

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

THE KILT

TRADITIONAL UNDERGRADUATE

STUDENT HANDBOOK

2020-2021

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THE UNIVERSITY

MISSION STATEMENT

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

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

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

FAITH STATEMENT

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

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

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

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

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

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

ACADEMIC POLICIES

ACADEMIC MATTERS

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

The “Academic Plan” for each degree is available online in the Academic Planning section of Blazenet. The “My Progress” tab lists exactly what courses are needed and if they have been completed. The “Timeline” tab provides a place for each student to work with an advisor to plan when each requirement will be fulfilled.

The student is ultimately responsible for his or her own progress. Students are encouraged to familiarize themselves with additional academic matters as outlined in the current *Catalogue*. If there are questions, please feel free to contact the Registrar’s office.

CLASS ATTENDANCE STANDARDS

Belhaven University believes that learning can be demonstrated through typical assessments such as tests, quizzes, papers, and class participation. However, we also believe that learning occurs beyond engaging in these assessments and that class attendance enhances learning in immeasurable ways.

In consultation with their Dean or Department Chair, all faculty members sets their own policy for class attendance for the course. Be sure to review the course syllabus to understand the attendance requirement. Most faculty set one of these four policies:

1. Class attendance is important in this course and students missing more than 20% of classes will fail the course and receive an F (except in the case of unique medical or family extenuating circumstances to be considered in consultation with the Registrar).
 - a. 8 absences for a class that meets three times a week
 - b. 6 absences for a class that meets two times a week
 - c. 3 absences for a class that meets once a week.

Persistently arriving late or leaving early may impact a student’s final grade.

2. Class attendance is important in this course and missing more than 20% of classes will lower the student’s final grade (except in the case of unique medical or family extenuating circumstances to be considered in consultation with the Registrar).
 - a. 1 letter grade 21–29% absent 3x week 9-11 2x week 7-8 1x week 4
 - b. 2 letter grades 30–39% absent 3x week 12-15 2x week 9-11 1x week 5
 - c. 3 letter grades 40% or more absent 3x week 16+ 2 x week 12+ 1x week 6

Persistently arriving late or leaving early may impact a student’s final grade.

3. Class attendance is important in this course and students must notify the professor if a class is to be missed and make arrangements to make-up the work.
4. Class attendance is not a high priority of this class and students should use their judgment in how to use their time best to gain the most from this course.

In consultation with their Dean or Department Chair, faculty members will articulate their policy in the syllabus for the course. It is the responsibility of the student to understand and follow the attendance policy for each course. While faculty members set their attendance standards, a student's grade may not be lowered for missing up to 20% of the courses classes.

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

Deregistration

Deregistration is a process by which a student's registration in a course is removed from their schedule for the semester. Deregistration indicates the student has not attended any class meetings in a course during the first 9 days of the semester/course. Deregistration is processed on day 10 (the Wednesday morning after the first week of class) of a semester/course. The student's full-time status, financial aid, athletic eligibility or international status may be affected by deregistered courses. Notice of course deregistration will be sent to the student's Belhaven email address. Students who are deregistered from courses will not get credit for the course – even if they attend after a course is deregistered. Students must attend class meetings for all courses registered to have attendance posted and avoid deregistration. Students are responsible for charges for any classes they are enrolled in after the deregistration has occurred. A student may withdraw from a course, up to the official withdrawal date for the term and receive a grade of W rather than an F, however, they will still be responsible for tuition charges for courses they withdraw from. A grade of "W" removes the course from the academic GPA calculation for the term, however the course is still included in the Financial Aid Satisfactory Academic Progress calculations for Financial Aid purposes.

CLASSROOM RESPONSIBILITY

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. The professor may issue a warning or ask for a student to leave if they are disruptive in class. Students who are asked to leave will receive an absence for that day.
2. Cell phones should be turned off or set to vibrate and put away while in class. Students may not leave class until the break or until class ends to take or return a call. Students may be asked to leave all electronic devices at home for tests and other regulated class activities.
3. Students who show zeal for learning by being in the classroom prepared as their classes begin usually achieve high marks. Maintain eye contact with the professors, actively listen, and participate in the class. Keep your focus on the class.
4. Students should take the responsibility to initiate the completion of exams and missed course work due to 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.
5. Come to class and participate as if you were on the job and getting paid for your effort. Come prepared with textbooks, notebooks, pens, or whatever is necessary to participate fully and have assigned material or homework completely finished and prepared.
6. 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.
7. Dress in appropriate attire.
8. Help keep classrooms neat and orderly. Professors have the right to restrict the consumption of food and/or drink in their classrooms.
9. 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 Care.
10. 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.

HONOR CODE

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

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

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

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

Plagiarism

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

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

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

Responsible Research

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

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

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

CHAPEL POLICIES

PURPOSE

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

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. 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.

REQUIREMENT

Chapel attendance is required for all full-time traditional undergraduate students. Students are required to attend a minimum of eight (8) chapel services each semester. Students will only receive credit electronically by scanning in and out of each session with a current ID card. Attendance will not register after ten minutes from the start of each session, at which point students are counted absent. Students leaving early are counted absent. Students are to be seated until the benediction has been completed and show respect by listening and not being disruptive. All cell phones must be turned off or set to vibrate.

Students who have not met the minimum Chapel attendance requirement during a semester may receive one (1) attendance credit by serving two (2) hours in the community with an approved organization or by making a \$25 gift to the Chapel Mission Fund.

Community Service

The guidelines for community service are as follows:

1. Community service must take place with an approved organization, properly documented on the Belhaven Community Service form, and submitted to the office of Student Development.
2. Community service is not granted for experiences such as mission trips, academic internships, employment, summer camp staffing, and spring break projects.

Chapel Mission Fund

The guidelines for the Chapel Mission Fund are as follows:

1. Complete a Chapel Mission Fund form in the office of Student Development.
2. Bring the completed Chapel Mission form and make a payment to the Chapel Mission Fund in the Business Office. Payments may be made by cash or credit/debit card. A convenience fee of 2.55% is charged for credit/debit card charges.
3. Students will be cleared on a weekly basis once the payments have been processed.

