



# Faulkner University



## Student Handbook



2019 - 2020



Faulkner University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, masters, and doctorate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Faulkner University.

### Faulkner Mission Statement

*The mission of Faulkner University is to glorify God through education of the whole person, emphasizing integrity of character in a caring Christian environment where every individual matters every day.*

### Faulkner Honor Code Statement

*“As members of the Faulkner community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of academic and campus life.”*



## GREETINGS FROM THE DEAN OF STUDENTS

Welcome to the 2018-2019 academic year at Faulkner University.

Whether you are a student returning to Faulkner or beginning your very first semester here, this handbook was designed to help students, staff and faculty. As a student this handbook is your manual to understanding our processes, guidelines and your rights as a Faulkner student. Additionally, it holds details of resources and contacts available to our students so that each student can be knowledgeable of all the many possibilities included in the Faulkner experience.

The college experience is one of excitement and challenge and we hope you will be intentional with your own experience seeking to broaden your scope and push yourself to learn and grow spiritually, educationally and personally. Similarly, we are pushing ourselves towards excellence as we facilitate and mentor students and invite your input and partnership in living out our mission: to glorify God through the education of the whole person, emphasizing integrity of character in a caring Christian environment where every individual matters every day. Our core purpose is to model and point our students to pursue strong moral character, personal maturity, and an increasing reliance on God in all things. YOU, the students, are at the center of all that we do. The extent to which you take advantage of the many opportunities here for you will make all the difference in your overall experience.

Living and learning within the Faulkner community is a privilege for each of us. As such, we are called to conduct ourselves in ways that respect one another even when we have differences whether seemingly small or big. Our hope is to practice the “love of Christ” by attempting to accomplish what it is the best interest of one another in the context of our mission here at Faulkner. It is the responsibility of each student to read and understand the parameters and expectations outlined in this Student Handbook, which serves as an important resource and guide for your time here. Please take the necessary time to familiarize yourself with these guidelines and campus policies.

Once again “Welcome to the Faulkner Family”.

Sincere regards,

Candace Cain, “Dean Cain”

Dean of Students/Assistant Vice President for Student Services



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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 Faulkner University's website located specifically in the "Quick Links" menu on homepage 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.

### AGREEMENT BETWEEN FAULKNER UNIVERSITY AND STUDENTS

Enrollment for classes at Faulkner University constitutes the student's acceptance of the provisions of this Handbook. The agreement for educational services, room and board and any other incidental goods and services involved in the education process between Faulkner and its students is made at Montgomery, Alabama and is construed as a contract in accordance with the laws of Alabama.

### PUBLICITY AND IMAGE USE POLICY

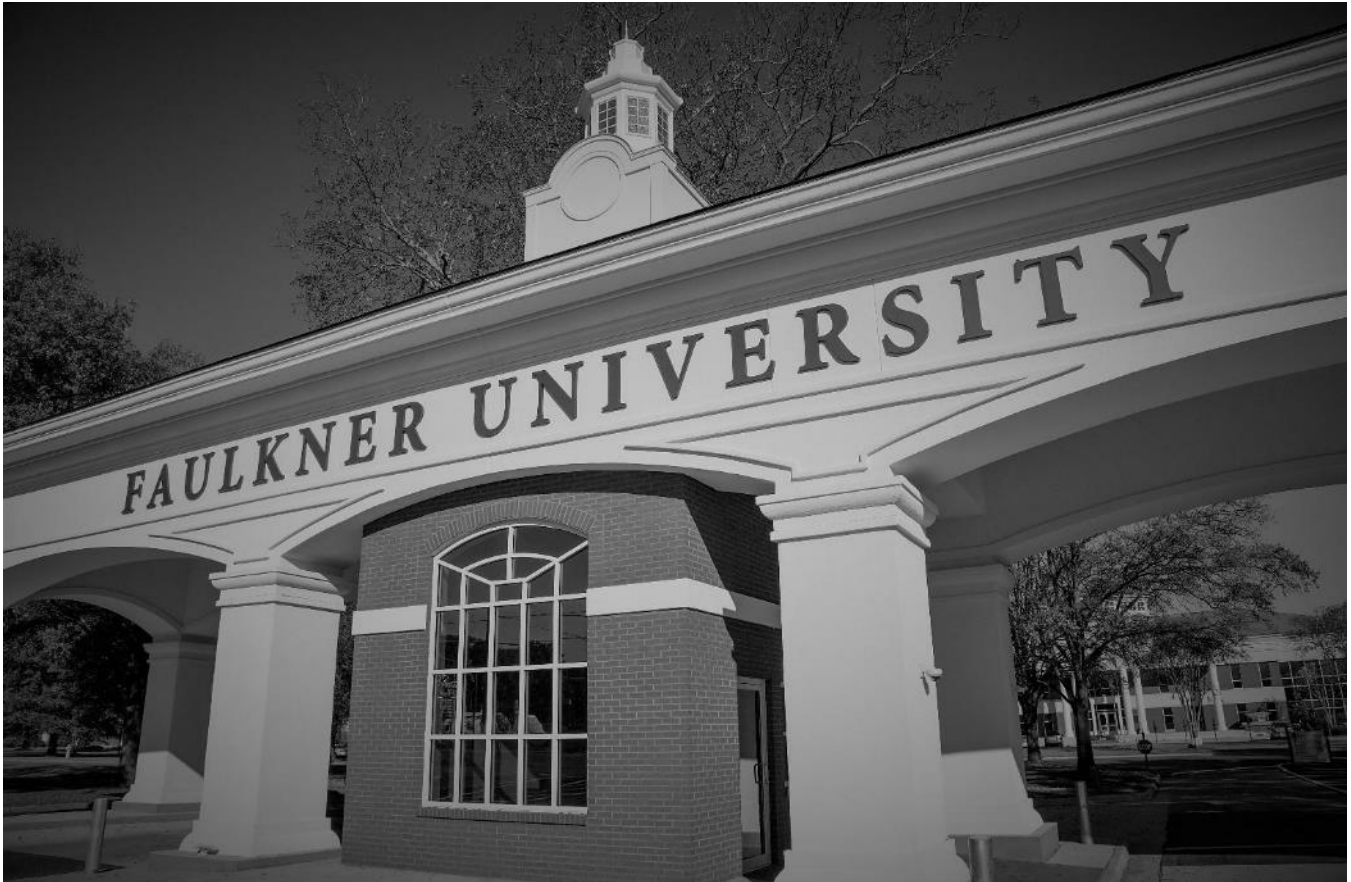
Faulkner University and its authorized agents have permission to use student images in photographic or video format for promotional and/or educational purposes. This includes but is not limited to press releases; advertising in print, digital, and video formats; view books; yearbooks; digital view books; catalogs; CDs; DVDs; brochures; collateral; and the Worldwide Web.

### DEFINITION OF STUDENT

Student, for the purposes of this document, means any person who is registered for study in the University for the current academic period. A person shall be considered a student during any period that follows the end of an academic period in which the student has completed, until the last day for registration for the next succeeding academic period, or until fourteen calendar days have elapsed after the commencement of classes for the next succeeding academic period, whichever occurs first.

## INTRODUCTION

### ABOUT FAULKNER UNIVERSITY



### MISSION

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*The mission of Faulkner University is to glorify God through education of the whole person, emphasizing integrity of character in a caring Christian environment where every individual matters every day.*

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### OVERVIEW OF INSTITUTION AND CHARACTERISTICS

Faulkner University is a private, church-affiliated liberal arts-based institution in the tradition of American higher education. In this tradition Faulkner seeks to educate the whole person in preparation for success in a pluralistic democratic society. Faulkner follows the Christian liberal arts tradition of open inquiry, investigation and engagement to promote knowledge, professionalism, critical thinking, leadership, lifelong learning and service to others.



Faulkner University's campuses primarily serve four metropolitan communities in Alabama: Montgomery, Birmingham, Huntsville, and Mobile. The four communities are all urban environments with contiguous suburban and rural areas and are classified as metropolitan statistical areas (MSA) by the U. S. Census Bureau.

## HISTORY OF FAULKNER

Faulkner University is a multi-campus and co-educational private Christian institution of higher education offering associate, baccalaureate, master and doctoral degrees to prepare students for professions or advanced studies in Bible, liberal arts and sciences, business, education, professional and career education. Through its Jones School of Law, it offers the juris doctor in jurisprudence.

Founded as a two-year Bible college in 1942, Faulkner has evolved into an independent, co-educational institution in the Christian liberal arts tradition. Faulkner has grown from a small seminary to a university with five academic divisions on the Montgomery campus: the Alabama Christian College of Arts and Sciences, the College of Education, the Harris College of Business and Executive Education, the Thomas Goode Jones School of Law and the V.P. Black College of Biblical Studies, and three extended campuses in Birmingham, Huntsville and Mobile. Faulkner has four academic research and outreach centers, the Family Violence Clinic, the Elder Law Clinic, the Cloverdale Center for Family Strengths and the Scholars Council/Institute for Faith and the Academy. The cornerstone and distinctive characteristic of Faulkner is the infusion of Christian ethics, morals, values and concern for others throughout the entire institution. As an institution and faculty, we focus on conveying the knowledge to empower the pursuit of personal goals and to enable daily life as productive Christians and citizens of a pluralistic democratic society. Our commitment to Christian ethical ideals extends to the individual, family, church, community, nation, vocation and profession. We care not only for what an education helps students to be, but also what an education helps them to do.

## CHRISTIAN FOUNDATIONS

Faulkner University, as a Christian community of scholars and students, expects each member of its community to behave in a way that is consistent with the nature of God and respectful of every other member of the community. The first and most powerful motivation for a life of honesty and integrity is to simply recognize that God is holy and that we need to emulate Him.

*"For I am the LORD your God. Consecrate yourselves therefore, and be holy, for I am holy" Leviticus 11:44.*

*"You shall be holy to me, for I the LORD am holy and have separated you from the peoples, that you should be mine" Leviticus 20:26.*

*"As obedient children, do not be conformed to the passions of your former ignorance, but as he who called you is holy, you also be holy in all your conduct, since it is written, 'You shall be holy, for I am holy.'" I Peter 1:14-16*

In the New Testament, Peter based his demands for holy living for Christians on these Old Testament passages. "I know, my God, that you test the heart and are pleased with integrity. All these things I have given willingly and with honest intent. And now I have seen with joy how willingly your people who are here have given to you." I Chronicles 29:17. The people of God must live with integrity before a holy God.

The second motivation stems from the second greatest command, "You shall love your neighbor as yourself: I am the LORD" (Leviticus 16:18; cf. Matthew 22:39). The passage commonly known as the Golden Rule, "So whatever you wish that others would do to you, do also to them" (Matthew 7:12), may be considered an application of that

commandment. Our aim is that the members of this Christian community, Faulkner University, mutually assume responsibility to act honorably, responsibly and honestly in all areas of academic and campus life. In doing so, we honor the holy God we serve and demonstrate love and respect for our community and ourselves.

## VISION AND BASIC COMMITMENTS

The vision of Faulkner University is to be a leading Christian university that offers an engaging learning community transforming students for lives of faithfulness, accomplishment and purpose.

The University seeks to promote the intellectual and ethical lives of its students, helping to prepare them for productive careers as well as for meaningful personal lives and positive contributions to human progress. Faulkner's curricular and co-curricular programs are designed to educate the whole person through development of intellectual, moral, spiritual, physical, emotional and social qualities. Faulkner aims to promote a Christian mission of faith filled service and the promotion of equality and justice. As a Christian institution, Faulkner welcomes all who share in its vision and quest as reflected in the five following commitments. Faulkner University is committed, in all of its policies and practices, to certain basic principles:

### Core Commitments

- Steadfast commitment to Biblical truth and Christian principles;
- Demonstrated care for every student, every day;
- Excellence in teaching and learning;
- Intentional, spiritual mentoring of the total life of the student; and
- Fostering respect and preservation of fundamental principles that acknowledge the religious, intellectual, social, economic, and individual freedoms we enjoy as blessings from our Creator.

### Core Values

Faulkner University was founded and continues to exist on the principles of first-century Christianity. The University's statement of these Christian principles and core values are detailed in *Here We Stand Located at <https://www.faulkner.edu/about-faulkner/mission-and-values/>* and summarized as follows:

*"God is God, Jesus Christ is Savior and Lord, the Bible is God's inerrant and authoritative revelation of Himself and His will, and the church is God's redeemed people seeking in all things to please Him. To this Faulkner University is wholeheartedly committed."*

Specifically, we hold to the following list of values:

1. Faith – we relentlessly pursue relationship with Jesus Christ as God's Son, depend upon God's Word as our guide for life, and fellowship with other believers.
2. Learning – we foster a life-long commitment to pursue truth, knowledge and wisdom with humility through continued study, civil discourse and experience.
3. Excellence – we push each other to do our best at all times as working unto the Lord.
4. Reconciliation – we work to re-establish broken relationships between God and people, and among people.
5. Service – we seek to exceed the expectations of our students, colleagues and communities as we attend to their needs.
6. Stewardship – we take good care of what God has entrusted to us, live within our means and encourage wise innovation.

7. Respect – we value each individual regardless of background or belief, defend Christian liberty and welcome all who seek God.

### CHRISTIAN CULTURAL HERITAGE

Faulkner was established “for the purpose of teaching the Bible, for teaching men and women to expound the Bible and Gospel to promote their education so that they more efficiently preach the gospel as prescribed by the Holy Bible” (Articles of Incorporation, 1942). The Bible, biblical principles, and Christian faith have been and continue to be the heart of Faulkner University. The development of biblical knowledge and an understanding of the cultural heritage of Christianity are at the core of Faulkner’s mission, vision, values and conceptual framework and are infused into all academic courses and programs. In addition, the Faulkner faculty has created a core biblical studies curriculum, known as Christian Cultural Heritage, to facilitate these goals for all students.

The Christian Cultural Heritage curriculum consists of lower level and upper level biblical studies requirements. The lower-level requirements will be completed by all undergraduate students and the upper-level requirements will be completed by students pursuing a bachelor’s degree. The lower-level requirements consist of Biblical Worldview I (BI 1315), Biblical Worldview II (BI 1316), Understanding Biblical Literature (BI 2318), and Christian Ethics (BI 2319). The upper-level requirements consist of Marriage and Family Relations (BI 3311) and Christian Cultural Heritage (BI 4311).

Through the Christian Cultural Heritage curriculum, Faulkner students will complete a minimum of six courses in biblical studies. Students are encouraged to enroll in additional biblical studies courses to enhance their knowledge and promote spiritual development.

## STUDENT RIGHTS AND RESPONSIBILITIES



Universities and colleges exist for the transmission of knowledge, skills and dispositions for the general well-being of society. A key commitment is to the preservation and perpetuation of the principles of a democratic society, individual freedom, a government of law, the American spirit of community service and personal responsibility. As a Christian liberal arts university, Faulkner accomplishes this through open inquiry, investigation and engagement to promote knowledge, professionalism, critical thinking, leadership, lifelong learning and service to others. In this light, Faulkner University has established the following student rights and responsibilities, driven by our mission and vision, to create a caring Christian environment for the development of the whole person.

### STUDENT RIGHTS

Students have a right to:

Learn in a caring Christian environment.

1. Participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age or veteran status in accordance with the University's Articles of Incorporation and applicable federal and state laws.
2. Participate in a free exchange of ideas within the mission, vision and core values of the University.
3. Personal privacy within the mission, vision and core values of the University, except as otherwise provided the University's policies, regulations or procedures and those provided by law.
4. Receive or access the University Catalog, Student Handbook, University Calendar or other relevant program handbooks via the University website ([www.faulkner.edu](http://www.faulkner.edu)).

5. Access modifications, enhancements, additions or alterations to the regulations, policies and procedures to the University Catalog, Student Handbook, University Calendar and relevant program handbooks in a reasonable time frame via the University website ([www.faulkner.edu](http://www.faulkner.edu)).

## STUDENT RESPONSIBILITIES

1. Students have a responsibility to:
2. Uphold principles of personal and moral integrity contained within the Bible and exemplified by Christ.
3. Foster the creation of a caring Christian environment.
4. Foster the character traits of trustworthiness, respect, responsibility, fairness, caring and citizenship within others and themselves.
5. Respect and observe the personal privacy of others within the mission, vision, and core values of the University, except as otherwise provided the University's policies, regulations or procedures and those provided by law.
6. Respect the rights and property of others, including other students, the faculty and the administration.
7. Recognize that student actions reflect upon the individual involved and the entire university community.
8. Know the regulations, policies and procedures in the current University Catalog, Student Handbook and relevant program handbooks.
9. Know the modifications, enhancements, additions or alterations to the regulations, policies and procedures to the current University Catalog, Student Handbook and relevant program handbooks posted on the University website ([www.faulkner.edu](http://www.faulkner.edu)).
10. Know the University calendar, including critical events and deadlines.
11. Read, review, and respond as requested to all correspondence, electronic and otherwise, from University staff, faculty and/or administration.

## FAMILY EDUCATION RIGHTS AND PRIVACY ACT: POSTSECONDARY STUDENT RIGHTS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA affords students certain rights with respect to their education records.

These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA authorizes the disclosure of certain information about students in the absence of their consent. This information is known as "directory information" and includes the following: student's name, address, place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and weight and height of athletes on an intercollegiate team sponsored by the University. By this provision students and parents are hereby given notice of the categories of information that the University has designated "directory information" and that such information will be provided without consent of either students or parents UNLESS the parent, student or



guardian informs the Registrar in writing that some or all of such information should not be released without their prior consent.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.
5. The right to obtain a copy of Faulkner University's student records policy. This policy is available in the Office of the Registrar.

## STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT

Faulkner University fully complies with the Student Right-to-Know and Campus Security Act (Public Law 101-524). The Act requires institutions of higher education receiving Title IV funds to provide annual reports for campus security: <https://www.faulkner.edu/wp-content/uploads/Annual-Police-and-Fire-Safety-Report-2017-edited.pdf> and graduation; <https://nces.ed.gov/collegenavigator/?q=faulkner+university&s=all&id=101189#crime>

## CAMPUS SECURITY AND CRIME AWARENESS REPORT

In accordance with Public Law 101-524, Faulkner University prepares a Campus Security and Crime Awareness Report. Each year the report is updated and available to all prospective and current students, staff and faculty through the University website. The publication presents information on campus safety programs, security provisions, crime statistics and preventative measures to help everyone preserve their safety and the safety of others. Appendix B contains the current Campus Security and Crime Awareness report. Interested individuals may contact the Campus Security Office with any questions about campus safety or security.

## NONDISCRIMINATION RIGHTS STATEMENT

Faulkner University is committed to the policy of providing equal opportunity for all persons and does not discriminate in admissions, programs, or any other educational functions and services on the basis of race, color, creed, national origin, sex, age, veteran status, religion or disability to those who meet its admission criteria and are willing to uphold its values as stated in the Conduct Regulations. In the area of employment, Faulkner does not discriminate on the basis of race, color, creed, national origin, sex, age, veteran status or disability. Faulkner University, under federal guidelines and as reflected in its Articles of Incorporation, may discriminate as to religion and may adhere to religious tenets regarding the limitation of employment of women in certain preaching and ministerial roles.

Based upon this commitment, Faulkner University follows the principle of nondiscrimination and operates within applicable federal and state laws prohibiting discrimination. As a recipient of federal financial assistance, Faulkner is required by Title IX of the Educational Amendments of 1972, as amended, not to discriminate on the basis of sex in its admissions policies, treatment of students, employment practices or educational programs except as required by religious tenets of the churches of Christ. Faulkner has an Equal Opportunity Plan available upon request in the Office of Human Resources. Inquiries concerning the application of federal and state laws or regulations may be referred to the Office of Human Resources.

## DISABILITY RIGHTS AND THE AMERICANS WITH DISABILITIES ACT

Faulkner University complies with the Americans with Disabilities Act of 1990. Most campus buildings are equipped for and accessible to handicapped persons. Class schedules are arranged and other measures taken when necessary to provide reasonable accommodation. New construction is in full compliance with the Act. Inquiries concerning disability access or services for students may be referred to the Center for Disability Services. For more information please contact [disabilityservices@faulkner.edu](mailto:disabilityservices@faulkner.edu) or call 334-386-7185.

## 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. 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).

### OFFICE OF TRADITIONAL ADMISSIONS

The mission of the Faulkner University Office of Traditional Admissions is to glorify God through a recruitment process, grounded in a caring Christian environment that emphasizes the value of the individual and displays integrity in the solicitation, identification, and admission of students.

The Office of Traditional Admissions provides the programs, services, and activities to facilitate the entire process of recruitment, admission, and initial registration of dual enrollment high school students, high school graduates, transfer students, international students and other candidates for the traditional admission process. The Office of Traditional Admissions serves students who are pursuing a traditional undergraduate degree. Prospective students may contact the Office of Traditional Admissions with any questions about the admissions process for traditional students at 334-386-7200.

## FINANCIAL AID

The mission of the Faulkner University Financial Aid Office is to glorify God through the efficient and effective provisions of financial aid in a compassionate and caring environment that enables students to seek quality Christian education that will develop their intellectual and spiritual maturity to serve in their homes, community, and the world.

The Office of Financial Aid provides financial assistance programs, services, and activities to support the recruitment and continued enrollment of students. The Office of Financial Aid provides students with financial counseling and guidance to facilitate the awarding of grants-in-aid, scholarships and need-based financial aid.

Prospective or current students may contact the Office of Financial Aid with any questions about grants, scholarships, need-based financial aid or non-need based financial aid at [www.faid@faulkner.edu](mailto:www.faid@faulkner.edu).

## DIVISION OF STUDENT SERVICES



The mission of the Faulkner University Division of Student Services is to glorify God through the provision of programs and services to support the curricular, co-curricular, and extracurricular programs of the University in a caring, Christian environment emphasizing integrity of character where every individual matters every day.

The Division of Student Services works in partnership with the Academic Division and other University functions (including our graduate & adult programs and extended campuses in Birmingham, Huntsville, and Mobile) to integrate living, learning, and faith, equipping students to lead lives of Christian service throughout the world. The Division of Student Services fosters a holistic approach to student development by providing opportunities outside of the classroom that challenge the intellectual, spiritual, emotional, physical, and social development of students. Our core purpose is to instill within our students strong moral character, personal maturity, and an increasing reliance on God in all things. Manifested through Christ-centered living, we are committed to the following objectives in the overall development of our students:

- Provide and support ongoing co-curricular and extracurricular experiences that challenge students to hone their intellect and character in service to others.
- Encourage among students responsible and active participation in community through service-learning experiences, in chapel and worship opportunities, among student clubs/organizations, and within residence hall communities.

- Foster efforts throughout the campus community and beyond that embrace the unity we have in Christ, while encouraging understanding and celebration of cultural and ethnic uniqueness.
- Promote habits among students that encourage sound physical and mental health in their readiness to learn and in their pursuit of personal excellence.
- Engage students in creating an exciting, fun, and meaningful campus life experience.
- Strengthen efforts with our academic partners and other student services areas to support overall student success and persistence, culminating in timely graduation from Faulkner University.

## STUDENT SERVICES AREAS

The following areas make up the Division of Student Services, and each unit in the Division provides programs, services or activities to support the Faulkner Experience:

- |  |  |
|--|--|
| ● Athletics                              | ● Medical Clinic – Campus Nurse        |
| ● Chapel Programs & Campus Ministry      | ● Residence Life & Housing             |
| ● Campus Safety & Police Department      | ● Student Activities and Organizations |
| ● Counseling Center                      | ● Student Programs and Productions     |
| ● Career Center                          | ● Student Conduct                      |
| ● Intramural Sports & Student Recreation | ● Student Success & Retention          |

Prospective or current students may contact the Division of Student Services with any questions about student programs, services or activities at 334-386-7300.

## OFFICE OF STUDENT LIFE

The Office of Student Life under Division of Student Services provides programs, services and activities to foster a caring Christian environment, and to encourage overall student development. The Office is comprised of the following functions and personnel: Dean of Students, Assistant Dean for Spiritual Life & Chapel Programs, Director of Residence Life & Housing, Student Activities, and Intramural Sports & Recreation. This office also provides services such as creating student and staff ID cards, access to housing, oversees chapel attendance and oversight of the student activity master calendar and the Faulkner mobile app. Prospective or current students may contact the Office of Student Life with any questions about campus life, student programs, student activities or student services (334-386-7184) or email [studentlife@faulkner.edu](mailto:studentlife@faulkner.edu).



## CAMPUS LIFE AT FAULKNER



Student Life plays a key role in supporting the mission, vision and core values of the institution, as it relates to the development of the whole person and the creation of a vibrant and caring Christian environment. Our programs, services and activities include the Student Government Association, social clubs, national leadership society (NSLS), performance groups/organizations, special interest groups, student publications, campus ministries, and intramural sports, concerts, Jamboree and a growing list of social and educational activities. We work from a “student-driven, staff-supported” approach, which encourages growth in leadership skills and responsibility among our students. The following is a good sample of the range of areas students are encouraged to take part in.

### ATHLETICS

The Department of Athletics provides the programs, services, and activities to support Faulkner University’s intercollegiate teams and student-athletes as well as being heavily involved in their recruitment. The entire department is focused on the spiritual development, academic success, and social integration of its student-athletes. The Department works in partnership with academic advisors and faculty to foster the academic progress of student-athletes and also facilitates the student-athletes access to Team Chaplains, tutors and other services to promote the development of the whole person toward the goal of student success.

Faulkner University is a member of the National Association of Intercollegiate Athletics (NAIA), the Southern States Athletic Conference (SSAC) and the Mid-South Conference (MSC, Football only). Faulkner fields intercollegiate teams in Men's Baseball, Football, Basketball, Women's Basketball, Men's Golf, Women's Golf, Women's Softball, Men's Soccer, Women's Soccer, and Women's Volleyball. Faulkner also fields intercollegiate club teams in Bass Fishing and Cheerleading. Prospective or current students may contact the Department of Athletics with any questions about intercollegiate sports (334-386-7148).

Faulkner's Department of Athletics is a participant in the NAIA's Champions of Character (COC) program. The NAIA Champions of Character program is designed to instill an understanding of character values in sport and provide practical tools for student-athletes, coaches and parents to use in modeling exemplary character traits. The COC's core values are respect, responsibility, integrity, servant leadership and sportsmanship. Each Faulkner student-athlete is required to participate in the COC program.

## STUDENT GOVERNMENT ASSOCIATION

All registered students at Faulkner University are members of the Student Government Association (SGA) and subject to the SGA's policies and regulations. All students are encouraged to participate in the SGA general elections, committees, activities and events.

The SGA was created to provide student input in the decision-making processes of the University to protect and defend the rights and responsibilities of the University to the students and the students to the University; to provide for student cultural, social, physical, educational and spiritual welfare; to foster a spirit of unity among students; to strive toward a better understanding between administration, faculty and students; and to encourage individual responsibility. The SGA is authorized by the Faulkner University Board of Trustees and the University's President to pursue the aforementioned goals on behalf of Faulkner's students. The SGA's ongoing purposes are:

- To represent and promote student interests in the decision-making processes of Faulkner University.
- To develop, coordinate and support activities and services for the benefit of the students.
- To be knowledgeable of University policies and procedures and provide input for judicial procedures.
- To provide the students with the means to vote for their representative officials through general elections.
- To cultivate and maintain Christian leadership among the students.

The SGA consists of two bodies, the Student Executive Board and the Student Senate, to fulfill the goals of the SGA and address student needs, issues and concerns. The Student Executive Board consists of the six SGA officers, President, Vice-President, Secretary, Treasurer, Parliamentarian and Chaplain, and serves as a liaison between the student body and the University administration. The positions of President, Vice-President, Secretary and Treasurer are elected by the student body, and the positions of Parliamentarian and Chaplain are appointed by the SGA President. The SGA President may also appoint Executive Assistants along with other non-voting positions on the Student Executive Board with the Student Senate's consent. The Student Executive Board members and SGA committees represent the student body on several University administrative and academic committees.

The SGA Student Senate consists of members elected by the student body in the SGA general election. The SGA Student Senate is currently comprised of twenty (20) senators from the student body who represent the needs, concerns, issues and problems of their constituent groups to the SGA Senate and the Student Executive Board. The SGA Senate is charged with coordinating student entertainment, activities, events and other programs with the support of the Office of Student Life.

## CLUBS, ORGANIZATIONS AND SOCIETIES

Faulkner University offers a wide array of clubs and organizations to meet the interests and needs of students. One of the best ways to enjoy college is to get involved in clubs, organizations and societies. Students are encouraged to take advantage of the opportunities these groups provide for academic challenge, social connections and spiritual growth.

### Social Clubs

Social clubs provide a unique opportunity to develop life-long relationships, become involved in campus life and Christian service, and grow and mature into a well-rounded individual. Qualifying<sup>1</sup> traditional program students are encouraged to join one of the six social clubs at Faulkner. A copy of the social clubs' by-laws, the Social Club New Member Orientation guidelines and the University's Anti-hazing Policy may be obtained from the Director of Student Activities or the University's website at <https://www.faulkner.edu/undergrad/student-life/student-activities/social-clubs/>. The current active chartered social clubs include the following:

#### *Women's Social Clubs*

##### Chi Omicron Chi—XOX

Chi Omicron Chi's purpose is to promote Christian ideals and actions among its current and prospective members. It will also work with the current Mission Statement of Faulkner University and the enhancement of the Faulkner experience for its constituents as well as the remainder of the student body. XOX is the sister organization to ΣΨΧ.

##### Delta Xi Omega—ΔΞΩ

Delta Xi Omega's purpose is to promote Christian ideals and actions among its current and prospective members. ΔΞΩ also supports the mission, vision and core values of Faulkner University and the enhancement of the Faulkner experience for its constituents as well as the remainder of the student body. ΔΞΩ's motto is ladies bound as sisters through the blood of Christ dedicated to growing as God's daughters to be lights of the world. ΔΞΩ is the sister organization to ΕΦΥ.

##### Phi Lambda—ΦΛ

Phi Lambda's purpose is to provide a support group for young women in need of sisterhood to shape their true characters, to give them a foundation for personal growth and guide them toward academic excellence. The Phi Lambda motto is "individually unique, together complete," and the Phi Lambda scripture is Philippians 4:13. ΦΛ is the sister organization to ΚΣΦ.

#### *Men's Social Clubs*

##### Epsilon Phi Upsilon—ΕΦΥ

Epsilon Phi Upsilon's chief aim is to exemplify Christian attitudes and principles in every walk of life. Each member should always strive to put God first, others second and himself last. It shall be our goal to promote unity, love and fellowship in order to make Faulkner University a better place to live, grow and learn. ΕΦΥ is the brother organization to ΔΞΩ.

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<sup>1</sup> In order to be eligible for participation in the social club system at Faulkner, students must:

1. Be in good academic standing with the University (minimum 2.0 GPA);
2. Be enrolled in at least nine traditional hours at Faulkner;
3. Be in good standing with the Office of Student Life



### Kappa Sigma Phi—ΚΣΦ

Kappa Sigma Phi's purpose is to inspire students to grow to their fullest potential spiritually, mentally and physically. The club will also help students strengthen their commitment to God, school and friends. Unity will be encouraged within the club and in our sister club Phi Lambda. The club will also try to work harmoniously with other clubs. ΚΣΦ is the brother organization to ΦΛ.

### Sigma Psi Chi—ΣΨΧ

Sigma Psi Chi's purpose is to promote Christian ideals and actions among its current and prospective members. ΣΨΧ also supports the mission, vision and core values of Faulkner University, and the enhancement of the Faulkner experience for its constituents as well as the remainder of the student body. ΣΨΧ's motto is brothers intrinsically connected as various members of the body of Christ. ΣΨΧ is the brother organization to ΧΟΧ.

## ACADEMIC ORGANIZATIONS

Academic-based organizations provide students with an interest or major in a particular area to pursue opportunities for socializing, service, research, travel, and learning. The current academic organizations include the following:

### Faulkner Near Eastern and Archeological Society: FNEAS

The Faulkner Near Eastern and Archeological Society is dedicated to the study and promotion of the ancient and modern Near East as they relate to the Bible. The FNEAS seeks to create a University-wide intellectual environment that will facilitate an interdisciplinary dialogue and foster a sense of community among the disparate but related fields whose purview is the Near East. The FNEAS study area is geographically oriented, spanning the region from Egypt to Iran and related areas, and encompasses, but is not limited to the study of religion, literature, philology, history and archaeology. The FNEAS provides a forum for dynamic exchange among the academic departments in Faulkner. Students interested in joining FNEAS may contact the V. P. Black College of Biblical Studies (334-386-7154).

### Psychology (PSI) Club

The Psychology club is housed in the Behavioral Science department and is open to all psychology and counseling majors. It is an academic based club, but offers academic and service-related social interactions among majors in Behavioral Sciences as well.

### Pi Sigma Delta: ΠΣΔ

Pi Sigma Delta is a coeducational club for biblical studies majors and students interested in biblical studies. ΠΣΔ's purpose is to promote the biblical Studies program and campus religious activities. Pi Sigma Delta meets monthly during the fall and spring semesters on the Montgomery campus. Students interested in joining ΠΣΔ may contact the V. P. Black College of Biblical Studies (334-386-7154).

### Pi Tau Epsilon: ΠΤΕ

Pi Tau Epsilon (Panta Ta Ethne – All the Nations) is a student-led, coeducational club for promoting student, faculty and staff involvement in Christian missions. ΠΤΕ's purpose is to introduce and encourage participation in domestic and cross-cultural mission efforts through both short-term and long-term mission works. ΠΤΕ helps organize and involve those interested in learning about and participating in mission needs, missionary life and the challenges of Christian service in diverse cultures and socio-economic contexts. ΠΤΕ meets during the fall and spring semesters on the Montgomery campus.

### Institute of Faith and the Academy

The Institute for Faith and Academy (IFA) is an institution-wide initiative created to promote the understanding of how the Christian faith informs the study and teaching of all academic disciplines and to examine the intersection of faith and learning. The IFA provides resources for faculty and students; host world renowned lecturers and conferences; coordinate book readings and discussion groups; and publish papers and the Journal of Faith and Academy. Students interested in the IFA's activities should contact the Director of Faith and Academy (334-386-7496).

