



Samford University.

Student Handbook

2025-2026



FOR GOD, FOR LEARNING, FOREVER

The student handbook becomes effective when an individual becomes admitted, enrolled, or registered as a student at Samford University.

Contents

A MESSAGE FROM THE UNIVERSITY PRESIDENT.....	6
A MESSAGE FROM THE SGA PRESIDENT.....	7
DISCLAIMERS	8
Student Responsibilities	8
Disclaimer of Contract.....	8
Nondiscrimination Statement.....	8
INTRODUCTION TO SAMFORD UNIVERSITY	9
Mission of the University.....	9
The History of Samford University.....	9
Alma Mater.....	9
ACADEMIC LIFE.....	11
Academic Integrity	11
Advising	12
BACHELOR’S DEGREE REQUIREMENTS	13
Total Credits.....	13
Class Attendance Policy	13
Classification of Students.....	14
Convocation Program	14
Course Repeats	14
Drop and Add Policy	15
Grading System	16
Grade Quality Points.....	16
GRADE APPEALS	17
Undergraduate Grade Appeals	17
Graduate Grade Appeals for Programs without Internal Procedures.....	17
Withdrawal	18
Samford Abroad.....	18
The Daniel House	18
Eligibility.....	19
Cost and Activities	19
Cancellation and Refund Policy.....	19
Library	20
Regular Session Hour.....	20
Library Resources.....	20
ACADEMIC SUPPORT.....	22
Academic Success Center	22
Academic Opportunities	22
Westmoreland Hall/University Center.....	22
Bookstore.....	22
Store Hours.....	22
Textbook Information.....	23
Payment Methods	23
Return Policy	23
Career Development Center.....	23
Career Planning & Exploration.....	23
Gaining Relevant Experience.....	23
Job and Graduate School Search	23
STUDENT LIFE.....	25
Student Affairs Philosophy.....	25

Mission	25
Campus Recreation	25
Facilities	25
Identification	25
Intramural and Club Sports	25
Fitness Classes	26
Personal Training	26
Participation Risk	26
Event Registration for Student Organizations	26
Greek Life	26
Sororities	27
Fraternities	28
PROMOTIONS, POSTERS, AND PUBLICITY POLICY	30
University Center and Outdoor, Non-Athletic Areas	30
Posters and Signs	30
Table Tents	30
Sidewalk Chalk	30
Exhibit Areas	30
Cafeteria	31
SPIRITUAL LIFE	32
Campus Worship	32
Small Groups	32
Cadres	32
Freshmen Retreat	32
Missions	32
Leadership Opportunities	32
Convocation Requirements	33
STUDENT LEADERSHIP AND INVOLVEMENT	34
Student Government Association	34
Student Leadership Criteria	34
Student Organizations	35
STUDENT MEDIA AND PUBLICATIONS	35
Newspaper	35
Yearbook	35
CAMPUS SERVICES	35
The HUB	35
Sound Equipment Rental	35
Office of Accessibility and Accommodations	36
Dining Services and Meal Plan Requirements	36
Required Meal Plans	37
SAMFORD CARES	38
Counseling	38
CARE	38
Wellness	38
Student Emergency Assistance Fund	38
Student Complaints	38
HOSPITALITY & EVENTS	39
Guidelines For Student Hosted Events on Campus	39
Football Tailgating/Tailgating Reservations	39
Tailgating Policies	39
Food Trucks – Proper Procedure for Inviting Food Trucks to Campus	40

Flower Trucks Bouncy Houses Petting Zoos DJs Other Guests on Campus	40
When Requesting Events in Presence:	41
Operations and Planning	41
Post Office	42
PUBLIC SAFETY AND EMERGENCY MANAGEMENT	43
General Policy	43
Reporting	43
Responsibility	43
Safety Escort.....	43
Campus Access.....	43
Building Closure.....	43
Lost and Found	44
EMERGENCY NOTIFICATIONS	44
Rave Alert Wireless Short Message Service	44
Severe Weather.....	44
Closing of the University	44
TECHNOLOGY SERVICES AND RESOURCES	45
Technology Assistance	45
Technology Laboratories	45
mySamford Campus Services	45
Network Access	45
Policies	45
Microsoft Office for Students	45
UNIVERSITY HEALTH SERVICES.....	46
Payment for Services	46
Providers and Claims	46
Payment Method.....	47
Non-Covered Services	47
Responsible Party	47
Student Insurance	47
Cancellations	47
Incoming Student Prerequisites and Forms.....	47
Pre-matriculation Immunization and Medical Evaluation for International Students.....	48
Deadline for Submission.....	48
Immunization Requirements	48
Medical or Religious Waiver	49
Voter Registration Information	49
FINANCIAL SERVICES.....	50
Samford One Stop	50
Delinquency.....	50
TUITION AND FEES PAYMENT POLICY.....	50
Billing.....	50
Registration Cancellation.....	50
Holds	51
Collections.....	51
Financial Aid	51
Other Services, Requirements and Costs.....	51
Activity Fees.....	51
Student Health Insurance	52
Membership Fees	52
Personal Property Insurance.....	52

Payment Method Options for Students and Parents	52
Online Payments with Check	52
Online Payments with Credit Card.....	52
International Payments.....	53
Other Payment Options	53
Refunds.....	53
The Samford Card and Bulldog Bucks.....	53
Student Employment Opportunities	54
WITHDRAWAL REFUND POLICY FOR ALL STUDENTS	54
Student Withdrawal.....	54
Refund Appeal.....	54
ATHLETICS	54
Schedules.....	55
Scholarships.....	55
Ticket Information/Procedures	55
Facilities	55
SPIRIT PROGRAMS	56
Varsity Cheerleading.....	56
Mascot	56
HOUSING AND RESIDENCE LIFE	56
Academic Year-Lease Agreement	57
The Campus Community.....	57
Facility Services	58
Living on Campus.....	58
Operating Dates.....	58
Personal Property Insurance.....	59
Private Room Fee and Consolidation.....	59
Residence Hall Housing Contract	59
Residence Hall Solicitation Policy for Off-Campus Groups	59
UNIVERSITY POLICIES.....	60
Undergraduate Residence Requirement.....	60
Visitation	61
Student Identification	61
E-mail as a Means of Official Communication	61
Involuntary Withdrawal Policy	61
RESEARCH ACTIVITIES POLICY	65
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT.....	65
Equal Opportunity.....	66
EQUITY IN ATHLETICS DISCLOSURE ACT.....	66
BILL OF RIGHTS.....	66
CAMPUS DEMONSTRATIONS	67
COMPUTING AND INFORMATION TECHNOLOGY POLICIES	67
DRUG AND ALCOHOL POLICY.....	70
DEPARTMENT OF TRANSPORTATION SERVICES	73
Vehicle Parking Permit Registration.....	74
STUDENT CONDUCT.....	77
UNIVERSITY SEXUAL DISCRIMINATION AND MISCONDUCT POLICY (ALL STUDENTS).....	77
For the most up-to-date University Sexual Discrimination and Misconduct Policy, follow this link: Sexual Misconduct Policy.....	77

A MESSAGE FROM THE UNIVERSITY PRESIDENT

Dear Samford students,

Throughout the Bible, there is always a relationship between blessing and responsibility. In Luke’s gospel, for instance, Jesus reminds us that “to whom much is given, much more will be expected.”

As a Samford student – whether at the start of your educational journey or near its completion – you are indeed blessed. The opportunity to study and learn at a world-class institution of higher learning is a privilege granted to very few people. Additionally, you are a part of a close-knit community that cares for and loves you. Again, what an incredible gift!

As you are being prepared to live out your various vocations, please also recognize that with these extravagant gifts also come enormous responsibilities – to yourself, your family, your fellow Samford students, and to the communities you call home. This handbook articulates some of the most important responsibilities you inherit as you make your educational home at Samford. Following these guidelines will ensure the best opportunity to respond to the privilege of being a Samford student.

Thank you for all the ways you embody the Samford spirit. I wish you the absolute best as you continue this exciting journey.

Beck A. Taylor, Ph.D.

President

A MESSAGE FROM THE SGA PRESIDENT

My Fellow Bulldogs,

On behalf of the Student Government Association (SGA), I am thrilled to welcome new and returning students to our campus community.

Our Student Executive Board (SEB) is committed to serving students first by advocating for your needs, amplifying your voices, and fostering a campus environment where every student feels heard, represented, and empowered. Whether you're looking to get involved in student organizations, have concerns you'd like addressed, or just want to connect with others, know that SGA is here for you. I encourage you to hold the SEB and myself accountable for enriching your Samford experience. Additionally, be sure to take full advantage of the resources and opportunities we provide.

Students who love their campus can change it for the better and positively impact others around them. This year, we aim to build stronger communication between students and administration, support meaningful initiatives, and ensure that student life continues to thrive inside and outside the classroom. While we have big plans, SGA cannot achieve them without your active engagement, input, and involvement. We need your help, so please don't hesitate to reach out with your ideas and feedback so we can better promote student interest in Samford's decision-making processes and execute programs that benefit you.

Here's to a year of growth, unity, and unforgettable experiences.

In service,

Caleb N. John

DISCLAIMERS

Student Responsibilities

Students are to read and be familiar with the university policies that are published from time to time in the Samford University Catalog, the Samford University Policy Manual, the Student Handbook, and as otherwise may be published or communicated. This includes, but is not limited to, being up to date on the school calendar, course and activity deadlines, mail deliveries to student mailboxes, and e-mails delivered to a student's samford.edu e-mail address. A student's failure to remain up-to-date with the university's policies is not an excuse for failure to comply with the same.

The policies, procedures, and other content of this Student Handbook may be revised throughout the academic year, and those changes will be effective when they are published. Unless otherwise specifically noted, this Student Handbook and changes to its contents are equally applicable to all students, including all undergraduate and graduate students. Although this Student Handbook is an important guide for students, it does not include all policies, procedures, rules and other information applicable to students.

Disclaimer of Contract

This Student Handbook does not constitute a contract between Samford University and any student or other person, and none of its provisions shall be construed as being contractual in nature. Samford University reserves the right to modify information contained in this Student Handbook as deemed necessary.

Nondiscrimination Statement

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status under federal, state or local law applicable to the University, in its education policies, programs, and activities, in its admissions policies, in employment policies and practices, and all other areas of the University. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination. Inquiries and concerns regarding this policy may be directed to the Office of General Counsel, 302 Samford Hall, Birmingham, AL 35229, 205-726-4502.

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.

The History of Samford University

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 University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, educational specialist, and doctorate degrees. Questions about the accreditation of Samford University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (www.sacscoc.org) .

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. Policies in this section only pertain to undergraduate students unless specifically referenced by a graduate program.

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 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. The more dependent, the more inevitable becomes ultimate failure, often accompanied by public disgrace. 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.

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.

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:

- UCBF 101 Biblical Foundations
- UCT 101 University Core Texts I
- UCT 102 University Core Texts II
- UCR 101 University Core: Rhetoric
- UCS 102 University Core: Seminar
- UCHW 120 Concepts of Health and Wellness

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.

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 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 for 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

Convocation Program

Convocation is a graduation requirement at Samford University that reflects our commitment to a Christ-centered education. It offers students opportunities to develop a biblical worldview and strengthen their personal faith while engaging with the university's Christian mission and values. As a result, the Office of Spiritual Life deeply values the responsibility to design a dynamic Convocation program that encourages students to explore biblical truth and discover meaningful ways to grow spiritually.

Undergraduate students must earn 60 convocation credits alongside the required academic credits to be eligible for graduation. Those who fail to complete the Convocation requirement will be ineligible to graduate and will be listed as pending until credits are achieved. To stay on track and prevent delays in course registration, you must have no more than 30 convocation credits remaining when you register for classes after completing 64 academic credits.

Convocation credit is earned by participation in approved Convocation events sponsored by Samford University. A calendar of Convocation events is available to all students, and each student is personally responsible to track progress through iAttended and their student account.

Transfer students may have a prorated convocation requirement, which is determined by the Registrar based on the number of academic credits transferred to Samford from another institution. In some instances, students with a documented disability that would hinder them from attending Convocation events may be referred to the Office of Accessibility and Accommodations for assistance.

For more details, please visit the Convocation section of the Spiritual Life website.

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 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 or online here: [Course Repeat Petition Form](#).
- 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.