The deadline for fulfilling the Chapel attendance requirement for each semester is the last day of classes, prior to final exams. If a student has not fulfilled his or her Chapel attendance requirement by either attending Chapel or community service, a \$25 charge for each Chapel session will be billed to their account and applied to the Chapel Missions Fund.

EXEMPTION

Students may apply for an exemption from Chapel in the office of Student Development by filling out the Chapel Exemption form and providing supporting documentation. A Chapel Exemption form must be completed for each semester and will be considered for the following reasons:

- 1. Employed Full-Time:** Students that work an average of at least 35-40 hours per week are eligible for a Chapel exemption. Provide a signed letter from your employer on company letter head that documents that you work “an average of 35-40 hours per week”. The statement “full-time employment” is not acceptable.
- 2. Taking 51% of Classes in the Evening:** Students that take at least 51% of their classes in the evening are eligible for a Chapel exemption. Provide a current copy of your registered classes to be verified by the Registrar’s offices.
- 3. Last Term of Attendance and Academic Course Conflict:** Students that are in their last semester before graduation and have conflicting *required* courses for their degree to graduate (electives are not eligible) during both Chapel sections are eligible for a Chapel exemption. Provide a current copy of your registered classes to be verified by the Registrar’s offices.

All appropriate forms are available in the office of Student Development. All questions regarding Chapel should be submitted to chapel@belhaven.edu.

COMMUNITY POLICIES

In the interest of promoting an educational community in which students are able to discover, develop, and apply the skills and gifts given to them by God, the University sets forth the following community policies. Out of respect for members of the community and themselves, students are expected to adhere to these policies during their tenure at the University.

A student found to have violated any of these policies will be subject to sanctions deemed appropriate. The University defines possession as being in the immediate area, room, vehicle, house, on one's person, etc. Additionally, students are expected to abide by federal and state laws in addition to the policies and expectations of the University. Students are ultimately responsible with understanding and following these expectations and policies.

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

The University reserves the right to call emergency personnel on behalf of a student in a health-related emergency. This includes, but is not limited to ambulance services, potential hospitalization, or other actions deemed necessary by University personnel. The University assumes no responsibility for ambulance, hospital, or other medical bills incurred by a student.

Students are able to have guests on campus but are responsible for their conduct and could be held responsible for their guest's actions. Guests who fail to adhere to University policies and expectations are subject to eviction from the University premises.

The University strongly recommends that all students receive the bacterial meningitis vaccine. There has never been a case of meningitis at the University and the disease is rare, but the vaccine is an effective way to protect students. The vaccine can be administered at the Mississippi Department of Health, just a short drive from campus.

ACADEMIC MISCONDUCT

In cases of academic policy violations, the Faculty member has the authority to grant a failing grade on the specific work, the entire course, and/or refer the case to the office of Student Development.

ALCOHOL

Alcohol is not allowed to be possessed or consumed on campus or any University sponsored off campus event. This includes athletic, performance arts, or recreational events. Due to the potential appearance of alcohol use, possession of empty alcohol containers is considered possession of alcohol. Students under the age of 21 are not allowed to consume alcohol and those over 21 are not allowed to provide alcohol for individuals under the age of 21. When the law allows for the consumption of alcohol, students are expected to exhibit acceptable behavior off campus.

ANIMALS

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

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

Service Dog

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

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

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

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

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

dog has fleas, the handler may also be responsible for the cost of flea abatement in the areas where the dog resides, as well as other areas it frequents routinely.

Emotional Support, Therapy, Comfort, or Companion Animals

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

BELHAVEN PROMISE – COVID-19

During this historic time with the Novel Coronavirus (COVID-19) every student is required to abide by the Belhaven Promise guidelines. Any student found in violation of these guidelines may be sent home immediately and/or suspended. Any student believed to have COVID-19 symptoms must be tested. It is the students' responsibility to arrange transportation to the medical facilities. Students deemed to have exhibited COVID-19 symptoms are required to quarantine at home or off campus until they are deemed medically safe to return back to campus.

CRIMINAL LAW

Alleged or actual violation of any federal or state law may be subject to University sanctions.

DESTRUCTION OF PROPERTY

Damaging, destroying, defacing, or tampering with University property or the property of any person is prohibited.

DINING COMMONS

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

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

DISHONESTY

Furnishing false information to the University by forgery, alteration, or verbal communication is prohibited. This includes but is not limited to a signature, one's identification, or documents. It is additionally, prohibited to cause, make, or circulate a false report or warning of emergency, crime, or catastrophe.

DISTURBING THE PEACE

Any conduct which involves disturbing the peace of the University and/or the city of Jackson is not allowed. Disturbing the peace can be defined as, but is not limited to, disorderly conduct, excessively loud noise, or failure to comply with the directives of law enforcement or University officials. Disruption or interference with University functions or activities is banned.

DRESS EXPECTATIONS

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

DRONES

The personal, institutional, or commercial use of drones or other unmanned aircraft systems is prohibited on campus unless preapproved by the office of Campus Operations.

DRUGS

The University supports the federal and state laws with regard to drug use, possession, and distribution. No controlled substance shall be possessed, distributed, manufactured, or used on or off the University campus. Unauthorized distribution or use of legal drugs as well as possession of drug paraphernalia is also prohibited. Any person found to have violated this policy shall be subject to penalties which may include immediate dismissal from the University.

EMOTIONAL OR PHYSICAL HARM

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

FIREWORKS

The use of fireworks on campus is prohibited.

FOUNTAIN

Due to the potential for personal injury or damage to the fountain, the Commons and University Village fountains are not to be entered without proper authorization.

FUNDRAISING

All on-campus fundraising activity must be approved by the office of Student Development. Solicitation of funds has to be coordinated through a recognized organization, ministry, or athletic group.

GAMBLING

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

GRADUATION REGALIA

Any regalia not directly affiliated with the University is not allowed to be worn during commencement.