### Student Alabama Education Association

The Student Alabama Education Association (SAEA) at Faulkner University is a student organization and an affiliate of the Alabama Education Association. This is a professional organization for students who are preparing to be teachers. SAEA will provide opportunities to participate in numerous educational and social activities, including special programs, workshops, service projects, cookouts and great fellowship with other current and future educators. SAEA also provides great resources for teachers due to its affiliation with the National Education Association and subscriptions to professional publications. Membership in SAEA provides students with professional liability insurance, which protects students while participating in practica and the Internship. SAEA membership is required of all education majors and costs approximately \$32.00 per year. Students may join SAEA online at <http://www.myaea.org>,

### Academic and Professional Honor Societies

Academic and professional honor societies provide students with the recognition of their academic excellence and the opportunity for professional service, research, travel, and learning. Students interested in an academic or professional honor society should contact their academic advisor, program director or department chair. The current academic and professional honor societies include the following:

#### Alpha Chi: AX

Alpha Chi is a coeducational national academic honor society created to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Alpha Chi is a University-wide honor society that admits students from all academic disciplines.

#### Alpha Psi Omega: AΨΩ

Alpha Psi Omega is a coeducational national academic honor society created for the purpose of providing acknowledgement to those demonstrating a high standard of accomplishment in theatre and providing a wider fellowship for those interested in theatre. Alpha Psi Omega is the National Honorary Theatre Society for theatre majors. The society recognizes academic excellence of undergraduate and graduate students in theatre.

#### Beta Gamma Sigma: BΓΣ

Beta Gamma Sigma is a coeducational international academic honor society created to encourage and honor academic achievement and personal excellence in the study and practice of business. Beta Gamma Sigma is the international honor society for business and management majors. The society recognizes academic excellence of undergraduate and graduate students in business and management programs.

#### Kappa Delta Pi: KΔΠ

Kappa Delta Pi is a coeducational international academic honor society created to recognize scholarship and excellence in education, promote the development and dissemination of worthy educational ideas and practices, enhance the continuous growth and leadership of its diverse membership, foster inquiry and reflection on

significant educational issues, and maintain a high degree of professional fellowship. Faulkner University's chapter of ΚΔΠ, Alpha Delta Iota, invites students to join who strive for and achieve academic excellence and scholarship in their undergraduate (3.0 overall GPA) and graduate students (3.5 overall GPA). Education majors may learn more about ΚΔΠ by visiting <http://kdp.org/aboutkdp/>.

#### Lambda Epsilon Chi: ΛΕΧ

Lambda Epsilon Chi is a coeducational national academic honor society created to promote scholarship and excellence, recognize academic performance, and promote professional fellowship. Lambda Epsilon Chi is the national honor society for legal studies majors. The society recognizes academic excellence of undergraduate students in paralegal programs.

#### Phi Alpha Theta: ΦΑΘ

Phi Alpha Theta is a coeducational national academic honor society created to promote the study of history through the encouragement of research, teaching, publication and the exchange of learning and ideas among historians. Phi Alpha Theta seeks to bring students, teachers and writers of history together for intellectual and social exchanges, which promote and assist historical research and publication by our members in a variety of ways. Phi Alpha Theta is the national honor society for history majors. The society recognizes academic excellence of undergraduate and graduate students in history programs.

#### Sigma Alpha Pi: ΣΑΠ

The National Society of Leadership and Success is the nation's largest leadership honor society. Students are selected by their college for membership based on either academic standing or leadership potential. Candidacy is a nationally recognized achievement of honorable distinction. With 671 chapters, the NSLS currently has 1,032,194 members nationwide. The Faulkner NSLS Chapter has 161 members and students who are sophomore or junior classification who have achieved at least a 2.75 GPA are invited to join. For more information please contact [nslsleaders@faulkner.edu](mailto:nslsleaders@faulkner.edu) or visit <https://www.nsls.org>.

In addition to honorable distinction, the NSLS provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country. Members are able to list their affiliation on all statements of personal accomplishment, including their resume.

Membership is for life and provides access to benefits including scholarships and awards, exclusive on-campus events, employer recruitment through an online job bank, and discounts on computers, textbooks, grad school prep courses, insurance and much more.

#### Sigma Tau Delta: ΣΤΔ

Sigma Tau Delta is a coeducational international academic honor society created to confer distinction for high achievement in English language and literature in undergraduate, graduate and professional studies; provide, through its local chapters, cultural stimulation on college campuses and promote interest in literature and the English language in surrounding communities; foster all aspects of the discipline of English, including literature, language and writing; promote exemplary character and good fellowship among its members; exhibit high standards of academic excellence; and serve society by fostering literacy. Sigma Tau Delta is the international honor society for English majors. The society recognizes academic excellence of undergraduate and graduate students in English programs.

### Faulkner Science Association: FSA

Faulkner Science Association is a student-led association for students majoring in any of the scientific fields and those interested in science. The purpose of FSA is to provide mentoring and guidance to science majors, serve as a liaison between science majors and their professors, encourage participation in science -related activities on campus and in the wider community. FSA organizes field trips, tutoring services and science-based discussions in an engaging, Christian atmosphere with an emphasis on glorifying The Creator and appreciating all of creation. FSA is led by a student-nominated Executive Committee and sponsored by Faculty in the Department of Natural and Physical Sciences. All members of FSA are eligible for membership in the Gamma Tau Chapter of the Sigma Zeta National Honor Society. FSA meets on 2nd and 3rd Tuesdays of the month during the fall and spring semesters on the Montgomery campus. Contact [faulknerscience@gmail.com](mailto:faulknerscience@gmail.com) for further information.

### PERFORMANCE GROUPS AND ORGANIZATIONS

Performance groups and organizations provide creative outlets for students with musical and/or theatrical talents to serve Faulkner University and the Faulkner community, to practice technical and performance skills learned in the classroom environment, and join others with similar interests, talents, or skills. The current performance groups and organizations include the following:

#### Faulkner University Chorus

The Faulkner University Chorus is the larger of the university's two choral ensembles. Members are selected by audition and commit to a rigorous rehearsal and performance schedule. Through local concerts, regional tours, and an annual national tour, the chorus serves in an ambassadorial capacity, promoting the mission of Faulkner University to audiences near and far and developing lifelong friendships along the way. The group performs sacred, a cappella music written by composers from many nations and representing historical periods from the Renaissance to the present day. Membership is open to talented singers, regardless of major. Students interested in auditioning for the University Chorus may contact Dr. Allen Clements for more information ([aclements@faulkner.edu](mailto:aclements@faulkner.edu) or 334-386-7118).

#### Faulkner Singers

The Faulkner Singers is a select, sixteen-voice ensemble recruited from the ranks of the larger Faulkner University Chorus. These students represent the very finest singers on the Faulkner campus. In addition to the repertoire of the University Chorus, the Faulkner Singers prepare and perform music that demands the finesse and vocal agility that only a disciplined chamber ensemble can achieve. Performance opportunities for this group abound. In addition to touring with the University Chorus and participating in all of their performances, the Faulkner Singers travel separately to schools, churches, and civic groups, promoting the university within the community and recruiting new students. Students interested in auditioning for the Faulkner Singers may contact Dr. Allen Clements for more information ([aclements@faulkner.edu](mailto:aclements@faulkner.edu) or 334-386-7118).

#### 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 Department of Fine Arts 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 in auditioning for the Faulkner University Band may contact the

Department of Fine Arts for more information (Dr. Foster at 334-386-7656). Scholarship opportunities are available for participation in the band program.

## SPECIAL INTEREST GROUPS

Special interest clubs and organizations provide students with the opportunity to join others with similar interests, talents or skills. These clubs and organizations offer a range of opportunities, including service to Faulkner and the Faulkner community. The current special interest clubs and organizations include the following:

### Faulkner Film Society

The Faulkner Film Society is an extension of the Humanities Department of Faulkner University. The Faulkner Film Society hosts film screenings to encourage dialogue and film appreciation in the Faulkner community. The Faulkner Film Society emphasizes films of Hollywood's Golden Age and those that display a Christian aesthetic and sensibility. The Faulkner Film Society provides opportunities for faculty, staff and administrators to interact with students in an informal setting. Students interested in the Faulkner Film Society may contact the Department of Humanities for more information (334-386-7919).

### Friends for Faulkner

Friends for Faulkner is an auxiliary organization of Faulkner for promoting the ideals of Christian education by purchasing non-budgeted items and sponsoring the Friends for Faulkner Student Scholarship Fund through various fundraising events. Friends for Faulkner is open to any individual who desires to support Christian education at Faulkner.

### Faulkner's Objective Recruiting Christian Education: F.O.R.C.E.

F.O.R.C.E. is a group of students who serve Faulkner in the Admissions Office as ambassadors and student recruiters for Faulkner. The mission of F.O.R.C.E. is to help prospective students plan for a successful college education experience by promoting Christian education from a student's perspective, introducing them to academic life, conveying Faulkner's friendly environment, stimulating positive student/teacher relationships, and representing Faulkner's student body in a Christ-like fashion. Students interested in joining F.O.R.C.E. may contact the F.O.R.C.E. Sponsor in the Admissions Office for more information (334-386-7200).

## STUDENT PUBLICATIONS

Student publication organizations provide creative outlets for students with musical and/or theatrical talents to serve Faulkner University and the Faulkner community, practice technical and performance skills learned in the classroom environment and join others with similar interests, talents or skills. The current student publications include the following:

### The Sheaf

Students work with an advisor to produce The Sheaf, the university's annual record of campus life at Faulkner. Students will learn and use digital skills in photography, design, layout, writing, editing and production of a yearbook. Yearbook production depends on students who volunteer their service and on students who are assigned as work-studies. Any student/employee interested in volunteering on The Sheaf may Contact Candace Cain at ccain@faulkner.edu, yearbook@faulkner.edu or 334-386-7182

### Images in Ink

Images in Ink represents Faulkner's annual creative arts publication. Administered by the Faulkner English department, the magazine publishes original art, photography, and fiction and nonfiction works every spring. Staff membership is voluntary and begins each fall semester; all Faulkner faculty, staff, and students are allowed to

participate. In addition to producing a high-quality publication, those involved have the opportunity to practice technical and performance skills and gain the experience needed to succeed in professional writing or in graduate studies. Contact [imagesinink@faulkner.edu](mailto:imagesinink@faulkner.edu) for further information.

## STUDENT ACTIVITIES

The Department of Student Activities oversees and coordinates a wide range of programs and activities for Faulkner students. These activities include devotionals, intramural sports, social events, club events, concerts, and Jamboree. The student activities are open to all currently enrolled Faulkner students. Events occur on the Montgomery campus unless noted otherwise.

### Devotionals

Devotionals are a time of worship and fellowship for students in residence facilities, Lester Chapel and other venues on campus. Residence Hall devotionals are small, informal gatherings of students in their residence hall lobbies or meeting areas for student-led worship, prayer and Bible study. Campus-wide devotionals are Tuesday night gatherings in the Lester Chapel for worship, prayer and special speakers. These devotionals have been a Faulkner tradition for many years and have become one of the most cherished memories of alumni. Students interested in organizing a Residence Hall devotional can consult the Residence Life Handbook or contact the Resident Supervisor or Residence Life Manager for more information. Students interested in organizing other devotionals or participating in the campus-wide devotionals can contact the Student Activities Director for more information (334-386-7390).

### Intramural Sports Program

The intramural sports program exists to give students opportunities for learning and participation in a variety of sports and recreational activities and to complement all other areas of the college experience. The goal of the intramural sports program is to help all participants, officials and spectators enjoy a variety of sports activities in a Christian environment. Team sports such as basketball, flag football, kickball, softball and volleyball promote cooperation and teamwork. Students who function as referees and officials for these sports also benefit from their experiences. Students can also participate in other sports such as badminton, bowling, racquetball, tennis and ultimate Frisbee. As part of Faulkner's Spiritual Formation Program, instruction in sportsmanship based on godly character will be required for all students engaged in intramural sports. Students interested in intramural sports can contact the Intramural Coordinator for more information (334-386-7923).

### Move-In Day

Move-in day is a special service activity conducted by current students, faculty and staff to serve the incoming freshmen and new students. This day is a special opportunity to welcome, socialize with and assist new students in moving into the residence halls or apartments. Move-In Day coincides with the beginning of Welcome Week. The local churches and campus ministries provide additional assistance and refreshments.

### Welcome Week

Welcome week is a series of events during the first weekend of regular classes each fall to promote acclimation to Faulkner and socialization between new and returning students. It begins with move-in day for incoming freshmen and transfer students. New students are divided into student mentor-led groups for their first three days on campus. Welcome Weekend includes a campus wide social event/activity each evening. The events include a carnival night, SGA mixers, social clubs mixers, student organization mixers, concerts, and other events in the Montgomery area. For more information contact Student Success (334-386-7380) or [studentsucces@faulkner.edu](mailto:studentsucces@faulkner.edu) or the Office of Student Life (334-386-7184) or [studentlife@faulkner.edu](mailto:studentlife@faulkner.edu).

## Mixers

Faulkner's mixers are a series of evening social events during the first few weeks of classes each fall to familiarize new students with the SGA and social clubs. Mixers provide a social atmosphere to promote the involvement of new students in campus life. SGA mixers inform new students about the function and opportunities for involvement in the SGA and promote active involvement in the SGA. Social club mixers inform students about the purposes, programs, activities, and membership requirements for each club and to promote active involvement in a social club. Other student organizations also hold mixers to inform new students of these organizations and promote involvement. For more information contact the Student Activities Director, Spenser Cantrell at [scantrell@faulkner.edu](mailto:scantrell@faulkner.edu) or (334-386-7390).

## Homecoming

Homecoming is a special program designed to reconnect alumni with the University. The Alumni Relations office, Admissions office and Students Activities Office work together to coordinate, oversee and plan various social events and activities for Homecoming. The SGA, social clubs and other student organizations plan and host special social events for alumni, current students and prospective students. In the spring the focal event of Homecoming is an Eagles men's and women's basketball game and pre-game activities. Each year Faulkner celebrates specific graduating classes and groups of former students. The student body also elects a Homecoming Court and Homecoming King and Queen. For more information contact Spenser Cantrell at [scantrell@faulkner.edu](mailto:scantrell@faulkner.edu) or Adam Donaldson at [adonaldson@faulkner.edu](mailto:adonaldson@faulkner.edu) or (334-386-7254).

## Jamboree

Jamboree is a thirty-five year tradition celebrating the social clubs and their members. Jamboree highlights the musical and theatrical talents of club members in solo and group musical and skit performances. The performances are planned, produced, performed and financed by the social clubs. The musical and theatrical performances are judged by a panel and clubs are awarded trophies. Jamboree is held in the spring semester in late February or March. For more information contact Director of Student Activities at [scantrell@faulkner.edu](mailto:scantrell@faulkner.edu) or 334-386-7390.

## (in)Formal

(in)Formal is an annual social event hosted by the SGA to culminate the academic year and to celebrate its completion. Details of the event vary from year to year based on decisions made by current SGA. It is held in April each year. For more information contact the Director of Student Activities at [scantrell@faulkner.edu](mailto:scantrell@faulkner.edu) or 334-386-7390.

## Special Events

Faulkner students have other opportunities for academic, social, spiritual and service events throughout the year. These opportunities include special events like Relay for Life, blood drives, Habitat for Humanity, Inner-City Ministries, concerts, barbecues, themed events and guest lecturers. A few of the recent guest speakers include Arthur Davis, Fred Gray Sr., Mike Huckabee, Alan Keyes, Archie Manning, Don Shula, Gene Stallings, J. C. Watts, Sarah Palin, George W. Bush, First Lady Laura Bush, Dr. Ben Carson, and Tom Brokaw.



## STUDENT LIFE CONDUCT REGULATIONS



The President of the University has delegated the responsibility of student conduct to the Vice President for Student Services, managed through the Dean of Students. This position is charged with the responsibility for student life, student conduct and student discipline.

The Dean of Students' responsibility for student life and conduct includes:

- The creation and preservation of a caring Christian environment that encourages the development of Christian character.
- The creation and preservation of an environment that fosters the formation of Christian friendships and relationships.
- Leadership that supports the adherence to University policy, procedures, principles or regulations.
- Facilitation of growth and maturity within each student addressed through the student judiciary process.

Faulkner University has adopted the following policy of defined student life regulations, policies and procedures for student conduct and for disciplinary actions for violations of University policy, procedures, principles or

regulations. The student life rules and regulations are not meant to duplicate general state or federal laws; there are some respects in which the lawful interests of the institution as an academic community coincide with the broader public interests treated in general laws. Students who commit offenses against the laws of municipalities, states or the United States are subject to prosecution by those authorities, as well as liability for the disciplinary action under Faulkner University rules when their conduct violates institutional standards.

In addition, the student life rules and regulations address the lawful interests of the University and/or the Christian nature of her mission or purpose. The student life regulations address behaviors and actions that are inconsistent with the Christian character of the University.

Faulkner University faculty, administration and staff support the student conduct regulation efforts of the Dean of Students by promotion of such aims. In accordance with Biblical principles (Genesis 4:9, Matthew 18:15-20, James 5:19-20), Faulkner faculty, administration and staff are empowered to admonish, encourage and correct students when inappropriate behavior or actions are observed. As part of their responsibilities in attending Faulkner, the University expects students to live and conduct themselves in a manner consistent with Biblical principles. For instance, students are encouraged and expected to pursue excellence in all things, which is a visible sign of spiritual growth and development. A similar expression of character is seen in courtesy and good manners.



The University expects its students to exhibit behaviors or actions consistent with Biblical principles (to include the University's policy, procedures, principles or regulations) at all times on or off campus. Being members of the Faulkner community sets our students apart, and so they are expected to adhere to the Student Life standards of conduct at all times.

## PHILOSOPHY OF DISCIPLINE AND STANDARDS OF CONDUCT

Anchored in biblical truth, community life at Faulkner University is a disciplined life. Community standards reflect biblical principles and Christian teaching, encouraging students, staff and faculty to live lives of holiness, love and respect for others. The intent of all discipline is to enhance growth and maturity, especially responsibility for one's own behavior and accountability for one's own actions.

Faulkner University's philosophy of discipline is neither legalistic nor permissive. Instead, members of our community are called to a high standard of behavior in order to establish and maintain an environment conducive to learning and personal growth. Our ultimate desire is to glorify God with our thoughts, words, and actions.

These expectations include, but are not limited to, the following:

1. Respect for the personal worth, dignity and rights of others.
2. Respect for the right and necessity of Faulkner University to develop and maintain a Christian atmosphere conducive to academic study and personal growth.
3. Respect for the diverse backgrounds, personalities, convictions and spiritual traditions of students, staff and faculty who comprise the Faulkner University community.
4. Respect for local, state and federal laws and ordinances.
5. Respect for the discipline, policy, procedures and authority established by Faulkner University for the systematic management of university activities, the well-being of the members of the university community, and the integrity of the institution.
6. Regard for the nature of a moral community by embracing the need to lovingly confront and hold accountable members of the Faulkner University community whose conduct falls outside the boundaries of Christian behavior, university policy, state and federal laws.

## DISCIPLINARY RESPONSE

In order to preserve a moral community, it sometimes becomes necessary to confront and hold accountable members of Faulkner University. Procedures have been designed to provide a loving disciplinary response, balanced by justice and mercy. Justice requires that those who violate community standards are held accountable, and those who are innocent are protected. Mercy requires an understanding that all people are sinners in need of God's grace and a mandate to encourage hope rather than condemnation. Therefore, discipline must be both corrective and restorative. The goal must be to redeem individuals and to restore relationships so that people can grow in knowledge and grace. The purpose of the disciplinary response is:

- To redirect behavior,
- To protect the rights of others in the community,
- To encourage and teach responsibility, and
- To maintain a Christian environment compatible with the educational mission of the university.

## CONDUCT SUBJECT TO SANCTIONS

The violations listed below are not construed as all-encompassing. The Dean of Students and other university officials are given discretion in addressing incidents of violation not listed here. All policies and regulations of the Student Handbook may apply to all students on or off campus regardless of whether school is in session.

### Category One violations include, but are not limited to:

- a. Violation of general residence life policies. (Refer to the Residence Life Section of the Student Handbook for specific policies.)
- b. Minor disturbances of the peace.
- c. Violation of curfew policies.
- d. Engaging or threatening to engage in behavior that would cause minor damage to university property or to the personal property of others.
- e. Violation of dress code principles.
- f. Violation of parking/safety regulations.
- g. Gambling.
- h. Use of tobacco in any form on campus or at any university-sponsored event.
- i. Use of profanity, vulgarity or obscenity in any form.
- j. Failure to present official Faulkner ID card upon request of university authorities.
- k. Failure to accurately list with the university a current place of residence and to promptly inform the University of any subsequent changes in the correct address listing.
- l. Knowledge of a violation of certain university policies or of students who are in violation of certain university policies without notifying proper university officials.
- m. Photographs or comments on social networking sites that document or publicize suspected violations of the Student Handbook. (Refer to the Internet Information section of the General Policy Guide.)

### Category One violations. Sanctions assigned as disciplinary responses to Category One violations may include, but are not limited to

- a. Written warning
- b. Minimum fine of \$25 and/or restitution
- c. Accountability agreement with university staff or faculty
- d. Discretionary assignments and/or participation in corrective experiences
- e. Residency relocation when warranted

### Category Two violations include, but are not limited to:

- a. Repeated or severe Category One violations.
- b. Violation of the visitation policies of residence apartments.
- c. Violation of the university Chapel attendance policy.
- d. Repeated violations of the university academic integrity policy.
- e. Violations of the university alcohol policy.
- f. Failure to comply with a directive of a university official acting in the performance of his or her duties.
- g. Disrespectful behavior toward a university staff or faculty member.
- h. Knowingly providing false or misleading information to a university authority, including all staff and faculty.
- i. Engaging or threatening to engage in behavior that would cause significant damage to university property or to the personal property of others.

- j. Minor instances of disruptive behavior. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the University.
- k. Veiled or direct threats to harm any member of the University community (to include verbal or physical posture – expressed in person, or written via email, text messaging, Facebook, Snapchat, or any other form of social media).
- l. Minor disturbances of the peace. A disturbance will be defined as an event in which failure to maintain control of the event occurs and/or complaints are reported and/or police/security officers respond to the scene.
- m. Unauthorized possession or use of university keys.
- n. Unauthorized entry or use of university buildings, facilities, equipment, supplies or resources.
- o. Possession or use of fireworks or chemicals that are of an explosive or corrosive nature.
- p. Possession of stolen property.
- q. Possession and/or use of pornography of any kind.
- r. Violation of law or university policy related to computer use or copyright infringement.
- s. Theft of services, including failure to meet financial obligations for professional and/or rental agreements.
- t. Forgery, alteration or misuse of university documents, forms, records, or identification cards.
- u. Any activity that qualifies under applicable criminal law as a misdemeanor, regardless if charges are filed.

Category Two violations. Sanctions assigned as disciplinary responses to Category Two violations may include, but are not limited to:

- a. Conduct probation for either a definite or indefinite period
- b. Accountability agreement with university staff or faculty
- c. Loss of privilege
- d. In cases of Chapel violations, assignment of a chapel absence
- e. Minimum fine of \$50 and/or restitution
- f. Discretionary assignments
- g. Residency relocation when warranted
- h. Loss or reduction of scholarships
- i. Participation in educational programming, and/or
- j. Suspension or dismissal

Category Three violations include, but are not limited to:

- a. Repeated or severe Category Two violations.
- b. Failure to comply with disciplinary decisions, including conditions of probation.
- c. Failure to report any criminal history to the university, including but not limited to admissions applications.
- d. Repeated or severe violations of the university alcohol policy.
- e. Violation of university drug policy (pg. 44).
- f. Violation of the university weapons policy (pg. 70).
- g. Misuse of fire or safety equipment.
- h. Causing or reporting a false warning of a campus emergency.
- i. Major instances of disruptive behavior. Disruptive behavior includes conduct that distracts or intimidates others in a manner that interferes with instructional activities, fails to adhere to an instructor's appropriate classroom rules or instructions, or interferes with the normal operation of the University.

- j. Major disturbances of the peace. A disturbance will be defined as an event in which failure to maintain control of the event occurs and/or complaints are reported and/or police/security officers respond to the scene.
- k. Knowingly accessing a computer, computer network, or computer system beyond the standard assigned and/or accepted permissions.
- l. Causing physical or emotional harm to another person. Emotional harm includes but is not limited to, intimidation, stalking, cyber-bullying, and/or threats by text messaging or other electronic media.
- m. Creating a hostile environment, including but not limited to hate speech, harassment, or sexual harassment.
- n. Sexual immorality – as defined in the “Purity and Sexual Stewardship” statement on page 67-68.
- o. Participation in hazing. (Refer to the policy on hazing in the General University Policies section of this handbook for further information.)
- p. Arson or attempted arson.
- q. Assault, physical or sexual in nature.
- r. Veiled or direct threats to harm any member of the University Community (to include verbal or physical posture – expressed in person or in written via email, text messaging etc.)
- s. Any activity that qualifies under applicable criminal law as a felony, regardless if charges are filed.

**Category Three violations. Sanctions assigned as disciplinary responses to Category Three violations may include, but are not limited to:**

- a. Suspension or Dismissal from the university
- b. Accountability agreement
- c. Loss of privilege
- d. Minimum fine of \$100 and/or restitution
- e. Discretionary assignments
- f. Loss or reduction of scholarships
- g. Participation in educational programming
- h. Eviction from university housing or residency relocation
- i. Delay in or prohibition of registering for classes, and/or
- j. Denial of readmission without approval of Dean of Students or his or her designee.
- k. Violations of the University Alcohol and Drug Policies

## EXPLANATION OF SANCTIONS

The sanctions listed below are not construed as all-encompassing. The Dean of Students and/or other designees are given discretion to assign sanctions not listed here:

**Formal Warning:** A student served with a formal warning is given an official written notice. The formal warning may include certain requirements and carries the message that continued or repeated violations may result in sanctions.

**Fine:** A financial penalty assessed at the discretion of the Dean of Students or designee and recorded in an official written notice. A charge will be made to the student’s account in the amount of the fine.

**Conduct Probation:** A student placed on conduct probation is given an official written notice that defines the terms of the probation period. The terms of conduct probation may include other sanctions, including but not limited to: loss of privilege to participate in university programs, organizations, or activities for a specified period

of time. Conduct probation carries the message that continued or repeated violations, during or after the probation period, may result in additional discipline, including but not limited to, suspension or dismissal from the university. As allowed by privacy laws, parents/guardians may be notified of this decision, as, for example when students under the age of 21 violate the university alcohol policy.

**Loss of Privilege:** A student may be restricted from participating in university-sponsored activities, intercollegiate competition, including but not limited to: social clubs, other student organizations, student productions, intramurals, leadership positions, and/or award nominations. A student involved in a social club or other organization may be restricted from participating in club or organization meetings, running for office, voting within a club or organization, socials and formals, and any other club or organization sponsored events.

**Relocation:** A student may be moved within campus housing when violations of the code of conduct occur as a measure to remove a privilege or when a change in the environment is necessary. Additionally, students who did not qualify for off campus living and were initially approved may be requested to relocate back to campus when violations of the code of conduct occur.

**Suspension:** A student placed on suspension is given an official written notice of termination of their status as a student. Suspensions may be for a specified period of time (usually one semester or for the balance of the current semester) or for an indefinite period. Notification of suspensions may be sent to parents or guardians (as allowed by privacy laws) and to appropriate university officials. A student who has been suspended will be informed by written notice of the time within which the student is expected to leave the campus.

Conduct suspensions are not documented on a student's transcript. The Office of the Dean of Students initiates the withdrawal process for suspended students. However, once a student is informed that the withdrawal process has been initiated, it is the student's responsibility to complete the formal withdrawal process including completion of the exit process for financial aid/loans. In conduct suspension cases, tuition and fee waiver requests within the university's refund policy schedule may not be approved.

If the student chooses to appeal a suspension (see the Appeal Process section of the Student Conduct section of this Handbook, and the appeal is denied, the official date of suspension may be changed to the date the student receives notification of the denial for financial aid and university withdrawal purposes.

Students seeking readmission following a suspension should consult instructions on the formal readmission process and appropriate deadlines. In addition, the following items should be included in the readmission paperwork submitted to the Registrar's office: a written discussion of action steps completed to comply with specific requirements of the suspension and a statement of intent to comply with the attitudes and behaviors expected of Faulkner students, three letters of reference (usually from a parent; a minister, pastor, elder or church leader; a counselor/therapist; or a personal friend). These letters should indicate the relationship with the student and an assessment of the student's progress toward change and completion of readmission requirements.

**Summary Suspension:** A suspension may be enforced before the appeal process is completed. This sanction may be enforced if the Vice President for Student Services or designee determines that the student's continued presence on campus presents unreasonable risk of danger to himself or herself or the campus community as a whole. In these cases, a student must leave the campus immediately and remain off campus while the appeal is pending. The student may be permitted to return to campus in order to participate in the university's appeal process by special arrangement with the Vice President for Student Services or designee.

**Dismissal:** Dismissal from the university is a permanent termination of student status. Notification of dismissals may be sent to parents or guardians (as allowed by privacy laws) and to appropriate university officials. A student who has been dismissed will be informed by written notice of the time within which the student is expected to leave the campus.

**\*Additional Requirements and Conditions:** The University reserves the right to impose additional requirements and conditions in the disciplinary process as determined by the Vice President for Student Services or Dean of Students or, upon appeal, by the Disciplinary Review Board. Medical or psychological counseling/treatment and/or assessment by Faulkner or off-campus professionals, including drug and alcohol testing and/or assessment may be required.

## REPORTING A VIOLATION

Incident reports alleging violations of the Student Conduct Policy will be forwarded to the Office of The Dean of Students from university officials and other members of the university community (including students, staff and faculty). If the university receives reports, complaints or other information possibly involving violations of the Student Conduct Policy from local, state and federal agencies, they will be forwarded to the Office of The Dean of Students for investigation.

## CONDUCTING A STUDENT CONDUCT INVESTIGATION AND SUMMONING A STUDENT

A preliminary review of the facts of the case will be conducted to determine whether sufficient evidence exists to warrant a meeting with the student(s) involved. If it is determined that further explanation is warranted, students will be summoned by email, phone, or in person to a meeting where allegations will be reviewed.

It is the student's responsibility to open, read and act on all emails related to an investigation. Failure to comply with an email summons and other attempts to contact the student may result in the student forfeiting his/her right to the disciplinary process outlined in the Student Handbook. In some cases, failure to comply will result in the student being found in violation of the original student conduct violation as well as an additional violation of 'Failure to Comply with a Directive of a University Official acting in the performance of his or her duties,' which also results in further disciplinary action. A registration hold may also be placed on the student's account.

During the meeting with the appropriate Student Services representative(s), students will be given an opportunity to provide their account of the events. The Student Services representative(s) will meet with the student only. No one else may represent the student during the investigation process. Further investigation may be conducted, if necessary, and a disciplinary response may be determined.

## DELIBERATION/STANDARD OF PROOF

In deliberating disciplinary responses, the Dean of Students or his or her designee will make a decision based on what he or she considers reasonable evidence, including, but not limited to, testimony from witnesses, written statements and other relevant information. In evaluating conflicting testimony or statements, the Dean of Students or designee will determine in good faith which version of events is more credible.

## SANCTIONING A STUDENT

Authority for determining disciplinary responses, requirements or conditions ultimately rests with the Vice President for Student Services, working through the direct management of the Dean of Students. Repeated or aggravated violations of student conduct may result in additional disciplinary responses, especially in cases where the infractions occur during conduct probation. Any disciplinary response will become part of the student's official

disciplinary file. A student's entire disciplinary record will be considered when decisions related to disciplinary responses are made.

### NON-DISCIPLINARY PROCESS/ADMINISTRATIVE AGREEMENTS

In keeping with the redemptive intent of Faulkner University's disciplinary philosophy, students who come forward voluntarily confessing a violation of the university policies or an addictive lifestyle associated with a violation (such as illegal drugs and controlled substances, alcohol, sexual immorality, pornography, or Internet abuse) to the Dean of Students, Residence Life staff, or other Student Services personnel may be afforded an opportunity to submit to a range of possibilities outside the disciplinary process. The university maintains the right to require the student to enter into professional counseling and/or medical treatment as a condition of continued enrollment if, in the judgment of the Dean of Students, the behavior in question warrants such a response. The following conditions must be met in order for students to take advantage of this non-disciplinary policy:

1. The student must take the first step by discussing his or her situation with the Dean of Students or other Student Services staff in order to develop an appropriate response. If a violation is identified or reported before the student voluntarily comes forward, the normal disciplinary process will ensue, and the student will no longer have the option of a non-disciplinary response.
2. The student must be willing to submit to any intervention deemed appropriate.
3. The student must understand that in cases where the behavior is repetitive, self-destructive or endangering to others or involves legal issues, the university has the responsibility to take appropriate action, including suspension or dismissal from the university.

### PROCEDURES FOR VIOLATIONS BY STUDENT GROUPS

Student groups may be found in violation of university policies, and the group may be held responsible, either individually or collectively, for violations by those associated with the group. Alleged violations will be referred to the Dean of Students or designee for investigation. Disciplinary responses for a student group may include revocation of the group's right to exist at the university, as well as other appropriate measures. Student groups will be afforded the same hearing and appeal procedures provided for individual students.

### GRADUATION ELIGIBILITY

Students are not eligible for graduation or release of transcripts until the completion of disciplinary proceedings and the performance of all disciplinary requirements.

### DISCIPLINARY RECORDS RETENTION AND REQUESTS

The Dean of Students retains responsibility for the maintenance, storage and release of student records related to disciplinary proceedings in keeping with FERPA. Students may request copies of their discipline through the Office of the Dean of Students. In most cases, student disciplinary records may be kept for a period of six years, at which time minimal statistics may be retained and the full document may be destroyed.

### APPEAL PROCESS

Under normal circumstances, enforcement of disciplinary responses will be deferred pending the review of the appeal. Disciplinary decisions will be made at the most immediate level possible. For example, a residence hall violation will be addressed first by a Resident Director and the next level of authority would be the Director of Residence Life & Housing. Therefore, following formal discipline for conduct subject to sanction, students are guaranteed the right to a single appeal to the next level. However, if a student refuses to sign the written notice within 2 business days of notification, he or she has forfeited the possibility of appealing the decision. Decisions

made by a Resident Director (or RD) may be appealed to the Director of Residence Life & Housing. Decisions made by the Director of Residence Life & Housing may be appealed to the Dean of Students. Decisions made by the Dean of Students or Vice President for Student Services may be appealed to the Disciplinary Review Board.

#### Appeals will only be granted on the following grounds:

- a. The disciplinary response is unreasonably disproportionate to the misconduct (including consideration of the student's prior offenses or willingness to cooperate in the disciplinary process).
- b. The disciplinary process as outlined in the Student Handbook was not followed, and this failure significantly affected the student's opportunity to receive a fair hearing.
- c. The disciplinary decision was not supported by reasonable evidence.
- d. New evidence has become available since the initial hearing that would have significantly altered its results.

