

# BELHAVEN UNIVERSITY

## THE KILT 2011-2012

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# BELHAVEN UNIVERSITY

*Our Standard is Christ*

Dear Students:

On behalf of the faculty and staff, I would like to welcome you to Belhaven University. Whether you are a new student or you are returning, you will find many new opportunities and challenges awaiting you this year. Belhaven is not only committed to high academic and scholarly standards and to the integration of each discipline with Biblical truth, but also to your growth in character, wisdom, and discernment.

This student handbook, *The Kilt*, is intended to provide you with a description of the services available on campus, as well as outline the expectations for all members of the Belhaven community. Please familiarize yourself with this information as it will make you more prepared to take advantage of everything Belhaven has to offer you.

It is my hope that your experience at Belhaven this year will be an enjoyable and rewarding one. I encourage you to get involved on campus with organizations and activities and to take the time to develop relationships with your peers as well as the faculty and staff members. A little effort on your part will help ensure a rewarding college experience.

Feel free to stop by my office in The Cube, Room 206. I would enjoy meeting with you and answering any questions you may have about Belhaven University.

I pray that we have a great year together!

Sincerely,

Gregory L. Hawkins  
Dean of Student Life



Dear Students,

On behalf of the Belhaven Leadership Council (BLC), I would like to welcome you to Belhaven University. A new academic year brings exciting new opportunities and memories; but also many challenges and lessons are to be learned. In these hard times I'd like to encourage you to remember 2 Timothy 1:7, "For God has not given us a spirit of timidity, but of power and love and discipline."

It is my honor to serve you, our student body, alongside the BLC, a team of students who have the desire and heart to make your experience here at BU enlightening and enjoyable. Our purpose is to serve you by providing a variety of opportunities to get involved by participating in activities, intramurals, ministries, community outreach, or the yearbook. We would love for you to get involved in any or all of these areas of BLC. If you have any questions feel free to email us or come stop by our offices.

Jeff Bezos, CEO and founder of Amazon.com, said "I knew that if I failed I wouldn't regret that, but I knew the one thing I might regret is never trying." I encourage you to try new things, challenge and push yourself farther than you think you can go because often you can do more than you know. You have only a few years here at BU. Don't leave wishing you would have participated in intramurals, gone to spring formal, or to the play. Get involved, you won't regret it!

In Christ Alone,

Jessica Akiona  
2011-2012 BLC President



# THE UNIVERSITY

## VISION & MISSION

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.

## STATEMENT OF FAITH

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 MATTERS

The Provost is responsible for the academic program of Belhaven University.

The Registrar and the Academic Appeals Committee, in conjunction with the Dean of Student Development, are charged with interpreting and implementing academic policies and regulations concerning such matters as class attendance and degree requirements.

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 at 601-968-5922.

## ADMISSION

Located in Fitzhugh Hall, the Admission Office is open from 8:00 a.m. until 5:00 p.m. Monday through Friday, including the lunch hour. The Admission Office will be happy to receive information on prospective students who might want to attend Belhaven University. These individuals may be from your school, church, or just a friend. Please give the Admission Office their names, e-mail addresses, street addresses, and telephone numbers, so that information can be sent to them.

If someone visits you from your hometown, the Admission Office will be glad to give him or her a campus tour and set up appointments with faculty members. Should a student be visiting campus, please help in any way possible to make the student feel at home.

## UNIVERSITY DECISIONS

The President of the University possesses final authority in all University-related matters. This authority is vested in the President by the Board of Trustees. While the President does have this final authority in the decision-making process, most decisions are delegated to the administrative staff and faculty.

Although Belhaven University reserves the right to make certain policies and regulations that are administrative in nature, student input in the University decision-making process is desired. When a University policy is considered to be in the student domain, an effort is made to inform the appropriate student leaders or groups in order to get their responses and suggestions. The student input is then considered as policies are formulated.

## **FACULTY**

The goal of the Belhaven faculty is to help students obtain a Christian worldview through the best education possible; therefore, teaching comes first with the Belhaven faculty. Times of formal academic advising are held each semester. Professors also keep office hours each week so that students may meet them individually to discuss academic or personal concerns.

## **STUDENT AFFAIRS**

The Student Affairs area seeks to dynamically develop Belhaven students in all aspects of their learning environments including the classroom, residence life, student leadership, career development, academic support, student activities, intramurals, discipline, and spiritual development, as well as through services such as are found in the dining commons, counseling services, and the health center. Student Affairs members embrace the centrality of the academic program and contribute to it by partnering with faculty and other campus leaders to provide a holistic learning experience that recognizes learning as a life activity found outside as well as inside the classroom. Student Affairs supports vigorous academic programs and scholarly standards by illustrating in a vibrant, intentional, student development program the necessity of integrating faith and learning with faith and living.

# SERVICES

## ACADEMIC ADVISING

All students are assigned faculty advisors by the Registrar's Office. Freshmen, sophomores, and undecided transfer students will remain with their advisors until such time as they decide on their majors, which should be by the end of the sophomore year. At that time, each student will be assigned an advisor from the department of his/her major. Students in art, pre-med, pre-engineering, music and elementary education should be advised by their respective departments from the beginning of their freshman year.

Faculty advisors are available for counsel and advice, especially in the area of academics. Office hours are posted for the convenience of both resident and commuter students. There is also a Campus Student Advisor located in Room 105 of The Cube who is available to help assess student needs and aid in finding answers and services for a variety of questions. She may also be contacted at 601-968-5994.

## ACADEMIC DISABILITY ACCOMMODATION

Belhaven University offers students academic disability accommodation in accordance with the guidelines of the Americans with Disabilities Act. The student must provide current documentation of the disability from a licensed professional and complete the Belhaven ADA Request Form for accommodation of the term for which the request applies. The student must contact the Office of Student Development, located in Room 208 of The Cube, at the beginning of **each** semester for which accommodation is requested. Approved accommodations will be made within a reasonable time period after completion of the official request.

## ADULT & GRADUATE STUDIES PROGRAMS

Belhaven University Adult Studies and Aspire Accelerated Degree Programs feature programs for adult students age 21 and over who wish to continue their education on a full-time basis. Through adult-friendly formats and convenient scheduling of evening or weekend classes, students may obtain their undergraduate education or graduate degrees while still earning a living. The programs offer graduate programs and a combination of degree completion options, credit for work experience and training, credit for military service schools and training, academic advising, and convenient class schedules to accommodate the challenging daily routines of the adult student.

Ten degrees are offered through the Adult and Graduate Studies Program in a sequenced, concentrated format. The five undergraduate degrees are an Associate of Arts, a Bachelor of Business Administration, a Bachelor of Science in Management, a Bachelor of Arts in Social Services, and a Bachelor of Health Administration. The five graduate degrees include: Master of Business Administration, Master of Science in Leadership, Master of Arts in Teaching, Master of Public Administration, and Master of Education. The Adult and Graduate Studies offices are located in Raymond Hall. Please call 601-968-8880 or 601-968-5988 for assistance or see details at <http://www.belhaven.educampuses/index.htm>.

## BELHAVEN BICYCLES & STEERING WHEEL 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.

## BOOKSTORE

The Belhaven Bookstore is located in the McCravey-Triplett Student Center. In addition to textbooks and supplies, the bookstore offers Christian literature and Belhaven memorabilia such as shirts and mugs. The bookstore is open from 9:00 a.m. until 6:30 p.m. Monday through Thursday; 9:00 a.m. until 1:00 p.m. on Friday. The bookstore is closed on Saturday and Sunday. Hours may vary during school breaks and official holidays.

## BUSINESS OFFICE

The Business Office, located on the first floor of Preston Hall, is open Monday through Thursday, 9:00 a.m. to 6:00 p.m., and Friday, 9:00 a.m. to 5:00 p.m. The Business Office will cash checks for students up to a maximum of \$50 with a current Belhaven University ID. Students may also pay for transcripts, letters of good standing, or faxes at the Business Office.

## COMMUTER SERVICES

Commuter students are an important part of the Belhaven University community. In order to better serve this population, commuter lockers are available on the second floor of the Student Center. These lockers provide a secure storage area for belongings and can be reserved in the Office of Campus Operations, which is located on the second floor of the Student Center. Commuter students may also see the Food Service Director (601-968-5912) in the Bailey Dining Commons to purchase multiple meals at a cost discounted from the

single meal price.

## COUNSELING SERVICES

Belhaven University seeks to meet the needs of students by fostering a warm environment of personal contact between students, faculty, and staff members. Additionally, professional counseling services are available on campus for all full-time traditional students during the Fall and Spring semesters through Hopewell Counseling. Hopewell is a group of Christian counselors who have a heart for individuals who are hurting. They provide counseling and education that is Biblically based and psychologically sound. Each of the counselors is a graduate of the Marriage and Family Therapy program at Reformed Theological Seminary in Jackson, and each counselor is a member of the American Association of Marriage and Family Therapy. Appointments can be scheduled by leaving a voicemail at 601-724-5040 or emailing Hopewell at [counselor@belhaven.edu](mailto:counselor@belhaven.edu). The first appointment is free; after the first visit, there is a nominal charge of \$5 per session. A short-term model of counseling (4-6 sessions) is used in order to best serve the greatest number of students. However, students may continue to see the Hopewell Counselors after six sessions at Hopewell's regular fee schedule. Those requiring more extensive counseling will be referred to appropriate services in the Jackson area.

Occasionally, the University may require that a student seek psychological care/counseling. In acute situations, the University reserves the right to withdraw a student from the institution. Such situations are handled on a case-by-case basis. The goal of the Belhaven community is to intervene before a problem becomes serious; therefore, students should feel free to visit with a counselor, the Office of Student Life, or the Office of Student Development to discuss concerns. Resident students are also encouraged to talk to their Resident Directors and/or Resident Assistants.

## FOOD SERVICE

The Bailey Dining Commons is located in the McCravey-Triplett Student Center and is open daily except during designated holidays and breaks. This service provides an unlimited "seconds" program on all items except for occasional premium entrees. With this type of service, a few rules are necessary:

1. Student identification is required at every meal using student ID scanning.
2. Food is to be consumed within the dining area.
3. Shoes and complete attire must be worn in the dining room.
4. Carry-out meals for illness must be approved by the Resident Director.
5. Sack lunches are available for working students with written documentation from their employer.
6. Special dietary needs must be requested through the Office of Student Life and documented by a physician.

Belhaven's food service will also offer special events as part of the regular board plan during the school year.

Commuter students and guests are always welcome at the Dining Commons. Meals can be purchased individually or a meal card can be purchased at a discounted rate from the cashier as follows:

### Individually Purchased Meals:

Hot Breakfast.....	\$4.00
Continental Breakfast .....	\$3.00
Lunch .....	\$6.00
Dinner .....	\$6.00

### Meal Cards:

10 Meal Punch Card .....	\$55 (\$5.50 each)
40 Meal Punch Card .....	\$210 (\$5.25 each)
80 Meal Punch Card .....	\$412 (\$5.15 each)
120 Meal Punch Card .....	\$600 (\$5.00 each)

### Dining Commons Schedule:

#### Weekdays:

Hot Breakfast.....	7:00 a.m. to 8:30 a.m.
Continental Breakfast .....	8:30 a.m. to 9:30 a.m.
Lunch.....	11:00 a.m. to 2:00 p.m.
Dinner.....	4:45 p.m. to 7:00 p.m.

#### Weekends:

Sunday Continental Breakfast.....	8:30 a.m. to 9:30 a.m.
Brunch/Lunch.....	11:30 a.m. to 1:30 p.m.
Dinner.....	4:45 p.m. to 6:00 p.m.

