

Summary of Changes for the 2011-2012 Faulkner University Student Handbook

Numerous changes were incorporated into this latest version of our student handbook. Only major changes are included here (highlighted in yellow).

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ABOUT THIS HANDBOOK

This General Student Handbook is an official statement of Faulkner University's policies and procedures governing the various areas of student life for students enrolled in a course or courses offered at or through Faulkner's Montgomery campus. Students who are enrolled in degree completion programs (BBA, BCJ, MHR, etc.), graduate programs or who are enrolled at a campus or site other than the Montgomery campus will be governed by this handbook only in the absence of a handbook specific to their respective programs. (Even when there is a handbook specific to a particular program, this General Student Handbook sets the standard for appropriate conduct and behavior on the Montgomery campus.)

The policies, regulations and procedures described in this Student Handbook were current on the date the handbook was published. The users of the Student Handbook are cautioned that the University may have modified, enhanced, added or otherwise altered these policies, regulations and procedures after publication. In addition, the University reserves the right to modify, enhance, add or otherwise alter these policies, regulations and procedures at any time after the publication of the Student Handbook. The University will provide addenda and updates to the Student Handbook. However, students are responsible for referring to the Campus Life section of Faulkner University website (<http://www.faulkner.edu/campuslife/>) for the most recent updates to the Student Handbook. Inquiries about the handbook should be directed to the Vice-President of Student Services or the Dean of Students.

DIVISION OF ENROLLMENT MANAGEMENT

The mission of the Faulkner University Division of Enrollment Management is to glorify God by providing a seamless framework of student-centered processes, allowing our students to easily navigate the admissions process and efficiently gain access to all financial aid programs for which they are eligible.

The Division of Enrollment Management seeks to fulfill Faulkner's mission and vision in the areas of admissions and financial aid. The Division of Enrollment Management works in partnership with the Academic and Student Services Divisions to integrate living, learning and faith with co-curricular and extra-curricular programs and activities based on the University's conceptual framework. The role of the Division of Enrollment Management is to support the Faulkner Experience of each student so that students learn to live lives of Christian service and leadership throughout the world.

The Division of Enrollment Management is organized into two units, Traditional Admissions and Financial Aid, to serve students' needs. Both units in the Division provide programs, services or activities to support the Faulkner Experience. Prospective or current students are encouraged to contact the Division with any questions about programs, services or activities (334-386-7876).

Theatre Troupe

The Faulkner University Theatre Troupe is an extension of the Fine Arts Department of Faulkner University. The Theatre Troupe provides a creative outlet for talented students to practice technical and performance skills learned in the classroom environment. The Theatre Troupe emphasizes performance skills through group duet and solo performances as well as dramatic and comedic acting opportunities. The Theatre Troupe serve as ambassadors of the Fine Arts Department and Faulkner University at events such as high school visitation weekends, homecoming, youth rallies, etc. The Theatre Troupe provides students with the experiences needed to succeed in professional theatre or in graduate studies. Students interested in auditioning for the Theatre Troupe may contact the Department of Fine Arts for more information (334-386-7191).

University Band

The Faulkner University Band comprises four ensembles: the Faulkner Marching Eagles, University Concert Band, Faulkner Jazz Ensemble and the Faulkner Pep Band. The bands provide a creative outlet for talented students to practice technical and performance skills learned in the classroom environment. The Faulkner University Band program emphasizes the presentation and performance of a variety of styles, including popular, classical and jazz. Members of the band serve as ambassadors of the Fine Arts Department and Faulkner University at a variety of public performances and athletic events. The Faulkner University Band provides students with the experiences needed to succeed in professional music or in graduate studies, but students need not be music majors to participate in the ensembles. Students interested auditioning for the Faulkner University Band may contact the Fine Arts Department for more information. Scholarship opportunities are available for participation in the band program (334-386-7656).