#### Appeal to the Dean of Students

The procedure for an appeal to the Dean of Students on a decision from other designated staff (i.e., RDs, Student Activities Directors, etc.) is as follows: Within two working days from the date a Student Life staff's decision, the student will file a written notice of appeal with the Dean of Students. Appropriate paperwork is available upon request from the Office of Student Life. A student involved in a disciplinary process will be notified of his or her right to appeal by the Office of Student Life at the time the disciplinary decision is conveyed to the student. A deadline to appeal will also be assigned at that time.

- Within two working days from the date the notice is received, the Dean of Students will review the appeal notice and may decide to meet with the student to further discuss his or her grounds for appeal.
- Should the Dean of Students decide to meet with the student, only the student is permitted in the meeting. No one else may represent the student during the appeal process.
- If based on the written notice of appeal, the Dean of Students determines there is not substantial cause for appeal, he or she may choose to provide a written summary of the decision to the student. A copy will be kept with the Office of Student Life for documentation purposes.
- If the Dean of Students decides to meet with the student, he or she will consider the appeal and uphold, reverse or otherwise modify the previous decision. The appeal decision of the Dean of Students may not be appealed any further, as students are provided one single appeal. The Dean of Students will communicate the decision to the student in writing.

#### Appeal to the Disciplinary Review Board

The procedure for an appeal to the Disciplinary Review Board from a decision of the Dean of Students or Vice President for Student Services is as follows:

1. Within two working days from the date of the decision, the student will file a written notice of appeal with the chair\* of the Disciplinary Review Board. Appeal forms are available in the Office of the Dean of Students. A student involved in a disciplinary process will be notified of his or her right to appeal by the Office of Student Life at the time the disciplinary decision is conveyed to the student. A deadline to appeal will also be assigned at that time.
2. The process for appealing includes that the student wishing to appeal must select one "Grounds for Appeal" and give supporting details (either written or typed) that correspond with the ONE Grounds for Appeal letter (A, B, C or D) that has been selected by the student. The supporting details of the written appeal must include evidence that supports why the student believes they should receive a different



sanction or no sanction (sanction is the stated discipline given to student, such as suspension). The supporting details of the appeal must address each violation levied against the student.

- a. Failure to select one "Grounds for Appeal" AND the specific supportive details for each violation stated in the student sanction documentation will result in the appeal being rejected.
    - b. Rejected appeals indicate a student has not asked for help and/or read the process nor taken the time to appropriately complete the necessary steps to write a complete and understandable appeal and this will result in the forfeiture of the appeal process.
  3. The Office of Student Life will be promptly provided with a copy of the notice. Within two working days after receiving the notice of appeal from the Chairman of the Disciplinary Review Board, the Dean of Students or designee will file with the chair a written statement of the facts and summary of the appealed decision and applicable policy. A copy will be provided to the student by the Chairman of the Disciplinary Review Board.
  4. Within two working days of receiving a copy of the Dean of Students' statement, the student may choose to file with the chair a response, including his or her statement of the facts, reasons for the appeal and such other statements and documents he or she believes relevant to the appeal. A copy will be provided to the Dean of Students.
  5. The chair may request or obtain from any party or source further information and statements he or she deems appropriate to the reasonable completion of the record.
  6. The chair will schedule a hearing before the Disciplinary Review Board if he or she determines from the record that the appeal involves a substantial dispute of material facts and/or a substantial issue with the existence, publication and/or implementation of applicable policy. If the chair does not find substantial cause for appeal, he or she shall issue a final written decision to the student and Dean of Students or designee.
  7. If a hearing of the Disciplinary Review Board is convened, it will undertake such inquiry as the chair may direct and, after considering the appeal, will uphold, reverse or otherwise modify the previous decision. The chair of the Disciplinary Review Board will then issue a final written decision to the student and the Dean of Students. The decision of the Disciplinary Review Board may not be appealed.
- \* The role of chair of the Disciplinary Review Board may be filled by more than one person appointed as co-chairs, and all references to the chair will include any one or more persons then serving as co-chair.

## GENERAL UNIVERSITY POLICIES



### ACADEMIC HONESTY

Faulkner University seeks to promote excellence and maintain an environment conducive for learning. Students are prohibited from engaging in or conspiring to engage in any form of academic dishonesty, including but not limited to cheating or plagiarism. See the Academic Life section of this handbook for the academic consequences.

### ADDRESS CHANGES

Students are responsible for maintaining current and accurate local and permanent addresses. Any changes of address should be communicated to the Registrar's office through their website: <https://www.faulkner.edu/undergrad/student-life/living-on-campus/student-services/registrar/>.

### ADMINISTRATIVE ENTRY, SEARCH AND SEIZURE

While the university respects each student's privacy, it reserves the right to enter residence hall rooms/apartments without permission of the residents to check general conditions, to perform custodial service, to make repairs, to handle emergencies, or if there is reason to believe a health, fire, or behavioral hazard exists. Where appropriate, the staff will make reasonable efforts to contact residence directors/building managers prior to the need or point of entry.

## ALCOHOL, ILLEGAL DRUG AND TOBACCO POLICY

Faulkner University is an alcohol, illegal drug and tobacco free environment. The use, possession, distribution, or transfer of alcohol on campus or any underage drinking (on or off campus) may result in counseling and/or discipline, including suspension. A student found in violation of this policy will be subject to appropriate sanctions.

Faulkner University students represent the university on and off campus. This opportunity at university is a time to focus on educational and life skill goals by continuing to practicing daily the control required as students to face the challenges the world will bring. Students who misrepresent the university with regard to alcohol use and misuse may face sanctions as the university attempts to instill appropriate decision making skills, specifically with regard to alcohol, drug and tobacco use.

Students who return to campus intoxicated or when there is suspicion of intoxication (as determined by Faulkner Campus Safety and Police Officers or Student Life Staff) may be subject to alcohol screening and disciplinary action. Subsequent offenses may result in dismissal. For students with proven history and/or suspension for any alcohol related offense, rehabilitation therapy (at the student's expense) and alcohol screening may be required and as a condition for enrollment or re-enrollment. Refusal to be screened may result in suspension and possible dismissal.

The use, possession, distribution, or transfer of illegal drugs may result in suspension and possible dismissal. This includes misuse of any chemical substance or prescription drugs. For students with proven history and/or suspension for any drug related offense, rehabilitation therapy (at the student's expense) and drug screening may be required and also may be a condition for enrollment or re-enrollment. Refusal to take this test may result in suspension and possible dismissal.

The university upholds local, state and federal laws about the possession, use and distribution of illegal drugs and/or drug paraphernalia. Offenses involving on-campus possession, use or distribution of illegal drugs and controlled substances may be referred to the Faulkner University Campus Safety and Police Department for investigation and possible filing of applicable criminal charges.

Students suspected of or reported to have been using illegal drugs or the misuse of controlled substances or chemicals, on or off campus, may be required to submit to drug testing. Drug testing may include a urine test and/or hair test. Failure to comply may result in further disciplinary action. Drug testing costs may be passed onto a student and posted to a student's account as a fine. Violations of the Drug Policy will be assessed the full range of disciplinary responses, and any student testing positive for any illegal drug or controlled substance, including steroids, may be suspended or dismissed from the university.

The use of illegal drugs and the abuse of alcohol also present major health risks, including addiction, acute and chronic illness, and death. Drug and alcohol information, referral, counseling treatment and rehabilitation programs are available through a variety of on- and off-campus initiatives. Students may obtain further information by contacting the Student Life Office/Counseling Center.

Suspicion of student drug abuse or on-campus alcohol use or possession may result in a residence hall room or vehicle search and confiscation of any drug/alcohol and/or drug/alcohol containers and paraphernalia found herein. The presence of any drug/alcohol, drug/alcohol paraphernalia and/or containers found are indicators of use/possession, and will be treated as such.

Additionally, the unauthorized use, possession, distribution or transfer of illegal drugs and alcohol may result in arrest, misdemeanor, or felony convictions, and long prison terms.

Use of tobacco in any form (i.e. smoking, chewing or e-cigarettes/vaping) on campus or at any university-sponsored function off-campus is prohibited and may result in discipline. Students who use tobacco are strongly encouraged to stop and may receive cessation referral information from the Student Life Office/Counseling Center. Students should be aware they may be held responsible for the actions of any of their visitors or guests.

Student athletes are subject to an additional drug policy that is available in the office of the Athletic Director, Hal Wynn. Coach Hal Wynn may be contacted at (334-386-7285) or [hwynn@faulkner.edu](mailto:hwynn@faulkner.edu).

## COMPLIANCE WITH POLICE OFFICERS

Faulkner University Campus Safety and Police Department is here to serve and protect the employees and students of the University. It is essential that all members of our community wholeheartedly assist them in the performance of their duties. This includes respectful compliance when asked to do something for a Police or Safety Officer while in the performance of their duty. Failure to be respectful and compliant will result in sanctions, the loss of on-campus driving privileges or other action deemed appropriate by the Dean of Students.

## COMPUTER USER AND EMAIL ACCOUNTS

Upon enrollment, all Faulkner students are issued a Faulkner Google account that includes Gmail for email access, as well as an account for logging in to PCs and wireless networks on campus. The University email account is an official means of communication for all Faulkner University faculty and staff. All students are responsible for access and reading these official communications on a regular basis. Faulkner University email accounts may be accessed by logging onto a computer in a computer lab at any Faulkner campus or via any internet connection with a web browser at <http://mail.google.com/a/faulkner.edu>. Student email accounts have unlimited storage capacity. An enrolled student will need to create/reset their account password before being able to access their account. They can do so by using the online form at completing the online format <https://my.faulkner.edu/Login/Default.aspx>. Required information for resetting your password includes: your Faulkner student ID number, your date of birth, and the last 4 digits of your Social Security Number.

## DEMONSTRATIONS

Faulkner University recognizes the right of students to dissent as long as such behavior does not limit the freedom of others, damage university property or delay the opportunity of the student body, faculty or staff to proceed regularly with their work, school or scheduled activities. Students may use public areas approved in advance by the university for assembly as long as they do not restrict the movement of traffic. When a rally or other such gathering requires building space or public areas, clearance must be obtained in advance from the Dean of Students. Such clearance must be obtained at least 48 hours prior to the event, and the university reserves the right to make reasonable restrictions of location, time or format for such events, using the following guidelines:

1. To alleviate potential problems with safety or potential disruption of university activities;
2. To facilitate a free exchange of ideas consistent with the academic environment and the university's mission; and to comply with local, state and federal laws or ordinances. The university reserves the right to review, alter or otherwise restrict events, demonstrations, speakers or groups whose nature or presentation is contrary to or inconsistent with the university's mission and Christ-centered character. This determination shall be at the sole discretion of the President or his or her designee.

## DRESS CODE POLICY

Students are expected to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The university also seeks to prepare students for professional careers where certain

standards of dress are required for employment. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all university-sponsored activities, including athletics events. Please note that the Faulkner University Multiplex facility may impose specific dress code policies pertaining to workout facility use.

Enforcement of the dress code is the responsibility of the entire university staff and faculty. Due to the highly subjective nature in interpreting appropriate dress, it is difficult to arrive at consistent enforcement across campus. Thus, patience and a cooperative attitude among students are of high importance during such discussions. Questions about the interpretation and enforcement of these standards should be directed to the Dean of Student or a Student Life official.

All students, staff and faculty are expected to dress with Christian appropriateness. The following list is not exhaustive, and appropriate University personnel are given discretion in providing further direction.

### SHIRTS & TOPS (including dresses)

- The body must be properly covered in all public venues (this means both men and women cannot be shirtless).
- Halter-tops, spaghetti straps, crop tops, racer-backs, undergarment tank tops, strapless and other forms of revealing garments are permitted but must be worn with a non-revealing cover-up at all times.
- Open midriffs and open-sided shirts are not permitted.
- Any shirts or tops/dresses that reveal cleavage are not permitted.

### SKIRTS & DRESSES

- Skirts and dresses should land no shorter than one inch above the top of the knee cap while standing.
- Skirts and dresses that are tightly form-fitting and inappropriately revealing are not permitted.
- Leggings, jeggings, yoga pants, etc. must be covered with a top that fully covers the buttocks.

### SHORTS

- Measuring from the top of the knee cap while standing, the hem of shorts should be no shorter than the length of a Faulkner ID card (a bit over three inches).
- Running, Sport, or Tempo shorts are not permitted unless longer compression shorts or the like are worn underneath them at ID card length.

### OTHER

- Clothing with inappropriate advertising, pictures and/or sayings that are contrary to the mission and Christian standards of Faulkner University is prohibited.
- Athletic clothing appropriate to the intercollegiate sport or Physical Education course may be worn while participating in athletic practices, during athletic competition, and in PE classes where designated (not across campus grounds, nor in classes, chapel, housing lobbies, or other venues).
- During work periods, student workers are expected to conform to the dress code policy.
- Body piercing is a growing concern among healthcare professionals and in some cases is considered by the university as outside the bounds of Christian appropriateness. Extreme or otherwise distracting or harmful body piercing is discouraged and will be addressed by Student Life officials.
- Male students are expected to remove their hats while in chapel, during a public prayer, and in class at the discretion of a professor. Requests for wearing head wear for legitimate reasons should be discussed with the Office of Student Life.
- Sagging pants/shorts/lower garments should not reveal underwear.

- Cross dressing is only authorized by faculty members of the Theatre Department for theatrical presentations.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights to their educational records. A full description of the FERPA policy may be read in its entirety on page 23 of this handbook.

## ANTI-HARASSMENT POLICY -- INCLUDING DISCRIMINATORY AND SEXUAL HARASSMENT, SEXUAL MISCONDUCT, ASSAULT, STALKING AND RELATIONSHIP VIOLENCE

### STUDENT SUPPORT PROCESS

#### *Purpose*

In compliance with all applicable legal requirements prohibiting harassment against any member of the Faulkner University community, the purpose of this policy is to maintain a work and learning environment that is free of unlawful harassment. If such behavior occurs, this policy establishes a prompt and equitable procedure to resolve such complaints for situations in which students are involved.

#### *Scope*

This policy applies to all members of the Faulkner community (including trustees, faculty, staff, students, volunteers, vendors, and visitors) in which students are involved, and serves to protect community members from unlawful harassment regardless of where the alleged misconduct occurred (See Policy 351 in Human Resources for incidents that involve employees only). Although there is no geographical limitation, misconduct that is alleged to have occurred at a significant distance from the University or that is committed by a person outside the Faulkner community may be more difficult to investigate and remedy. Still, where the University's response is so limited, it will advise the reporting party regarding their right to file a complaint with the alleged perpetrator's school or local law enforcement within the jurisdiction where the harassment occurred.

#### *Policy*

1. Prohibition Against Harassment - Harassment, as defined in Section IV will not be tolerated at Faulkner University. As a Christian Community, Faulkner University has committed itself, unequivocally, to ensuring a working and learning environment in which the dignity of every individual is respected. Harassment is a breach of community which expresses disrespect, exploits and undermines relationships based on trust, and interferes with learning and productive work.
2. Responding and Reporting - Any person who experiences Harassment or who otherwise becomes aware of such an incident may oppose this behavior by telling the perpetrator to stop and should promptly report the incident pursuant to this policy (see Section V). Faulkner encourages all reports to be made in good faith. If an investigation results in a finding that an accusation of discrimination, harassment or retaliation was made in bad faith or maliciously, the accuser may face appropriate consequences. However, filing a complaint or providing information which a party or witness genuinely believes is accurate, but which is ultimately dismissed due to insufficient evidence or found to be untrue, does not constitute intentional false reporting.
3. No Retaliation - No member of the Faulkner community may be subject to further harassment, bullying, or retaliation by any employee or student for actions taken in good faith to file or encourage one to file a complaint, participate in an investigation, or oppose unlawful harassment. Retaliation includes things like intimidation, threats, or hostile actions based on someone's complaint or participation in this process. A



party may also be responsible for retaliation by someone affiliated with them (i.e., friend or family member). Any such behavior should be reported to the Title IX Coordinator or designee immediately.

4. **Impact of Complaint** - Because a claim is not proof of prohibited conduct, a claim against an employee shall not be taken into account during performance review, promotion, reappointment, or other evaluation unless a final determination has been made that this policy has been violated. If necessary and appropriate, such decisions shall be deferred until the claim is resolved.
5. **Notification and Training** - In an attempt to prevent unlawful harassment, Faulkner will provide all employees and students with annual notification regarding this policy, where to file a complaint, and offer periodic training for faculty, staff members, and students, who will be required to participate in such training.

### *Definitions and Examples*

1. **"Harassment"** - includes Discriminatory Harassment or Sexual Harassment, as defined below.
2. **"Discriminatory Harassment"** - any detrimental action based on an individual's sex, religion, race, age, color, national origin, veteran's status, disability, or any other characteristic protected by applicable law when such conduct:
  - a. is so severe, persistent or pervasive that it unreasonably interferes with or limits the individual's work or educational performance or one's ability to participate in or benefit from the University's educational program or activity; or
  - b. creates a working, learning, or living environment that a reasonable person would find intimidating, hostile, or offensive.
  - c. It should be noted that the University is exempted from certain legal prohibitions against religious and sex discrimination as set out in its Nondiscrimination Policy.
  - d. Examples of Discriminatory Harassment may include, but are not limited to the following:
    - i. Threats or insinuations that a person's status or other condition of employment or academic status may be adversely affected because of one's legally protected characteristic.
    - ii. Unwelcome verbal or written expressions, derogatory comments, epithets, degrading jokes, or innuendos regarding one's legally protected characteristic.
    - iii. Posting objects, pictures, videotapes, audio recordings or literature that may embarrass or offend an individual because of one's legally protected characteristic. Such material, if used in an educational setting, should be clearly and significantly related to educational purposes.
    - iv. Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally because of one's legally protected characteristic.
3. **"Sexual Harassment"** - unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature, including Sexual Misconduct, Exploitation, Stalking, or Relationship Violence as defined below, when:
  - a. sufficiently serious, pervasive, or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both an objective (a reasonable person's view) and subjective (the complainant's view) standard
  - b. refusing or submitting to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or status in a University course, program or activity.

- c. Sexual harassment can occur regardless of the relationship, position and respective sex of the parties. Same-sex harassment violates this policy, as does harassment by a student of a faculty member or a subordinate employee of his/her supervisor.
- d. Examples of Sexual Harassment may include, but are not limited to the following:
  - i. Unwelcome sexual invitations, solicitations and flirtations.
  - ii. Threats or insinuations that a person's status or other condition may be either adversely affected by not submitting to sexual advance or positively affected by submitting to sexual advance.
  - iii. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; obscene phone calls.
  - iv. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or study area, which may embarrass or offend individuals. Such material, if used in an educational setting, should be clearly and significantly related to educational purposes.
  - v. Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons, including those distributed electronically.
  - vi. Offensive letters, email, text messages, posts on social networking sites, Internet images or transmissions or voicemail messages.
  - vii. Questions about one's sex life or experience
- 4. "Sexual Misconduct" - a broad term encompassing any non-consensual physical contact of a sexual nature that varies in severity and consists of a range of behaviors or attempted behaviors. Prohibited Sexual Misconduct includes:
  - a. Non-Consensual Sexual Contact - any intentional sexual touching, however slight, with any object or body part, by one person upon another, without consent or by force. Sexual touching includes any contact of a sexual nature (as determined using a "reasonable-person" standard) with the breasts, buttocks, groin, genitals, mouth, or body part of another. Sexual touching also includes an individual making someone else touch him or her with, on, or in, any of these body parts.
  - b. Sexual Assault – an offense that meets the definition of rape, fondling, incest or statutory rape as used in the FBI's UCR program and said definitions provided below (34 CFR 668.46(a)):
    - i. The offense of rape is "penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim", for purposes of this policy, it also includes instances where the victim is incapable of given consent because of his/her age or because of his or her temporary or permanent mental or physical incapability.
    - ii. The offense of fondling is "the touching the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against that person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity".
    - iii. The offense of incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law of the State of Alabama.



- iv. The offense of statutory rape is non-forcible sexual intercourse with a person who is under the statutory age of consent in the State of Alabama.
5. "Sexual Exploitation" - when a person takes non-consensual sexual advantage of another for his/her own advantage or benefit, or the advantage or benefit of anyone other than the one being exploited, and that does not otherwise constitute one of the other sexual misconduct definitions. Examples include, but are not limited to: exposure of genitals or coercing another to expose their genitals; invasions of privacy including non-consensual video or audio-taping of sexual activity; voyeurism; capturing images for sexual gratification; inducing intoxication/incapacitation for the purposes of sexual activity; or aiding in the commission of sexual misconduct. It is important to remember:
- a. Previous sexual relationships and/or a current relationship may not be taken to imply consent.
  - b. Consent cannot be implied or inferred by attire, time or place (e.g., being invited to a person's residence at a certain time of night).
  - c. Consent to sexual activity may be revoked at any time, as long as the revocation is communicated clearly, at which point sexual activity must cease immediately.
  - d. Consent cannot be given by minors, mentally disabled individuals or incapacitated persons. Because Consent may never be provided by an incapacitated person, one must assume Consent has been withdrawn should an individual become incapacitated at any point during a sexual act or encounter.
  - e. Consent cannot be obtained through the use of fraud or force (actual or implied).
6. "Consent" - an informed, knowing, and voluntary decision to engage in mutually acceptable sexual activity. Consent is active, and not passive. Silence, in and of itself, should not be interpreted as consent. Consent must be part of a mutual and ongoing process by both parties throughout the sexual interaction. In other words, Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity. Consent may be given by words or actions as long as they create mutually understandable permission. It is important to remember:
- a. Previous sexual relationships and/or a current relationship may not be taken to imply consent.
  - b. Consent cannot be implied or inferred by attire, time or place (e.g., being invited to a person's residence at a certain time of night).
  - c. Consent to sexual activity may be withdrawn by any person at any time. Once withdrawal of Consent has been expressed, the sexual activity must cease.
  - d. Consent cannot be given by incapacitated persons. However, Respondent must know or reasonably should have known that the Complainant was incapacitated at the time of the sexual activity. Because Consent may never be provided by an incapacitated person, one must assume Consent has been withdrawn should an individual become incapacitated at any point during a sexual activity.
  - e. An individual's use of alcohol or drugs does not diminish that individual's responsibility to obtain Consent.
  - f. Consent cannot be created through coercion, which is the use of express or implied threats, intimidation, or physical force which places an individual in fear of immediate harm or physical injury to self or others or causes a person to engage in unwelcome sexual activity. Coercion also includes administering a drug, intoxicant, or similar substance with the intent to impair that person's ability to consent prior to engaging in sexual activity
7. "Incapacitated" - any state where one cannot make a rational, reasonable decision because they lack the ability to understand the consequences of their actions. It literally means the inability to fully understand

what is happening. First responders will assess someone's capacity through the use of common questions to determine if a person is oriented to the person, place, time, and event. In other words, someone who does not know the "who, what, when, where, or how" of their sexual interaction lack capacity. This includes but is not limited to persons incapacitated based on their voluntary or involuntary use of drugs or alcohol, unconsciousness, blackout or sleep.

8. "Threat of Force" - use of physical force or violence (such as pushing, hitting, pinning down), or the threat of such force.
9. "Stalking" – "engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional stress" and includes (per the VAWA Act of 1994 – 34 CFR 668.46(a):
  - a. "course of conduct" is defined to mean two or more acts, including but not limited to acts in which the stalker directly or indirectly, or through third parties, by any action, methods, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property;
  - b. "substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling;
  - c. "reasonable person" means a person under similar circumstances and with similar identities to the victim.
10. "Dating Violence" - violence committed by a person who is or has been in a social relationship or a romantic or intimate nature with the victim; where the existence of such a relationship is determined based on a consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship. Additionally, dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse; dating violence does not, however, include acts that meet the definition of "domestic violence." (VAWA Act of 1994 – 42 U.S.C. 13925(a))
11. "Domestic Violence" – a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Alabama or by any person against an adult or youth victim who is protected from that person's act under the domestic or family violence laws of jurisdiction. (VAWA Act of 1994 – 42 U.S.C. 13925(a))
12. "Reporter" or "Complainant" - the person filing a report or complaint that the policy was violated.
13. "Accused" or "Respondent" - the person accused of violating the policy or responding to a complaint related to a violation.

### *Emergency Assistance*

If a person has concerns for their safety, they should contact the Faulkner Police Department (FPD) (334-239-5496) or the Montgomery Police Department (MPD @ 911) The Police can help with transportation to the hospital for sexual assault exams, safe housing on campus, connecting a person to other resources, and help in obtaining a restraining order. Other helpful resources include:

- Faulkner University Counseling Center (334-386-7295, 7275, or 7896)
- Director of Residence Life (334-300-2201)
- Dean of Students (830-688-1074)
- 24/7 support at the Family Justice Center (1-800-650-6522 or <https://www.oneplacefjc.org/>)

### *Complaint Procedures (Administrative and Law Enforcement)*

1. Immunity - Sometimes, students are hesitant to report to university officials because they fear that they may be charged with policy violations, such as underage drinking, curfew violations, or other conduct violations at the time of the incident. To encourage reporting of Harassment, the university reserves the right to offer complainants Harassment Immunity from being charged with policy violations related to the particular incident. This means that while violations to university policy cannot be completely overlooked, the university may provide educational or other options rather than punishment in such cases. This applies equally to all reporters and cooperating witnesses.
2. Timing of Complaints - There is no time limit for the submission of a complaint under this policy. While the amount of time needed to respond to the complaint will vary based on the nature of and/or complexity of the allegations and the evidence, any related investigation and outcomes will normally be concluded within 60 days of the receipt of the complaint (not including any appeals).
3. Reporting Options – As listed in Section V, a variety of resources are available at Faulkner and in the area around campus to assist those who have experienced gender-based or sexual harassment, including sexual violence, and other violations of this Policy. Individuals considering making a disclosure to Faulkner resources should make sure they have informed expectations concerning privacy and confidentiality. Faulkner is committed to providing all possible assistance in understanding these issues and helping individuals to make an informed decision. It is important to understand that, while the University will treat information it has received with appropriate sensitivity, University personnel may nonetheless need to share certain information with those at the University responsible for stopping or preventing discrimination. For example, Faulkner employees, other than those who are prohibited from reporting because of a legal confidentiality obligation or prohibition against reporting (as further identified below), must promptly notify the Title IX Coordinator or a direct supervisor about possible violations of this Policy, regardless of whether a complaint is filed. Such reporting is necessary for various reasons, including to ensure that persons possibly subjected to such conduct receive appropriate services and information; that Faulkner can track incidents and identify patterns; and that, where appropriate, Faulkner can take steps to protect the University community.

- a. Direct Reporting to Anti-Harassment Co-Coordination - Reports can be made directly to one of the two Anti-Harassment Co-Coordination, whose information is listed below. For compliance purposes, these Co-Coordination serve under the supervision of the Title IX Coordinator for incidents in which students are involved.

#### *Anti-Harassment Title IX*

##### *Coordinator:*

Renee Davis  
Assistant Vice President for Human  
Resources  
Harris Business Building  
334-386-7230  
[rdavis@faulkner.edu](mailto:rdavis@faulkner.edu)

#### *Anti-Harassment Co-Coordinator:*

Amanda Lewis  
Generalist, Human Resources and  
Finance  
Harris Business Building,  
334-386-7916  
[alewis@faulkner.edu](mailto:alewis@faulkner.edu)

#### *Anti-Harassment Co-Coordinator:*

Candace Cain  
Dean of Students/Asst. Vice Pres. for Student Services  
Office of Student Life, Multiplex  
334-386-7184, [ccain@faulkner.edu](mailto:ccain@faulkner.edu)

- b. Reporting to Responsible Employee - The university considers all other university employees and Student Organization Sponsors to be “Responsible Employees.” This means that if they receive reports about Harassment, they must promptly share that information with the appropriate Co-Coordinator, who can consider requests that the school maintain the reporter’s confidentiality.

In other words, notification to the Responsible Employees is official notice to the University but does not necessarily mean information will be shared with the accused individual. This information should include all relevant details needed to determine what occurred and address the situation including: name of the parties or witnesses and any relevant facts, including date, time and location. To the extent possible, the Responsible Employee should explain this obligation to the reporter before the report is made, identify reporting options (i.e., confidential, direct, and law enforcement) and clarify that the student has an option to ask that the Title IX Coordinator maintain his or her confidentiality.

- c. Reporting to Law Enforcement – Separate and apart from violations of this policy, many sexual misconduct offenses are also considered crimes in the state or locality in which the incident occurred. For that reason, the University also encourages any related criminal violations to be reported to FPD so that they can consider legal options. These options are available to the Complainants, who may change their minds about pursuing them at any time. For example, Complainants may seek a protective order from a court against the alleged perpetrator(s); pursue a civil action against the alleged perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the alleged perpetrator(s). FPD can be contacted at:

Faulkner Police Department  
334-386-7415 (office)  
334-239-5496 (emergency)  
[police@faulkner.edu](mailto:police@faulkner.edu)

It is important to note that reporting to FPD or any other law enforcement does not require filing criminal charges. Regardless of whether an incident of sexual misconduct is reported to the police or the University, Faulkner strongly encourages individuals who have experienced sexual harassment to preserve evidence to the greatest extent possible, as this will best maintain all legal options for them in the future. Additionally, such evidence may be helpful in pursuing a complaint with Faulkner. While the university does not conduct forensic tests for parties involved in a complaint of sexual misconduct, the results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be considered as evidence in a university investigation or proceeding, provided they are available at the time of the investigation or proceeding. Additionally, FPD has officers specifically trained to work with complainants and can explain their rights and options and provide relevant resources.

- i. Timely Public Warning - Under the Clery Act, the FPD must issue immediate timely warnings for certain types and circumstances of Sexual Misconduct reported to them if they believe they pose a substantial threat of bodily harm or danger to members of the campus community. If that is necessary, the University will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

- ii. Cooperation with Law Enforcement Requests - The University will comply with a law enforcement request for cooperation, and such cooperation may require the University to temporarily suspend any fact-finding aspect of the investigation while the law enforcement agency is in the process of gathering evidence. The University will promptly resume its resolution/investigation of the complaint after receiving the request from law enforcement or as soon as notified that law enforcement has completed the evidence gathering process, whichever is earlier. This length of time will vary depending on the specific circumstances of each case, but in no case will the university suspend any investigation for an ongoing or indefinite period.

#### *Intake, Interim Measures, and Preliminary Assessment*

1. Intake - Upon receiving the report, the Co-Coordinator or designee will provide complainant with a general understanding of this process, including confidentiality, prohibitions against retaliation, and determine if interim measures are requested/necessary to protect the complainant's or university community's rights or safety.
2. Interim Measures and Other Resources - Interim remedial measures typically help the complainant avoid contact with the Respondent. These can include but are not limited to interim suspension, restrictions regarding movement on campus, removal from university housing, modification of classes or work schedules, and no contact orders. The complainant will also be informed regarding relevant resources, which include the assignment of a Title IX Liaison, academic or counseling services, and the right to report a crime to or seek a protective order from campus or local law enforcement. The Co-Coordinator or designee will also discuss confidentiality requests and determine how the complainant wishes to proceed: no action; proceed with informal resolution (if applicable); or proceed with formal resolution, which are each discussed below.
3. Preliminary Assessment – No later than three days after receiving the complaint, the Co-Coordinator or designee will make an initial assessment to determine if there is reasonable cause to believe the policy has been violated. No reasonable cause exists when, even assuming that all the facts reported by the complainant are true, no violation of the policy could exist. If no reasonable cause exists, the case will be closed and that conclusion reported in writing to complainant and respondent, if applicable. If there is reasonable cause, the complaint will proceed.

#### *Requests for Confidentiality and/or No Action*

If the complainant refuses to participate, requests confidentiality and/or asks that the university not take action, the university's ability to adequately respond to the complaint or report may be limited. Still, the Co-Coordinator or designee will evaluate such requests by balancing the complainant's desire with the university's responsibility to provide a safe and nondiscriminatory environment. In other words, while the university wants to respect the complainant's request, it is important to note the law may require the university to override the request especially in cases of Sexual Misconduct or involving violence. In making this decision, the Co-Coordinator or designee will consider several factors including but not limited to:

- Do circumstances suggest there is an increased risk of the alleged respondent committing additional acts (e.g., other complaints against the respondent or threats of additional action by respondent)?
- Do circumstances suggest there is an increased risk of someone else committing additional acts under similar circumstances (e.g., pattern of acting or certain location)?
- The seriousness of the allegations (e.g., force or violence was used, weapon involved, multiple respondents)?

- Whether the university possesses other means to obtain relevant evidence to proceed (e.g., security cameras or physical evidence)?

If the university determines that it can honor the complainant's request, it will ask the complainant to sign a case drop form, and the case will be closed with the understanding that the complainant can later change his or her mind. The university will still take all reasonable and necessary steps to respond to the complaint consistent with the complaint's requests and determine whether interim measures are appropriate or necessary.

If the university determines that it must proceed with a resolution or investigation despite the complainant's request for confidentiality, the university will take care to protect the complainant's information as far as possible. In other words, only the people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individuals. Moreover, in addition to interim measures, the complainant may request that the university inform the respondent that he or she asked the university not to investigate or seek discipline, and the university will honor that request. In this type of case, the Co-Coordinator will serve as the complainant using the process outlined below.

### *Informal Resolution*

In any cases that do not involve violence or Sexual Misconduct, a complainant may wish to informally resolve the complaint. An informal resolution might take the form of the Co-Coordinator, appropriate supervisor/administrator, or complainant discussing the issues with the respondent in order to establish the kind of behavior that may be deemed objectionable and securing the cessation of such behavior; it might also take the form of informal mediation between the parties.

When complaints are resolved informally, the offending party should be cautioned that repetition of such conduct could lead to formal complaint or investigation. The use of an informal complaint and resolution procedure is optional. Nothing in this informal complaint process is meant to discourage an individual from filing a formal complaint. In instances where complainant does not wish to engage in the informal procedure, where informal resolution is not appropriate (e.g. violence or Sexual Misconduct), or in situations where attempts at the informal procedure are unsuccessful, the formal procedure may be followed. Written notice of the outcomes of any informal procedure will be given to complainant and responded by the Co-Coordinator within one week of the outcomes.

### *Formal Resolution*

If the complainant wishes to proceed with a formal resolution or the university determines that a formal resolution should proceed, the Co-Coordinator will begin an investigation under the supervision of the Title IX Coordinator. The goals of the investigation are to determine (1) if a preponderance of the evidence shows that the alleged violation occurred (i.e., it is more likely than not) and (2) if so, what actions should the university take to respond to the violation and prevent reoccurrence. In so doing, the university strives for the investigation to be sufficient, reliable and impartial, including the opportunity for both complainant and respondent to provide evidence and witnesses to the investigator, as applicable. For the sake of clarity, the university's process for investigating complaints is not a court hearing. Rather, the university's formal resolution process is an internal administrative investigation of an alleged policy violation where both parties are afforded opportunities to both review and appeal the initial investigation finding(s).