Drop and Add Policy

Class 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.
2. Any reduction in a student's course load may result in an adjustment in the student's financial aid.
3. After the last day to drop courses without financial penalty, dropping will not result in a reduction of charges for tuition or fees.
4. There are no refunds of fees unless the course related to the fee is dropped within the drop/add period, or a student 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.

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 except for "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 on 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

Undergraduate Grade Appeals

An initial grade may be challenged by a student before the last day of classes of the next full semester. May Term and Summer Term grades must be appealed by the end of fall term. All petitions must be made first in turn in writing to the instructor, chair, and dean. All appeals must be written and demonstrate and document an unusual circumstance that warrants a review of the grade and evidence of the grades he believes should have been given by the instructor. The student must include the full and complete grounds for the appeal in the initial appeal. Each subsequent appeal must include the previous appeals and responses by university representatives. If each of these three in turn denies the appeal, the student may appeal to the university registrar. The registrar will convene a subcommittee of the Faculty Academic Affairs Committee who will weigh the appeal. The results of this subcommittee's decision are final.

If a student considers either a Title IX or an ADA accommodation complaint to be the basis for the grade appeal, the student should start the appeal with the Title IX coordinator or the Office of Accessibility and Accommodations. Until a decision is rendered from the appropriate office regarding the complaint, the assigned grade will be changed to an "I", meaning Incomplete. A finding in favor of the student may result in an educational plan to address changing the grade. A finding denying the appeal will result in the "I" being changed to its original grade. The student may then complete the appeal process outlined above. During the time a grade is reported as an "I", the course will have no impact on GPA or credit hour completion.

Graduate Grade Appeals for Programs without Internal Procedures

An initial grade may be challenged by a student before the beginning of classes of the next full semester. Summer term grades must be appealed by the beginning of fall term. All petitions must be made first in turn in writing to the instructor, chair, and dean. All appeals must be written and demonstrate and document an unusual circumstance that warrants a review of the grade and evidence of the grade s/he believes should have been given by the instructor. The student must include the full and complete grounds for the appeal in the initial appeal. Each subsequent appeal must include the previous appeals and responses by university representatives. If each of these three in turn denies the appeal, the student may appeal to the university registrar. The registrar will convene a subcommittee of the Faculty Academic Affairs Committee who will weigh the appeal. The results of this subcommittee's decision are final.

While the grade appeal is being considered, a student may attend classes through the first week of the term,

which is the add/drop period. The student may not attend classes until the appeal is resolved after that first week. The university will make every effort to resolve the appeal by the end of that first week. If a student considers either a Title IX or an ADA accommodation complaint to be the basis for the grade appeal, the student should start the appeal with the Title IX coordinator or the Office of Accessibility and Accommodations. Until a decision is rendered from the appropriate office regarding the complaint, the assigned grade will be changed to an "I," meaning Incomplete. A finding in favor of the student may result in an educational plan to address changing the grade. A finding denying the appeal will result in the "I" being changed to its original grade. The student may then complete the appeal process outlined above. During the time a grade is reported as an "I," the course will have no impact on GPA or credit hour completion.

Withdrawal

A student desiring to withdraw completely from the university at any time must obtain an official withdrawal form at University Withdrawal Request. 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 credit until the student's financial account has been settled in Student Financial Services.
- 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.

*For refunds pertaining to withdrawal, see Withdrawal Refund in the Financial Services section. *

Samford Abroad

Samford Abroad offers a variety of programs each term. Students can apply for short-term faculty-led programs, affiliate/exchange programs, and/or Samford's signature study abroad experience, the Samford in London semester program at the Daniel House. Language immersion study abroad programs are also available.

The Daniel House

As part of its commitment to internationalization, Samford University provides a special opportunity for students and faculty to live and study in one of the most cosmopolitan and culturally rich cities of the world - London. The 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. The house underwent a major renovation in 2018-2019 to improve accommodations, student learning spaces, and resident manager and faculty facilities. The 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. Over 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 the Samford professors in their fields, British professors present courses that focus on British theatre, history, culture, and life.

During May Term and Summer Term, the Daniel House is the base for Samford faculty and students involved in accelerated, specialized courses that take advantage of the London setting. These sessions offer a variety of courses that focus on subjects such as art appreciation, English literature, the British health care system, the theology and history of the English Reformation, London as a world financial center, and much more.

During the Samford in London semester abroad, students live, work, and study like Londoners. While residing at the Daniel House, students will participate in an internship related to their field of study for six credit hours. Additionally, they will enroll in at least one course taught by the faculty-in-residence and one course taught by a British professor. Students must enroll in 12 to 18 credit hours. The faculty-in-residence rotates among the various Samford colleges. Because the application process is competitive, students are encouraged to speak with their advisor early to determine when it will be the best time to study abroad within their degree program.

Courses in London vary each term. For more information on the courses or programs based at the Daniel House, please contact the SamfordGlobal Office online, or in Brooks Hall 221, phone (205) 726-2741.

Eligibility

Samford University students must meet eligibility requirements to study abroad. The applicant must have a minimum 2.50 GPA, must not be on academic or disciplinary probation, and must have sophomore standing or above at the time of participation. Students must have met all prerequisites or requirements for all classes in which they enroll. A student must maintain these standards prior to departure and throughout the term and must abide by participation rules; failure to do so will result in dismissal from the program and return home at the expense of the student.

Cost and Activities

See the Financial Information, Undergraduate Tuition and Fees section of the Samford Undergraduate Catalog for information on study abroad costs. Please note that fees vary by program. For additional information, contact the [SamfordGlobal Office](#) for exact amounts, payment due dates, and/or cancellation and refund policies at (205) 726-2741. See also the Student Financial Services website for the latest tuition and fee info. Please visit the Samford Abroad [website](#) for specific program cost information.

Cancellation and Refund Policy

Cancellation/withdrawal and refund policies for study abroad programs differ from those for on-campus programs. Before registration in any study abroad program, please review the withdrawal and refund policy associated with the program application at abroad.samford.edu.

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 Carts 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 for patron use (<http://library.samford.edu/about/maps.html>). Librarians provide research education to classes and one-to-one assistance at the Ask Us desk or Ask Us online.

Need help with research? Just Ask Us!

Ways to get in touch:

Call us during library opening hours at 205-726-2196. Send an e-mail to reference@samford.edu.

Text Us! 205-683-4065

Regular Session Hour

<u>Day</u>	<u>Hours</u>
Sunday	1:00 p.m. - midnight
Monday-Thursday	7:30 a.m. - midnight
Friday	7:30 a.m.- 8:00 p.m.
Saturday	10:00 a.m.- 7:00 p.m.

Special Collection Hours

<u>Day</u>	<u>Hours</u>
Monday-Friday	9:00 a.m. – 5:00 p.m.
Saturday-Sunday	Closed

View a complete listing of the library hours!

Library Resources

Online access to all databases and the library catalog is available 24/7 from the University Library website. Databases require login using your Samford username and password.

Remember: The library's security system helps control materials leaving the building. Removing noncirculating 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	Department
Lower	Computer Labs
Level	Public Access Computers
	Special Collections

Technology Services Desks

Main Floor Circulation Desk
Public Access
Computers
Multimedia
Periodicals
Einstein Bros. Bagels

Second Floor Government Documents
Group Study Rooms
Public Access Computers
Research and Reference Services

Third Floor Individual Study Rooms
Public Access Computers

Fourth Floor Interlibrary Loan Services (Room 410)

Additional Campus Libraries

- Career Development Center
- Curriculum Materials and Technology Center
- Center for Healthcare Innovation and Patient Outcomes Research
- Global Center
- Lucille Stewart Beeson Law Library

These libraries may be accessed from their home pages and from the University Library website.

ACADEMIC SUPPORT

Academic Success Center

The Academic Success Center (ASC) is a resource center designed to facilitate students' successful transition through the university. The staff work closely with faculty, and on-campus student support offices 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. You can also follow them on Instagram @samfordsuccess

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, as well as first generation students and students interested in pursuing graduate studies in a pre-health field (e.g., pre-med, pre-dental, pre-vet, or pre-optometry). To schedule an academic consultation or ask a question, e-mail success@samford.edu .

Tutoring is available in several general education courses through a partnership between the ASC and various departments. 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.

Academic Opportunities

The ASC often hires students to work as tutors and as part of our office team, so please consider us if you are looking for meaningful on-campus work opportunities. We also welcome partnerships with student organizations interested in promoting scholarship and academic excellence. And finally, with our oversight of the Foundations courses, we also look for upperclassmen who are interested in serving as Peer Mentors for the FOUN 101 classes. Students can receive credit, and this is a great service to enhance your resume. If you are interested in any of these opportunities, please contact success@samford.edu to make an appointment and discuss.

Westmoreland Hall/University Center

The offices of Student Leadership, Student Involvement, Student Activities and Events, Housing and Residence Life, Student Government Association, and Greek Life are housed in Westmoreland Hall. Title IX and Student Conduct are housed in Samford Hall. The HUB, post office, university bookstore, cafeteria, and food court are housed in University Center.

Bookstore

The bookstore is owned and operated by Follett, and all proceeds from the bookstore operation go back to Samford University.

Samford Shop is the official bookstore serving the students, faculty, and staff of Samford University with pride since 1841.

Store Hours

Spring	Summer	Fall
Monday 8:00 am – 5:00 pm	Monday 9:00 am – 3:00 pm	Monday 8:00 am – 5:00 pm
Tuesday 8:00 am – 5:00 pm	Tuesday 9:00 am – 3:00 pm	Tuesday 8:00 am – 5:00 pm
Wednesday 8:00 am – 5:00 pm	Wednesday 9:00 am – 3:00 pm	Wednesday 8:00 am – 5:00 pm
Thursday 8:00 am – 5:00 pm	Thursday 9:00 am – 3:00 pm	Thursday 8:00 am – 5:00 pm
Friday 8:00 am – 3:00 pm	Friday 9:00 am – 2:00 pm	Friday 8:00 am – 3:00 pm
Saturday 10:00 am – 2:00 pm*	Saturday CLOSED*	Saturday 10:00 am – 2:00 pm*

Sunday CLOSED*	Sunday CLOSED*	Sunday CLOSED*
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**The Samford Shop will follow all campus holidays and campus closures. The Samford Shop will be open extended hours for move-in weekend, back-to-school, home football/basketball games, parent weekend, homecoming and special events.*

Textbook Information

The Samford Shop carries all the required materials for courses that have been requested by the faculty. The Samford Shop makes every effort to offer low-cost options in textbooks, including Rentals, Used Textbooks, Buyback, Digital Books, and alternative binding options. Textbooks and merchandise can be purchased in-store or [online](#).

Payment Methods

Cash, Bulldog Bucks, Samford Shop Gift Cards, MasterCard, Visa, Discover, and American Express. Most forms of contactless (tap) payment accepted (ie...Google Pay, Apple Pay).

Return Policy

- **Course Materials** – Textbooks in original purchase condition may be refunded with receipt within seven (7) calendar days from the start of classes.
- **General Merchandise** – All other general merchandise items in saleable condition may be refunded or exchanged within thirty (30) days of purchase with original receipt and tags attached.
- **Electronics** – NO REFUNDS ON HARDWARE. See the store for more details.

Career Development Center

The CDC is designed to help current students and Samford alumni with a variety of career exploration and job search activities. Counselors are available to provide one-on-one assistance to students and alumni through every step of the career development process.

Examples of services include the following:

Career Planning & Exploration

- Assistance with choosing or changing a major, as well as exploring career fields related to majors
- Assessments such as the Self-Directed Search interest inventory, Myplan, and FOCUS2
- Virtual Resource Library with extensive information on majors and careers

Gaining Relevant Experience

- Off-campus and part-time job listings through www.HireSamford.com
- Assistance with finding internships
- Coaching regarding networking, job shadowing and more

Job and Graduate School Search

- Individual job search advising
- Full-time job listings through www.HireSamford.com
- Opportunities to connect with employers through job fairs, on-campus interviews, information sessions, and other networking activities
- Workshops on a variety of topics such as resume writing, interviewing, job searching, networking, and more

- Resume and cover letter critiques
- Mock interviews
- Graduate school assistance

The CDC recommends that students connect with the office early in their college career. To schedule an appointment, please call the CDC at 205-726-2980 or e-mail career@samford.edu .

Connect with us!

Instagram: "Samfordcc"

Facebook: "Samford University Career Development Center"

STUDENT LIFE

Student Affairs Philosophy

The Student Affairs Division is comprised of student 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 Division are designed to promote a quality of life that enhances the student's total growth and development. By participating in student activities, serving or leading committees, or becoming a member of an organization, a student can engage with other students, faculty, and staff.