HAMMOCKS

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

HOVERBOARDS

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

IDENTIFICATION CARDS AND KEYS

Students are provided identification cards and residential students are provided a room key and are expected to keep these with them. If an identification card or key is lost or stolen, students must inform the Student Development or Security office immediately. Unauthorized use, distribution, duplication, or possession of any identification card or key issued for any University building, facility, or room is strictly prohibited. The replacement cost for a misplaced identification card is \$10 and \$35 for a key.

LAKE

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

OFFENSIVE MESSAGES

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

PORNOGRAPHY

Pornography is not allowed to be possessed or viewed on campus or any University-sponsored event.

PREGNANCY

The University believes in the sanctity of life, life begins at conception, and does not support abortion. The University is committed to providing support and assistance to a student who finds herself pregnant. Continuity of on-campus residency as a student will be considered in light of what is best for all involved.

PUBLIC DISPLAYS OF AFFECTION

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

RACISM AND DISCRIMINATION

Belhaven University holds to the biblical truth that all persons are created in the image of God and should, therefore, be treated with dignity and respect. The University recognizes that racism exists in our culture in both individual and systemic instances. Conduct that denigrates or shows hostility towards the inherent diversity at Belhaven based upon race is strictly forbidden. The University will not tolerate discrimination, harassment, or retaliation based upon race and is committed to preventing or stopping instances where they may occur.

Further, the University prohibits unlawful discrimination and harassment against any member of its community based on the individual's race, color, national origin, sex, age, disability, citizenship, veteran status, genetic information, or any other consideration made unlawful by relevant law, in matters of admissions, employment, housing, or in any aspect of the educational programs or activities it offers.

SEXUAL ASSAULT

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

SEXUAL CONDUCT

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

SEXUAL EXPLOITATION

Taking sexual advantage of another person in a way that deliberately infringes on their reasonable expectation of privacy is strictly prohibited. This includes, but is not limited to, recording images, video or audio of another individual engaged in sexual activity or in a state of undress without that individual's consent, even if the sexual activity itself is consensual.

SEXUAL HARASSMENT

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

SOLICITATION

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

TECHNOLOGY MISCONDUCT

In cases of technology policy violations, in addition to University sanctions, one may be subject to prosecution according to Mississippi law and legal action by the owners and licensors of proprietary software for violation of copyright laws and licensing agreements.

THEFT

Attempted or actual theft of property or services of the University or of any person(s) is forbidden. Additionally, possession of property known to be stolen is banned.

TOBACCO

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

UNAUTHORIZED USE OR ENTRY OF UNIVERSITY FACILITIES

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

WATER RECREATION

Water recreation is not appropriate if it is indoors or involves individuals who do not wish to participate or interferes with University activities.

WEAPONS

The University specifically prohibits the possession of any type of firearms on all property owned by the University (campus grounds, parking lots, garages, plazas, and courtyards), property leased by the institution, and at University sponsored events. This includes but is not limited to any type of firearm, airsoft guns, paintball guns, pellet guns, BB guns, bow and arrows, tasers, explosive devices, illegal knives (pocket knives with blades longer than three inches are prohibited), and any other weapon considered illegal or dangerous. Any person found to have violated this policy shall be subject to penalties which may include immediate dismissal from the University.

FINANCIAL POLICIES

REGULATIONS

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

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

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

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

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

STUDENT FINANCIAL AID

Students are awarded financial assistance based upon the number of enrolled credit hours. If a student is awarded aid based on full-time status and the enrollment status changes, the aid will be reduced according to their new enrollment status. A student must be enrolled at least half-time to receive federal student loans and must be enrolled full-time to receive institutional scholarships and state grants.

The office of Student Financial Services reserves the right on behalf of the University to review, modify, or cancel an award at any time because of changes in financial or academic status, change of academic program, failure to comply with Selective Service, drug compliance regulations, or other requirements related to federal or state grant eligibility. Any commitment of federal or state funds is tentative and contingent upon subsequent Congressional or State Legislative appropriation and actual receipt of the funds by Belhaven University.

Federal student financial aid funds are allowed to be used for payment of educational expenses a student incurs in the period for which those funds are awarded. These funds cannot be directly applied to a prior account balance for a previous award year.

MERIT-BASED SCHOLARSHIPS

The foundation of Belhaven's scholarship program is based on a review of several factors including:

- ACT scores (or SAT equivalent)

- Grade point average (GPA)
- Student’s mission fit

These scholarships are “open” to all students who qualify and are seeking a first bachelor’s degree as they enter the University’s traditional undergraduate programs. Merit-based scholarships may not be awarded in combination with tuition discounts, waivers, or sponsorships.

Merit-based scholarships are renewable up to four years (or eight semesters) contingent upon maintaining full-time enrollment status and satisfactory academic progress. Based upon administrative approval some scholarships may be consider for full or prorated renewal during a fifth year under certain circumstances.

Transfer Students

Belhaven gladly welcomes transfer students and work with them to assist in meeting the financial obligation of the University. Merit-based awards are offered to any student transferring 30 or more hours to the University’s traditional undergraduate programs based upon the following:

- Previous academic record at all prior institutions
- Phi Theta Kappa membership

Transfer student scholarships are renewed for up to three years (or six semesters) depending upon grade level, maintaining full time enrollment, and satisfactory academic progress. These scholarships are not awarded in combination with other merit-based scholarships, tuition discounts, waivers, and/or sponsorships.

Cultural Arts and Supplemental Scholarships

The following scholarships are awarded based upon audition and portfolio in the cultural arts and admission interview. Arts scholarships are specifically related to arts program in which the student is enrolled. Supplemental and arts scholarships may not be awarded in combination with some institutional scholarships as well as tuition discounts, waivers, and sponsorships. The scholarships are as follows:

1. Cultural Arts:
 - Visual Arts
 - Creative Writing
 - Dance
 - Music
 - Theatre
 - Graphic Design
2. Supplemental:
 - Legacy
 - Blazer
 - Tartan
 - Campus Visit

Need-Based Grants

For students with exceptional need, Belhaven offers further assistance to ensure continued affordability for our students. However, these grants require completion of the Free Application for Federal Student Aid (FAFSA) and all requested documentation, which will be reviewed annually to determine renewal eligibility and amount.

