



SAMFORD UNIVERSITY

**BEESON DIVINITY SCHOOL
STUDENT HANDBOOK**

2011-2012



Birmingham, Alabama 35229 U.S.A.

Dear Beeson Divinity School Students:

Welcome to the Beeson Divinity School and the Samford University community. You have chosen a program with an exceptional theological curriculum and a rich environment for continued spiritual formation. The distinctiveness of the program is in its mission to be both interdenominational and evangelical. Those who have passed through these doors before you have gone on to enrich the lives of countless individuals through their work as ministers of the gospel. The legacy you leave at this institution will enhance the experience of those who come after you. May God bless your journey.

I am glad you are now part of the Samford family.

Sincerely,

A handwritten signature in black ink, appearing to read "Andrew Westmoreland".

Andrew Westmoreland



BEESON DIVINITY SCHOOL

Timothy George
Dean

Welcome to Beeson Divinity School!

Each of you is here in response to the call of God on your life. You are here because God has “tapped you on the shoulder” and summoned you for service in the Church of Jesus Christ. Like Abraham and Sarah, you have set out on a journey not knowing, perhaps, exactly where you are going but certain of your destination and confident in the promises of God. I am delighted that the Lord has led you to Beeson for such a time as this.

Our school was founded in 1988 through the vision and resources of Ralph Waldo Beeson, a devout Christian layperson, who wanted us to develop a school that would remain faithful to God’s Word, be open to students and faculty from a variety of denominational backgrounds, and emphasize missions and evangelism as central to the purpose of the Church. We seek to be faithful to those founding goals in all that we do.

Here at Beeson we frequently say that “above all else, we want our students to be men and women of God.” This is not merely pious rhetoric, but the heartbeat of our faculty, staff, and the students who have come before you in the life of our school. We encourage and expect everyone to share together in common times of worship. We also pledge to bear one another’s burdens and to embody the fruit of the Holy Spirit in the ebb and flow of our daily assignments.

We want this to be a place where Jesus Christ is the center of our learning, living, and growing together as disciples in the school of faith. At Beeson you will find that a strong emphasis on spiritual formation goes hand in hand with the challenge of academic excellence and preparation for leadership in the Lord’s work. When you leave Beeson Divinity School, we want to send you forth to serve the cause of Christ with passion and purpose in faithful ministry unto the ends of the earth.



800 Lakeshore Drive • Birmingham, Alabama U.S.A. 35229-2252 • (205) 726-2632 • (205) 726-2260

Beeson Divinity School is a theological community. We share a common commitment to the Holy Scriptures as the Word of God. We affirm without reservation the great doctrinal principles of historic Christian orthodoxy. At the same time, as a community of faith which is both explicitly evangelical and intentionally interdenominational, we agree to differ among ourselves on issues of secondary importance in the Christian faith. In all that we do and say, we commit ourselves to live by the counsel offered by the Apostle Paul to the Ephesian Christians: "Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you."

May your years at Beeson Divinity School be a time of deepened discipleship, effective preparation, authentic spirituality, and the forging of friendships which will last forever.

Faithfully yours,

A handwritten signature in cursive script that reads "Timothy George".

Timothy George
Dean
Beeson Divinity School

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Beeson Divinity School is a community of believers and scholars, offering students a unique opportunity to combine faith and learning. This learning takes place not only in the classroom, but within the daily sharing of our lives together. We believe that preparation includes emphasizing relationships, the sharing of insights and understandings, worship, and praying together.

Samford University is an Equal Opportunity Institution and welcomes applications for employment and educational programs from all individuals regardless of race, color, sex, disability, age, or national or ethnic origin.

Samford University reserves the right to change the policies, procedures, rules, regulations and information in this handbook at any time. Changes become effective at the time the proper authorities so determine, and the changes apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

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

MISSION AND HISTORY OF BEESON DIVINITY SCHOOL

Mission

- 1 – To provide graduate theological education,
- 2 – To prepare God-called persons to serve as ministers in the Church of Jesus Christ,
- 3 – To worship the Triune God and to encourage the practices of Christian spirituality.

We seek to accomplish our mission through the regular practice of worship, a well-designed curriculum, guided practical ministry experience, and nurturing relationships in an evangelical community of faith and hope and love so that every student may grow toward full maturity in Christ, practicing the disciplines of personal spirituality, developing biblical and theological depth, being committed to evangelism and missions, developing global awareness, enhancing competencies for ministry, respecting denominational identity, and embracing the vision of being a servant leader and to improve continuously the overall quality of Beeson Divinity School through enhancing its resources, relationships, and reputation so that the experience of graduate theological education at Beeson Divinity School is held dear by its students, and the ministries of its graduates respected by churches and denominational leaders, to the end that the worldwide body of Christ is built up and God is glorified in ever-increasing measure.

History

On February 9, 1988, the Board of Trustees of Samford University authorized the establishment of a School of Divinity beginning in the 1988-89 academic session. In one sense, this action fulfilled the founding purpose of the University, adopted in 1841, which provided for “the establishment of a Theological Institution, connected with the college hereinafter established.”

In December 1988, Samford’s Board of Trustees voted to name the school the Beeson School of Divinity in honor of Ralph Waldo Beeson and his late father, John Wesley Beeson. Ralph Beeson provided the largest gift from a living individual in Samford history to establish the only divinity school at that time at a Baptist college or university in the nation. The divinity school is open to persons from all Christian denominations.

MISSION AND HISTORY OF SAMFORD UNIVERSITY

Mission

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

The mission of Samford University is to nurture persons, offering learning experiences and relationships in a Christian community, so that each participant may develop personal empowerment, academic and career competency, social and civic responsibility, and ethical and spiritual strength; and continuously to improve the effectiveness of the community.

At Samford, we expect to develop personal empowerment as we:

- work, participate, cooperate and serve, because we are accountable for our own actions.
- think, listen, speak and write, because the ability to communicate is a responsibility as well as a gift.
- encourage physical and mental well-being, sharing our triumphs and tragedies, because there is strength in community.

At Samford, we expect to develop academic and career competency as we:

- read books, utilize technology, experience the arts, discuss ideas and develop ideals.
- reason, measure and research to engage the issues of our time and our world.
- identify and cultivate our talents, develop career goals and participate in meaningful work.

At Samford, we expect to develop social and civic responsibility as we:

- exercise civility, tolerance, fairness and compassion by respecting both individual convictions and cultural differences.
- become good stewards of the opportunities entrusted to us.
- act with global awareness, use resources responsibly and practice peacemaking.

At Samford, we expect to develop ethical and spiritual strength as we:

- forge personal integrity in classroom and community life, in relation to God and to persons.
- discern right and wrong, good and evil, the consequences of actions and words, and shape a purpose in life that includes but exceeds “making a living.”
- grow in grace and in the knowledge of Jesus Christ.

History

Samford University was chartered in 1841 as Howard College in Marion, Alabama, about 55 miles southwest of Birmingham. It was originally named for the British penal reformer, John Howard (1726–1790), who had no connection with the college, but was an international personality of Christian charity. Howard died in Russia, strongly advocating more humane prisons, and his statue was one of the first installed in St. Paul’s Cathedral, London.

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

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

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

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

2011-2012 Academic Calendar

Fall Semester 2011

| | |
|---------------------|---|
| August 22-26 | Faculty in residence for the academic session |
| August 29 | Tuition and fees due |
| August 29 | New student orientation |
| August 30 | Classes begin, Divinity Convocation, University Convocation |
| September 2 | Last day to add or drop a course(s) without financial penalty |
| September 3-Nov. 17 | Receive a grade of "W" for courses withdrawn - signature of professor required |
| October 26-Nov. 2 | Registration for January term and spring semester |
| November 1-2 | Reformation Spirituality Conference |
| November 17 | Last day to withdraw from a fall course(s) without academic penalty OR to completely withdraw from ALL fall courses without academic penalty |
| November 21-25 | Thanksgiving holidays; no classes meet |
| December 6 | Classes end |
| December 7 | Commencement and Service of Consecration |
| December 8-9, 13-15 | Final examinations |

January Term 2012

| | |
|------------------|--|
| January 4 | Tuition and fees due |
| January 4-18 | January modules |
| January 3-13 | D.Min. seminars |
| January 6 | Last day to add or drop a course(s) without financial penalty (100% refund) |
| January 16 | Martin Luther King, Jr. Holiday; no classes meet |

Spring Semester 2012

| | |
|---------------------|--|
| January 30 | Tuition and fees due |
| January 30 | New student orientation |
| January 31 | Classes begin, Divinity Convocation, University Convocation |
| February 3 | Last day to add or drop a course(s) without financial penalty |
| February 4-April 25 | Receive a grade of "W" for courses withdrawn - signature of professor required |
| February 7-9 | Biblical Studies Lectures |
| March 6-8 | Conger Lectures on Biblical Preaching |
| March 19-23 | Spring break holidays; no classes meet |
| April 2-11 | Registration for summer terms and fall semester |
| April 25 | Last day to withdraw from a spring course(s) OR to completely withdraw from ALL spring courses without academic penalty |
| May 8 | Classes end |
| May 9 | Commencement and Service of Consecration |
| May 10-11, 15-17 | Final examinations |

Summer Term 2012

| | |
|-----------------|---|
| June 4 | Tuition and fees due for summer I, summer II, and all summer courses |
| June 4-July 2 | Summer I |
| June 4-August 9 | Courses lasting all summer (MLP, CPE, etc.) |
| June 6 | Last day to add or drop a summer I or "all summer" course(s) without financial penalty (100% refund) |
| June 22 | Last day to withdraw from one or more summer I courses without academic penalty |
| July 9-August 6 | Summer II |
| July 9-20 | D.Min. seminars |
| July 11 | Last day to add or drop a summer II course(s) without financial penalty (100% refund) |
| July 27 | Last day to withdraw from one or more summer II courses without academic penalty |