Mission

The Student Affairs 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.

Facilities

Campus Recreation includes the newly renovated Seibert Hall and the Outdoor Complex, located across Lakeshore Drive. Seibert Hall is a 165,000 square foot facility, which includes multi-purpose studios, a racquetball court, a conference room, Peloton bikes, Oxefit machines, 106 cardio machines and 105 weight machines. In addition to that, there are four wooden courts, two of which feature two pickleball courts and a volleyball court. Seibert Hall is also home to the Esports Studio, Bulldog Bistro, and 24-hour Bulldog Express. If you aren't looking to work out, or just want to meet with friends, we have multiple tables and chairs to study or eat at. Or you can utilize our pool tables, table tennis tables, foosball table, or massage chairs. The Outdoor Complex features two grass fields, 3 pickleball courts, a pavilion, and a sand volleyball court. Some facilities might be closed due to Campus Rec activities or athletic practices. For a schedule of specific hours, please visit the Campus Rec website or call us at 205-726-2194. Reservations for indoor or outdoor space can be made by contacting Katy Schmitz at kschmitz@samford.edu. For our most up-to-date information, please follow us on Instagram @samfordcampusrec.

Identification

Participation in Campus Rec activities and use of the facility requires individuals to scan a valid Samford University student ID or the Samford Rec app. Individuals without Samford identification will be asked to leave the facility. You cannot give your ID card or App login to non-Samford members, if someone is caught with your ID, you will be suspended from the facility.

Intramural and Club Sports

Intramural sports provide a great outlet outside of the classroom for students to play sports against other students. With competitive and recreational divisions for some sports, students can play for fun or fuel their competitive fire with a less demanding schedule. We offer a variety of different sport options like Flag Football, Volleyball, Basketball, Softball, Soccer, Ultimate Frisbee, Dodgeball, Table Tennis, Billiards, Spikeball, Kickball, and many more. Students can sign up individually as free agents or can sign up with friends to make teams. To sign up or see all the sports offerings each semester, go to [imleagues.com/samford] imleagues.com/Samford].

Club Sports are student-led groups where students can participate in more competitive or recreational activities. Students can either compete with other universities or just have a recreational time with like-minded students on or off campus. We currently have 18 clubs and are always looking to add more. Some of our current clubs include, Lacrosse, Shooting Sports, Soccer, Women's Basketball, Women's Volleyball, Golf, Tennis, Equestrian, and several others. If none of our current clubs interest you, we encourage students to try and start new clubs to further enhance their student experience.

Fitness Classes

Group fitness classes are offered at no cost. They are scheduled Monday through Saturday and are open to all current students, faculty and staff. Classes offered include Indoor Cycling, Pilates, Yoga, Core Barre, Dance Trance, Zumba, Small Group Strength, and some unique to Samford classes including virtually led classes. All levels of fitness are welcomed in all classes. Registration for classes is encouraged to ensure you have a spot in a class. Classes can be found on the Samford Campus Rec app or at recreation.samford.edu.

Personal Training

Personal training is offered to current students, faculty and staff. If you have specific goals or training needs and feel that a nationally certified trainer will help you, an inquiry can be sent to campusrec@samford.edu. There is a fee for this service. The fee structure can be found on the recreation.samford.edu site under 'Personal Training.'

Participation Risk

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. All participants will be required to sign a yearly waiver to gain access to the facility.

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 Hospitality & Events at events@samford.edu.

Student organizations requesting event space on campus should first submit an Event Registration Form through their respective organization on Bulldog Central for approval. The organization's advisor will then receive email notification to review the form. The advisor must first reserve a room in SPACES before approving the form. If necessary, organization advisors may reach out to the assigned building coordinator for the availability of space and proper permissions and to the Office of Student Leadership and Involvement for assistance with Bulldog Central. All requests will be reviewed by the assigned building coordinator and approved or denied in SPACES. The Office of Hospitality & Events assists advisors and the Office of Student Leadership and Involvement with the logistical needs of all student organizations 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 Hospitality & Events at events@samford.edu.

Greek Life

Greek Life at Samford is like no other community. Greek organizations strive to be authentic, purposeful, and faithful, cultivating a Christ-centered community that empowers Greek life members to grow in its core principles.

Through intentional fellowship, leadership development, and impactful service opportunities, fraternities and sororities strive to foster a supportive environment that celebrates individuality, encourages personal growth, and promotes academic excellence, ultimately equipping members to positively impact the world for the glory of God.

Fraternities and sororities are life-long commitments. At Samford, sororities and fraternities are involved in educational programs, community service and leadership development. Samford students are able to take their spiritual growth to the next level by connecting personal faith to chapter ritual. In addition, fraternal organizations provide a strong bond of brotherhood and sisterhood.

The Interfraternity Council (IFC) is the governing body for the seven national fraternities within the North-American Interfraternity Conference (NIC). The NIC is a trade association of over 70 international and national fraternities. The IFC is held to the minimum standards of the NIC. The IFC promotes leadership within member chapters and monitors the activities and events of member chapters. The IFC is composed of two delegates from each fraternity and five executive officers.

The National Pan-Hellenic Council (NPHC) serves as the governing body for the historically Black Greek Letter Organization. Samford's NPHC has two sororities and two fraternities actively engaged on campus. There are nine organizations that make up the national body of NPHC, commonly known as the Divine Nine. NPHC serves to unite the active Samford chapters for one collective voice to speak on issues, coordinate joint programming and create a sense of community. The council is comprised of four officers representing the community and delegates from each active chapter.

The College Panhellenic (CPH) is the governing body of the seven Samford sororities within the National Panhellenic Conference (NPC). NPC makes up 26 national fraternal women's organizations providing development for all sorority women. CPH is composed of two members from each sorority serving as delegates and eleven executive officers. CPH not only monitors the sorority membership recruitment process, but also provides a variety of educational, social and service opportunities for sorority members, as well as the campus and Greek community at large. Sorority life can provide women with a lifetime of sisterhood, development, and enrichment.

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 (CPH) guidelines, may be subject to disciplinary sanctions applied by those entities in addition to university sanctions.

To learn more about joining a fraternity or sorority please visit our website, www.samford.edu/greeklife.

Sororities

Sorority	Nationally Founded	Local Chapter	Philanthropy
Alpha Delta Pi	May 15, 1851 Wesleyan Female College Macon, Georgia	1910	Ronald McDonald House
Alpha Kappa Alpha Sorority, Inc.	January 15, 1908 Howard University Washington, D.C.	1989	Breast Cancer Awareness and Education
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	Make-A-Wish Foundation
Delta Delta Delta	November 27, 1888, Boston University Boston, Massachusetts	2016	St. Jude's Children's Research Hospital
Delta Sigma Theta Sorority, Inc.	1913 Howard University Washington, D. C.	1995	Delta Sigma Theta Five Point Program
Kappa Delta	1897 State Female Normal School (Now Longwood University) Farmville, Virginia	1968	Prevent Child Abuse Alabama
Delta Xi Phi Multicultural Sorority, Inc.	1994 University of Illinois Urbana-Champaign Champaign, IL	2012	American Cancer Society
Phi Mu	March 4, 1852 Wesleyan Female College Macon, Georgia	1924	Children's Miracle Network Hospitals
Zeta Tau Alpha	October 15, 1898, Longwood College Farmville, Virginia	1953	Breast Cancer Awareness and Education

Fraternities

Fraternity	Nationally Founded	Local Chapter	Philanthropy
Alpha Phi Alpha Fraternity, Inc.	December 4, 1906 Cornell University Ithaca, New York	2000	March of Dimes
Alpha Tau Omega	September 11, 1865 Virginia Military Institute Richmond, Virginia	2014	Greater Birmingham Humane Society and Magic City Woodworks
Beta Theta Pi	August 8, 1839 Miami University Oxford, OH	1841	The Beta Theta Pi Foundation
Kappa Alpha Psi Fraternity, Inc	January 5, 1911 Indiana University Bloomington Bloomington, Indiana	1998	Habitat 4 Humanity, Guide Right, Kappa Leadership League
Lambda Chi Alpha	November 2, 1909 Boston University Boston, Massachusetts	1919	Feeding America
Phi Gamma Delta	May 1, 1848 Jefferson College, Canonsburg, Pennsylvania	2024	The Red Cross
Pi Kappa Phi	December 10, 1904 College of Charleston, South Carolina	1925, 1991	The Ability Experience

Sigma Chi	June 28, 1855 Miami University Oxford, Ohio	1872, 1984	Children's Miracle Network Hospitals
Sigma Nu	January 1, 1869 Virginia Military Institute Lexington, Virginia	1879	Helping Hand Initiative

PROMOTIONS, POSTERS, AND PUBLICITY POLICY

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. Student organizations must submit all marketing materials via the Marketing and Promotion approval form on Bulldog Central to receive approval from the organization advisor and appropriate offices prior to placing advertisements on campus.

Posters and Signs

- All signs must identify the sponsoring group of the university community.
- All signs must be posted in appropriate locations.
- 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. The university retains the right to deny posting of any materials on campus.

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 a schedule 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 Areas

Exhibit areas are 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 Office of Hospitality & Events. For-profit sales are not permitted. The following constitute Samford University's event and fundraising exhibit areas:

- University Center East Lobby Exhibit Area
- 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 reservation 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 or noisy activity on Ben Brown Plaza or the Quad during class time).

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.

SPIRITUAL LIFE

Faith development and spiritual growth are an important part of the Christian mission of Samford University. As a Samford Bulldog, you will have the opportunity to discover and develop a mature faith of your own centered on biblical truths

The Office of Spiritual Life exists to help point you towards an active, personal faith in Christ, providing multiple opportunities for you to pursue faith and grow spiritually. Our goal is to help students deepen their faith and engage in Christian community that will lead to a lifetime of walking with Christ. We look forward to knowing you and helping you take your next steps in your faith journey.

Here are a few of the ways to become involved:

Campus Worship

The Samford community meets together for time of worship and encouragement from God's Word weekly. Our services feature our student worship band and dynamic speakers from across campus as well as special guests from around the world. All students, faculty and staff are invited to be a part of this weekly gathering. Convocation credit is given at the conclusion of each service through the iAttended app.

Small Groups

Samford small groups are discussion-based groups led by upperclassmen that meet on campus. Students gather weekly to study God's Word together, pray intentionally, encourage spiritual conversations, and develop meaningful relationships that will last through the Samford experience. It is our goal to create a space for biblical community to happen and faith to be deepened.

Cadres

Each semester faculty and staff lead small groups known as cadres. These groups help students grow spiritually, build biblical community, and put faith into action. Topics for cadres range from popular book studies to practical faith discussions and community service opportunities through the Office of Community Engagement. Registration occurs during the first two weeks of class each semester and students receive convocation credit upon completion.

Freshmen Retreat

The best way to kick start the Samford experience is the annual Freshmen Retreat! Hundreds of incoming freshmen attend this annual retreat where some of our sharpest upperclassmen serve as small group leaders to help students connect with others and adjust to campus life. Students have fun together while focusing on relationship building and faith development through worship and small group interaction.

Missions

Our hope is to inspire students toward a deeper commitment to the Great Commission and to educate them about ways to become involved both locally and globally. Students are encouraged to go and grow missionally through the on-campus missions expo, various cadres, and other mission opportunities for students to be a part of the community. Students can also receive scholarship assistance for participating in approved short-term missions' projects through the university or in partnership with local churches.

Leadership Opportunities

Students desiring to be involved with the Office of Spiritual Life on campus can audition for the campus worship team, serve as a small group leader, or apply to work as part of the events team in the OSL office.

Convocation Requirements

The Convocation program exists to encourage spiritual growth and development by providing worship opportunities and programming that seeks to integrate faith and learning from a distinctly Christian perspective. Campus Worship, cadres, community service experiences and guest speakers are included on the calendar of convocation events each year. Convocation is a formal means by which we at Samford can be who we say we are a community committed to faith, learning, and values rooted in a biblical worldview.

Incoming freshmen must complete 60 credits to graduate, with 30 credits needed by the time a student achieves 64 academic credits (typically the end of Sophomore year) to avoid a registration delay in the following semester. Transfer students will have a prorated convocation requirement based upon the credits transferred to Samford from another institution. This information is available in the Convocation section of the Spiritual Life website.

