessarily relinquish intellectual property rights, although it must be recognized that one's work could be widely distributed, which could jeopardize these rights. Computer software and documentation are also covered by copyright. Copying such documentation or software, except as permitted in the copyright notice or software license agreement, is illegal. University resources are not to be used to violate intellectual property rights.

Access to Electronic Materials

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

Shared Resources

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

Global Community

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

Commercial/Personal Use

Commercial use of university resources could endanger its status as a nonprofit organization.

Therefore, commercial use is not allowed without permission from the provost or the executive and vice president for business and financial affairs. Incidental personal use of computing and information technology resources is permitted as long as it does not have a detrimental effect on university-related use, is noncommercial, and does not present a cost to the university.

Illegal Use

The use of university resources to commit a crime is a violation of university values. This includes activities explicitly covered by laws governing the electronic medium, as well as use of the electronic medium as a means to commit other crimes. Illegal activities will be reported to the appropriate law enforcement authorities.

Violations

Depending on the classification of the individual involved (faculty, staff or student), suspected violations of these values and policies will be confidentially reported to the provost and executive vice president, the vice president for business and financial affairs or the vice president for student affairs and enrollment management. Only these university officials (or the president) may authorize further investigation or review of materials that would otherwise be considered private or confidential. Such authorization is granted on a case-by-case basis. Suspected violations will be processed in a manner consistent with standard university procedures as defined in faculty, staff and student handbooks. An individual's access to certain computing and information technology resources may be suspended during the processing of a suspected violation.

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

Discontinued Relationship

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

Modifications

Changes in technology or law may require regular revision of these values and policies. They will be reviewed at least annually under the direction of the chief information officer. Final authority for changes rests with the president's cabinet and/or the president. Current copies will be printed in faculty, staff and student handbooks and will be posted electronically on university-wide information servers.

Department of Transportation Services

Driving Regulations on Campus

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

All motor vehicle operators must have in their possession a valid operator's license and produce this item when requested by a Transportation Services official or Public Safety officer. The speed limit on campus is 25 miles per hour; however, any speed not safe for the conditions of the road, including vehicle and pedestrian congestion, will be enforced. Please observe no passing on campus.

Vehicle Parking Permit Registration

Drivers

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

Non-Drivers

All students are required to register their driving status in Banner, regardless of their possession or operation of a vehicle on campus. If a student is a non-driver, he or she is required to submit their status as a non-driver in the Transportation Services menu in self-service Banner at https://portal.samford.edu. A non-driver is identified as a current student, enrolled in classes, who is not in possession of a vehicle on campus, and does not drive a vehicle on campus. This includes borrowing, and sharing of vehicles. If a student is borrowing or sharing a vehicle with another person, he/she is not considered a non-driver.

Cost

Student permits annual cost is $30. Replacement or additional permits cost $10 each. Permits are not pro-rated, and are not refundable once they have been issued to the student. Charges will be placed on the student's account immediately upon registration in the student's self-service Banner account. All vehicle registration permits expire yearly on Aug. 31.

Parking Zones

Parking is enforced Monday through Friday, 8 a.m. to 5 p.m. Students are required to park in the lot designated by the parking permit issued.

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

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

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

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

Parking permits and zones are designated by color:

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

Visitor/Temporary Parking

Temporary parking permits, for periods of less than seven days and visitor parking permits are available at Transportation Services in the University Center. Recreational vehicles are not allowed to park on campus at any time.

Disability and Limited Mobility Parking

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

For instances where mobility issues are present, students should call the Public Safety office at 205-726-2020 for a transport on campus. For instances where a long-term mobility issue exist, students should contact the Department of Transportation Services for a temporary parking permit, before parking in an unauthorized area.

Violations

Traffic Violations

$50 Violation
Speeding
Running a stop sign
Failing to stop for pedestrians
Wrong way on a one-way street
Blocking or obstructing traffic
Driving/Parking on grass or sidewalk
Making illegal turn

$30 Violation
Unsafe vehicle operation

Parking Citations

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

$100 Violation
Parking in handicap accessible space
Parking in fire lane

Handicap accessible and fire lane parking violations are non-appealable, $100 fines. Regulations are mandated by the City of Homewood and the State of Alabama; they are not at the discretion of any department on campus to be voided at any time.

$50 Violation
No decal
Blocking trash dumpster
Blocking or obstructing traffic
Parking on grass or sidewalk
Parking in reserved space
Parking in unauthorized color zone
Parking in unmarked area
Parking on yellow curb

$25 Violation
Parking in loading/service zone
Visitor/15-minute zone

$20 Violation
Improperly displayed decal

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

Fines and Payment

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

1. Pay in person at the bursar's office.
2. Pay online via e-bill link on Banner.

Disciplinary Action

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

No Permit

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

Excessive Parking Violations

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

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

Appeal Process

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

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

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

The decision of the Student Judiciary Council appeals process is final. The student is fully responsible for payment of the citation regardless of the appeal decision, or the student's decision not to appeal his/her citation.