### *Initial Meetings, Parties Statements, and Pre-Finding Resolution*

1. Initial Interview with Complainant and Complainant Form – To begin the investigation, the Co-Coordinator or designee will interview the Complainant regarding the facts surrounding the complaint. Relevant information includes but is not limited to: identification of the respondent and relationship to the

university; description of the incident(s), including dates, locations, and the presence (and identity) of any witnesses or other who might have been subject to the same or similar harassment; a list of any other information that complainant believes to be relevant including supporting documents or other evidence including text messages or voicemails; and description of the impact of respondent's actions on complainant. The Co-Coordinator or designee will also ask Complainant to complete a general Complaint Form containing basic information about the complaint made against the Respondent, such as time, date, location, and a brief description of the allegations underlying the alleged violation.

2. Notice and Initial Meeting – The Co-Coordinator or designee will provide the Complainant Form to respondent via email or in person as written notice of the complaint and investigation and schedule an appointment to discuss the complaint. The Co-Coordinator or designee will also provide Respondent with a general understanding of the policy, including confidentiality, the prohibition against retaliation and explain any interim measures in place and consider respondent's request for additional interim measures. The respondent will also be informed regarding relevant resources, which include the assignment of a Title Liaison and counseling services.
3. Pre-Findings Resolution of Complaint - After reviewing the complaint form and the meeting, the respondent has the right to end the investigation by accepting responsibility for the conduct alleged in the Complaint Form. In order to inform his/her decision in this regard, the Respondent can ask the Decision Maker to outline potential sanctions. If the Respondent accepts responsibility, the complaint would be officially referred to the appropriate Decision Maker to decide the sanctions against Respondent.
4. Initial Respondent Interview - If the Respondent contests the complaint, the Co-Coordinator or designee will interview the Respondent regarding the facts surrounding the complaint. Relevant information includes but is not limited to: identification of respondent's relationship with complainant; response to the complaint including description of the incident(s), including dates, locations, and the presence (and identity) of any witnesses; and a list of any other information that respondent believes to be relevant including supporting documents or other evidence including text messages or voicemails.
5. Respondent's Refusal or Failure to Participate - Refusal or failure by the Respondent to meet, cooperate regarding the complaint and notices provided, or participate in an interview may result in the adjudication of the complaint without input from the Respondent.

#### Fact-Finding Investigation

It is the responsibility of the trained and neutral investigator, not the parties, to gather the evidence relevant to the complaint to the extent reasonably possible. During the course of the investigation, the investigator may utilize some or all of the following methods, in whatever order the investigator deems most appropriate: interviewing the parties and key witnesses in order to gather relevant information; document or evidence gathering or review; consulting expert witnesses including local law enforcement or forensic experts (as necessary). Throughout the process, the investigator will maintain appropriate documentation; provide status updates to the parties; and disclose appropriate information to others only on a need-to-know basis consistent with applicable law.

1. Influencing Witnesses - In their statements, the parties have the right to identify any relevant witnesses and the investigator will attempt to contact and interview any witnesses that he or she deems relevant to the resolution of the complaint. Witnesses should only be encouraged to cooperate and to speak the truth. If either party, individually or through others, attempts to threaten, intimidate, or otherwise improperly influence a witness, such action will result in a separate disciplinary action by the university.



2. Disclosure of Evidence - The investigator will determine if the evidence presented, which may include written statements, electronic messages or social media posts, physical evidence, etc., are relevant and probative to whether the alleged conduct occurred. If so, in the interest of fairness and equity, such evidence may be disclosed to both parties if relevant to further investigation or the outcome of the case.
3. Conflicts of Interest – If either of the parties contends that the Co-Coordinators, investigator or Decision Makers, has a conflict of interest in fulfilling their responsibilities under this policy, the university encourages the party to raise those issues with the Co-Coordinator so that it can be considered.

### Findings and Report

Upon conclusion of the investigation, the investigator will make a written findings report outlining whether a violation occurred, based on a preponderance of the evidence (whether a policy violation is more likely than not). The findings will include a summary of the investigation and analysis of the relevant evidence supporting the findings.

### Presentation of Finding and Decision

After the findings report is reviewed by the Co-Coordinator, the Co-Coordinator will present the findings to the parties separately either in person or via email. If both parties accept the findings, the appropriate Decision Maker, as set out below, will impose sanctions for the violation, after consultation with the Co-Coordinator. The appropriate Decision Maker depends on the primary status of the respondent: for accused students, it is the Vice President for Student Services. In cases where a potential conflict exists involving the Vice President for Student Services, another University Vice President will be designated by the Title IX Coordinator to serve as Decision Maker for the respective case.

If either party rejects the findings, the appropriate Decision Maker identified above will determine whether it is more likely than not that the accused individual violated the policy. In making this decision, the findings of the investigation will be considered and given great deference by the Decision Maker, but are not binding on his/her decision. The Decision Maker may ask the investigator to conduct additional investigation before making his or her decision or meet with both parties and the Co-Coordinator.

If the Decision Maker concludes that it is more likely than not that the policy was violated, they will also consider sanctions for the violations, after consultation with the Co-Coordinator. If the Decision Maker concludes that the preponderance of the evidence does not support a violation, the parties will be notified as set out below.

### Remedies

Anyone who violates this policy will be subject to appropriate disciplinary action. Disciplinary measures available to remedy Harassment or retaliation include but are not limited to the following: verbal warning/reprimand; written warning/reprimand in student files; requirement of verbal and/or written apology to victim; mandatory education and training on harassment by means of reading assignments, videos, classes or other presentations; referral for psychological assessment or treatment; alternate placement, probation, suspension or expulsion; or other actions the University deems appropriate under the circumstance. Additionally, interim remedial measures may become permanent.

In determining what disciplinary or corrective action is appropriate, the university shall consider the totality of the circumstances including but not limited to: number of victims and harassers involved; student positions or status of the victims and harassers; relevant portions of prior disciplinary record of the harasser; threatened or actual harm caused by the harassment; frequency and/or severity of the harassment.

If a student or student groups are found to be in violation of this policy, any of the sanctions set forth in the Faulkner Student Code of Conduct may also be involved.

### Notifications

When a determination is reached regarding findings and/or sanctions, the appropriate Decision Maker will provide both complainant and respondent with concurrent written notice of the same within seven (7) days of the decision through email.

The notice will inform both parties regarding the outcomes (where or not the university found the alleged violation occurred), any sanctions that impact both parties (e.g., no contact orders, suspension), and that a redacted version of the findings report is available for inspection by both parties upon request. The complainant should also be informed of any other remedies offered to him or her individually or actions taken by the university to prevent recurrence. Finally, the notice will also include information regarding the parties' right to appeal. Sanctions, especially those requiring separation from campus, are implemented immediately. The Decision Maker has discretion to allow a student respondent to complete any pending coursework remotely if deemed appropriate by the relevant faculty member.

### Appeal

Either party may appeal the findings or sanctions imposed by filing a written appeal to the Title IX Coordinator within five (5) business days of the above notification. (However, the respondent cannot appeal admissions of pre-finding responsibility or findings that he or she accepted). The ONLY grounds for appeals are as follows:

1. The investigatory process, as outlined in the policy was not followed, and the failure to do so significantly and adversely impacted the outcome of the investigation;
2. To consider new evidence unavailable during investigation that could substantially impact the original finding or sanction. A summary of the new evidence must be included along with a valid reason it was not available earlier and how it would have impacted the outcome.
3. The sanctions imposed are substantially inconsistent with the type of discipline issued to others who were found to be responsible for substantially similar violations.
4. The findings are not supported by the evidence or are otherwise arbitrary.

After receiving an appeal, the Title IX Coordinator will share the appeal with the relevant Co- Coordinator and notify the opposing party of the appeal and allow him or her the opportunity to file a response. The opposing party will have five (5) business days to do so.

The appeal will be considered by one of the two administrators mentioned above that did not render the initial decision. For example, if a student appeals a decision of the Vice President for Student Services, the Vice President Finance or the Vice President for Academic Affairs, will consider the appeal.

The procedure governing the consideration of appeals include the following:

1. If the person hearing the appeal determines that an appeal should be granted, it should make every effort to return the appeal to the original administrator for reconsideration (remand) where appropriate. In such cases, the decision made on remand by the original administrator is not appealable;
2. Appeals will be confined to review of the written documents including the original findings reports, the written appeal, and any responses. However, the person hearing the appeal may ask the investigator or parties for clarification regarding something in the written documents; and

3. Appeals are not an opportunity for the appeals committee to substitute their judgment for that of the original administrator merely because they disagree with his/her findings and/or sanctions. Instead, they are to be deferential making changes only where there is clear error or compelling justification.
4. The appeal finding, which will be in writing and provided to both parties concurrently through email, will be final and cannot be appealed.

## HAZING POLICY

In keeping with our Christian mission, Faulkner University embraces community standards that reflect biblical principles and encourages its students, faculty, and staff to live lives of holiness, honesty, decency, and civility. We deeply respect the personal worth and dignity of our students, and genuinely care about their physical and emotional safety. As such, any form of hazing is unacceptable and is counter to our institutional values and mission. Qualifying<sup>2</sup> students have the right to seek membership to student clubs and organizations without risk of danger or humiliation. A student's consent to hazing is not a defense to a violation of this policy.

New or prospective members of groups can expect to participate in activities that foster camaraderie and unity among all members of the group, and that encourage growth and build up each individual. Hazing in any form is a serious offense and may receive the full range of disciplinary response, including suspension from the university. Students are advised that "hazing", as defined in the Alabama statute on hazing, is a crime in Alabama. Under the Alabama statute "hazing" means intentionally, knowingly or recklessly endangering the mental or physical health or safety of a student in connection with that student's participation or membership in any social, service or similar club, group or organization, including pledging, initiation, holding office or maintaining membership. The law applies whether the hazing occurs on or off campus. The university reserves the right, for its private disciplinary purposes, to define conduct as "hazing" whether or not it would constitute hazing under the Alabama law.

Anyone is guilty of the crime who engages in hazing; encourages, directs, aids or attempts to aid another in hazing; intentionally, knowingly or recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident, or has firsthand knowledge that hazing has occurred and fails to report the incident in writing to the Dean of Students or another appropriate official of the university. An organization may also be guilty of hazing if it condones or encourages hazing, or if an officer or any group of members, pledges or alumni commits or assists in an act of hazing. Hazing guidelines are further detailed in the Social Club Handbook located online and available at the Student Life Office.

## IDENTIFICATION CARDS

All Faulkner University students are required, upon enrollment, to obtain a Faulkner University Identification Card. With each semester registration student's Identification Cards are updated with the academic year (this is a sticker). This year sticker provides an official status indicating a student is currently registered. The Faulkner Student Identification Card identifies the individual as a student of Faulkner University and allows the student access to University facilities and resources such as the Gus Nichols Library System, University Food Services, computer laboratories, the Student Multiplex, intramural sports programs, most on-campus athletic events and certain other programs. The Faulkner Student Identification Card also allows access to consortium libraries. Student identification Cards that are not updated with a year sticker may be denied event attendance or entry to on campus services. These stickers are available to any current registered student in the Student Life Office.

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<sup>2</sup> Student organizations generally have qualifications such as number of class hours per semester, specific program (traditional, online, Law School student, Science major, etc.) and GPA range. Please check with the specific organization in order to define qualification.

All students are required to carry the Faulkner Identification Card when on a Faulkner campus or property or attending a Faulkner-sanctioned event (e.g. athletic events, theatrical events, etc.). All students should present their Faulkner Identification Card whenever requested by University personnel. Broken, lost or stolen Faulkner Identification Cards should be reported immediately to the Office of Student Life on the Montgomery campus and/or the Center Director on one of the extended campuses. The replacement cost for broken, lost or stolen Faulkner Identification Cards is \$25.00. The University considers the use of another student's Faulkner Identification Card as identity theft and a violation of the Faulkner Student Conduct Regulations. The misuse or abuse of Faulkner Identification Card privileges is also considered a violation of the Faulkner Student Conduct Regulations.

## INTERNET INFORMATION

While Faulkner University will not proactively monitor personal websites, social networking sites, blogs, online video hosting sites, and other such Internet information repositories for student conduct violations, the university will address student conduct violations that are reported to the Dean of Students office. If, in the course of the investigation, violations of law or policy are identified, the student(s) will face a disciplinary response as outlined in the Student Conduct section of this handbook.

## MEDICAL INSURANCE

Students participating in intramural sports and other university activities do so at their own risk. The university is not liable for accidents incurred during these activities and does not provide insurance covering student medical care or treatment. Students need to secure their own insurance.

## NONDISCRIMINATION POLICY

### Purpose

To preserve a learning environment that is free from unlawful discrimination Faulkner University's policy is to ensure that persons who apply for admission and persons who are enrolled are treated in a nondiscriminatory manner in matters of race, color, nationality or ethnic origin, gender, age, or disability, including qualified disabled veterans and qualified veterans of the Vietnam Era, in accordance with applicable federal, state and local laws.

### Scope

This policy applies to all students of the university. This policy applies to all terms and conditions of enrollment, including, but not limited to, admission standards and processes, and the guidelines by which enrollment may be denied or terminated, based on the standards outlined in the Student Handbook.

### Policy

Faulkner University complies with all applicable federal and state non-discrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, gender, age, or disability, including qualified disabled veterans and qualified veterans of the Vietnam Era. Faulkner University is affiliated with the fellowship of the Church of Christ. The university is governed by a Board of Trustees, all of whom are members of the Church of Christ, and is operated within the Christian-oriented aims, ideals and religious tenets of the Church of Christ. As a religiously controlled institution of higher education, Faulkner University is exempt from compliance with some provisions of certain civil rights laws, including some provisions of Title IX of the Education Amendments of 1972.

1. It is the responsibility of each student to obtain, read and comprehend the purpose, policies and procedures of the Student Handbook, including the policy for non-discrimination.

2. As stated in the Application for Admission, the signing of the application constitutes acceptance of and an agreement to abide by the policies and regulations of Faulkner University.
3. The University reserves the right to make changes to the Student Handbook at any time. Such changes will be communicated with students by means of email and Chapel announcements and will be updated on the Dean of Students Website, which serves as the official Student Handbook.
4. The University reserves the right to deny the enrollment, or terminate the admission, of any student whose attitudes and actions do not represent the Christian mission of the university as set forth by the Student Handbook. Such decisions will be made according to the principles and guidelines described in the Student Handbook, with careful consideration of the fair and reasonable processes provided for appeal.
5. Faulkner University encourages students with disabilities to request any appropriate academic and other accommodations to the Center for Disability Services (located in the Rotunda Room 124). The Director of the Center for Disability Services (a service for students with disabilities) serves as the compliance coordinator for ADA/Section 504.
6. Faulkner University encourages applicants for enrollment or enrolled students with a complaint regarding discrimination to report the offense to the Dean of Students or the general counsel of the university. If a faculty or staff member should receive a complaint of discrimination, he or she shall first consult the Dean of Students or the general counsel of the university.
7. The Dean of Students and the general counsel of the university will investigate all complaints of discrimination and make recommendations to the President for appropriate action.

## NOTIFICATION TO PARENTS

When a dependent student receives a disciplinary response of suspension or dismissal, the parents of the dependent student may be notified by mail. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on conduct probation for violating the Faulkner University alcohol policy.

Faulkner University works primarily with students so that as they move into independency they are encouraged to navigate conflict and problem solving on their own without the engagement of parents or guardians. The university does reserve the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the university, to the extent allowed by law. As stated in the current university catalog, a student's dependency status is determined according to the Internal Revenue Code 1986, Section 152. (More information is available in the most recent Academic Catalog.)

## 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.
- All students must pay the Student Accounts office for fines assigned to their vehicles.
- All students must adhere to all academic regulations and policies.
- All students must adhere to all University information technology regulations and policies.
- All students must comply with verbal or written directives given by University personnel in enforcing University regulations, policies or procedures.
- All Residential students must adhere to all Residence Life regulations and policies.
- All Residential students must register for a campus mailbox and check it regularly.

## PARKING

All students must register vehicles with the Faulkner Campus Safety and Police Department, properly display a current decal at all times while on campus and park in only areas designated for them. Unregistered vehicles may be ticketed or towed from campus at the owner's expense.

Faulkner University's campus is convenient and relatively small, allowing able students and employees to walk to any part of campus within ten minutes. Having a vehicle on campus is a privilege and students who have vehicles should park in the areas designated based on their status. If a students' status as a resident or commuter changes or if a student changes vehicles that are being parked on campus then a new decal is required to reflect an updated status or vehicle change.

Resident students may only park at their assigned resident hall or in the gravel parking lot of the multiplex. Resident students may not park in the Student Commons.

Non-resident students may park in the Student Commons parking lot or in the parking spaces along Odette Dr.

Law School students may only park in the large parking lot behind the law school on Odette Dr. No student may, at any time, park in the horseshoe parking area at the entrance to the law school.

Students who have classes in the Fine Arts building may park in the fine arts parking lot in the non-reserved spaces. Student athletes may park at the Football Field House.

Parking in the campground is reserved for registered campers only and is limited to no more than two cars per camping space.

## POLITICAL CAMPAIGN ACTIVITY

Section 501(c)(3) of the Internal Revenue Code prohibits tax-exempt organizations, such as Faulkner University, from participating or intervening in political campaigns on behalf or in opposition to any candidate for public office. Where applicable, this policy also applies to all students and student organizations. Violations of these prohibitions could result in loss of the university's tax-exempt status, imposition of taxes on the institution and its responsible managers, federal or state government lawsuits, audits, investigations or other penalties.

## PURITY AND SEXUAL STEWARDSHIP

Faulkner University's position and policy regarding **sex**, **sexuality**, and **gender identity/expression** are rooted in our long-standing institutional religious identity. In our unwavering commitment to this identity, Faulkner University is a Christian community that seeks to uphold the teachings and examples of the Bible in all things, and expects all members of its community to glorify God through their words and actions. The following position

statements<sup>3</sup> and guidelines pertaining to these issues, while not exhaustive, are intended to provide all associated with Faulkner clarity, direction, and appropriate support where needed.

## Sex and Sexuality

In God's perfect design for human sexuality, He instituted marriage between one man and one woman as the only permissible means by which couples could fulfill one another sexually<sup>4</sup>. Christians are cautioned to flee sexual immorality and thus to honor God with our bodies<sup>5</sup>. As followers of Jesus Christ, we are committed to being good stewards of the gifts the Creator has provided, including this gift of our sexuality.

We believe God's intention is that human beings live their lives (in terms of both sexual orientation and gender identity) in accordance with the male or female biological sex characteristics they possessed at birth. (Gen 1-2). We believe that sexual orientation and/or gender identity in contradiction to one's biological sex may sometimes be affected inexplicably through a complicated process involving the brain, genetics and relationships. We sadly acknowledge that "as a result of the Fall, complete physical and emotional wholeness for humanity will never fully occur on earth and that humans' experience of sex and gender (and many other things in our world) may not always be as the Creator originally designed"<sup>6</sup>. We recognize that we all live in a fallen world of human brokenness, and that we cannot fully understand one's sexual desire toward a person of the same sex or one's desire to claim a gender identity that doesn't correspond with one's biological sex. Yet, not unlike other areas of brokenness, our experience of our sex and sexuality is not always that which God the Creator originally designed. While we do affirm God's capacity to walk with us through our respective areas of brokenness or even heal our brokenness, we do not affirm the resolution of tension between one's biological sex and one's experience of gender by the adoption of a psychological preference of gender identity different from one's sex at birth. Further, we do not affirm attempts (social and/or physiological) to change one's given biological birth sex in favor of the identity of the opposite sex or of an intermediate or a fluid sexual identity.

We recognize that those whose sexual orientation may be in conflict with their biological sex may nonetheless be fully committed to following Christ in a life of holiness, sexual purity and obedience to the Scriptures. "Unmarried singles who abstain from sex [are] whole, mature persons, as pleasing to God as persons who are faithful in marriage."<sup>7</sup> "While we affirm the institution of marriage, we also recognize and affirm the call of some to singleness and celibacy."<sup>8</sup> We have the deepest respect for those who have followed such paths.

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<sup>3</sup>In preparing this document, the authors consulted a number of sources and borrowed language that seemed particularly apt. In such cases, we have endeavored to cite the source. We recognize that we may have used others' language without proper citation; please be assured this was inadvertent and accept our sincere apologies for this oversight. If such an error is called to our attention, we will update this policy with an accurate citation as to the source of such language.

<sup>4</sup> "The man said, 'This is now bone of my bones and flesh of my flesh...For this reason a man will leave his father and his mother and be united to his wife, and they will become one flesh.'" Genesis 2:23-24 NIV; "Marriage should be honored by everyone. And every marriage should be kept pure between husband and wife. God will judge guilty those who commit sexual sins and adultery." Hebrews 13:4 ERV

<sup>5</sup> 1Corinthians 6:18-20 NIV

<sup>6</sup> The University borrowed this phrase from George Fox University's position statement at <https://www.georgefox.edu/transgender/index.html>

<sup>7</sup> The Christian and Missionary Alliance

<sup>8</sup> Seattle Pacific University's "Statement on Human Sexuality" at <https://spu.edu/about-spu/spu-facts/statement-on-human-sexuality>



In living consistently with Christian convictions, we recognize the difference between a person's attractions and inclinations and a person's behaviors. While attractions and inclinations are not sins, students will nonetheless be held accountable for how they act in their response to such attractions and inclinations.

As with other expressions of Faulkner's religious beliefs and commitments, students in the Faulkner community are expected to respect the University's commitment to the beliefs set forth in this policy even if they do not agree with them. Faulkner believes the Christian educational experience we offer is of great benefit to all who will avail themselves of it—even to those who differ greatly with our religious commitments—and that granting such access to our educational experience can also be of benefit to the Lord's Kingdom as long as the admission of such people will not be disruptive of or detrimental to our religious purposes.

What behavior is expected of whom and under what circumstances varies with the type of program and the nature of the University/student relationship<sup>9</sup>. For example, conduct standards for our 18-22 year old residential students are admittedly more prescriptive than conduct standards for our older graduate and/or professional students and those standards may vary somewhat from our expectation for our exclusively online students. This kind of variance doesn't mean our beliefs about what is right and wrong is inconsistent; instead, it should be understood as a function of what we are trying to accomplish in a given program and/or as recognition that some conduct is markedly less detrimental to the University's religious purposes in one context than it is in another.

At the end of the day, though, Faulkner is a religious institution with a religious mission and we respectfully but adamantly maintain our right to be who we are. Faulkner reserves the right to deny admission to, revoke the admission of or dismiss any who, in our sole discretion, acts (or advocates acting) in a manner that is contrary or detrimental to our religious purposes or whose conduct hinders or reflects adversely on our religious mission.

As a residential Christian community of higher learning, Faulkner University's facilities may be used only for purposes and in ways consistent with the school's doctrinal beliefs as reflected in the Bible. We will make institutional decisions on a case-by-case basis in light of this position and policy regarding housing, restroom facility usage, intercollegiate athletic and extra-curricular participation, and in other matters where deemed appropriate by the University.

How this policy affects the University's conduct and behavioral expectations for its students are briefly addressed below:

1. The university has these conduct expectations for students in various programs:
  - a. All students, residential or commuter, who are in the traditional program offered at the Montgomery campus must comply with the behavioral standards set out in the undergraduate Student Handbook, including, but not limited to the Purity and Sexual Stewardship section.
  - b. Students in all other programs must, when on any Faulkner campus or attending any Faulkner sponsored activity, comply with the behavioral standards set out in the undergraduate Student Handbook, including, but not limited to the Purity and Sexual Stewardship section.
2. The University has these behavioral expectations for all students in its traditional program with regard to gender identity and expression.
  - a. The university reserves the right to dismiss any student who, while enrolled at Faulkner, enters into a same-sex marriage.

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<sup>9</sup> For further details, see the Undergraduate Student Handbook, the University catalog and the student handbook of the applicable program or division.

- b. The university reserves the right to dismiss any student who identifies as a gender other than his/her biological birth gender and who will not (or does not) abide by the university's dress code or the behavioral standards set out in the undergraduate Student Handbook, including, but not limited to the Purity and Sexual Stewardship section.
  - c. The university reserves the right to dismiss any student who begins or continues medical treatments or procedures to change his or her birth sex.
  - d. The university reserves the right to dismiss any student who engages in activism of any kind and in any forum against the principles set out in this document or against other religious commitments of the University.
  - e. The university reserves the right to dismiss any student who, in its sole and absolute discretion, personally acts (or advocates acting) in a manner that is contrary or detrimental to the University's religious purposes, goals and/or mission or when such actions reflect adversely on the institution.
3. The University has these behavioral expectations for all students in its traditional program with regard to conduct of a sexual nature. Faulkner expects its unmarried students to refrain from sexual immorality and its married students to refrain from sexual activity with anyone to whom they are not married<sup>10</sup>. Because the Bible condemns homosexual acts<sup>11</sup>, Faulkner does not condone homosexual relationships, nor does it permit any behavior that promotes or perpetuates homosexual relationships—whether holding hands, kissing, hugging, or any other romantic or sexual activity of any kind. Students who violate these conduct expectations are subject to corrective or disciplinary action, up to and including suspension or dismissal from the University. The following are examples (although not exhaustive) of inappropriate behavior:
- a. a heterosexual student's participating in pre-marital or extra-marital sexual intercourse (which is defined for purposes of this policy as any act of sexual gratification involving the sexual organs of any of the participants in the conduct);
  - b. a married heterosexual student's participating in any kind of sexual activity or sexual intercourse with someone to whom he or she is not married;
  - c. an unmarried heterosexual student's participating in any kind of sexual activity or sexual intercourse with someone who is married;
  - d. participation in activities such as sexually explicit conversations (whether verbal or written) or the sending/receiving of sexually explicit pictures with the intent of exciting or gratifying sexual desires or other such behaviors by any student with someone other than his or her spouse;
  - e. an unmarried student's sleeping with, spending the night with, or living with someone else as part of a romantic or sexual relationship;
  - f. the creation, viewing, possession and/or distribution of pornographic materials. (For purposes of this policy, "pornography" is defined as including, but not limited to, depictions of sexual activity or graphic nudity with an appeal to lustful or indecent interests.);
  - g. sexually explicit or inappropriate displays of public affection among heterosexual couples, including those who are married to each other (as determined in the sole discretion of the Dean of Students or his/her designee);

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<sup>10</sup> This policy recognizes that there are some kinds of conduct between unmarried heterosexual couples that is undoubtedly romantic in nature but is not immoral—for example, kissing, holding hands, embracing, cuddling. It also recognizes that while Christians can legitimately disagree about the parameters of appropriate physical intimacy outside of marriage, we can all agree that we are called to purity.

<sup>11</sup> Romans 1:26-27; 1 Corinthians 6:9

- h. any form of intimate or romantic public display of affection among homosexual couples, including, for example, kissing, holding hands, hugging for extended periods of time, and verbal cues or expressions given by either indicating the existence of a romantic relationship (as determined in the sole discretion of the Dean of Students or his/her designee).

All students are expected to maintain a lifestyle of sexual purity. We acknowledge the range of temptations that exist within our world, including sexual temptation, and encourage students to seek appropriate help in this regard. Faulkner University offers support services for all members of our community who may have struggles that can compromise one's ability to practice chastity. Professional counseling and pastoral care are available, with the intent of receiving students in a constructive and redemptive manner.

In all things, and guided by Biblical truth, Faulkner University seeks to affirm the personal dignity, worth, and participation of every member of its community – acting in grace and love. Furthermore, Faulkner University is committed to maintaining a physically and emotionally safe environment for all students, and will not tolerate sexual harassment or bullying of any kind, for any reason, including harassment or bullying based on one's sexual orientation or one's gender identity.

## PROPERTY AND POSSESSIONS

Faulkner University property and the property of others are to be respected. The abuse, misuse and vandalism of property is disrespectful, illegal and potentially dangerous. Actions that deceive, deprive or defraud others or property, monetary funds or other possessions are disrespectful and illegal.

- Faulkner University prohibits intentionally or deliberately damaging, destroying or defacing personal or private property.
- Faulkner University prohibits intentionally or deliberately damaging, destroying or defacing University property.
- Faulkner University prohibits misuse or abuse of personal or private property.
- Faulkner University prohibits misuse or abuse of University property.
- Faulkner University prohibits the use of paintballs, paintball guns, slingshots, water balloons, shaving cream, caustic substances or any substance that may damage property or injure individuals except in cases of an approved campus activity.
- Students are prohibited from fraud, theft or other actions that deceive, deprive or defraud others or property, monetary funds or other possessions.

## RACISM

Faulkner University does not condone racism and will not tolerate behaviors associated with expressions of hatred or intimidation. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the university.

## REQUIRED TESTIMONY

Any student who is an eyewitness to a violation of the Student Handbook is expected to cooperate with the university official investigating the matter.

## RESIDENCE LIFE REGULATIONS

The Residence Life Regulations, Policies and Procedures section of this handbook is very thorough and should be familiar to all on-campus residents. The University is especially concerned with the issue of opposite sex guests

in the residence halls and apartments. We encourage Christian fellowship and are happy to facilitate that within the following restrictions:

1. A student who is present in the room of a member of the opposite sex at any time is subject to appropriate sanctions up to and including suspension. A student who permits a member of the opposite sex to be present in his or her room at any time is subject to appropriate sanctions up to and including suspension.
2. A student who is present outside of visiting hours (after midnight) in the apartment or apartment complex of a member of the opposite sex is subject to appropriate sanctions up to and including suspension. 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 appropriate sanctions up to and including suspension.

## 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 consistently follows those ideals, 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 <https://www.oneplacefjc.org/>), the University Counseling Center (334-386-7295, 7275 or 7896), the Dean of Students Office (334) 386-7184 or the Campus Safety and Police Department (386-7415) or (334)-239-5496 available 24 hours every day . 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 of age), 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 Safety (239-5496) 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:
  - a. 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 (386-7415).
  - b. 24/7 support is available at the Family Justice Center (1-800-650-6522 or <https://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.
  - c. 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.
3. Even after the immediate crisis has passed, consider seeking support from the University Counseling Center or the Family Justice Center.
4. 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 (334) 386-7184 (office) or (830) 688-1074 (cell) or Campus Safety & Police Department (334) 386-7415. 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 (334) 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 or 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.

### SOLICITATION

Privately owned business enterprises may not be operated on campus. The Dean of Students must approve solicitation by any individual student, student group or outside entity, including advertisements, donations, patrons or any other type of financial support for any Faulkner University or outside activity.

### STALKING

Stalking is a *Category Three* violation and will receive the full range of disciplinary response, including dismissal from the university. The university upholds the definition and the law for stalking as found in the Criminal Laws of Alabama, Section 13A-6-90 (2012 edition). Victims of stalking are highly encouraged to report any concerns to the Faulkner University Department of Campus Safety. Violations reported to Student Life may result in referral to the Faulkner University Department of Campus Safety for criminal investigation. Ultimately, it is the victim's decision whether to pursue criminal charges.

### STUDENT COMPLAINT POLICY

The university has established formal policies and processes to handle submitted (written and online submissions) student complaints and appeals.

Complaints should be registered formally when a Faulkner student has exhausted their efforts in resolving an issue with the university and or its personnel or any other current student. As with any complaint or grievance the

university's desire is for the party or parties to seek a resolution between the parties where both parties are heard and are able to come to some common understanding and agree to move forward in a mutually agreed upon arrangement.

If resolution cannot be met or one party is unwilling to enter into an agreed upon reconciliation situation then a student should use the online forms provided in this section. Complaints or grievances should be submitted within two weeks so that the situation can be addressed efficiently.

Student complaints concerning academics such as issues with a professor, grades or an associated issue with a course or course work should follow the instructions as outlined in this form: <https://www.faulkner.edu/wp-content/uploads/Student-Complaint-Record-Academic.pdf>

Information for filing a complaint related to academic grades and policies, accuracy of the educational record and appeal of loss of financial aid due to lack of satisfactory academic progress may be found in Academic Catalog (on pages 58 and 59). The Academic Catalog can be located on the Website at [https://www.faulkner.edu/wp-content/uploads/Undergrad%20Catalog%202017\\_2018.pdf](https://www.faulkner.edu/wp-content/uploads/Undergrad%20Catalog%202017_2018.pdf).

Student complaints or grievances concerning non-academic issues with a staff, residence life staff, student services staff or any other non-academic area should complete this online form by going to this link: [https://docs.google.com/forms/d/e/1FAIpQLSfkAbkD00iLo0GD18noebuHRydf7NCfXVfOeBT1HcWGDC5mLQ/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfkAbkD00iLo0GD18noebuHRydf7NCfXVfOeBT1HcWGDC5mLQ/viewform?usp=sf_link)

This link is also available on the Faulkner Mobile App under the “Links” tile. This form is monitored by the Dean of Students and Vice President for Student Services.

Information related to the appeal of non-academic disciplinary decisions, harassment, discrimination, residence hall assignments, the residence hall living/learning experience and parking citations may be found in this Student Handbook. (Page 31)

Below are the lines of communication that should be followed when a complaint/grievance/incident is reported. Standard communication lines:

- Academic Complaint: Instructor>>Chair/Director>>Dean of the College>>Vice President of Academic Affairs. If the Instructor is the Chair/Director or Dean then the complaint will proceed to next line of communication.

Below is the communication process that will be followed when a complaint/grievance/incident is reported through the online form for non-academic student complaints.

Standard communication process for non-academic student complaint:

- A Non-Academic Complaint will be forwarded to the Vice President over the department named in the filed grievance.
- This Vice President or his or her designee will respond to the complainant with the process to be followed in order to appropriately address complaint. This may include a meeting with involved parties to gain better understanding and accomplish a resolution.
- Documentation of final resolution will be recorded and shared with appropriate parties.

Standard communication process for Non-Academic Student to Student complaint/incident:



- A student to student complaint will be handled through the Dean of Students or his or her designee.
- The Dean of Students or his or her designee will respond to the student complainant with the process to be followed in order to appropriately address complaint. This may include a meeting with involved student parties to gain better understanding and accomplish a resolution.
- Documentation of outcomes will be recorded and shared with appropriate parties.