Because convocation is a graduation requirement, credit may only be earned by participation in approved Convocation events sponsored by Samford University. In some instances, students with a documented disability that would hinder them from attending Convocation events may be referred to the Office of Accessibility and Accommodations for assistance. A student who does not complete their Convocation requirements will not be eligible to receive their degree.

For more information about Convocation requirements, visit the Office of Spiritual Life.

STUDENT LEADERSHIP AND INVOLVEMENT

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 Campus Relations, Chief of Staff, Chief Justice, Press Secretary, Treasurer, Executive Director of Diversity, and Chaplain. Opportunities for involvement include Senate, Student Activities Council, Freshman Forum, Class Officers, Presidential Advisory Council, Student Judiciary Council, Public Relations Committee, and Multicultural Affairs Committee.

All undergraduate students at Samford are members of the SGA. Members may vote in SGA-sponsored elections and participate in SGA-sponsored activities. All laws and resolutions of the undergraduate Student Government Association are codified and maintained by the Senate Code of Laws Committee. All legislative measures are published according to general topics by title and chapter in the Code of Laws and outlined in the Constitution.

For specific information about programs, services, and activities, please visit the SGA website at samford.edu/SGA or e-mail SGA@samford.edu.

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. 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 of no less than 2.0; individual groups and organizations may require a higher GPA.
- Be responsible for upholding Samford's Honor Code.

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

Students entrusted with leadership positions on campus should be familiar with the Samford Honor Code and are expected to demonstrate behavior consistent with the Honor Code. Any student leader exhibiting behavior inconsistent with the Honor Code 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, student government, resident assistants, Connections leaders, orientation leaders, ambassadors, Student Recruitment Team, student-athletes, University Fellows, Beeson and Presidential scholars.

Student Organizations

Co-curricular involvement is an important aspect of a total education. Samford University students are encouraged to select from more than 200 faith-based, honorary, professional, educational, athletic, service and social student organizations. A list of officially recognized student organizations is updated yearly in the Student Organization Manual and Bulldog Central (Samford University's Student Portal). Specific policies related to organization recognition and support can be found in the Student Organization Manual.

Please visit the Office of Student Leadership and Involvement online at www.samford.edu/leadership or e-mail involved@samford.edu if you have any questions or need assistance locating or starting an organization that is right for you.

STUDENT MEDIA AND PUBLICATIONS

Newspaper

The Samford Crimson is a student-run, campus-wide newspaper. With a distribution 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.thesamfordcrimson.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 is open to students regardless of major or experience. Any student may apply for paid 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

The HUB

The HUB is the information center located in the University Center. It serves as a central office for information provided through 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 phone number for the HUB, managed by the Department of University Services, is 205-726-2407.

Sound Equipment Rental

Sound Equipment Borrowing Guidelines

- A 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 damage 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 sound equipment, e-mail the HUB at thehub@samford.edu .

Office of Accessibility and Accommodations

Samford University complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. The Accessibility and Accommodations Office (OAA) provides accommodation for eligible students with disabilities or chronic health conditions who experience a barrier in the living or learning environment. Accommodations may be related to testing, classroom, housing, meal plan, parking, as well as any other relevant service or environment on campus. Students who seek accommodations should contact Accessibility and Accommodations Office (205) 726-4078 or (access@samford.edu) or visit the website (www.samford.edu/dr) for more information. OAA is located in DBH 203.

Reasonable accommodations are determined on a case-by-case basis through an interactive process, in which the student documents their disability or condition with information from a qualified health care provider and describes the barrier they may encounter due to their disability or condition. 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 course. The faculty will grant reasonable accommodations only upon receipt of an accommodation letter. OAA can also assist students with temporary accommodations for injuries or short-term conditions such as a concussion or mobility impairment. See “Disability and Limited Mobility Parking” under Transportation Services for information on temporary parking passes.

Students believing, they were denied reasonable accommodations should refer to the grievance process outlined under “Current Students” at samford.edu/dr.

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 to each meal.
- Students may use only one scan per meal on their basic plan. (See information on declining balance below.)
- 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 Dwight Beeson Hall at 205-726-2020. The card will be voided and replaced.
- Changes to the meal plan must be made before the second week of classes commences.

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. Four plans are available: nineteen meals per week, twelve meals per week, seven meals per week, or 80-block plan. All freshmen are required to have the nineteen meals per week plan regardless of hours transferred in or completed. Students who have at least 24 credit hours, but less than 64 credit hours may choose the nineteen meals per week plan or 12-meal plan. Those who are full junior status and have completed at least 64 credit hours may choose any of the four plans. Dining Dollars are 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.

SAMFORD CARES

The Samford CARES Office includes Counseling, CARE and Wellness Resources for students and is located in the Health and Wellness Center (across from Seibert Hall). One of the distinctive characteristics of our campus culture is the thoughtful and thorough efforts made to identify students needing help, to connect them with the right resources and to invest in their long-term healing and success.

Counseling

All actively enrolled Samford students can request an appointment with a university counselor. Our counseling staff is committed to meeting the needs of students from diverse backgrounds and helping them learn, heal, grow and thrive. Services include assisting students with adjusting to college, growing healthy relationships, managing anxiety and depression, solution-focused therapy and identifying community resources for additional support as needed. For more information, or to make an appointment, e-mail counseling@samford.edu or call 205-726-4083.

CARE

The CARE Team exists to help students remain successful in and out of the classroom. The CARE Team connects students that are experiencing unusual stress or challenges with a variety of resources to help address their concerns. These resources include, but are not limited to: University Counseling Services, Academic Success Center, Office of Accessibility and Accommodations, Public Safety, Residence Life, Title IX Officer, Student Involvement and Office of Spiritual Life. If you need assistance of any kind, the CARE office is a great place to start. Email samfordcares@samford.edu or call 205- 726-4833 or submit a CARE Form here: [CARE FORM](#)

Wellness

A variety of cadres, events and resources are available to promote the overall wellness of students. Details about events will be posted in the Campus Connection or Student Life social media so stay tuned! Check your Samford email for the monthly Campus Well newsletter for great resources as well.

Student Emergency Assistance Fund

Enrolled students who have unmet financial needs related to basic living expenses (rent, food, and utilities) or educational supplies (books, fees, class resources) due to unforeseen circumstances or emergencies may apply for assistance through this fund by submitting the online [ASSISTANCE FORM](#). These funds may not be used toward tuition, room and board or to reimburse expenses already paid.

Student Complaints

Students are encouraged to resolve complaints at the appropriate level of disagreement. If a student is unable to resolve an issue independently and needs additional support, the student may submit a written complaint through the online [COMPLAINT FORM](#) for Acting as a neutral party, the Vice President of Student Affairs or his designee will attempt to resolve complaints by directly working with the student and appropriate employees to ensure thoughtful and thorough consideration is given to each complaint. Complaints that cannot be resolved informally may be referred to other university officials for resolution.

HOSPITALITY & EVENTS

Guidelines For Student Hosted Events on Campus

All events hosted by students on campus must be requested through Presence in Bulldog Central, approved by Student or Greek Life, approved by the groups advisor, and the Office of Hospitality & Events notified of the event. Details must be given as to what the event entails and what your advisor and the Hospitality & Events team should expect before and during the event when the request is placed in the Presence.

Football Tailgating/Tailgating Reservations

To host a gameday tailgating event on the quad, you must complete your registration by following the instructions on the event planning webpage. The deadline for registering your tailgate is the Saturday prior to that week's gameday. Late registrations aren't permitted. Best practice is registering each of your planned tailgates at the beginning of the semester rather than game by game.

The link for registration is:

<https://www.samford.edu/departments/event-planning/tailgate>

Groups not following the protocols for registering their tailgate will not be given a space to tailgate on the quad.

Vehicles are not permitted to be driven on the sidewalk or the quad for loading and unloading your tailgating items. All items must be walked on from Sherman Circle or the small parking lot beside the Wright Center.

The cost for tailgating is \$30 per academic year to cover the cost of your sign. At the end of the season, your group's sign will be yours to keep. You will be asked to supply your group's index code to cover the charge.

You will be notified of your group's location on the quad by Thursday of game week.

Early setup on Friday before a gameday will not be permitted.

Your tailgating location is determined by the size of your group. You may request a particular location, or to be adjacent to a particular group. The tailgating team will do our best to accommodate your request. These requests, however, are not guaranteed.

If you rent tables, chairs, tents, and/or linens for your tailgating event, you are required to meet the delivery person on the quad to show them where the items are to be set and to sign for them. You must also notify our team of the day and time your items will be delivered so we can walk the delivery truck to the appropriate delivery drop off location.

Tables and chairs cannot be requested from Hospitality and Events on Family Weekend or Homecoming.

Large trash cans will be on the quad each gameday for everyone to use.

Each group is responsible for leaving their assigned space on the quad like they found it. Do not leave items behind.

Tailgating Policies

All student tailgates must register on the Samford Tailgate website, and are reserved on a first come, first served

basis.

- Tailgating groups are required to bring their own equipment for their area, including tents, tables, chairs, and grills, etc. Staking tents is strictly forbidden.
- No vehicle access is permitted on the quad for drop-offs. The drop-off locations are as follows: Sherman Circle, LSW West Parking Lot, Parking pull-offs between Propst Hall and Reid/Burns/Chapman, Brooks Hall East Parking Lot, and the parking lot behind the UC and DBH. Any violation of the quad vehicle policies may incur a fifty-dollar fine. Both the violator and the group leader are responsible for said violations, and both will be fined accordingly. Also, each violation will be ticketed individually.
- If you need power for your tent, you will need to bring a quiet generator or rent one. There are a limited number of electricity access points available on a first-come, first-serve basis, which will be based on the order we receive tailgate request forms.
- Grills must be placed in designated grilling areas only. Grilling is not allowed in parking decks. All grills must be placed away from tents and trees and cannot be used under a covered surface. Generators, grills, and flammable material such as propane and gasoline are not allowed within 20 feet of campus buildings or in other designated no-grill areas. All fires must be contained within grills or other containers designed specifically for that purpose. Grills must be elevated and use self-lighting charcoal or propane. Extinguish charcoal fires thoroughly with water before leaving unattended. Place charcoal in designated containers or remove it from campus for disposal. DO NOT DUMP charcoal on the ground or in dumpsters. Oils of any kind cannot be disposed of in a storm drain or sanitary sewer. Please repack and remove it from site. At least one five-pound all-purpose fire extinguisher (ABC) must be provided if a grill is in use. In the event of a burn ban or drought, Samford reserves the right to prohibit all grilling until the ban is lifted.
- Samford will not be held responsible for any stolen or misplaced items left on the quad.
- Tailgating at Samford is a family-friendly environment. Individuals, groups and organizations participating in a tailgate are responsible for their conduct and are expected to respect the rights of others and the Samford community. All guests are expected to honor Samford's Honor Code while on campus. Failure to do so will result in the permanent loss of all tailgating privileges.
- Live performances must be approved in advance and will be limited based on overall crowd expectation. In the event of inclement weather, all tailgating guests will be instructed to take shelter at the labeled shelter in place locations for their safety.
- Anyone seeking accommodation for access to the quad and/or placement must contact the Office of Accessibility and Accommodations in writing at least two weeks before the desired tailgate attendance date.
- Samford prohibits the use of tobacco, alcohol, or any other intoxicant while on campus grounds. Failure to meet these expectations can lead to guest removal from campus and/or being held liable for violations.

Food Trucks – Proper Procedure for Inviting Food Trucks to Campus

All food trucks must be registered, and all proper paperwork submitted to the Business Services Office prior to them being permitted on campus. The link for registering a food truck is:

<https://www.samford.edu/departments/event-planning/food-trucks>

Flower Trucks | Bouncy Houses | Petting Zoos | DJs | Other Guests on Campus

If your group intends to host an event on any outdoor space that involves bringing flower trucks, bouncy houses, slip and slides (or other fair like equipment), farm animals, dogs, cats, DJs, or any other activity or guest to campus, the Office of Events Management must be notified, and a \$1M certificate of liability insurance must be submitted to the Business Services office prior to arrival on campus. Guests should be prepared to show their certificate of liability insurance if asked by the Events Management team.

The Office of Hospitality & Events (zmunroe@samford.edu or showard7@samford.edu) must be notified of your intent to bring these guests, delivery trucks, or items to campus with the date and time of the truck's arrival so it can be walked onto the quad, Ben Brown or Brewer Plaza by a member of the Events Management Team.