Dress Code

Clothing must not expose skin in any of the following ways:

- Low cut or wide-open necklines or arm holes
- Short tops or low-cut/low-riding pants
- The midriff area must not show.
- Spaghetti straps are not allowed.
- Pants or jeans must not have holes or be ragged.
- All shorts, skirts or dresses must not be more than 3” above the knee, when seated. This includes athletic attire, and applies to regulation play and practice sessions.
- Extremely tight-fitting clothes, including Spandex-type clothing are not permitted.
- Dresses or blouses worn over leggings must meet the length requirement stated above.
- Clothes with offensive words or pictures are not permitted (if you are unsure if something is offensive than don't wear it).
- Clothing designed for use as sleepwear is not permitted outside of residential areas.

Athletic shorts appropriate to the sport may be worn while participating in athletic classes/activities. This type of clothing is not permitted to be worn anywhere other than the physical education class or athletic activity for which it is authorized. Students must comply with the dress code when transiting the campus before and after the athletic event authorizing the athletic shorts. Physical education classes held out of doors (i.e. jogging, biking, etc.) must comply with the Faulkner dress code.

Alcohol and Drugs

Faulkner University is an alcohol and drug free environment. (See Appendix E for the University's Drug Policy and Smoking Policy)

- Students are prohibited from the consumption, possession, distribution, solicitation, attempt to purchase, possess, use or distribute all alcoholic beverages. A student found in violation of this policy will usually be suspended or expelled.
- Students are prohibited from the consumption, possession, distribution, solicitation, attempt to purchase, possess, use or distribute illegal substances or drugs. A student found in violation of this policy will usually be suspended or expelled.
- Students are prohibited from the abuse or misuse of non-prescription or prescription drugs. A student found in violation of this policy will usually be suspended or expelled.

Regulations Governing Campus Housing Facilities

The University is especially concerned with the following matters involving campus housing and so treats these issues in this section.

- A student who is present in the dorm room of a member of the opposite sex at any time is subject to suspension or expulsion. A student who permits a member of the opposite sex to be present in his or her dorm room at any time is subject to suspension or expulsion.
- A student who is present in the bedroom of a campus apartment of a member of the opposite sex is subject to suspension or expulsion. A resident of a campus apartment who permits a member of the opposite sex to be present in his or her bedroom at any time is subject to suspension or expulsion.
- A student who is present outside of visiting hours in the apartment or apartment complex of a member of the opposite sex is subject to suspension or expulsion. A resident of a campus apartment who permits a member of the opposite sex to be present in his or her apartment outside of visiting hours is subject to suspension or expulsion.

Other Behaviors

Faulkner University seeks to maintain a caring Christian environment for faculty, students and staff.

- Students are prohibited from any unauthorized solicitation for commercial or for-profit enterprises.
- Students are prohibited from utilizing any University resource in/for solicitation for commercial or for-profit enterprises.
- Students are prohibited from attending bars, nightclubs or social dances
- Students are prohibited from any conduct that could be classified as a misdemeanor or any class of felony under the laws of the State of Alabama or the United States of America.
- Students are prohibited from engaging in behavior that adversely reflects on or affects the university community, mission or reputation.
- A student or student organization of the university is prohibited from using any UNIVERSITY MARK, including but not limited to the university's name, logo, seal or other related mark without explicit written permission from the President or the President's designee.

SEXUAL ASSAULT

Faulkner University is committed to providing a safe and secure environment for each student to fully participate in the Faulkner Experience. In keeping with our mission of maintaining a "...caring Christian environment where every individual matters every day." we have developed a proactive sexual assault program. Sexual assault is more than an assault on an individual but an attack on our institutions' core values and a challenge to our Christian culture. Sexual assault will not be tolerated. Though our sexual assault crime statistics are exemplary we have chosen to proactively train our staff, faculty and students to have a comprehensive plan should it happen.

Sexual assault is a violation of the University's Code of Conduct, as well as a violation of the law. In an effort to reduce the risk of sexual assault occurring among its students, the University provides awareness and prevention training during the first full week of chapel each semester. During this time proper Christian behaviors are stressed as well as overarching concepts of love and respect as exemplified in the life of Christ. Unfortunately not everyone is that honorable and so the training includes Faulkner's procedures for handling a sexual assault, how to preserve the evidence of an attack and who may be notified at the victim's discretion. In the tragic event that a sexual assault does occur, the University takes the matter very seriously. A student who is found to have committed sexual assault on or off campus is subject to immediate suspension, expulsion or dismissal from Faulkner University. A student wishing to officially report such an incident may do so by contacting the Family Justice Center (1-800-650-6522 or <http://www.oneplacefjc.org/>), the University Counseling Center (386-7295, 7275 or 7896), the Dean of Students Office (386-7184) or the Coordinator of Security (386-7508). Anyone with knowledge about a sexual assault is encouraged to report it immediately.

