

BELHAVEN UNIVERSITY

*O u r S t a n d a r d i s C h r i s t*

***THE KILT***

**STUDENT HANDBOOK**

**2017-2018**

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# THE UNIVERSITY

## MISSION STATEMENT

Belhaven University prepares students academically and spiritually to serve Christ Jesus in their careers, in human relationships, and in the world of ideas.

Belhaven University affirms the Lordship of Christ over all aspects of life, acknowledges the Bible as the foundational authority for the development of a personal worldview, and recognizes each individual's career as a calling from God. Each academic department is committed to high academic goals for its students and clarifies the implications of biblical truth for its discipline. Belhaven upholds these commitments in offering undergraduate and graduate programs, by conventional and technological delivery modes, and in local, national, and international venues. The University requires a liberal arts foundation in each undergraduate degree program in order to best prepare students to contribute to a diverse, complex, and fast-changing world.

By developing servant leaders who value integrity, compassion, and justice in all aspects of their lives, the University prepares people to serve, not to be served.

## FAITH STATEMENT

We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe the Bible to be the inspired, inerrant, and only infallible, authoritative Word of God, which exercises ultimate authority over the individual, the Church, and human reason.

We believe that justification through Christ is received by repentant sinners through faith alone, without works.

We believe that God, by His Spirit, progressively transforms the lives of those who are justified by God.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

# ACADEMIC POLICIES

## ACADEMIC MATTERS

The Provost is responsible for the academic program of Belhaven University. The Academic Appeals Committee considers written student appeals related to academic rules, regulations, or policies. The Registrar maintains permanent records for all students.

An “Academic Plan” form (a detailed outline for the requirements of a degree) is available online. The academic plan is a tool for the student’s use; the student is ultimately responsible for his or her own progress. Students are encouraged to familiarize themselves with additional academic matters as outlined in the current *Catalogue*. If there are questions, please feel free to contact the Registrar’s office.

## CLASS ATTENDANCE STANDARDS

Belhaven University believes that learning can be demonstrated through typical assessments such as tests, quizzes, papers, and class participation. However, we also believe that learning occurs beyond engaging in these assessments and that class attendance enhances learning in immeasurable ways. No more than 20 percent of a course’s classes should be missed in any term. For fall and spring semesters, 80 percent is interpreted as follows:

- A maximum of eight absences for a class that meets three times a week.
- A maximum of six absences for a class that meets two times a week.
- A maximum of three absences for a class that meets once a week.
- Three tardies are counted as one absence.

All reasons for absences (for example: illness, representation for University activities, emergencies, and late registration) are included in these standards.

## CHAPEL

### What is the purpose of Chapel?

The purpose of Chapel is to bring together the entire campus in a shared spiritually enriching hour that allows us collectively to be challenged to explore the depths of God’s truth and love. While Chapel is most often structured as a worship service, the purpose of Chapel is somewhat different from the systematic spiritual development students receive from their local church. And thus, Chapel is purposefully designed never to take the place of a local church in a student’s life.

### Why is Chapel required?

Students’ attendance in chapel is required because, within our Christian framework, we believe that all teaching of truth must be built on a foundation of God’s truth. Thus, in the same way we require students to study the truth of physical science, the arts, and literature, there is no contradiction in requiring students to study God’s truth. As the study of chemistry cannot be completed from a textbook alone, the study of God’s truth also needs a “laboratory” for experiencing and understanding, for it is not enough to study the Bible without having exposure to the worship of God and an opportunity to understand the relationship offered to us in Christ.

Satisfactory participation is required of all students for graduation. Chapel is non-academic credit, and an “S” (Satisfactory) or “U” (Unsatisfactory) will be entered on each student’s transcript concerning the Chapel

requirement. Until the Chapel requirement has been met, diplomas will be held, and the student will not be considered a graduate of Belhaven or be allowed to participate in the graduation ceremony.

### **How do I get credit for Chapel?**

Chapel is held every Tuesday morning in the Center for the Arts. **All students who are not exempt from Chapel are required to attend a minimum of eight (8) sessions each semester they are enrolled at Belhaven.** Students receive credit electronically by scanning in and out of each session with a current ID card. Attendance will not register after 10 minutes from the start of each session.

### **Which Students are Required to Attend Chapel?**

Chapel attendance is required for all full-time, traditional students (12 + hours).

Students may also apply for exemption. Exemptions are granted by the Director of Student Leadership and must be completed for each semester. Exemption forms are available on BlazeNet and in the office of Student Leadership. Proof of exemption must accompany the Exemption Form and be returned to the office of Student Leadership. A Chapel exemption **form AND proof** of the exemption must be completed for each semester. Exemptions from Chapel may be granted for any of the following reasons:

1. **Employed full-time**

**Proof:** Provide a letter from your employer stating that you “work an average of 35-40 hours per week.” (The statement “full-time employment” is not acceptable; the number of hours must be specified and the exemption is for employment of 35-40 hours per week.) The letter must be on company letterhead and must be signed by the employer.

2. **Taking 51% of classes in the evening**

**Proof:** Provide a copy of your class schedule showing the classes for which you are registered.

3. **Last term of attendance (fall/spring) & academic course conflict**

**Proof:** Provide a copy of your class schedule showing the classes for which you are registered. List the courses in conflict and approval from the Registrar’s office (below):

All questions regarding Chapel credit, both for the current and past semesters, may be submitted electronically by emailing chapel@belhaven.edu.

### **Is there a substitute requirement if I miss Chapel?**

Students who have not attended the required number of Chapels during a semester may receive attendance credit by serving in the community with an approved organization or by making a \$25 gift to the Chapel Mission Fund. Students are strongly encouraged to fulfill Chapel requirements prior to final exams, to be recorded on the current semester’s grade report.

A list of approved organizations is available on BlazeNet and in the office of Student Leadership. Two (2) hours of community services equals one (1) Chapel attendance requirement. The guidelines for community service are as follows:

1. Two hours of approved community service fulfills one Chapel attendance credit.
2. Community service must take place with an approved organization (list is available in the office of Student Leadership).
3. Community service must be properly documented with a report form.

4. Community service is not granted for experiences such as mission trips, academic internships, employment, summer camp staffing and spring break projects.

Students may also fulfill their requirement by making a \$25 gift to the Chapel Missions Fund per credit. Gifts may be made by:

1. Completed a Chapel Mission Fund form in the Office of Student Leadership.
2. Making a payment at the Business Office. Payments may be taken by cash or credit/debit cards (convenience fee of 2.55%) and by presenting the Chapel Mission Fund form to the cashier.
3. Students will be cleared on a weekly basis once the payments have been processed.

Students are strongly encouraged to complete and submit the community service requirements or make a gift to the Chapel Missions Fund prior to final exams, to be recorded on the current semester's grade report. All forms for community service and the mission fund are available in the Office of Student Leadership (Cleland Hall; chapel@belhaven.edu; 601.968.8990) and must be approved by the Director of Student Leadership. This process must be followed to have a "U" in Chapel changed to a "S".

## **HONOR CODE**

The Belhaven Honor Code is based on the agreement that every student will tell the truth and will be governed by basic principles of honesty. Specifically, these principles are:

1. That one will neither give nor receive aid on any form or test nor on any form of assigned work where such aid is prohibited.
2. That one will not steal.
3. That one will not make any form of false statement in official matters.

The Honor Code is a statement of the highest ideals of the student body because it assumes that every student has reached a level of maturity that enables him or her to accept responsibility for his or her own actions. This level of mature responsibility is not created by law but is sustained by the endeavor of each student to be individually honest and truthful. Because this fundamental concept of honesty is the concern of each student in the Belhaven corporate community, no student will allow the welfare of his or her corporate life to be threatened by the dishonesty of another.

Students should report violations of the Honor Code to the faculty. This action is not taken lightly, nor is it to be avoided because of peer pressure, for this action involves truth and basic honesty, and without these principles there could be no Honor Code. Because the Honor Code is self-regulatory, students depend on the cooperation of each member of the student body to enable the system to work.

## **Plagiarism**

Plagiarism involves the presentation of some other person's work or idea as if it were the work of the presenter. It is a violation of the Honor Code and is unacceptable. Plagiarism includes submitting a paper written in part or whole by someone other than the student. Plagiarism includes quoting from source materials without using quotation marks or block indentations to show that the material was quoted as required in acceptable documentation. Furthermore, plagiarism includes failing to give proper credit by citation in a paper for all ideas, phrases, quotes, or concepts used in the paper.

In order to avoid plagiarism, students should consult an English Handbook or if in doubt ask their faculty member. The following list is not inclusive but does provide specific practices to avoid.