CONTACT NUMBERS

Faculty

| | | | |
|-------------------|----------|------|---|
| Carl Beckwith | 726-2585 | S330 | Associate Professor of Divinity |
| Graham Cole | 726-4375 | S319 | Anglican Professor of Divinity |
| Mark DeVine | 726-4622 | S326 | Associate Professor of Divinity |
| Lyle Dorsett | 726-2786 | S322 | Billy Graham Professor of Evangelism |
| Tom Fuller | 726-2374 | N223 | Director, Ministry Leadership Development, Placement and Assessment |
| Timothy George | 726-2632 | S205 | Dean and Professor of Divinity |
| Mark Gignilliat | 726-4123 | S307 | Associate Professor of Divinity |
| David Hogg | 726-4485 | S207 | Associate Dean for Academic Affairs |
| Paul House | 726-4468 | S228 | Professor of Divinity |
| Gisela Kreglinger | 726-4017 | S318 | Assistant Professor of Divinity |
| Piotr Malysz | 726-4085 | S329 | Assistant Professor of Divinity |
| Kenneth Mathews | 726-2661 | S328 | Professor of Divinity |
| Patricia Outlaw | 726-2156 | S218 | Associate Professor of Divinity |
| Osvaldo Padilla | 726-2633 | S229 | Assistant Professor of Divinity |
| Sydney Park | 726-4126 | N226 | Associate Professor of Divinity |
| Allen Ross | 726-2072 | S311 | Beeson Professor of Divinity |
| Mark Searby | 726-2374 | N225 | Director, Doctor of Ministry Studies and Student Services |
| Kurt Selles | 726-2274 | S126 | Director, Global Center and Associate Professor of Divinity |
| Robert Smith | 726-2231 | S303 | Associate Professor of Divinity |
| Frank Thielman | 726-2665 | S227 | Presbyterian Professor of Divinity |
| Douglas Webster | 726-2414 | S315 | Professor of Divinity |

Staff

| | | | |
|------------------|----------|------|---|
| Devon Bagwell | 726-2731 | N217 | State Registrar and Program Assistant (Extension Division) |
| Burch Barger | 726-2244 | S115 | Administrative Dean |
| Sandy Brinson | 726-2991 | S200 | Receptionist |
| Sherri Brown | 726-2169 | S114 | Director of Admission |
| Michaela Bundon | 726-2170 | S125 | Program Assistant, Global Center |
| Nancy Carroll | 726-2235 | S123 | Global Center Special Projects Coordinator |
| Betsy Childs | 726-2398 | S314 | Web and Publications Editor |
| B. Coyne | 726-2155 | S225 | Research Associate to the Dean |
| Vickie Gaston | 726-2227 | S105 | Curator of the Chapel |
| Donna Harless | 726-2893 | S213 | Records Officer |
| Le-Ann Little | 726-2632 | S205 | Administrative Secretary for the Dean |
| Melissa Matthews | 726-2374 | N224 | Program Assistant (MLD, Placement/Assessment/Doctor of Ministry Studies/Student Services) |
| Susan McNabb | 726-4485 | S207 | Secretary for the Associate Dean and Administrative Dean |
| Jim Pounds | 726-2338 | N213 | Director, Extension Division |
| Darlene Robbins | 726-2330 | S217 | Financial Administrator |
| Jacob Simmons | 726-2370 | N212 | Alumni Relations Officer |
| Kristie Smith | 726-2066 | S114 | Secretary for Admissions and Alumni Relations |
| Valerie Merrill | 726-2280 | S310 | Faculty Secretary |
| Rob Willis | 726-4098 | N121 | Media and Technology Manager |

SCHOOL FEATURES

Beeson and University Bookstore

The Bookshop is located on the first floor, north wing, of Divinity Hall. It is operated by Cokesbury and serves both Beeson and the greater Birmingham area as a store devoted to providing the tools necessary for Biblical studies and theological investigation. The Bookshop is also where students purchase textbooks for each term. Students at Beeson receive a 20% discount on nearly every item in the store, including textbooks, Bibles, and commentaries. If there is an item not in stock, the Bookshop can most likely order the item. Cokesbury accepts bank cards, credit cards, checks, and cash. Cokesbury also offers a house account for which students may apply. During the regular school year, the Bookshop is open Monday through Friday, 8:00 a.m. to 4:00 p.m. The Bookshop closes during chapel services. For more information you can call 726-2286.

The Bookstore, owned and operated by the university, is open Monday through Friday, 7:45 a.m.– 5 p.m.; Monday and Thursday evenings until 6 p.m.

Beeson Pastors School

The annual Beeson Pastors School is a tradition at Beeson Divinity School since its founding. This is a week-long event to which pastors, students, and their families can come for spiritual nourishment, renewal, and relaxation. Late each summer, Beeson hosts pastors and their families from all over the United States. Along with the Beeson faculty, the program features prominent theologians, pastors, preachers, writers, and various other experts in their fields, as worship and workshop leaders. Pastors School includes vibrant daily worship services and a variety of special interest workshops. For more information about student workers or volunteers, please call the Extension Division office at 726-2731.

Beeson University Center

The Ralph W. Beeson University Center is a center of activity on campus. Housed within the University Center are the offices of the Vice President and Dean of Students, Associate Dean of Students, Campus Safety, Career Development, Leadership Education, Residence Life, Samford Dining Services, Student Involvement, Student Government Association and the University Calendar. Also located in the University Center are the University Information Center, Post Office, University Bookstore, Dining Hall and Food Court.

The HUB

The HUB is the 24/7 service center for campus. The HUB serves the informational needs of the university community as well as offering a one-stop shop for after-hours needs. For everything from maintenance issues to information about where to grab a late night

snack, HUB team members will be a resource. The number for the HUB is 205-726-2407.

Chapel – Andrew Gerow Hodges Chapel

Ralph Waldo Beeson's wishes in establishing the Divinity School included a specific chapel devoted exclusively to the worship of our Lord and Savior Jesus Christ. The chapel, built on a cruciform pattern and embellished with beautiful Italian Renaissance style murals, serves as an enduring legacy to the faith that we all profess. The chapel's architectural influences are drawn from sixteenth century Italian and seventeenth century British modes, as well as traditional Greek Orthodox elements. In November 2002, the chapel was named in honor of Andrew Gerow Hodges, a Life Trustee of Samford University and close personal friend of Mr. Beeson.

Worship services and concerts are regularly scheduled and are open to the public. The chapel is open for tours and quiet prayer and meditation during regular business hours if there are no scheduled events.

The Chapel Curator's Office is located on the first floor of Divinity Hall in Room S105. Formal tours of the chapel as well as chapel and room reservations may be scheduled through this office. Literature about the chapel and dome mural prints are also available here.

Computer Lab and Carrels

The Divinity School's computer lab is located on the first floor of the north wing of Divinity Hall, room N120. Operating hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday. The lab is closed on Tuesdays from 11 am -1 pm for Chapel and community lunch . The lab houses twenty computers, with the Windows 7 operating system, Microsoft Office Suite, Open Office, BibleWorks 7.0, Internet Explorer & Firefox Browsers. A scanner is also available for students. Robert Willis manages the lab and is assisted by Divinity students workers. They are available to help you during all hours of operation. The study carrels, located in the computer lab, provide the students with a quieter area for reading and studying. Information about other computer labs on campus is available at www.samford.edu/labs.

Samford University provides computing resources to students. Highlights of these resources include:

Computing Assistance

Personal computer assistance is available from the Personal Technology Group, Brooks Hall 326. Help is available Monday–Friday, 7 a.m.–7 p.m. Call 726-2662 or e-mail support@samford.edu for additional information. Computing resources and assistance are free of charge to Samford University students.

Campus Portal Services

The Campus Portal via the Web is the entry point from which all Beeson students can tap into academic resources, administrative services, community information, e-mail and the Internet—all online, from anywhere. Some of the administrative resources available to Samford students are grades, class schedules and account payments. Upon admission to Samford University, students can go to the Samford home page and log in to the Campus Portal using the user name and password provided by Computer and Telecommunication Services.

Policies

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

Dining Services

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

The Dining Hall provides 19 meals per week. Only breakfast on Saturday and Sunday are not served. Unlimited selection from the standard cafeteria line to specialties such as a pizza bar, deli, short-order line, salad bar, ethnic option and regular specials are available in the Dining Hall. Guests may also have unlimited seconds. Diners must observe the following policies:

1. Students must bring their Samford ID/meal card each meal.
2. Food may not be taken out of the Dining Hall.
3. **Only the student identified on the card may use the ID. Use by another student may result in the card being voided.** Lost cards should be reported immediately to the Office of Campus Safety, located in the University Center, at 726-2020. The card will be voided and replaced.

A Food Court featuring national franchise, fast-food vendors is located on the ground floor of the University Center. These facilities are open for more extended hours than the Dining Hall and are an excellent place for snacks or meals.

Students, staff and faculty may purchase an advance declining balance credit that is entered on their ID cards and which may be used in the Dining Hall or the Food Court. Additional deposits may be made to this account when the balance is used. This provides a convenient and more rapid method than paying cash at each meal. The declining balance credit should be purchased directly from the bookstore in the University Center.

Global Center

The Global Center is located on the first and ground floors of the Divinity School. Through instruction, research, and networking it seeks to serve the cause of Christian missions worldwide. The Global Center exists to help people know their world, to serve God in the world, and to know God through Jesus Christ. Its exhibit area includes murals featuring photographs and inspirational quotations from 25 missionaries and displays honoring the six twentieth-century Christian martyrs who are also memorialized in Hodges Chapel. Five computer stations offer access to valuable by-subscription Web-sites and CD-ROMs.

The Center, available for use by the Samford University community and campus visitors, is open weekdays from 8:00 a.m. to 4:30 p.m. Tours of the Global Center may be arranged by calling 205-726-2170, by fax request at 205-726-2271, and by e-mail at global@samford.edu. For more information consult the Global Center Web-site: <http://www.samford.edu/groups/global/index.html>.

Intercessory Prayer Room

Just as our chapel is in the center of Beeson Divinity School, so is our Intercessory Prayer Room the heart of our community life, in accordance with 1 Timothy 2:1-6. The Intercessory Prayer Room is located in the Global Center, on the ground floor of the south wing in S014.

The Prayer Room is a place consecrated exclusively for the purpose of intercession, which is prayer offered on behalf of others to our living God. The location, organization, and security of the room enable participants who are called to this ministry (see Isaiah 62:6-7) to fulfill this important role.

Each volunteer prayer intercessor commits to a half-hour/hour prayer session, once a week. All volunteers receive orientation and training before participating in this ministry. Divinity school students, staff and faculty, are welcome to come to pray.

While paying special attention to the requests of prayer for the needs of those in our community, we also emphasize prayer for our missionaries around the world. For more information about the Intercessory Prayer Room, see the coordinator, Whitney Faucett, wfaucett@samford.edu, or Vickie Gaston, vjgaston@samford.edu

Library

Beeson Divinity School students utilize the University Library for their research needs. All divinity resources, with the exception of those found in the Media Center in Divinity Hall, are located in the main library in the center of the university's campus. The library's electronic resources can be accessed through any internet-capable computer, on- or off-campus. Beeson students can also use other area academic libraries. See the library's website (<http://library.samford.edu>) for more information about the library.