Under no circumstances is driving on the quad allowed. Damage caused by delivery trucks not adhering to this protocol will be the financial responsibility of the hosting organization.

Ensuring the grounds are in the same condition as they were at the beginning of the event is the responsibility of the hosting organization.

DJs playing music on campus during the academic day must abide by reasonable noise level expectations if located near an academic building.

When Requesting Events in Presence:

- Always list the room or space you prefer.
- Once an event is approved in Presence by Student or Greek life, that does not mean it is complete. The next step is contacting your advisor to talk through the event.
- Give your advisor all the details he/she will need to successfully reserve space for you.
- Be sure to request any trash cans, tables, chairs, or electrical panels you might need for your event. We always try to cover last-minute requests for forgotten items, but there is no guarantee that can be accomplished on short notice.
- If you fail to request tables and chairs for your event, DO NOT take the tables and chairs that you see. They belong to someone who requested them, even if they are not present at that moment.
- Your advisor will let you know when final approval has been received and that you are all set to proceed with your event.

The Hospitality & Events team is always available to assist you in planning an event. We can suggest space, resources, best practices, and help you adhere to protocols in place to keep the campus running smoothly. It is our goal to help you have a successful, fun event and enjoy your time on campus.

Here is our contact information:

Zach Munroe: zmunroe@samford.edu (205) 726-4657

Susanne Howard: showard7@samford.edu (205) 726-2355

Operations and Planning

University facilities are operated and maintained by the Samford University Office of Operations and Planning. The normal hours of operation for the Office of Operations and Planning 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, West Village, 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 Operations and Planning is closed.

Directory of Services

Operations and Planning Office	(Customer Care Center)
Custodial Services Pest Control Waste Disposal	Phone No. (205) 726-2711

Post Office

The Bulldog Mail Center is located on the first floor of the University Center, adjacent to the food court. All mail services are provided here, including First Class, Priority, Certified, and Insured. Shipping services for USPS, FedEx, and UPS are offered as well as the ability to buy stamps, envelopes, padded mailers, and boxes.

All undergraduates are assigned a unique campus box number which serves as the official university mailing address for undergraduate students. Students may find their box number on the Samford Portal under personal information. Graduate and evening degree students are not assigned box numbers. As mail and packages are received from the USPS, UPS, and FedEx, the Center will notify students via e-mail that it may be picked up.

Mail should be addressed in the following format:

Student's Name
800 Lakeshore Dr. Box 29XXXX
Birmingham, AL 35229

For mail undeliverable to a P.O. Box, the following format may be used:

Student's Name
800 Lakeshore Drive Unit 29XXXX
Birmingham, AL 35229

Bulldog Mail Center hours are 8 a.m.-6 p.m., Monday through Thursday, 8 a.m. - 5 p.m. on Friday and school breaks. If special arrangements for after-hour pick-up of mail or packages must be made, please notify the center at 205-726-2933.

Students who are not enrolled at the university during Jan Term or summer terms must leave forwarding addresses in the Mail Center before 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 in Dwight Beeson Hall, Room 101. 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.

Reporting

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.

Responsibility

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 and how to drive defensively, and know how to report suspicious activities to the Office of Public Safety and Emergency Management.

Safety Escort

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 Dwight Beeson Hall room 101.

Campus Access

Access to the campus is subject to control at all times. During regular business hours, vehicles may access the campus through the main entrance or the southwest gate. Except for special events, the front gate is closed at 11 p.m., and controlled access is established at the southwest entrance from 11 p.m. until 6 a.m. People entering or departing the campus are subject to security checks for valid identification, campus destination or other relevant information.

Building Closure

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 ensure 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, Seibert Gym Room 301.

Important and Emergency Phone Numbers

Emergency On Campus	205-726-2020
Emergency Off Campus	911
Public Safety and Emergency Management	205-726-2020
Homewood Police	205-879-2101
Homewood Fire Department	205-879-4701

EMERGENCY NOTIFICATIONS

Rave Alert Wireless Short Message Service

All Samford students and employees are automatically registered for the free RAVE Emergency Alert System to receive emergency notices via their Samford e-mail addresses. Students and employees also may opt to receive text messages to their cell phones or personal email addresses. Follow the steps below to register:

1. On mySamford, click on Tools, My Personal Information, My RAVE Emergency Alert Information.
2. To enter a cell phone number, click Edit Phone and follow the prompts.
3. To enter a personal email address, click Edit Email and follow the prompts.
4. Your cell phone and/or email addresses will be updated in the RAVE Emergency Alert System overnight.

The RAVE Alert system allows users to add two e-mail addresses and three cell phone 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.

Severe Weather

Weather is the most common emergency impacting Samford University. Public Safety and Emergency Management personnel monitor the National Weather Service for warnings specific to the campus and surrounding area. The department also maintains close contact with the Jefferson County Department of Emergency Management, Homewood Police, and other emergency responding agencies.

Emergency notification systems are typically activated only when there is a direct threat to the Samford campus. These notification systems may be made via email, SamfordAlerts, RAVE, the university website, or social social media. Please note that 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 systems. However, shelter in a safe place until you have assurance the tornado warning does not include the Samford campus.

Closing of the University

Inclement weather or other events may result in changes to normal university operations, including cancellation of classes or events. Updated information regarding changes to operations may be posted to the Samford University website, via official social media accounts, and communicated through email.

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, seven days a week at 205-726-2662. You may also send an e-mail request to support@samford.edu. For hands-on assistance in the Service Desk office, analysts are available Monday through Friday from 7:30 a.m. – 5:00 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.

Technology Laboratories

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, providing high speed internet access, and access to other networked resources. For more information about laboratory resources, hours, and availability, visit the Technology Laboratories website.

mySamford Campus Services

All members of the Samford community have access to a variety of computing resources through **mySamford**, the university's central portal at <https://my.samford.edu>. mySamford serves as the primary access point for academic resources, administrative services, community information, and email. Administrative resources available to Samford students through mySamford are grades, class schedules, and account information. Upon admission to Samford University, students can login directly at <https://my.samford.edu> or from the mySamford mobile app using the username and password provided by Technology Services.

First-time users should set up their password at <https://pwchange.samford.edu/newuser>. For password assistance after a password has been set up, or to change a password, go to <https://pwchange.samford.edu>.

Network Access

Samford University offers wireless network access across the campus, including residence halls and outdoor spaces. This service provides students with 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 the Technology Services website.

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, 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.

To sign up and get Microsoft Office 365 at no charge, point your web browser to office.com/getoffice365, or contact the Service Desk for assistance at 205-726-2662, or support@samford.edu.

UNIVERSITY HEALTH SERVICES

In partnership with [MedHelp](#), Samford's on-campus Health Center is staffed by a Physician and a Nurse Practitioner during regular operating hours, and students and staff have access to [MedHelp's five locations in Birmingham](#) after hours and on weekends.

MedHelp at Samford is a fully functional health care facility providing urgent care, primary medical care, preventive health care, and wellness services. Walk-ins are welcome or call 205-726-2835 to schedule an appointment.

Payment for Services

University Health Services is a participating provider with several major insurance carriers. As a courtesy to students/patients, we will submit claims to the carriers with which we are contracted. Patients without coverage (or with coverage from a non-participating carrier) will be responsible for a \$125 base rate visit. These "self-pay" charges will be at a discounted rate for those without accepted insurance or no insurance. Payment is due at the time services are rendered via Visa/Mastercard.

In addition, Samford University employees participating in Samford's Blue Cross Blue Shield plan will have the extra benefit of no co-pay (\$0) for services rendered in University Health Services.

Providers and Claims

University Health Services is a participating provider for the following health insurance plans and networks:

- Aetna
- Blue Cross Blue Shield
- Golden Rule
- Humana
- Tricare Standard (Prime requires a referral from the assigned provider)
- United Healthcare
- Other group plans - call clinic to verify

*We are not a participating provider with any Coventry insurance plan or CIGNA. However, we will submit claims to be applied to the out of network benefits or proceed as self-pay, whichever is preferred.

As a courtesy to our patients, we will submit claims to the carriers listed above when complete insurance information is received. The patient will need to bring their insurance card or a legible copy of the front and back of the insurance card with them to the visit. The patient will also need to know the name and date of birth of the policy holder.

Payment Method

Payment may be made by VISA or MasterCard at the time of service. We can apply the co-pay and/or balance to the Samford Banner statement as well. Co-pays and amounts expected not to be covered by insurance are due at the time of service and may be paid using one of the approved payment methods. The patient or designated responsible party is responsible for any balances not paid by their insurance carrier including deductibles and non-covered services. Outstanding balances for international students will be posted to the student's account in Banner and billed through the bursar's office. Payment is due on or before the due date on the statement. There will be a \$30 fee for any returned checks.

Non-Covered Services

Occasionally there are services that may be necessary for treatment of the patient's condition and maintenance of good health that are not covered by your insurance contract or that may be considered "medically unnecessary." The patient or designated responsible party is expected to pay for those services in full. Please be assured that the test and treatments ordered are only those your health care provider believes are necessary for your treatment and care.

Responsible Party

Unless otherwise designated, the patient is considered responsible for any balances not paid by insurance carriers, including co-pays, deductibles and non-covered services. It is the responsibility of the patient, if required by their insurance carrier, to obtain pre-certification or referral (HMO's, Tricare Prime, etc.) prior to visiting University Health Services. Questions concerning benefits must be directed to your insurance company.

Student Insurance

Samford University is pleased to offer an Injury and Sickness Insurance Plan underwritten by Academic HealthPlans for students who are required to show proof of insurance.

Students eligible for this coverage include undergraduate and graduate students in the College of Health Sciences and international students. The College of Health Sciences includes programs in athletic training, communication sciences and disorders, health sciences, nursing, nutrition, pharmacy, physical therapy, public health, speech language pathology and more. [View the full list.](#)

*For questions regarding student insurance, contact [Wade Walker](#), director of business services, [205-726-2916](tel:205-726-2916).
[View Student Health Plan](#)

Cancellations

There is a \$25 fee for missed appointments not canceled at least one hour prior.

Due to limited appointment availability each day, it is important that if you schedule an appointment, please make every effort to keep it.

Incoming Student Prerequisites and Forms

In keeping with the recommendations of the American College Health Association, Samford University requires certain immunizations upon matriculation. All students are required to submit Immunization Records. The record must be signed by a health care provider and must be on the Samford immunization form. Immunization forms can be found on the Med+Proctor website.

<https://www.medproctor.com/> .

Med+Proctor will e-mail you at your Samford e-mail account with instructions for creating an account and providing your health information.

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 the class start date to Admissions 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 Med+Proctor. The required forms can be obtained through the Office of International Studies or at Med+Proctor. 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 Med+Proctor no later than two weeks prior to the first day of class. Failure to submit immunization records could result in a hold on the student's record and a non-refundable \$150 fine. Residential students may be subject to removal from university housing if their documentation is not complete by the deadline.

Immunization Requirements

TETANUS-DIPHTHERIA (Td) or TETANUS. DIPHTHERIA. PERTUSSIS VACCINE (TDaP): REQUIRED FOR ALL STUDENTS INCLUDING GRADUATE. VACCINATION SCHEDULE: One dose every 10 years.

PROOF OF VACCINATION: Proof of Td booster or a Tdap is required within 10 years prior to matriculation.

MEASLES. MUMPS. RUBELLA (MMR): REQUIRED FOR ALL STUDENTS INCLUDING GRADUATE.

VACCINATION SCHEDULE: 2 doses required PROOF OF VACCINATION: Dates of 2 doses of MMR vaccine at least 28 days apart after 12 months of age OR 2 doses of measles and 2 doses of Mumps at least 28 days apart after 12 months of age and one dose of rubella after 12 months of age OR laboratory proof of immunity to measles/mumps/rubella.

MENINGOCOCCAL A: REQUIRED FOR STUDENTS LIVING ON CAMPUS and INTERNATIONAL

VACCINATION SCHEDULE: should be given at age 11-12 years old and then a booster dose after the age of 16. One dose must be given after 16th birthday. CDC recommends vaccination for anyone 10 to 25 years old. PROOF OF VACCINATION: Date of Meningococcal vaccination since 16th birthday

VARICELLA (Chickenpox)- REQUIRED FOR STUDENTS LIVING ON CAMPUS, INTERNATIONAL

and HEALTH PROFESSIONS VACCINATION SCHEDULE: 2 doses. PROOF OF IMMUNITY:

Documentation of 2 doses of varicella vaccine given at least 4 weeks apart OR laboratory proof of immunity for those with a history of disease or have received the vaccinations but need proof of vaccination. If titer is negative or equivocal, the student will need a 2-dose varicella vaccine series. The student may also submit an affidavit or documentation of the student having had varicella disease (i.e., chicken pox or shingles). Documentation of varicella must be verified by medical provider and have dates of disease. An affidavit or documentation of disease will not be accepted for any Health Science Student.