## STUDENT ORGANIZATIONS AND ACTIVITIES

Students are encouraged to participate in the University community through various student organizations and activities. Guidelines for all student organizations and their participants are laid out in the Social Club Handbook available online at [https://www.faulkner.edu/wp-content/uploads/SocialClubHandbook\\_asof8-18-11\\_.pdf](https://www.faulkner.edu/wp-content/uploads/SocialClubHandbook_asof8-18-11_.pdf) and in the Student Life Office or request a copy by emailing [studentlife@faulkner.edu](mailto:studentlife@faulkner.edu).

## STUDENT ROLE IN FAULKNER UNIVERSITY DECISION-MAKING

Faulkner University students are encouraged to seek involvement in campus committees and organizations, and to participate in the process of helping to continually improve Faulkner University and her efforts to fulfill the mission of educating students for Christian service and leadership throughout the world.

Generally, committees formed by the Office of the President, the Office of the Vice President for Academic Affairs, the Office of Alumni Relations, the Office of the Vice President for Student Services, and the college deans have student representatives who serve to offer the voice of the student in institutional decision-making. Moreover, the Student Government Association and a number of campus organizations offer excellent opportunities for students to be involved in activities and conversation which help to shape the Faulkner University campus culture.

If you are interested in being considered as a member of a specific committee, or you would like to become more significantly involved in student focus groups, student leadership and other areas of the university that provide ongoing feedback for improvement, inquire in the Dean of Students office (located in the Multiplex) or by emailing [studentlife@faulkner.edu](mailto:studentlife@faulkner.edu).

## THEFT OR LOSS OF PERSONAL PROPERTY

The university is not liable for the theft or loss of personal items housed in campus facilities or taken on university property. Students are encouraged to take every precaution against theft, such as locking their doors, remaining with personal items at all times, identifying personal property and carrying private property insurance. Many students are covered for loss or theft by their parents' homeowner's insurance policy. If this is not the case, students are strongly encouraged to consider a renter's insurance policy for protection. Valuable property should be secured before leaving campus for holidays. All reports of lost or stolen property should be initiated with the Faulkner Campus Safety and Police Department.

## WEAPONS

Any firearms, illegal knives, and other prohibited weapons are strictly prohibited on university property, including parking lots or at any university activity off campus. Alabama's new firearms law does not give students the right to possess, transport or carry firearms (either openly or concealed pursuant to a concealed carry permit) on private property when the property owner has forbidden firearms on the property. In addition, city ordinance prohibits the firing of any air gun, including pellet guns and BB guns. Other dangerous weapons not listed may be subject to sanction. If a student is found in violation of this university policy, he or she may also be subject to the applicable student conduct policy and corresponding sanctions up to and including suspension and dismissal. The University also reserves the right to initiate criminal prosecution for violating this weapons policy.

## WITHDRAWAL FROM THE UNIVERSITY

Students deciding to withdraw from the university will initiate this process with the Registrar's office. To withdraw from specific classes (which is called dropping a class/course), but not from the university, students should consult the Academic Policy section of this Handbook page 119 or the University Catalog located online [https://www.faulkner.edu/wp-content/uploads/Undergrad%20Catalog%202017\\_2018.pdf](https://www.faulkner.edu/wp-content/uploads/Undergrad%20Catalog%202017_2018.pdf).

### Voluntary Withdrawal

Students who experience life situations or serious medical or mental health conditions while enrolled at the university may request a voluntary withdrawal from the university by contacting the Dean of Students. In determining if such is appropriate, the Dean or designee may: (a) consult with appropriate university personnel and/or the student's physician or psychologist; (b) counsel the student regarding the voluntary withdrawal, (c) consult with the office of the Vice President for Student Services and/or student's advisor or other academic representatives as appropriate; (d) discuss the circumstances with the student's family, as appropriate; and (e) refer the student to appropriate resources for evaluation or treatment. If the Dean or designee determines the voluntary withdrawal is appropriate, he or she will grant the withdrawal and specify any conditions related thereto, including but not limited to any conditions for readmission as described below.

### Interim Emergency Separation

If a student's behavior poses an immediate and direct threat of harm to themselves or others or seriously disrupts the lawful purposes of the University or a member of the University community, the Dean of Students or designee may restrict the student's access to the university campus, housing, services, or activities, as appropriate, for an interim period. As time permits, the Dean of Students or designee will gather information necessary to determine if an involuntary medical withdrawal is appropriate. Prior to making that decision, every effort will be made by the Dean of Students or designee to meet with the student. Additionally, this interim decision will be communicated to the student in writing. If this is not possible because of a student's absence or the Dean or designee is not able to locate and/or correspond with the student, the Dean or designee may place a Student Life hold on the student's account. The emergency separation will remain in effect until a final decision has been made pursuant to the procedures set out below, unless, before a final decision is made, the Dean of Students or designee determines that the reasons for imposing the interim emergency separation no longer exist or a voluntary medical withdrawal is granted.

### Involuntary Medical Withdrawal

The Office of Student Life strives to foster an environment that promotes learning, service, and the growth and safety of all members of the Faulkner University community. From time to time, Student Life becomes aware of a student who (1) is seriously disrupting or interfering with this purpose and/or (2) poses an immediate and direct threat of harm to self or others because of a mental, emotional, or psychological health condition. In those situations, University officials may consider the appropriateness of utilizing the regular student conduct policies and/or handling the matter as a potential medical withdrawal.

Involuntary medical withdrawal is not a substitute for appropriate disciplinary action. A student suffering from a mental disorder who is accused of a disciplinary violation should not be diverted from the disciplinary process unless, as a result of the mental disorder, the student either lacks the capacity to respond to the charges, or did not know the nature and quality of the act in question. Involuntary medical withdrawal should be reserved for those cases where interim measures are deemed inappropriate or cannot be agreed upon by the student and the University.

When involuntary medical withdrawal is deemed necessary, the case will be referred to the Dean of Students or designee who may arrange for an appropriate review process including: (a) a meeting with the student to provide notice that the process is being initiated and allow the student to share any relevant information, and (b) consultation with an evaluation team to review the case and make appropriate recommendations to the Dean of Students. If this is not possible because of a student's absence or the Dean or designee is not able to locate and/or correspond with the student, the Dean or designee may place a Dean of Students (DO) hold on the student's account and/or move for interim emergency separation as described above. All evidence presented to the Emergency Response Team will be given due consideration in the decision-making process following the review of all relevant information. The Dean of Students or designee will then make a written determination as to whether the student should be withdrawn or remain at the university, and if so, under what conditions. In the event the student is withdrawn, the Dean of Students or designee may also elect to impose conditions for the student's readmission. A student who fails to cooperate with either the review process or with the conditions set for his or her continuance at the university may be immediately withdrawn, suspended or dismissed.

#### **Re-enrollment/Readmission Following Withdrawal**

A student who is involuntarily withdrawn, or obtains a voluntary medical withdrawal, may not re-enroll or be readmitted to the University before the start of the next semester. In most cases, a Student Life hold may be placed barring the student from registering for future semesters until approval is obtained. The Dean of Students or designee, in collaboration with the University Readmission Committee, must approve the student's re-enrollment or readmission. Approval may be granted only if the Dean, after consulting appropriate university staff and/or the student's physician or mental health professional, determines in his/her professional judgment that the conditions that caused the withdrawal do not pose a direct threat of harm to themselves or others and will not significantly disrupts the ability of other students, faculty or staff to participate in university activities, academic programs, or employment. The Dean may require any documentation or evaluation that he/she deems necessary in making this determination. The student must also meet all the admission and enrollment requirements of the University and of the school

## RESIDENTIAL LIFE REGULATIONS, POLICIES AND PROCEDURES



The mission of Residence Life is to glorify God by providing a residential community that promotes learning and enhances personal and spiritual growth for residential students in a caring Christian atmosphere that values every resident.

The Office of Residence Life oversees all aspects of University-owned residential facilities. The Office of Residence Life goals are to provide facilities, programs, services and activities:

- To create a residential community with a distinctively Christian atmosphere.
- To promote the education of the whole person and enhance the educational, social, emotional, and spiritual growth for our residents.
- To promote the contemporary Christian mission of the service of faith and the promotion of equality and justice.
- To support the curricular, co-curricular and extracurricular programs of Faulkner.
- To facilitate the mission and goals, the Office of Residence Life has established regulations, policies and procedures for on-campus living.

### ABOUT RESIDENCE LIFE

Residence Life can provide students with some of the most memorable experiences and relationships from college. In addition, students living on-campus experience a community that is a microcosm of society with all of the positive and negative aspects of human interaction. To promote positive interactions and minimize negative interactions, the Office of Residence Life has created a statement of commitment for residents, residence life and residence life staff.

### Residence Life Community Commitment

Faulkner strives to foster an atmosphere of respect by working together to understand the vantage point of each unique individual. It is important to view our daily interactions with one another as opportunities for learning and personal growth. With this view we desire to create a positive environment in which respect is thoughtfully given and received with much consideration. This commitment to respect must be demonstrated by our actions, and we request that each member of our community take upon himself/herself the responsibility to develop awareness of differences within our community, avoiding behavior that would, in any way, belittle, threaten or show disrespect.

## RESIDENCE LIFE STAFF

The Residence Life staff consists of the Director of Residence Life & Housing, Resident Directors, and Resident Assistants.

### Director of Residence Life and Housing

The Director of Residence Life and Housing works under the direction of the Associate VP and Dean of Students. The Director oversees all on campus housing. The Director works closely with the Resident Directors and Assistant Apartment Manager to coordinate programs and activities within their respective residence halls and apartments. The Director resides in one of the apartment buildings on campus and has an office located in the Student Life suite of the Multiplex.

### Resident Directors

The Resident Directors work under the direction of the Director of Residence Life and oversee all aspects of residential halls. They coordinate programs, services and activities and all needed maintenance and housekeeping.

### Resident Assistants: RAs

The Resident Assistants (RAs) work under the direction of the Resident Directors and assist them with all aspects of residence life. They assist the Resident Directors with the programs, services and activities and with coordinating needed maintenance and housekeeping. The RAs are located in each hall and their primary role is to provide support and foster a sense of community.

## UNIVERSITY RESIDENCES

Faulkner University provides residence hall and apartment living on the Montgomery campus. All undergraduate students under the age of 21 and enrolled full-time at the Montgomery campus are required to live in University housing. The exceptions to this rule are married students, students living with their parents or legal guardians, or students with enough academic credits to be classified as seniors. Faulkner University residences are patrolled by campus security and monitored by security cameras 24 hours-a-day. Faulkner University currently is unable to provide on-campus housing for part-time students, students over the age of 25, married students, students with families, students enrolled in an Adult program or students enrolled in the Law School without approval from the Director of Residence Life.

## ACCESSIBLE HOUSING

Faulkner University is committed to ensuring that, to the extent possible, our housing facilities, programs and services are available to all students. Reasonable accommodations are available to meet the special needs of students. Examples of accommodations include but are not limited to wheelchair accessible rooms/bathrooms, attached suite-style bathrooms and specific room types or hall style assignments. Those students requiring special accommodations need to do the following:

All accommodation requests must be submitted to the University's Center for Disability Services: Project Key (not the Director of Residence Life).

After completing and submitting the housing application to Residence Life, go to the Disability Services website at <https://www.faulkner.edu/undergrad/student-life/living-on-campus/student-services/center-for-disability-services/> to review the application process for service and the documentation required. Follow the Center for Disability Services: Project Key process and submit the required documentation.

Once the accommodation request is received by the Center for Disability Services: Project Key, the requester is contacted by them. It is not necessary to provide requests or medical documentation to Residence Life.

Current or prospective students may obtain more information and/or schedule an appointment with the Director for the Center for Disability Services: Project Key, by contacting [disabilityservices@faulkner.edu](mailto:disabilityservices@faulkner.edu) or calling 334-386-7185.

## RESIDENCE HALLS

Faulkner offers residence hall living for men and women with many amenities. The men's halls (Baldwin, Davis and the new Freshmen Hall for Men) and the women's halls (Harris and Burton) are fully equipped for modern residence life with Wi-Fi access, free laundry facilities, snack areas, heating and air conditioning and large common areas for meeting and socializing. Each hall is furnished with a bed, closet area, dresser and desk, everything except appliances, linens and personal items. Each room has access to private bathroom facilities. To address the needs of all students, each hall is staffed by a full time Resident Director and part time Resident Assistants. Additionally, the Resident Director has an apartment located just off the hall lobby and is available to assist students as the need arises.

### Baldwin Hall

The Baldwin Hall houses full-time sophomore and junior male students on the Montgomery campus. The hall has a large common lobby with a television/media room. The Baldwin hall rooms are arranged as a single room with two beds and a full bathroom. Please contact the Baldwin Resident Director, Sarah Olguin, if you have any questions (334-467-1913).

### Burton Hall

The Burton Hall houses full-time sophomore and junior female students on the Montgomery campus. The hall has a large common lobby with a television/media room. The Burton hall rooms are arranged as a single room with two beds and a full bathroom. Please contact the Burton Resident Director Sarah Olguin, if you have any questions (334-467-1913).

### New Men's Hall

The New Hall for Men (not yet named) houses full-time male freshmen on the Montgomery campus. This four-story hall houses 88 males and is equipped with multiple entertainment/media areas, study areas, vending and a common mini-kitchen area. Please contact the New Men's Hall Resident Director, Caleb Colquitt, if you have any questions (334-600-4573).

### Davis Hall A

The Davis Hall A can house up to 72 full-time freshmen male students in this two story facility on the Montgomery campus. The hall has a large common lobby with a television/media room and computer lab. The Davis Hall A rooms are arranged into suites of two bedrooms with a bathroom in between. Please contact the Davis Hall Resident Director, Caleb Colquitt, if you have any questions (334-600-4573).

### Davis Hall B

The Davis Hall B can house up to 40 full-time male students in this two story facility on the Montgomery campus. The hall has a large common lobby with a television/media room and computer lab. The Davis hall B rooms are arranged into suites of two bedrooms with a bathroom in between and are priced as private rooms open to upper class males. Please contact the Davis Hall Resident Director, Caleb Colquitt, if you have any questions (334-600-4573).



## Harris Hall

Margaret Berry Harris Hall, opened in fall 2007. The Margaret Harris hall is the largest of Faulkner's halls and houses up to 152 freshmen female students on the Montgomery campus. The three-story hall has a large common lobby with multiple seating areas, a television/media room, computer lab and exercise room. The hall also has a common kitchen that may be reserved by students for personal use. Each room is currently furnished for two women. Each room has bathroom facilities for the occupants to share. Please contact the Harris Resident Director Peggy Oliver, if you have any questions (334-202-2476).

## APARTMENTS

### Harrison Apartments

Faulkner offers apartment-style living for men and women with many amenities. The Harrison Apartments are classified as "Privileged Housing" (see the Privileged Housing Qualifications for more information). The Harrison Apartments are fully equipped for modern apartment life with Wi-Fi access, refrigerator, microwave, stove, dishwasher, washer, dryer, heating and air conditioning and large living area. Each apartment has a fire alarm system and cable service. They consist of four private bedrooms, two baths, a large living area, and kitchen and laundry room. They are also fully furnished except for linens, kitchen items, and personal items. The apartments are supervised by the Assistant Apartment Manager, Ashley Crenshaw, and the Director of Residence Life, Keri Alford. They both live on site to assist residents as needed. To contact Keri Alford call or text (334) 300-2201 or email [kalford@faulkner.edu](mailto:kalford@faulkner.edu). To contact Ashley Crenshaw text (229) 881-7076 or email [ascenshaw@faulkner.edu](mailto:ascenshaw@faulkner.edu).

## RESIDENCE LIFE QUALIFICATIONS

Faulkner University requires all undergraduate students under the age of 21 and enrolled full-time at the Montgomery campus to live in University housing. The exceptions to this rule are married students, student living with their parents or legal guardians or students with enough academic credits to be classified as seniors.

### 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 Director of Residence Life in assigning apartment rooms to qualified students:

- Record of past disciplinary issues will weigh most heavily in the decision process.
- Must be 20 years of age by July 31st prior to fall semester 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.

Prospective or current students may contact the Residence Life Office at 1-800-879-9816 extension 7179 or at [housing@faulkner.edu](mailto:housing@faulkner.edu).

### Living Off Campus/On Campus

Students requesting to live off campus must meet the qualifications (married students, students living with their parents or legal guardians or students with enough academic credits to be classified as seniors) of living off campus and must always provide an up to date local address to the Student Life Office.



Students who do not qualify to live off campus and seek to be an exception must complete a “Request to be exempt from the residency requirement” form. Use this link to view and complete form: [https://docs.google.com/forms/d/e/1FAIpQLSeanHelg2A8YqyZnnHrw441z0lyXW8YCQGTxysDZyem1EetYg/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSeanHelg2A8YqyZnnHrw441z0lyXW8YCQGTxysDZyem1EetYg/viewform?usp=sf_link). The form is also available on the Faulkner Mobile App. Once this form is completed the Director of Residence Life will review completed request and respond within two weeks or fourteen days.

Considerations when seeking to be exempt: We know that living on campus affords a student the convenience of important resources such as the library, tutoring, and saves the cost of travel, eating on the road and the time used during the commute. Therefore, one must provide evidence that proves commuting is efficient, promotes an educational atmosphere and is financially desirable and this needs to be clearly stated in the request form.

Faulkner University currently is unable to provide on-campus housing for part-time students (under nine hours), students over the age of 25, married students, students with families, students enrolled in an Adult program, or students enrolled in the Law School. Any exceptions to these policies must be submitted in writing to the Director of Residence Life.

## GENERAL RULES AND REGULATIONS

### Check-In and Check-Out

All residents must “check in” with their building director the weekend before classes start each term. The only exceptions to this are the Welcome Week student mentors, student-athletes required to be on campus early, or students required to arrive early by another University program or curriculum requirement.

All residents must make an appointment to “check out” with their building director by the end of finals. Students must move out by 5:00 p.m. the Saturday after finals unless they are registered for summer housing. Students participating in a University sponsored trip or activity who need additional time to move must seek approval from the Director of Residence Life prior to departure.

Students are encouraged to take items home during Spring Break that will not be needed the remainder of the semester. Please plan ahead. Any student who moves out of campus housing without checking out with their director will be fined \$100. The student is considered completely moved out when the building director has inspected the room and the student returns the key to the director during checkout. Any belongings left in residential quarters after checkout will become the property of Faulkner University to be dealt with as the Director of Residence Life deems necessary.

### Room Changes and Housing Reassignments

Students are not allowed to change rooms without the approval of the Resident Director and Director of Residence Life. A written request for housing reassignment must be submitted to the building director for consideration of any change in housing assignment. A room change fee may be assessed for any and all changes.

### Private Rooms

Students may submit a written request to the Director of Residence Life for a private room. Rooms are generally priced at double occupancy unless otherwise stated. Private rooms are subject to additional housing fees, and their availability is subject to space limitations. If a student is without a roommate, one may be assigned unless the student has paid the private room fee.

### Meal Plans

All residence hall students are required to purchase a meal plan. Apartment residents who are 20 years of age or younger (who have gained approval to be in apartments) are also required to have a meal plan. Any exceptions to meal plan policy must be approved through Director of Residence Life or Director for the Center for Disability Services and Food Services Manager, depending on the circumstances.

### Alarms

All University residence halls and apartments have fire alarms installed to enhance safety and security. Residents must never intentionally set off fire alarms when there is no emergency.

### Summer Semester

The routine scheduled maintenance of University apartments and residence halls occurs during the summer semester. As a result, residents may be required to change rooms during the summer to accommodate the maintenance schedule.

### Media

All residents are encouraged to use personal media players to minimize disturbance of others. Media such as movies and music with content that conflicts with the mission, vision or core values of Faulkner University or conflicts with the Student Life Conduct Regulations, Rules and Policies is prohibited.

### Pets

Residents may not have pets in any University housing at any time. This includes visitors' pets.

Service animals must be certified and have stated approval from the Center for Disability Services. See policy under "University Services" in this handbook, page 89.

### Campus Housing between Terms and During Breaks

All housing is closed between terms (Christmas Break). Students who may have a need for housing can use the Faulkner Mobile App to request housing from other students living in the area or contact the Student Life Office who will reach out to the campus community to request off-campus housing for the student. Students who choose to violate this policy will be fined \$50.00 a day for each day they or their belongings remain in the rooms.

During the Christmas break period, students registered for the spring semester may leave their things in their room at no charge. Residence Life facilities are closed during the Christmas break to reduce the cost of utilities.

During Thanksgiving and Spring Break the halls and apartments remain open but there is no food service and all academic services are closed as this is a break for those associated faculty and staff.

### Furnishings, Appliances, Decorations and Storage

All University residences are fully furnished except for linens, toiletries, and other personal items. Additionally, all University apartments are equipped with a refrigerator, microwave, stove, dishwasher and washers and dryers. All University residences have been decorated in accordance with University practices and policies. All University residences have specified storage space for students to place clothing and other personal items.

### Furnishings

University furnishings in the resident rooms should not be dismantled, removed or stored. In common and public areas, the furnishings are for the use of all the residents and must remain in the designated room, area, or space. Removal or relocation of any of these items can be considered theft and may be handled by a fine, a charge for

replacements, and disciplinary action. Residents must have permission from their Resident Director and/or the Director of Residence Life to add furniture to a room (prior to furniture being placed in living space). Any furniture approved for a student to add to a room must be removed by the student who placed it or a removal fee will be assessed.

### *Appliances*

Hall Residents may have coffee makers, microwaves, refrigerators, and/or toaster ovens. Refrigerators are limited to 4.3 cu. ft. and 1.35 amps and must be properly grounded. Refrigerators must be emptied and cleaned between terms and during holidays. Apartment residents may have small appliances such coffee makers, toasters, and toaster ovens. Apartment refrigerators must be emptied and cleaned between terms and during holidays. Apartment and residence hall residents may not allow others to use their washers or dryers.

### *Decorations*

Residents may not change, alter or modify the existing décor of an apartment or hall room. Painting, wallpapering, sheet-rocking, etc. that would be considered redecorating, remodeling, or renovating are prohibited. 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. Residents may not use any decorations that promote, depict, portray or otherwise present subject matter that is illegal or in the opinion of the building supervisor immoral. 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 Resident Director. Additionally, nails and tape are prohibited, but tacks and pushpins may be used when decorating the living area.

### *Storage*

Residents must store their clothing and personal belongings in the space provided in their room and/or apartment. Residents are not allowed to store belongings in a manner that inconveniences others or poses a danger or threat of danger. Residents whose belongings are excessive or pose a danger or threat of danger will be asked to remove the items. If the resident fails to remove the items in a reasonable time frame, the items will be removed by Residence Life, and a removal fee and/or storage fee will be assessed. Residents are responsible for all fees and expenses associated with the moving and/or storage of personal belongings.

### *Personal Property*

All University residents are encouraged to protect their personal property by securing their apartment or hall room. Faulkner University is not responsible for a student's personal property and the loss, theft or destruction of a student's personal property. Faulkner University encourages students to obtain and maintain personal property insurance. Students should verify with their parent's insurance to understand coverage.

### *Residence Life Health and Safety*

All University residents are to maintain a healthy and safe living environment. The cleanliness and safety of a resident's living space is a major determining factor for room assignments for the following semester or term. The University's Inspection, Search and Seizure Policy provides the University the following rights:

- To inspect rooms for cleanliness and possible damage. Further, it reserves the right to enter rooms or other facilities at reasonable hours in order to effect any necessary inspection or repairs of equipment and/or facilities.
- To enter rooms or other facilities at any time it has reasonable cause to believe a violation of University regulations is occurring.

- To enter rooms to ensure the building is vacated during fire drills and/or emergency situations and during vacation periods.
- To conduct searches of individual rooms in a residence hall or other facility on the campus if there is reason to believe a University regulation has been violated. Prior authorization for such a search must be secured from the Vice-President for Student Services or the Dean of Students or his/her designee and must be conducted under the supervision of a professional Faulkner University staff member.
- To utilize evidence seized in administrative hearings and/or disciplinary procedures concerning violations of University rules, regulations or policies.
- To allow law enforcement officials to search facilities with or without authorization from the University by means of a search warrant or consent from the owner or occupant of the property.
- To dispose of illegal property confiscated during a search according to state law.

A reasonable effort may be made to have the student available when a room is searched. Students desiring more detailed information may contact the offices of the Vice-President for Student Services at (334) 386-7300 or Assistant Vice President for Student Services/Dean of Students at (334) 386-7184.

### Inspections, Sanitation and Safety

All University residences are subject to monthly health and safety inspections. The Apartment Manager or Resident Director will identify any deficiencies and issue the appropriate fines. If any deficiencies are identified, the manager or director has the discretion as to whether or not he/she may return the following day for re-inspection. Any deficiencies not corrected prior to re-inspection are subject to additional fines. The manager or director will conduct re-inspections as long as deficiencies continue to exist and impose additional fines.

Residents who receive multiple Residence Life fines may also be subject to disciplinary action under the Student Life Conduct Regulations, Rules and Policies. Any resident who feels the living conditions are unacceptable between inspections should contact their Resident Director or the Director of Residence Life.

Students on disciplinary probation may be subject to weekly or bi-weekly inspections.

Residence Life staff may fine residents for the creation of unsanitary or unsafe conditions at any time.

Residents must not leave trash in the public areas on campus, including hallways, walkways and porches around the residence halls or apartments.

### Defacement, Vandalism and Damage

Any room damage incurred during the year will be charged to the offender or occupants of the room. If University property is damaged in the residential living areas and the offender cannot be determined, all students in that room may be assessed equally for the charges.

### Curfew/Entering Campus At or After Midnight

All beginning traditional freshmen within a residence hall are subject to a 12:00 a.m. through 6:00 a.m. curfew seven days a week for their first full year (fall & spring semesters). Curfew is defined as remaining on campus during these hours. It is the resident's responsibility to "scan in" nightly before curfew hours begin at the lobby desk of the residence hall in which they reside. Failure to scan in will result in a fine and if repeated could result in more stringent sanctions.

Students, their guests and staff will be required to stop at the Visitor Information Center (VIC) and identify themselves when entering the campus at or after midnight. The VIC is manned by the Faulkner Campus Safety

and Police Department. Anyone entering campus must present their Student ID and/or Driver's license for security purposes. Entering campus at any other point of entry may be viewed as circumventing the security procedures and those persons or students are subject to facing sanctions for conduct violation.

### **Signing Out (Curfew Residents)**

Residents who are subject to curfew may "sign out" Friday through Saturday nights and must leave contact information where they may be reached in case of emergencies. Residents must "sign out" at the lobby desk prior to curfew hours. If signed out overnight, students must not return to campus between curfew and 6:00 a.m. the next morning. Exceptions to the sign out policy due to unseen emergencies should be addressed with the hall director. Be sure to have your Resident Director's cell phone number in the event such emergencies arise. To "sign out" Sunday through Thursday nights, residents must have pre-approval from the hall director. Curfew residents may not sign out overnight to another residential hall or apartment.

### **Visitation**

Faulkner has a campus wide visitation policy for its residential facilities. Within the campus residence halls and apartments, all visitors, including commuters, are to leave by 11:45. Hall lobbies close at midnight to visitors and commuters. The Campus Safety Booth is manned midnight to 6:00 a.m. daily to record any residents or visitors coming to or leaving campus.

#### ***Opposite Gender Visitors:***

- Residents and visitors of the opposite gender may visit the apartment common areas and hall lobbies between the hours of 10:00 a.m. and 11:45 p.m. only. Other time frames may be implemented by the Housing Staff as needed.
- Opposite gender students and visitors are not permitted to visit any residence hall or apartment bedrooms at any time.
- Opposite gender students and visitors should not visit on walkways of any residence halls or courtyards where bedroom doors open directly to the outside.

#### ***Same Gender Visitors:***

- Same gender non-curfew residents and visitors should be out of all residence hall bedrooms and apartment bedrooms by midnight.
- Residence hall lobbies are open to same gender residents during curfew hours.
- Apartment common areas are open to same gender residents as long as all roommates are in agreement.
- Residents of the halls and apartments are allowed to have an overnight guest of the same gender three times per semester only, with prior approval from their Resident Director or Apartment manager

### **Quiet Hours**

Faulkner has a Campus Wide Quiet Hour policy from 10:00 p.m. to 8:00 a.m. daily. Courtesy Hours are always in effect and are designed to give residents an opportunity to sleep and study within the residence halls and apartments outside the Quiet Hour policy as well.

### **Residence Hall Devotionals**

Students are encouraged to engage in personal Bible study in groups. Residents may schedule and organize studies in the common areas of hall lobbies. To schedule a devotional, residents must follow the procedures listed below:

### *Baldwin & Burton*

To schedule devotionals, reservations should be scheduled with the hall director at least 24 hours prior to the requested date. It is requested that the hall devotionals last no longer than one hour and that the devotionals end by 11:30 p.m. All students should be welcome to join. Reservation requests can be made via email to [solguin@faulkner.edu](mailto:solguin@faulkner.edu).

### *Davis and the New Men's Hall*

To schedule devotionals, reservations should be scheduled with the hall director at least 24 hours prior to the requested date. It is requested that the hall devotionals last no longer than one hour and that the devotionals end by 11:30 p.m. All students should be welcome to join. Reservation requests can be made via email to [ccolquitt@faulkner.edu](mailto:ccolquitt@faulkner.edu).

### *Margaret Berry Harris*

To schedule devotionals, reservations should be scheduled with the hall director at least 24 hours prior to the requested date. Reservations can be scheduled for the following locations: kitchen, lobby and/or the media room. It is requested that the devotionals last no longer than one hour and end by 11:30 p.m. All students should be welcome to join. Reservation requests can be made via email to [poliver@faulkner.edu](mailto:poliver@faulkner.edu).

## **Fire Prevention Regulations**

The following are prohibited in all halls and apartments because of their serious potential as fire hazards:

- Open flames such as candles, incense, matches, lighters, etc.
- Grills are prohibited
- Doors and walls in rooms that are more than ½ covered with paper, posters, etc.
- Use or possession of fireworks or firecrackers (illegal anywhere within the city limits)
- Use or possession of combustible paints or liquids
- Halogen lamps
- Combustible engines
- Engine batteries
- Paint

### *Setting Fire*

Any individual who sets a fire in or near a University building is subject to strict disciplinary action, up to and including criminal charges, and will be charged for repairing any damage caused by the fire.

### *Misuse of Fire Safety Equipment*

Any individual who misuses or tampers with fire safety equipment will be subject to disciplinary action and will be charged a fine of \$500 plus the cost of repair or replacements of misused or damaged equipment, cleaning the facility and damage to other property.

## **Emergency Procedures and Preparedness**

Faulkner University has established emergency procedures for all University facilities. Apartment and hall residents are to familiarize themselves with these procedures and be prepared in the event an emergency occurs. Apartment and hall residents will be notified via the Eagle Alert notification system when an emergency event is occurring or is expected to occur. The Eagle Alert will provide a description of the nature of the emergency and the action to be taken.

### Severe Weather and Tornadoes

In the event of an Eagle Alert for severe weather, apartment and hall residents should follow the actions stated in the Eagle Alert. In the event of a tornado alert (i.e. tornado sirens), residents on the 2nd or 3rd floor of any building should go to the lowest floor.

### Maintenance Work Requests

Apartment or hall residents with a need for maintenance service will need to submit a maintenance work request online at <https://www.myschoolbuilding.com>. To set up your account through this link, key in this Account Number "422764544" and click "Submit Organization". The website will also allow residents to track the progress of the work request. Residents should also notify the apartment or hall director to facilitate the repair or service as needed. If the work is not done in a timely manner, residents should notify the Director of Residence Life at [kalford@faulkenr.edu](mailto:kalford@faulkenr.edu).

### Residence Life Disciplinary Process

Apartment or hall residents in violation of Residence Life Rules and Regulations will have fines and/or fees assessed by the Apartment or Hall Director. If a resident believes the violation was improperly identified or the fine/fees assessed were not justified, he/she may appeal to the Dean of Students or Director of Residence Life.

Apartment or hall offenses may also be subject to disciplinary proceedings under the Student Life Conduct Regulations, Rules and Policies.

### University Residence Life Fines and Fees

The list provided is not exhaustive but lists the most common fines and fees assessed in Residence Life. Other violations are also punishable with monetary fines or student sanctions as the Dean of Students office deems necessary

All Residence Life fines or fees and disciplinary fines may be paid online at the student's account or the Student Accounts Office. The student's account will be charged once the fine is issued. Students have one week from the date the fine is issued to appeal a fine.



## Residence Life Fines, Cleaning Fees, Repair Fees, and Replacement Fees

Violation, cleaning fees, repair fees, replacement fees	Fine/Costs
Curfew Violation (warning from hall director first, then fined by Director of Residence Life)	\$25 plus an additional \$25 for each subsequent offense
Improper “check in” or “check-out”	\$100
Intentional setting off fire alarm or panic button	\$200
Misuse or damage of fire extinguishers	\$500 plus damages/repair to equipment or building
Removing furnishings from designated rooms	\$50
Moving rooms without permission (may be required to move back to prior room)	\$50
Unexcused absence from mandatory hall/apt. meetings	\$25
Quiet hour violations-including loud car music (each violation)	\$25
Failure to sign in/out (each violation)	\$25

Violation	Fine/Cost
Use of open flames in hall/apt (1st offense)	\$25 plus an additional \$50 for each subsequent offense
Failed room cleanliness inspection (1st offense)	\$50 plus an additional \$50 or disciplinary action for subsequent offenses
Unauthorized use of apartment washer/dryer	\$50
Presence of a pet	\$200 plus carpet cleaning costs or damages if necessary

Cleaning violations	Fine/Fee/Cost
Failure to clean room before check-out	\$25-\$75
Failure to clean room space for a new roommate	\$25-\$75
Failure to remove all belongings when vacating a room	\$50/day
Removal of Graffiti	\$10-\$75 or more as deemed necessary for removal/repair by maintenance dept.
Clean Carpet	\$75
Removal of trash, stickers, contact paper, residue, etc.	\$10-\$50
Trash left on porches or in front of residence hall/apartment doors	\$25/day to each person in room/suite/apartment

Room Repair	Fine/Fee/Cost
Patch hole in walls	\$10-\$75 or more as deemed necessary for repair by maintenance dept.
Repaint room (other than routine maintenance)	\$150
Repaint wall (other than routine maintenance)	\$50
Replace broken windows or mirror doors	Replacement cost
Repair of ceiling	\$25-\$100 or more as deemed necessary for repair by maintenance dept.

Replacement	Fee/Cost
Key (lock must be rekeyed) or loss of room key	\$25 per key
ID or ID keycard	\$25
University furnishings	Replacement cost
Smoke Detectors	\$25
Exit Lights	\$250
Fire Extinguishers	\$50 - \$250
Mattresses	\$125 each
Replace severely stained/damaged carpet	Cleaning fee or replacement cost

## RESIDENCE LIFE FAQs

### *Do I have to live on campus?*

Any undergraduate students under the age of 21 enrolled full-time at the Montgomery campus are required to live in University housing. If you live with your parents or legal guardians or are classified as a senior, you may be exempted from this rule. If you are married, you are exempted from this rule. We are currently unable to allow married students or students with families to live on campus.