1. Do not attempt to get a research paper off the internet and submit this for your paper.
2. Do not merely copy from any book, article, or encyclopedia and submit this for your paper.
3. Do not fail to include references (including source and page numbers) which document every source upon which you have in any way relied for each paragraph of your paper. If sources are not properly referenced, the student has cheated the sources out of deserved credit and cheated readers out of valuable information.
4. Do not use material from any other student's paper or work unless you give that student full credit in reference notes.

## **Responsible Research**

Responsible research is a critical component of education. Students must learn how to investigate, read, understand, systematize, interpret, and finally explain complex ideas and issues in writing. Students gain immensely from personal experience with the research process, the broader and deeper knowledge of areas of academic study, and the discipline of summarizing their findings in a clear and orderly form.

Responsible research includes giving credit to all materials on which students rely in the research process. Students must realize that they are not experts; they rely on experts and must therefore fully credit these expert sources. Students must acknowledge all sources of ideas, words, phrases, or sentences included in the research paper.

One of the best ways to avoid plagiarism is to read thoroughly to gain an understanding of source materials, and then, without looking at the source, give one's own summary or evaluation. The Bible teaches that God blesses diligent, righteous labor (Proverbs 12:24, 27). The Bible stresses that work should be performed in such a manner as will please God who always sees not only what pleases people when they are watching (Colossians 3:22-24).

## **STUDENT RESPONSIBILITY IN THE CLASSROOM**

One of the primary aims of Belhaven University is to promote excellence in the classroom; students are expected to follow their professor's lead. They are to show respect for the University, its employees, their fellow students, and campus visitors. Students' behavior should be guided by Christian principles in all of their daily activities. Students should refer to the class syllabus for expectations specific to each class. The following general expectations have been established by the Belhaven faculty:

1. Professors may issue a warning for those students who are disruptive in class. If the disruption continues, they may ask those students to leave the class. Those students who are asked to leave will receive an absence for that day.
2. Cell phones should be turned off or set to vibrate and put away while in class. Students may not leave class until the break or until class ends to take or return a call. Students may be asked to leave all electronic devices at home for tests and other regulated class activities.
3. Honesty is expected in all course work.
4. Students who show zeal for learning by being in the classroom prepared as their classes begin usually achieve high marks. Maintain eye contact with the professors, actively listen, and participate in the class. Keep your focus on the class.
5. Belhaven students take responsibility to initiate the completion of exams and course work missed because of an absence. The professor has the right to determine policies regarding make-up exams and course work and is not required to re-teach material.
6. Come to class and participate as if you were on the job and getting paid for your effort. Come prepared with textbooks, notebooks, pens, or whatever is necessary to participate full and have assigned material or homework completely finished and prepared.

7. Do not wait until a day or two before an assignment is due to ask questions regarding it or seek topic approval only days before the due date. This demonstrates lack of preparation and disinterest.
8. Dress in appropriate attire.
9. Help keep classrooms neat and orderly. Professors have the right to restrict the consumption of food and/or drink in their classrooms.
10. Final exams must be taken at the hour the exams are scheduled. Cases of genuine emergency may be directed to the professor or the office of Student Success.
11. It is the student's responsibility to provide for the supervision of his or her children while they are on campus. Children should not be brought into classrooms nor left unattended while on campus.



# FINANCIAL POLICIES

## FINANCIAL REGULATIONS

All balances owed for the entire semester or summer session or shorter period of enrollment are to be paid at the time that classes begin unless a payment plan has been established. The University assumes that when a dependent student enters the college, the student's parents or guardians accept as contractual all the terms and regulations set forth in the Belhaven catalogue and are liable for the payment of all charges and fees incurred during their stay at the University.

Students who withdraw voluntarily or administratively and have an unpaid balance, for which satisfactory payment arrangements have not been made, will have their account sent to an outside collection agency for collections. Should this action be taken by the University, the student will be responsible for the balance and any additional collection charges and fees related to the collection of the debt. The outstanding balance will also be reported to the credit bureau. All transcripts and diplomas will be held until the balance is paid in full.

A currently enrolled student who has not made satisfactory payment arrangements with Student Financial Services or Student Accounts Office may be administratively withdrawn from Belhaven University for non-payment of tuition and fees and housing. This may result in the student being administratively withdrawn from classes, enrollment, and housing before the semester concludes, and in turn the student would not earn academic credit for courses attempted during that semester.

Following the national college and university standard, Belhaven's registrar is not permitted to transfer credits or issue a transcript until all indebtedness to the University is paid.

A student will be allowed to graduate only after settling with the office of student financial services all of his or her indebtedness to the University.

## SATISFACTORY ACADEMIC PROGRESS

The Federal Student Aid regulations mandate institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. In order to comply with these requirements Belhaven University has established the following definition or standard of Satisfactory Academic Progress. A student failing to meet the following SAP requirements may lose his or her financial aid

Each student's Satisfactory Academic Progress (SAP) will be evaluated at the end of each semester. To maintain SAP, the student must meet the following standards:

1. A student must maintain a cumulative GPA of 2.0 or better
  - a. Transfer students – Belhaven University does not transfer grades from previous schools unless they pertain to the degree program in which the student registers. However BU does not record GPA from previous institutions attended. Therefore, cumulative GPA will be calculated based only on the student's work at Belhaven.
  - b. Please note that a different set of GPA requirements may be required to maintain specific scholarships or State aid grants. This policy is strictly for federal student aid as defined above. Therefore, a student could meet the requirements for SAP, but still lose eligibility for one or more State or Institutional student aid programs. Some examples include but are not limited to:
    - Mississippi Tuition Assistance Grant (MTAG)
    - Mississippi Emanate Scholars Grant (MESG)

TEACH Grant  
Belhaven University Scholarship  
Transfer Academic Scholarship  
PTK Scholarship

The student should be aware of all requirements necessary to maintain eligibility for his or her student aid programs.

2. A student must successfully complete at least 67% of the cumulative attempted hours. This is calculated by the number of hours earned divided by the number of hours registered.
  - a. Transfer students – All attempted courses which are recognized by the Registrar’s Office, with the exception of remedial courses, are counted as hours attempted for federal student aid purposes. Remedial courses are not considered part of the student’s attempted hours.
  - b. Courses from which a student withdraws (W), withdraws passing (WP), or withdraws failing (WF) are counted as hours attempted in accordance with federal student aid policy. However, courses with a grade of W, WP, and WF are not considered part of a student’s GPA calculation.
  - c. Credit hours earned by testing or other non-standard means are counted in the SAP calculations as both hours attempted and hours earned. This includes hours earned from exams, AP courses, CLEP, PEP, DANTEs, and military credits.
  - d. Repeated courses are considered part of the hours attempted. A student can receive financial aid for repeating a class as long as he or she earned an “F” in the course. However, the student can receive financial aid only once more for repeating a course that he/she has passed.
  - e. A course with a grade of incomplete will be counted as hours attempted. A student may request his/her SAP be reevaluated once a final grade has been posted.
  
3. A student may not exceed 150% of the required hours for their program of study. Hours used in determining whether a student has reached 150% are defined as hours attempted in #2.

*Once a student, pursuing a 124 hour degree, attempts 186 hours (150% X 124 hours) he/she will no longer be making SAP and thereby be placed on FA Suspension.*

## **SAP STATUS**

A student’s SAP status will fall into one of four categories.

*Good Standing* – eligible to receive financial aid

A status assigned to a student that is meeting all the SAP requirements.

*Financial Aid Warning* – eligible to receive financial aid

Assigned to the student who fails to meet standard #1 and/or #2 at the end of the term. A financial aid warning letter will be emailed to the student reminding him/her that failing to meet all the SAP standards will result in Financial Aid Suspension. The office of Student Success will be notified of all students in a Warning status.

*Financial Aid Suspension* – not eligible to receive financial aid

Assigned to a student who, following a semester on Financial Aid Warning, fails to make SAP. The student’s appeal was not granted. A student will remain on Financial Aid Suspension until he or she meets all of the SAP standards or has a successful appeal.

*Financial Aid Probation* – eligible to receive financial aid

Assigned to the student who successfully appeals and is eligible for financial aid on a probationary status until the student can meet all of the SAP standards. The student’s progress is evaluated at the end of the next payment period to determine if he/she is meeting the requirements of their academic plan. If the requirements are being met, the student is eligible to receive federal student aid as long as the student continues to meet the requirements and is reviewed according to the academic plan. See “Instructions for Preparing a Satisfactory Academic Progress (SAP) Appeal” for more guidance concerning an appeal.