TUBERCULOSIS (TB): REQUIRED FOR STUDENTS LIVING ON CAMPUS, INTERNATIONAL and

HEALTH PROFESSIONS VACCINATION SCHEDULE: Students living on campus: one step TB testing. International students: one step TB testing (must be completed in the USA). Health Professions Students: initial base line testing with a 2-step TB skin test. Subsequent annual or serial screening is determined by state regulations or risk

assessment. PROOF OF TESTING: TB will be administered and then read within 48 to 72 hours after being placed. The student will need to have paperwork given to them showing a negative reaction (0mm) to TB. POSITIVE RESULTS: A positive TB reading will need to be evaluated by the Health Department and a blood test (Interferon Gamma Release Assay (IGRAJ) for evaluation of TB infection will need to be completed. Students will need to show proof of treatment or proof of blood test results. If student is shown to have a false positive or an adverse reaction to the TB vaccination and completed the evaluation for proof of negativity at the Health Department then they may have Chest X rays for determination of TB for future exams.

HEPATITIS B: REQUIRED FOR HEALTH PROFESSIONS VACCINATION SCHEDULE: a primary series - 3 injections at initial, 1 month and 6 months. PROOF OF VACCINATION: Documented proof of 3 injections or quantitative hepatitis B surface antibody titer consistent with immunity.

INFLUENZA (FLU VACCINATION): RECOMMENDED FOR ALL STUDENTS, NOT REQUIRED: 1 dose of inactivated Influenza vaccine yearly.

Medical or Religious Waiver

Medical Exemption/ Religious Exemption from Immunization is considered by Samford. In both instances, students must be informed of the benefits and risks of immunization against vaccine- preventable diseases and the risks of not being immunized. Should either of these exemptions be granted, additional restrictions may be considered, such as on-campus housing, etc.

A Medical Waiver Form may be obtained via the student's Med+Proctor account. The document must be completed by a licensed medical professional stating why the immunization(s) would pose a medical risk for the student. The student must upload the completed form to their Med+Proctor account.

A Religious Waiver Form may be obtained via the student's Med+Proctor account. To receive an exemption for immunization(s) based on religious beliefs, student must provide a statement detailing the religious beliefs that prevent them from receiving each required school vaccination(s). The document must be signed by a licensed medical professional who has reviewed the benefits of immunizations and health risks to the student in the community from communicable disease for which immunization is required. The student must upload the form to their Med+Proctor account.

In the event of an outbreak of a vaccine-preventable disease for which the student is not immunized, they may be subject to exclusion from campus at the discretion of the Director of University Health Services or the Vice President of Student Affairs. The student must agree to assume the risks resulting from declining these vaccines and agree to indemnify and hold harmless Samford University from any liability resulting from declining these vaccines.

Voter Registration Information

The National Voting Registration form can be accessed at <http://www.eac.gov/voterresources/register> as well at www.portal.samford.edu 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.

FINANCIAL SERVICES

Samford One Stop

Samford's One Stop strives to provide a caring, efficient, highly trained, customer service-oriented team to assist all Samford students (prospective, current, and former) with any aspect related to the business of being a Samford student. The Samford One Stop brings together services related to financial aid, student accounts, payment plans, veteran's benefits, and others. The hours of operation are Monday through Friday from 8:00 am to 4:30 pm, and the One Stop is located on the ground floor of Ingalls Hall. The following will detail certain policies related to services provided by One Stop.

Delinquency

Students are expected to make a payment in full by the stated due date on each statement. Students may not enroll in subsequent terms if a past due balance exists. 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 charges are paid.

TUITION AND FEES PAYMENT POLICY

Billing

Account statements are generated and sent to students and authorized users via the Samford University e-mail system on or about the 10th of each month. Statements are provided solely on-line at www.samford.edu/go/financialportal. Samford does not provide paper account statements. Samford e-mail remains the official means of communication with students. Students are advised to check their Samford e-mail regularly, especially at the start of each term. Students and authorized users may access the financial portal at any time at www.samford.edu/go/financialportal.

Undergraduate students registering during the early registration period will receive an account statement approximately 15 days prior to the payment due date. The statement reflects activity up to the date it was generated. Any activity transpiring after the statement generation date may be viewed on the Current Activity section of the financial portal: www.samford.edu/go/financialportal. The Current Activity page provides the current account balance that is due including any unbilled charges and payments. To review the account detail by term, select the appropriate term from the drop-down box. Payment due dates will be in accordance with the official financial policy found at www.samford.edu/go/onestop. Students who register and/or adjust their class schedule and/or add room and board, etc. before the conclusion of the drop/add period must consult the financial portal to view their account summary and arrange payment for all charges by the due date regardless of whether the charge(s) have been billed. The start of term due date is typically the first business day after the conclusion of the drop/add period.

Samford reserves the right to change tuition rates, other charges, refund procedures, and other policies. Updated information is available online.

Registration Cancellation

Students who do not pay the account balance in full by the due date are subject to having their registration cancelled. A student may be reinstated by paying the account balance in full, plus a reinstatement fee. Following this payment, the Samford One Stop will provide clearance to the Office of the Registrar to re-establish the student's class schedule. Consult www.samford.edu/go/onestop for the last day to be reinstated.

Students making changes to their schedule after the statement has been produced (usually at the beginning of a term

or during drop/add) are required to make payment in full for the account balance by the statement due date. This includes additional charges resulting from the changes even though they may not have received a statement for these additional charges. Failure to make payment in full will result in registration cancellation the next business day after the end of the drop/add period, as defined by the academic calendar.

Account statement generation, payment, late fee assessment and registration cancellation dates for each semester/monthly bill are noted on the payment schedule at www.samford.edu/go/onestop. You may make a payment by logging in to the financial portal at www.samford.edu/go/financialportal. International students may make payments from foreign bank accounts by using our partner, flywire: www.flywire.com/pay/samford.

Holds

Students may not register for the next semester, receive transcripts, or receive a diploma until past due amounts are cleared. Other departments, such as University Health Services, Transportation Services, the Library, and others, may also have holds in place to restrict next semester registration, transcript requests, or receipt of a diploma. Students must contact that originating department to resolve the hold placement. The Samford One Stop does not have permission to release the holds placed by another department. Holds may be viewed at mySamford.edu.

Collections

Past due accounts assigned to a third-party collection agency may be reported to the credit bureaus and students are responsible for attorney fees, collection fees and collection costs.

Financial Aid

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 submitted annually beginning on October 1 of each year prior to the year of enrollment at www.studentaid.gov. The results of your FAFSA will be sent to Samford, so long as you provide Samford's US Department of Education school code of 001036.

The priority date for completing the application process is February 15 preceding the beginning of the applicable academic year. This means that the FAFSA should be received by the federal processor on or before February 15. Students in this priority group will be the first Samford packages and awards financial assistance. Applications for financial assistance received after the priority date will be processed on a rolling basis.

Samford provides access to financial resources for students who have the capacity to contribute to the life and values of the campus community and 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, then all or a portion of financial aid may be cancelled for a period of time or indefinitely.

Most merit scholarships awarded by the Office of Admission are renewable for four years (or eight semesters) if qualifications are maintained. Information about scholarship requirements can be reviewed by visiting www.samford.edu/admission/scholarships.

Other Services, Requirements and Costs

Activity Fees

Tennis, racquetball, and many other recreational activities are available without charge. 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.

Student Health Insurance

Samford University strongly encourages all students to have health insurance to help minimize the costs associated with their healthcare. Samford offers a Student Health Insurance Plan (SHIP) with BlueCross BlueShield of Alabama, which is administered by our vendor, Academic Health Plans (AHP). Eligible Samford students can explore the plan and enroll by visiting [Samford University | Home \(myahpcare.com\)](http://www.samford.edu/home/myahpcare.com).

All students in the College of Health Sciences and all international students are required to have health insurance and must provide proof of existing coverage on an annual basis. Failing to provide evidence of insurance can result in the student being automatically enrolled in the SHIP and their student account charged for the coverage. In the future, other programs (especially those that include experiential learning opportunities off-campus) may require proof of insurance. If you have questions, contact your Program Coordinator.

Membership Fees

Some student organizations have an annual membership fee. Greek organizations have a per semester Greek Life fee of \$100, monthly dues, and an initiation fee. The Greek Life fee is assessed by Samford and will be charged to the student account. All other Greek organization fees (dues, initiations, etc.) are charged directly by the organizations and will not be posted on the student account.

Personal Property Insurance

Students have a large investment in personal property, such as textbooks, computers, etc. 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 GradGuard and National Student Services, Inc. For more information on student personal property insurance contact Residence Life Office.

Payment Method Options for Students and Parents

Students may authorize parents or other designated individuals to access the financial portal and make payments on their behalf. To enable this feature, a student must access the financial portal 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 "Authorized User" link in the financial portal and following the prompts.

Authorized Users will receive an e-mail notification when a new billing statement is issued. Click on the link in the e-mail or enter the link in your browser to access the financial portal and make a payment. Current Link: www.samford.edu/go/financialportal.

Online Payments with Check

Payment by electronic check using the financial portal is the most efficient and cost-effective payment option. Payment by electronic check can be made by using your checking account at the following link: www.samford.edu/go/financialportal.

Online Payments with Credit Card

MasterCard, Visa, Discover, and American Express can be used to make online payments. A 2.95% (minimum of \$3) convenience fee will be assessed by the third-party web processor for payments made with a credit/debit card.

International Payments

International students can make payments with certain credit cards at www.samford.edu/go/financialportal or through a bank account by utilizing www.flywire.com/pay/samford.

Other Payment Options

The Samford One Stop continues to accept payment by check through the mail, but the university is not responsible for delays of the postal service. Payment by check may be made in person in the One Stop. Cash payments are no longer accepted.

The university also provides payment plan options for the fall, spring, and summer terms. For the most up-to-date information, please see the payment plan webpage at www.samford.edu/admission/payment-plans.

Questions? Please contact the Samford One Stop at onestop@samford.edu or by calling 205.726.2905.

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 Samford One Stop website for the latest information: www.samford.edu/go/onestop.

Refunds

Refunds due to excess aid are made available within a timely manner after financial aid has been credited (disbursed) to your student account. Refunds will not be available before that time.

Disbursement of aid to your account is regulated based on the scheduled first day of class for your classification/program and may occur no earlier than ten days prior to the start of the term. Refund availability dates posted at www.samford.edu/go/onestop are the earliest dates refunds will be available. Satisfactory completion/submission of all required information by the student is required for aid disbursement to occur ten days prior to the start of the term. Refund schedules posted online are based on aid that has paid ten days prior to the start of the term. For refunds based on aid paying later, the refund date will be later than what is posted online. The dates are subject to change and may be adjusted to comply with federal regulations governing refunds to students.

Direct deposit of refunds is available by logging on to the financial portal (www.samford.edu/go/financialportal) and "Refunds."

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 Samford One Stop. The Samford University photo ID offers 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 access card to certain facilities. With the activation of Bulldog Bucks, the Samford Card can be used to make purchases on campus. 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 track spending and report a lost card at any time.

Student Employment Opportunities

On campus employment 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. Student Employees are not eligible for employee benefit plans except in those instances when required by federal or state law.

FWS is a need-based work program. Students who demonstrate need and are awarded FWS funds as part of their financial aid 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 they have completed the application process for financial aid. Under both programs, FWS and ISEP, students are paid biweekly for hours worked.

A list of available FWS and ISEP positions can be found on the Student Employment website. Also, a listing of non-profit employment opportunities for FWS eligible students is housed on this website. For more information about off-campus opportunities through the FWS program, contact the Samford One Stop.

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 1-9 and other required forms can be found on the Student Employment website.

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

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.

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 to the aid provider. In such cases, the student will be required to reimburse the university. For a complete withdrawal refund schedule, go to www.samford.edu/go/onestop and look in the "Financial Policies" drawer. Find the link under the "Refund Date Policy" heading for a document with all applicable dates.