Definition of Sexual Assault

Sexual assault is a general term that covers a broad range of inappropriate and unlawful conduct including but not limited to rape. As defined under Alabama law, rape is nonconsensual sexual intercourse that involves the use or threat of force, violence, or immediate and unlawful bodily injury or threats of future retaliation and duress. Other examples of sexual assault include the following nonconsensual acts: oral copulation, anal intercourse, and penetration of the anal or vaginal area with a foreign object, including a finger. Sexual assault may also include the nonconsensual touching of a person's intimate parts, or the clothing covering the immediate area of those parts, or forcing a person to touch another's intimate parts. An individual is unable to provide consent when the individual: 1) is a minor (under 16 years old), 2) has a mental disorder or developmental or physical disability that renders her or him incapable of giving consent, 3) is unconscious or 4) is incapacitated from alcohol or other drugs and this condition was known or reasonably should have been known by the accused. "Incapacitated" means intoxicated to the point that the person is incapable of exercising the judgment required to decide whether to consent.

If You Are Sexually Assaulted

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call Campus Security (386-7508) or Montgomery Police Department (241-2708 or simply 911).
2. Consider securing immediate professional support to assist you in the crisis. You can consider on- or off-campus options:
 - During office hours, you may access the University Counseling Center (386-7295, 7275 or 7896), the Dean of Students Office (386-7184) or the Coordinator of Security (386-7508).
 - 24/7 support is available at the Family Justice Center (1-800-650-6522 or <http://www.oneplacefjc.org/>). Here you can receive professional counseling, evidence collection by a Sexual Assault Nurse Examiner, legal advice, law

enforcement support and/or coordination by a Victim Advocate with the university to allow for academic and/or living accommodations.

3. For your safety and well-being, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases and pregnancy. Further, being examined as soon as possible, ideally within 72 hours, is important for evidence collection, which may be used to support prosecution should you decide immediately or later to pursue criminal charges (The Family Justice Center has a “Jane Doe” program where you may preserve the evidence for future legal action if you so choose at a later date). To preserve evidence, it is best that you do not bathe, shower, douche or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundered clothing and any other pertinent articles that may be used for evidence.
4. Even after the immediate crisis has passed, consider seeking support from the University Counseling Center or the Family Justice Center.
5. Should you need academic and/or living accommodations to allow for your safety or facilitate the healing process a certified Counselor/Victim Advocate from either the University Counseling Center or Family Justice Center (whichever is appropriate) will coordinate that requirement with Project Key who will then obtain the necessary accommodations through housing management, the Dean of Students and/or the Vice-President for Academic Affairs (please rest assured that your name and especially your circumstances will be closely guarded by all parties).

Note: Academic accommodations include but are not limited to missed classes or exams, requesting extensions regarding coursework, etc.

Housing accommodations include but are not limited to change of room, change of building, safe housing in the local community, etc.

Reporting a Sexual Assault

Making the decision whether or not to report a sexual assault is the beginning of the process by which victims regain control over their lives. Though the reporting and judicial processes can be difficult, they are often worth the effort because victims feel empowered by bringing the assailant to justice. Reporting a sexual assault may also help to establish precedents that will aid other victims in the future. Some students will choose to pursue criminal charges (i.e., through the police and criminal courts). Others will choose to pursue University judicial options, if the offender is a Faulkner student. Some will choose both. Civil litigation is a third option that some victims choose. It is important that you understand your options as you make these decisions. Speaking confidentially with a Counselor from the University Counseling Center or free legal counsel at the Family Justice Center may be helpful as you decide how you would like to proceed. For help in reporting the offense to local law enforcement, call the Dean of Students Office (386-7184) or the Coordinator of Security (386-7508). It is important to understand that reporting the incident does not obligate the victim to press criminal charges. To pursue disciplinary action through the University, please contact the Dean of Students Office (386-7184). If the victim or another source identifies the alleged assailant, the Coordinator of Security will collaborate with local law enforcement in conducting an investigation. Support of the victim is the University’s highest priority in these matters; therefore, the victim’s wishes will always be taken into consideration. There are also community safety issues to be considered. Thus, if the offending student is perceived to be a potential threat to the victim or other students, the University may choose disciplinary action against the alleged offender regardless of whether the victim submits or wishes to pursue a complaint.