**Appeal Process** – More details and instructions for preparing a satisfactory academic progress (SAP) appeal are located on the Belhaven website at [http://www.belhaven.edu/financial\\_aid/forms.htm](http://www.belhaven.edu/financial_aid/forms.htm)

*Appeal* – A process by which a student who is not meeting the institution's satisfactory academic progress (SAP) standards petitions the institution for reconsideration of his or her eligibility for federal student aid assistance.

A student placed on Financial Aid Suspension has the option to appeal. The student must submit a typed appeal letter to the Financial Aid Office at Belhaven University explaining, in detail, any extenuating circumstances (death of a relative, an injury or illness, or other special circumstances) that led to the student's Financial Aid Suspension. Any documentation supporting the student's case is welcomed. The appeal should also consist of a comprehensive academic plan detailing how and when the student plans to be able to meet all of the SAP standards. The appeal, the academic plan and any supporting documentation will be presented to the Financial Aid SAP Appeal Committee. If the appeal is approved, the student will have his/her financial aid based on conditions outlined in the academic plan. The student must meet any specific requirements as determined by the committee.

Following an appeal, the student will be sent a letter and an email with the ruling of the Financial Aid SAP Appeal Committee. If the appeal is granted, the letter will explain any specific requirements the committee will require the student to fulfill. Failure to comply will result in the immediate suspension of financial aid. Financial aid disbursed based on the committee's decision may have to be returned.

A successful appeal to the Registrar's Office concerning an academic suspension or dismissal does not imply a successful Financial Aid appeal. A student will have to submit a separate appeal to the Financial Aid Office to have his or her SAP status reconsidered.

## **REESTABLISHING FINANCIAL AID**

For a student to reestablish his or her financial aid, the student must bring his/her cumulative GPA to a 2.0 or better (see #1) and successfully complete at least 67% of his or her cumulative course work attempted (see #2). Students who have exceeded the maximum timeframe will not have their financial aid reestablished without a successful appeal.

*Financial aid and institutional aid policies are not directly related to policies for academic admission. The Registrar's Office sets and monitors academic admission policies such as academic suspension and academic dismissal. Reinstatement to Belhaven University after an academic suspension or dismissal does not ensure that financial aid will also be reinstated.*

# COMMUNITY POLICIES

In the interest of promoting an educational community in which students are able to discover, develop, and apply the skills and gifts given to them by God, the University sets forth the following community policies. Out of respect for God, other members of the community, and themselves, students are expected to adhere to these policies during their tenure at the University. Any student found to have violated any of these policies will be subject to sanctions deemed appropriate. Violation of policy while under disciplinary probation will ordinarily result in suspension from the University. Additionally, students are expected to abide by federal and state laws in addition to the policies and expectations of the University. Although the University will make every reasonable effort to make the policies and expectations available, students are responsible for becoming familiar with them.

## ACADEMIC MISCONDUCT

Students who violate the Honor Code policies are subject to sanctions. In cases of academic misconduct, a faculty member has the authority to grant a failing grade on the work in progress or the course and/or refer the case to the office of Student Life.

## AIDING AND ABETTING

Helping, procuring, or encouraging another person to engage in the violation of any rule or regulation is prohibited.

## ALCOHOL

Students or guests may not sell, possess (possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.), or consume alcoholic beverages on the campus or at any University-related event. This includes athletic, music, or recreational events, on or off campus. Due to the potential appearance of alcohol use, possession of empty alcohol containers is considered possession of alcohol. Students under the age of 21, regardless of their location, are not allowed to consume alcohol. Students are not allowed to purchase or otherwise provide alcohol for individuals under the age of 21. When law allows for the consumption of alcohol, students are expected to exhibit acceptable behavior.

## ANIMALS

Animals are not allowed to accompany any student or guest while on the premises of Belhaven University, or at any University-related event. Additionally, the training of service animals is not allowed on University premises. Fish in a 10-gallon or smaller aquarium are allowed in residence halls.

Individuals with legal disabilities that require a service dog may apply for approval with the Director of Human Resources, in accordance with the Belhaven University Service Dog Policy.

### *Service Dog*

The Americans with Disabilities Act (ADA) clarification on the use of service animals was further defined in the Department of Justice clarification bulletin of September 15, 2010 in the Federal Register. The law limits a service animal to "any dog that is individually trained to do work or perform tasks for an individual with a disability including a physical, sensory, psychiatric, intellectual, or other mental disability." Animals other than dogs are not "service animals," although in some instances, as set out in the ADA regulations at 28 CFR 35.136(i), a miniature horse may qualify as a service animal. For those requiring a service dog, Belhaven University provides reasonable accommodations and will make reasonable modifications to its policies, practices, or procedures as required by law to afford people with disabilities an equal opportunity to access programs, services and activities.

Under the ADA, a service animal is defined as a dog that has been individually trained to do work or perform tasks for an individual with a disability. The tasks performed by the dog must be directly related to the person's disability. In order to qualify for having a service animal on campus a student or employee must: 1) have a diagnosed disability as defined by the ADA, and 2) the accompanying animal must be trained to do work or specific tasks for the qualified individual. Examples include, but are not limited to: helping a blind or low-vision person with navigation or other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting a person during a seizure, alerting a person to the presence of allergens, retrieving items such as medicine or a telephone, providing balance and stability support for a person with a mobility impairment, and helping persons with Post-Traumatic Stress Disorder anticipate situations that could trigger paranoia, interrupt repetitive or harmful behavior, or guide the handler away from stressful situations. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition.

The University may require documentation from a licensed physician or mental health provider, to provide sufficient information for the University to determine if the individual qualifies for a service dog. The report should include an explanation as to how long the service dog has been required as a constant companion to the disabled person, and why other support mechanisms would not be equally effective as a service dog. Additionally, the University may require proof of training of the service dog to perform specific tasks for the disabled person the dog will serve. The University does not accept as proof of training "service dog certification" from the variety of companies offering online credentials.

In compliance with federal law, service dogs are generally allowed in class sessions, meetings, activities and events when the animal is accompanied by the individual with a disability. Service animals may not be allowed when the animal poses a substantial and direct threat to the health or safety of others, or if the presence of the animal fundamentally alters the nature of the program or service in which the person with a disability is participating. Determinations of this kind are made on a case-by-case basis.

Service dogs must be under the control of the handler. If the service dog repeatedly acts inappropriately or is not under the control of its handler, the dog may be excluded from any University facility or event until the handler can demonstrate that the dog's inappropriate behavior has been addressed and the dog is under control. A dog may also be excluded if it poses a direct threat to the health and safety of individuals. This might include, but is not limited to, the dog's illness, lack of cleanliness, or presence in an inappropriate area that may put the dog or others at risk. Cleaning up waste from a service dog is the sole responsibility of its handler. Any cost incurred by the University to clean up a mess or repair damage to property caused by a service dog will be the responsibility of the handler. If the dog has fleas, the handler may also be responsible for the cost of flea abatement in the areas where the dog resides, as well as other areas it frequents routinely.

### ***Emotional Support, Therapy, Comfort, or Companion Animals***

The Americans with Disabilities Act does not recognize emotional support, therapy, comfort, or companion animals as service animals. Although these animals may be important to the individual, these animals do not lawfully qualify as service dogs, and thus, are not allowed in the public buildings or on the grounds of the University, or at a University sponsored event off-campus.

## **CIVIL DISTURBANCE**

Any conduct which involves disturbing the peace of the University and/or the city of Jackson if forbidden. Disturbing the peace can be defined as, but is not limited to, disorderly conduct or failure to comply with the directives of law enforcement, of University officials, or of the officials of the city of Jackson.

## **COMPLIANCE WITH UNIVERSITY POLICIES AND OFFICIALS**

Students are expected to comply with all University policies as well as the directions of duly authorized University officials. Additionally, students should not disrupt or interfere with University functions or activities.

## **CRIMINAL LAW**

Alleged or actual violation of any federal, state, or local law where the student's conduct interferes with the University's exercise of its educational objectives or responsibilities to its members or to that student may subject the student to disciplinary procedures.

## **CRISIS PREGNANCY**

The University believes in the sanctity of life, life begins at conception, and therefore abortion is not an option. The University is committed to providing support and assistance to a student who finds herself in a crisis pregnancy situation. The parents of the child will be allowed to remain enrolled in school but for health reasons, the mother will only be allowed to remain in the residence hall until the end of the semester that includes her first trimester.

## **DESTRUCTION OF PROPERTY**

Intentionally or recklessly damaging, destroying, defacing, or tampering with University property or the property of any person or organization is prohibited.