### *Who may live on campus?*

You may live on campus if you are a full-time undergraduate student enrolled at the Montgomery campus, unmarried and 25 years old or younger.

### *Can I live on campus with a disability?*

Faulkner University is committed to ensuring that our housing facilities, programs and services are available to all students to the greatest extent possible. Reasonable accommodations are available to meet the special needs of students. If you have a disability and want to request accommodations, you should contact the University's Center for Disability Services for more information. You can contact the Director of the Center for Disability Services by calling 334-386-7185 or email at [disabilityservices@faulkner.edu](mailto:disabilityservices@faulkner.edu).

### *What is supplied in the hall room?*

Each hall room is set up to house two students. Each student is provided a twin extra-long bed (except in Harris Hall where the beds are regular twin size), closet or wardrobe, small dresser, and desk area. Davis Hall is a suite

setup with two bedrooms sharing one bathroom. All other hall rooms are designed for two students with a private bath in each room.

#### *What do I need to bring for my dorm room?*

Bedding, toiletries, school supplies, rugs (for room and bathroom), shower curtain, trash cans, outlet strips, cleaning supplies, linens (sheets/towels) and toilet paper.

You might want to coordinate with your roommate for items such as television, microwave, mini-refrigerator, etc. before purchasing any larger items.

All utilities, except cable, are provided, including wireless access.

#### *How are the apartments set up?*

Each apartment has four bedrooms and two bathrooms. A closet (approximately 4 ft.), a desk, dresser, and twin XL bed are supplied in every bedroom. Both bathrooms have a double vanity area, with storage underneath, and either a tub or shower and toilet area. Two bedrooms and a bathroom are located on each side of the living area. The common areas include a living room and kitchen. The living area is equipped with a couch and two chairs or two loveseats, side table, coffee table and a shelf area suitable for TV and book storage. The kitchen has an island or dining set that seats four or six, an electric range, refrigerator, microwave, and dishwasher. The laundry room is located off the kitchen or in the laundry rooms with standard size washer and dryer provided. Kitchen items are not provided and must be supplied by the residents.

#### *How old do I have to be to live in the apartments?*

The apartments are for students who are 20-25 years old or seniors. For any questions or exceptions regarding this policy, you may contact the Director of Residence Life, Keri Alford, at [housing@faulkner.edu](mailto:housing@faulkner.edu).

#### *Can I paint or decorate in my room?*

Yes, you may decorate your room, but no paint, wallpaper, border, etc. may be changed or added. Also, you may not use nails or tape when decorating, but you may use push pins and/or thumbtacks.

#### *What stores are nearby?*

Within just a short distance from campus, there are several stores, shopping centers and malls. The stores available include general merchandise, grocery, pharmacy, discount, outlet, and specialty stores. Examples of the stores are Target, Walmart, Publix, Big Lots, Dollar General, Home Depot, Lowes, Best Buy, Belk, JC Penny and Sears. Most of the items you will need for your room are easily purchased after your arrival.

#### *How can my parents find me in an emergency?*

The Resident Directors, Director of Residence Life, Campus Safety and Police Department, and the Student Life Offices are good sources for information regarding residential students. Faulkner Offices and Personnel may be reached by dialing 334-386 and then the four digit extension. The Faulkner Mobile app (free to download) has a directory and a shield icon on the welcome screen that once clicked can call the Faulkner Police immediately.

Faulkner University  
Main Campus Numbers  
334-272-5820 or 1-800-879-9816

Director of Residence Life  
Keri Alford  
334-300-2201

Campus Safety and Police Department  
Officer on Duty  
334-239-5496

Men's New Hall (freshmen males)  
Caleb Colquitt  
334-600-4573

Davis Hall (A and B)  
Caleb Colquitt  
334-600-4573

Margaret Harris Hall (freshmen females)  
Peggy Oliver  
334-202-2476

Apartment Manager  
Ashley Crenshaw  
229-881-7076

Baldwin Hall (upperclassmen males)  
And  
Burton Hall (upperclassmen females)  
Sarah Olguin  
334-467-1913

Student Life Office Manager  
Sydney Stewart  
334-386-7184

## UNIVERSITY SERVICES



Student Services play a key role in supporting Student Life, Residence Life and Academic Life at Faulkner. Faulkner's Student Services are provided to promote the development of the whole person and facilitate the creation of a caring Christian environment. Faulkner's Student Services are designed to support student learning and enhance campus life. Through Student Services students receive assistance for success at Faulkner and develop skills for success in future life. Faulkner's Student Services are provided by offices across the University to effectively meet the needs of students. The various offices offering student services provide a wide range of programs, services, and activities to support a vibrant campus life in a caring Christian environment. The Student Services programs, services and activities include the Bookstore, Campus Safety, Career Services, Counseling Center, Special Services, Food Services, Health Services, Information and Technology Services and Postal Services.

### CAMPUS SAFETY AND POLICE DEPARTMENT

The Campus Safety and Police Department provides professional law enforcement and protective services to the Montgomery Campus 24 hours a day, as well as services to the University's extended campuses in Huntsville, Birmingham, and Mobile. The Department provides programs, services and activities for the safety and security of Faulkner University facilities, faculty, students, administration and staff. It also serves to prevent and detect crime, conduct law enforcement operations and investigations, supervise emergency response procedures, maintain an effective parking and traffic system and be of general service to the University community. The

Campus Safety and Police Department office is located on the Montgomery campus in the Harris Apartment Complex room 6103.

Faulkner University hereby adopts all state laws, county codes, and municipal ordinances and may enforce the same upon property owned and operated by Faulkner University.

### Motor Vehicles Regulations on Faulkner Campuses and Property

The parking and/or operation of a motor vehicle on a Faulkner University campus or other Faulkner University property is a privilege regulated and controlled by Faulkner University. Faulkner University grants conditional permission to students to park and/or operate motor vehicles on a University campus or other property. Faulkner has the right to modify, revoke or withdraw this permission. The University assumes NO liability or responsibility for losses from fire, theft, criminal activity, natural disasters or from any other causes when vehicles are operated or parked on a campus or other property. The motor vehicle regulations have been designed to ensure optimum parking conditions and security and safety of students, faculty, staff, and University property.

### Conditions for Use of Motor Vehicles

Students are permitted to keep motor vehicles on campus under the following conditions:

1. All motor vehicles must be registered with Faulkner Campus Safety and Police Department and receive a Faulkner University parking decal within five days of the first day of classes. Parking decals may be obtained from the Faulkner Police Department at Harrison Apartments Room 6103. There is no charge for a decal.
2. All motor vehicles must properly display the University parking decal. Adhesive-based parking decals must be displayed on the lower left hand corner of the rear window. Hanging decals must be displayed on the rearview mirror and visible through the front windshield. Motorcycles and/or scooters must display the decal in clearly visible location near the rear or front forks.
3. All motor vehicles must be operated in accordance with all applicable city, state, and campus traffic rules, including all directive signs governing the use of motor vehicles. Failure to comply with traffic regulations may result in a University Citation or a Uniform Traffic Citation.
4. All motorcycles and scooters must be operated in accordance with all applicable city, state, and campus traffic rules applicable to four-wheel vehicles.
5. All motor vehicle operators must have a valid driver's license, license plates, registration and proof of insurance.
6. All motor vehicle operators must be cooperative with members of the Faulkner Police Department, including the presentation of a driver's license, Faulkner University I.D., vehicle registration and/or proof of insurance when requested.
7. All motor vehicle operators must comply with signaled actions (voice, whistle, hand signal, flashlight, blue light, etc.) by a Police or Safety Officer.
8. All motor vehicle operations and/or parking restrictions on Faulkner campuses and properties (speed limits, no entry areas, no parking areas, loading zones, blocking dumpsters, fire hydrants, etc.) are in effect 24 hours a day. Parking violations may be dealt with by issuance of a warning, issuance of a University Citation, issuance of a Uniform Traffic Citation, or towing of the vehicle.
9. All motor vehicles parking in a designated handicap space must display a visible handicapped placard, hang tag or decal. In Alabama application for handicapped parking permits must be made in the office of the Probate Judge for each county.
10. All motor vehicles must be parked properly (within the lines) in the space or area designated.

11. All motor vehicles must be safe to operate and operated safely on any Faulkner campus or other property.
12. Major repair of motor vehicles is not permitted on any Faulkner campus or other property.
13. All motor vehicle accidents on Faulkner property are to be reported to Faulkner Police Department immediately.

### Violations of Conditions for Use of Motor Vehicles

The failure or refusal to comply with any Faulkner University motor vehicle regulation, posted traffic control device, or posted speed limit sign, may result in one or more consequences, including issuance of a University Citation, issuance of a Uniform Traffic Citation, suspension of motor vehicle privileges, termination of motor vehicle privileges, or removal of the motor vehicle from Faulkner property at the owner or operator's expense. The following are a sample of common violations and possible fines:

Violation of any motor vehicle operation and/or parking restriction on a Faulkner campus and other property may result in the issuance of a University Citation, Uniform Traffic Citation, and/or suspension of campus driving and vehicle privileges.

Violation of any motor vehicle operation and/or parking restriction on a Faulkner campus and other property (no entry areas, no parking areas, loading zones, blocking dumpsters, fire hydrants, etc.) may result in the issuance of a University Citation, Uniform Traffic Citation, and/or be handled by towing away vehicles at the owner or operator's expense if not corrected within a reasonable amount of time.

1. Refusal or failure to properly display a parking decal may result in the issuance of a University Citation and/or suspension of campus driving and vehicle privileges.
2. Refusal or failure to operate a motor vehicle in accordance with all applicable city, state, and campus traffic rules, including all directive signs governing the use of motor vehicles may result in the issuance of a University Citation, Uniform Traffic Citation, and/or suspension of campus driving and vehicle privileges.
3. Refusal or failure to operate a motor vehicle in a safe manner may result in the issuance of a University Citation, Uniform Traffic Citation and/or suspension of campus driving and vehicle privileges.
4. Refusal to stop a vehicle when signaled (voice, hand signal, flashlight, blue light, etc.) by a police or safety officer will result in the issuance of a University Citation or Uniform Traffic Citation AND the automatic suspension of campus driving and vehicle privileges for three months.
5. Refusal to present a driver's license, Faulkner University I.D., and/or proof of insurance when requested by a police or safety officer will result in the issuance of a University Citation or Uniform Traffic Citation AND the automatic suspension of campus driving and vehicle privileges for three months.
6. Accumulated, repetitive, and/or flagrant abuses or violation of motor vehicle regulations may result in the issuance of a University Citation or Uniform Traffic Citation AND the automatic suspension of campus driving and vehicle privileges for three months.
7. Any persons lending their vehicles to others will be held responsible for any University Citations issued to the vehicle or other consequences.

### Appeal of Violations

University citations, suspension of motor vehicle privileges, or termination of motor vehicle privileges must be appealed in writing to the Chief of Campus Safety and Police Department within three business days of issuance of the ticket, suspension, or termination. Appeals should be emailed to [appeals@faulkner.edu](mailto:appeals@faulkner.edu). Violations not appealed within three days will be posted to the student's conduct record and any fines will be added to the student's business account with the University. Upon appeal, the Chief of Police may sustain the citation, in which



case the citation will be posted to the student's conduct record and any fines will be added to the student's business account with the University. Upon appeal, the Chief may also reduce the ticket to a warning (in which case the warning will be annotated on the student's conduct record) or expunge the citation completely from the student's record.

Uniform Traffic Citations are handled through the District Court of Montgomery County. For more information, go to <https://traffic.alacourt.gov/>.

The student must understand that, guilty or innocent, the University gives Police or Safety Officers in the field the absolute right to require a vehicle to stop and to ask for a driver's license or Faulkner ID. Under Alabama State Law, all persons are required to give their name and date of birth when requested by a law enforcement officer.

### University Police Fees and Fines

All fees and fines associated with the improper parking or operation of a motor vehicle are posted (charged) to the student's business account with the University. The registered student of the motor vehicle will be held responsible for all University Police fees and/or fines associated with violations of the motor vehicle regulations.

- All University Police fees and fines are to be paid in the Business Office.
- All fees associated with the removal of motor vehicles from Faulkner property must be paid by the student, registered owner, and/or operator of the vehicle.
- All late fees and interest charges resulting from the imposition of University Police fees or fines are the responsibility of the registered student of the motor vehicle and are to be paid in the Business Office.

### CAREER SERVICES CENTER

The Career Services Center is located on the first floor of the Rotunda on the Montgomery campus. The Career Services Center provides programs, services, and activities to support the career, professional, and employment goals of students. The Career Services Center provides career fairs, workshops, employer contacts, and job search tools to support the career success of students. Prospective or current students may contact the Career Services Center at 334-386-7512 with any questions about career services.

### ACCOMMODATIONS (ANIMALS)

In compliance with the "Fair Housing Act" (42 U.S.C. 3601 et seq. as amended) and its implementing regulations (24 CFR Part 100 et seq.), Faulkner University provides reasonable accommodations to students with disabilities who have a verifiable need in order that a resident with a disability may have an equal opportunity to use and enjoy University housing.

Individuals with a Service Animal and individuals with an Assistance Animal must have a documented disability and must complete the necessary forms to request approval through the Center for Disability Services - Project Key, a support service for students with disabilities (DSS). Contact the Center for Disability Services - Project Key for assistance at 334-386-7185 or fax 334-386-7124 or [disabilityservices@faulkner.edu](mailto:disabilityservices@faulkner.edu)

The request will be reviewed to determine whether such request (1) constitutes a reasonable accommodation for a student with a documented disability; and (2) the animal is necessary to afford the student with a disability an equal opportunity to use and enjoy UA-owned housing; and (3) there is an identifiable relationship or nexus between the student's disability and the assistance the animal provides (i.e., that the animal provides supports that alleviates at least one of the identified symptoms or effects of the disability). A request will not, however, be granted if the animal poses a direct threat to the health and safety of others; would cause substantial physical

damage to the property of others; would pose undue financial and administrative burden; or would fundamentally alter the nature of Faulkner University's housing operations.

### Service Animals

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or task include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Disorder (PTSD) during a panic attack or other related duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals. Entities that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is allowed to go. For additional information or to request an accommodation such as a service animal, miniature horse, or assistance animal please contact the Center for Disability Services (Project Key) at 334-386-7185 or email [disabilityservices@faulkner.edu](mailto:disabilityservices@faulkner.edu).

### Assistance Animals

The emotional support animal is a pet, a companion animal that provides therapeutic benefits to an individual with mental or psychiatric disorders. The owner derives a sense of well-being, safety or calm from the animal's presence. A person seeking such an animal must have a verifiable disability as defined by Section 504 of the Rehabilitation Act and or The Fair Housing Act. In order to be prescribed an emotional support animal the individual must provide documentation of his/her disability from the individual's psychiatrist or licensed psychologist.

### Miniature Horses

There is a separate provision for miniature horses that have been individually trained to do work or perform task for people with disabilities. The assessment factors are (1) whether the miniature horse is house broken, (2) whether the miniature horse is under the owner's control, (3) whether the facility can accommodate the miniature horse's type, size, and weight; and (4) whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facilities. For additional information or to request an accommodation such as a service animal, miniature horse, or assistance animal please contact the Center for Disability Services (Project Key) at 334-386-7185 or email [disabilityservices@faulkner.edu](mailto:disabilityservices@faulkner.edu).

### FAULKNER MOBILE APP

The Faulkner Mobile Application is available for IOS or Android Smart cell phones users and can be found in their app stores (iTunes or Google Play) by searching for Faulkner University or go to [Faulkner.campusapp.com](http://Faulkner.campusapp.com)). The mobile app is a communication tool and allows Faulkner to put out important news while giving students a platform to ask questions and be knowledgeable with regard to the campus and campus information.

The app is free and students who attend Daily Chapel will need download it in order to scan in for Chapel Attendance. When registering for the app; students, staff and faculty should use the same login and password they use to access their Faulkner email account. Using the Faulkner Mobile App requires that users are current students, staff or faculty.

The Faulkner App has a news feed, event calendar and a student's class schedule. It also has a faculty and staff directory and many important links.

## FINANCIAL AID OFFICE

The Financial Aid Office assists students by processing requests for federal, state and institutional grants, scholarships and other financial awards. Financial Aid staff provides students with assistance in financial planning for funding a college education. Students are encouraged to contact or visit the Financial Aid Office on any campus and to visit the Financial Aid Office's website at <https://www.faulkner.edu/undergrad/tuition-financial-aid/>. The website provides information on the application, awarding and disbursement process.

## UNIVERSITY STUDENT ACCOUNTS OFFICE

The University Student Accounts Office oversees all student accounts. The Student Accounts Office serves students by assisting with establishing a student payment agreement, billing all programs, collection of all student charges and processing all student payments. The Student Accounts Office also serves students by processing student refund checks and distributing student work study checks. Students on the Montgomery campus may also purchase Eagle Bucks and cash checks up to \$100 per day. Students may check their account balance online at <https://my.faulkner.edu/> to see if loan funds, refunds or payments have been processed. For more information, contact the Student Accounts Office (334-386-7165) or visit the University website.

## UNIVERSITY COUNSELING CENTER

The University Counseling Center is located on the second floor of the Rotunda building on the Montgomery Campus. The University Counseling Center provides confidential counseling services for personal, emotional, social, and mental health concerns students may experience while attending Faulkner. Services are available by appointment for all Faulkner students. Referrals to community mental health providers are available when the needs of the student cannot be met by the Counseling Center. (Note: All fees associated with community providers or services are the sole responsibility of the student.). The University Counseling Center employs two masters-level counselors and a licensed professional counselor. The counselors may be reached at 334-386-7295, 7275 or 7896.

### Counseling Center Resources

The University Counseling Center has joined a mental health resource network, Ulifeline (<http://www.ulifeline.org/faulkner>) that provides students access to online resources to assist students struggling with various thoughts, feelings or behaviors. Ulifeline allows students to complete a self-evaluation tool which identifies common mental health issues, learn more about mental health issues and the warning signs of emotional distress and suicide, and access Counseling Center information, emergency contact information and on and off-campus resources.

### Counseling Center Practices

The University Counseling Center provides counseling from a Christian perspective in a confidential and caring environment. The counselors utilize multiple theoretical approaches and methods to meet the needs of students, and their services are consistent with professional standards. Counseling is available for a wide range of issues, such as listed below:

- Personal Issues: individual concerns, such as relationship issues, anxiety, and depression.
- Academic Skills: time management, study skills, test-taking and test anxiety education.
- Alcohol and Drug Education: alcohol and other drugs and screening and referral for treatment if needed.

The counselors maintain confidentiality in accordance with standards, regulations and laws mandated by the State of Alabama and the Federal government, such as HIPAA, 42 USC 290dd-3, 42 USC 290ee-3, and mandate disclosure in child abuse cases. An explanation of confidentiality is provided when a student initiates service.

## EMERGENCY SERVICES

In the event that a mental health emergency occurs on a Faulkner campus, the following procedures should be followed:

- If an individual is an immediate threat to his/her own safety or to the safety of someone else, then call 911 for assistance.
- If an individual is exhibiting signs of mental or emotional distress but isn't in immediate danger, then contact the University Counseling Center at 334-386-7295, 334-386-7275 or 334-386-7896 during regular office hours (Monday - Friday, 8 a.m. - 5 p.m.), and tell the person answering the phone that this is an emergency. In the event that no one is available, or if the situation occurs after regular office hours, please contact Faulkner Campus Safety and Police Department at (334)-239-5496 or the dean of students, Candace Cain, on her cell phone: 830-688-1074 or the director of residence life, Keri Alford, on her cell phone: 334-300-2201.

Students who feel they are emotionally or mentally distressed may contact the University Counseling Center (during regular office hours), a Residence Life staff member or one of the following crisis lines:

Birmingham  
The Crisis Center  
(205) 323-7782  
[www.crisiscenterbham.com](http://www.crisiscenterbham.com)

Huntsville  
Crisis Services of North Alabama  
(256) 716-1000 or (800) 691-8426  
[www.csna.org/](http://www.csna.org/)

Mobile  
Family Counseling Center of Mobile  
(251) 602-0909 or (888) 421-1266  
<http://www.lifelinesmobile.org/>

Montgomery  
Montgomery Area Mental Health Authority  
(334) 279-7830  
Toll Free at: (877) 279-7830  
TTY: (334) 271-2855  
<http://www.mamha.org/>

Suicide Hotline  
(800) 273-8255  
<https://suicidepreventionlifeline.org/>

Rape/Sexual Assault  
(334) 213-1227  
<http://lighthousehelp.com/>

## UNIVERSITY EMERGENCY NOTIFICATION SYSTEM: EAGLE ALERT

Faulkner University provides an emergency communications system to safeguard student, faculty, and staff. The emergency communications system, known as Eagle Alert, allows students, faculty, and staff to receive time-sensitive information about emergency or critical situations affecting the University. Eagle Alert is a mass notification system of email and text messages designed to send critical messages to thousands of individuals in minutes. Eagle Alert supplements the University's other means of emergency notification, including outdoor warning sirens, severe weather alert radios, the Faulkner website, University email and University media. Eagle Alert is designed to augment but not replace local emergency notification systems such as outdoor warning sirens and severe weather radios. Eagle Alert provides the flexibility for students, faculty, and staff to receive emergency notifications anywhere and anytime. Eagle Alert enables the University to broadcast both general critical notifications for the entire institution and more specific critical notifications for each campus.

Eagle Alert gives students, faculty, and staff the opportunity to provide a primary cellular telephone number for the receipt of text messages. Eagle Alert provides students the opportunity to provide a cellular telephone contact number for parents, guardians, spouses, children, etc. to receive the emergency text messages as well. Eagle Alert emergency messages will be sent via a system provided by RAVE Mobile Safety. To add or change your current information, go to <https://www.getrave.com/login/faulkner>.

Anyone who has a valid Faulkner University email address will receive Eagle Alert messages to his/her campus email address. In order to also receive the Eagle Alert text messages, members of the campus community and other interested individuals must provide the telephone contact information. All students with a valid Faulkner Student Identification Number will be signed up or renewed each semester during registration. Students will pay a \$10.00 Eagle Alert fee per semester to help defray the cost of the system. The contact information provided for the Eagle Alert system is considered confidential and will not be shared or used for any other purpose. The contact information will only be utilized by Eagle Alert in the event of a critical incident or emergency.

The Eagle Alert system will only be used to distribute emergency or critical information that requires notification or action by students, faculty, or staff. The Eagle Alert email system will be utilized to distribute urgent messages such as notification of campus or site closings due to forecasted weather threats/dangers and other non-emergency incidents requiring planned action by students, faculty or staff. The Eagle Alert email message will describe the nature of the critical incident, sources for further information, and actions to be taken. The Eagle Alert text messaging system will be utilized to distribute critical messages such as severe weather alerts, emergency building evacuations, threats or dangers requiring the immediate lock-down, shelter-in-place or shut-down of a campus or facility or other emergencies requiring immediate action by students, faculty or staff. The Eagle Alert message will describe the nature of the critical incident, sources for further information, and actions to be taken. Following an Eagle Alert, the system may be used to provide additional updates on the incident or an “all-clear” announcement. Eagle Alert will also be tested on a routine basis. An email with login information will be sent upon initial enrollment. As stated previously, to add or change your current information, go to <https://www.getrave.com/login/faulkner>. For additional information please contact the Faulkner Campus Safety and Police Department office manager, Rachael Bulger at [rbulger@faulkner.edu](mailto:rbulger@faulkner.edu).

## UNIVERSITY FACILITIES AND MAINTENANCE

The Faulkner University Facilities and Maintenance services are managed by the National Management Resources Corporation (National). National provides the services necessary for daily maintenance, routine maintenance and repair of University facilities. National’s Faulkner office is located on the Montgomery campus in the Maintenance Building, behind the Multiplex. National may be contacted at extension 7249 or 7280. Work requests may be submitted online at <https://login.myschoolbuilding.com/msb>.

## UNIVERSITY FOOD SERVICES

The University Food Services on the Montgomery campus are managed by Culinary Management Solutions (CMS). CMS provides dining hall services in the J. L. Perry Cafeteria, café/fast food services in the Multiplex Grill and Café Sienna, and catering services for University events such as the Dinner Theater and Bible Lectureship. The University Food Services are open to student, faculty, staff, and the public. The University does not currently offer food services on the extended campuses, but each campus is located in the vicinity of a wide range of restaurants and diners.

## Meal Plans

Students who are 20 years old or younger, and live in a campus residence hall or apartment, must purchase a meal plan until they have attained senior status or 21 years of age.

Apartment residents have the option of:

- Apartment Chef II (up to 5 meals a week)
- Apartment Chef I (up to 10 meals a week)
- Silver Eagle (up to 14 meals a week)
- Platinum Eagle (up to 20 meals a week)

All residence hall residents must purchase a Silver Eagle Plan or Platinum Eagle Plan per week meal plan. Meal plan exemptions are only granted to residents who are 21 years of age or senior status on or before the first day of class for the semester, or students who are granted a meal plan waiver by the Center for Disability Services - Project Key. The meal plan may be utilized in the J. L Perry Cafeteria and the Grille. In the Grille a meal on the meal plan provides \$6.00 toward the cost of a single meal. Students may purchase Eagle Bucks (a declining balance on their ID card) to supplement the meal plan allocation or to purchase ala carte items and snacks in the Grille or Café Siena.

The University does not provide refunds for meals missed or not utilized during a term.

Students must present their Faulkner University ID card at each meal to utilize the meal plan. The cooperation of the students in presenting the ID card is greatly appreciated. With the approval from the Student Life Office, a student may take a meal to a sick student by presenting the sick student's ID card.

## Meal Plan Accommodations and Waivers

The University Food Services will provide supplemental or alternative dietary choices for students with documented conditions with the Center for Disability Services - Project Key. Students must complete a written application and provide all relevant documentation to the Center for Disability Services - Project Key. This application may be obtained by telephone (334-386-7185) or via the internet at <https://www.faulkner.edu/undergrad/student-life/living-on-campus/student-services/project-key-for-disabilities/meal-plan-accommodations/>.

The Director for the Center for Disabilities – Project Key will establish the level of accommodation based on the documented health condition and will facilitate establishing the supplemental or alternative dietary choices based on the documented health condition. In the rare case when University Food Services is unable to provide supplemental or alternative dietary choices, then the Director of Project Key may grant a meal plan waiver. The individual food and taste preferences of a student will not be considered sufficient justification for a cafeteria waiver.

## Carry Out/To-Go Meals

To-Go meals will be offered to Faulkner students who can provide verification that there is a need to take the meal out. The Cafeteria and the Grille provide opportunities for gathering to engage in community so as an educational institution we are about pushing students to challenge and be intentional as community members. Eating together or just being with other students and people help bring a better sense of connection. Students who have class during meal times with no opportunity to eat, students who work during meal times or have university related obligations may complete an online form requesting To-Go meals:

<https://goo.gl/forms/QWXeiaGD9etJrgNd2>. The link is also located on the Faulkner Mobile App. There is no To-Go service for breakfast or on weekends.

### Eagle Bucks

Faulkner University offers a declining balance account for use in the Grille to supplement the meal plan allocation or for the purchase of ala carte and snack items. Students may purchase Eagle Bucks as part of the registration process or at any time in the University Student Accounts Office.

### J. L. Perry Cafeteria

The J. L. Perry Cafeteria is located in the Student Commons on the Montgomery campus. The Cafeteria offers a traditional college dining hall experience for Faulkner University. The Cafeteria is a gathering place for faculty, staff, students and community members to share meals and fellowship together in a Christian environment. Everyone is encouraged to help create a cheerful and orderly Christian environment in the dining hall. The J. L. Perry Cafeteria offers an American cuisine with southern influences. The Cafeteria serves breakfast, lunch and dinner. Hours are:

Monday through Thursday:  
Breakfast - 7:00 a.m. - 8:00 a.m.  
Lunch - 11:00 a.m. - 1:30 p.m.  
Dinner - 5:00 p.m. - 7:00 p.m.

Friday:  
Breakfast - 7:00 a.m. - 8:00 a.m.  
Lunch - 11:00 a.m. - 1:30 p.m.  
Dinner - 5:00 p.m. - 6:30 p.m.

Saturday:  
Brunch - 10:30 a.m. - 12:30 p.m.  
Dinner - 5:00 p.m. - 6:30 p.m.

Sunday:  
Breakfast - 7:00 a.m. - 8:00 a.m.  
Lunch - 11:00 a.m. - 1:30 p.m.  
Dinner - 5:00 p.m. - 6:30 p.m.

### The Grille

The Grille is located in the Student Multiplex on the Montgomery Campus. The Grille offers a café counter service for Faulkner University. The Grille provides fast food service, a relaxed café environment, and extended hours for faculty, staff, students, and community members. The Grille offers a wide range of ala carte offerings, such as hot dogs, hamburgers, barbeque, wings, wraps, and salads. The Grille serves Monday through Friday as follows:

Monday, Tuesday, & Thursday:  
11:00 a.m. - 8:00 p.m.

Wednesday:  
11:00 a.m. - 2:45 p.m.

Friday:  
11:00 a.m. - 7:15 p.m.

The Grille is a great place to get food and snacks on the way to class or a late night study session. The Grille also offers special promotions and events throughout the year.

### Café Siena

The Café Siena is located in the J. L. Perry building on the Montgomery campus. The Café Siena is a gathering place for faculty, staff, students, and community members to share coffee, cappuccino, blended ice cream, ice coffee drinks, cakes, muffins, other snacks and fellowship together in a Christian environment. The Café Siena serves from 7:30 a.m. - 3:30 p.m. Monday-Friday and Monday-Wednesday nights from 7:00 p.m. - 10:00 p.m.



## UNIVERSITY HEALTH CENTER

The Health Center is located on the west side of the first floor of the Tine Davis Gym on the Montgomery campus and provides a Registered Nurse (RN) to assist students with basic health care needs. The University Health Center provides these services free to all students.

### Health Services

The RN provides the following services (Pursuant to the Alabama Board of Nursing: Nursing Practice Act 610-X-6-.03):

- Nursing care and patient counseling.
- Health promotion and well-being services such as blood pressure checks and temperature checks.
- Basic treatment of minor cuts, minor sprains, flu, cold, and other minor illnesses.
- Referrals and assistance in making appointments with a physician, nurse practitioner, physician assistant or other healthcare provider for other treatments and care. Note: All fees associated with these providers or services are the sole responsibility of the student.

The University Health Center's operating hours are 8:00 a.m. until 4:00 p.m., Monday through Friday during fall and spring semesters. Students are seen on a first-come basis unless more immediate care is needed. On the Montgomery campus, the nurse will make on-campus housing visits when necessary, but students should make an effort to go to the Health Center.

Faulkner recommends all students identify, contact, and secure a local healthcare provider covered by the student's insurance prior to registration. For the Montgomery campus, several area healthcare providers have agreed to accept Faulkner students as patients if needed. For all campuses, referrals to area emergency rooms will be made if the need arises.

### Students with Health Conditions

All students who have health conditions such as allergies, diabetes, high blood pressure, and other chronic health conditions or take prescribed medication for chronic health conditions are strongly urged to obtain and wear a medical identification warning bracelet.

### Health Records Confidentiality and HIPAA

The Faulkner University Health Center (referred to in this paragraph as "Facility," "we" or "us") is required under the federal health care privacy rules (The Health Insurance Portability and Accountability Act, HIPAA, the "Privacy Rules") to protect the privacy of patient health information, which includes information about patient health history, symptoms, test results, diagnoses, treatment, claims and payment history (collectively known as Protected Health Information, "PHI"). We are also required to provide patients with this Privacy Notice regarding our legal duties, policies and procedures to protect and maintain the privacy of patient PHI. We are required to follow the terms of this Privacy Notice unless (and until) it is revised. We reserve the right to change the terms of this Privacy Notice and to make the new notice provisions effective for the Health Information we maintain and use, as well as for any Health Information we may receive in the future. Should the terms of this Privacy Notice change, we will make a revised copy of the notice available to patients. Revised Privacy Notices will be available at our Facility for individuals to take with them, and we will post a copy of revised Privacy Notices in a prominent location in our Facility. This Privacy Notice will also be posted and made available electronically on our website. Students may contact the University Health Center for more information about Privacy Rules. Appendix K and L contains the current Privacy Notice.

#### *Health Center Requirements for Traditional Admission:*

1. Proof of one of the following:
  - a. 2nd MMR (Measles, mumps, rubella) vaccine
  - b. Doctor's written validation of having the measles
  - c. If neither a nor b can be produced, the written results of a measles titer (immunity test) needs to be given to the Health Center
  - d. Medical Exemption paper
2. TB (tuberculosis) Skin Test Results--within 12 months prior to first day of class
  - a. If TB skin test is positive, the results of a chest x-ray must be given to the Health Center
  - b. Appropriate documentation of medical follow up care must be given as well.
3. Online Health Form and Policy Agreements from website: <https://www.faulkner.edu/student-health-form/>

Copies of # 1 and # 2 above may be sent by mail, email or fax to:

Mail: Faulkner University Health Center  
5345 Atlanta Highway  
Montgomery, AL 36109  
Email: [healthcenter@faulkner.edu](mailto:healthcenter@faulkner.edu)  
FAX: 334-386-7180

#### *Recommended Vaccines:*

1. Meningitis
2. Hepatitis B
3. Tetanus booster (if due)
4. Seasonal Influenza

#### *Medical/Health Insurance Coverage*

Faulkner University cannot be responsible for students' health-related charges. Students are strongly urged to have medical, accident, hospitalization and health insurance from a reputable provider. Student athletes are required to obtain health insurance prior to participation in any sport-related activity and must sign an indemnity waiver releasing Faulkner University from the incursion of penalties or liabilities. International students or students from outside the United States are fully responsible for obtaining health insurance prior to beginning coursework at Faulkner. Information regarding student insurance is available in the Office of Student Life.

#### *Absences Due to Illness or Injury*

(See Class Attendance Policies in the Academic Section of the Handbook)

All illnesses or injuries that prevent class attendance must be documented by the Student Health Center by one of the following:

1. Visit to the Health Center.
2. Email to [healthcenter@faulkner.edu](mailto:healthcenter@faulkner.edu).
3. Doctor's medical note.

\*\* The Health Center does not excuse absences, but only documents the illness and/or injury.

#### *Reporting Injuries on Campus*

Any injury occurring while on campus should be reported on the same day of occurrence. Reports of an incident may be given to the Student Health Center, Security, and/or the Center Director (for the satellite campuses).