University Disciplinary Hearings

Persons accused of sexual assault will be subject to disciplinary proceedings, following the procedures set forth under the “Student Life Disciplinary Proceedings” section of the Student Handbook, The University’s actions are not dependent on the initiation or outcome of criminal charges. Disciplinary

proceedings may be carried out prior to, simultaneously with or following civil or criminal proceedings. The reporting party and the accused are entitled to the same opportunities during a campus disciplinary proceeding. At the hearing, both parties may make an impact statement if they so desire. The Dean of Students will accommodate concerns for the personal safety, well-being and/or fears of confrontation of the reporting party, accused student and/or other witness during the hearing by providing separate facilities, and/or by permitting participation by telephone, video conferencing. Both parties will be informed of the outcome of any disciplinary proceeding alleging sexual assault. If the Dean of Students determines that continued close proximity or potential for unwanted interaction with the alleged offender might pose a threat to the victim, a temporary order may be issued. This order may include alternative living arrangements, exclusion of the alleged offender from various University properties or privileges or interim suspension of the accused, pending a hearing.

Administrative Hearings: Dean of Students (Cases in which possible punishment includes suspension or expulsion)

As a general rule, cases in which the possible punishment may (or must) include suspension or expulsion are heard by the Student Welfare Committee. There are certain instances, however, in which such cases will be decided by an Administrative Hearing before the Dean of Students (or his designee). These certain instances are as follows:

1. Cases in which in the sole judgment of the Dean of Students (or his designee) there is more likely than not no genuine issue of fact as to whether an accused committed an offense for which the minimum punishment of suspension or expulsion has been prescribed by this handbook (i.e. in cases where the evidence is deemed indisputable by the Dean of Students, or his designee, the Dean may hold an Administrative Hearing).

If after the hearing, the student is determined to be guilty and punishment has been imposed, the student has three business days to appeal on grounds that there was insufficient evidence to support the finding of guilt or that the punishment was excessive. (There is no ground for appeal as to excessive punishment if the punishment imposed is the minimum punishment prescribed by the handbook.) The appeal must be submitted in writing and must be delivered to the Dean of Students within three business days. The Dean of Students will forward the appeal to the Vice-President for Student Services (or his designee) and his decision in the matter will be final.

2. Cases in which in the sole judgment of the Dean of Students (or his designee) there is more likely than not no genuine issue of fact as to whether an accused committed an offense for which the possible punishment is suspension or expulsion and where the accused has previously been placed on conduct probation (i.e. in cases where the evidence is deemed indisputable by the Dean of Students, or his designee, the Dean may hold an Administrative Hearing).

If after the hearing, the student is determined to be guilty and punishment has been imposed, the student has three business days to appeal on grounds that there was insufficient evidence to support the finding of guilt or that the punishment was excessive. (There is no ground for appeal as to excessive punishment if the punishment imposed is the minimum punishment prescribed by the handbook.) The appeal must be submitted in writing and must be delivered to the Dean of Students within three business days. The Dean of Students will forward the appeal to the Vice-President for Student Services (or his designee) and his decision in the matter will be final.

3. Cases in which in the sole judgment of the Dean of Students (or his designee) there is more likely than not no genuine issue of fact as to whether an accused committed an offense for which the possible punishment is suspension or expulsion, but for which a minimum punishment has not been prescribed by this handbook (i.e. in cases where the evidence is deemed indisputable by the Dean of Students, or his designee, the Dean may hold an Administrative Hearing).