## **DINING COMMONS**

During meal times, the dining commons area can only be entered by students who have successfully scanned as traditional residents, used their meal card, or paid for that individual meal. Students enjoy a buffet-style experience where they are allowed to eat as much as they would like and try multiple different meal options. However, students are not allowed to take anything out, with exception of either one to-go cup or a piece of fruit.

Residential students living in the traditional halls (Robertson, Wells, Gillespie, Caldwell, or Helen White) are provided a full meal plan (20 meals per week) as a part of their room and board payment. Traditional residential students that have a conflict with their academic schedule and the dining commons hours of operation can apply to receive a to-go box. Students with verified conflicts can take a to-go box out but forfeit the right to eat in the dining commons during that time period.

## **DISCRIMINATION**

The intentional public discrimination against a person on the basis of race, color, religion, national origin, socioeconomic status, age, or gender is forbidden.

## **DISHONESTY**

Furnishing false information to the University by forgery, alteration, or misuse of, among other things, University documents, records, IDs, or falsifying one's identification to a University official is prohibited.

## **DRESS EXPECTATIONS**

Students are expected to dress in a manner that is respectful of others while on campus or at University-sponsored events. Clothing that bares undergarments, exposes cleavage or midriff, or is inappropriately tight should not be worn in public. Students involved in athletics or the performing arts are expected to wear clothing appropriate to their activities and direct any questions to their respective coaches and/or faculty members. Additionally, shirts and shoes should be worn at all times in campus buildings.

## **DRUGS**

The University supports the federal and state laws with regard to drug use, possession (possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.), and distribution. No controlled substance shall be sold, possessed, or used on or off the University campus, in any of its facilities, or in a facility used by an organization recognized by Belhaven. Any person selling, possessing, or using controlled substances shall be subject to penalties which may include immediate dismissal from the University. The manufacture, use, distribution, sale, offer for sale, or possession of any illegal drug or narcotic, except as prescribed by a physician, is prohibited. Unauthorized distribution of legal drugs or placebos sold as drugs as well as possession of drug paraphernalia is also prohibited.

## **EVENTS**

University sponsored events and programming are offered for traditional undergraduate students on a voluntary basis and each student may participate at his or her own risk. Participants are responsible for ensuring that they are able to participate in the selected campus event and assume all risk upon participation.

## **FALSE REPORT OF EMERGENCY**

Students shall not cause, make, or circulate a false report or warning of fire, explosion, crime, or other catastrophe.

## **FIREWORKS**

Use of fireworks on campus is forbidden.

## **FOUNTAIN**

Due to the potential for personal injuries and the likelihood of damage to the fountain and lights, the fountain in Gillespie Commons is not to be entered without proper authorization.

## **GAMBLING**

Gambling of any type is banned on campus. This includes, but is not limited to, wagering on any game, activity, or internet gaming.

## **GRADUATION REGALIA**

Students who graduate with honors will wear University honor cords for the graduation ceremony. Students are not allowed to wear any other regalia from organizations not affiliated directly with the University.

## **HAMMOCKS**

Hammocks are not allowed to be hung on University trees or structures. Additionally, for safety reasons, climbing trees on campus is also not permitted.

## **HOVERBOARDS**

The use, possession, or storage of hoverboards, segways, or similar motorized devices are banned on campus due to fire safety concerns.

### **IDENTIFICATION CARDS AND KEYS**

All students are provided individual identification cards and are expected to keep these with them. Residential students are issued a room key. If a student's identification card or key is lost, students need to inform the security office and/or the residence life office for their and their community's safety. Unauthorized use, distribution, duplication, or possession of any identification card or key issued for any University building, facility, or room is strictly prohibited. The replacement cost for a misplaced identification card is \$15 and \$35 for a key.

### **LAKE**

Wildlife in and around the lake should be properly respected. The lake is maintained by the office of Campus Operations along with licensed wildlife agents, and concerns or problems related to the lake should be reported to this department. For safety reasons, swimming, fishing, and other unauthorized activities are not allowed in the lake.

### **MENTAL OR PHYSICAL HARM**

Students shall not inflict mental or physical harm upon another individual. The University will not tolerate expressed or implied threats against other community members. Any conduct that threatens or endangers the mental or physical well-being of a student (including oneself), guest, faculty, or staff member is not acceptable. Furthermore, it is strictly prohibited to demean, degrade, or disgrace another community member. Mental or physical harm can occur in various forms including, but not limited to, in person, written documentation, and electronic means. Physical violence toward another person is strictly prohibited.

### **OFFENSIVE MESSAGES**

Use of abusive, profane, or obscene language or gestures is not appropriate. Any message containing words and/or pictures that are contrary to the University mission, is generally considered offensive, that demeans or dramatizes sexuality or promotes alcohol or drugs is prohibited on campus. This includes, but is not limited to, clothing, signs, bumper stickers, etc.

### **PORNOGRAPHY**

Possession (possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.) of pornography in any form is banned on the University campus including the accessing of pornography through computer networks.

### **PUBLIC DISPLAYS OF AFFECTION**

Respect for oneself and others should guide the display of affection in public areas on campus, and should never make others feel uncomfortable.

### **SEXUAL ASSAULT**

Any form of sexual assault is strictly forbidden. Sexual assault is defined as forcing, threatening, or coercing an individual into sexual contact against the individual's free will with or without the individual's consent. It includes, but is not limited to, any sexual act performed on an individual or any sexual act required to be performed by an individual against that individual's free will. Sexual assault includes having sexual contact with a victim while knowing or having reason to know that the victim was incapacitated by drugs, alcohol, or was otherwise unable to



consent. Verbal misconduct or any misconduct that does not involve unwanted sexual touching, does not constitute sexual assault under the University's policy but may constitute sexual harassment or another form of misconduct.

### **SEXUAL CONDUCT**

Being a Christian institution, Belhaven upholds biblical guidelines concerning human sexuality. All relationships and conduct should reflect that of Christian character. The University upholds the institution of marriage between members of the opposite sex as the proper relationship for the sharing of activities of a sexual nature. Therefore, any sexual conduct not within these biblical guidelines is prohibited. Additionally, unrelated members of the opposite sex are not to cohabitate.

### **SEXUAL HARASSMENT**

Any form of sexual harassment is strictly forbidden. Sexual harassment is unwelcome conduct of a sexual nature and includes, but is not limited to, unwelcome sexual advances, subtle pressure for sexual activity, sexist remarks about another community members body, unnecessary physical contact with another community member, or demanding sexual favors accompanied by implied or overt threats.

### **SOLICITATION**

Business ventures and sales are not allowed to operate on the campus. Violations of this include, but are not limited to, solicitation, unauthorized posting of advertisements or events, or unauthorized distribution of any materials on campus. Furthermore, using the name of Belhaven University on any off-campus posting or materials to suggest endorsement of any product, event, activity, or service without authorization is banned.

### **TECHNOLOGY MISCONDUCT**

Students who violate the policies outlined in technology usage policy are subject to sanctions. If a Student is found in violation of these policies, the office of Information Technology will notify the office of Student Life for suitable action. Students should also be aware that they may be subject to prosecution according to Mississippi law and legal action by the owners and licensors of proprietary software for violation of copyright laws and licensing agreements.

### **THEFT**

Attempted or actual theft of property or services of the University, of any person, or of any organization is forbidden. Additionally, possession (possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.) of property known to be stolen that may be identified as property of the University, of any person, or of any organization may result in disciplinary action.

### **TOBACCO**

The University recognizes the effects of smoking, tobacco, and nicotine use on our society and is committed to promoting a healthy environment for its students, faculty, staff, and visitors without the hazards associated with these products. The University is a smoke free institution which forbids the use of any form of tobacco (cigarettes, cigars, chewing tobacco, snuff, etc.), and devices such as e-cigarettes, pipes, or vaporizers. The use of these items is prohibited in all property owned by the University (campus grounds, parking lots, garages, plazas, and courtyards), property leased by the institution, and University sponsored events. This policy applies to all students and their guests, regardless of the purpose for their visit.

### **UNAUTHORIZED USE OR ENTRY OF UNIVERSITY FACILITIES**

The unauthorized entry and/or use of University premises or property is strictly prohibited. This is including but not limited to, unauthorized entry in any University room, building, roof structure or unauthorized use of University grounds or equipment. Specifically, unauthorized use or alteration of fire-related equipment, including fire extinguishers, hoses, alarms, exit signs, emergency lights, may result in disciplinary action and could result in federal prosecution. Exterior and any other access-controlled doors are not to be propped or tampered with in any way.