Other Scholarship and Grant Considerations

All students enrolled in the traditional program are encouraged to live on campus to fully experience the diversity of Belhaven's Christian worldview. The University has structured the scholarship program to offset a considerable percentage of costs associated with living in campus housing. Therefore, students electing to live off campus may have a percentage of their aid package reduced.

Students on scholarship who leave Belhaven University for a period longer than one semester or attend another institution during their absence must reapply to determine scholarship eligibility.

We encourage students to apply to the University and complete the Free Application for Federal Student Aid (FAFSA) as early as possible so that an accurate and complete award package can be offered in a timely fashion. While every student's situation is different, the office of Student Financial Services is committed to assuring every accepted applicant is able to enroll at the University.

FEDERAL WORK STUDY PROGRAM

If an offer of financial assistance includes employment under the provision of the Federal Work Study program, students must report to the office of Career and Calling within the first two weeks of the school session to be assigned a work study position. It must be understood that the amount shown for this award is the allowance estimated for work performed. Students must apply and be placed in an approved position to earn awarded funds under the Federal Work Study program. The Federal Work Study award may be adjusted during the award period in accordance to federal student aid policies and requirements. Any hours worked in excess of contractual approval may not be considered for payment.

Wages are paid monthly by direct deposit or check directly to the student based on the number of hours worked for that month. The student may sign a work study authorization form for the wages to be directly credited to the student account. Payment is processed on the 5th business day of each month.

FEDERAL DIRECT LOANS

There are two types of Federal Direct student loans: subsidized and unsubsidized loan. A subsidized loan is awarded on the basis of financial need and the student is not charged any interest before beginning repayment or during authorized periods of deferment. The unsubsidized loan is not awarded on the basis of need and the student is charged interest annually while the principal amount of the loan is deferred. Repayment on the principal of both types of Federal Direct loans begins six months after ceasing to be enrolled at least half-time. All first-time borrowers must sign a Master Promissory Note and complete Entrance Counseling at www.studentloans.gov prior to disbursement so that terms of the loan and student responsibilities can be explained. All students are strongly encouraged to monitor their student loan indebtedness at www.studentaid.gov. Furthermore, each student is advised to visit the office of Student Financial Services during their junior year for a review of available repayment options. Exit counseling is required upon separation and prior to graduation from Belhaven University.

DISBURSEMENT OF FUNDS

It is the policy of the University to disburse the appropriate amount of financial aid awards (excluding work study) two weeks after attendance has been confirmed within the applicable enrollment period. Please note: Fees up to 1.069% of a Direct Student Loan will be deducted proportionately from each disbursement; therefore, your awarded loan amount will be more than the amount disbursed. The Department of Education will disclose this amount to you when the student loan has been created. The student will be notified each time a disbursement of any federal financial assistance is applied to his/her account. If these funds exceed the student's charges on the account, the school will

refund a credit balance on the account directly to the student within 14 days from the time the credit balance occurs, unless a student has authorized the school to hold these funds on the account.

RETURN OF FEDERAL TITLE IV STUDENT AID WHEN A STUDENT WITHDRAWS

If a student withdraws from all courses during a semester, regardless of the reason, federal regulations require Belhaven University to determine the amount of Title IV Federal Aid the student has earned. The Title IV aid programs that are covered by this law are: Pell Grants, Federal Supplemental Educational Opportunity Grants (SEOG), Federal Student Loans, PLUS Loans, TEACH Grants, and Iraq and Afghanistan Service Grants. The requirements for Title IV program funds when you withdraw are separate from the Belhaven refund policy.

Though your aid is usually posted to your account early in each payment period, the funds are earned as you complete class time. If you withdraw during the semester, the amount of Title IV aid earned up to that point is determined by a specific formula. The withdraw date used in the formula is the last date of attendance for courses for which attendance taking is required. For courses for which attendance is not required, the date of official notification of intent to withdraw or, if later, the last date of academically related activity as determined by Belhaven is used as your withdrawal date. If you withdraw without utilizing the official withdrawal process, the last date of academically related activity will be used if it can be determined. If such a date cannot be established, the midpoint date of the payment period will be used in the calculation.

Students who do not begin attendance in classes are not eligible for federal financial aid and must repay all federal assistance originally received for that semester.

Federal regulations require a recalculation of financial aid eligibility if a student:

- Officially withdraws from all courses for the semester;
- Stops attending before the semester ends without officially withdrawing;
- Does not complete all the sessions for which they were originally registered for in a period of enrollment.

The R2T4 calculation may result in the student and/or parents being responsible for directly returning previously refunded dollars to the U.S. Department of Education.

Any amount of unearned grant funds that must be returned is called an overpayment. Arrangements can be made through Belhaven or the U.S. Department of Education to return the unearned grant funds. Belhaven will notify the student within 45 days of the date of the withdrawal determination, the amount being returned, and options for payment reconciliation.

POST-WITHDRAWAL DISBURSEMENT OF FEDERAL TITLE IV AID FUNDS

If a student does not receive all of the funds earned, the student may be due a post-withdrawal disbursement. Prior to disbursement of a post-withdrawal disbursement, the student must provide Belhaven with permission to do so. The student may choose to decline *some* or *all* of the loan funds so that no additional debt is incurred. Belhaven is entitled to use all or a portion of the student's post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges.