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

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:

<u>Men</u>	<u>Women</u>
Basketball	Basketball
Cross-Country	Cross-Country
Golf	Golf
Indoor Track & Field	Indoor Track & Field
Outdoor Track & Field	Outdoor Track & Field
Tennis	Tennis
Baseball	Softball
Football	Volleyball
	Soccer

Schedules

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

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 .

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 .

Facilities

There are a variety of athletics and recreational facilities at Samford University. Athletics fields and court space are available for campus recreation events when not being used for varsity practices, competition.

Seibert Stadium hosts home football games in the fall. The stadium is closed during scheduled events and afternoon practices. Adjacent to Seibert Stadium is Sullivan-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 the Hanna Center. The Samford Athletics Hall of Fame, which opened in the Spring of 2017, is housed

on the third floor of the Hanna Center.

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

SPIRIT PROGRAMS

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, Sam, appears at athletics events, as well as student and community activities to build enthusiasm and recognition for Samford. Sam 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.

HOUSING AND RESIDENCE LIFE

The Department of Housing and Residence Life serves the Samford community by providing high-quality, safe residential facilities while fostering each student's educational, personal, social, and spiritual development within a Christian environment. Housing and residence life operates within the university's Division of Student Affairs. Our mission is fulfilled through the provision and maintenance of comfortable, attractive, and safe residential spaces where our trained professional staff members plan organized programs and activities to nurture residents' academic success and well-being for the achievement of everyone's highest potential.

The Department of Housing and Residence Life maintains an office in each of the four areas of campus housing. Each office is staffed by residence life coordinators (RLCs), the professional members of our department staff who reside on campus within their area of responsibility. The RLCs approve and oversee all programs and activities for their area as well as approve room changes and assist with personal concerns and roommate conflicts. They may work with other campus services for any enrichment or expertise those departments can provide. Area offices are Evergreen Hall for Beeson Woods, in Vail and Gaston/Mann Hall for Central Campus, in Mountainview Hall for West Campus, and in Building 300 for West Village.

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

The department staff consists of the following people:

The executive director of housing and residence life is the department head and is a member of the staff of the associate vice president for Student Affairs.

The assistant directors of residence life report to the director of housing and residence life and is responsible for programming, staff selection and department assessment.

The assistant director of housing and business operations reports to the executive director of housing and residence life and is responsible for administering all housing assignments and meal plans for resident students.

The office coordinator reports to the assistant director of housing and business operations and supports all functions of housing and residence life.

The facilities and safety coordinator reports to the executive director of housing and residence life and is responsible for residence life maintenance and safety.

The 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.

The 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.

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

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 providing 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 without permission between fall and spring terms. A substantial penalty of up to \$1,000 could be imposed if residents break their lease agreement.

The lease is not for a specific room, but a commitment to live on campus. Consistent with current housing and 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 Department of Housing and Residence Life to be necessary and in the best interest of the student or the university.

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 executive director of housing and residence life 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 office coordinator for each individual residence hall. The office coordinator is located in Westmoreland Hall 352.

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 caring 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 maintenance issues.

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. Housing and Residence Life policies and procedures are found in the Housing and Residence Life Housing Contract, University Catalog website, Student Handbook website, Housing and 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 their 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.

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 over holiday periods but may not occupy or access their space during those holiday times. Samford is not responsible for any loss or damage to personal property left in the 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 2025-2026 Academic Year

(Some dates subject to change without notice due to uncontrollable events)

Day/Date	Hour	Open/Close	Event
Sunday, Aug. 17	8 a.m.	Open	Returning Student Move-in-Fall Semester begins
Thursday, Aug. 21	8 a.m.	Open	New Student Move-in-Fall Semester begins

Friday, Dec. 12	9 a.m. Close	Fall Semester ends
Saturday, Jan. 10	10 a.m. Open	Spring Semester Move-in begins
Friday, May 1	9 a.m. Close	Spring Semester ends

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 complete a Housing Extension Request on their Samford University portal.

Personal Property Insurance

Students have a large investment in personal property, such as textbooks, computers, tablets, etc. 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' homeowner's insurance or through a private insurance policy. The university has established an insurance program through GradGuard-College Life Protected. This insurance provides personal property insurance for students at more than 1,000 colleges and universities. For more information on student personal property insurance, pick up a brochure in the housing and residence life office.

Private Room Fee and Consolidation

Based on availability and with the approval of the Department of Housing and Residence Life, a student may request and occupy a double room as a single by a payment of 150 percent of the rate for that room. This 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. There may be various circumstances in which housing and residence life needs to place another student in a room designated as a single. Housing and residence life would then adjust the room rate accordingly. Residents who do not have a roommate at the start of the fall or spring semester and who have not been approved for a private room will be required to consolidate with another resident who also does not have a roommate.

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.

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.

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 office coordinator. Any advertisement or notice must have a clear statement from 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 main office and, if approved by the office coordinator, it 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 that would not be in competition with any university agent, group or organization. Such vendors should contact the office coordinator at 205-726-2956.

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 Department of Housing and 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 May 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 requisite approval or relevant accommodations related to a disability. On-campus housing is not available to students over 24 years of age without permission from the Vice President for Student

Affairs.

Visitation

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. Students participating in the visitation period must sign their guests in and out in the area office. All guests must be accompanied by their host at all times during the visitation period.

Student Identification

Each student is required to have a current student ID card (a picture identification card issued by Samford University) and should have the ID card with her/him when on campus or when attending university sponsored events. The card is issued the first semester students are enrolled and is automatically validated each semester. Replacement cards are issued in Ingalls Hall - ONE STOP. Students must show their ID cards upon the request of a Samford 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 email 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 communications 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 for assuring that all mail is properly forwarded. Samford University takes no responsibility for e-mail delivery beyond the assigned samford.edu account.

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 conditions which sustain 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 to self 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 by the Behavioral Intervention Team and meaningful discussions with the student designed to create the best resolution for the student and the University community. In case of involuntary withdrawal, the student will be provided an opportunity to participate in the university's assessment 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 the student is able to obtain treatment or necessary care 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.
- Damages university property or demonstrates behavior that is disruptive to university operations, to academic programs, or to the educational environment.
- Is substantially unable, even with the help of auxiliary aids, to meet his or her responsibilities as a student.
- 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, student, or other members of the university's community.
2. A clinical assessment of the student of concern may be required. 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 Assistant Vice President for Student Development and Support or his/her designee will notify the student in writing or orally (depending on the urgency of the situation) to attend an informal meeting with the Assistant Vice President for Student Development and Support for the purpose of determining whether the student should be withdrawn.

The request will include a statement of the reasons for the university's concern. The Assistant Vice President for Student Development and Support 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 other appropriate personnel. 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 Vice President for Student Development and Support 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 Vice President for Student Development and Support and a university counselor, circumstances warrant such action.

5. If the student refuses to voluntarily withdraw, the Assistant Vice President for Student Development and Support may, on the recommendation of a university counselor or other licensed mental health clinician, authorize an involuntary withdrawal and provide the student with notice of the decision and the right to appeal.

6. The student will be provided with information related to conditions that must be met prior to his/her return to the university. In all involuntary withdrawals due to safety concerns, the student will be provided documentation by a licensed mental health provider that he/she is no longer a threat to self or others and is able to resume his/her academic workload. In addition, students may be required to be assessed by Counseling Services to confirm the safety of students.

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.

9. Emergency Interim Withdrawal

A student who poses a direct threat to the health or safety of self or others may be involuntarily withdrawn on an interim basis by the Assistant Vice President for Student Development and Support using an emergency withdrawal. For emergency withdrawals, the following procedure applies:

1. Prior to an emergency withdrawal, the university must make an individualized 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 Vice President for Student Development and Support 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 Vice President for Student Development and Support 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.

10. Involuntary Withdrawal Appeal Process

4. 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. The request for an appeal must be in writing and it must outline the reasons for the involuntary withdrawal should be reversed. The Vice President will determine if the student's behavior meets the criteria for involuntary withdrawal.
5. The Vice President of Student Affairs 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.
6. The Vice President of Student Affairs will provide a written decision to the student.
7. The decision of the Vice President of Student Affairs is final and not subject to appeal.

11. 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 Assistant Vice President for Student Development and Support.
- The Assistant Vice President for Student Development and Support will inform campus individuals of the withdrawal on a need-to-know basis.
- If the individual is under 21 years of age, the Assistant Vice President for Student Development and Support will notify the parents.
- A notation of withdrawal will appear on the student's transcript for all classes taken during the semester.

12. Return to Campus

- A student wishing to be considered for re-enrollment should contact the Assistant Vice President for Student Development and Support 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 documentation from a licensed professional to the Vice President of Student Affairs clearly indicating the student no longer demonstrates behavior which led to the involuntary withdrawal.
- If ongoing 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 disruptive behavior.

- Schedule periodic meetings with Samford staff person designated to assess if the student is complying with any treatment plan.
- The student will meet with the Assistant Vice President for Student Development and Support to discuss compliance and 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 Vice President for Student Development and Support 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.

RESEARCH ACTIVITIES POLICY

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, commonly known as “FERPA,” was enacted by Congress to give students access to and some measure of control over their respective education records. In general terms, FERPA (1) grants confidentiality to student education records, (2) allows students control over certain disclosure of their education records, (3) permits students to review their own education records, and (4) provides a process by which students may request that their education records be amended. These rights are personal to each student.

Samford may disclose certain education records without the consent of the student in a number of circumstances. For example, Samford may disclose education records without student consent in the following circumstances: (1) to Samford officials who have an educational purpose to receive the information; (2) to other schools if the student is transferring from Samford; (3) to a student’s parents if the student is considered a dependent of the parents for federal income tax purposes; (4) in response to a

judicial order or lawfully issued subpoena; (5) to parents of a student under 21 regarding a violation of drug or alcohol policies; (6) to persons who need to know in connection with a health or safety emergency; (7) in connection with a student's application for financial aid; and (8) to accrediting organizations. Samford may also disclose "directory information" of a student unless the student takes appropriate steps to opt out of the sharing of directory information. Directory information consists of information that would not generally be considered harmful or an invasion of privacy if disclosed. Examples of directory information are a student's name, address, telephone listing, e-mail address, photograph, date and place of birth, major field of study, grade level, enrollment status, dates of attendance, participation in officially recognized sports and activities, degrees, honors and awards received. Students who do not want their directory information to be disclosed by Samford without their prior written consent must notify the Registrar no later than the last day to drop or add courses without financial penalty in a particular academic semester or term. The information that Samford considers to be directory information, and the student's opportunity to opt out of the disclosure of his or her directory information, may be accessed at <http://www.samford.edu/departments/registrar/ferpa/> .

The University's FERPA is [Policy 7.1 of the University Policy Manual](#). A student who believes that his or her education records are inaccurate, misleading or include information that violates the privacy rights of the student, may request that such education records be amended as permitted under the FERPA Policy. A decision on any such request will be made within a reasonable period after it is received by the 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.

BILL OF RIGHTS

The Core Values of Samford University express the ethos of a community that guarantees students an academic environment that encourages inquiry and integrity, promotes personal empowerment and civic engagement, requires accountability, and stimulates the development of Christian character.

Enrolled students are entitled to:

- Actively participate in the academic environment without discrimination as to race, disability, age, color, national or ethnic origin, sex, or military status.
- Participate in respectful inquiries and exchanges of ideas.
- Information adequate to understand the requirements of a selected major.
- Personal privacy in accordance with university policies and applicable law including the Family Educational Rights & Privacy Act (FERPA).
- Be timely informed of changes to university policies and procedures, catalog, and student handbook.
- Be treated with dignity and courtesy in relation to all university services.

CAMPUS DEMONSTRATIONS

Samford University recognizes students' rights to express freedom of thought, inquiry, speech, and lawful assembly in which the students may exhibit their disagreement with issues or current events. While freedom of expression can be important in a change of fundamental ideas, demonstration and/or protest of principles may be permitted provided such actions does not interfere with university programs, the delivery of academic curricula, entrances to buildings, or the normal flow of pedestrian or

vehicular traffic. Protests and/or demonstrations must be orderly and should in no way jeopardize the safety of members of the campus or the integrity of the property. Protests and demonstrations are not permitted in any areas associated with university residence halls and apartments.

Samford University is a private university and does not permit non-students to participate in protests and/or demonstrations on its property. Students who violate this policy may be subject to disciplinary actions outlined in the Student Handbook.