## **LIBRARY**

The Warren A. Hood Library is located on the Jackson campus and houses more than 150,000 items including books, periodical subscriptions, CDs, DVDs, video cassettes, the University Archives and reference materials for all fields. In addition, the library provides access to a range of online materials, including 44,000 electronic books, extending the availability of information resources beyond the physical library and its hours of operation.

The staff is well trained to assist all faculty and students with a wide range of research activities. It is the librarians' intent that each student at Belhaven develops transferable skills to enhance life-long learning through instruction and skilled use of the materials available at the Warren A. Hood Library. With these skills, students will be empowered to navigate resources at libraries worldwide.

Individuals using the library are strongly urged to seek all assistance possible. Should essential library materials not be found in the library, there are cooperative agreements between Belhaven and other local and state libraries which exist to make interlibrary loan service possible.

The library staff is always available to assist in developing research strategies. In order to make the best possible use of a student's research time, reference consultations are encouraged. Advance appointments should be made and students will be expected to carefully describe their research needs at the time the appointment is made. This allows the library staff the lead time necessary to plan the best use of the library's collections.

To receive a library card, students must present their current Belhaven ID card to a Library staff member and fill out a Library card registration form. The school ID then becomes the Library card. Use of a Library card indicates a willingness to comply with the Library policies set forth in *The Kilt* and the *Warren A. Hood Library Guide*, which is available in the Library and on the Library's webpage.

Please be aware that prompt return of library materials is a courtesy you extend to your fellow students. Outstanding books and library fines will result in withholding of grades, transcripts and/or diplomas. Consult the *Warren A. Hood Library Guide* for further information. Special questions regarding the library may be directed to the staff at 601-968-5948.

Hours vary during the summer, holidays, and academic breaks. Fall and Spring semester Library hours are as follows:

Monday - Thursday .....	7:30 am - 10:30 pm
Friday.....	8:00 am - 7:00 pm
Saturday.....	9:00 am - 5:00 pm

## **LOST & FOUND**

Lost and found items are turned in to the Security Office. Found property is held for ninety days. All reasonable attempts are made to locate the owners of property turned in. Any property remaining unclaimed after ninety days is disposed of or donated to charity.

## **MAIL ROOM**

The Mail Room is located in the McCravey-Triplett Student Center. The Mail Room window is open Monday through Friday from 11:00 a.m. until 3:00 p.m., except for the Tuesday chapel periods and school holidays; mailboxes are accessible anytime the Student Center is open. The Mail Room accepts and distributes campus mail, U.S. Mail, UPS, and FedEx. Mail will be distributed Monday through Friday. Box numbers are required on incoming mail to facilitate reasonable delivery. Resident students should make every effort to notify senders of their box numbers. Students may send letters or packages through the US Postal Service or UPS, as well as purchase stamps. Acceptable payment is cash or check.

Mail Room boxes are assigned to all resident students. Resident students are responsible for picking up their mailbox keys at the Mail Room service window. A Mail Room box is necessary for the receipt of mail on campus. If a student loses his or her key, a minimal charge will be required in order to replace it.

Due to a limited number of boxes, off-campus students are not issued Mail Room boxes.

## **PUBLICITY & MEDIA RELATIONS**

If students have news items they would like submitted to the newspapers, radio, or television, they should contact the Office of University Communications. All releases concerning Belhaven University must be disseminated by the Office of University Communications. We ask students and staff to not contact the news media directly in order to avoid duplicating or issuing conflicting releases and to ensure the statements reflect either previously approved programs or the general thinking of the University. If you have a news item, please contact the Office of University Communications at least two weeks prior to the date you would like the material published at 601-965-7044 or

log on to [www.belhaven.edu/forms/student\\_news.htm](http://www.belhaven.edu/forms/student_news.htm).

## **RESERVATION OF CAMPUS FACILITIES**

Reservation of campus facilities is scheduled through BlazeNet. Student organizations must work with their respective faculty advisors and the Office of Student Leadership in order to reserve facilities using the Activity Proposal Form which is available on BlazeNet. Reservations for academic projects and meetings must be submitted by the appropriate faculty member.

## **RESIDENCE HALLS**

Belhaven has three residence halls for women and two for men. A Resident Director, along with several student leaders who serve as Resident Assistants, oversees each building.

The primary goal of the Residence Life program is to provide students with a framework of expectations and guidance in the context of community for the purpose of enabling students to make wise life choices. Resident Directors and Resident Assistants are in place not only to enforce policies and hold students accountable, but also to model wise living and to extend compassion, insight, and Christian love to those same students.

To be eligible to live in campus housing, students must be enrolled in a minimum of twelve semester hours and actively pursuing a degree. Full-time members of the freshmen and sophomore classes (single and under the age of twenty-one) are required to live on campus, with the exception of those students who are married or live off campus with their parents. For more information, contact the Office of Student Life in Room 203 of The Cube or call 601-968-5969.

## **SECURITY**

The purpose of the Belhaven Campus Security Department is to provide students, visitors, faculty and staff with on-campus protection 24 hours a day.

Officers of the Security Department are charged with enforcing the handbook regulations, keeping the peace, and assisting with the safety and security needs of the campus community. In order to assure a safe campus environment, Security officers may request ID at any time, and in particular of those entering campus in the evening and early morning hours. Failure to produce valid ID may result in denial of access to the campus and a \$50 fine. Failure to comply with the directive of a Security officer may result in a \$40 fine.

Since the Security Department is primarily responsible for the prevention of crime, students are encouraged to report to the Director of Security any recommendations which may improve the safety of Belhaven University. Students involved in incidents which take place off-campus should consult with the Director of Security for assistance or advice and reporting. Any student wishing to meet with the Director of Security may do so by calling 601-968-5900 or 601-968-5929.

Under the Campus Sex Crimes Prevention Act (CSCPA), Belhaven University is required to make available information regarding the existence of registered sex offenders who live, work, study, or volunteer on campus. A current report can be obtained from the Office of Campus Security.

The University assumes no responsibility for damage and/or loss of personal property from the student's residence hall room, vehicle, or any part of the campus due to theft, fire, destruction, acts of God, etc. Residents are encouraged to check with their parents regarding their homeowner's policies and insurance coverage.

## **STUDENT DEVELOPMENT**

The Office of Student Development is located in Room 208 of The Cube and assists Belhaven students in relating academic pursuits, personal interests, and skills to God's calling for their lives. All incoming freshmen are required to complete the StrengthsFinder assessment which is available online; students may take the assessment on an office computer. StrengthsFinder allows students to discover their God-given gifts and abilities and encourages them to develop those gifts and strengths as they obtain their college education and decide their career path.

Students who need assistance in their adjustment to Belhaven's academic program will also find guidance and resources in this office. The staff encourages students to improve their academic performance through accountability, assistance, and motivation. You may contact the Office of Student Development at 601-968-5932 or [stdevelopment@belhaven.edu](mailto:stdevelopment@belhaven.edu).

Students interested in part-time and full-time employment openings should visit the Student Development webpage to access Colleg-eCentral.com, our online job board.

## **STUDENT FINANCIAL PLANNING**

### **Student Accounts & Financial Aid**

Each year, students should complete the following application procedures:

1. Apply formally for admission through the Office of Admission if not currently enrolled.
2. Complete and file a State Grant Application if a permanent resident of Mississippi at [www.mississippi.edu/riseup](http://www.mississippi.edu/riseup).
3. Submit the Free Application for Federal Student Aid at: [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

The free application for Federal Student Aid (FAFSA) for each academic year is available on January 1 of each calendar year. Awards will be made after this date on a rolling basis and as funds are available. The financial aid programs are administered in accordance with the policies and procedures defining good standing and satisfactory progress toward a degree.

The Office of Student Financial Planning handles all student accounts. If at any time you have questions concerning your account, please call 601-968-5933 or visit the Office of Student Financial Planning (located in Preston Hall, first floor) between the hours of 7:30 a.m. and 6:00 p.m. Monday through Friday. You may also check the status of your account or make payments to your account on BlazeNet.

Belhaven University believes that no qualified student should be denied an education because of financial need. Therefore, through a program of scholarships, grants, loans, and campus employment, Belhaven University provides a comprehensive plan to assist students who establish a definite financial need. Visit the website at [www.belhaven.edu/financial\\_aid](http://www.belhaven.edu/financial_aid) to review these options.

### **STUDENT IDENTIFICATION CARDS**

For security reasons, all students are required to have a valid Belhaven identification card. The cards are made during fall and spring Registration and are valid for the entire academic year. The identification card cost is included in the Services Fee paid by all full-time and part-time students at registration. The card is used for all University-related business and activities including: chapel attendance, computer lab entrance, library usage, admission to athletic events, participation in intramurals, and for entrance to some BAT events. Resident students also need their cards to access the residence hall security system and for entrance to the dining commons. Students may also be required to present their ID card upon request from any faculty or staff member. There is a \$10 charge for replacement cards. The Director of Security should be contacted to make an appointment to have a new card made.

### **STUDENT RECORDS**

In the Office of the Registrar, a folder with academic information is kept for a period of five years on each student enrolled. Included in the folder may be the application for admission, transcripts from other institutions, special requests from the student, and data regarding academic decisions. Copies of letters regarding admission, academic status, grade changes, and excessive absences may also be included. A student may examine the contents of the folder by presenting proper identification. Five years after the last date of attendance, a student's file is purged of all documents. The Registrar maintains computerized permanent records that include grades, Belhaven quality points, and any transfer hours from other institutions.

All current students' grades and Belhaven quality points, and any transfer hours from other institutions are computerized, and thus, all transcripts are computer generated. A student may obtain a copy of his or her transcript by submitting a request through BlazeNet to the Business Office at least forty-eight hours before it is needed. Requests will require a longer period during weekends, Registration periods, and final semester grade postings.

Both official and "issued to student" copies of transcripts must be requested and originated in the Business Office with the payment of a non-refundable fee. After the appropriate processing period, if the student wishes to pick up either type of transcript, he or she may do so in the Office of the Registrar. A student desiring a "Letter of Good Standing" will follow the same procedure as for a transcript.

The Registrar is not permitted to release a transcript or grades for a student who is in debt to Belhaven University or has a hold placed on his or her record by the Office of Student Life or the Library. In the case of a hold on a record, the student is notified by mail and will be given up to thirty days to clear his or her record. That request and fee are null and void after thirty days. The following statement is on each transcript sent out: "In accordance with the Family Educational Rights and Privacy Act of 1974, this information is released to you with the condition that it will not be made available to any other party without written consent of the student."

# CHAPEL

## PURPOSE

The purpose of Chapel is to bring together the entire campus in a shared spiritually enriching hour which allows us collectively to be challenged to explore the depths of God's truth and love. Chapel is structured as "the President's Class," and accordingly it is led by the President of the University, Dr. Roger Parrott. The Director of Student Leadership handles questions and issues regarding attendance. Satisfactory participation is required of all students for graduation.

## PRESENTATION

Along with exposure to a variety of worship styles and traditions, Chapel brings top quality preachers to campus, as well as Christian speakers from the marketplace who share the opportunities and necessity of active Christian leadership in all sectors of society. Thus, during the semester, Chapel speakers may include preachers and leaders of service ministries, as well as those who speak from a Christ-centered perspective on education, the arts, business, government, science, the family, and various complex contemporary issues. 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.

## PARTICIPATION

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.

## EXPECTATION

The expectation for students during Chapel is to show respect by listening and not being disruptive. All cell phones and electronic devices must be turned off or set to silent. Students should be seated in the auditorium until after the Benediction verse has been completed. A current Belhaven ID card must be scanned when entering and exiting the Concert Hall to record attendance. It is the responsibility of the student to insure the ID card is current and functions properly when scanning in and out of Chapel.