SATISFACTORY ACADEMIC PROGRESS

The Federal Student Aid regulations mandate institutions of higher education to establish minimum standards of Satisfactory Academic Progress (SAP) for students receiving financial aid. In order to comply with these requirements

Belhaven University has established the following definition or standard of SAP. A student failing to meet the following SAP requirements may lose his or her financial aid

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

1. A student must maintain a cumulative GPA of 2.0 or better.
 - Transfer students: Belhaven University does not transfer grades from previous schools unless they pertain to the degree program in which the student registers. However, the University does not record GPA from previous institutions attended. Therefore, cumulative GPA will be calculated based only on the student's work at Belhaven.
 - Please note that a different set of GPA requirements may be required to maintain specific scholarships or State aid grants. This policy is strictly for federal student aid as defined above. Therefore, a student could meet the requirements for SAP, but still lose eligibility for one or more State or Institutional student aid programs. Some examples include but are not limited to:
 - Mississippi Tuition Assistance Grant (MTAG)
 - Mississippi Emanate Scholars Grant (MESG)
 - TEACH Grant
 - Belhaven University Scholarship
 - Transfer Academic Scholarship
 - PTK Scholarship
 - The student should be aware of all requirements necessary to maintain eligibility for his or her student aid programs.
2. A student must successfully complete at least 67% of the cumulative attempted hours. This is calculated by the number of hours earned divided by the number of hours registered.
 - Transfer students: All attempted courses which are recognized by the Registrar's office, with the exception of remedial courses, are counted as hours attempted for federal student aid purposes. Remedial courses are not considered part of the student's attempted hours.
 - Courses from which a student withdraws (W), withdraws passing (WP), or withdraws failing (WF) are counted as hours attempted in accordance with federal student aid policy. However, courses with a grade of W, WP, and WF are not considered part of a student's GPA calculation.
 - Credit hours earned by testing or other non-standard means are counted in the SAP calculations as both hours attempted and hours earned. This includes hours earned from exams, AP courses, CLEP, PEP, DANTEs, and military credits.
 - Repeated courses are considered part of the hours attempted. A student can receive financial aid for repeating a class as long as he or she earned an "F" in the course. However, the student can receive financial aid only once more for repeating a course that he/she has passed.
 - A course with a grade of incomplete will be counted as hours attempted. A student may request his or her SAP be reevaluated once a final grade has been posted.
3. A student may not exceed 150% of the required hours for their program of study.
 - Hours used in determining whether a student has reached 150% are defined as hours attempted in bullet number two. Once a student, pursuing a 124-hour degree, attempts 186 hours (150% X 124 hours) he or she will no longer be making SAP and thereby be placed on Financial Aid Suspension.

SAP Status

A student's SAP status will fall into one of four categories:

1. *Good Standing*: Eligible to receive financial aid.
 - A status assigned to a student that is meeting all the SAP requirements.
2. *Financial Aid Warning*: Eligible to receive financial aid.
 - Assigned to the student who fails to meet standard #1 and/or #2 at the end of the term. A financial aid warning letter will be emailed to the student reminding him or her that failing to meet all the SAP standards will result in Financial Aid Suspension. The office of Student Care will be notified of all students in a Warning status.
3. *Financial Aid Suspension*: Not eligible to receive financial aid.
 - Assigned to a student who, following a semester on Financial Aid Warning, fails to make SAP. The student's appeal was not granted. A student will remain on Financial Aid Suspension until he or she meets all of the SAP standards or has a successful appeal.
4. *Financial Aid Probation*: Eligible to receive financial aid.
 - Assigned to the student who successfully appeals and is eligible for financial aid on a probationary status until the student can meet all of the SAP standards. The student's progress is evaluated at the end of the next payment period to determine if he or she is meeting the requirements of their academic plan. If the requirements are being met, the student is eligible to receive federal student aid as long as the student continues to meet the requirements and is reviewed according to the academic plan.

Appeal Process

Details and instructions for preparing a SAP appeal are located on the Belhaven website. During the appeal process, until the appeal has been approved, all charges and bills are considered the responsibility of the student and payment arrangements should be made without financial aid assistance.

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

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

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

Reestablishing Financial Aid

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

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

MOTOR VEHICLE POLICES

REGISTRATION

All vehicles are required to be registered with the office of Security and have a current Belhaven parking decal appropriately displayed in order to avoid being fined. During the registration process, students are issued a color-coded parking decal that must be displayed on the left-rear bumper or left-rear windshield. The color indicates the only parking zone in which the vehicle may be parked. Boats, trailers, and all-terrain vehicles may not be parked on University property.

Designated Parking Zones:

- Blue: Caldwell, Lakeview, and Helen White Residents
- Red: Robertson/Wells Residents
- Green: University Village Residents
- Yellow: Commuters
- White: Faculty and Staff

VIOLATIONS

Students are expected to observe all traffic regulations both on and off campus. The speed limit on campus is 15 mph and back-in parking is not allowed. The privilege of operating a motor vehicle may be removed if vehicle policies are continually violated on campus. Students are strongly encouraged to lock their vehicle and not keep anything of value in plain view.

Violators of the motor vehicle policies will be issued the following fine(s):

1. Speeding\$40
2. Blocking Traffic\$40
3. Reckless Driving\$40
4. Decal (Outdated, Missing)\$40
5. Improper Parking (Back-In, Wrong Zone)\$40
6. Improper Parking (Fire Zone)\$60
7. Improper Parking (Handicap).....\$75

DISABLED VEHICLES

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

BICYCLES

Free bicycles and locks are available for students to check-out on a semester-by-semester basis with the office of Security (601.968.5900). Students are responsible for securing, maintaining, and returning the bicycles and locks. Multiple bicycle racks are available for students across campus.

RESIDENCE LIFE POLICIES

Belhaven has six residence halls with three designated for women, two for men, and one co-ed apartment style building. The residence hall rooms are furnished, equipped with high-speed Ethernet connections, have access to wireless internet, and have a high-definition cable package with DVR capability. Each hall has a lobby for studying or relaxing, a kitchen for cooking, and laundry facilities.

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 student leaders who live with the students and assist the RD in maintaining an environment in each hall that is conducive to living and learning. Both RDs and RAs are personally and professionally committed to a Biblical worldview that integrates Christian faith with the learning environment.