### **WATER RECREATION**

Water fights are appropriate outdoors when they only involve those who wish to participate and they do not interfere with academic or other University activities.

### **WEAPONS**

The University specifically prohibits the possession (possession is defined as being in the immediate area, room, vehicle, on one's person, etc.) of any type of firearms on all property owned by the University (campus grounds, parking lots, garages, plazas, and courtyards), property leased by the institution, and at University sponsored events. This includes but is not limited to type of firearm, airsoft guns, paintball guns, pellet guns, BB guns, bow and arrows, tasers, explosive devices, illegal knives (pocket knives with blades longer than three inches are prohibited), and any other weapon considered illegal or dangerous by an University official.

# RESIDENCE LIFE POLICIES

Residence halls enhance the college experience by offering many outside the classroom educational opportunities to resident students. Close proximity to campus resources affords resident students the opportunity to become easily involved in campus activities. Resident students also tend to be more satisfied with their college experience, and are even more likely to graduate. For these reasons, all full-time freshmen and sophomores (under 54 credit hours), single and under the age of twenty-one, are required to live on campus, with the exception of those students who live off campus at the permanent address of their parents or legal guardian. Campus housing is for undergraduate students (ages 17 – 26) enrolled in the traditional program. The University reserves the right to deny on-campus housing and recommend alternative housing options.

The coordination and management of each residence hall is accomplished by a professional Resident Director (RD) who lives in the hall. Resident Assistants (RAs) are Belhaven student leaders who live with the students and assist the RD in maintaining an environment in each hall that is conducive to living and learning. Both RDs and RAs are personally and professionally committed to a biblical worldview that integrates Christian faith with the learning environment.

Residents who wish to change rooms may do so only during the designated room change period each semester. The appropriate form must be obtained from and submitted back to the RD. Residents without roommates who are not paying for a private room may be consolidated with other residents in similar situations.

The University reserves the right to enter a student's room for the purpose of maintenance, repairs, inspections, health, safety, and/or fire reasons. A student requesting work done to his or her room grants the right of entry to the necessary personnel. Additionally, designated University officials may enter a student's room when there is reason to believe violation of University policy is taking place, as well as for reasons of search and seizure of illegal possessions within or outside the student's room or on their person.

Any damage that occurs to University facilities will be billed to the responsible individual(s). When damage cannot be attributed to the responsible person(s), all students may be held responsible for the cost of repair (i.e. residence hall floor or building). The cost billed will be the actual cost of materials and labor, and students will be billed a pro-rated portion of this bill.

The University assumes no responsibility for the theft, destruction, or loss of property belonging to, or in the custody of, a student. Students are encouraged to carry their own personal property insurance and to always lock their doors.

Abandoning the residence halls without procedural contract release will result in full billing for the specified housing period. University officials will dispose of any personal property left in the residence halls after the resident has moved out of the halls.

## APPLIANCES

In an effort to reduce circuit overloading, potential fire hazards, and our insurance obligations, the types of electrical appliances allowed are limited to UL approved equipment. The items not allowed to be used in the rooms include, but are not limited to, crockpots, electric blankets, electric skillets, halogen lamps, hot plates, grills, multiple outlet converters, rice cookers, space heaters, toasters, window air condition unit, and anything that is not UL approved. Refrigerators (5 cubic feet or less) and microwaves (900 watt or less) are allowed.

## **CANDLES OR INCENSE**

Open flames are prohibited in the residence halls. Specifically, the use of candles or incense is not allowed.

## **CHILDCARE**

Students or guests are not allowed to provide childcare or baby-sit in any of the residence hall buildings.

## **CLEANLINESS**

Residents are responsible for the cleanliness of their own rooms and living areas. Perishable food items should not be stored in open containers in order to limit the likelihood of insect infestation. If something in campus housing needs to be attended to students should notify residence life staff, who work closely with the office of Campus Operations, in order to have the particular issue addressed.

## **COOKING**

For environmental, health, and safety reasons, cooking is not permitted in the residence hall rooms. Cooking is allowed in the kitchen area(s) of each residence hall. Students must cook responsibly and clean the kitchen after they finish.

## **DECORATION AND PERSONALIZATION OF ROOM**

While personalization of the interior of residence hall rooms is encouraged, the following guidelines must be followed. The use of nails, screws, tacks, or other potentially damaging items on residence hall furnishings, doors, and walls is prohibited. Damage-free adhesive mounting strips and hooks as well as painters tape are the ideal materials that may be used for hanging. Other types of bonding agents may not be used without the permission from the RD. Posting or hanging anything in or outside the residence hall windows is not permitted.

The University reserves the right to require removal of decorations deemed to be inappropriate. Decorations should be done in good taste and may not contain nudity, inappropriate language, or promote drugs or alcohol. The display of public signs (road signs and public service signs) is also prohibited. The final interpretation of whether a decoration is inappropriate or could potentially damage the residence hall will rest with the RD.

## **EMERGENCY SITUATIONS**

Students are required to evacuate the building immediately any time the fire alarm sounds, gather in the area designated for that particular building, and not return until permission is given by a University official. In the event of a tornado warning, students should proceed immediately to the designated area of safety in the residence hall and remain there until the warning has been cancelled. Should a tornado or other form of inclement weather directly hit the campus or immediate area, students should limit their movement until the affected area is cleared of hazards such as power lines, gas lines, trees and/or unstable structures. Students should become familiar with the safe gathering areas in and around each residence halls for emergency situations.

## **FURNISHINGS**

Each residence hall room contains a variety of furniture. University furniture or furnishings may not be removed from rooms. Residents, along with their RAs, are responsible for inspecting the condition of rooms when moving in or out of the residence halls. Residents are held accountable for any damage to University furnishings or equipment. Room inventory sheets will be used to determine the room's condition and to assess any fines. Beds are not to be elevated by use of cinder blocks or any other material that is not specifically designed for such purpose. Elevated

beds increase the risk of injury, and the University assumes no responsibility for injuries sustained from elevated beds or from lofted or bunked beds.

### **KEYS**

Residents are provided a key to their rooms upon checking in to the residence halls. If a resident is locked out of his or her room, the residence hall staff can provide access; however, repeated requests are subject to a charge. Residents are responsible for all activity that takes place in their rooms. Therefore, residents should make every effort to ensure their rooms are locked. A replacement fine of \$35 will be assessed to the student's account for each lost key. Duplication of keys is prohibited.

### **NOISE LEVEL**

Common courtesy should be given when making noise in one's room or in the public areas in and outside the residence hall in order to ensure reasonable sound levels. This would include but is not limited to talking, music, television, and alarm clocks.

Quiet hours are in effect Sunday through Thursday from 10:00 p.m. until 8:00 a.m. and Friday and Saturday from 12:00 a.m. until 8:00 a.m. During this time, noise should not be heard outside of one's room in order not to disturb fellow residents. Twenty-four hour quiet hours are observed during final examinations. Students are encouraged to share responsibility in upholding quiet hours.

### **OVERNIGHT GUESTS**

Guests are permitted in the University residence halls during the academic year if they are invited and accompanied by a resident of the building. Residents are required to register their overnight guests with the residence hall staff. Guests may stay overnight for up to three nights in a row with prior approval of the RD. A guest may stay no longer than six nights total regardless of room or residence hall in any semester. Guests of the opposite gender are not permitted. For health and safety reasons, the University reserves the right to limit the total number of guests per building. Students are responsible for the conduct of their guests for the duration of their stay. Guests who fail to adhere to University policies and expectations are subject to eviction from University premises.

### **PUBLIC AREAS**

Furniture is provided in residence hall public areas for the use of all residents in the building. Relocation of public furnishings is prohibited and considered theft. Residents must show respect to all members of the community when watching movies in public areas. Media that may be offensive to others should not be viewed in public. R-rated movies are not to be played in any public area. Residents should assist the housekeeping staff in keeping public areas clean. Public areas include, but are not limited to, lobbies, hallways, bathrooms, stairwells, and study areas. Public areas are closed to members of the opposite gender from 12:00 a.m. until 8:00 a.m., Sunday through Thursday, and from 1:00 a.m. until 8:00 a.m., Friday and Saturday.

### **VISITATION**

Members of the opposite gender are not permitted beyond the lobby of any residence hall (with the exception of the University Village) without the permission of the resident director. The lobbies close down to members of the opposite gender during the hours established by the office of Student Life.

In the University Village residents are allowed to have guests of any gender in the lobby, courtyard, fitness center, hallways, study alcoves, and study room during the hours established by the office of Student Life. During the times that the common areas are closed to the opposite gender, residents of the University Village can still pass through

the hallways but they cannot linger. Students are not allowed to bring members of the opposite gender in their apartment suite except during “Open Hall”.