## EXEMPTION/CREDIT

Chapel is held every Tuesday morning from 11:00am - 11:50am in the Center for the Arts. **All students who are not exempt from Chapel are required to attend a minimum of ten (10) sessions each semester they are enrolled at Belhaven.** Additional opportunities for Chapel credit (other than the regularly scheduled Chapel hour) are noted in the Chapel schedule each semester and include events such as the annual Missions Conference; Martin Luther King, Jr. Campus-wide Service Day. Other opportunities will be publicized on campus. Chapel attendance is included in the student's transcript and is a requirement for graduation. As with any class, students should keep a record of their Chapel attendance. Exemption from the Chapel requirement are available only for the student meeting one of the following qualifications, when accompanied by supporting documentation:

- 1) Enrolled in less than twelve hours, part-time status
- 2) Employed full -time (at least 35-40 hours per week)
- 3) Enrolled in the Aspire program (non-traditional)
- 4) Taking 51% of their classes in the evening
- 5) Fulfilling a required student teaching assignment

Applications for exemption are granted by the Director of Student Leadership and are valid for one semester only. Students seeking exemption must submit and verify exemptions on a semester-by-semester basis. Exemption forms are available on Blazenet and in the Office of Student Leadership (The Cube, room 101).

It is the responsibility of each student to keep a record of his/her Chapel attendance. All questions regarding Chapel credit, both for the current and past semesters, must be submitted electronically by e-mailing [chapel@belhaven.edu](mailto:chapel@belhaven.edu). Please allow five business days for responses to submitted questions and requests. Chapel credit information will not be available by phone or on-demand.

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.

## COMMUNITY SERVICE

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. A list of approved organizations is available online and in the Office of Student Leadership. 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
- 5) Community service must be performed during or following the semester to which it will be applied for credit.

To be recorded on the current semester's grade report, community service must be completed and the service forms turned in to the Director of Student Leadership *prior to the first day of final exams*. This process may also be followed to have a "U" in Chapel changed to a "S."

# ACTIVITIES

## HONORS CONVOCATION

Honors Convocation is an event held each spring in which special recognition is given to those students who have distinguished themselves at Belhaven in areas of scholarship, leadership, and service. Departmental awards, selected scholarship awards, service awards, and the *Who's Who Among Students in American Colleges and Universities* awards are among the honors conferred at the Convocation. Those receiving awards must be present and dressed appropriately to receive the award.

## EXERCISE AND FITNESS CENTER

The Exercise and Fitness Center is a 1800+ square foot area located in the northern portion of Heidelberg Gymnasium where students, faculty, and staff can enjoy resistance training, cycling, and treadmill activities normally experienced at premium health clubs. This spacious location overlooks the Gillespie Lake and the football practice green and showcases: back extension, lat pull down, and seated row machines; abdominal crunch, shoulder press, leg extension equipment; glute, leg, triceps, biceps curl presses; functional trainer, upright bike and recumbent bikes; elliptical, ascent trainer, many treadmills.

Exercise and Fitness Center Schedule:

Monday - Friday .....	6:00 a.m. to 11:00 p.m.
Saturday .....	8:00 a.m. to 11:00 p.m.
Sunday .....	1:00 p.m. to 11:00 p.m.

## INTERCOLLEGIATE ATHLETICS

The Belhaven University Athletic Department fields competitive teams in thirteen sports. They include baseball, men's and women's basketball, men's and women's cross-country, football, golf, men's and women's soccer, softball, men's and women's tennis and volleyball. Belhaven competes in the National Association of Intercollegiate Athletics and has had many All-American athletes crossing many sports. The Athletic Department is devoted to serving Christ through athletics and teaching young men and women how to be Christ-centered athletes. Admittance to all regular season home games and matches is free with a valid Belhaven ID.

## INTRAMURAL SPORTS

Belhaven offers a well-rounded intramural sports program. All full-time traditional students, faculty and staff are eligible to participate. Knowing that competition is a part of life, the intramural emphasis is on competition with character. A wide variety of sports are offered each year, including both traditional and non-traditional competition. Examples of these sports include basketball, pool, volleyball, dodgeball, flag football, indoor soccer, and ping-pong. Each year, students serve the intramural program as officials, scorekeepers and clock-keepers. All student workers are trained and compensated for their work.

Intramural teams are independently organized, and may sometimes be formed by groupings such as student organizations or residence hall floors. Any athlete appearing on a current Belhaven intercollegiate athletic roster will not be eligible to participate in an associated intramural sport (ex. a volleyball player may not participate as a player in volleyball intramurals). Anyone interested in participating but having difficulty finding a team or creating a complete team will be assisted in finding a team. Each Belhaven student is strongly encouraged to participate in intramural activities, and to take advantage of available facilities. Awards will be presented to intramural champions in each intramural sport. The intramural program is administered by the Coordinator of Student Leadership and Intramurals and the Director of Student Leadership.

## RECREATION

Belhaven offers a recreation program to students which includes a wide variety of sports. Believing that recreational activities are an important part of college life, the recreation program provides fun, social interaction, and leadership opportunities. Each year, students serve the open recreation program as recreation interns. All students are trained and compensated for their work. Campus recreation takes place in the Auxiliary Gym and on outdoor fields. Facility use will be scheduled and directed by the Athletics Department and the Office of Campus Operations. Athletics and Intramural schedules have priority in facility usage.

## STUDENT ACTIVITIES

The University activities program is planned and implemented by the Coordinator of Student Leadership and Activities in conjunction with the Belhaven Activities Team (BAT). BAT is a group of diverse, talented, active and motivated students who work diligently to help provide quality programming for Belhaven students, faculty, and staff. Programming input is solicited from both resident and commuter students, as well as from the Belhaven Leadership Council (BLC) and representatives of various student organizations. Ultimate decision-making, supervision and responsibility for Student Activities rests with the Coordinator of Student Leadership and Activities and the Director of Student Leadership; however, every effort is made to consider and accommodate student interests. Students are encouraged to talk with the Office of Student Leadership concerning campus events throughout the year.

## STUDENT LEADERSHIP

The Belhaven Leadership Council, or “BLC,” is the student government and representative arm of the Belhaven University student body. By collaborating with administrators, faculty, student organizations, and the student body, the BLC aims to promote distinctive Christian leadership by providing student services and activities consistent with the vision and mission of the University. The student body should voice ideas, opinions, and concerns to appropriate BLC members for consideration at weekly BLC meetings. BLC policies and procedures, including candidacy and election guidelines, may be found in the BLC Constitution. The BLC offices are located in the basement of the McCravey-Triplett Student Center, near the Campus Security office and on the first floor of The Cube (room 106 and 109).

### The 2010-2011 BLC Officers:

President .....	Jessica Akiona
Email .....	blcpresident@belhaven.edu
Vice-President .....	Brad Blakney
Email .....	vicepresident@belhaven.edu
Campus Life Coordinator .....	Erinn Hampton
Email .....	campuslife@belhaven.edu
Communications Coordinator .....	Ellen Thombley
Email .....	blccommunications@belhaven.edu
Community Outreach Coordinator .....	Katie Rowan
Email .....	communityoutreach@belhaven.edu
Student Coordinator of Activities .....	Liz Glaser
Email .....	activities@belhaven.edu
Student Coordinator of Intramurals .....	Simon Barinas
Email .....	intramurals@belhaven.edu
Student Ministries Coordinator .....	Rebecca Riley
Email .....	studentministries@belhaven.edu
<i>White Columns</i> Editor (yearbook) .....	Janelle Asher
Email .....	whitecolumns@belhaven.edu

## STUDENT ORGANIZATIONS

Belhaven University aims to foster student leadership and initiative within student organizations. All student organizations are responsible to their respective faculty advisors and the Director of Student Leadership concerning membership, fiscal responsibility, activities, projects, discipline, and all other aspects of the organization. Therefore, all student organizations are required to obtain approval for events and activities from their advisors and the Office of Student Leadership.

Information concerning policies, procedures, and miscellaneous guidelines for organizations or individuals interested in forming an organization is available in the *Student Organization Handbook*. This handbook is available in the Office of Student Leadership. Each organization and individual member will be subject to all policies of Belhaven University including the guidelines and policies in the *Student Organization Handbook*.

### Student Organizations:

- Alpha Psi Omega (Theatre Honor Society)
- Belhaven Accounting Club
- Belhaven Activities Team (BAT)
- Belhaven Intramurals
- Belhaven Leadership Council (BLC)
- Belhaven V.O.I.C.E.S.
- Biology/Chemistry Club
- DOXA (Dance)
- Fellowship of Christian Athletes (FCA)
- His Hands & His Feet (Social Work/Social Services Club)
- Kappa Delta Epsilon (Education Honor Society)
- Phi Beta Lambda (Service Society)
- Philosophy Club
- Reformed University Fellowship (RUF)
- Sigma Tau Delta (English Honor Society)
- Sigma Zeta (Science & Mathematics Honor Society)
- Sports Medicine and Exercise Science Club
- Students in Free Enterprise (SIFE)

- Student Missions Fellowship (SMF)
- Urban Dance Club (UDC)
- Voices in Action (VIA)
- *White Columns* (Yearbook)

The following are general guidelines expected from all University recognized organizations:

1. Each student organization shall be recognized by the Office of Student Leadership of Belhaven University.
2. Each student organization shall have a minimum of one advisor who is a full-time member of the Belhaven University faculty or administration. Exceptions to this rule may be made by the Director of Student Leadership.
3. Each student organization shall have a current constitution and by-laws on record in the Office of Student Leadership.
4. Each student organization shall file, **each year**, a roster of officers, advisors, and participants (if applicable) with the Office of Student Leadership.
5. An organization which sponsors or hosts any activity which involves campus-wide invitations or which meets one or more of the following criteria must receive pre-approval from the Office of Student Leadership. Criteria are as follows:
  - a. A contract involving an outside agency (e.g. a live band); any contract should be read and approved by the organization's advisor and the Director of Student Leadership prior to engagement.
  - b. Solicitation of funds from local merchants or residents.
  - c. Service projects for outside agencies (e.g. the Heart Fund).
  - d. Any campus-wide social event for students.
  - e. Any activity which requires the use of University facilities.
6. It is expected that all student organizations shall exhibit fiscal responsibility. Student organizations may establish accounts in the Business Office. Funding for student organization events and activities is the responsibility of organizational members, under the supervision of their advisor. The financial record of any student organization is subject to review and audit by the Office of Student Leadership.

## STUDENT PUBLICATIONS

Student publications at Belhaven University include *White Columns* (yearbook) and *The Brogue* (arts journal). Student publications at Belhaven are under the direction of appointed faculty advisors. The following should be observed in regard to such publications:

1. Responsible journalism, including fairness and accuracy, shall be practiced.
2. A high quality of production shall be maintained, including attractiveness, good grammar, spelling and proper timing.
3. No Belhaven publication shall attack the doctrines, ethical standards, or policies held by the University.
4. Because final financial responsibility is vested in the University, financial guidance will be made available to editors through faculty advisors and the Office of Student Leadership.
5. There will be no advertisement of products or promotion of activities contrary to the regulations or policies of the University.

It is understood that to achieve these guidelines, there should be advance approval of copy for student publications by the faculty advisor. Questions regarding the above guidelines shall be referred to the faculty advisor and, if necessary, to the Director of Student Leadership.

# ACADEMIC POLICIES

## HONOR CODE

The Belhaven Honor Code is based on the assumption 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.

This Honor Code is the best statement of the highest ideals of the Belhaven 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.

Therefore, each student will report any violation of the Honor Code to the Dean of Student Life. 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. (For more information, see “Disciplinary Process for Violation of the Honor Code” as described in the “Disciplinary Procedures” section of *The Kilt*.)