Lockers

A limited number of lockers are available at no charge for student use. For availability and combination, please contact Melissa Matthews at mjmatthe@samford.edu .

Media and Technology Services

The Divinity School's Media and Technology Services provides computer, video, and audio support for all of the school's activities. The Media Center currently maintains an archive of all of the Divinity School's audio and video recordings since its inception. Recordings of courses, chapel services, and lectureships can be purchased through the Cokesbury Bookshop. The Media Center also has a lending library of many audio and video resources, including sermons, conference lectures, documentaries, and movies. Chapel audio and video downloads are available at www.bdsmedia.com. Media and Technology Services offers technical support for classroom presentation equipment as well. If you have a particular need, please let us know. We can be reached at 726-4098 or come see us in N120.

Post Office

The Post Office is located on the first floor of the University Center, adjacent to the Food Court. All U.S. mail services are provided here, including registered, certified and insured mail, purchases of stamps and postal money orders, and Express Mail Next Day Service. An interoffice service is available, through which mail may be forwarded to students, faculty and offices on campus free of charge. See restrictions for this service at the Post Office.

Post Office hours are 10 a.m.–4 p.m., Monday–Friday.

Student Commons

The Student Commons is located on the first floor, north wing of Divinity Hall. Students use this area for study and relaxation. It is equipped with drink and snack machines, a community coffee pot, a refrigerator, a microwave, and a sink. Many students find the Commons a good place to eat, rest, or engage in discussion. Also located in the Commons are the student mailboxes. Each student is assigned a mailbox. The number is located at the bottom of each mailbox. The mailbox is where tests, quizzes, and papers will be returned, along with any information deemed important by the administration. Please check your mailbox regularly.

Telephone Services

A student telephone is available in the Student Commons. Local calls and credit card long-distance calls may be made from these phones. Toll-free and collect calls cannot be made.

STUDENT LIFE

Beeson Wives Fellowship

The student wives fellowship allows wives of students to support and encourage each other. For more information about involvement in this fellowship, e-mail Kristie Smith at ksmith5@samford.edu .

Campus Recreation

The Department of Campus Recreation offers competitive and recreational intramural activities, outdoor recreation activities, club sports, fitness programs and the Alpine Tower climbing experience, as well as coordinating hours of operation for Seibert Hall and the fieldhouse.

Participation in campus recreation activities at Samford is purely voluntary, and individuals participate at their own risk. Participants should understand that they are responsible for all costs arising out of injury or property damage sustained through participation. It is strongly urged that participants obtain sufficient health insurance coverage, whether it is through the university or a private source. All participants must provide a current Samford ID before participating. For information on all campus recreation programs, go to www.samford.edu/camprec or 302 Seibert Hall.

Students and their spouses are eligible for intramural sports at Samford. For more information and a list of sports offered, see www.samford.edu/camprec/intramurals.htm.

The student fitness center is located on the upper level of the west side of Pete Hanna Center. This state-of-the-art facility has eight treadmills, eight ellipticals, and four Lifecycles, all with personal televisions. The cardio room also includes Signature Series Strength equipment. The fitness center is free to all current Samford students, faculty and staff (bring Samford id). Spouses of students and staff may use the Pete Hannah Center if they are accompanied by their spouse and bring a driver's license with them. For more information, call Campus Recreation at 726-2194.

For other fitness and recreation opportunities, please see www.samford.edu/camprec.

Counseling Services

The Department of Counseling Services provides free and confidential counseling to enrolled Samford students. Counselors have experience and training in a wide range of issues and work from a systemic, developmental model. In addition to individual counseling, Counseling Services provides relationship counseling, group counseling, academic skills assistance, referral information and crisis intervention.

Counselors also are available to present programs to organizations and classes on a variety of topics that are pertinent to student development and emotional well-being. Counseling Services is located in F. Page Seibert Hall. Refer to www.samford.edu/stuhealth for more information.

When a need for counselling arises, Beeson Divinity School students should meet with Dr. Mark Searby (call 726-2374 to set up a meeting) to discuss counselling resources available to meet their needs.

E-mail Communications

Samford University e-mail is an official means of communication with students. It is the student's responsibility to check his/her Samford e-mail account at least twice a week.

Intercollegiate Athletics

The mission of the Department of Athletics is to uphold the mission of Samford University within the context of a continually improving, competitive, diverse and NCAA-certified athletics program. The Samford University Department of Athletics is responsible for the administration and implementation of an intercollegiate sports program that competes in NCAA Division 1. Samford is a member of the Southern Conference. The 17 intercollegiate sports sponsored by Samford University are:

| Men | Women |
|-----------------|-----------------|
| Basketball | Basketball |
| Cross-Country | Cross-Country |
| Golf | Golf |
| Indoor Track | Indoor Track |
| Tennis | Tennis |
| Track and Field | Track and Field |
| Baseball | Softball |
| Football | Soccer |
| | Volleyball |

Ticket Information/Procedures

Currently enrolled students are admitted free to any Samford Athletics ticketed sporting event. Students must show their current Samford ID at the ticket window for individual events. Guest tickets may be purchased at the ticket window on game day. Ticket prices will be posted at each event.

Students are encouraged to support the Bulldogs on road trips as well. Ticket availability will vary depending on the opponent. Full ticket prices will be charged for away games, as they are sold on consignment for opponents. Contact the Athletics Department concerning specific contests.

Placement

The Divinity School offers a range of placement services. Dr. Tom Fuller, director of placement services, is available (by appointment) for vocational counseling, resume development, and interviewing preparation. The placement office periodically hosts representatives of churches, denominations, and ministry organizations to discuss opportunities for current or future service. A list of available ministry positions is maintained through Samford University's Career Development Center. The list is accessible to registered users at www.samfordbulldogs.org. The office of placement services is located in Divinity Hall North 224.

Public Safety and Emergency Management

General Policy

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

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

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

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

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

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

Lost and Found

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

Important and Emergency Phone Numbers

| | |
|--------------------------|----------|
| Public Safety | 726-2020 |
| Homewood Police | 879-2101 |
| Homewood Fire Department | 879-4701 |

Vehicle Registration and Operation

Samford University is private property and has the authority to promulgate and enforce rules and regulations relating to the operation of motor vehicles on campus. **The responsibility of obtaining knowledge of parking and traffic regulations rests with the motor vehicle operator. These rules and regulations are subject to enforcement on a year-round basis regardless of whether or not school is in session.**

1. Standard rules of the road for the city, county and state, as well as directive signs and instruction by officers directing traffic, will be observed on campus.
2. All motor-vehicle operators must have in their possession a valid operator's license and produce it when requested by a Campus Safety officer.
3. The speed limit on campus is 25 mph; however, any speed not safe for the conditions of the road, including vehicle and pedestrian congestion, is prohibited. Please observe no passing on campus.
4. Motorists must stop at pedestrian crosswalks and yield the right-of-way to pedestrians under all situations.
5. All vehicles must display the appropriate registration decal or permit.
6. Driving or parking on the grass or sidewalks is prohibited.
7. Parking along streets and in parking lots is permitted only in spaces so designated or marked for vehicle parking.
8. Double parking on streets or in parking lots is prohibited.

9. Parking in loading/service zones is prohibited between 7 a.m. and 5 p.m., Monday through Friday. Parking in the service area behind the University Center is prohibited except for service vehicles, delivery vehicles and other specifically authorized vehicles.
10. **Between 7 a.m. and 5 p.m., Monday through Friday, PARKING IS PERMITTED ONLY IN THE SPECIFIC DECAL COLOR ZONE.** Other than these specific hours, marked parking spaces are open to all decals, except for spaces designated as reserved, fire zone or disabled.

Motor Vehicle Registration

All motor vehicles operated on campus must be registered with the Department of Transportation Services, Beeson University Center Information Booth. The appropriate vehicle registration decal shall be affixed to the exterior of the rear window on the driver's side. In addition, a campus sticker will be placed on the inside front left corner of the windshield (driver's side). Decals will be affixed by the adhesive on the decal and may not be affixed with tape or any other temporary means. No more than one current decal shall be affixed to any vehicle. The method of affixing decals on motorcycles will be determined on a case-by-case basis. Providing false information concerning the registration of a vehicle will subject the violator to disciplinary action.

All vehicle registration decals expire yearly on August 15. Faculty and staff hangtags expire yearly on September 15. Student decals cost \$20.00 and replacement decals cost \$5.00, not pro-rated and not refundable.

Temporary parking permits, for periods of less than 30 days, and visitor parking permits are available at the Office of Public Safety, 202 University Center. Casual visitors on campus may use the designated visitor parking located at Sherman Circle.

Bicycle Registration

All bicycles must be registered with the Office of Campus Safety. Registering your bicycle helps protect you and serves as a deterrent to would-be thieves. It also helps the Office of Campus Safety identify and return a found or stolen bicycle to the owner. Bicycle racks are available in most areas of the campus, and students are expected to use them rather than securing bicycles to other objects. A bicycle that is secured to an object that can be damaged or that impedes foot or vehicular traffic will be removed and impounded.

Violations, Fines and Disciplinary Action

Traffic and parking violators will be issued citations by Campus Safety personnel. Irrespective of the operator of the vehicle, **the person in whose name the vehicle is registered is responsible for all parking violations.** Fines will be posted to the student's account at the Student Accounts Office and may be paid through regular payment procedures. All fines must be paid before a student will be permitted to register for the

succeeding semester; the degree of a graduating senior will be withheld until all fines are paid; and transcripts will be withheld until all fines are paid.

The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the regulations are no longer in effect.

The inability to find a legal parking space in convenient or specific locations is not justification for violations of parking regulations.

Providing false information concerning the registration of a vehicle will subject the violator to disciplinary action. Displaying a mutilated decal or displaying a defaced decal shall be considered a violation of improperly displayed decal, which carries a fine of \$15.

\$100 Violation

Parking in handicapped space.
Parking in fire lane.

\$50 Violation

No decal. Speeding.
Running a stop sign. Failing to stop for pedestrians.
Wrong way on a one way street. Blocking or obstructing traffic.
Driving/parking on grass or sidewalk. Making illegal turn.
Blocking trash dumpster. Parking in reserved space.
Parking in unauthorized color zone.
Parking in unmarked area.
Parking on yellow curb.