Visitation hours (“Open Hall”) provide members of the opposite gender an opportunity to visit individuals’ rooms in the context of the policies and hours established by the office of Student Life. If residents have guests of the opposite gender they are to keep their bedroom doors open and lights on. As always, but particularly during visitation hours, it is expected that students will maintain a biblical standard of morality and be sensitive to community standards of good taste and decency.

### **WINDOWS AND SCREENS**

Individuals may not enter or exit residence hall rooms through windows for any reason other than emergency evacuation. Throwing, spraying, or hanging any object out of a window is prohibited. Window screens are to remain securely attached to windows as designed.

# TECHNOLOGY USAGE POLICES

## GENERAL GUIDELINES

1. The computer systems, networks, facilities, and accounts are owned and operated by Belhaven. The University reserves all rights, including termination of service without notice, to the computer resources that it owns and operates. All students are responsible for ensuring that their internet usage is within regulations and is ethical and lawful.
2. The browsing and/or downloading of text, programs, video, images, or any other medium, which contain material of an offensive, indecent, or obscene nature is prohibited. Any software or files downloaded via the internet onto the University's equipment may be used only in ways that are consistent with their licenses or copyrights.
2. Under the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Belhaven reserves the right to monitor and record all internet usage patterns. Belhaven does not routinely inspect internet usage, but reserves the right to inspect at any time any activity that is causing aberrant network behavior. Users should not have any expectation of privacy as to their internet usage.
3. Sexually explicit material may not be viewed, displayed, archived, stored, distributed, edited or recorded using the network or computing resources. There are systems in place to identify inappropriate or sexually explicit internet sites. The University may block access from within its networks to all such sites that are known. Any site that a student feels is blocked in error may be unblocked by the discretion of the office of Information Technology.
4. Use of any University resources for illegal activity is grounds for immediate dismissal, and the University will cooperate with any legitimate law enforcement activity.
5. Users must not, with the exception of Belhaven's existing infrastructure, utilize any of the following technologies: routing, IP forwarding, Bridging, ARP proxying, IP masquerading, DHCP, Network Address Translation (NAT), IP/IPX tunneling, SOCKS, application layer proxies, SSH, or peer-to-peer (P2P) on any computer connected to the Belhaven network. In addition, no new devices may be added to the Belhaven network. These devices include hubs, switches, gateways, routers, access points, and servers of any kind.
6. Persons using the internet facilities of the University shall identify themselves honestly, accurately and completely (including one's affiliation and function where requested) when participating in chats or newsgroups, when setting up accounts on outside computer systems, or identifying their computer on the Belhaven network.
7. Any software that is downloaded and/or installed must be properly licensed and registered. Downloaded software must be used only under the terms of its license.
9. Students may not upload to the internet any software licensed to the University or data owned or licensed by the University without the express written authorization of the office of Information Technology.
10. User IDs and passwords help maintain individual accountability for internet usage. Any student who obtains a password or ID from the University must keep that password confidential. University policy prohibits the sharing of user IDs or passwords.
11. The University has installed hardware and software to assure the safety and security of the University's networks. Any student who attempts to disable, defeat or circumvent any University security facility will be subject to disciplinary action.
12. All monitoring of network traffic by any unauthorized user constitutes a violation of Federal Communication Commission administrative rules and is classified as an "illegal wire-tap." In compliance with federal law, these activities are strictly forbidden and will be followed up by disciplinary action. An

“unauthorized user” shall include any student or guest not specifically instructed by the office of Information Technology or an authorized University official, or any such authorized person operating outside of or beyond the specific instructions given by the office of Information Technology.

13. The University computing network is not to be used by employees for for-profit activities, or for private or financial gain.
14. Each user is expected to exercise good judgment regarding noise levels in consideration of others in the lab environment. Food and drinks are not allowed in the labs. In any lab, the downloading and/or installing of any program is forbidden. In the event that a program is needed for a class, please contact the office of Information Technology. If there are any severe damages to any computer lab, the office of Information Technology has the right to close the lab. The lab may also be closed for periodic maintenance. The paper supplied in the computer labs is the property of the University and is intended only for the legitimate academic use of students and the University. It is not to be used for any other purposes, nor is it to be removed from the computer lab.
15. The tampering with computer and networking equipment will be cause for disciplinary action.
16. As we do have limited bandwidth, the office of Information Technology reserves the right to block, threshold, or otherwise restrict access to any service that is compromising the performance of the network and/or internet.
17. The e-mail system and all messages sent by e-mail are the property of Belhaven. The University reserves the right to access and disclose all messages sent or received using its e-mail system to determine whether users have breached security, violated University policy, or engaged in other unauthorized or illegal actions. The University also may, without prior notice to either the sender or recipient, disclose e-mail messages when law or contract requires such action. Users should be aware that their deletion of a message might not automatically delete all copies of that message.
18. While the University does have systems in place to combat viruses, spyware, spam, and other computer “bugs,” a certain measure of caution and awareness is required by the end-user to ensure an efficient and trouble-free computing experience.
19. Students of Belhaven may gain access to certain confidential information regarding the University, whether it be in written, spoken or in an otherwise recorded format. This information should not be transferred in any way to any other person or device.

## **COPYRIGHT INFRINGEMENT POLICIES**

### **What is a Copyright Infringement?**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

### **Criminal Penalties for Violation of Federal Copyright Laws**

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.



## **Exclusive Property**

All equipment, services, and technologies provided to students as part of Belhaven University's computer system constitute the exclusive property of the University. Similarly, all information composed, transmitted, received or stored via the University computer system is also considered the property of the University. As such, all stored information is subject to disclosure to management, law enforcement, and other third parties, with or without notice to the student.

## **Student Responsibilities**

Students are responsible for complying with copyright law and applicable licenses that apply to software, files, documents, messages and other material they wish to download, copy, or transmit. This includes peer-to-peer sharing of files and applications. Proprietary materials belonging to entities other than the student should not be stored or transmitted on the University's e-mail system or via the University's internet connection. All students obtaining access to any material prepared or created by another company or individual must respect any attached copyrights and may not copy, retrieve, modify or forward such copyrighted materials, except with written permission of the lawful owner. Students receiving electronic files via the University e-mail system or internet connection should ensure that the sender is the lawful owner or has obtained the necessary license or permission.

## **Policy Violation**

Belhaven University monitors and filters all internet activity. To avoid disciplinary or criminal consequences, students should be very careful to investigate any material obtained via the internet to be sure it is legal before copying. Students found to be in violation of any part of the policy will be subject to disciplinary action up to and including suspension from the University.

## **Plans to Effectively Combat Copyright Infringement**

The University has network controls designed to block illegal file sharing. In the event a student is able to circumvent those controls and is discovered, the student's network access will be revoked until the policy remedies have been enforced.

## **Annual Disclosure**

As required by HEOA, Belhaven University will regularly notify each student of the University's obligation to combat illegal file sharing.

## **INTELLECTUAL PROPERTY RIGHTS**

### **Copyright**

All rights in copyright shall remain with the creator unless the work is a work-for-hire (where the original copyright belongs to Belhaven), an institutional work, makes significant use of University resources or personnel, or is otherwise subject to contractual obligations. Subject to various exceptions and limitations, the copyright owner has the exclusive right to reproduce the work, authorize and prepare derivative works, distribute copies for sale or otherwise, and display or perform the work publicly. Ownership of copyright is distinct from the ownership of any material object in which the work may be embodied.

### **Compensation and Revenue**

Royalties are allocated in a manner whereby the author(s)/inventor(s)' share is allocated among individuals based on their relative contributions to the work absent a prior written agreement to the contrary. Where royalty distribution

to individuals would be impractical or inequitable (for example, where individual royalty distribution could distort theological, pedagogical or academic priorities), the author(s)/inventor(s) share may be allocated to the University.

## **SOCIAL MEDIA POLICY FOR INTERNAL AND EXTERNAL USE**

It is the purpose of the Belhaven University social media sites to provide access to information, promotion, and discussion of Belhaven news, events, and achievements. We encourage all our students to join and participate on the numerous official Belhaven University social media sites to keep up on news and events for the University.