Residence halls enhance the college experience by offering numerous educational opportunities. On campus housing provides cost, convenience, and community advantages for students. Close proximity to campus resources affords residents the opportunities to become involved in campus activities, leading to more satisfaction with their college experience, and making them more likely to graduate. For these reasons, all full-time freshmen and sophomores (under 54 credit hours), who are single and under the age of twenty-one, are required to live on campus, with the exception of those students who live off campus at the permanent address of their parent(s) or legal guardian(s). Campus housing is reserved for full-time traditional undergraduate students ages 17 to 26. The University reserves the right to deny or remove on-campus housing.

All traditional undergraduate students who have attempted less than 54 hours must complete the housing application in the online housing portal and pay a \$100 housing reservation deposit, if living on campus, or the housing exemption form, if requesting to live off-campus and meeting the criteria to do so. A step by step guide is available to clarify the process. The housing reservation deposit can be paid online; please check the "Housing Reservation Deposit" box. The housing reservation deposit is refundable if a cancellation is sent by email to sdevelopment@belhaven.edu by July 15th, for students applying for the Fall semester and December 15th for those applying for the Spring semester.

The University reserves the right of room assignments and cannot guarantee the choice of residence hall or roommate, but requests will be honored if possible. In the event a student is alone in a double-occupancy room, the University may consolidate the student with another student in a similar experience. Once the semester begins, residents desiring to change rooms may do so only during the designated room change period each semester. Residents must fill out the room change request form and obtain approval from the RD prior to moving.

By reserving a room, the student is agreeing to the payments outlined for the term selected according to the academic calendar. Students who officially withdraw from residential housing are entitled to a partial refund based on the date of their withdrawal. Students will be refunded 80% of room and board fees after the first day of each semester of the opening of the residence halls. Each subsequent week a student remains in campus housing will result in a decrease of 5% to a housing refund, should they choose to officially withdraw. Students will be charged until they properly checkout of their room. Abandoning the residence halls without procedural contract release will result in full billing for the specified housing period. University officials will dispose of any personal property left in the residence halls.

Residential students living in Caldwell, Helen White, Lakeview, Robertson, or Wells have a full meal plan in the Baily Dining Commons as a part of their room and board payment. Students residing in the University Village have the option to purchase meals at various rates depending on the number of meals desired.

Any damage that occurs to the residence halls or furniture will be billed to the responsible individual(s) based on the cost of materials and labor. When damage cannot be attributed to the responsible individual(s), students in the residence hall building or floor may be held responsible for the repair and billed a pro-rated amount.

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

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

APPLIANCES

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

CANDLES OR INCENSE

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

CHILDCARE

Childcare is not allowed in any of the residence hall buildings.

CLEANLINESS

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

COOKING

For environmental, health, and safety reasons, cooking is not permitted in the residence hall rooms. Residential students may cook responsibly in the residence hall kitchen and are responsible for cleaning after they finish.

DECORATION

While personalization of rooms is encouraged, the following guidelines must be followed as residents are accountable for any damage to University furnishings or equipment. University furniture or furnishings may not be removed from rooms. Beds are not to be elevated by use of cinder blocks or any other material that is not specifically designed for such purpose.

The use of nails, screws, tacks, or other potentially damaging items on residence hall furnishings, doors, and walls is prohibited. Damage-free adhesive mounting strips and hooks as well as painters tape are the ideal materials that may be used for hanging. Other types of bonding agents may not be used without the permission from the RD.

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

EMERGENCY SITUATIONS

During emergency situations and drills students are expected to follow University officials. In the event of a fire, students are required to evacuate the building immediately, gather in the area designated for that particular building, and not return until permission is given by the RD. In the event of a tornado, students should proceed immediately to the designated area of safety in the residence hall and remain there until the RD gives permission to leave that area.

GASOLINE VEHICLES

Storage of gasoline-powered vehicles is prohibited in the residence halls because of the fire hazard they pose and are allowed only on paved streets and parking lots.

KEYS

Keys are property of the University, may not be duplicated, and must be returned during the checkout process. Failure to return a key will result in a \$35 charge. If a resident is locked out of their room, the residence hall staff can provide access; however, repeated requests are subject to a fine. Residents should make every effort to ensure their rooms are locked and are responsible for the activity that happens in their room.

NOISE LEVEL

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

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

OVERNIGHT GUESTS

Residence hall rooms may not be leased subleased, or assigned to another student. Guests are permitted in the University residence halls during the academic year if they are invited and accompanied by a resident of the building. Residents are required to register their overnight guests with the residence hall staff. Guests may stay overnight for up to three nights in a row with prior approval of the RD. A guest may stay no longer than six nights total regardless of room or residence hall in any semester. Guests of the opposite gender are not permitted. For health and safety reasons, the University reserves the right to limit the total number of guests per building. ***Due to the Coronavirus, overnight guests are not allowed for the 2020-2021 academic year.***

PUBLIC AREAS

Furniture is provided in residence hall common areas. Relocation of public furnishings is prohibited and considered theft. Media that may be offensive to others, including R-rated movies, should not be viewed in public.

VISITATION

Members of the opposite gender are not permitted beyond the lobby of any residence hall (with the exception of the University Village) without the permission of the RD. In the University Village residents are allowed to have guests of any gender in the lobby, courtyard, fitness center, hallways, study alcoves, and study room during the hours established by the office of Student Development. During the times that the common areas are closed to the opposite gender, residents of the University Village can still pass through the hallways but they cannot linger. Students are not allowed to bring members of the opposite gender in their apartment suite except during visitation hours.

The lobbies and University Village common areas are closed to members of the opposite gender from 12:00 a.m. until 8:00 a.m., Sunday through Thursday, and from 1:00 a.m. until 8:00 a.m., Friday and Saturday.