\$30 Violation

Unsafe vehicle operation.

\$25 Violation

Parking in loading/service zone. Visitor/15-minute zone.

\$20 Violation

improperly Displayed Decal.

\$15 Violation

Parking on street. Double parking street/lot.
Mutilated or defaced decal.

To appeal a citation, a written appeal (form available at <http://ops.samford.edu/event/ticketappealform.aspx>) must be filed at the Information Booth, Beeson University Center, within ten calendar days of the date of the citation. Appeals are based on the written appeal and are processed by the Parking/Traffic Appeals

Court. The Parking/Traffic Appeals Court is composed of student peers and could include faculty and staff members. The appellant shall be notified in writing of the Court's decision. If an appeal is granted, the amount of the citation will be removed from the appellant's account. The decision of the Parking/Traffic court appeals process is final.

Towing of Vehicles

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

Samford Card

All students (including Beeson Divinity School) are required to have an official Samford University photo ID (Samford Card) that is made and maintained by the Office of Campus Safety. Students receive their IDs at the beginning of their first academic year after having their photographs taken in the Office of Campus Safety. The card is valid throughout the student's stay at Samford, and for some features, even after the student leaves. The Samford Card is available to all Samford students, faculty, staff and eligible guests.

The Samford Card serves as a meal card and a library card, and is required to cash checks in the Bookstore and to record convocation credit. To use it as an on-campus debit card, students can deposit funds on their Samford Card in the Bookstore. The debit function can be used in many residence hall vending and laundry machines, the Bookstore, Food Court, Dining Hall, Curriculum Materials Center and copy machines.

Spiritual Life

Spiritual growth is just as essential for a theological student as academic development and practical experience. Since modeling and mentors are so important to this process, the lives of faculty, staff, and fellow students are foundational. A variety of worship services, the linking with prayer partners, the development of a life of reflection through journal keeping, and participation in special structures of intercessory prayer are all available to facilitate spiritual growth. Of course, a vital church membership undergirds all of these emphases.

Teaching Assistantships at Beeson

Teaching assistants are paid a stipend (\$600 per semester) and are expected to be available on average 6-8 hours per week to assist the professors. Typical duties include grading tests, keeping class records, conducting an occasional class, tutoring students, and helping the professor with research/writing projects and bibliography searches.

Faculty generally prefer assistants to be second or third year students, to have special interest in the professor's teaching discipline(s), to have completed basic required courses in the discipline(s), and in some instances to attend the classes with which the student is assisting. Selection of student assistants is an informal process, the choice resting with the individual professor. Generally, it is appropriate for students to express interest in an assistantship directly to a professor. No student may assist more than one professor.

Student Government Association

The Student Government Association (SGA) represents and promotes student interests in the decision-making process at Beeson Divinity School. All registered students at Beeson are members of the SGA, and may vote for each of the following officers to represent them annually: President, Vice-President, Secretary, Chaplain, and Social Chair.

These officers serve to sponsor various activities such as intramurals, luncheons with professors, and other social events for the student body.

2011-2012 Officers

President: Jimmy Tidmore
Vice-President: Carol Ford
Secretary: Rebecca Hays
Chaplain: Dave Matlak
Social Chair: Ben Telfair

University Health Services

- Location: F. Page Seibert Hall
- Phone: 726-2835
- Web site: www.samford.edu/stuhealth
- Email: SUhealth@samford.edu

Hours: Office hours are 8 a.m-4:30 p.m., Monday–Friday. Patients are seen by appointment. Walk-in patients will be seen as the schedule permits. Please contact the office for hours during breaks and summer semesters.

Medical Staff: The clinic is staffed by a part-time physician, full-time physician assistant [PA] and a registered nurse [RN].

Immunization Record and Health Form Requirements

All students are required to submit the Immunization Record to [UHS](#) prior to registering for their first semester classes. The record must be signed by a health care provider or health department stamp. Failure to submit this documentation within two weeks of the first day of class will result in a \$150 fine and a registration hold on the student's record.

All students living in university housing are required to submit the Health Form in addition to the Immunization Record. The necessary physical examination and laboratory work must be within twelve months of submission to [UHS](#) and will only be accepted on the Health Form provided. Failure to submit all documentation within two weeks of the first day of class will result in a \$150 fine and a registration hold on the student's record.

Go to www.samford.edu/stuhealth to print the required forms.

Eligibility and Services

All enrolled undergraduate, graduate and professional students are eligible to utilize University Health Services. Services provided include assessment and treatment of acute illnesses and injuries, preventive health care, immunizations, administration of allergy immunotherapy and first aid. The clinic is equipped with an on-site moderate-complexity, CLIA-certified lab.

Confidentiality

Student medical records are housed in the clinic and all medical records are strictly confidential. Medical information is released to parents, college officials, and others only with written authorization of the student.

Payment

UHS accepts most major health insurance plans and will bill your health insurance carrier for covered charges. Any co-pays required will be collected at the time of service or may be billed to your student account.

In some instances you might receive a bill from other facilities and providers, for services such as laboratory tests and/or x-ray interpretations that are ordered by our providers but are processed elsewhere. You will be billed directly for these services and the balance will be your responsibility. These charges will not be billed to your student account.

Insurance

All undergraduate students enrolled in a degree-seeking program taking 6 hours or more per semester are required to have health insurance coverage. Any student, regardless of status, residing in university-owned housing is also required to have health insurance.

Please refer to the University Health Services web site for updated information regarding this requirement.

Emergencies and Serious Illness

The university is closely located to local hospitals and acute-care facilities. In the event of a medical emergency, individuals should call 9-1-1 for assistance. Resident students also may contact a residence life staff member or public safety for emergency needs during hours that Student Health Services is closed. There are no inpatient facilities on campus, and the university believes students with a serious illness or contagious disease are best served at home or in the hospital.

Absences Due to Illness

Student Health Services does not issue absence excuses for illness not evaluated in the clinic. Students should consult each class syllabus to determine class absence and make-up policies. It is the students' responsibility to contact their professors when they miss class due to illness.

Student Rights and Responsibilities

The Student Rights and Responsibilities Committee is the judicial arm of the Divinity School. This committee consists of three faculty members and two student representatives who are appointed to the committee. The primary purpose of the committee is to offer students due process. The committee will mediate student complaints and/or grievances. An additional purpose of the committee is to hold Beeson students accountable for responsible Christian conduct, such as is set forth by this Student Handbook and other publications. This committee will meet as needed.

Persons who wish to use the services of the Student Rights and Responsibilities Committee will need to furnish a written request to the Associate Dean. If the issue cannot be resolved administratively, the request will be forwarded to the chair of the Student Rights and Responsibilities Committee. The committee chair will notify all parties involved and schedule a hearing. Further inquiries about the Student Rights and Responsibilities Committee may be directed to the current chair, Dr. Mark Searby, at (205)726-2374 or masearby@samford.edu.

Students' Spouses

Spouses of Beeson students are welcome to join the Beeson community for chapel on Tuesday at 11:00 and for a community lunch afterwards in the Student Commons for \$3.

Spouses may take advantage of the Visitor's Program, which enables them to visit one class per semester free of charge. Please note that some professors do not allow visitors in their classes. There is a cap of five visitors per class. The deadline to register for class is the first week of classes. To register for the Visitor's Program, contact Susan McNabb

at 205-726-4485 or smcnabb@samford.edu. Spouses also receive a discount for classes in the evening through the Lay Academy. To see the course offerings you may visit: www.beesondivinity.com/layacademy. If you have questions about taking classes as a student's spouse, contact Kristie Smith at ksmith5@samford.edu.

Women's Theological Fellowship

The Women's Theological Fellowship is dedicated to investigating women's perspectives in theological issues and providing an environment of nurture and support for women in the Beeson community. The goal of the group is to be responsive to the spiritual, social, intellectual, emotional, and political needs of women in Christian ministry. The Women's Theological Fellowship seeks to raise the level of awareness concerning issues in the church, and to help women become more effective ministers.

FINANCIAL POLICIES

Payment Terms for All Students

All e-bills (electronic statements) are sent to students via Samford University e-mail, which remains the official means of communication with students. The university does not provide paper statements. Students are advised to check their e-mail regularly. Before the start of each term, registered students will receive an e-bill approximately two to three weeks prior to the payment due date. E-bills reflect activity up to the e-bill date.

It is the student's responsibility to ensure that payments are made on time. For further information on Samford University's financial policies, payment schedule, and methods of payment, please visit www.samford.edu/admin/bursar.

Refund Policies for All Students

Refund Schedule

Refunds are available five (5) to seven (7) business days after loan funds have been disbursed to your student account. The schedule below is the earliest date for each term/semester when refunds are available. Unless otherwise noted, refunds are available in the Bursar's Office. Please check the Bursar's office website at http://www4.samford.edu/admin/bursar/refund_schedule.html for the refund schedule.

Class Drop and Add Refunds

Drops and adds are changes in a schedule that do not involve complete withdrawal from school. During any drop/add period, these rules apply:

1. If a schedule change results in a reduction of the student's total credits (less than full-time), tuition may be adjusted within 30 days. Any reduction in a student's course load may result in an adjustment in the student's financial aid.
2. After the last day to drop course(s) without financial penalty, dropping course(s) will not result in a reduction of charges for tuition or fees.
3. There are no refunds of fees unless the course related to the fee is dropped or one withdraws as outlined below within the first week of any term or semester.

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

Withdrawal Policies for All Students

Student Withdrawal

The university is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw. **A student desiring to withdraw must secure and submit an official withdrawal form**

from the Student Records Office. This policy applies to all terms, including semesters, summer terms, January Term and nine-week sessions.

Withdrawal Refund Policy for Fall and Spring Semester

1. In case of withdrawal or suspension within the first week of the semester, the student may receive a refund of 100 percent of the tuition for that semester. The first week of a semester ends on the last day to drop course(s) without financial penalty.
2. In case of withdrawal or suspension after the first week of the semester but before the end of the second week of the semester, the student may receive a refund of 90 percent of tuition for that semester. The second week of a semester ends on the first Wednesday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the second week of the semester but before the end of the third week of the semester, the student may receive a refund of 75 percent of the tuition for that semester. The third week of a semester ends on the second Wednesday following the last day to drop course(s) without financial penalty.
4. In case of withdrawal or suspension after the third week of the semester but before the end of the fifth week of the semester, the student may receive a refund of 50 percent of all tuition for that semester. The fifth week of a semester ends on the fourth Wednesday following the last day to drop course(s) without financial penalty.
5. In case of withdrawal or suspension after the fifth week of the semester but before the end of the ninth week of the semester, the student may receive a refund of 25 percent of the tuition for that semester. The ninth week of a semester ends on the eighth Wednesday following the last day to drop course(s) without financial penalty.
6. In case of withdrawal or suspension after the ninth week of the semester, no refund of tuition is available.