Because the Honor Code is self-regulatory, Belhaven University students depend on the cooperation of each member of the student body to enable the system to work. Consequently, when any student demonstrates his or her unwillingness or inability to fit into this mature, responsible pattern, he or she will be asked to leave. With this establishment of basic honesty and truth in the Belhaven University community, the faculty and the administration will trust the students, and the students will trust one another. Anyone who violates this trust does not deserve to be a member of so select a student body.

## STANDARDS ON PLAGIARISM

### Introduction

In a day in which moral relativism has become epidemic, it seems necessary to address the issue of plagiarism. Plagiarism is a practice that has become increasingly easy due to modern technology. Plagiarism is not only widespread on college campuses but has also been engaged in by leading historians. Belhaven University, with its emphasis on applying a biblical worldview to all of life and biblical ethics in the marketplace, must raise a high standard of honesty and responsibility with regard to research and writing.

The Bible teaches that God honors honesty and fair dealing. God will bless the person who “walks blamelessly and does what is right and speaks truth” from the heart (English Standard Version, Ps. 15:2; see also Prov. 20:7). Only responsible, honest research fulfills this high ethical standard.

### Responsible Research

Responsible research is a critical component of a liberal arts education. Students must learn how to investigate, read, understand, systematize, interpret, and finally explain complex ideas and issues in writing. There is no shortcut to good research and 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.

Good research and writing is hard work. 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).

### Plagiarism Defined

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 Belhaven Honor Code and is clearly unacceptable.

Plagiarism includes submitting a paper written by someone other than the student. (Such plagiarism would also include parts of the paper written 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.

Plagiarism includes failing to give proper credit (i.e., a reference citation or other notation) in a paper for all ideas, phrases, quotes, or concepts used in the paper. Typically, references must be made for all sources within each paragraph. Style forms may vary in the reference content. Students should consult an English handbook for more detail on plagiarism.

### **Consequences of Plagiarism**

Disciplinary proceedings may be initiated against students accused of scholastic dishonesty. A student who is found guilty of plagiarism may receive a "0" on the paper, and more serious penalties may be imposed, including no credit for the course and dismissal from the University.

The Bible teaches that God knows and will judge unrighteous acts, even if they are not discovered by others (see I Timothy 5:24): "Do not be deceived; God is not mocked, for whatever one sows, that he will also reap" (Galatians 6:7).

### **Plagiarism is Wrong**

The Ten Commandments declare ethical standards which are universally true. They apply to all people at all times. The Second Table of the Ten Commandments declares standards of human behavior which are essential to a good society. The commandments include the following standards:

"You shall not steal" (Exodus 20:15).

"You shall not bear false witness against your neighbor" (Exodus 20:16).

"You shall not steal, nor deal falsely, nor lie to one another, . . . but you shall love your neighbor as yourself" (Leviticus 19:11,18).

Each of these provisions applies to the issue of plagiarism. Plagiarism, among other things, is theft. When students present another person's work as their own, they have stolen the proper credit from the other person. They have also stolen the time of the professor, who must read a document which purports to be what it is not.

Plagiarism involves lying. Students who engage in plagiarism lie to their professor, as well as to other classmates.

Plagiarism, even if not discovered, cheats the student out of the benefit of the proper learning experience. The student who commits plagiarism will always bear the sense of guilt of gaining something by deceit. The grade is a lie; the diploma is a lie; there is a "reward" for work not done!

### **Specific Practices to Avoid**

1. Do not attempt to get a research paper off the Internet (or anywhere else) and submit this for your paper. This is dishonest and unethical.
2. Do not merely copy from any book, article, or encyclopedia and submit this for your paper. This is not acceptable research.
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.

*Note: The above list is not meant to be inclusive of all plagiaristic practices. Students should consult an English handbook for more details on plagiarism. Remember: If in doubt, ask your instructor.*

### **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 will receive an absence for that day.

2. All cell phones and electronic devices must 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.**
3. Honesty is expected in all course work. (Please refer to the Belhaven University Honor Code and Standards on Plagiarism.)
4. Students who show zeal for learning by being in the classroom prepared as their classes begin usually achieve high marks. Professors can establish their own policies regarding students who are tardy or leave class early. Professors will be sensitive to extraordinary circumstances if the student is normally attentive and consistent.
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. Therefore, save “cuts” for emergencies only!
6. Come to class and participate as if you were on the job and getting paid for your effort.
7. Come prepared with textbooks, notebooks, pens, or whatever is necessary to participate fully.
8. Have assigned material or homework completely finished and prepared.
9. Keep eye contact with the professors, actively listen, and participate in the class. Keep your focus on the class.
10. Do not call your professors at home after 9:00 in the evening regardless of the emergency.
11. 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.
12. Dress in appropriate attire. Refer to Belhaven University Dress Expectations on page 28 for guidance.
13. Help keep classrooms neat and orderly. Professors have the right to restrict the consumption of food and/or drink in their classrooms. Those professors who regularly choose to make such restrictions will usually state this in their course syllabi.
14. The use of tobacco in any form is not allowed in classrooms, the library, or anywhere else on campus.
15. 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 Development in Room 208 of The Cube.
16. 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.
17. Students may be asked to leave all electronic devices at home for tests and other regulated class activities.

## **SATISFACTORY ACADEMIC PROGRESS**

Students at Belhaven University receiving Title IV federal funds, state grants, and/or institutional grants are required by federal regulation to be making satisfactory academic progress at Belhaven.

1. A student must complete requirements for a degree within a maximum of 6 years or 12 semesters as a full-time student. A student must earn a total of 18 semester hours as a full-time student in an academic year. This standard applies to and includes semesters for which the student received no aid. A half-time student must pass nine hours in an academic year, and a three-quarter time student, 14 hours.
2. Institutional credit is given for remedial courses, and students may have four of these during their academic careers without having an effect on satisfactory progress. These courses will count toward the total needed in number one above. Students will have until the end of the first full week of classes of the next semester to finalize an incomplete grade. Satisfactory progress determination will be made following this period. Any incomplete grades still on a student’s record at that point will be converted to Fs as far as satisfactory progress is concerned. An “F” cannot be removed from a student’s record. However, if a student enrolls again in a course which he or she failed, the second grade is recorded on the permanent record for the semester in which the course was repeated, with an indication that it was a repeated course. Although both courses and the respective grades and quality points are shown on the permanent record, the semester hours credit is only earned once, and the second course is shown as repeated.
3. A student receiving financial aid who is placed on probation by the Registrar at the end of fall or spring semesters will receive a letter from the Office of Student Financial Planning specifying the effect on financial assistance if satisfactory academic progress requirements (as measured against quality points and credit hours required in an academic year) are not met within the probational period. Students who are recipients of institutional scholarships or grants must maintain a 2.0 cumulative GPA in order to continue to receive these funds.
4. Students who fail to meet any of the requirements stated above at the end of the probationary period will be considered to be making unsatisfactory progress and aid will be denied. However, students have the following two options:
  - a. Submit a written appeal to the Director of Student Financial Planning to explain any extenuating circumstances (including change of major). The appeal and documentation will be presented to the Financial Assistance Committee. If the appeal is honored, the student must meet any specific requirements as determined by the Committee.
  - b. Attend summer school at Belhaven to bring the quality point index or credit hour deficiency to scholastic standard requirements OR attend a previously approved institution to improve only credit hour deficiency to scholastic standard requirements. (Exceptions are those students suspended for one semester following a spring semester and students who have been dismissed.) It is the student’s responsibility to provide documentation of completed hours to the Director of Student Financial Planning. At this time, the satisfactory progress will be re-evaluated.
5. If appeal for financial aid probation status is not honored, but the student is otherwise eligible academically to return to Belhaven, the student may NOT receive federal, state, or institutional grants or loans. After one semester, the student will be evaluated

for satisfactory progress unless the maximum time frame has expired. If the QPI and number of attempted hours is satisfactory, aid will be restored.

# GRIEVANCE PROCEDURES

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

## ACADEMIC GRIEVANCES

Students wishing to file grievances on academic issues should submit written appeals to the Academic Appeals Committee, which may be done through the Registrar's Office. Academic grievances concerning a faculty member should be directed to the faculty's department chairperson. In cases where the faculty member also holds the chair of the department, grievances should be directed to the division chairperson. In the case of division chairpersons, grievances should be reported to the Vice Provost. All grievances concerning Aspire courses should be directed to the Director of Student Services at the respective campus.

## GENERAL GRIEVANCES

All general grievances, not of an academic nature, should be written and directed to the Dean of Student Life. Aspire students wishing to file grievances concerning study groups should contact the Director of Student Services at the respective campus.

### 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; appeals must be submitted within two 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 implementing 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. The Dean of Student Life shall serve as the Complaint Coordinator ("Coordinator").

1. Applicants or students shall file complaints, in writing, with the Coordinator. 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 person taking the complaint.
2. Such complaints must be filed within forty-five calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
4. The Coordinator shall issue a written determination regarding the complaint and a description of the resolution. The Coordinator shall forward a copy to the complainant within a reasonable time.
5. The complainant 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 Vice-Provost within thirty calendar days of the date of the written determination issued by the Coordinator. The Vice-Provost shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.

## GRIEVANCE PROCEDURE FOR SEXUAL HARASSMENT

Belhaven University has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging sexual harassment. The Dean of Student Life shall serve as the Complaint Coordinator ("Coordinator").

1. Applicants or students shall file complaints, in writing, with the Coordinator. A complaint shall contain the contact information 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 person taking the complaint.
2. Such complaints must be filed within forty-five calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of a complaint. The Coordinator will conduct the investigation.
4. The Coordinator shall issue a written determination regarding the complaint and a description of the resolution. The Coordinator shall forward a copy to the complainant within a reasonable time.
5. The complainant 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 Dean of Student Development within thirty calendar days of the date of the written determination issued by the Coordinator. The Dean of Student Development shall issue a decision regarding the appeal within a reasonable time, and this decision shall be final.

# PRIVACY OF STUDENT RECORDS

Certain information is considered to be public or “directory” information while other information is private in nature. Directory information is identified as the following: student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of participants in intercollegiate athletics, dates of attendance, degrees and awards received, and the previous educational agency or institution attended by the student. Directory information will be released to the public as deemed appropriate by University officials. Students not wanting directory information released should contact the Registrar’s Office in Preston Hall 203.

Other personally identifiable student records are not released without the student’s prior written consent or pursuant to judicial or administrative subpoena with the following exceptions: teachers and University officials who have a legitimate educational interest and other persons or agencies as described by the Family Educational Rights and Privacy Act of 1974.

# TECHNOLOGY USAGE POLICY

## INTERNET & NETWORK USAGE POLICY

The Internet & Network Usage Policy is designed to help students understand the University's expectations for use of the Internet and University computer network, and to help students use the University's resources wisely. All existing University policies apply to student conduct on the network and the Internet. The Internet is a rich information resource and is provided at Belhaven University to enhance the learning, teaching and research of students, faculty, and staff. The computer systems, networks, facilities, and accounts are owned and operated by Belhaven University. The University reserves all rights, including termination of service without notice, to the computer resources that it owns and operates.

## GENERAL GUIDELINES

1. All students and staff are responsible for ensuring that their Internet usage is within regulations and is ethical and lawful. 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 University reserves the right to monitor and record all Internet usage patterns. Belhaven University 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. Regardless of any effort taken to block sites, if students find themselves connected incidentally to a site that contains sexually explicit or offensive material, they must disconnect from that site immediately. Any site that a student feels is blocked in error may be unblocked by the discretion of the Office of Information Technology in conjunction with the Office of Student Life.
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.
8. Employees with Internet access may not use University Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.
9. Employees and 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 employee or 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 or employee who attempts to disable, defeat or circumvent any University security facility may be subject to disciplinary action, including potential immediate dismissal.
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, employee, guest, or other person 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. Lab Environment: Each user has the right to a reasonably quiet environment in designated computing labs. Each user is expected to exercise good judgment regarding noise levels in consideration of others. Lab assistants and administrative staff are responsible for maintaining the appropriate environment. Food and drinks are prohibited in the labs. In any lab, the downloading and/or installing of any program is strictly 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.