Visitation hours provide members of the opposite gender an opportunity to visit individuals' rooms in the context of the policies and hours established by the office of Student Development. If residents have guests of the opposite gender they are required to keep their door open and lights on. *Due to the Coronavirus, visitation is currently suspended for the Fall 2020 semester and will be evaluated for the Spring 2021 semester.*

WINDOWS

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

TECHNOLOGY POLICES

GENERAL GUIDELINES

1. 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. All students are responsible for ensuring that their internet usage is within regulations and is ethical and lawful.
2. Under the Regulation of Investigatory Powers Act 2000 and the Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000, Belhaven reserves the right to monitor and record all internet usage patterns. Belhaven does not routinely inspect internet usage, but reserves the right to inspect at any time any activity that is causing aberrant network behavior. Users should not have any expectation of privacy as to their internet usage.
3. 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.
4. All monitoring of network traffic by any unauthorized user constitutes a violation of Federal Communication Commission administrative rules and is classified as an “illegal wire-tap.” In compliance with federal law, these activities are strictly forbidden and will be followed up by disciplinary action. An “unauthorized user” shall include any student or guest not specifically instructed by the office of Information Technology or an authorized University official, or any such authorized person operating outside of or beyond the specific instructions given by the office of Information Technology.
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. The browsing and/or downloading of text, images, video, programs, or any other medium, which contain material of an offensive, indecent, or obscene nature is prohibited. Specifically, sexually explicit material may not be viewed, displayed, archived, stored, distributed, edited, or recorded using the network. The University blocks access to inappropriate sites from within its network, but if a student feels it is blocked in error they may reach out to the office of Information Technology (IT). The request will be considered at the discretion of the University.
7. Students 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.
8. Any software that is downloaded and/or installed must be properly licensed and registered. Downloaded software must be used only under the terms of its license.
9. Students may not upload to the internet any software licensed to the University or data owned or licensed by the University without the express written authorization of the office of Information Technology.
10. User IDs and passwords help maintain individual accountability for internet usage. Any student who obtains a password or ID from the University must keep that password confidential. University policy prohibits the sharing of user IDs or passwords.

11. The University has installed hardware and software to assure the safety and security of the University's networks. Any student who attempts to disable, defeat or circumvent any University security facility will be subject to disciplinary action.
12. The University computing network is not to be used by students for for-profit activities, or for private or financial gain.
13. Each user is expected to exercise good judgment regarding noise levels in consideration of others in the lab environment. Food and drinks are not allowed in the labs. In any lab, the downloading and/or installing of any program is forbidden. In the event that a program is needed for a class, please contact the office of Information Technology. If there are any severe damages to any computer lab, the office of Information Technology has the right to close the lab. The lab may also be closed for periodic maintenance. Students are allotted \$50 per semester in credit for printing in the labs. Each page is \$.010 each. The paper supplied in the labs is the property of the University and is not to be removed from the computer lab except in the case of printing.
14. Given 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.
15. 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.
16. Students 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. Use of any University resources for illegal activity is grounds for immediate suspension, and the University will cooperate with any legitimate law enforcement activity.

COPYRIGHT INFRINGEMENT POLICIES

What is a Copyright Infringement?

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

Criminal Penalties for Violation of Federal Copyright Laws

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

Exclusive Property

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

Plans to Effectively Combat Copyright Infringement

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

Annual Disclosure

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

Student Responsibilities

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

Policy Violation

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

INTELLECTUAL PROPERTY RIGHTS

Copyright

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

Compensation and Revenue

Royalties are allocated in a manner whereby the author(s)/inventor(s)' share is allocated among individuals based on their relative contributions to the work absent a prior written agreement to the contrary. Where royalty distribution to individuals would be impractical or inequitable (for example, where individual royalty distribution could distort theological, pedagogical or academic priorities), the author(s)/inventor(s) share may be allocated to the University.

SOCIAL MEDIA POLICY FOR INTERNAL AND EXTERNAL USE

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

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

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. When participating on these sites, please keep these guidelines below when leaving comments.

Be Relevant

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

Respect Others

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

Respect Yourself

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

Respect the University

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

Respect Intellectual Property

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

DISCIPLINARY PROCEDURES

STUDENT HANDBOOK

Traditional undergraduate students are responsible for comprehending and conforming to all University standards, policies, and procedures outlined in *The Kilt*. The policies, procedures and standards contained in this handbook are not all inclusive and final. The University reserves the right to change, add, or amend the handbook at any time. The University will attempt to inform the campus community of such revisions but on occasion may err.

Violations of the student handbook will result in sanctions deemed appropriate. The University reserves the right to immediately remove a resident from housing and/or suspend him or her for any reason deemed legitimate for the good of the overall community. The University also reserves the right to suspend a student from campus in certain situations pending final adjudication of a case. Students who are removed from housing or suspended are responsible for all incurred payments, including payment for the current semester.

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

DISCIPLINARY PROCESS

The disciplinary process for situations determined to merit official action from the office of Student Development are generally followed as outlined.

1. Information is provided to the office of Student Development regarding the alleged student misconduct. A preliminary investigation occurs by designated officials to determine if the situation warrants a discipline meeting. If a disciplinary meeting is called with a student, it takes precedence over other University activity.
2. The Dean of Students or designee will set up the meeting, explain the disciplinary process, and inform the student of the policy that they are being charged with. The student is provided an opportunity to admit or deny the policy violation(s).
3. If the student admits to the policy violation(s) a sanction is administered in writing by the Dean of Students or designee. Failure to complete the sanction as outlined will result in a judicial hold being placed on the students' account and may result in suspension from the University.
4. If the student denies the policy violation(s), the student will have an administrative hearing with the Dean of Students or designee in order to adjudicate the case.
5. During the hearing the accused student has the opportunity to present any pertinent information, including calling witnesses, to the Dean of Students or designee. The rationale for the policy violation will be presented to the accused student.
6. After reviewing all of the evidence provided, the Dean of Students or designee will decide if the student has violated the policy based upon what the University would consider reasonable belief. The student receives written notice of the decision and, if applicable, sanction.
7. The student is notified in writing of the appeal process. If a student wants to appeal the decision or sanction, they can do so by sending a typed appeal to the Dean of Students within five business days of receiving the sanction. The appeal should include a narrative of the incident and a clear statement of the nature of the appeal. The rationale for the appeal must include at least one of the following reasons: New evidence | Procedural violations | Sanction inconsistency.