Withdrawal Refund Policy for January Term

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

1. On the first and second day of classes, the tuition refund will be 100 percent.
2. On the third day of classes, the tuition refund will be 90 percent.
3. On the fourth day of classes, the tuition refund will be 75 percent.
4. On the fifth day of classes, the tuition refund will be 50 percent.
5. On the sixth day of classes, the tuition refund will be 25 percent.
6. After the sixth day of classes, no tuition refund is available.

Withdrawal Refund Policy for Summer Term

Summer Term refunds are based on number of weeks as follows:

1. In case of withdrawal or suspension before the end of the last day to drop course(s) without financial penalty, the student may receive a refund of 100 percent of the tuition for that term.

2. In case of withdrawal or suspension after the last day to drop course(s) without financial penalty but before the end of the first week of the term, the student may receive a refund of 90 percent of tuition for that term. The first week of the term ends on the first Friday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the first week of the term but before the end of the second week of the term, the student may receive a refund of 75 percent of tuition for that term. The second week of the term ends on the second Friday following the last day to drop course(s) without financial penalty.
4. In case of withdrawal or suspension after the second week of the term but before the end of the third week of the term, the student may receive a refund of 50 percent of tuition for that term. The third week of the term ends on the third Friday following the last day to drop course(s) without financial penalty.
5. In case of withdrawal or suspension after the third week of the term but before the end of the fourth week of the term, the student may receive a refund of 25 percent of tuition for that term. The fourth week of the term ends on the fourth Friday following the last day to drop course(s) without financial penalty.
6. In case of withdrawal or suspension after the fourth week, no refund of tuition available.

Refund Appeal

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

Dean of Academic Services
Samford University
Student Records Office
800 Lakeshore Drive
Birmingham, AL 35229

Check Cashing

The Bookstore is authorized to cash checks up to \$50 per day for students whose accounts are in good standing. **The face of the check must have the student's name, local address, telephone number and student identification number.** Students must present a valid photo ID.

A student who presents a check to Samford University that is not honored by the bank will be charged \$28. If the check is not redeemed within 10 days of notification of a returned check, the student may be subject to disciplinary and/or legal action. **All check-cashing privileges are revoked after three returned checks in any Samford office.**

Financial Aid

Beeson Divinity School provides financial assistance in the form of tuition scholarships. Application for financial assistance begins when the student applies for admission to the divinity school. At that time, all students are urged to file the Free Application for Federal Student Aid [FAFSA] form, which is available from Samford's Office of Financial Aid or online at www.fafsa.ed.gov. Processing time for the FAFSA is up to four weeks. The FAFSA report is necessary for all student loan programs available through the University.

Students must be fully admitted before an award for financial aid or scholarship can be made. Application for federal loans must be made for each academic year of study. Renewal is not automatic.

To remain eligible for scholarships, students should, among other considerations, demonstrated satisfactory academic progress, defined as the completion of at least 18 credits per year with a GPA of at least 2.50 each semester. Beeson's scholarship committee meets every spring to review student eligibility and fund availability. Official scholarship renewal notices are mailed to returning students late in the spring semester.

For further information, contact the Director of Admissions in Divinity S114.

ACADEMIC LIFE

For complete academic policies, see the Beeson *Bulletin*.

Academic Integrity

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment, and should be in keeping with the philosophy and mission of the University. For further information on Academic Integrity policies, see below.

Attendance Policy

Class attendance policies are established by each school of the University. The Divinity School has chosen not to establish a uniform, school-wide policy. Rather, each professor is given latitude to establish an attendance policy for each class in light of the professor's preferences, the nature of the course, the frequency of class meetings, etc. Specific attendance requirements are to be spelled out in each course syllabus. Be aware that the requirements will likely vary from course to course.

Closing of the University

Recorded announcements of weather-related closing of the University can be heard by calling the SAM-INFO (726-4636) message system. In addition, the Office of Public Relations notifies local radio and television stations of the closing.

Degree Programs: Changing Degree Programs

Students may not transfer from the M.Div. program to the M.A.T.S. program. Students wishing to transfer from the M.A.T.S. program to the M.Div. program must follow the application procedures for acceptance to the M.Div. program.

Disability Support Services

Disability Support Services handles accommodations for students with disabilities. After admission to Samford, students who are entitled to accommodations under the ADA must contact Disability Support Services with recent, appropriate documentation of their disability. Reasonable accommodations are determined using this documentation and through talking with the student. Accommodations are communicated to the faculty by letter and must come from the office of Disability Support Services, located in Counseling Services on the lower level of Pittman Hall in the same area as Student Health. Appointments can be made Monday through Friday by calling 726-4078.

Faculty-Led Mentoring Groups

All students are expected to participate in a faculty-led mentoring group. This participation is required of all students and is also considered part of our community

covenant. Mentoring groups meet weekly throughout the semester. Groups have some flexibility to find their own way for the most beneficial use of the weekly time together.

Rationale:

1. To build more intimate and open community within a commuting student body.
2. To incorporate into the Beeson experience the discipline of mutual accountability and to foster encouragement and the building of long-term friendships among students.
3. To make possible a mechanism whereby every student has opportunity to know and be known up close and beyond the classroom by at least one faculty member.
4. To model small group process as a method of Christian ministry and mentoring.

Understandings:

1. Mentoring groups will normally be limited to 10 students.
2. Each semester will accommodate at least ten weekly meetings, thus allowing time for getting the semester underway, accommodating special events, and ending before final exam time.
3. Students will be assigned to a mentoring group.
4. Faculty-led mentoring groups are not meant to replace or be replaced by other established student groups, such as the Women's Theological Fellowship.
5. In the event a student and faculty leader agree that the relationship is not a good match, opportunity will be given at the end of the semester for the student to join or be assigned to another group.
6. The faculty leader will encourage all group members to participate in the weekly meetings and otherwise seek to reach out to them.
7. The Thursday schedule sets aside 11:00 a.m. to 1:00 p.m. as the standard time during which groups meet. However, occasional meetings may, by group consensus, meet at other times, e.g., an evening meeting in the faculty member's home—either in place of or in addition to the regular weekly meeting. Sometimes a variation in meeting times might serve to work around special events, accommodate the group leader's schedule, etc.
8. Each group will be allocated a meeting place in Divinity Hall as its "home base." However, by common consent, a group may elect in a given week to leave the assigned place in favor of another venue, such as outdoor meetings, luncheon meetings, meetings in the leader's home, etc.

Accountability:

1. Students are *required* to maintain regular group participation for the duration of their Beeson careers. At the end of the semester, faculty mentors will report on these students' participation, whether *Acceptable* or *Unacceptable*.
2. *Acceptable* participation will be construed as *attending* and *participating positively* in at least 70% of the semester's meetings (7 of 10).
3. If participation is *Unacceptable*, a student will be notified by the assigned faculty mentor and/or by the mentoring program administrator. Students who are formally notified will be on official administrative warning in the following semester. The substance of the warning is that the scholarship agreement has been

broken and their next semester's scholarship forfeited. If in the next semester, the student receives a report of *Acceptable* participation in his/her assigned group, the scholarship will be reinstated in the following term. If a student is in the final semester of a degree program, failure to attend and participate positively will result in a forfeiture of the semester's scholarship, thereby resulting in the student having to repay the semester's scholarship prior to graduation. If payment is not received prior to graduation, the student's diploma will be held until payment is received.

4. If a second report of *Unacceptable* participation is submitted during a student's career, the student will be dismissed from the student body.

Faculty Statement on Academic Dishonesty

Students, upon enrollment, enter into voluntary association with Beeson Divinity School. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also completely deficient in the maturity necessary to enter ministry.

Final Exams

If a student has three or more final exams scheduled on the same day, the student may apply to the associate dean to take one of the exams on another day.

Grading System

Grades are indicated by letters A through F, along with FA, FX, and W. In addition, some courses may be taken for pass/fail credit, and these carry P or F grades. A statement of the meaning of each symbol is found on page 36 of the *2009-2011 Bulletin*. Grades are assigned by faculty members and can be changed only for just cause and with administrative approval.

Process for Academic Appeal

Curriculum is owned by the divinity faculty in the sense that each course is formally approved by faculty vote. Implicit in this philosophy is the faculty's prerogative to assess student performance in all courses. By extension, the faculty delegates the assessment responsibility for each course to the faculty member of record. The divinity administrators do not own the curriculum and therefore do not assume the prerogative of assigning grades. Grade changes are only made by the original faculty member or by a representative body of the faculty as provided below.

1. A student who disagrees with a grade assigned should, as a first step, discuss the matter with the course instructor. In most cases, this should resolve the matter.
2. If the discussion does not result in resolution, a written statement by the student giving a rationale for disagreement with the assigned grade, complete with appropriate documentation, will be submitted to the Associate Dean before the last day of classes of the next full semester. At the same time, the course instructor will submit to the Associate Dean a written defense of the assigned grade. With written arguments in hand, the Associate Dean will, at the student's written request, convene a conference between the student and the instructor with a view to resolving the disagreement, normally within two weeks of receiving a written appeal. Hopefully, the issue can be resolved at this point.
3. If a resolution still is not reached, a final appeal will be presented to a panel of three divinity faculty members who will constitute an Academic Review Board. The student has two weeks after Step Two to decide if the appeal will be taken to Step Three. If so, the student will request in writing the formation of the review board. The student and the course instructor will each select one faculty member. The Associate Dean will name the third member. The exam question(s) and answer(s) or original paper (including syllabus instructions for the paper), along with any written communication between the parties, will inform the decision of the Academic Review Board. The decision of the Academic Review Board will be deemed binding for both the instructor and the student.

Withdrawal

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

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

Please note: **Failure to attend class does not constitute withdrawal.** Students are responsible for completing the appropriate paperwork and submitting it to Student Records.

CODE OF VALUES AND POLICIES

At the beginning of each academic year the Beeson Divinity School faculty, staff, and students re-affirm their commitment to the following Covenant:

Having been led, as we believe, by the providence of God to be a member of this community of faith and learning, and in acknowledgement of the stewardship of this new beginning, we make the following solemn covenant with one another in the presence of the angels and the living God.