If after the hearing, the student is determined to be guilty, the Dean of Students must refer the matter to the Student Welfare Committee for a hearing at which a determination will be made as to the punishment to be imposed. The Dean of Students (or his designee) will, in the presence of

the convicted student, apprise the Student Welfare Committee of his findings of fact and present any evidence (including witnesses) that may be relevant to determining the punishment to be imposed. The convicted student may also present any evidence (including witnesses) that may be relevant to determining the punishment to be imposed.

Once punishment has been imposed by the Dean of Students (or his designee), the student has three business days to appeal on grounds that there was insufficient evidence to support the finding of guilt or that the punishment was excessive. The appeal must be submitted in writing and must be delivered to the Dean of Students within three business days. The Dean of Students will forward the appeal to the Vice-President for Student Services (or his designee) and his decision in the matter will be final.

Minimum Punishments for Certain Conduct Violations

In an effort to achieve a minimum level of consistency in certain kinds of cases (whether decided by the Dean of Students in an Administrative Hearing or the Student Welfare Committee), a minimum punishment has been prescribed as follows. (A major consideration in determining these offenses and minimum punishments were the results of a survey addressing such that was conducted at the regular faculty meeting in November, 2010.)

Nothing in this section shall be construed as affecting the ability of the Dean of Students or the Student Welfare Committee to impose a punishment beyond the minimum described herein.

Students who are guilty of the following offenses shall be placed on “conduct probation” for the remainder of their enrollment at Faulkner University.

- A student who is found in the campus apartment or apartment complex of a member of the opposite sex after curfew.
- A student who allows a member of the opposite sex into his or her campus apartment after curfew after having been placed on conduct probation for a first offense.

Students who are guilty of the following offenses shall be immediately withdrawn from school and suspended at a minimum for the remainder of the term. They are eligible to return only upon such terms and conditions as determined by the Dean of Students.

- A student who possesses alcohol on campus (regardless of age).
- A student who drinks alcoholic beverages on campus (regardless of age).
- A student who is intoxicated to any degree on campus (regardless of age).
- A student who is intoxicated to any degree at any University event whether on campus or not and regardless of the age of the student.
- A student who possesses alcohol off campus (regardless of age).
- A student who drinks alcoholic beverages off campus (regardless of age).
- A student who is intoxicated to any degree while off campus (regardless of age).
- A student who tests positive for steroids regardless of the time at which the student says the substance was ingested.
- A student who is found in the living area of a dorm housing members of the opposite sex.
- A dorm student who allows a member of the opposite sex into his or her room.
- A student who is found in the campus apartment or apartment complex of a member of the opposite sex after curfew after having been placed on conduct probation for a first offense.
- A student who allows a member of the opposite sex into his or her campus apartment after curfew after having been placed on conduct probation for a first offense.
- A student who is found in the bedroom in the campus apartment of a member of the opposite sex at any time.

- A student who allows a member of the opposite sex into the bedroom of his or her campus apartment at any time.

Students who are guilty of the following offenses shall be immediately withdrawn from school and suspended at a minimum for the remainder of the term and for the next two terms. They are eligible to return only upon such terms and conditions as determined by the Dean of Students.

- A student who is caught in possession of marijuana or other illegal drugs on campus.
- A student who is caught in possession of marijuana or other illegal drugs off campus.
- A student who tests positive for marijuana or other illegal drugs regardless of the time at which the student says the illegal substance was ingested.
- A student who is to any degree under the influence of marijuana or other illegal drug while on campus.
- A student who is to any degree under the influence of marijuana or other illegal drug while off campus.
- A student who furnishes alcoholic beverages to another student who is underage.
- A student who furnishes alcoholic beverages to another student regardless of the age of the recipient

Students who are guilty of the following offenses shall be immediately withdrawn from school and expelled from the University. They are not eligible to return.

- A student who furnishes marijuana or other illegal drugs to another student.

Required Testimony

Any student who is an eyewitness to a violation of the Student Handbook must testify before the accused if requested. A person who refuses to testify at an Administrative Hearing or a Student Welfare Committee hearing or who gives false testimony at such a hearing is subject to disciplinary action including suspension or expulsion.