COMPUTING AND INFORMATION TECHNOLOGY POLICIES

These Computing and Information Technology Values and Policies are official university policy and apply to all use of computing and information technology resources supplied by the University including, but not limited to, Samford owned computers (fixed, portable, table, smartphone, USB devices, CD/DVDs, etc.), Samford contracted computer software, servers, and access to networks such as the campus network or the Internet. The primary intent of this document is to encourage appropriate use of university-supplied resources toward accomplishing the mission of the University.

Responsibility

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

password is assigned. Additional security requirements may necessitate the use of additional authentication methods beyond a Samford Username (ID) and password.

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, profane, 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

The computer networks, e-mail systems, and computers furnished by the University are the property of Samford University. As such, the University may monitor and access computer usage on university computers or a university network and any files created, saved, or accessed on any University computer or network. However, all users (including, without limitation, employees, students, and guests) are prohibited from accessing the files, e-mails, computers, or other electronic communications and documents 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. Additionally, users must always be aware that material sent to another individual or placed in a publicly accessible area can be passed on without the originator's knowledge. Users of computing and information technology should not, for example, have an "expectation of privacy" when using e-mail. Furthermore, activities such as maintenance and/or troubleshooting of computing and information technology systems may sometimes require access to electronic communications and documents or transaction logs.

Email, voicemail, social media, and similar network systems should never be used to store or transmit private information, including government-issued identifiers and financial account numbers. Example identifiers include Social Security Number, Passport Number, Driver's License Number, Credit Card Number, Debit Card Account Number, Checking Account Number, and Savings Account Number.

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 and permissions explicitly granted by the owner or a 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 unauthorized release in any form. They should also be well versed in recognizing "red flags" about fraudulent information or access and be knowledgeable of the procedures and processes for dealing with them. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted. For additional information refer to Policy 1.28.

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, the Internet 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 certain legal protections. Computer software and documentation are 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 copyrights or any other intellectual property rights.

Access to Electronic Materials

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

Shared Resources

Many computing and information technology resources are made available on a shared basis. 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.

Global Community

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

Commercial/Personal Use

Commercial use of university resources could endanger its status as a non-profit organization. Therefore, commercial use is not allowed without the prior written consent of either the Provost or the Vice President of Finance, Business Affairs and Strategy. Incidental personal use of computing and information technology resources is permitted as long as it does not have a detrimental effect on Samford University related use, is non-commercial, and does not incur a cost to the University.

Illegal Use

The use of university resources to commit a crime is a violation of the University's Honor Code. This includes activities explicitly covered by laws governing the electronic medium as well as use of the electronic medium 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 Honor Codes and policies will be confidentially reported to the President or a member of the Executive Leadership Team. Only these University officials may authorize further investigation or review of materials which are considered confidential or are otherwise not publicly available. Such authorization shall be considered on a case-by-case basis. Suspected violations will be processed in a manner consistent with university procedures as described in the Faculty, Staff or Student Handbook, as the case may be. An individual's access to certain computing and information technology resources may be suspended during the

investigation and adjudication of a suspected violation.

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

Discontinued Relationship

A user ID and the accounts associated with it are provided and owned by Samford University. The ID and accounts are for the sole use of the person to whom they are assigned, 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 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 the Faculty, Staff and Student Handbooks and will be posted electronically on university-wide information servers.

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 Drug and Alcohol Policy set forth in [Section 1.02 of the Policy Manual](#).

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 is committed to maintaining a drug- and alcohol-free campus. To this end, the University provides 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, and 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 Standards of Conduct listed below from the University's Drug and Alcohol Policy apply to students and student organizations. It is a violation of this policy to unlawfully manufacture, possess, use, sell, transfer, or purchase alcohol or Controlled Substances on Samford property or at any other location including while attending or otherwise in relation to any University-related Event or to attempt to engage

in any such behavior.

- It is a violation of this policy to manufacture, possess, consume, sell, transfer, purchase, or be under the influence of alcohol or Controlled Substances on Samford property, during University-related Events or, for faculty, staff, and volunteers, while performing Samford employment responsibilities regardless of location.
- The distribution, sale, purchase, use or possession of equipment, products, paraphernalia, and materials which are used, intended for use, or designed for use with alcohol or Controlled Substances while on Samford property or at a University-related Event is prohibited. This prohibition applies to, among other things, containers and any device intended primarily for the consumption of alcoholic beverages. This prohibition does not apply to paraphernalia to the extent a student possesses and uses such paraphernalia to administer a lawful medication or Controlled Substance, the possession and use of which would not be a violation of this policy.
- Students and student organizations shall comply with this policy, the Undergraduate Honor Code, the Student Handbook and any other student conduct policies applicable (i.e. policies of specific schools, colleges, or professional degree programs) as they apply to the manufacture, distribution, dispensation, possession, or use of Controlled Substances and alcohol.
- In accordance with the Samford Sexual Misconduct Policy, students who report sexual misconduct or who are the victims of sexual misconduct may not be subject to disciplinary action for a related violation of Samford policy involving alcohol or drugs, including their personal consumption of alcohol or drugs at or near the time of the incident, provided that such violations did not and do not place the health or safety of any other person at risk.
- Intoxication will generally not be considered a defense to a student's violation of the Undergraduate Honor Code, the Sexual Misconduct Policy, or any other policy.

For purposes of this policy, "Controlled Substance" is defined as any controlled substances listed in 21 U.S.C. Section 812, Schedules I-V of Alabama Code Sections 20-2-22 through 20-2-32, any intoxicants, hallucinogenic drugs, marijuana, CBD products containing more than .3% THC, prescription medications not prescribed to the student by a licensed medical physician, or the abuse or distribution of medication prescribed by a licensed medical physician.

University-related Event is defined as an activity sponsored by Samford or a Samford-recognized organization, or an activity sponsored or hosted by Samford employees at which students are invited or attending. University-related Events include, for example, intercollegiate athletics, Student organization social events, and class events hosted by faculty.

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.

Political Activity

As a private nonprofit institution of higher education whose activities are regulated in part by Section 501(c)(3) of the Internal Revenue Code, the University may not participate in, or intervene in, any political campaign of a candidate for public office. However, members of the University community are encouraged to fulfill their civic responsibilities as private citizens. There are no restraints upon a student's personal political activity, provided the student is acting as a private citizen and not representing the University.

No University facilities, resources, time, or property may be used for or on behalf of any political candidate, campaign or organization including, but not limited to, the Samford University seal, campus images, and all logos and identifying marks.

The Internal Revenue Code permits tax-exempt organizations like Samford University to sponsor political forums, candidate speeches and/or debates in a neutral and nonpartisan manner in which no candidate directly or indirectly receives an endorsement, preference, or support from the University. At the beginning of any such political forum, candidate speech or debate, a representative of the sponsoring group or organization shall deliver the following disclaimer: "This event is sponsored _____. The use of Samford University facilities for this event does not constitute an endorsement by the University. Samford University does not endorse or oppose any candidate or organization in connection with any political campaign or election."

The Samford University campus is private property. Campaign signs cannot be placed on university property, including university property along Lakeshore Drive. Signs placed in violation of this policy will be removed.

Inquiries concerning this policy should be directed to the Office of Student Affairs.

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 activities are taking place that are detrimental to the health, safety, or welfare of the university community, or if there is probable and reasonable cause to believe that contraband is present, or activities are occurring that would constitute an honor violation or 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. Authorization to search a student's room is obtained from one of the following: the director of Public Safety or associate vice president for Campus and Residential Services, assistant director of Residence Life, a residence life coordinator, a residence manager, or the vice president of Student Affairs. An authorized search is conducted by at least two university employees, one or more of whom may be resident assistants. A reasonable effort will be made to perform the search in the presence of an occupant of the room. In situations where it is deemed that a delay in obtaining authorization constitutes a danger to individuals or property or destruction or disposal of contraband, the room 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 provided to 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.

DEPARTMENT OF TRANSPORTATION SERVICES

Contact Information

Website: <http://www.samford.edu/departments/transportation> E-mail: parking@samford.edu

Phone: 205-726-4146

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 Department of Transportation Services at 205-726-4146 to request short-term transport assistance on campus.

For instances where a short-term or temporary mobility issue exist, students should contact the Office of Accessibility and Accommodations 205-726-4078 or access@samford.edu for procedures regarding a temporary limited mobility parking permit, before parking in an unauthorized area. Students with a state-issued handicap parking placard should register with Transportation Services.

Disciplinary Action

Students receiving five traffic or parking citations may face disciplinary action through the Honor Code process and sanctions could include additional fines, community service, parking restrictions, or revocation of parking privileges on campus.

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 that is not safe for the conditions of the road, including vehicle and pedestrian congestion, will be enforced. Please observe no passing on campus.

Extended Parking

Samford University provides vehicle parking for students attending the university. In recognition that some students, due to the distance from their homes, may have to leave their vehicles on campus during holiday and summer breaks. For that reason, Samford University allows students to leave vehicles on campus for an extended period with the

proper authorization. Please contact Transportation Services for information regarding vehicles being left on campus for an extended period. 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. All vehicles left on campus for extended periods of time in between terms should be parked in the north parking deck, unless directed elsewhere by Transportation Services

Appeal Guidelines for Parking Citations

The Appeals Committee 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 safety hazards, 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 parking or traffic regulations are subject to towing and /or immobilization (wheel lock), as described above.

Parking Citation Appeal Process

The Appeals Committee 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 15 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 the Appeals Committee.
3. The Appeals Committee reviews appeal, determines whether 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 Appeals Committee appeals process is final. The student is fully responsible for payment of the citation regardless of the appeal decision, or the student's decision not to appeal his/her citation.

A list of appealable citations are listed on our website

Vehicle Parking Permit Registration

Drivers

All motor vehicles operated on campus must be registered with the Department of Transportation Services by purchasing a parking permit via mySamford, Tools, Transportation Services, Purchase Parking Permit.

The appropriate vehicle registration permit shall be affixed to the inside lower left corner of the front windshield, on the driver's side. The secondary larger permit shall be affixed to the inside, bottom of the rear window on the driver's side.

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.

Cost

The student permits' annual cost is \$500 for "All Year" permits. "Fall Only" permits are \$250. Replacement permits cost \$10 each. Permits are not pro-rated and are not refundable once they have been issued to the student. Charges will be placed on the student's account immediately upon registration in the student's self- service Banner account. All vehicle registration permits expire yearly on Aug. 31.

Parking Zones

Parking is enforced Monday through Friday, from 7:00 a.m. to 4:30 p.m. Students are required to park in the lot designated by the parking permit issued.

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 lanes, 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 the 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 legally valid space between white lines. Parking on grass, sidewalks, cross-hatched areas, islands, or any other unmarked area is prohibited. DPS is on campus 24/7, 365 days a year and will issue citations for violators after 4:30 pm and on weekends.

Parking permits and zones are designated by color:

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

Traffic Violations- All moving violations are issued by the Department of Public Safety

\$75 Violation

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

\$75 Violation

- Unsafe vehicle operation

Parking Citations

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

\$150 Violation

- Parking in handicapped 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.

\$75 Violation

- No decal
- Blocking trash dumpsters, 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
- Parking in loading/service zone/visitor/15-minute zone

\$50 Violation

- Improperly displayed decal

\$25 Violation

- Parking on the street
- Double parking street/lot, mutilated or defaced decal

STUDENT CONDUCT

For the most up to date Undergraduate Honor Code policy, follow this link: [Honor Code](#).

The purpose of this Undergraduate Honor Code Manual is to describe generally the conduct standards for all Samford University undergraduate students and to provide policies and student-led procedures for upholding those standards. Although this manual contains numerous specific provisions, it is not intended to serve as an exclusive list of violations, powers, responsibilities, and procedures that extend to every potential circumstance. Rather, the manual provides a framework from which the Honor Council can employ its collective wisdom and reason to fairly determine the boundaries of its authority, the appropriate procedures, and the notice provided to undergraduate students as to what behaviors will constitute a violation of the principles of honor articulated herein. Guiding principles of this manual include respecting the dignity and rights of all persons, maintaining an ethically engaged student body, developing a culture of personal accountability, and instilling a lifelong understanding and practice of individual honor.

For the most up to date Undergraduate Honor Code policy, follow this link: [Honor Code](#)

UNIVERSITY SEXUAL DISCRIMINATION AND MISCONDUCT POLICY (ALL STUDENTS)

For the most up-to-date University Sexual Discrimination and Misconduct Policy, follow this link: [Sexual Misconduct Policy](#).