We are here because the call of God has come to us from beyond ourselves. We desire to be faithful ministers of the church of Jesus Christ. We commit ourselves to diligence in study, devotion in prayer, and holiness of life that we might better serve the Body of Christ.

We pledge to love one another and encourage one another in the disciplines of the Christian life. We confess that we are all learners together in the school of faith. We will be cautious in criticism and prompt in forgiveness.

We believe that personal faith in Jesus Christ is the only way to salvation for all who were, are now, or ever shall be. Therefore, we will seek in word and deed to bear witness of His love and grace to all persons everywhere.

Having in good faith made our covenant commitments, and with God's help and grace, we therefore pledge to be faithful stewards of time, talents, and opportunities in order that we, in this semester at Beeson Divinity School, might model a lifestyle of service and devotion to the end that God will be glorified in everlasting measure.

Furthermore, as part of Samford University, Beeson Divinity School affirms the following Code of Values and related policies:

Preamble

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

Worth of the Individual

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

Self-Discipline

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

Integrity

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

Respect for Property and the Environment

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

Respect for Community Authority

We value our privileges and responsibilities as members of the university community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state and federal laws. These values are violated by aiding, abetting or conspiring to engage in value violations; violating residence-hall visitation guidelines; reckless behavior; lewd and indecent conduct; insubordination; unauthorized and/or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing or playing a musical instrument, electronic device, etc., loudly enough to disturb members of the university community; and committing a city, state or federal crime.

Sanctions for and Implications Related to Inappropriate Behavior

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

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

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

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

Loss of Privilege: A student is prohibited from participation in certain cocurricular activities.

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

Probation: A student receives a formal written warning that the student's conduct is in violation of university policies and his or her status as student is in jeopardy. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation.

Interim Suspension: Whenever there is evidence to support the belief that a student's behavior on or off campus is a clear and present threat to the health, safety and welfare of the faculty, staff, students or guests, the student may be suspended until a campus hearing can be arranged. A student on interim suspension will be restricted from the campus or from a particular program, activity or building.

Suspension: A student's status is terminated for not less than the remainder of the semester, during which time the student's presence on campus is prohibited.

Expulsion: A student's status at the university is terminated permanently or for an indefinite period of time.

Miscellaneous

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

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

Disciplinary Records: A disciplinary record is maintained for three years whenever a student is found to have committed inappropriate behavior. The three-year period begins on the date a sanction goes into effect.

Graduation Clearance: Students who have a value violation pending or have not completed the sanctions given by the Values Advocate or a Values Council will not be allowed to participate in graduation activities, including commencement exercises.

Off-Campus Conduct: A student who is charged or convicted of a crime off campus will not automatically be charged with a value violation unless the offense is of a nature that the student is considered to be a threat to the health, safety and welfare of the faculty, staff and students. Whenever that occurs, the student will be required to attend a hearing before the Student Rights and Responsibilities Committee to offer an explanation as to why the student is not a threat to the health, safety and welfare of the campus community. If a reasonable explanation is not offered, the student will be assessed a sanction ranging from a reprimand to expulsion. A sanction may be appealed (see below).

Student Rights

A student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior will be granted these rights to assure fundamental fairness in the judicial process:

- a. **Notice:** To be informed in writing of the specific value violation and inappropriate behavior in which the student is suspected of involvement.
- b. **Procedures:** To be informed orally or in writing of the judicial process that is relevant for the specified allegation.
- c. **Hearing:** To have an opportunity to be heard in person before a decision is made.
- d. **Evidence:** To know the nature of the evidence and to be able to question witnesses except in extenuating circumstances.
- e. **Witnesses:** To be able to offer a defense by having material and/or character witnesses speak on one's behalf. It is the accused student's responsibility to arrange for witnesses to attend a hearing. The student must provide notification in advance of who will be attending.
- f. **Adviser:** To have a friend, adviser, or counselor attend the hearing.
- g. **Written decision:** To have a written response reporting the results of the hearing.
- h. **Appeal:** To appeal a decision except when admitting committing a violation and a minimum sanction is given.

Value Violations and Minimum Sanctions

Inappropriate behavior refers to personal or group behavior, on or off campus, which violates values that guide and govern behavior. The value statements are presented in this handbook (see above). The following are examples of inappropriate behavior. **This listing is not inclusive but is intended to give students an idea of the types of behavior that may result in sanctions.** The sanction listed below is the minimum that will be imposed if a student commits a value violation. Additional sanctions will be imposed when circumstances warrant as determined by the Director of Student Services,

Student Rights and Responsibilities Committee, or Associate Dean. Any fines listed below are required by the University.

I. Value: Worth of the Individual Violations:

1. Harassment

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

b. **Minimum Sanction:** Probation

Since sexual harassment is one of the most common forms of harassment we provide the following information:

Sexual harassment is legally defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature” when any one of the following criteria is met:

- Submission to such conduct is made, either explicitly or implicitly, a term or condition of the individual's employment or academic standing.
- Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or learning environment.

Examples of the legal definition of sexual harassment include, but are not limited to, the following behaviors:

- Unwelcome sexual advances
- Requests for sexual favors, whether or not accompanied by promises or threats with regard to the professional relationship
- Using sexually degrading words to describe an individual
- Displaying and/or leaving in sight sexually suggestive objects, books, magazines, posters, photographs, cartoons, or pictures

These behaviors constitute sexual harassment if they are committed by individuals who are in supervisory positions or by peers. These behaviors constitute sexual harassment if they occur between individuals of the same sex or between individuals of the opposite sex. Beeson Divinity School prohibits these and other forms of sexual harassment.

It is important to remember the following:

- Sexual harassment is illegal.
- Sexual harassment is not flirtation; it is unwelcome behavior.

- Sexual harassment may result in disciplinary action up to and including dismissal.
- Sexual harassment is harmful to all individuals involved and to the effective functioning of the Beeson community.
- Retaliation for filing a sexual harassment complaint is prohibited and is subject to disciplinary action.
- Sexual harassment is prohibited at Beeson Divinity School.
- Beeson Divinity School is committed to dealing with sexual harassment in an effective, confidential, and caring manner.

For additional information regarding Beeson's sexual harassment policy, contact:

Dr. David Hogg, Associate Dean for Academic Affairs
Beeson Divinity School
S207 Divinity Hall
205-726-4485

Members of the Beeson Divinity School community who have complaints of sexual harassment by anyone in the Beeson community, including any supervisors, faculty, or students, are encouraged to report such conduct to the Associate Dean so that he may investigate and resolve the problem. Individuals who feel subjected to sexual harassment should report the circumstances within 90 days of the alleged occurrence(s). The Associate Dean will give advice and guidance on both formal and informal procedures for resolving the problem. He will make a record of the contact, but all information will be kept confidential.

After an investigation of a complaint, the Associate Dean will report his findings with appropriate recommendations for corrective action to the Dean. Recommended action may include written or oral reprimand of the harasser, suspension, or dismissal.

If, after an investigation of any complaint of sexual harassment, it is discovered that the complaint is not valid or that an individual has provided false information regarding the complaint, the individual will be subject to disciplinary action.

2. Sexual Misconduct

- a. **Definition:** Including, but not limited to, the following: sexual intercourse, adultery, unwanted fondling, rape and homosexual acts
- b. **Minimum Sanction:** Probation

3. Assault

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

II. Value: Self-Discipline

Violations:

1. Lewd and Indecent Conduct

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

2. Gambling

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

3. Disorderly Conduct

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

4. Possessing, Consuming or Distributing Alcoholic Beverages on campus

- a. **Definition:** Possessing, consuming or distributing alcoholic beverages (to include containers) is prohibited on the campus and at any activity off campus that is sponsored by any university organization, department or group, or by any individual in the name of any university organization, department or group.
- b. **Minimum Sanction:** Probation, \$50 fine and alcohol education

5. Distributing Alcoholic Beverages to an Underage Person

- a. **Definition:**
 - (1) By an individual—any person providing or distributing alcoholic beverages to any individual below the age of 21 years
 - (2) By an organization—any organization providing or distributing alcoholic beverages to any individual below the age of 21 years
- b. **Minimum Sanction:**
 - (1) By an individual— Probation; \$150 fine, alcohol education; recommendation of loss of institutional scholarship
 - (2) By an organization— Probation; \$500 fine; alcohol education for entire organization; organization social activity suspension for one semester.

6. Intoxication

- a. **Definition:** A person who, having consumed alcoholic beverages or other substances, experiences a loss of the normal use of mental and/or physical faculties (This includes, but is not limited to: slurred speech, loss of motor coordination, aggression, loss of memory or abusive behavior.)
- b. **Minimum Sanction:** Probation, \$100 fine, and alcohol and/or substance abuse education

7. Possessing or Using Illegal Drugs

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

8. Distributing Illegal Drugs

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

III. Value: Integrity

Violations:

1. Academic Dishonesty

- a. **Definition:** The misrepresentation of one's work to deceive for personal gain, when in fact said work is not that person's, or assisting another to do the same (Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication and misuse of computer information.)

Since plagiarism is one of the most common forms of academic dishonesty we provide the following definition, which was formulated by Dr. Betty Gipson, Professor of English (retired), Southwest Baptist University, Bolivar, MO:

Plagiarism due to ignorance is no excuse. Plagiarism is the presentation of the words, ideas, or opinions of someone else as one's own. A student is guilty of plagiarism if he or she submits as his or her own work a part or all of a written or spoken assignment copied from another person's manuscript or notes; a part or all of an assignment copied or paraphrased from a source, such as a book, magazine, website, or pamphlet, without crediting the source *each time it is used*; the sequence of ideas, arrangement of material, or pattern of thought of someone else, even though rearranged or expressed in his or her own words. Plagiarism occurs when such a sequence of words or idea is used without having been digested, integrated, and reorganized in the writer's mind, and without acknowledgment in the paper.

Similarly, a student is an accomplice in plagiarism and equally guilty if he or she allows his or her paper, in outline or finished form, to be copied and submitted as the work of another; if he or she prepares a written assignment for another student and allows it to be submitted as that student's work; or if he or she keeps or contributes to a file of papers or speeches with the clear intent that they be copied and submitted as the work of anyone other than the author.

Binding implications of this basic definition are explicated in the *MLA Handbook for Writers of Research Papers*, 6th ed., 65-75.

b. Sanctions for Plagiarism:

(1.) First Offense: The consequences for a first plagiarism offense during a student's enrollment in the divinity school depend upon the level of plagiarism committed.