Privileged Housing Qualifications

Living in a University residence is considered a right extended to all students under the age of 21. The Harrison apartments, however, have been designated as “Privilege Housing.” and Faulkner has established special qualifications for the apartments. The qualifications listed below are used to guide the Residence Life Manager in assigning apartment rooms to qualified students:

- Record of past disciplinary issues will weigh the most in the decision process.
- Being 21 years of age or have earned enough academic credits to be classified as a senior (90 hours or more) is also important.
- Preference will be given to unmarried undergraduate students.
- Must be enrolled full-time at the Montgomery campus
- Must have a minimum Faulkner cumulative GPA of 2.3 (Transfer students use their transfer GPA).
- Must have no current holds or disciplinary actions for academics, billing or conduct.
- Must not have excessive chapel absences.

Students turning 21 during the current semester will be given consideration upon availability. Prospective or current students may contact the Residence Life Office at 1-800-879-9816 extension 7181 or at housing@faulkner.edu.

Decorations

Dormitory or apartment residents may not change, alter or modify the existing décor of an apartment or dormitory. Dormitory or apartment residents may not engage in behaviors such as painting, wall-papering, sheet-rocking, etc. that would be considered redecorating, remodeling, or renovating an apartment or dormitory. Dormitory or apartment residents may not use any decorations such as pictures, paintings, wall hangings, signs, etc that are in contradiction to the Student Life Conduct Regulations, Rules and Policies. Dormitory or apartment residents may not use any decorations that promote, depict, portray or otherwise present subject matter that is illegal or in the opinion of the Apartment/Dorm Supervisor immoral. Dormitory and apartment residents may not use or place any coverings or materials (including pictures, posters, signs, foils, clothes, etc) on windows or window openings without the approval of the dormitory or apartment supervisor. Additionally, nails and tape are prohibited but tacks and pushpins may be used when decorating your living area.

Curfews and Quiet Hours

All dormitory residents below age 20 are subject to a 12:30 a.m. through 6 a.m. curfew seven days a week, year round (curfew is defined as remaining under the roof of your dormitory). It is the resident's responsibility to find the RA during curfew checks if the resident is not in their assigned room.

Visitors or Guests of the Opposite Sex

Opposite sex guests may visit dorm lobbies or apartment living rooms only until 12:15 a.m. No guests of the opposite sex are permitted in the apartments prior to 10:00 a.m.

Students over 20 years old or older may visit apartment common areas (never the bedroom) when invited to do so but must depart no later than 1:00 a.m.

Student Success

The Student Success Office (SSO) serves as a point of contact to assist students with academic advising as well as discovering strategic ways to help students succeed in college. The SSO works with students to access or connect to services across the University such as Career Development, Counseling, Admissions, the Registrar's Office, Financial Aid, Student Support Services, Assessment and other student services. The SSO also assists students in connecting to academic departments, programs and divisions. The SSO's focus is on helping students transition to college, stay enrolled and attain a degree. Students may contact the SSO with any needs, issues, concerns and questions at advisors@faulkner.edu or by visiting the University website.

Academic Attendance Policy for Success

The office of Vice-President for Academic Affairs has two primary goals for students; the first is to help students draw closer to God, the second is to help students achieve academic success and graduate. It is Faulkner's belief that both goals have a much better chance to become reality when students attend classes. Research shows that classroom attendance is highly predictive in course grades and matriculation. With mandatory Bible classes and the maturation that occurs over the four-year period most students are engaged in learning, it is also Faulkner's belief that spiritual growth/formation occurs.

Students Not Attending Class Will Be Subject to the Following Penalties:

3X: After a third (3rd) unexcused absence in a single class, a student must attend mandatory study hall on Thursday nights from 6:30pm to 8:30pm for the remainder of the semester. The student will bring his/her books and necessary study materials to make use of this dedicated time.

5X: When any student has five or more unexcused absence in any one class, he/she must attend both the Thursday and Tuesday night study halls from 6:30pm to 8:30pm for the remainder of the semester. The student will bring his/her books and necessary study materials to make use of this dedicated time.

Important Note: Students not attending the study hall will be subject to immediate academic dismissal. Whether a student will be dismissed academically for failing to attend the study hall is a decision to be made at the sole discretion of the Vice-President of Academic Affairs.