- Blogs: <http://blogs.belhaven.edu/>
- Instagram: <http://instagram.com/belhavenu>
- Facebook: <https://www.facebook.com/belhavenuniversity>
- Google+: <https://plus.google.com/+belhavenuniversity/posts>
- Linked In: <http://www.linkedin.com/company/24900?trk=tyah>
- Pinterest: <http://www.pinterest.com/belhavenu/>
- Twitter: <https://twitter.com/belhavenu>
- YouTube: [www.youtube.com/BelhavenUniversity](http://www.youtube.com/BelhavenUniversity)

With the constantly changing and expanding world of social media, Belhaven University has set up guidelines which we ask all of our participants to uphold. These guidelines include sites like, but not limited to, Facebook, YouTube, Flickr, Picasa, Twitter, Instagram, Pinterest, Google + and Blogs. When participating on these sites, please keep these guidelines below when leaving comments.

### **Be Relevant**

Posts/comments written on any Belhaven University social media sites need to be relevant to the Belhaven community. The Belhaven social media sites will discuss things directly related to Belhaven, not personal advertisements, products or causes. Posts that are deemed irrelevant to the site and/or the audience will be removed at the administrator's discretion.

### **Respect Others**

Sexist, racist, offensive, obscene, sexually explicit, derogatory and other discriminatory posts, comments, images or videos will be removed immediately. Users are free to discuss topics pertaining to Belhaven and disagree with one another, but please be respectful of other people. Also, ensure that proper permissions are obtained prior to posting images or videos of individuals.

### **Respect Yourself**

For your own safety and security, please refrain from sharing personal contact information (home phone numbers, mailing addresses, personal e-mail addresses, etc.).

### **Respect the University**

Critical, offensive, derogatory and other discriminatory posts, comments, images or videos that attack the University or individual faculty, staff or students will be removed immediately. Critical comments should not be made on a public site – rather, according to the biblical model of one-on-one, face-to-face conversation with those responsible for the area being criticized.

## **Respect Intellectual Property**

It is very important at Belhaven to respect intellectual property and follow copyright policies. When posting text, images, or video ensure that proper permissions are obtained and that proper credit is given when required.

# MOTOR VEHICLE POLICES

## BICYCLES AND LOCKS

Free bicycles and steering wheel locks are available for students to check-out on a semester-by-semester basis. Students are responsible for securing, maintaining, and returning the bicycles or locks. Students should contact Campus Security at 601-968-5900 to check-out their bicycles or locks.

## DISABLED VEHICLES

Disabled vehicles must be removed from the campus within seven days, or they will be removed/towed at the owner's expense.

## DRIVING/PARKING VIOLATIONS

Students are expected to observe all traffic regulations both on and off campus. The privilege of operating a motor vehicle may be removed if policies regarding vehicles are violated on campus. Back-in parking is not allowed on campus. Students should keep their vehicles locked and their valuables out of plain view. Violators of driving and parking policies will be issued the following fines:

### Moving Violations and Fines:

1. Driving Off-Road (Lawn, sidewalk, undesignated roadway).....\$40
2. Reckless Driving .....\$40
3. Speeding (Driving over 15 miles per hour) .....\$40
4. Failure to Stop at a Stop Sign.....\$40
5. Driving the Wrong Direction .....\$40

### Parking Violations and Fines:

1. Blocking Traffic .....\$40
2. Double Parking.....\$40
3. No Parking Area (yellow curb) .....\$40
4. Parking on Grass or Sidewalks.....\$40
4. Reserved Parking (including wrong zone) .....\$40
6. Visitor Parking .....\$40
7. Back-in Parking.....\$40
8. Fire Exit (blocking) .....\$60
9. Fire Hydrant (blocking).....\$60
10. Fire Zone (red curb) .....\$60
11. Handicap Zone (blue curb).....\$75

## RESTRICTED VEHICLES

Storage of all gasoline-powered vehicles such as motor bikes, motor cycles, mini-bikes, and go-carts is prohibited in the residence halls because of the fire hazard they pose and are allowed only on paved streets and parking lots. Boats, trailers, and all-terrain vehicles may not be parked on University property.

## VEHICLE REGISTRATION

All vehicles are to be registered with campus security at which time students are issued a Belhaven color-coded parking permit. The color indicates in which parking zone students may park their vehicle. Decals must be displayed on the left rear bumper or left rear windshield.

### Designated Parking Zones:

- Caldwell, Gillespie, and Helen White Residents .....Blue Zone
- Robertson/Wells Residents .....Red Zone
- University Village Residents .....Green Zone
- Commuters.....Yellow Zone
- Faculty and Staff.....White Zone

### Vehicle Registration Violations and Fines:

1. Decal Not Affixed to Vehicle.....\$40
2. Expired Decal.....\$40
3. Unregistered Vehicle/No Belhaven Decal.....\$40

# **DISCIPLINARY PROCEDURES**

## **UNIVERSITY STUDENT DISCIPLINE**

Every Belhaven University student is responsible for conforming to all University rules, expectations, and policies. Proven failure to meet this obligation will result in the appropriate disciplinary action. The University reserves the right to take administrative action for relocation or contract termination under the terms of the housing contract. The University also reserves the right to dismiss a student for any reason deemed legitimate. The student who is suspended may forfeit all previously paid payments.

The Dean of Students, in conjunction with the Vice President for Student Life and Athletics, is designated by the President as the University official responsible for the enforcement of all community and residence life policies, as well as supporting faculty members in the adjudication of Honor Code violations for all traditional undergraduate students.

The policies, procedures, rules and regulations contained in this handbook are not all inclusive and final. The University reserves the right to change, add, or amend the policies herein at any time. Students are responsible for all policies, rules, and regulations in this document and are also responsible for all changes and policies stated elsewhere. The University will attempt to explain all issues at all times but on occasion may err.

## **DISCIPLINARY PROCESS FOR VIOLATION OF UNIVERSITY POLICIES**

1. A written complaint is filed with the office of Student Life.
2. A University official makes a decision concerning the importance of the complaint filed. The Dean of Students may appoint a designee to administer the case.
3. The following general procedure is followed on complaints deemed serious enough by the Dean of Students to merit official disciplinary action:
  - a. The accused receives notice of charges and meets with the Dean of Students or designee to discuss the disciplinary process and to enter a plea.
  - b. If the student admits to the violation, a sanction is administered by the Dean of Students or designee. The student receives notice of the sanction in writing.
  - c. If the student denies the violation, the student will have a hearing with the Dean of Students or designee.

## **Disciplinary Hearing Procedures**

The following general procedure is followed in disciplinary hearings:

1. A hearing is held in which the accused makes a plea and witnesses may be called to testify.
2. The Dean of Students or designee makes a decision based upon the hearing.
3. The student receives written notice of the decision and, if applicable, sanction.
4. The student is notified in writing of the right to appeal the decision. An appeal must be submitted in writing to the Dean of Students, addressed to the Judicial Appeals Committee. Appeals must be submitted within ten business days of receiving the written sanction. The appeal must state the reason(s) for appeal as one of the following:
  - a. Disciplinary hearing procedural violations;
  - b. Sanction inconsistencies;
  - c. New evidence.
5. The appeal must include:

- a. Names of the parties involved;
  - b. Clear statement of the nature of the appeal;
  - c. Narrative of the incident, including: What occurred; When it occurred; Where it occurred; Who was present.
6. Due consideration will be given to the reason(s) for appeal and case evidence and a decision will be rendered based on all information. The student will be notified of the decision in writing within a reasonable time not to exceed ten days. This decision is considered final.

### **Disciplinary Sanctions**

Failure to comply with disciplinary sanctions usually results in indefinite suspension from the University. The University reserves the right to suspend a student from campus in certain situations pending final adjudication of a case. The nature of some situations may necessitate the immediate dismissal or removal of the person for the good of the community. Disciplinary sanctions may include, but are not limited to, the following:

1. Community Service: Requiring the student to provide service as part of restitution and/or part of a learning growth process concerning the violation of University standards.
2. Counseling: Requiring the student to enter counseling in order to explore the cause and reasons for violations of University standards.
3. Expulsion: Denying the student the privilege of attending Belhaven University.
4. Fine: Requiring the student to pay a sum of money because of breaking a University standard.
5. Probation: Indicating to the student that further violation shall result in more severe disciplinary action, usually suspension. This action shall be imposed for a specific period of time.
6. Restitution: Replacing of damaged or stolen property, the value of such property, and reconciliation for the wrong.
7. Suspension: Denying the student the privilege of attending Belhaven University for a definite period of time. The suspended student must follow a written policy of appeal to re-enter the University.
8. Warning: An official reprimand informing the student of the violation of University standards. It includes a warning concerning future behavior.