Moderate Plagiarism includes, but is not limited to:

- Inserting verbatim phrases of 2-3 words without quotation marks.
- Using a source's line of logic, thesis, or ideas without attribution.
- Imitating the sentence, paragraph or organizational structure, or writing style of a source.

Substantial Plagiarism includes, but is not limited to:

- Inserting verbatim sentences or longer passages from a source without attribution.
- Submitting or presenting someone else's published or unpublished work, with or without that person's consent, in whole or in part.

If a first offense is deemed to be moderate plagiarism, at the faculty member's discretion, the student may be allowed to rewrite an assignment for a reduced grade or may receive a failing grade on the assignment. A report of plagiarism is submitted to the Associate Dean's office.

If a first offense is deemed to be substantial plagiarism, at the faculty member's discretion, the student will receive an "F" or an "FX" for the course. A report of Plagiarism is submitted to the Associate Dean's office.

(2.) Second Offense (at any point during a student's enrollment): The student receives a failing grade (FX) in the course, and a report of plagiarism is submitted to the Associate Dean's office.

(3.) Third Offense: The student will be recommended for expulsion for not less than one year. He or she will need to petition to the Associate Dean for readmittance, who will decide whether or not to submit the student's material to the admissions committee.

If a student has a question of whether or not something is plagiarism, the student should consult the faculty member for guidance *before* turning in the assignment.

c. Sanctions for Cheating:

(1.) First Offense: Any student found cheating will receive an "F" on the assignment in which the cheating occurred. The Associate Dean for Academic Affairs will be notified of the action. Further sanctions may be applied if the case is considered particularly egregious or damaging to student morale.

(2.) **Second Offense:** A second violation in the same or a different course will be reported to the Associate Dean and further sanctions will be applied. These further sanctions may include: receiving an “F” for the course, suspension for the semester, or longer from the Divinity School.

(3.) **Third Offense:** A third violation at anytime during the student’s enrollment at BDS will result in immediate and permanent suspension from the Divinity School.

2. Fraud

- a. **Definition:** Knowingly furnishing false information to the divinity school or university, and forgery, alteration or misuse of miscellaneous documents, equipment (including computers), records or identification
- b. **Minimum Sanction:** Loss of privilege, \$50 fine and probation

3. Dishonesty

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

IV. Value: Respect for Property and the Environment

Violations:

1. Stealing or Possession of Stolen or Lost Property

- a. **Definition:** The unauthorized taking or keeping in one’s possession items of university property; items rented, leased or placed on the campus at the institution; or items belonging to students, faculty, staff or guests of the university
- b. **Minimum Sanction:** Probation, \$100 fine, and restitution

2. Vandalism

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

3. Setting a Fire and Arson

- a. **Definition:**
 - (1) Fire setting—deliberately lighting a fire without authorization
 - (2) Fire setting in an occupied building
 - (3) Arson—those fires set with the intention of destroying property
- b. **Minimum Sanction:**
 - (1) Fire setting—probation and restitution
 - (2) Fire setting in an occupied building—suspension
 - (3) Arson—Expulsion

4. Tampering with Fire and Safety Equipment

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

5. Possessing Firearms or Weapons on Campus

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

6. Possessing or Using Fireworks on Campus

- a. **Definition:** Possession or use of fireworks on campus.
- b. **Minimum Sanction:**
 - (1) First offense—reprimand
 - (2) Second offense—probation and \$50 fine

7. Unauthorized Entry

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

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

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

V. Value: Respect for Community Authority

Violations:

1. Aiding, Abetting or Conspiring

- a. **Definition:** Aiding, abetting or conspiring with another person to become involved in inappropriate behavior
- b. **Minimum Sanction:** Corresponds to the sanction given for the inappropriate behavior

2. Computer Misuse

- a. **Definition:** Violating the Computing and Information Technology Values and Policies, which includes invading another user's privacy or confidentiality, sending obscene or pornographic materials, violating copyright laws, sending chain letters and mass mailings that degrade the e-mail system, or using the computer to commit a crime and/or value violation
- b. **Minimum Sanction:** Probation, loss of privilege and \$50 fine

3. Reckless Behavior

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

4. Insubordination

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

5. Demonstrations

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

6. Driving While Impaired

- a. **Definition:** Operating a motor vehicle on campus while under the influence of alcohol or other drugs (See II.6)
- b. **Minimum Sanction:** Probation, \$150 fine, and alcohol education

7. Creating a Nuisance with Noise

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

8. Committing a City, State or Federal Crime

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

Value Violation Process

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

Any person making an allegation that could lead to a Values Violation process must present a written report of the facts regarding the alleged violation before the value violation process can formally begin. Written reports are referred to the Director of Student Services. When the Director of Student Services and chair of the Student Rights and Responsibilities Committee believe there is substantial evidence to support the alleged violation, the Director of Student Services and/or chair of the Student Rights and Responsibilities Committee arranges a meeting with the student.

At this meeting the student will receive written notification of the alleged violation along with written evidence that supports the value violation. Within a specified time, the student must respond in writing to the Director of Student Services and/or chair of the Student Rights and Responsibilities Committee indicating whether or not the student admits committing the value violation.

If the student admits a violation of the value, the student will meet with the Director of Student Services and the chairperson of the Student Rights and Responsibilities Committee to receive a sanction, guidance and counseling. If the student indicates that a value has not been violated, the Director of Student Services has the option of choosing to conduct an Administrative Hearing or referring the incident to the Student Rights and Responsibilities Committee for a more formal hearing. The Director of Student Services will inform the student which option is chosen and the process and procedure to be followed. Regardless of the option chosen, the student will have the opportunity to be heard.

Minimum sanctions for most value violations have been established. A student may appeal a decision and sanction of the Director of Student Services, chairperson of the Student Rights and Responsibilities Committee or the Student Rights and Responsibilities Committee to the Associate Dean. The only exception is if a student has admitted committing a value violation and a minimum sanction has been assessed. The reason(s) a student may appeal a decision is (are): 1) procedures were not followed; 2) evidence did not justify the results; 3) sanction was not consistent with the nature of the violation; and/or 4) there is new evidence (not available or withheld at the hearing).

A student who wishes to appeal a decision initiates the process in the Office of the Director of Student Services. The Director of Student Services and the Student Rights and Responsibilities Committee will turn over all relevant documents to the Associate Dean for Academic Affairs.

The Associate Dean may, after hearing an appeal, 1) affirm the original decision and sanctions; 2) affirm the original decision and modify the sanctions; or 3) reverse the decision. A decision of the Associate Dean is final unless the president of the University requests a review.

GENERAL SAMFORD UNIVERSITY POLICIES

Research Activities Policy

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

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act [FERPA] is a federal law designed to protect the privacy of a student's education records. The rights of the FERPA heretofore assigned to parents are now transferred to their college students. These rights are:

1. Eligible students have the right to inspect and review all their education records maintained by the school. The student must contact the dean of Academic Services and Registrar office to make an appointment to view their academic record.
2. Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.
3. Generally, Samford University must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know
 - Other schools to which a student is transferring
 - Parents when a student over 18 is still dependent
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student
 - Organizations doing certain studies for the school
 - Accrediting organizations
 - Individuals who have obtained court orders or subpoenas
 - Persons who need to know in cases of health and safety emergencies
 - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, “directory type” information, such as a student’s name, address and telephone number. Samford University has designated the following as directory information: student name, address, telephone number, e-mail address, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. An eligible student who does not wish for this information to be released without prior written consent must notify in writing the Office of the Dean of Academic Services and Registrar by the last day to drop/add without financial penalty in a semester or term.

Equal Opportunity

Samford University admits students of any race, color, sex, disability, age, or national or ethnic origin to all the rights, privileges, and activities generally accorded or made available to all its students. In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Samford does not discriminate on the basis of race, color, sex, disability, age, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletics and other school-administered programs. Inquiries concerning compliance with these laws and the regulations thereunder should be directed to the Vice President and Dean of Students, Samford University, Birmingham, Alabama, 35229.

Equity in Athletics Disclosure Act

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

Drug and Alcohol Policy

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

I. Policy

Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug- and alcohol-free campus. To this end, Samford University is committed to providing drug and alcohol education, information and assistance to its faculty, staff and students. It is the policy of Samford University that the use of illicit drugs or alcohol by faculty, staff or students on campus, or in connection

with or affecting any school-related activity, is strictly prohibited. Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.

II. Standards of Conduct

- A. The use, consumption or possession of alcoholic beverages and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by any faculty member, staff member, student or any other individual on campus, or off campus in connection with or affecting any school-related activity, is strictly prohibited.
- B. The term “staff” includes all nonfaculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.
- C. The term “illicit drugs” includes any controlled substances listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in Ala Code Section 20-2-22 through Section 20-2-32, and any “legal drugs” which are not prescribed by a licensed physician.
- D. The term “school-related activity” includes, but is not limited to, any academic, athletic, extracurricular, social, administrative, work-related or other activity that takes place on the campus of Samford University, or on any premises owned by Samford University, or which takes place off campus and is sponsored by any Samford University organization.
- E. Any faculty member, staff member or student violating this policy will be subject to disciplinary procedures, up to and including termination or expulsion, and may be required to participate in a drug and/or alcohol abuse, assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- F. Samford University does not differentiate between drug users and drug pushers or dealers. Any faculty member, staff member or student who gives or in any way transfers drugs to another person, or sells or manufactures drugs on campus or off campus in connection with or affecting any school-related activity, is subject to discipline.
- G. In addition to subjecting faculty members, staff members and students to its internal disciplinary procedures, Samford University may refer those individuals who violate federal, state or local illicit drug and alcohol laws to the appropriate federal, state or local law enforcement agencies for prosecution.

Search Policy

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

Searches must be approved in writing using a Samford University authorization form, except when verbal permission to search is given by the occupant of the room being searched. Only the Director of Campus Safety or a supervisor, the Director of Residence Life, the Assistant Director of Residence Life, a Residence Life Educator, a Residence Manager, the Associate Dean of Students, or the Vice President and Dean of Students can authorize a search. A search will be conducted by at least two university employees, one or more of whom may be resident assistants. Reasonable effort will be made to make the search in the presence of an occupant of the room or the person who registered the vehicle on campus. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property, or destruction or disposal of contraband, the room or vehicle will be entered and searched without authorization. Searches can be conducted without authorization when an official is in pursuit, the student gives permission or contraband is in plain view.