15. The tampering with computer and networking equipment will be cause for immediate 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 University. 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. Employees or students of Belhaven University 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.
21. 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. Likewise, printers are not to be used for any unofficial purpose. Violation is considered theft and/or misuse of services.

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

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, and Blogs.

### **Belhaven’s Facebook, Twitter and YouTube Purpose:**

It is the purpose of the Belhaven University Facebook, Twitter and YouTube pages to provide access to information, promotion and discussion of Belhaven news, events and achievements.

### **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 University, 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 University 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 University 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.

## **TELECOMMUNICATIONS SERVICES FOR THE RESIDENCE HALLS**

Belhaven University provides cable and Internet services to students living in the residence halls. Cable services include basic cable and signal to each residence hall room and lobby. Belhaven no longer provides phone service in the residence hall rooms. Live public access phones are available on each floor and in the lobby of each residence hall. All residence hall rooms and residence hall computer labs are provided Internet connectivity. Students are responsible for providing the accessories to connect to the telephone, cable and Internet services within their rooms. The University has no tolerance for fraudulent usage or property damages of the Telecommunication Services.

All telephone numbers are the property of the University. Students do not have any authorization to make changes to the University’s cable or telephone services. Fraudulent usage includes adding services such as Internet, voice mail, long distance etc., to your telephone number that will be a direct cost to the University. Students should be careful when giving out their telephone numbers via the Internet.

Changes to the University's cable or telephone services by an unauthorized person is considered fraudulent usage. The Office of Information Technology is the only department that can make changes to the University's telephone and cable services. Students will be responsible for paying fees associated with property damage or fraud.

### **VIOLATIONS OF TECHNOLOGY POLICIES AND SANCTIONS**

Users who violate the policies outlined in this document and/or *The Kilt* are subject to sanctions. If a user is found in violation of these policies, the Office of Information Technology will notify the appropriate supervisor for suitable action. Users 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.

# COMMUNITY EXPECTATIONS

## RESPONSIBILITIES & RIGHTS

Belhaven University, as a Christian liberal arts institution, has a special set of interests and purposes essential to effective functioning. These include:

1. The opportunity for students to attain their educational objectives;
2. The creation and maintenance of an intellectual, spiritual, and educational atmosphere throughout the University; and,
3. The protection of the health, safety, welfare, property, and rights of all members of the University and the safety and property of Belhaven itself.

The University has a clear responsibility, in the area of student conduct, to protect and promote the pursuit of its goals. The Community Expectations emphasize the University's obligation to promote the personal freedom, maturity, and responsibility of students. Student organizations which are recognized by the University share these common bonds. Students and student organizations are expected to obey federal, state, and local laws, and in addition, must abide by the policies and Community Expectations of the University. The Community Expectations set forth those acts which constitute unacceptable conduct for students of Belhaven University.

The student or student organization recognized by Belhaven University accepts the responsibility to conform to all Belhaven University policies and expectations. Proven failure to meet this obligation will justify appropriate disciplinary sanctions including, but not limited to, dismissal, suspension, disciplinary probation, or disciplinary warning. Although the University will make every reasonable effort to make the policies and expectations available, students are responsible for becoming familiar with them.

The classrooms, student center, residence halls, and athletic areas are places to learn, to socialize and to grow. Each person must be recognized to have certain rights which do not conflict with the Community Expectations nor infringe upon the rights of others. These rights include the following:

- The right to study without distraction;
- The right to sleep without undue disturbance;
- The right to personal privacy;
- The right to live in a clean environment;
- The right to have free access to one's room;
- The right to be treated with respect and dignity;
- The right to hold different values;
- The right to redress grievances;
- The right to serve the community.

## COMMUNITY GENERAL POLICIES

In the interest of promoting an educational community in which each person is able to develop the skills and potential given them by their Creator, Belhaven University sets forth the following policies. Out of respect for God, their neighbors, and themselves, all members of the community are expected to adhere to the policies during their tenure at Belhaven University. Any student or student organization found to have violated any of these policies will be subject to the maximum sanction of dismissal from the University and any other sanctions deemed appropriate.

### ACADEMIC MISCONDUCT

Violation of the Honor Code, including cheating and plagiarism, is strictly prohibited. Cheating implies dishonesty or deception in fulfilling academic requirements. Plagiarism involves the presentation of some other person's work or idea as if it were the work of the presenter. A faculty member has the authority to grant a failing grade in cases of academic misconduct and/or refer the case to the Dean of Student Life or a designee.

### AIDING & 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, or consume alcoholic beverages on the campus, on the premises of any organization granted recognition by Belhaven University, or at any University-related event. (Possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.) This includes athletic, music, or recreational events, on or off campus. Possession of empty containers on the campus is considered possession of alcohol.

When law allows for the consumption of alcohol, students are expected to exhibit the highest standards of Christian principles and behavior at all times. Regardless of law, Belhaven University or its employees (staff or faculty) will not purchase or otherwise provide alcohol for students at any time, nor host any formal or informal event with students where alcohol is present.

### **BELHAVEN LAKE**

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

### **CAMPUS VISITORS**

Visitors, including outside vendors and advocacy groups, to Belhaven University must be invited or approved by the Office of Student Development. Upon approval visitors will be informed of campus policies, solicitation and posting guidelines. Any other form or solicitation that could be disruptive to the campus community, students, staff, or faculty is prohibited.

All confirmations, reservations, and accommodations for campus visitors will be made through the Office of Student Development in conjunction with Campus Operations.

### **CHILDCARE**

Childcare is neither provided by the University nor are any individuals allowed to provide childcare or baby-sit on the premises of Belhaven University.

### **CIVIL DISTURBANCE**

Any conduct which involves disturbing the peace of the University and/or the City of Jackson is 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.

### **COHABITATION**

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 parties of the opposite sex as the only 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 cohabit at any time. These standards apply to all Belhaven students, both on and off campus.

### **COMPLIANCE WITH UNIVERSITY POLICIES & OFFICIALS**

Students are expected to comply with all University policies as well as the directions of duly authorized University officials acting in the performance of their duties.

### **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**

As a Christian liberal arts University, Belhaven believes in the sanctity of life and that life begins at conception. Therefore, the University believes that abortion is not an option. Belhaven is committed to providing support and assistance to a student who finds herself in a crisis pregnancy situation. Both the mother and the father of the child will be allowed to remain in school if they agree to certain stipulations as discussed with the Dean of Student Life. For health reasons, the mother will be allowed to remain in the residence hall until the end of the semester that includes her first trimester.

### **DEBT, UNIVERSITY OR UNIVERSITY AFFILIATED**

Students are expected to pay all appropriate University or University affiliated fees. The University reserves the right to withhold grades, transcripts, diplomas, participation in graduation, registration, and other measures for students who fail to pay any university and/or university-related debts.

### **DESTRUCTION OF PROPERTY**

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

## **DISCRIMINATION**

The intentional public discrimination against a person on the basis of disability, age, sex, creed, political persuasion, race, nationality, or color is forbidden.

## **DISHONESTY**

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

## **DISRUPTION/OBSTRUCTION**

Students shall not obstruct or interfere with University functions or activities, including failure to properly respond to requests from faculty or other University officials. Disrupting any classroom activity once the class has begun, failing to respond to the instructor's directions, or disturbing the peace in any way is subject to disciplinary action.

## **DOORS, UNAUTHORIZED PROPPING OR TAMPERING OF**

Exterior, stairway, and any other security doors are not to be propped or tampered with in any way.

## **DRESS EXPECTATIONS**

Students, faculty and staff are expected to dress in a manner that is respectful of others and reflective of Christian character. Awareness of the appropriate dress for each occasion is an essential element in the social development of the individual. The following guidelines will allow students to make wise choices about their dress on campus and at all University-sponsored events:

1. Clothing with advertising, pictures and/or sayings that are contrary to the University mission and University policy is not permitted, including, but not limited to, clothing that demeans and/or dramatizes sexuality or promotes alcohol, drugs, or the occult.
2. Clothing that bares the midriff and/or exposes cleavage as well as inappropriately short and/or revealing skirts, shorts, pants and shirts are not permitted.
3. Undergarments are not to be visible at any time.
4. Shirts and shoes must be worn in all public buildings.

Rapidly changing styles make the development of a detailed dress code challenging. Individuals should always use good judgment when making decisions about their dress. Students involved in athletics and the performing arts are expected to wear clothing appropriate to their activities and direct any questions to their respective coaches and faculty members. Implementation of these dress expectations is the responsibility of the entire University community. Questions of interpretation should be directed to the Dean of Student Life.

## **DRUGS & NARCOTICS**

The University supports the federal and state laws with regard to drug use, possession and distribution. No controlled substance shall be sold, possessed, or used on or off the Belhaven University campus, in any of its facilities, or in a facility used by an organization recognized by Belhaven University. 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 including barbiturates, hallucinogens, amphetamines, ecstasy, cocaine, heroin, opium, marijuana or other controlled substance 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. (Possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.)

## **ENTRY OR USE, UNAUTHORIZED**

Forcible or unauthorized entry into any Belhaven University room, building, roof structure or facility or unauthorized use of University grounds or equipment is prohibited.

## **FALSE REPORT OR THREAT OF EMERGENCY**

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

## **FIREWORKS**

Possession and use of fireworks on campus is forbidden. (Possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.)

## **FOUNTAIN**

Due to the potential for personal injuries and the likelihood of damage to the fountain and lights, the fountain in Gillespie Commons (between Preston and Fitzhugh Halls) is not to be entered for any reason without proper authorization.

## **GAMBLING**

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

## **GRADUATION REGALIA**

Belhaven University students who graduate with honors will wear Belhaven University honor cords for the graduation ceremonies. Students are not allowed to wear any other regalia from societies, sororities, or organizations not affiliated directly with Belhaven University.

## **KEYS, UNAUTHORIZED USE OF**

Unauthorized use, distribution, duplication, or possession of any key(s) issued for any University building, laboratory, facility, or room is strictly prohibited.

## **MENTAL OR BODILY HARM**

Students shall not inflict mental or bodily harm upon another individual. Mental or bodily harm includes, but is not limited to:

1. Intentionally inflicting mental or bodily harm on another person, group, or one's self.
2. Taking any action for the purpose of inflicting mental or bodily harm on another person, group, or one's self.
3. Taking any reckless action from which mental or bodily harm could affect another person, group, or one's self.
4. Causing a person or group to believe that the offender may cause mental or bodily harm.
5. Any act which demeans, degrades, or disgraces another person, group, or one's self (e.g. hazing).

## **OFFENSIVE MESSAGES**

Any message containing words and/or pictures that are contrary to the University mission, University policy, is generally considered offensive, that demeans or dramatizes sexuality or promotes alcohol, drugs, or the occult is prohibited on the campus. This includes, but is not limited to, clothing, tattoos, signs, bumper stickers, etc.

## **PORNOGRAPHY**

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

## **PROBATION**

Violation of any Belhaven University policy while under disciplinary probation will ordinarily result in dismissal from the University.

## **PROFANITY**

Use of abusive, profane, or obscene language or gestures is never appropriate.

## **PUBLIC DISPLAYS OF AFFECTION**

Respect for oneself and others should guide the display of affection in public areas on campus.