### *Medical Emergencies:*

1. Call 911 for life-threatening issues.
2. Go to local hospital Emergency Room for non-life-threatening issues.
3. Notify the Health Center and Campus Safety & Police Department.

### *Mandatory Medical Withdrawal of Students*

Faulkner University reserves the right to require a student withdraw for medical reasons when his/her physical, emotional, mental or behavioral state is jeopardized by the student's continued enrollment, poses a risk to others or impedes the normal programs or activities of the University.

The appropriate University administrator may implement the immediate temporary withdrawal of a student for medical reasons. The University administration will conduct a review of the temporary withdrawal, the circumstances of the withdrawal and the student's physical, emotional, mental and/or behavioral health to determine further University actions or conditions for reinstatement of the student.

Except in emergencies, adequate advance notice must be given to the student that he or she may be subject to mandatory withdrawal from the University.

## UNIVERSITY INFORMATION TECHNOLOGY SERVICES

Faulkner University provides a broad range of information technology and computer services to University students, faculty, and staff. These services include computer laboratories, e-mail accounts, and software programs. The University's Information Technology Services are managed by EFC Systems.

### *Helpdesk*

The EFC Systems' Faulkner office is located in room 106 of the Rotunda on the Montgomery campus. The EFC office is open from 7:00 a.m. to 5:30 p.m. Monday through Friday.

EFC may be contacted via email at [helpdesk@faulkner.edu](mailto:helpdesk@faulkner.edu) or phone at extension 7171 (334-386-7171 or 1-800-879-9816 x7171). Student should report any log in or email access problems to EFC as soon as possible.

EFC Systems provides support for all University owned computers, networks, servers, or other storage spaces. EFC Systems does not provide support or technical service/repair to any non-University owned computer resources such as student-owned computers, modems, or storage devices. EFC Systems is not permitted to enter individual rooms or apartments to work on student owned computer resources.

### *Storage Devices*

Faulkner University does not provide external storage devices, flash drives (thumb drives), portable hard drives, floppy disks, compact discs, etc., to students. The University-owned computers are equipped with USB connections and compact disk drives for students to use their own external storage devices. Faulkner encourages students to utilize external devices for storage of personal and academic files.

### *University Policy for Student Computing Resources*

All Faulkner computer users are subject to the University's Computer Policy. A Faulkner computer user account and access to the University's information technology resources are a privilege granted by Faulkner. All Faulkner students must abide by the University's Computer Policy to retain their computer privileges. Any student violating the Computer Policy will be subject to the Student Life disciplinary proceedings and, if applicable, civil and/or criminal legal proceedings.

## Computer User Account

All Faulkner students are required upon enrollment to obtain a Faulkner University computer user account to utilize the University computer resources, the Faulkner network, or a Faulkner email account. The computer user account provides students access to computer resources, the Faulkner network, Faulkner email account, server storage space and other technology services provided by the University on each campus and via the internet. An enrolled student can establish a computer user account by completing the online form at <http://www.faulkner.edu/account>. A valid (active) Faulkner student identification number, corresponding date of birth, last four digits of Social Security Number and a preferred password of at least six characters is required to complete the online form. The online form requires students to read and accept the University's Computer Policy.

Student computer user accounts are available to all currently-enrolled Faulkner students. When a student graduates, transfers or otherwise withdraws active enrollment at Faulkner, the computer user account will be closed, including the removal of all log-in access, email accounts, network server access and materials stored on the network server. (Note: When a user account is closed, any mail sent to the user's mailbox will be rejected and returned to the sender.) The University considers the use of another student's computer user as identity theft and a violation of the Faulkner Student Conduct Regulations. The misuse or abuse of computer user privileges is also considered a violation of the Faulkner Student Conduct Regulations. A violation of any portion of the University's Computer Policy is also considered a violation of the Faulkner Student Conduct Regulations. Any of these violations may result in one or more of the following: limitations on computer privileges, termination of computer privileges, fines, restitution fees, community service, suspension from Faulkner, or expulsion from Faulkner.

Storage of any material that violates any federal, state, or local laws, including the Digital Millennium Copyright Act and other copyright laws. This includes but is not limited to MP4, MP3, WAV, WMA, or other copyrighted audio-visual materials.

- Storage of any material that violates the University copyright policy.
- Storage of any material for the purpose of computer harassment.
- Storage of any material considered offensive, which includes but is not limited to sexual comments or images, racial slurs, gender-specific comments, or any comments that would offend someone on the basis of their age, sex, national origin or disability. Students, staff and faculty are prohibited from storing sexually explicit, graphically disturbing, obscene, pornographic, fraudulent, harassing, threatening, abusive, racist, or discriminatory images, files or messages in any campus computing facility on any campus location.

## Faulkner Email Accounts

All Faulkner students are required upon enrollment to obtain a Faulkner University email account. An enrolled student can establish an email account by completing the online form for a computer user account. The University email account is an official means of communication for Faulkner University. The University administration, faculty, and staff utilize the University email as the primary mechanism to efficiently communicate with students. All students are responsible for accessing and reading these official communications on a regular basis. Faulkner University email accounts may be accessed by logging on to any computer in a computer lab on a Faulkner campus or via any internet connection and a web browser at <http://mail.google.com/a/faulkner.edu>. Student email accounts are unlimited in size. Students are encouraged to keep all pertinent email correspondence.

The University considers the use of another student's email account as identity theft and a violation of the Faulkner Student Conduct Regulations. The misuse or abuse of email account privileges is also considered a

violation of the Faulkner Student Conduct Regulations. A violation of any portion of the University's Computer Policy is also considered a violation of the Faulkner Student Conduct Regulations. Any of these violations may result in one or more of the following: limitations on computer privileges, termination of computer privileges, fines, restitution fees, community service, and suspension from Faulkner or expulsion from Faulkner.

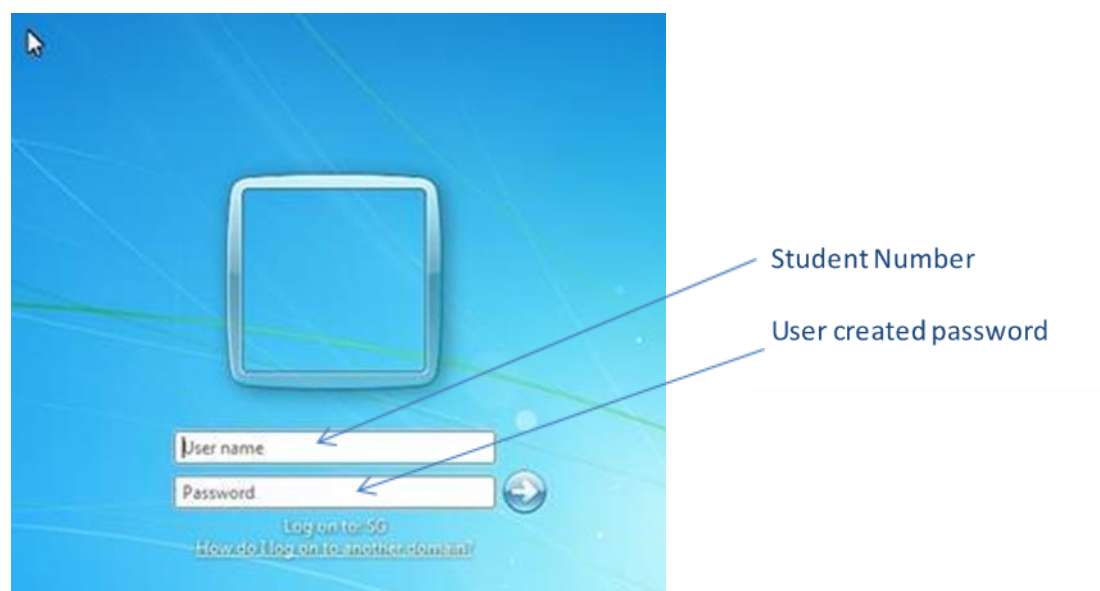
### Computer Resources and Access

Faulkner provides a variety of computer resources to promote academic success and to enhance students' campus life. Students have access to: the computers in laboratories, libraries, and learning resource centers; to server space for storage of files; to web-based access of grades and account information; to wireless access on campus and to web-based access of email accounts.

### Laboratories, Libraries and Learning Resource Centers

Faulkner University has computers for general student use and access in campus computer laboratories, libraries, and learning resource centers. These computers are available during the operating hours of each facility. Students may log on to these computers by the Faulkner network login screen.

At the Network Login screen (see image following), enter the Faulkner user name (six-digit Faulkner Student Identification Number) and the Faulkner user's account password.



This login process will allow access to any Faulkner network personal computer, including those in University residences.

The computers in the computer laboratories, libraries, and learning resource centers provide students with access to academic and course-related software and resources. These computers can also be used for non-academic or personal resources. These computers are protected to prevent permanent changes to operating systems or other software programs. Any files, software program or game downloaded on these computers is automatically removed permanently when the computer is restarted.

### University Residences Computer Access

Faulkner University students living in a residence hall have several ways of using computer and web-based services. Access is available 24 hours, 7 days a week, and offered via the following methods:

### Residence Hall Lab

Logging into a dorm PC will enable you to use network resources including email, Internet, printing, and document storage. To use the Faulkner network, you must fill-out and sign the Computer Usage Form.

### Wireless

Students with a wireless desktop or laptop computer may connect to the wireless network at many locations across campus, including the residence halls. If your computer has Wi-Fi, you can simply connect to an available wireless SSID and start your web browser. The browser will be redirected to the wireless network login page where you will login using your student account and your chosen password. (Please see instructions on account setup below)

### Network Printers

Faulkner students have access to network printers in computer laboratories, libraries and learning resource centers. Faulkner allows student to print 250 pages per semester.

### Computer Supplies

Faulkner provides computer supplies for the printers (toner and paper) in University computer laboratories, libraries and learning resource centers. If one of the University computer laboratories, libraries or learning resource centers needs printer supplies, please contact EFC at [helpdesk@faulkner.edu](mailto:helpdesk@faulkner.edu) or call extension 7171 or the office responsible for the printer's location for assistance. Faulkner does not provide computer supplies for student-owned computers or printers.

## UNIVERSITY POSTAL SERVICES

Faulkner University provides basic postal services to on-campus residents such as a mailbox for sending and receiving mail via the United States Postal Service. The University Mail room, located in the J. L. Perry Building, provides additional fee-based postal services such as USPS stamps, special delivery options and FEDEX services.

Each on-campus resident student will have a University-supplied mailbox allocated to them at registration and is responsible for checking the mailbox regularly. All mailboxes are in alphabetical order, so Mail to residential students should be addressed as follows:

Student Name (exactly as it is on your student ID)  
Faulkner University  
5345 Atlanta Highway  
Montgomery, AL 36109

## SOAR

SOAR is an early alert system to help provide struggling students the opportunities, assistance, and resources that may help them finish the semester stronger and eventually graduate. SOAR is an online application which facilitates an early alert system where faculty will refer struggling students to a special student care team. This team will follow up with the referred students engaging staff, faculty and selected care coordinators to connect with these students creating intentional relationships that will support and challenge the student(s) to work smarter and harder. Students referred through SOAR will receive emails or communications in order to meet with a care coordinator or just to check in and give encouragement. The key to the system is for students to respond and let the care coordinator know how they can help. For questions about SOAR please contact Michelle Otwell at [studentsuccess@faulkner.edu](mailto:studentsuccess@faulkner.edu) or Candace Cain at [studentlife@faulkner.edu](mailto:studentlife@faulkner.edu).



## SPIRITUAL LIFE



Faulkner University is first and foremost a Christian institution whose mission emphasizes the development of the whole person in a Christian environment. Faulkner University was founded on biblical principles and is based on the conviction that the Bible is the revealed Word of God. The faculty and administration have created curricular, co-curricular, and extracurricular programs and experiences to facilitate the spiritual and religious life of the University. The objective of these programs and experiences is to provide a spiritual atmosphere that draws students into a deeper spiritual life and a stronger daily Christian walk. These programs and experiences include the Christian Cultural Heritage curriculum, chapel programs, Institute for Faith and the Academy programs, residence hall devotionals, campus-wide devotionals, religious clubs, Bible classes and lectureships, mission trips, community outreach programs, and other special events. These religious and spiritual activities afford opportunities to gain deeper insight into God's Word. A number of Montgomery churches provide programs designed especially for students of the University. Instructional and administrative functions of the University are guided by a commitment to biblical truth. For additional information please contact Jean-Noel Thompson at [jthompson@faulkner.edu](mailto:jthompson@faulkner.edu) or 334-386-7300.

### CHRISTIAN CULTURAL HERITAGE

Faulkner was established "for the purpose of teaching the Bible, for teaching men and women to expound the Bible and Gospel to promote their education so that they more efficiently preach the gospel as prescribed by the Holy Bible" (Articles of Incorporation, 1942). The Bible, biblical principles, and Christian faith have been and



continue to be the heart of Faulkner University. The development of biblical knowledge and an understanding of the cultural heritage of Christianity are at the core of Faulkner's mission, vision, values and conceptual framework and are infused into all academic courses and programs. In addition, the Faulkner faculty has created a core biblical studies curriculum, known as Christian Cultural Heritage, to facilitate these goals for all students.

The Christian Cultural Heritage curriculum consists of lower level and upper level biblical studies requirements. The lower-level requirements will be completed by all undergraduate students and the upper-level requirements will be completed by students pursuing a bachelor's degree. The lower-level requirements consist of the Biblical Worldview I (BI 1315), Biblical Worldview II (BI 1316), Understanding Biblical Literature (BI 2318), and Christian Ethics (BI 2319). The upper-level requirements consist of Marriage and Family Relations (BI 3311) and Christian Cultural Heritage (BI 4311).

Through the Christian Cultural Heritage curriculum, Faulkner students will complete a minimum of six courses in biblical studies. Students are encouraged to enroll in additional biblical studies courses to enhance their knowledge and promote spiritual development.

## CHAPEL PROGRAM

Faulkner University has conducted daily chapel services on the Montgomery campus since it was established in 1942. The chapel programs allow an organized daily devotion for worshipping God and fellowshiping with Christians. The chapel programs are held at 10:30 a.m. Monday-Friday of each week, and are designed to complement the curricular and co-curricular goals of Faulkner. The chapel programs foster the development of the whole person and provide students biblical, inspirational, educational and informative material. Chapel is frequently mentioned by alumni as one of the fondest memories of Faulkner. Chapel attendance is required of all full-time students attending day classes, all residential students, faculty, and staff on the Montgomery campus. Chapel is open to all students, faculty, staff, friends, family members and other visitors who wish to worship. Chapel is a period of worship, and all attendees are expected to conduct themselves in a reverent manner.

The pattern of our weekly chapel program generally consists of the following:

- Mondays, Tuesdays, Thursdays and Fridays – take place in the gymnasium and consist of a period of worship usually consisting of Scripture reading(s), prayer, acapella singing and a devotional message.
- Wednesdays – provide students a choice of different Breakout chapels in various locations on campus. In addition to offering a smaller and more intimate venue to explore God's word and purpose for our lives, the breakout sessions also provide students a choice of topics.
- Fridays – take place in the gymnasium and is intended to be a time of community worship through singing praises to our Lord. We also use this time to acknowledge and celebrate the accomplishments of individuals and groups within our campus community, as well as to expose students to various aspects of campus life.

Those interested in volunteering to assist with Chapel planning, organization, or service should contact Matt Sokoloski, Chapel Coordinator, at (334) 386-7914 or [msokoloski@faulkner.edu](mailto:msokoloski@faulkner.edu).

## Chapel Policy

### General

- Students are responsible for downloading the Faulkner Mobile App to scan for attendance verification. Students who do not have IOS or Android mobile devices can manually log in at the iPads provided at the entrance of each official chapel venue.

- The use of electronic devices such as electronic tablets, computers, cell phones, calculators, or music players (including headphones or earbuds) is discouraged during Chapel. Exceptions may be requested for documented medical conditions, or if prompted by the chapel speaker.
- Students will be subject to immediate removal from Chapel and/or disciplinary proceedings for discourteous, ill-mannered or irreverent behavior during Chapel.
- Male students should remove headwear during chapel. Exceptions may be requested for documented medical conditions.
- Students should refrain from bringing food or drink into Chapel.
- The University Dress Code will be enforced in the chapel setting.

### Chapel Leadership

- Males who serve in a leadership role in the Chapel worship assembly are asked to give serious thought to their assigned task. Appropriate attire and professional conduct are essential.
- Students who are leading an educational, informational, inspirational or entertaining presentation during the Chapel period should also consider their attire and conduct.

### Chapel Attendance Requirements

- Residential students on the Montgomery campus must attend Chapel every day regardless of their class schedules.
- Non-residential students on the Montgomery campus must attend Chapel on days they have class immediately before Chapel.
- Students are responsible for scanning in and logging in for chapel at every chapel event.
- If a student leaves chapel prior to its conclusion without proper approval from the Office of Student Life, that student will be assessed two absences, and may be assessed additional sanctions as well.
- Only students on an approved University-sponsored event and whose name appears on the list submitted by the event Sponsor(s) may have Chapel attendance waived for the event.
- Chapel attendance records will weigh heavily in considering student's housing arrangement, student awards and club awards.
- Excessive absences are considered a serious student conduct issue, and will be addressed as described below.

### Chapel Absences

Chapel is an important part of life at Faulkner, and similar to class attendance is required. We expect all students to commit to attending Chapel. Students who have difficulty maintaining regular attendance will be monitored, mentored and possibly sanctioned. We are keenly aware that students sometimes have circumstances arise that make regular Chapel attendance difficult. In these instances we ask that you contact the Student Life Office as soon as you can so that we may help you through these difficult times. Students acting honestly and responsibly will avoid being sanctioned for missing Chapel when they have proactively shared their circumstances with our office and have partnered with us to come to some arrangement.

Similarly, some students have legitimate work or internship schedules that may conflict with the chapel schedule. We will work with students in these situations, yet it is the student's responsibility to complete the appropriate form within the first weeks of classes (available online via the Faulkner Mobile App and weekly E-News). This form available online and is monitored by the Office of Student Life and can be accessed by this link: [https://docs.google.com/forms/d/e/1FAIpQLSdC3QicrUvCJ6XTeYg6X5yBH56S8074NSbfoAMqJC\\_v4OJCTw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdC3QicrUvCJ6XTeYg6X5yBH56S8074NSbfoAMqJC_v4OJCTw/viewform?usp=sf_link). Verification from the respective employer or supervisor will be required.

The average semester has 65 chapel events. Students are allowed a certain number of absences per semester. Consequences that result from absences beyond the allowed amount are based on the number or percentage of chapel opportunities students miss during a semester. For instance:

- Students can miss up to 20% of these chapel opportunities without penalty. Upon reaching the maximum number of allowed chapel absences, the student will be contacted by the Office of Student Life with a Warning, and will be encouraged to commit to attending the remaining chapel days.
- Absences that exceed 20% will result in the student being placed on Chapel Probation to include the loss of privileges to participate in extracurricular activities and/or additional penalties for student-athletes (including the possibility of game suspensions). Until these absences are resolved, the student will be barred from registering for any future classes at Faulkner.
- At the discretion of Dean of Students, unresolved chapel probation cases and/or continued chapel absences may result in suspension from the University. Such suspensions can take place immediately, or be deferred to the next semester.

In all three cases, the student may be contacted by the Office of Student Life in an attempt to assist the student in regaining good standing regarding chapel attendance. Please see the chart below to best determine your particular attendance requirement and absence scenarios.

Weekly Attendance: Requirement:	Allowable Absences:	Percent of Absences:
5 days a week	14	20%
4 days	11	20%
3 days a week	8	20%
2 days a week	5	20%

The number of absences allowed (20%) should be sufficient to accommodate absences during a semester due to illness, doctor appointments, family emergencies or other personal reasons. Students are encouraged to use their allowable absences with discretion. While it is the student's responsibility to keep track of his or her chapel attendance, students may email the Student Life office to request an absence total.

## INSTITUTE FOR FAITH AND ACADEMY

The Institute for Faith and Academy (IFA) is an institution-wide initiative created to promote the understanding of how the Christian faith informs the study and teaching of all academic disciplines and the development of critical and reflective thinking skills to examine the intersection of faith and learning academics. The IFA provides resources for faculty and students; host world renowned lecturers and conferences; coordinate book readings and discussion groups; and publish papers and the Journal of Faith and Academy. Students interested in the IFA's activities should contact Joshua S. Fullman, PhD, Associate Professor, English, Director of Faith and Academy at [jfullman@faulkner.edu](mailto:jfullman@faulkner.edu) or (334-386-7496).

## CHURCHES, MINISTRIES, MISSIONS, RELIGIOUS CLUBS AND OTHER SPECIAL EVENTS

### Campus Ministries

Campus ministries promote and support the culture of faith and Christian service at Faulkner. Campus ministries provide students with an opportunity to engage in fellowship, Bible study, devotionals, leadership, involvement and evangelism with other Christians. Campus ministries provide support as students face the challenges of

college life and spiritual fulfillment. Campus ministries are provided or sponsored by local congregations. The campus ministries for Faulkner's campus include the following:

*Montgomery Area:*

Dalraida Church of Christ  
3740 Atlanta Highway  
Montgomery, AL 36109  
Telephone (334) 272-2561  
www.Dalraida.org  
Contact Billy Camp at [seth.camp@faulkner.edu](mailto:seth.camp@faulkner.edu)

Eastern Meadows Church of Christ  
8460 Vaughn Road  
Montgomery, AL 36117  
Telephone (334) 273-0001  
<http://www.emcofc.org/>  
Contact Brett Thomas at [brother.brett@yahoo.com](mailto:brother.brett@yahoo.com)

Landmark Church of Christ  
1800 Halcyon Boulevard  
Montgomery, AL 36117  
Telephone (334) 277-5800  
Fax (334) 277-5816  
<http://landmarkchurch.net/>  
Contact Nathan Capps at  
[Nathan@landmarkchurch.net](mailto:Nathan@landmarkchurch.net)

University Church of Christ  
5315 Atlanta Highway  
Montgomery, Alabama 36109  
Telephone (334) 386-7320  
Fax 334-386-7577  
www.ucoc.org  
Contact Andrew Kingsley at [akingsley@ucoc.org](mailto:akingsley@ucoc.org)

Vaughn Park Church of Christ  
3800 Vaughn Road  
Montgomery, AL 36106  
Telephone (334) 272-2665  
www.vaughnpark.com  
Contact Dr. Floyd Parker at [fparker@faulkner.edu](mailto:fparker@faulkner.edu)

*Birmingham Area:*

Birmingham Metro Campus Ministry (BMCM)  
1501 13th Avenue South  
Birmingham, AL  
Telephone (205) 790-1375  
[www.thecampushouse.org](http://www.thecampushouse.org)

BMCM is under the direction of representatives of the Palisades Church of Christ ([www.palisadesfamily.org](http://www.palisadesfamily.org)) and the Homewood Church of Christ ([www.homewoodchurch.org](http://www.homewoodchurch.org)). BMCM invites seeks to promote spiritual growth and maintain church involvement of Christian students during the college years, reach lost students on Birmingham's college campuses, serve Birmingham's university communities with the love of Jesus.

*Huntsville Area:*

Christian Student Organization (CSO)  
Christian Student Organization  
407 Clinton Avenue East  
Huntsville, AL 35801  
Telephone (256) 534-0382  
Mobile Phone (256) 508-5351  
<http://www.csoremix.org/>  
CSO is under the direction of the Central Church of Christ ([www.centralfamily.org](http://www.centralfamily.org)).

#### Mayfair's College & Young Pros Ministry (MYAM)

1095 Carl T Jones Drive

Huntsville, Alabama, USA 35802

Telephone (256) 881-4651

Fax (256) 883-1523

<http://mayfair.org/children-students/college>

MYAM is under the direction of the Mayfair Church of Christ ([www.mayfair.org](http://www.mayfair.org)). MYAM exists to create a community of single college age and young professionals who are eager to engage this exciting world around us but remain faithful to the distinctive way of living the Jesus life.

#### *Mobile Area:*

Christian Student Ministry (CSM)

851 University Boulevard North

Mobile AL, 36608

Telephone (251) 344-2366

CSM is under the direction of the University Church of Christ ([www.ucchrist.org](http://www.ucchrist.org)). CSM's purpose to promote Jesus Christ and to strengthen and encourage the faith of Christian students.

#### Local Churches

The worship of God and fellowship with other Christians are vital for spiritual growth and development. Faulkner University encourages all students identify a local area church of Christ and to establish an affiliation with a congregation. All students are urged to attend the worship services on Sunday (morning and evening) and the midweek services (normally on Wednesday evenings). Online directories for locating a local congregation as well as congregations around the world can be found at Online Directories of the churches of Christ ([www.church-of-christ.org/directories.html](http://www.church-of-christ.org/directories.html)), ChurchZip ([www.churchzip.com](http://www.churchzip.com)) or 21st Century Christian ([www.21stcc.com/ccusa/index.cfm](http://www.21stcc.com/ccusa/index.cfm)).

#### Ministries and Missions

In addition to local congregation involvement, Faulkner encourages students to become involved with para-church and specialized ministries such as area campus ministries (see the Clubs, Organizations, and Societies section of this handbook for more details), Montgomery Inner-City Ministries, Adullam House, Agape, Family Promise, 100X Missions, Save-a-Life, assisted living/residential facilities and Woman-to-Woman. These ministries provide students with unique opportunities to engage in fellowship and service.

#### Religious Clubs

Students are also encouraged to consider joining one of the religious clubs on campus, Pi Sigma Delta, Pi Tau Epsilon, Christians in Action or Christian Women in Action (see the Clubs, Organizations, and Societies section of this handbook for more details). The University encourages students to explore these opportunities to put their knowledge and faith into action through Christian service.

#### Devotionals and Bible Studies

Faulkner encourages students to become students of God's Word. Students gather in pairs and small groups for exploration of the Bible. Faulkner also facilitates devotional periods on the Montgomery campus in the residence facilities, Lester Chapel and other venues on campus. The devotionals are times of worship and fellowship for students. Residence Hall devotionals are small, informal gatherings of students in their residence hall lobbies or meeting areas for student-led worship, prayer, and Bible study. Campus-wide devotionals are Tuesday night

gatherings in the Lester Chapel for worship, prayer, and special speakers. These devotionals have been a Faulkner tradition for many years and have become one of the most cherished memories of alumni.

### [Annual Bible Lectureship](#)

Beginning the first Monday each March, the Faulkner University annual Bible lectureship is a university event under the oversight of the lectureship committee, which is made up of the President, the Dean of the V.P. Black College of Biblical Studies, the Vice-President for Advancement and others. The annual Bible lectureship provides students, ministers, faculty, administration, staff, alumni, and other friends of Faulkner University the opportunity to hear lectures on carefully selected themes by recognized ministers, teachers and preachers. The Annual Bible Lectureship draws visitors from around the world to Faulkner for this time of spiritual enrichment, friendship and fellowship. Students are encouraged to participate in the lectureship as their schedule permits. Students are strongly encouraged to attend the evening events. Biblical studies majors are required to attend the annual Bible lectureship. Students interested in volunteering with the annual Bible lectureship may contact the V. P. Black College of Biblical Studies for more information.



## ACADEMIC LIFE



Academic Life is the heart and soul of Faulkner University, as it was founded “for the purpose of teaching the Bible, for teaching men and women to expound the Bible and Gospel to promote their education so that they more efficiently preach the gospel as prescribed by the Holy Bible” (Articles of Incorporation, 1942). Faulkner’s mission, vision and core values are clearly focused on the pursuit of excellence, the education of the whole person and the creation of Christian environment. The Faulkner faculty have forged a conceptual framework grounded in the University’s mission, vision and core values and the tradition of Christian liberal arts education. Faulkner faculty have developed a rich curriculum with co-curricular and extracurricular opportunities to promote student learning. Faulkner faculty and administration work in concert to develop and provide programs, services and activities to enhance student learning and assist students in achieving success at Faulkner. The programs and experiences include the core curriculum, practical experiences, academic advising, tutoring, library services, computer resources and various other support services.

### UNDERSTANDING THE UNIVERSITY CURRICULUM

The Faulkner University curriculum consists of core course requirements and professional studies course requirements. The University’s Core curriculum requirements are designed to provide broad liberal arts-based knowledge, skills and dispositions. The University’s Core is designed to support the mission, vision, core values and conceptual framework of Faulkner.



The University's Core also supports the Spiritual Formation Program through the acquisition of knowledge (Intellect—orthodoxy), the development of dispositions (Character—orthopathy) and the expression of faith (Service—orthopraxy). The University's Core and the professional studies requirements are structured to promote the development of literacy in a particular area of study. The curriculum's promotion of literacy supports the acquisition of knowledge, skills and disposition, or in other words, Intellect, Character and Service. The University's curriculum consists of Christian Cultural Heritage Literacy, Cultural Heritage Literacy, Mathematical and Scientific Literacy, Information and Communication Literacy, Personal and Social Literacy and Professional Literacy.

### CHRISTIAN CULTURAL HERITAGE LITERACY

The Christian Cultural Heritage Literacy component of the core is designed to develop Biblical knowledge and an understanding of the cultural heritage of Christianity. The Christian Cultural Heritage Literacy curriculum required of all Faulkner students promotes the development of literacy in the Biblical and Christian faith knowledge, skills and dispositions. The Lower Level courses consist of BI 1315 (Biblical Worldview I), BI 1316 (Biblical Worldview II), BI 2318 (Understanding the Bible), and BI 2319 (Christian Ethics). The Upper Level courses consist of Marriage and Family (BI 3311) and Christian Cultural Heritage (BI 4311).

### CULTURAL HERITAGE LITERACY

The Cultural Heritage Literacy component of the core is designed to develop cultural knowledge and an understanding of the cultural heritage of Christianity. The Cultural Heritage Literacy curriculum required of all Faulkner students promotes the development of literacy in the humanities, western culture, history, American culture and government, and Christian culture knowledge, skills, and dispositions.

The lower level requirements consist of the Western Cultural Heritage Series (HU 2315 and HU 2325) and American Cultural Heritage (HY 2320). The Cultural Heritage Literacy curriculum works in conjunction with the Christian Cultural Heritage Literacy curriculum to promote the development of broad based knowledge, skills and dispositions.

### MATHEMATICAL AND SCIENTIFIC LITERACY

The Mathematical and Scientific Literacy component of the core is designed to develop mathematical and scientific knowledge and understanding. The Mathematical and Scientific Literacy curriculum required of all Faulkner students promotes the development of literacy in mathematical and scientific knowledge, skills, and dispositions.

Mathematical and Scientific Literacy curriculum consists of lower level requirements addressing mathematics, natural sciences and physical sciences. The lower level requirements consist of a mathematics course, a natural science course with lab, a physical science course with lab and a science laboratory course. The specific mathematics, natural sciences, and physical sciences courses will vary by degree program. The mathematics requirement consists of Finite Mathematics (MH 1338), Pre-calculus Algebra (MH 1340) or Calculus I (MH 1451). For the natural science requirement, students select a course in biology based on their degree plan. For the physical science requirement, students select a course in chemistry, physics or physical science based on their degree plan. For the science laboratory requirements, students select the companion courses to the natural science and physical science courses on their degree plan.

### INFORMATION AND COMMUNICATION LITERACY

The Information and Communication Literacy component of the core is designed to develop information and communication knowledge and understanding. The Information and Communication Literacy curriculum required

of all Faulkner students promotes the development of literacy in composition (writing), verbal/oral (speech), and technological knowledge, skills, and dispositions.

Information and Communication Literacy curriculum consists of lower level requirements addressing composition, communication and technology. The compositional requirements consist of English Composition I (EH 1301) and English Composition II (EH 1302). The communication requirements vary by program but may consist of Speech Communication (EH 1303) depending on degree program and will consist of a literature course in English or American Literature (EH 2301, EH 2303 or EH 2304). .

## PERSONAL AND SOCIAL LITERACY

The Personal and Social Literacy component of the core is designed to develop personal and social knowledge and understanding. The Personal and Social Literacy curriculum required of all Faulkner students promotes the development of literacy in physical health and social sciences knowledge, skills and dispositions. Personal and Social Literacy curriculum consists of lower level requirements addressing physical health, social or behavioral science and service. The physical health requirements consist of Lifetime Fitness (PE 1300). The social or behavioral science requirement varies by degree program, but consists of one course from Psychology (PY 1310), Criminal Justice (CJ 1300), Counseling (COU 2320), Sociology (SY 2328), American Government (PS 2308) or Economics (BA 2303). The Personal and Social Literacy curriculum also includes the University's freshman experience course, Faulkner Foundations (FAF 1111) for incoming freshmen with less than 13 semester hours of credit, or the transfer experience course (FAF 2111) for transfer students with 13 or more semester hours of credit.

## PROFESSIONAL LITERACY

The Professional Literacy component of the curriculum is designed to develop knowledge and understanding in a major field of study. The Professional Literacy curriculum required by each degree program promotes the development of literacy in professional knowledge, skills, and dispositions. The Professional Literacy curriculum in each degree program consists of departmental requirements, major field requirements, experiential requirements and electives. The total number of hours and courses will vary according to the student's major and degree plan.

## COMPUTER RESOURCES AND LABORATORIES

Faulkner provides a variety of computer resources to promote the academic success and to enhance the campus life of students. Students have a variety of means and opportunities to access computer resources and laboratories including the internet, on-campus Wi-Fi, libraries and learning resource centers. The computers in laboratories, libraries and learning resource centers are for instructional and general student use. These computers provide access to academic and course-related software and resources as well as non-academic or personal resources. These computers are available during the operating hours of each facility.

## LEARNING SUPPORT SERVICES

Faulkner University provides several services to support student learning and success. These services are designed to provide students access to information resources, skills training and learning tools in a variety of formats. These services include Computer Resources and Laboratories. Learning support services are also provided through the Writing Center, Academic Advising, Welcome Week and University Library Services. Students in some degree programs also have access to several discipline specific Academic Resource Rooms.

## THE CENTER FOR DISABILITY SERVICES - PROJECT KEY

Project Key, a service for students with disabilities, is the central contact point for students with disabilities at Faulkner University. The goal of Project Key is to provide University programs and services that are accessible to qualified students. The Project Key staff works with faculty and other members of the University community to provide individualized academic accommodations and support services while promoting student responsibility. It is the student's responsibility to contact Project Key for needed academic accommodations and support services, provide appropriate documentation of the disability, and to meet with the Director of Project Key.