Student Judiciary Council Appeal Guidelines

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

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

Towing/Immobilization of Vehicles

Samford University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles or vehicles operated in violation of Samford University rules and regulations towed from the campus property at the owner's expense. Situations which may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicapped spaces, parking on yellow curbs, parking in loading zones or abandoned vehicles. Vehicles in persistent violation of traffic regulations are subject to towing and /or immobilization (wheel lock).

Extended Parking

Samford University provides vehicle parking for students attending the university. In recognition that some students, due to the distance from their homes, may have to leave their vehicles on campus during holiday and summer breaks. For that reason, Samford University allows students to leave vehicles campus for extended period of time **with the proper authorization. Please contact Transportation Services for information regarding vehicles being left on campus for an extended period of time.** Recreational vehicles are not allowed to park on campus at any time. Vehicles left on campus without proper authorization, may be subject to towing at the owner's expense.

Transportation Services Contact Information

Website: http://www.samford.edu/departments/transportation
E-mail: parking@samford.edu
Phone: 205-726-4146

Communicable Disease Policy

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

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

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

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

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

Alabama Notifiable Diseases/Conditions

Group a Diseases/Conditions

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

- Anthrax, human

- Botulism
- Cholera
- Diphtheria
- Typhoid Fever
- Hepatitis A
- Listeriosis
- Measles (rubeola)
- Rabies, human and animal
- Severe Acute Respiratory Syndrome (SARS)
- Trichinosis
- Tuberculosis
- Pertussis
- Yellow Fever
- Outbreaks of any kind
- Poliomyelitis, paralytic
- Cases related to nuclear, biological or chemical terroristic agents
- H. Influenzae, invasive diseases*
- N. meningitis, invasive diseases**
- Cases of potential public health importance***

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

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

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

Group B Diseases/Conditions

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

- Brucellosis
- Campylobacteriosis
- Chancroid†
- Chlamydia trachomatis†
- Cryptosporidiosis
- Dengue fever
- E.coli 0157:H7 (including HUS and TTP)
- Ehrlichiosis
- Encephalitis, viral
- Giardiasis
- Gonorrhea†
- Granuloma inguinale†
- Hepatitis B, C and other viral
- Histoplasmosis
- Human Immunodeficiency Virus

- Infection (including asymptomatic other than the expected response infection, ARC and AIDS)
- Lead, elevated blood levels (>10 mcg/dl)
- Legionellosis Leprosy
- Leptospirosis
- Lyme Disease
- Lymphogranuloma venereum†
- Malaria
- Mumps
- Psittacosis
- Q Fever
- Rocky Mountain Spotted Fever
- Rubella
- Salmonellosis
- Shigellosis
- Syphilis†
- Tetanus
- Toxic shock syndrome
- Tularemia
- Vaccinia virus infection or disease other than the expected response to smallpox vaccination
- Varicella
- Vibriosis
- Yersiniosis

†designated sexually transmitted disease by the State Board of Health

State Health Department Telephone Numbers

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

Student Complaint Process

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

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

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

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

Statement of Nondiscrimination

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

Inquiries concerning Samford's nondiscrimination policy or applicable civil rights laws may be directed to the vice president for business and financial affairs or general counsel, Office of Business and Financial Affairs, Samford Hall 200, Birmingham, AL 35229, 205-726-2811, or the following:

Title IX Coordinator

Fred Rogan, Director of Human Resources
Office: Samford Hall 302
Telephone number: 205-726-2837

Title IX Coordinator for Students
Garry Atkins, Assistant Dean for Student Services
Office: University Center 110

Telephone number: 205-726-2763

Section 504 Coordinator/Disability Access and Accommodation

Brittany Gregg, Director of Disability Resources
Office: University Center 205
Telephone number: 205-726-4078

Equal Opportunity Coordinator

Fred Rogan, Director of Human Resources
Office: Samford Hall 302
Telephone number: 205-726-2837

For further information on this notice of nondiscrimination, visit the U.S. Department of Education for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Applicants in need of a disability accommodation are encouraged to contact the University's Section 504/Disability Access and Accommodation Coordinator**,** Brittany Gregg, director of Disability Resources, University Center 205, telephone number: 205-726-4078, at any time prior to application or after acceptance to the university.

This notice is available in alternative formats upon request.