## **SAFETY EQUIPMENT**

Unauthorized use or alteration of Belhaven University fire fighting equipment, safety devices, or other emergency safety equipment, may result in disciplinary action and could result in federal prosecution.

## **SECURITY PROCEDURES**

Safety is always of primary concern. As such the following behaviors are prohibited:

1. Failing to comply immediately with any directive issued by a Campus Security officer.
2. Assaulting or verbally abusing a Campus Security officer.
3. Refusing upon request to give information or identification to a Campus Security officer.
4. Tampering with or activating any security/fire devices.

The Director of Security may, at any time he deems necessary for the security of the campus, detain or take into custody any person who may be considered a safety or security risk.

## **SEXUAL HARASSMENT**

Inappropriate personal attention by a member of the University community to another individual is a serious offense. Individuals who are sexually harassed should see the Grievance Procedure for Sexual Harassment on page 21 and promptly contact the Dean of Student Life. All complaints will be confidentially investigated, and violators will be subject to immediate disciplinary action. Sexual harassment may include, but is not necessarily limited to:

1. Verbal abuse and/or subtle pressure for sexual activity;
2. Sexist remarks about a student's clothing or body;
3. Unnecessary touching, patting, rubbing, pinching, or leering of a student's body or consistent brushing against a student's body;
4. Demanding sexual favors accompanied by implied or overt threats;
5. Psychological coercion.

### **SEXUAL IMPOSITION**

Indecent exposure, participation in the act of rape, or any sexual imposition on another individual is strictly forbidden.

### **SOLICITATION & POSTING**

Business ventures and sales are not allowed to operate on the campus. Violations of this include, but are not limited to:

1. Solicitation of any kind;
2. Unauthorized posting of advertisements or events;
3. Unauthorized distribution of any materials on campus;
4. Using the name of Belhaven University on any off-campus posting or materials without authorization from the Office of Student Leadership or the Office of Communications is forbidden. The name of the University may not be used to suggest endorsement of any product, event, activity, service, publication, or political viewpoint.

### **STOLEN PROPERTY**

Possession 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. (Possession is defined as being in the immediate area, room, vehicle, on one's person, etc.)

### **SUNDAY ACTIVITIES**

Sunday worship and teaching are seen by the University as the function of the church. University sponsored services, Bible studies, or events are normally not held on Sunday in order to encourage students to fully participate in the life of a local church.

### **TECHNOLOGY, MISUSE OR ABUSE OF**

Misuse or abuse of any Belhaven University computer, computer system service, telephone system, program data, network, cable television network, video equipment, or communication network is forbidden. (See "Technology" policy on page 23)

### **THEFT**

Attempted or actual theft of property or services of Belhaven University, of any person, or of any organization will result in disciplinary action.

### **TOBACCO**

In the interest of promoting a healthy living environment for all of the Belhaven University community, the use of tobacco in any form is prohibited on the campus, including buildings, parking lots, lawns, and sidewalks, as well as at all University sponsored events. Prohibited products include, but are not limited to cigarettes, cigars, chewing tobacco, snuff, and pipe tobacco.

### **UNAUTHORIZED USE OR MISUSE OF PROPERTY OR SERVICE**

Unauthorized use or misuse of property or services, unauthorized possession of University property or services, or the unauthorized possession of property of any other person or business (e.g. campus vending machines or laundry machines) is prohibited.

### **WATER FIGHTS & WATER BALLOONS**

Water fights are appropriate outdoors when they only involve those who wish to participate and they do not interfere with academic or other Belhaven activities. Water balloons are not allowed on campus at any time due to their potential to cause injury to persons and damage property.

### **WEAPONS**

Weapons are not allowed on the campus at any time. This includes any type of firearm, weapon, dangerous chemical, or any explosive device of any description, including compressed air-guns, pellet guns, BB guns, bows and arrows, or illegal knives. Pocket knives with blades longer than three inches are not allowed on campus. (Possession is defined as being in the immediate area, room, vehicle, on one's person, etc.)

# MOTOR VEHICLE OPERATION

Operation of motor vehicles on the campus of Belhaven University is a privilege granted to students. 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 motor vehicles are violated.

## VEHICLE REGISTRATION & PARKING

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 vehicles. Decals must be displayed on the left rear bumper or left rear windshield. Students should keep their vehicles locked and their valuables out of plain view. The designated parking zones are as follows:

Commuters .....	Yellow Zone
Female Resident Students.....	Blue Zone
Male Resident Students .....	Red Zone
Faculty & Staff .....	White Zone

## RESTRICTED VEHICLES

1. Boats, trailers, and all-terrain vehicles may not be parked on University property.
2. 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.

## DISABLED VEHICLES

Disabled vehicles must be removed from the campus within seven (7) days, or they will be removed/towed at the owner's expense.

## DRIVING/PARKING VIOLATIONS

Violators of driving and parking policies will be issued the following fines:

### Moving Violations & Fines:

1. DUI - Driving under the influence of alcohol or drugs ..... \$50
2. Off Road - Driving on a lawn, sidewalk, undesignated roadway ..... \$25
3. Reckless driving ..... \$30
4. Speeding (driving over 15 miles per hour)..... \$20
5. Stop sign - Failure to stop at a stop sign..... \$20
6. Wrong Direction ..... \$30

### Parking Violations & Fines:

1. Blocking Traffic..... \$40
2. Double Parking..... \$40
3. Fire Exit (blocking) ..... \$50
4. Fire Hydrant (blocking)..... \$50
5. Fire Zone (red curb)..... \$40
6. Handicap Zone (blue curb)..... \$50
7. No Parking Area (yellow curb)..... \$40
8. Parking on Grass or Sidewalks..... \$25
9. Reserved Parking (including wrong zone) ..... \$30
10. Visitor Parking..... \$20

### Vehicle Registration Violations & Fines:

1. Decal Not Affixed to Vehicle..... \$20
2. Expired Decal ..... \$30
3. Unregistered Vehicle/No Belhaven Decal ..... \$40

# RESIDENCE LIFE

Belhaven University embraces the living-learning concept in its residence life experience. For this reason, all full-time members of the freshmen and sophomore classes (single and under the age of twenty-one) are required to live on campus, with the exception of those students who live off campus with their parents. Those who meet any of these criteria and choose to live off campus must complete a Housing Exemption Form, available online or in the Office of Student Life, in order to be exempted from applicatory Room & Board Fees. To be eligible to live in campus housing, students must be enrolled in a minimum of twelve semester hours and actively pursuing a degree.

## COMMUNITY LIVING

The primary challenge of living in a residence hall is to live in close community with others. A respect for each other and a commitment to certain standards are required. These standards are based in biblical principles, and they exist to provide the most freedom for the greatest number of people.

Every resident in every hall has the right to an environment conducive to academic pursuit and personal growth, the right to some measure of privacy, and the right to belong to the community. Along with these rights are responsibilities to one's self, to one's roommate, to the other residents of the building, and to other members of Belhaven University.

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 Resident Director 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.

## RESIDENCE LIFE POLICIES

### ABANDONMENT

The University will dispose of any personal property left in the residence halls after the resident has moved out of the halls.

### ALCOHOL & OTHER DRUGS

In accordance with Community General Policies, alcohol and other illegal drugs may not be used in the residence halls. Alcohol containers, empty or full, are prohibited and may not be used for decorating a residence hall room. Responsible behavior is expected at all times, and intoxication is never an excuse for inappropriate behavior. In fact, a more severe sanction may result if alcohol or other illegal drugs are involved. Students may not possess or consume alcohol or other illegal drugs in the residence halls or anywhere else on campus, indoors or outdoors. (Possession is defined as being in the immediate area, room, vehicle, house, on one's person, etc.) Returning to campus in an inebriated state may result in disciplinary charges. Use of various drugs other than alcohol is prohibited by state and federal law.

### APPLIANCES

In the effort to reduce circuit overloading and potential fire hazards, the types of electrical appliances allowed are limited to UL approved coffee makers, irons, hair dryers, and curlers. Small televisions, refrigerators (5 cubic feet or less), and microwaves (900 watts or less) are also permitted. However, multiple outlet converters, ceiling fans, space heaters and window air conditioning units are not permitted. If any of these prohibited items are found, they will be confiscated. Residents are entitled to the return of their appliances at the end of the semester. Any item not claimed at the end of the semester becomes the property of Belhaven University and will be disposed of accordingly.

### BICYCLES

Bicycles are permitted on campus; however, for safety reasons, they may not be used or stored in public areas such as lounges, hallways, stairwells, entrances/exits, or other non-designated areas. They may be appropriately stored in residence hall rooms or in bike racks. Locks are strongly suggested.

### CANDLES & OTHER INCENDIARY DEVICES

The use of candles or any other incendiaries (such as incense) is strictly prohibited.

### CONFISCATION POLICY

Certain items are prohibited in the residence halls. These items include, but are not limited to weapons, drugs, drug paraphernalia, hookahs, helium tanks, alcohol, pornographic materials, and items associated with the occult. These items are subject to confiscation by the residence hall staff and will be turned over to the Office of Student Life for disciplinary action.

## **COOKING**

For environmental, health, and safety reasons, cooking is not permitted in residence hall rooms. Cooking is allowed in the approved kitchens present in all residence halls. (See “Appliances” for UL approved appliances permitted in your room.)

## **COURTESY HOURS**

Courtesy hours are in effect at all times. The purpose of courtesy hours is to ensure that the residence halls are conducive for rest and study at all times. Common courtesy should be given when making noise in one’s room. This would include but is not limited to music, television, computer, conversation inside and outside the room, and alarm clocks. All of these items should be monitored to ensure that the sound levels are reasonable throughout the halls.

## **DAMAGES & BILLING**

Any damage that occurs to University facilities will be billed to the responsible individual(s). Disciplinary action is also possible. 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). The cost billed will be the actual cost of materials and labor, and students will be billed a pro-rated portion of this fee.

## **DECORATION & PERSONALIZATION OF ROOM**

While personalization of rooms is encouraged, the following guidelines must be followed:

1. The use of nails, screws or tacks on residence hall furnishings, doors and walls is prohibited.
2. “Command adhesive” hooks and painters tape are the ideal materials that may be used for hanging. Other types of adhesives may not be used without permission from the resident director since many are damaging to most surfaces.
3. The University reserves the right to require removal of decorations (posters, etc.) deemed to be inappropriate. All decorations are subject to approval by the Resident Director and may not contain nudity, foul or abusive language, alcohol, pornography in any form, or anything associated with the occult. All decorations must be in good taste.

## **FIRE EQUIPMENT, SIGNS, & FIRE DOORS**

All fire-related equipment, including fire extinguishers, hoses, alarms, exit signs, emergency lights, and notices are available for the purpose of saving lives. The equipment is to be used for fires only. Unauthorized use of or tampering with any safety equipment is a serious violation and may result in disciplinary action from the University. It is also a criminal violation and may result in prosecution. Exit signs are considered in this category as well. Fire doors (hallway and stairway doors) must remain closed at all times to contain smoke and fire.

## **FURNISHINGS**

Each room contains dressers, desks, chairs, waste baskets, beds, and mattresses. 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.

## **GUESTS, OVERNIGHT**

Guests are permitted in the University residence halls 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. Adult guests may stay overnight for up to three nights in a row with prior approval of the Resident Director. A guest may stay no longer than five nights in any semester, but exceptions may be granted by the RD. Guests of the opposite sex 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.

## **HALOGEN LAMPS**

Due to the heat generated by halogen lamps and the risk they pose to lives and facilities, halogen lamps of all types are prohibited.

## **HEALTH & SAFETY**

Perishable food items should not be stored in open containers in order to limit the likelihood of insect infestation. Residents are responsible for keeping their rooms clean and for taking their trash out to a garbage bin.