### **Judicial Appeals Committee Procedures**

The following general procedure is followed in the Judicial Appeals Committee:

1. The Judicial Appeals Committee will consider all properly submitted student appeals.
2. The Dean of Students will bring all such appeals to the Committee and present the context of the case.
3. The student does not have the right to meet with the Committee.
4. The Committee will consider the appeal privately, without the presence of the Dean of Students, and determine whether the specific reason(s) for appeal have any merit.
5. The Committee has the right to question the Dean of Students regarding the details of the case.
6. In response to an official written appeal, the Committee will take one of the following actions:
  - a. Denial of appeal: Original verdict and sanction(s) stands.
  - b. Accept and amend: Original verdict affirmed; however, sanction(s) are amended.
  - c. Overturn: Original verdict is overturned and sanction(s) dismissed.

### **DISCIPLINARY PROCESS FOR REASONABLE SUSPICION DRUG TESTING**

Students may be drug tested if it is determined that there is reasonable suspicion of drug use. Belhaven University is a drug-free community because we care for the quality of life for our students and employees, and seek to maintain a God honoring environment for studying, living, and working. Students or employees who see in others signs,

symptoms, or behavior changes indicative of suspected drugs are encouraged to confidentially share the concern with the office of Student Life. Reasonable suspicion will be based on the observation of behavior, conduct, or the presence of certain physical or emotional characteristics or patterns, which are symptomatic of the use of certain drugs. Reasonable suspicion includes but is not limited to:

- Presence of drugs, drug paraphernalia, or remnants of the odor of a drug in the immediate area, room, vehicle, house, or one's person.
- Behavior changes or unexplained fluctuations in mood (i.e. irritability, hostility, anxiety, anger, or withdrawal). Outward signs such as staggering, slurred speech, or excessive laughing or crying.
- Violation of state drug possession laws or any university drug policy.

If reasonable suspicion exists the judicial review committee will convene and determine whether the student should be referred for drug testing after evaluating the available information. If it is determined the student should be tested, he or she will be informed of the date and time of the scheduled test and the consequence of missing the scheduled test. If a student misses a scheduled drug test it will be treated the same as positive test result.

If the student tests positive for drugs, the cost of the drug test will be his or her responsibility. Transportation will be arranged for the student by a University staff member. The consequence of a positive test will be determined by the judicial review committee; which may include suspension from the University. All students who have tested positive may be required to re-test at any time during their tenure at the University without any notice in order to monitor whether or not the student has refrained from further drug usage.

## **DISCIPLINARY PROCESS FOR VIOLATION OF THE HONOR CODE**

Since Honor Code violations are related to a student's class work, the appropriate response is vested in the professor. Honor Code violations may also be referred by students, staff, or faculty to the Dean of Students. The faculty member and/or Dean of Students have the authority to impose a sanction in response to student academic misconduct. If a student disagrees with a professor's handling of the incident, an appeal may be made to the Academic Appeals Committee.

### **Disciplinary Hearing Procedures**

The following general procedure is followed in Academic Misconduct or Honor Code cases:

1. The student has ten business days to appeal the faculty member's decision in writing to the Academic Appeals Committee who will consider the reason(s) for appeal and case evidence.
2. The Academic Appeals Committee will render a decision based on all information. The student will be notified of the decision in writing within a reasonable time not to exceed ten days. This decision is considered final.

### **Disciplinary Sanctions**

Disciplinary sanctions may include, but are not limited to, the following:

1. A failing grade on the work in progress or the course;
2. A comprehensive paper regarding the honor code;
3. Suspension from the University.



# GRIEVANCE PROCEDURES

The student grievance and complaint policy insures that students have adequate lines of communication wherein to file written complaints. Students are encouraged to inform the proper University official, as described in the Catalogue and this student handbook, any time they feel one of their student rights or privileges has been denied.

## GENERAL GRIEVANCES

For all general grievances, students should file a written appeal with the Dean of Students. The Dean of Students shall investigate as appropriate and issue a written determination regarding the complaint and a description of the resolution within a reasonable time.

The student may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Students with complaints should make requests for reconsideration to the Vice President of Student Life and Athletics within ten business days of the date of the written determination issued by the Dean of Students. The Vice President of Student Life and Athletics shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.

## Procedure for Reporting Grievances

1. All student grievances must be submitted in writing to the proper University official.
2. The University official will then review the complaint and decide whether the complaint merits official action.
3. If action is taken, the appropriate official will then provide the student with a response to the complaint.
4. The student may appeal the decision in writing, and these appeals must be submitted within ten business days to the appropriate official.

## GRIEVANCE PROCEDURE FOR DISABLED STUDENTS

Belhaven University has adopted an internal grievance procedure providing for the prompt and equitable resolution of student complaints alleging any action prohibited by regulations implemented by the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, and other pertinent federal, state and local disability anti-discrimination laws. For grievances related to non-academic accommodations, students should file a written complaint with the Dean of Student Care.

1. Applicants or students shall file complaints in writing with the Dean of Student Care. A complaint shall contain the name and address of the person filing it and a brief description of the alleged violation. If the complainant needs an accommodation in order to file the complaint, he/she should inform the Dean of Student Care.
2. Such complaints must be filed within forty-five calendar days after the complainant becomes aware of the alleged violation.
3. An investigation conducted by the Dean of Student Care, as may be appropriate, shall follow the filing of a complaint.
4. The Dean of Student Care shall issue a written determination regarding the complaint and a description of the resolution. The Dean of Student Care shall forward a copy to the student within a reasonable time.
5. A student may request a reconsideration of the case in instances where he/she is dissatisfied with the resolution. Persons with complaints should make requests for reconsideration to the Associate Provost within ten calendar days of the date of the written determination issued by the Dean of Student Care.

6. The Associate Provost shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.

## **GRIEVANCE PROCEDURE FOR JUDICIAL PROCESS**

Belhaven University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging a violation directly affecting that student, by any member of the University community, or any the written policies of the University.

1. Students (“complainants”) shall file complaints, in writing, with a University official within the office of Student Life or Campus Security. The complaint should include the following information:
  - a. The name and contact information, if available, of the complainant and respondent.
  - b. Specific acts alleged, including dates, times, and locations.
  - c. Names of any potential witnesses, including contact information, if available.
2. An investigation conducted by the appropriate University official(s), as may be appropriate, shall follow the filing of a complaint. The following procedure will govern all investigations of this policy:
  - a. The investigation will begin within ten days of receipt of the complaint.
  - b. The designated University official(s) will investigate the allegations of violations of policy
  - c. The investigation shall include interviewing the complainant and the respondent as well as any relevant witnesses suggested by the complainant and the respondent. If witnesses cannot be reached or are unavailable, the complaint will be investigated in their absence.
  - d. The investigation shall include reviewing any documents deemed relevant by either party.
  - e. Confidentiality of the investigation will be maintained to the extent possible.
3. After all available information is reviewed and interviews are completed, the appropriate University official will determine whether a violation of the policy has occurred, and if so, the appropriate response.
4. All complaints will be adjudicated as expeditiously as possible and generally within sixty days.
5. A student may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The Judicial Appeals Committee shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.

## **GRIEVANCE PROCEDURE FOR SEXUAL ASSAULT AND HARASSMENT**

Belhaven University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging sexual assault or harassment.

1. Students (“complainants”) shall file complaints, in writing, with the Dean of Students. The complaint should include the following information:
  - a. The name and contact information, if available, of the complainant and respondent.
  - b. Specific acts alleged, including dates, times, and locations.
  - c. Names of any potential witnesses, including contact information, if available.
2. An investigation conducted by the Dean of Students, as may be appropriate, shall follow the filing of a complaint. The following procedure will govern all investigations of this policy:
  - a. The investigation will begin within ten days of receipt of the complaint.
  - b. The Dean of Students will investigate the allegations of violations of this policy unless another University official is designated.
  - c. The investigation shall include interviewing the complainant and the respondent as well as any relevant witnesses suggested by the complainant and the respondent. If witnesses cannot be reached or are unavailable, the complaint will be investigated in their absence.
  - d. The investigation shall include reviewing any documents deemed relevant by either party.

- e. Confidentiality of the investigation will be maintained to the extent possible.
3. After all available information is reviewed and interviews are completed, the Dean of Students will:
  - a. Determine whether a violation of the policy has occurred, and if so, the appropriate response.
  - b. Notify the complainant and the respondent in writing of the outcome of the investigation ten working days after completion of the investigation.
4. All complaints will be adjudicated as expeditiously as possible and generally within sixty days.
5. A student may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. Students with complaints should make requests for reconsideration to the Judicial Appeals Committee within ten calendar days of the date of the written determination issued by the Dean of Students.
6. The Judicial Appeals Committee shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.