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

Inclusive Language

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

Sexual Harassment

As a Christian institution of higher education, Samford University has a moral commitment to the worth and dignity of all individuals. Consequently, sexual harassment is deemed unacceptable and will not be tolerated. Samford’s policy of opposition to sexual harassment is not only a legal responsibility and practical utility, but stems from the university’s profound commitment to Christian and moral values as expressed in its mission and purpose.

A student who believes he or she has been sexually harassed should report the incident(s) to the Associate Dean of Students. The Associate Dean will advise the student of the procedures to be followed to resolve a complaint.

In all cases, the offended student will be given the option of resolving the issue informally or formally. The formal resolution of a complaint of a student toward another student will be processed through the value violation procedures as described in this handbook. Student-to-student informal resolution will be referred to and handled by the vice president and dean of students or a designee.

Campus Sexual Assault Information

The Higher Education Amendments of 1992 require that the following information about campus sexual assault be provided to each student through an annual report.

Samford University's behavioral expectations for students are based on Christian values. One of the stated values is the Worth of the Individual. The university values the intrinsic worth of every individual within the community. This respect for individuals includes an appreciation of cultural backgrounds, an understanding of different attitudes and opinions, and an awareness of the consequences of one's actions on the broader community.

Within this context, Samford University does not condone violations against the worth of an individual. The Worth of the Individual value can be violated by behaviors such as harassment, hazing, sexual misconduct and assault.

Sexual misconduct is defined in this handbook as including, but not limited to, sexual intercourse, unwanted fondling, adultery, rape or homosexual acts. Assault is defined as an attempt or offer with force or violence to do harm to another person. This includes, but is not limited to, striking, shoving, lashing, slapping or otherwise forcefully touching a person; or engaging in reckless behavior that causes physical injury to another person. Clearly, the university prohibits sexual assault.

To inform the campus community, students are given this Student Handbook, which elaborates behavioral expectations and the values that form the basis for those behaviors. Further, through orientations, residence hall programs, fraternity and sorority programs, staff training and other types of programs, students are verbally informed of the values and how they can be violated through rape, acquaintance rape and other sexual misconduct.

Whenever a student wishes to file a report of an alleged value violation, including a sex offense, the procedures can be found in this handbook. In addition, value violation procedural guides can be received in the Office of the Associate Dean of Students, 110 University Center, and the Office of Campus Safety. In all value violation hearings, both the accused student and the accuser may bring witnesses to the hearing. Both the accused and accuser may question witnesses.

Whenever it has been determined through established procedures that a sex offense has occurred, sanctions may range from probation to expulsion from the university. Both the accuser and the accused will be informed of the outcome of the value violation hearing.

It is most important that the victim of a sex offense on campus report the incident as quickly as possible after the occurrence to either Samford University Campus Safety or the City of Homewood Police Department. Care should be taken not to disturb the incident location so that evidence is not destroyed. The victim should not shower or change clothing until after the report has been filed. Unless there is a life-threatening circumstance, medical attention should not be sought until after the initial report is made.

Campus Safety personnel will counsel the student about the options for filing a formal complaint whether on or off the campus, and personnel will assist the student in filing a complaint with off-campus authorities. In addition, the student will be referred to the university counselor who will provide services for the student and/or share with the student counseling and mental health services in the community for a victim of sexual assault.

The university counselor will assist a student in examining options for changing academic and living situations after a sexual assault. The university counselor, who is knowledgeable of campus policy, procedures and personnel, will make a request on behalf of the student.

Hazing Policy

Definition: The use of physical violence or any activity calculated to impose embarrassment, harassment, physical, emotional or mental strain; or any activity that would in any way jeopardize the physical, moral or scholastic well-being of any individual; mentally antagonizing a student, guest or employee or placing someone under threat of physical harm

Minimum Sanction:

1. By an individual:
 - a. First offense—probation, \$100 fine and loss of privilege
 - b. Second offense—university suspension
2. By an organization:
 - a. First offense—probation, \$500 fine and loss of privilege
 - c. Second offense—university suspension of organization status

Hazing is a criminal offense in the state of Alabama. Insurance does not cover a felonious act. Penalties for hazing are very severe. Copies of the complete hazing policy may be obtained in the Office of Student Involvement.

Computing and Information Technology Policies

Preamble

Samford University recognizes the vital importance of computing and information technology resources in accomplishing its mission of nurturing persons. The university has chosen to extend the privilege of using these resources to every member of the

Samford community. Those who accept this privilege agree to abide by the values and policies in this document and by all other university values and policies that may apply.

Computing and information technology resources are to be used in a responsible, ethical and legal manner that is consistent with the mission and values of the university as published in documents such as the faculty, staff and student handbooks. This Computing and Information Technology Values and Policies document supplements existing university values and policies by dealing with those characteristics of the electronic medium that require special attention.

Scope

These Computing and Information Technology Values and Policies represent official university policy and apply to all use of computing and information technology resources supplied by the university including, but not limited to, microcomputer workstations, computer software, servers and access to networks such as the campus network or the Internet. The primary intent of this document is to encourage appropriate use of university-supplied resources toward accomplishing the mission of the university.

Values and Policies

Responsibility

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

Freedom of Expression

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

Privacy

Electronic communications and documents are assumed to be private unless the creator has explicitly made them available to others. Their contents may not be examined without the permission of the owner, approval by designated university officials (as defined in the section on violations) or as required by law. In spite of this assumption of privacy, one must always be aware that material sent to another individual or placed in a publicly accessible area could be passed on without the originator's knowledge. Users of computing and information technology should not, for example, have an "expectation of privacy" when using e-mail. Furthermore, activities such as maintenance and/or troubleshooting of computing and information technology systems may sometimes

require access to electronic communications and documents or transaction logs that are normally considered private. In such circumstances, privacy is still considered important and will be maintained if at all possible.

Confidentiality

Much of the information (e.g. payroll and grade information) stored in computing and information technology systems is considered confidential, and in some cases is protected by laws such as the Family Educational Rights and Privacy Act. Legitimate access to confidential information is determined by factors such as job responsibility or permissions explicitly granted by the owner of the information. Those with such legitimate access to confidential information are to safeguard its confidentiality by knowing to whom such information may be released, and by not allowing its release in any form to unauthorized individuals. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted.

Intellectual Property Rights

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

Access to Electronic Materials

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

Shared Resources

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

Global Community

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

Commercial/Personal Use

Commercial use of university resources could endanger its status as a nonprofit organization. Therefore, commercial use is not allowed without permission from the Provost or the Vice President for Business Affairs. Incidental personal use of computing and information technology resources is permitted as long as it does not have a detrimental effect on university-related use, is noncommercial and does not present a cost to the university.

Illegal Use

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

Violations

Depending on the classification of the individual involved (faculty, staff or student), suspected violations of these values and policies will be confidentially reported to the Provost, the Vice President for Business Affairs, or the Vice President and Dean of Students. Only these university officials (or the President) may authorize further investigation or review of materials which would otherwise be considered private or confidential. Such authorization is granted on a case-by-case basis and only as it directly relates to a suspected violation. Suspected violations will be processed in a manner consistent with standard university procedures as defined in faculty, staff and student handbooks. An individual's access to certain computing and information technology resources may be suspended during the processing of a suspected violation.

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

Modifications

Changes in technology or law may require regular revision of these values and policies. They will be reviewed at least annually under the direction of the Associate Provost for Learning Resources and the Director of Computing and Telecommunication Services. Comments or suggestions concerning these policies may be directed at any time to either of these individuals. Final authority for changes rests with the Quality Council and/or the President. Current copies will be printed in faculty, staff and student handbooks and will be posted electronically on university-wide information servers.

Student Complaint Process

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

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

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

Communicable Disease Policy

Because of the seriousness of communicable diseases, and to protect the rights of those afflicted and the safety and welfare of others, Samford University has established a policy for students. Administration of this policy relies upon the initiative of the Vice President and Dean of Students where students are concerned.

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

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

Students infected with communicable diseases shall not automatically be excluded from initial enrollment or otherwise restricted in their access to the university's facilities or services unless, upon being informed that a student has a communicable disease, the university (its decision process coordinated through the Vice President and Dean of Students) determines that exclusion or restriction is necessary to protect the welfare of

the infected student or others. In making this determination, Student Health Services may determine that it is necessary to consult with the student's primary care physician or, with the student's knowledge and consent, other appropriate individuals.

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

This policy may be modified or amended by the university as it deems necessary or advisable. Questions regarding this policy may be directed to Student Health Services at 726-2835.

Alabama Notifiable Diseases/Conditions

For an updated list, please contact Student Health Services at 726-2835.

Group A Diseases/Conditions

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

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

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

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

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

Group B Diseases/Conditions

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

| | |
|--|------------------------------|
| Brucellosis | Lyme Disease |
| Campylobacteriosis | Lymphogranuloma venereum† |
| Chancroid† | Malaria |
| Chlamydia trachomatis† | Mumps |
| Cryptosporidiosis | Psittacosis |
| Dengue fever | Q Fever |
| E.coli 0157:H7 (including HUS and TTP) | Rocky Mountain Spotted Fever |

| | |
|-----------------------------------|-------------------------------------|
| Ehrlichiosis | Rubella |
| Encephalitis, viral | Salmonellosis |
| Giardiasis | Shigellosis |
| Gonorrhea† | Syphilis† |
| Granuloma inguinale† | Tetanus |
| Hepatitis B, C and other viral | Toxic shock syndrome |
| Histoplasmosis | Tularemia |
| Human Immunodeficiency Virus | Vaccinia virus infection or disease |
| Infection (including asymptomatic | other than the expected response |
| infection, ARC and AIDS) | to smallpox vaccination |
| Lead, elevated blood levels | Varicella |
| Legionellosis | Vibriosis |
| Leprosy | Yersiniosis |
| Leptospirosis | |

†designated sexually transmitted disease by the State Board of Health

State Health Department Telephone Numbers

| | |
|---|-----------------------------------|
| Division of Epidemiology | (334) 206-5347 |
| | 1-800-338-8374 (24-hour coverage) |
| Division of HIV/AIDS Prevention | (334) 206-5364 |
| and Control | 1-800-344-1153 |
| Division of Sexually Transmitted Diseases | (334) 206-5350 |
| Division of Tuberculosis Control | (334) 206-5330 |
| Division of Immunization | (334) 206-5023 |
| Bureau of Clinical Laboratories | (334) 206-3400 (24-hour coverage) |