## **KEYS**

Residents are provided a key to their rooms upon checking in to the residence halls. If a resident is locked out of his/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 insure 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.

## **MOTORCYCLES**

For environmental, health, and safety reasons, motorcycles (including mopeds) are allowed only on the streets. They are not permitted on residential lawns or in University buildings.

## **NOISE**

Because of the close proximity of the residence halls, noise outside the halls must be maintained at a reasonable level. For this reason, loud music (including stereo speakers in room windows) and other noise (including sports activities) are not permitted in the residential areas, unless special permission is granted by the Resident Director.

## **PETS**

No pets other than fish in a ten-gallon or smaller aquarium may be kept in the residence halls.

## **PRIVACY**

The University respects each resident's right to privacy. However, University officials may enter rooms for matters pertaining to general health, safety, suspected policy violation, and for the upkeep of University furnishings and equipment.

## **PUBLIC AREAS**

Furniture is provided in residence hall public areas (i.e. lobbies and lounge areas) for the use of all residents in the building. Relocation of public furnishings is prohibited and considered theft. A television is located in the lobby of each residence hall. Residents must show respect to all members of the community when watching movies in public areas. Movies 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 housekeeping 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 sex 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.

## **QUIET HOURS**

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 10:00 a.m. During this time, noise must 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 and others' rights to study and sleep.

## **RECREATION**

To enhance the safety of pedestrians and the quiet atmosphere desired to promote academic success, sports activities, bicycles, motorcycles, mopeds, scooters, and skateboards are not allowed in the residence halls, on walkways, or in high traffic areas surrounding the residence halls.

## **ROOM/HALL CHANGES**

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

## **SALES & SOLICITATION**

To protect each student's right to privacy in the residence halls, door-to-door sales and/or solicitation are strictly prohibited. Advertising of private products is permitted only with staff approval, and only on bulletin boards as time and space permit. Students who observe sales and/or solicitation occurring should contact a staff member or Campus Security at 601-968-5900.

## **SIGNS, PUBLIC**

The display of public signs (e.g. road signs and public service signs) is prohibited. These are subject to confiscation and disciplinary action may take place.

## **SUNBATHING**

Sunbathing is limited to designated areas around certain residence halls. Students should see the Resident Directors for approved areas. Bathing suits may be worn only in these approved sunbathing areas.

## **VISITATION**

Visitation is the opportunity for members of the opposite sex to visit individuals' rooms in accordance with the policies and hours established by the Office of Student Life. Only invited guests are permitted in residence halls. Residents are to keep their doors open and lights on when they have visitors of the opposite sex. At no other times are members of the opposite sex permitted beyond the lobby of any residence hall unless they have permission from the Resident Director.

## **WINDOWS & SCREENS**

Window screens are to remain securely attached to room windows as designed. Throwing, shooting, spraying or hanging any object out of a window is strictly prohibited. Individuals may not exit residence hall rooms through windows for any reason other than emergency evacuation. Individuals should never enter residence hall rooms through windows at any time. For the safety and security of all residents, first floor residents should take extra care in locking their windows when rooms are not occupied.

## **GENERAL INFORMATION FOR RESIDENT STUDENTS**

### **Emergency Situations: Fire/Fire Alarms**

**Residents are required to exit the building immediately any time the fire alarm sounds!** Students should become familiar with the fire exits in each section of the residence halls. Exterior fire doors will be closed and locked at all times and are not for use except for emergency only. Interior stairwell doors should remain closed at all times. Charts indicating the proper procedure are posted in each hall. When the fire alarm is sounded, each student must:

1. Close windows;
2. Leave the lights on;
3. Wear coat (in cold weather), shoes, and take room key;
4. Leave room door closed and locked.

Students are to evacuate the building immediately and to gather in the area designated for the particular building. Do not return to the residence hall until the "all clear" signal is given from an appropriate staff member. Belhaven University reserves the right to levy appropriate fines, sanctions, and/or cancel the Room and Board Agreement of anyone in violation of the fire alarm regulations.

### **Emergency Situations: Severe Weather (Tornado)**

When a TORNADO WATCH is issued, the residence hall staff in each residence hall will be notified by Campus Security. Students/residents should be prepared to move to a pre-selected area of safety on the ground floor or basement.

In the event of a TORNADO WARNING, students/residents should proceed at once in an orderly fashion to a pre-selected area of safety on the ground floor or basement and remain there until the Tornado Warning has been cancelled.

All students should remain in this designated area until authorization to leave is confirmed by a Belhaven official. Should a tornado hit the campus or immediate area, everyone should restrict his or her movement until the area is cleared of hazards such as power lines, gas lines, and unstable structures.

### **Emergency Situations: Gas Leak Procedures**

Gas related emergencies should be reported to Campus Security at 601-968-5900. If Campus Security cannot be reached, students should call the Jackson Fire Department at 601-960-2093. Location, name, location of leak, and when leak was first noticed should be given. An emergency includes, but is not limited to, the following:

1. Gas detected inside or near a building;
2. Fire located near or directly involving a pipeline;
3. Explosion occurring near or directly involving a pipeline;
4. Natural disaster.

### **Maintenance & Housekeeping Services**

Belhaven University makes every effort to keep all of its facilities in good condition. Residents are responsible for cleaning their own rooms. Housekeeping staff work in every residence hall to keep the public areas clean. Maintenance staff repair broken items and do preventative maintenance. Students should get to know the people serving them, and express appreciation for their work. If something needs repair, residents should notify their Resident Assistant or Resident Director so that prompt action can be taken. Remember that care costs everyone less than repair.

### **Resident Security**

Security is an important matter, but students have the primary responsibility for their personal possessions. Belhaven is a relatively safe campus due to the attention paid by the students and staff. Residents should lock their rooms, keep outside residence hall doors locked, and do whatever is necessary to maintain the security of University buildings and personnel. Local police officers, Campus Security, and the residence hall staff are here to serve; students should feel free to call upon them.

Belhaven University attempts to provide security to all residents by securing the entrances into the residence halls. Every hall is equipped with a card access reader at the main entrance. Each resident is issued an identification card at registration coded for entry into the residence buildings.

The University assumes no responsibility for damage and/or loss of personal property from the student's residence hall room, vehicle, or any part of the campus due to theft, fire, destruction, acts of God, etc. Residents are encouraged to check with their parents regarding their homeowner's policies and insurance coverage. Information is available for an insurance plan specifically designed for residence hall students. Inquire with your Resident Director or the Office of Student Life.

Residents who arrive on campus after dark may contact Campus Security at 601-968-5900 to be escorted to their respective residence halls.

**Security Responsibilities of Residents:**

- 1. Retain ID Cards:** Students are provided individual ID cards and are expected to keep these with them at all times. There is a \$10 fee for replacement IDs. Students found using another student's ID card will face disciplinary action.
- 2. Security Codes:** Some residence halls are equipped with internal security doors to prevent unauthorized intruders. Codes for these doors are changed periodically for the safety of the residents. Residents are not to divulge these codes to members of the opposite sex or to any campus visitor without authorization from their Resident Director; sharing codes will result in disciplinary action.
- 3. Guest Visitation:** Residents are expected to prevent inconveniences to guests (including family members), such as prolonged waiting outside. This may be prevented by establishing appointed and agreed upon times, dates, and places to meet. Students are responsible for their guest(s) during a campus visit. University rules and regulations should be clearly explained (e.g. parking, quiet hours, security, etc.).

**Withdrawal From The University**

Students considering withdrawing from Belhaven University should contact the Office of Student Life to discuss check-out, possible options, and alternative resources. This office will assist students and inform them of the University withdrawal process.

# DISCIPLINARY PROCEDURES

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, which may include a fine, probation, community service, suspension from the University, and/or other sanctions. The University reserves the right to take administrative action for relocation or contract termination under the terms of the housing contract. The student who is suspended may forfeit all fees paid previously.

## UNIVERSITY STUDENT DISCIPLINE

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

Belhaven reserves the right to discipline any student who violates University policies and regulations. Such discipline may include, but is not limited to, fines, suspension of certain privileges, community service, or mandatory withdrawal from the University.

## DISCIPLINARY PROCESS FOR VIOLATION OF GENERAL & RESIDENCE LIFE COMMUNITY POLICIES

1. A complaint is filed with the Office of Student Life.
2. A University official (Dean of Student Life or a designee) makes a decision concerning the importance of the complaint filed. If the offense is serious enough, then disciplinary action takes place.
3. The following general procedure is followed on complaints deemed serious enough by the Dean of Student Life to merit official disciplinary action (note: the Dean may appoint a designee to administer cases):
  - a. The accused receives written notice of charges and meets with the Dean of Student Life or designee to discuss the disciplinary process and to enter a plea.
  - b. If the student pleads guilty, a sanction is administered by the Dean of Student Life or designee. The student receives notice of any sanction in writing.
  - c. If the student pleads innocent, the student will have a hearing with the Dean of Student Life or designee.

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 Student Life 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. In cases of suspension or dismissal, an appeal must be submitted in writing to the Dean of Student Life, addressed to the Judicial Appeals Committee. For all other cases, an appeal must be submitted in writing to the supervisor of the staff member who imposed the sanction upon the student. 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:
    - i. What occurred;
    - ii. When it occurred;
    - iii. Where it occurred;
    - iv. 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.

Failure to comply with disciplinary sanctions usually results in immediate, indefinite suspension from the University, without appeal. Belhaven 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. **Disciplinary Warning:** An official reprimand informing the student of the violation of the Belhaven University standards. It includes a warning concerning future behavior.
2. **Fines:** Requiring the student to pay a sum of money because of breaking a University standard.
3. **Restitution:** Replacing of damaged or stolen property, the value of such property, and reconciliation for the wrong.
4. **Counseling:** Requiring the student to enter counseling in order to explore the cause and reasons for violations of University standards.
5. **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.
6. **Disciplinary 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.
7. **Disciplinary 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. **Expulsion:** Denying the student the privilege of attending Belhaven University.

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

Since Academic Misconduct/Honor Code violations are related to a student's class work, the appropriate response is vested in the professor. If a student disagrees with a professor's handling of the incident, an appeal may be made to the Faculty Appeals Committee. Honor Code violations may also be filed by students or faculty to the Dean of Student Life. The following general procedure is followed in Academic Misconduct/Honor Code cases:

1. The faculty member has the authority to impose a sanction in response to student academic misconduct. The student has ten business days to appeal the faculty member's decision in writing to the Faculty Appeals Committee who will consider the reason(s) for appeal and case evidence and 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.
2. The case may be referred by the faculty member to the Dean of Student Life (or a designee) who will observe the following procedure:
  - a. The accused receives written notice of charges and meets with the Dean of Student Life to discuss the disciplinary process and to enter a plea.
  - b. If the student pleads guilty, a sanction is administered by the Dean of Student Life. The student receives notice of any sanction in writing.
  - c. If the student pleads innocent, the student will have a hearing with the Dean of Student Life.

The following general procedure is followed in Honor Code hearings:

1. A hearing is held in which the accused makes a plea and witnesses may be called to testify.
2. The Dean of Student Life 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 supervisor of the staff member who imposed the sanction upon the student. Appeals must be submitted in writing to the supervisor of the staff member who imposed the sanction upon the student. 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 Judicial Appeals Committee or a designee will consider the reason(s) for appeal and case evidence and 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 may include, but are not limited to, the following:

1. A failing grade on the work in progress;
2. A failing grade in the course;
3. Suspension from the University for a specified minimum time;
4. Dismissal from the University.

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**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 as well as other documents 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.**

# CALCULATING YOUR GPA

To calculate your Grade Point Average, take the total number of Quality Points that you have earned, then divide that number by the total number of Attempted Semester Hours. Follow the instructions below for more explanation.