8. The Dean of Students will submit the typed appeal to the Judicial Appeals Committee and provide context for the situation. The student does not have the right to meet with the Committee.
9. The Judicial Appeals Committee will consider all properly submitted student appeals privately, without the presence of the Dean of Students. The Committee has the right to question the Dean of Students regarding the details of the case.
10. The Judicial Appeals Committee will render a written decision based on all the information provided. The decision will be made within a reasonable timeframe, not to exceed ten business day after the appeal was received. The committee will provide the student one of the following actions in writing:
 - a. Denial of Appeal: Original decision and sanction(s) stands.
 - b. Overturn: Original decision is overturned and sanction(s) is dismissed.
 - c. Accept and amend: Original decision affirmed; however, sanction(s) are amended.
11. This decision is considered final.

SANCTIONS

Students that have been found to violate any standard in *The Kilt* may have a sanction imposed on them. Failure to complete the disciplinary sanction as outlined will result in a judicial hold being placed on a student's account. This hold limits a student's ability to register for classes, view their grades, receive their transcript, or graduate. Suspension from the University eventually ensues. The following disciplinary sanctions for students are listed, but are not limited to:

1. Community Service: Requiring the student to serve the campus community on campus or an approved organization in the Jackson area.
2. Counseling: Requiring the student to meet with the campus counselor in order to explore the cause for the violation, provide insights to know themselves better, and gain effective tools to deal with stress.
3. Expulsion: Denying the student the opportunity of attending the University indefinitely.
4. Fine: Requiring the student to pay a fine to the University or donation to a designated organization.
5. Probation: Indicating to the student that any further conduct violation shall result in more severe disciplinary action, typically suspension.
6. Restitution: Requiring the student to make payment for damaged or stolen property.
7. Suspension: Denying the student the opportunity of attending the University for a definite period of time. Students are not guaranteed readmittance but can request permission through the office of Student Development.
8. Warning: Officially reprimanding the student and providing a warning concerning future violations of University standards.

HONOR CODE

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

Hearing Procedures

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

1. The student has ten business days to appeal the faculty member's decision in writing to the Academic Appeals Committee who will consider the reason(s) for appeal and case evidence.

2. The Academic Appeals Committee will render a decision based on all information. The student will be notified of the decision in writing within a reasonable time not to exceed ten days. This decision is considered final.

Sanctions

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

1. A failing grade on a specific assignment or an entire course.
2. A comprehensive ten page paper regarding academic integrity.
3. Suspension from the University.

REASONABLE SUSPICION DRUG TESTING

Students may be drug tested if it is determined that there is reasonable suspicion of drug use. Belhaven University is a drug-free community because we care for the quality of life for our students and employees, and seek to maintain a God honoring environment for studying, living, and working. Students or employees who see in others signs, symptoms, or behavior changes indicative of suspected drugs are encouraged to confidentially share the concern with the office of Student Development. Reasonable suspicion will be based on the observation of behavior, conduct, or the presence of certain physical or emotional characteristics or patterns, which are symptomatic of the use of certain drugs. Reasonable suspicion includes but is not limited to:

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

If reasonable suspicion exists, the student may be referred for an observed drug test. If it is determined the student should be tested, he or she will be informed of the date and time of the scheduled test and the consequence of missing the scheduled test. If a student misses or refuses a scheduled drug test it will be treated the same as a positive test result.

The cost of the drug test will be the students' responsibility. Transportation will be arranged for the student by a University staff member if the student is unable to provide their own. The consequence of a positive test will result in a sanction which may include suspension from the University. Any students who were determined to have violated the drug policy may be required to re-test at any time during their tenure at the University without any notice in order to monitor whether or not the student has refrained from further drug usage.

GRIEVANCE PROCEDURES

GENERAL GRIEVANCES

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

1. For general non-academic grievances, students should file a written complaint with the Dean of Students or the proper University official.
2. The Dean of Students or University official shall investigate as appropriate and if action is taken, issue a written determination regarding the complaint and a description of the resolution within a reasonable time.
3. The student may appeal the decision in writing in instances where he or she is dissatisfied with the resolution. This request for reconsideration should be sent to the Vice President of Student Development and Athletics within ten business days of the written determination issued by the Dean of Students.
4. The Vice President of Student Development and Athletics will issue a decision regarding the appeal and this decision is considered final.

ACADEMIC GRIEVANCES

Students wishing to file grievances on academic issues, including grades, should submit written appeals to the Academic Appeals Committee, which may be done through the Registrar's Office. Appeals regarding course grades must be filed before the end of the next semester in which the grade was received. Decisions made by the Academic Appeals Committee shall be final. 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 Provost. Decisions made by the faculty member's supervisor shall be final.

DISABLED STUDENTS GRIEVANCES

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

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

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

UNIVERSITY MEMBER GRIEVANCES

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

1. Students (“complainants”) shall file complaints, in writing, with the appropriate University official within the office of Student Development or Human Resources department. The complaint should include the following information:
 - a. The name of University member(s) that allegedly violated *The Kilt* or the faculty and staff handbook.
 - b. Specific acts alleged, including dates, times, and locations.
 - c. Names of any potential witnesses, including contact information, if available.
2. An investigation conducted by the appropriate University official(s), shall follow the filing of a complaint. The following procedure will govern all investigations of the alleged violation:
 - a. The designated University official(s) will investigate the allegations of violations of policy upon receipt of the complaint within ten days.
 - b. The investigation shall include interviewing the complainant and the respondent as well as any relevant witnesses suggested by the complainant and the respondent.
 - c. The investigation shall include reviewing any relevant documents or evidence.
 - d. Confidentiality of the investigation will be maintained to the extent possible.
3. After all available information is reviewed and interviews are completed, the appropriate University official will determine whether a violation of the policy has occurred, and if so, the appropriate response.
4. All complaints will be adjudicated as expeditiously as possible and generally within sixty days.
5. A student may request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. If the complaint is against another student he or she should contact the Vice President of Student Development and Athletics. If it was against a faculty or staff member he or she should contact the Vice President for Business Affairs.
6. The appropriate Vice President shall issue a decision regarding the appeal within a reasonable time, and this decision is final.