## Quality Points:

A.....4.00	B.:3.34	C.:2.34	D.:1.34	E.....0.00
A - .....3.66	B.....3.00	C..... 2.00	D..... 1.00	
	B - .....2.66	C.: 1.66	D.: 0.66	

## Example for one semester:

	Quality Pts. per Semester Hr.		Hrs. per Course		Quality Pts. per Course
BIO 369 .....B -.....	2.66	x	3	=	7.98
BIB 102.....A.....	4.00	x	3	=	12.00
SOC 105.....F.....	0.00	x	2	=	0.00
MUS 321.....C +.....	2.34	x	3	=	7.02
THE 389.....D +.....	1.34	x	<u>2</u>	=	<u>2.68</u>
			13		29.68

29.68 Quality Points divided by 13 Hours = 2.28 grade point average (GPA)

## Cumulative Grade Point Average:

The cumulative grade point average is calculated in the same way as grade point average -- the total number of attempted hours divided into the total number of quality points earned. Transfer work does not affect the Belhaven cumulative grade point average (GPA). The cumulative GPA is based entirely upon work done at Belhaven University.

	Semester Hrs. Attempted	Quality Points	GPA
Fall Semester .....	13	29.68	2.28 (Semester GPA)
Spring Semester .....	<u>+ 15</u>	<u>+ 37.98</u>	2.53 (Semester GPA)
	28	67.66	2.41 (Cumulative GPA)

67.66 Quality Points divided by 28 Hours Attempted = 2.41 Cumulative GPA

# CULTURE DICTIONARY

**Alumni House** - The Bettye Quinn Alumni Center is located on the southwest corner of Peachtree Street and Riverside Drive. The Center is used for alumni and campus functions.

**Auxiliary Gym** - A facility directly adjacent to Rugg Arena used primarily by University athletic and intramural programs as well as the open recreation program.

**Bailey Dining Commons** - Located in the McCravey-Triplett Student Center, the Dining Commons provides campus food services as part of resident student meal plans and at a cost for non-resident students, faculty, staff and guests.

**Barber Auditorium** - An auditorium located on the bottom floor of the Warren Hood Library. It is used for classes, lectures, recitals, concerts, organization meetings, and other related programs sponsored by the University.

**BAT** - Belhaven Activities Team, a group of students who work to plan and execute a wide variety of student activities throughout the school year. This team is under the immediate supervision of the Coordinator of Student Leadership and Activities.

**Belhaven Green** - The area of green lawn located on the corner of Peachtree Street and Pinehurst. Beautiful oak trees keep this area shaded.

**BLC** - The Belhaven Leadership Council is the student leadership arm of the Belhaven University student body. By collaborating with administration, faculty, student organizations, and the student body, the BLC aims to promote distinctive Christian leadership by providing quality student services and activities consistent with the vision and mission of Belhaven University.

**Blazer** - The mascot identity for Belhaven University athletic teams. The picture of a blazing torch is created from the Matthew 5:16 passage which says, "Let your light shine before men, that they may see your good deeds and praise your Father in heaven."

**Bowl** - The athletic field between Caldwell Hall and the Heidelberg Gymnasium.

**The Brogue** - A literary magazine devoted to creative and critical writing. It is published once a year under the sponsorship of the English Department.

**Catalogue** - Belhaven University's manual of information on the University mission, academic curriculum, and services.

**Center for the Arts** - Home to the Belhaven University Music and Theatre departments, classrooms and offices. Located on Riverside Drive, the Center for the Arts auditorium is where Chapel is held each Tuesday.

**Chapel** - Provides an opportunity for campus-wide worship time once per week. The campus community comes together in the Center for the Arts to sing, pray, and celebrate Jesus Christ.

**Convocation** - Two of the scheduled chapel gatherings held each year. Academic Convocation is the second chapel of the fall semester and Honors Convocation is the final chapel of the spring semester.

**The Corner Pocket** - Offers students, faculty and staff recreation options including air hockey, pool, ping pong, foosball and televisions for sports viewing. The Corner Pocket is located on the second floor of the Student Center.

**Courtyard** - The area located directly in front of the Student Center.

**The Cube** - The building located between the Student Center and the men's residence halls. It houses all the offices for Student Affairs.

**Entergy Pavilion** - The musical fountain at the center of campus, providing a unique location for various campus events.

**Fitness Center** - The Fitness Center is located just north of Rugg Arena and is available for use by all full-time current students, staff, and faculty.

**Gillespie Commons** - The lawn between Preston Hall and Fitzhugh Hall.

**Irby Hall** - The academic hall located on the south side of campus off Pinehurst Street. The Biology, Chemistry, Business, and Accounting Departments are located in this building.

**Jim McLeod Field** - The Belhaven University baseball facility located on Riverside Drive.

**Late-Night Breakfast** - Held each semester during finals week. Students come to the dining commons to eat a hot breakfast and break from their studies.

**Newell Field** - The home stadium of the Belhaven University football and soccer teams. The stadium is located on Riverside Drive across from the Center for the Arts.

**Raymond Hall** - Located behind Robertson and Wells Halls, it is home to the Aspire Program.

**Rugg Arena** - The home of the Belhaven University men's and women's basketball teams and the Belhaven University volleyball team. The arena is located inside the Heidelberg Gymnasium on campus and is named for Charlie Rugg, long-time Belhaven University basketball coach and faculty member.

**Singing Christmas Tree** - Belhaven is home to the original Singing Christmas Tree, an outdoor Christmas concert that takes place the first weekend in December. It was started by Mignonette Caldwell (Caldwell Hall was also named after her) who was a voice teacher at Belhaven for over forty years.

**Student Center** - The McCravey-Triplett Student Center is the central campus gathering location for students, faculty and staff. The Student Center is home to the Bailey Dining Commons, campus mailboxes, Shoe Bird Cafe, Belhaven Bookstore, BLC offices, The Corner Pocket, The Dr. James W. Park Computer Center, Prayer Room, a 49-seat multi-media theatre, Security Office, and the Health Center.

**Student Center Commons** - The large, first floor seating area located in the McCravey-Triplett Student Center. This gathering area serves as an ideal place to read, study, visit or just relax. It also serves as a location for events such as the Health Fair, small scale concerts, coffee houses and open mic nights.

**The Shoe Bird Cafe** - Located on the first floor of the McCravey-Triplett Student Center, the Shoe Bird Cafe offers an assortment of breads and sandwiches, coffees, juices, fountain drinks, cookies and desserts.

**The Tartan** - A publication for alumni and friends of Belhaven University. It includes news of alumni and campus events and is published twice a year by the Office of Public Information.

**Theatre** - Located on the second floor of the McCravey-Triplett Student Center is a 49-seat multi-media theatre used for events such as movie nights and student, faculty and staff training seminars.

**Welcome Week** - Several days of August orientation and activities designed for the incoming freshmen and transfer class. Students will meet students, faculty, and staff who make up the Belhaven family while also learning their way around campus as they make Belhaven University their home. Upperclassmen who have been selected as Peer Leaders serve as valuable resources and leaders throughout Welcome Week.

**White Columns** - The student yearbook which is published annually. It is produced by students under the direction of the *White Columns Editor*, staff, and the Director of Student Leadership.

**WVC** - Worldview Curriculum. Belhaven's "Worldview Curriculum" offers an integrated study (structured chronologically) of the great movements and ideas in history, literature, the fine arts, Bible, philosophy and theology. Using history and the study of civilizations as a foundation, this unique approach to the traditional core curriculum enables students to learn the necessity of a Christian worldview in their personal spiritual growth, the shaping of culture's moral values, and in building prosperous communities and a healthy society.

# CAMPUS TELEPHONE DIRECTORY

Calling from  
OFF Campus

ON Campus  
Extension

Accountancy Studies.....	601-965-7056	8572
Admission.....	601-968-5940	8029
Alumni/College Relation.....	601-968-5925	8090
Art Department.....	601-968-5950	8680
Aspire.....	601-968-5988	NA
Aspire Student Services.....	601-968-8880	NA
Aspire Accounting.....	601-968-8881	NA
Athletics.....	601-968-5956	8100
Bailey Dining Commons.....	601-968-5912	8440
Belhaven Leadership Council.....	601-968-5941	8490
Biblical Studies Department.....	601-968-5907	8330
Biology Department.....	601-968-5964	8560
Bookstore.....	601-968-5910	8432
Box Office.....	601-965-7026	8601
Business Office.....	601-968-5901	8210
Business, School of.....	601-968-8945	8551
Campus Operations.....	601-968-5904	8410
Career & Academic Development.....	601-968-5932	8450
Chemistry/Physics Department.....	601-968-5970	8585
Christian Ministries Department.....	601-968-5907	8330
College Communications.....	601-968-5930	8095
Communications Department.....	601-968-8715	8320
Computer Science Department.....	601-968-5973	8042
Counseling Office.....	601-968-8731	8444
Dance Department.....	601-968-8745	8675
Development.....	601-968-8738	8090
Economics Department.....	601-968-5965	8574
Education, School of.....	601-968-8703	8240
English Department.....	601-968-5978	8350
Facility Reservation/Rental.....	601-968-5914	8412
Foreign Language Department.....	601-968-5976	8360
Health Center.....	601-968-8713	8402
History/Political Science Department.....	601-968-5982	8342
Human Resources.....	601-968-5937	8214
Information Technology.....	601-968-8777	8050
Institutional Advancement.....	601-968-8746	8080
Library.....	601-968-5948	8505
Mail Services.....	601-968-5996	8420
Maintenance.....	601-968-5904	8410
Master Calendar.....	601-968-5914	8412
Mathematics Department.....	601-968-5983	8040
Music Department.....	601-974-6471	8625
Philosophy Department.....	601-968-5959	8331
President's Office.....	601-968-5919	8300
Provost's Office.....	601-968-5977	8250

# CAMPUS TELEPHONE DIRECTORY

Calling from  
OFF Campus

ON Campus  
Extension

Psychology Department .....	601-968-5990 .....	8370
Public Relations .....	601-965-7044 .....	8093
Reformed University Fellowship .....	601-968-8709 .....	8445
Registrar .....	601-968-5922 .....	8270
Residence Halls		
Caldwell Hall RD Office (in The Cube) .....	601-968-5995 .....	8462
Caldwell Hall RD Apartment .....	601-968-8750 .....	5700
Gillespie Hall RD Office .....	601-974-5371 .....	5721
Gillespie Hall RD Apartment .....	601-968-8747 .....	5720
Helen White Hall RD Office .....	601-968-8929 .....	5741
Helen White Hall RD Apartment .....	601-968-8729 .....	5740
Robertson/Wells Hall RD Office .....	601-974-6421 .....	5711
Robertson/Wells RD Apartment .....	601-968-8730 .....	5710
Wells Hall Assistant Resident Director .....	601-968-8736 .....	5730
Security .....	601-968-5900 .....	5900
Shoe Bird Cafe' .....	601-968-5927 .....	7194
Stoneworks .....	601-965-7091 .....	8391
Sports Applications Department .....	601-974-6458 .....	8590
Student Activities & Intramurals .....	601-968-8901 .....	8470
Student Development .....	601-968-5932 .....	8450
Student Financial Planning .....	601-968-5933 .....	8220
Student Leadership .....	601-968-8990 .....	8470
Student Life .....	601-968-5969 .....	8460
Theatre Department .....	601-974-6148 .....	8615
Virtual Campus .....	601-974-6417 .....	8200
Weather Closures .....	601-968-8998 .....	8998
<i>White Columns</i> (Yearbook Office) .....	601-968-8735 .....	8447
Writing Lab .....	601-968-5916 .....	8355

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