Support services include but are not limited to: parking, residential life, food service, access to library collections, buildings and classrooms. Students who choose not to identify themselves when they enter Faulkner University do not forfeit their right to identify themselves and receive accommodations or services at a later date. However, Faulkner University is not obligated to provide accommodations and services for students with disabilities until they are registered with Project Key. Students must request their accommodations each semester.

The Center for Disability Services - Project Key is housed in the Rotunda, Phone 334-386-7185, and Fax 334-386-7124. Guidelines for documenting each type of disability are located at <https://www.faulkner.edu/undergrad/student-life/living-on-campus/student-services/center-for-disability-services/guidelines-for-disability-services/>.

## ACADEMIC CENTER FOR EXCELLENCE (ACE)

### Tutoring/Writing Center

Faulkner University's Academic Center for Excellence (ACE) is located on Faulkner's main campus in Montgomery in Brooks Hall, room 405. The ACE provides peer tutoring, independent study space, and computer/printer usage. The center is staffed by qualified personnel (students who have demonstrated exceptional skill in their subject areas, have been recommended by their professors, and have undergone NTA training and certification). The ACE is available to all Faulkner University students, free of charge. Any student may make an appointment by calling the center or signing up at [faulkner.mywconline.com](http://faulkner.mywconline.com). Walk-ins are welcome, but dependent on tutor availability.

Tutoring sessions are offered in thirty minute increments throughout the work day (Monday through Thursday 9-5 and Friday 9-2). Outside of center hours, students have access to academic support through TutorMe under the "Tools" link in Blackboard. TutorMe is available to all students at any time and at no additional cost. For more information on TutorMe, tutorial videos can be found on our center website: <https://www.faulkner.edu/current/academic-resources/ace/>.

### Learning Support Rooms

Faulkner's Instructional Support Services coordinates a learning support room on each extended campus. The Learning Support Rooms provide students with access to videos and reference materials on academic skills, study skills, writing, mathematics and science.

#### *Birmingham Learning Support Room*

The Birmingham Learning Support Room is available from 8:30 a.m. to 10:00 p.m. Monday through Thursday; 8:00 a.m. to 12:00 p.m. on Friday.

#### *Huntsville Learning Support Room*

The Huntsville Learning Support Room is available from 8:30 a.m. to 6:30 p.m. Monday through Thursday and 8:30 a.m. to 12:30 p.m. on Friday.

### *Mobile Learning Support Room*

The Mobile Learning Support Room is available from 8:30 a.m. to 6:00 p.m. Monday through Thursday and 8:00 a.m. to 12:00 p.m. on Friday.

### **Academic Advising**

Academic Advising is an essential component in assisting students toward successful completion of their degrees. All freshmen and many sophomore students are advised by Student Success. Upperclassmen are assigned to discipline-specific academic advisors who monitor academic progress, evaluate degree completion requirements, assist in course scheduling and offer general advice relating to academic issues, career opportunities, etc. Students are required to have their advisors' approval for all coursework undertaken each semester and are encouraged to visit with their advisors regularly for guidance. Advisors can provide students with degree plan checklists and projected course offerings for planning course selection and scheduling each semester. Advisors can also provide student with information about field experiences (practica and internships), career opportunities and graduate studies.

## **UNIVERSITY LIBRARY SERVICES**

### **Gus Nichols Library System**

Gus Nichols Library System (GNLS) is the major academic resource for Faulkner University with extensive collections of academic books and journals, special collections, and links to networked information resources in various electronic formats. GNLS consists of the following: Gus Nichols Library, the Education Curriculum Resource Room and Laboratory, the F. Furman Kearley Library Collection, the George H. Jones Law Library, three Technology and Learning Resource Rooms and an elementary education resource room located at Central Alabama Community College. GNLS provides students with an integrated catalog and access to the resources of each library or collection (<http://innopac.faulkner.edu>). GNLS libraries feature special collections in education, law, ministry and theology.

The GNLS's catalog (<http://innopac.faulkner.edu>) provides information about the collection, including availability of books and other items that may be checked out; videos and additional audiovisual materials and journal holdings and electronic books. GNLS provides access to resources, databases, electronic journals and electronic books through subscription services. GNLS participates in several consortia agreements that provide access to the resources of Alabama Virtual Library (AVL), Christian College Librarians (CCL), Montgomery Higher Education Consortium (MHEC), Network of Alabama Academic Libraries (NAAL) and Online Computer Library Center (OCLC). GNLS also has reciprocal agreements with libraries across the state, including Alabama A&M University (Huntsville), Alabama State University (Montgomery), Athens State University (Athens), Auburn University at Montgomery (Montgomery), Birmingham Public Library (Research level library, Birmingham), Huntingdon College (Montgomery), Mobile Public Library (Research level library, Mobile), Samford University (Birmingham), Troy State University at Montgomery (Montgomery), and the University of Mobile (Mobile). The library also offers interlibrary loan for students and research faculty for items not found within the library's holding.

Interlibrary loan requests may be submitted online at: <http://ww3.faulkner.edu/GNL/Loan.aspx>

### **Gus Nichols Library: Montgomery Campus**

Gus Nichols Library, also known as the "Nichols Library", is located in Gus Nichols Library Building and provides general as well as specific academic materials and resources. Nichols Library is designed to meet the academic information needs of faculty and students through a growing collection of electronic and print resources, value-added services such as research assistance and small-group workshops and study space for individuals and groups.

Nichols Library houses a large number of print resources and a wide range of electronic resources. The Nichols Library collection includes books, periodicals, microfiche and journals as well as electronic books. Faculty and students can access the Nichols Library catalog, subscription databases, internet research links and library publications, ask reference questions and submit an inter-library loan request at any time online.

The library consists of two floors. The first floor includes the circulation/information desk, juvenile and reference materials and audiovisual items. Study tables and comfortable seating areas are designed for individual or group study and coffee is available and may be purchased for \$0.75 per cup. The second floor is designated as a quiet study area. This floor houses items available for check out and bound periodicals/magazines, the University Testing Center, and a small conference area for study and library instruction. For more information contact the Nichols Library staff, faculty, Director, or visit the website <http://www.faulkner.edu/current/nichols-library/>

### Education Curriculum Resource Room and Laboratory: Montgomery Campus

The Education Curriculum Resource Room and Laboratory, known as the "Curriculum Lab", is located in Johnson Hall and provides education related materials and resources. The Curriculum Lab's primary users are the faculty and students in the Teacher Education Program. The Curriculum Lab is a resource center with the following types of holdings, supplies and equipment:

- Content-area textbooks used in elementary and secondary schools
- Books, periodicals and other materials on methods, activities, resources, and foundations of education
- Courses of study guides for elementary and secondary education in the State of Alabama
- Computer access, educational software and materials
- Teaching kits to include teaching manipulatives
- Supplies for constructing teaching aids
- Hand operated Ellisor™ die cut machines
- Cricut™ personal cutting machine
- Lamination machine
- Poster printer

The Curriculum Lab is a combination of a library, resource room, and computer lab and work center. The Curriculum Lab is designed to be a relaxed, informal environment where patrons can access current education related materials. A little noisier and less formal, it is more of a working room than a reading room. The following policies govern Curriculum Lab use:

- Instructional materials marked for check-out may be checked out. Other materials, such as reference books, periodicals and computer software, are for Curriculum Lab use only
- Materials used are not to be re-shelved by the user. Books are to be placed in a designated area for accurate re-shelving
- School dress and behavior codes apply in the Curriculum Lab
- Food and drinks are prohibited in the computer area
- All users are responsible for cleaning their workstations
- Requests to reserve the lab for a meeting or class should be handled through the Department Support Coordinator
- Computers in the Curriculum Lab are reserved for use by education majors only

### F. Furman Kearley Library Collection: Montgomery Campus

The F. Furman Kearley Library Collection, known as the “Kearley Collection”, is located in Harris-Parker Building and provides biblical studies materials and resources. The Kearley Collection was formed in 2003 with the donation of F. Furman Kearley’s personal library. Dr. Kearley was a Faulkner University alumnus and contributed substantially to the churches of Christ as a minister, Christian educator, theologian and scholar. The Kearley Collection’s primary users are the faculty and students in the V. P. Black College of Biblical Studies. The Kearley Collection is a special collections resource center with books, journals, videos, photographic slides and personal items of historical importance such as pamphlets, study notes and novels.

The Kearley Collection has proven to be rich in Hebrew, Aramaic and Greek language materials as well as standard biblical study resources covering a wide range of subjects. The Kearley Collection deeply enhances the research of Bible students and faculty. Kearley Collection Resource Room offers Wi-Fi access, a comfortable sitting area for leisure reading or tables and chairs convenient for research needs.

### George H. Jones Law Library: Montgomery Campus

The George H. Jones Law Library is located in the Snook Building and provides law-related materials and resources. The Law Library’s primary users are the faculty and students in the Jones School of Law, Criminal Justice, and Legal Studies programs. The library is designed to meet legal information needs through a growing collection of electronic and print resources, value-added services such as research assistance and small-group workshops, and study space for individuals and groups. The Law Library houses a large number of resources and a wide range of electronic resources. Faculty and students can access the Law Library catalog, subscription databases, internet research links and library publications, ask reference questions and submit an inter-library loan request from anywhere via the internet. The recently added unique “Research Vortex” section provides access to a variety of legal subjects. The Vortex has up-to-the-minute live information feeds, links to the most relevant subscription databases and websites, and links to key treatises in each field. For more information, contact the Law Library staff, Director, or visit the website (<http://libguides.faulkner.edu/jones-library>).

### Technology and Learning Resource Rooms: Birmingham, Huntsville, and Mobile

The Technology and Learning Resource Rooms are located on the Faulkner campuses in Birmingham, Huntsville and Mobile and provide material and resources to support the curricular offerings at the extended campuses. The Technology and Learning Resource Rooms’ primary users are the faculty and students enrolled in courses or degree programs at the extended campus centers. The Technology and Learning Resource Rooms are designed to provide students with the resources to support their courses and access to the resources of GNLS. The Technology and Learning Resource Rooms also facilitate student contact with reciprocal borrowing agreements with libraries in the areas where they are located throughout the state as well as requesting interlibrary loans. The Technology and Learning Resource Rooms connect the centers’ faculty and students to the services of the Extended Campus Librarian. For more information, students may contact the library system liaison at each center, the Extended Campus Librarian, or they may conveniently visit online: <https://www.faulkner.edu/current/nichols-library/extended-campus-library-resources/extended-campus-library-resources/>

### Gus Nichols Library System Hours & Services

#### *Gus Nichols Library: Montgomery Campus*

Students are welcome to visit and study at Nichols Library during the following hours (summer and interim hours may vary):

#### Sunday

7:00 p.m. - 10:00 p.m.

#### Monday through Thursday

7:30 a.m. - 10:00 p.m.

Friday

7:30 a.m. - 5:00 p.m.

Saturday

Noon - 5:00 p.m.

\* Wednesdays closed from 6:30-7:30 pm

*Furman Kearley Library: Montgomery Campus*

Monday through Thursday

8:00 a.m. through 5:00 p.m.

*George H. Jones Law Library: Montgomery Campus*

Monday through Thursday

7:30 a.m. through 11:00 p.m.

Friday

7:30 a.m. through 6:00 p.m.

Saturday

9:00 a.m. through 6:00 p.m.

Sunday

1:00 p.m. through 11:00p.m.

*Education Curriculum Resource Room and  
Laboratory: Montgomery Campus*

Monday, Tuesday, Thursday

8:00 a.m. through 9:00 p.m.

Wednesday and Friday

8:00 a.m. through 5:00 p.m.

Saturday and Sunday

Closed

*Technology and Learning Resource Room:  
Birmingham*

Monday through Thursday

8:00 a.m. to 6:30 p.m.

Friday

8:00 a.m. to 12:00 p.m.

*Technology and Learning Resource Room: Huntsville*

Monday through Thursday

8:30 a.m. to 6:30 p.m.

Friday

8:30 a.m. to 12:30 p.m.

*Technology and Learning Resource Room: Mobile*

Monday through Thursday

8:00 a.m. to 9:00 p.m.

Friday

8:00 a.m. to 12:00 p.m.

*Ask-a-Librarian*

Email questions to a Librarian for help - <http://faulkner.libsurveys.com/askalibrarian>

*GNLS Online Catalog*

Available online twenty-four hours a day, seven days a week.

[https://faulkner.ent.sirsi.net/client/en\\_US/default](https://faulkner.ent.sirsi.net/client/en_US/default).

*Gus Nichols Library Databases*

Available online twenty-four hours a day, seven days a week.

<https://www.faulkner.edu/current/nichols-library/find-articles/>

*Law Library Vortex*

Available online twenty-four hours a day, seven days a week.

<http://libguides.faulkner.edu/jones-library>

*Law Library Internet Research Resources*

Available online twenty-four hours a day, seven days a week.

[https://faulkner.ent.sirsi.net/client/en\\_US/law](https://faulkner.ent.sirsi.net/client/en_US/law)

*Gus Nichols Library System Policies*

The libraries, collections and resources in the Gus Nichols Library System have policies governing loan privileges, fines, lost materials, non-circulating materials, photocopying, printing and other user privileges and responsibilities. Students should contact each library, collection or resource for specific policies regarding that unit. Gus Nichols may be contacted at [refdesk@faulkner.edu](mailto:refdesk@faulkner.edu) or 334-386-7207 and the Jones Law School Library at 334-386-7219.



## ADMISSIONS ENROLLMENT MANAGEMENT AND ACADEMIC RECORD SERVICES

The offices of Enrollment Management, Traditional Admissions, Graduate and Adult Admissions and Jones School of Law Admissions assists students with the processes and procedures for admission into Faulkner University and its degree programs. Students can contact these offices for information and assistance. See directory for numbers and email addresses, pages 139-141 of this handbook.

The Office of the Registrar maintains student's academic records, directs the registration process, evaluates transfer credits, processes grade changes, transcript requests, and graduation applications, and coordinates the annual commencement exercises. Students can contact the Office of the Registrar for additional information, questions or assistance with their academic record at [registrar@faulkner.edu](mailto:registrar@faulkner.edu).

## ACADEMIC LIFE POLICIES AND REGULATIONS



### FAULKNER HONOR CODE

Faulkner University is an academic institution founded on the values and principles of Christianity. As a Christian institution, Faulkner emphasizes the importance of integrity and character in all aspects of life. The Faulkner Honor Code emphasizes the importance of Christian character in all aspects of academic life. Faulkner University requires all students live up to the following honor pledge:

“As members of the Faulkner community, we commit ourselves to act honestly, responsibly, and above all, with honor and integrity in all areas of academic and campus life.”

Setting high standards of behavior requires a commitment by every student to work together to maintain these standards and realize disciplinary consequences should follow a breach of the honor system. Just as in the workplace, where high ethical standards are required, Faulkner students must realize that failure to maintain high ethical standards in the classroom will lead to similar disciplinary actions. Faulkner believes that as professionals and students we should be practicing how to be people who are committed to improved character and spiritual development and view adherence to the honor code as a valuable practice.

Without the support of the entire student body, the honor system will not work successfully. All students must insist on the absolute integrity of themselves and their fellow students because academic dishonesty jeopardizes the quality of education and depreciates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Faulkner campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. Faulkner believes that all that is necessary for evil to

prevail in any community is for good people to do nothing. A laissez-faire response will only reinforce, perpetuate, and enlarge the scope of such misconduct. Unfortunately, the reputation for any academic misconduct in the university setting has become widespread and a regrettable aspect of modern education. These reputations have become self-fulfilling and grow unless vigorously challenged by students and faculty alike. All members of the Faulkner community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

Faulkner University believes it is the obligation of every student who suspects a violation of the honor code to take action in one of the following ways:

1. Speak to the suspected student (Matthew 18:15-17).
2. Report the incident to the Dean of Students if it is a violation of the code of conduct.
3. If it is an academic violation, inform the instructor in the course of your suspicions and identify, if possible, the person suspected.

## ACADEMIC INTEGRITY AND HONESTY

An academic institution rests on the principle that students will demonstrate integrity and honesty in the products/works developed or submitted. As a Christian institution, Faulkner emphasizes integrity of character in all situations, including academic settings. Faulkner has established a University Honor Pledge to emphasize the importance of Integrity and Honesty in the development of a Christian Spiritual Life.

In order to prepare students for a successful career and a rewarding social and spiritual life, students must be introduced to the kind of professional censure for dishonesty they will meet in the workplace. Because education is a life-long developmental process, Faulkner seeks to instill values of honesty and integrity in every student by insisting upon the highest professional standards as part of the learning process. Because cheating can seem to produce immediate rewards, it can become a pattern of behavior that is counter-productive and corrosive to spiritual development. Therefore, Faulkner expects the learning process to support spiritual development through a commitment to academic honesty and integrity.

### Academic Cheating

A key element of academic integrity is to honor the academic process of learning. Faulkner University considers the circumvention of the learning process by cheating, plagiarism, fabrication or complicity in cheating or fabrication to be an act of academic misconduct with long-term detrimental effects. The following outline of the definition of terms and a general list of academic violations of the Honor Code is given for clarity sake and as an aid to guard against violating the code unintentionally.

#### *Cheating:*

The act of using or attempting to use materials, information, study aids or unauthorized assistance for an academic activity.

#### *Plagiarism:*

The act of intentionally or knowingly representing the words or ideas of another as one's own work in any academic assignment.

#### *Fabrication:*

The act of falsification or creation of any information in an academic activity.

### *Complicity:*

The facilitation or assistance, intentionally or knowingly, in the act of cheating or fabrication by another.

The following includes many but not necessarily all of the specific practices under each of the above four categories that violate the Honor Code in regards to academics:

- Cheating.
- Receiving or giving unauthorized materials or aid to another student for class assignments or tests.
- Using unauthorized materials or aid in connection with assignments or tests.
- Giving, obtaining, soliciting or offering to provide any unauthorized assistance for class assignments or tests.
- Using any unauthorized electronic device during a test or class assignment (when inappropriate). Such electronic devices include cell phones, beepers, palm pilots, computers and word processors.
- Observing the work of other students during in-class assignments (when inappropriate) or tests.
- Gaining access to the content of a test prior to the giving of the test.
- Plagiarism
- Failure to give credit to sources used in a work in an attempt to present the work as one's own. Giving proper credit of resources can include:
  - Key phrases or words.
  - Paraphrasing of other's work.
  - Word-for-word quotations.
- Submitting in whole or in part the work of others as one's own.
- Submission of papers or projects obtained from any source, such as a research service or another student, as one's own.
- Fabrication.
- Written or oral presentation of falsified materials and facts, including but not limited to the results of interviews, laboratory experiments, and field-based research.
- Written or oral presentation of the results of research or laboratory experiments without the research or experiment having been performed.
- Altering, misrepresenting or falsifying a transcript, course record or graded work to gain unearned academic credit.
- Accepting unearned credit or accepting a grade higher than the grade actually earned.
- Complicity.
- Planning or agreeing with another person or persons to commit any act of academic dishonesty.
- Changing or agreeing to have academic records changed, including receiving an unearned academic grade or credit not.
- Offering or accepting a payment or bribe related to academic work or records.

In general it is a violation of the Honor Code when a student does not follow any announced policy of an individual faculty member, department, college, or university. A student uncertain of the application of the Honor Code to a particular circumstance should always consult with the faculty member.

Cheating is a type of fraud and consists of acts such as giving and receiving assistance on a quiz, test or exam, using notes or crib sheets during a quiz, test or exam, or submitting the same paper for more than one course. Cheating also includes acts such as taking an exam or writing a paper for another student. Fabrication includes acts such as falsifying data, misrepresenting work or lying to protect a student committing an act of academic misconduct.

### *Penalties for Academic Dishonesty*

The penalties for cheating or fabrication vary according to the instructor, but at the very least instructors will include an “F” or zero points on the exam or assignment and might include an “F” for the course. All confirmed cases of academic cheating are reported to the office of the Dean of Students, where he/she will record the offense and address offenders with the appropriate conduct sanctions outside of the academic process, if warranted. Severe or repeat cases may be referred to the Vice-President for Academic Affairs.

### *Intellectual Property, Copyright and Plagiarism*

A key element of academic integrity is respecting the intellectual property of others and copyrights on materials. Faulkner University considers the violation of copyrights and/or plagiarism to be an act of academic misconduct. The Council of Writing Program Administrators (CWPA) states “plagiarism occurs when a writer deliberately uses someone else’s language, ideas, or other original (not common-knowledge) material without acknowledging its source” (Council of Writing Program Administrators, January, 2003 <http://www.wpacouncil.org/node/9>). The CWPA’s definition extends to works published online and in print mediums.

Plagiarism is a type of fraud and essentially consists of the submission or presentation of another’s intellectual property without appropriate citation, attribution or credit. This includes copying published information from printed texts or online materials. This also includes the use of downloaded and/or purchased materials such as prewritten essays

## **CLASS ATTENDANCE**

Regular class attendance by all students is a Faulkner requirement. Class attendance is an academic matter and excessive absences result in academic penalty. Absences from class negate the value of the course. Education of the whole person is more than the attainment of facts and skills; it includes the development of dispositions, attitudes and understandings demonstrated in the classroom.

### *Attendance Policy for Traditional Classes*

#### *Introduction*

Students should attend every formal instructional activity to maximize their learning. Instructional activities include classes, labs, rehearsals, practices and other required and scheduled activities (all are represented by “classes” below). Students who participate in activities that represent the university enjoy special learning opportunities and carry additional responsibility for regular attendance and completing academic coursework in a timely fashion.

#### *Policy statements*

1. Individual Absences (excluding Final Exam Session)
  - a. Students who miss more than 15% of class meetings for unexcused individual absences will be awarded a grade of FA (Failure for Attendance). An FA will be awarded to a student who misses more than
    - i. Six (6) for MWF classes
    - ii. Four (4) for TR classes
    - iii. Two (2) for one day a week classes

The values in (i), (ii), and (iii) are for the regular length fall and spring semesters. Traditional classes that meet for shorter periods of time, e.g. 8 weeks, 6 weeks, etc., will prorate these values accordingly.

- b. It is the responsibility of the student to communicate with classroom faculty in regards to work missed due to individual absences, and to complete that work in a timely manner. Faculty are under no obligation to allow students to make up assignments, exams, presentations, etc. for unexcused absences.
2. Group Absences
- a. Academic activities: The Vice President for Academic Affairs or the Dean of the student's college will review requests for excused Group Absences associated with recognized and/or faculty/staff led groups that must miss class time in order to represent the university in academic activities.
  - b. Athletic activities: The Vice President for Student Services or the Athletic Director will review requests for excused Group Absences associated with recognized groups that must miss class time in order to represent the university in athletic activities.
  - c. It is the responsibility of the student to communicate with classroom faculty in regards to work missed due to approved Group Absences, and to complete that work in a timely manner.
  - d. Faculty will not penalize students for approved Group Absences, and will communicate expectations to these students in a timely and supportive manner.
  - e. Excused Group Absences do not contribute toward the allowable number of Individual Absences. However, students who represent the university should be aware that the more unexcused absences they have, the less excused group absences are available to them before they exceed the 25% indicated in item #3a below.

3. Total Absences (excluding Final Exam Session)

- a. Students who miss more than 25% of class meetings for any reason will be awarded a grade of FA (Failure for Attendance). An FA will be awarded to a student who misses more than
  - i. Ten (10) MWF classes
  - ii. Seven (7) TR classes
  - iii. Three (3) for one day a week classes

The values in (i), (ii), and (iii) are for the regular length fall and spring semesters. Traditional classes that meet for shorter periods of time, e.g. 8 weeks, 6 weeks, etc., will prorate these values accordingly.

Students are reminded that the 25% rule in this section only applies if they are eligible for group absences. In all cases, students who miss more than 15% of class meetings for unexcused individual absences will be awarded a grade of FA as indicated in policy item #1a.

In exceptional circumstances supported by student-provided documentation, the Vice President for Academic Affairs or the Dean of the student's college may grant a student's appeal to remain in a class when the student's total (individual/group, excused/unexcused) absences total more than 25% of scheduled activities for that class.

## ACADEMIC PROGRESS

Faulkner University seeks to encourage the academic success of students. Each student has the right to continue an education at Faulkner University as long as there is satisfactory academic progress and compliance with the regulations of the University. The student's academic progress is measured in terms of cumulative grade point average computed at the end of each term. To remain in good academic standing, a student must attain a cumulative grade point average of 1.500 if the student is a freshman, 1.750 if the student is a sophomore and 2.000 if the student is a junior or senior.

## GRADUATION

The culmination of an academic career is graduation. Graduation occurs after the completion of all degree plan and institutional requirements. Candidates for graduation must possess a minimum overall GPA of 2.0.

### Graduation Honors

At commencement Faulkner recognizes the consistent academic achievement of students with graduation honors. Students who complete their degree program with a cumulative GPA of 3.5000 or above are designated as graduating with honors. Students may consult the University Catalog for more details.

## ACADEMIC LIFE DISCIPLINARY PROCESSES

### Attendance Sanctions

A student who violates the 25% attendance rule will be assigned an "FA" as a course grade. Instructors may impose course-level sanctions for absences not in violation of the 25% attendance rule. Instructors will notify the Director of Student Success when students exhibit attendance problems.

### Sanctions for Unacceptable Instructional Behavior

A student who exhibits unacceptable instructional behavior is subject to sanctions by the instructor. The purpose of this section is to empower the instructor to protect the learning environment by administering certain sanctions to students for unacceptable instructional behavior. The term "classroom or learning environment" is herein to be understood in as broad a sense as possible.

"Unacceptable instructional behavior" encompasses any behavior (including, but not limited to, conduct, gestures, speech and written communications and regardless of the location, forum or venue of such behavior) that occurs in, arises from, or is in any way related to the classroom or learning environment when, in the sole discretion of the instructor, such behavior disrupts or adversely affects or detrimentally impacts or could disrupt, adversely affect or detrimentally impact the learning environment of a given course.

"Unacceptable instructional behavior" includes, but is not limited to, the following:

- behavior that is a violation of the standards of conduct set forth in the Student Handbook or any applicable program handbook;
- behavior that, in the sole discretion of the instructor, is disruptive or harmful to the classroom or learning environment;
- behavior directed at a student in the course or the instructor or anyone aiding the instructor (e.g., proctor, teaching assistant, guest lecturer, etc.) and that, in the sole discretion of the instructor, is:
  - harassing in nature, including but not limited to, harassing behavior based on
  - characteristics protected by federal or state law;
  - rude, obnoxious, disrespectful or discourteous;
  - threatening (whether the threat is explicit, implicit or veiled) or intimidating[3];
- refusal of a student to remove himself/herself immediately from a class meeting or function after having been directed to do so by the instructor or person in charge of the class meeting or function;
- a student's continuing to attend meetings (or attempting to or participating in related activities) of a course from which he/she has been suspended, un-enrolled or withdrawn;
- refusal of a student to respectfully comply with an instructor's standards of behavior and attire in a course, including but not limited to such matters as: texting or emailing instead of participating in class or paying



attention; accessing/using electronic devices; inappropriate dress; eating in class; sleeping in class; arriving late to class or leaving early from class.

When a student (or students) engage(s) in unacceptable instructional behavior, an instructor, in his or her sole discretion, can impose any of the following sanctions:

- immediate suspension of the student from the course for the remainder of that class meeting period
- immediate suspension for a time period of up to three other class meetings<sup>12</sup>
- immediate dismissal<sup>13</sup> of the student from the course for the remainder of the academic term

The instructor should notify the student both verbally and in writing to document the circumstance. The student should also be advised of their right to appeal (see Academic Appeal section).

The instructor should immediately inform the department chair, the Dean of the College, the Vice President of Academic Affairs, the Vice President for Student Services<sup>14</sup> The Vice President for Student Services and Assistant Vice President for Student Services/Dean of Students should be notified in all cases of behavioral misconduct so that the said Vice President or his or her designee can consider imposing further institutional sanctions. The Vice President for Student Services, the Assistant Vice President for Student Services/Dean of Students however, cannot reverse or review sanctions imposed by academic instructors/officials in these cases. In the event of dismissal of a student from a course, the student shall be awarded a grade as dictated by current university policy.<sup>15</sup>

### Academic Dishonesty or Misconduct

A student who exhibits academic dishonesty or misconduct may be subject to assignment or learning activity level penalties or course level penalties. The penalties for cheating, fabrication or plagiarism range from being awarded an “F” or zero points on the exam or assignment to being awarded an “F” for the course. Instructors will notify the Vice President for Student Services of sanctions for academic dishonesty or misconduct for consideration of the imposition of further institutional sanctions. The said Vice President, however, does not reverse or review sanctions imposed by academic instructors/officials in these cases.

### Academic Probation/Suspension

A student who fails to meet the Academic Progress standards is placed on Academic Probation. If the student fails to attain the standard in the term of probation, Academic Suspension will follow. A student under academic suspension may be reinstated after one term. However, the student remains on probation, and if the required cumulative grade point average is not attained during the first term of reinstatement, the student will again be placed on academic suspension. The second suspension is for the duration of two semesters, and reinstatement

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<sup>12</sup> In such cases, the absences are deemed “unexcused” and the student forfeits the ability to make up any work missed.

<sup>13</sup> A student who has been dismissed from a course by the instructor cannot attend the course or participate further in any course activities. This dismissal is effective upon the student’s receiving verbal or written notice from the instructor. An instructor who has dismissed a student from a course will, as soon as reasonably possible, notify the Chair of the department and the Registrar’s office of the dismissal. The Registrar’s office will process the dismissal from the course as a withdrawal after it receives confirmation that the student’s time to appeal has lapsed or that the student’s appeal has been unsuccessful. Even though an appeal is pending, a student dismissed or suspended from a class does not have the right to attend further meetings of a class or participate in further course activities.

<sup>14</sup> All references to “Vice President for Student Services” should be understood as including any designee of the said Vice President.

<sup>15</sup> In cases when an instructor dismisses a student from a course for any reason, the student cannot later be enrolled (or remain enrolled) in any course taught by that same instructor without that instructor’s permission.

after that time is at the discretion of the Admissions Committee, the Dean of the respective School or College and the Academic Vice-President. Any academic credits earned from other institutions while on academic suspension may not be used to clear academic suspension or to meet requirements for a degree/certificate from Faulkner University. To support student progress, no student regardless of cumulative grade point average, will be suspended at the end of any term for which a 2.000 grade point average has been attained. A 2.000 overall grade point average on work taken at Faulkner University is the minimum required to receive any degree or certificate.

### Academic Appeal

If a student has reason to question the decision of an instructor regarding course content, a grade received or sanctions imposed for academic dishonesty or misconduct or unacceptable classroom behavior, he/she must follow the academic appeal procedure which begins with an appeal to the instructor. It should be understood that an instructor's decision as to any matter takes effect immediately and remains in place until the appeals process is complete.

### Appeal to the Instructor

The student must submit a written appeal to the instructor. The written appeal must include the student's account of all pertinent facts, a statement listing all reasons as to why the instructor's decision was inappropriate, and a statement of the relief sought by the student. Any issue not raised in the written appeal is deemed waived and forfeited. A student who fails to timely submit a written appeal complying with the requirements of this section waives and forfeits the right to pursue the appeal. The written appeal must be submitted according to the following:

- In all cases involving the decision of an instructor regarding course content or a grade received, the student should first bring the matter to the instructor.
  - The student must make the appeal within seven (7) days of the date of the decision to be appealed. Failure by the student to make the appeal within this time frame constitutes forfeiture of the right to appeal.
  - Within three (3) days after receiving the student's written appeal, the instructor must respond in writing to the appeal and either grant or deny the relief sought.
- In all cases involving sanctions imposed for academic dishonesty or misconduct or sanctions imposed for unacceptable classroom behavior, the student must submit to the instructor a written appeal within seven (7) days of the date of the decision that is appealed.
  - Failure by the student to make the appeal within this time frame constitutes forfeiture of the right to appeal.
  - No discussion of the matter can take place between the instructor and the student until the instructor has received and reviewed the written appeal.
  - Within three (3) days after receiving the written appeal, the instructor must respond in writing to the appeal and either grant or deny relief.

### Appeal to the Department Chair

If the student is dissatisfied with the instructor's response in the first stage of the appeal, the student has three (3) days from the date of the instructor's response to appeal to the Chair<sup>16</sup> of the department in which the class

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<sup>16</sup> In some programs, the appeal of the instructor's decision is first to the Program Director and then to the Department Chair; whether the appeal lies to the Program Director is at the discretion of the Chair of the Department. In cases where the appeal lies to the Program Director, the process will be governed by the same standards as are applicable to an appeal

was offered. Failure by the student to make this appeal within this time constitutes forfeiture of the right to appeal. Within three (3) days of the student's appeal to the Department Chair, the Department Chair shall rule on the appeal in writing and provide a copy to both the instructor and the student. The Chair may investigate the matter in any way he or she deems appropriate and may resolve the matter with or without a hearing.

If the instructor whose decision is appealed is the Department Chair, the student should appeal directly to the Dean (or Associate Dean) of the college in which the course was offered. If the instructor whose decision is appealed is the Associate Dean of the particular college or school, the student should appeal directly to the Dean. If the instructor whose decision is appealed is the Dean, the appeal shall lie to the Vice-President for Academic Affairs. The person to whom the appeal has been made may investigate the matter in any way he or she deems appropriate and may resolve the matter with or without a hearing. Within three (3) days of the student's appeal in this instance (i.e., to either the Dean of the college or the Vice-President for Academic Affairs), the official to whom the appeal has been made shall rule on the appeal in writing and provide a copy to both the instructor and the student.

#### Appeal to the Dean of the Appropriate College or School

If the student or the instructor whose decision is at issue is dissatisfied with the Department Chair's response, either party has three (3) days from the date of the Department Chair's response to appeal the matter to the Dean<sup>[9]</sup> of the college or school in which the course was offered. Failure by either party to make this appeal within this time frame constitutes forfeiture of the right to appeal. Within three (3) days of the appeal to the appropriate Dean, he or she shall rule on the appeal in writing and provide a copy to both the instructor and the student. The person to whom the appeal has been made may investigate the matter in any way he or she deems appropriate and may resolve the matter with or without a hearing.

The Dean's decision in such disputes is final unless there is a question of impropriety on the part of the instructor or some other University employee that bears directly on the issue appealed. Even when there is an allegation of such impropriety, there can be no appeal to the Vice-President for Academic Affairs until the Dean of the appropriate college or school has returned a decision.

#### Appeal to the Vice-President for Academic Affairs

Only when there is a question of impropriety on the part of the instructor or some other University employee that bears directly on the issue appealed can there be an appeal to the Vice-President for Academic Affairs. The decision of the Vice-President for Academic Affairs in such cases is final. If the student or the instructor whose decision is at issue is dissatisfied with the Dean's response, either party has three (3) days from the date of the Dean's response to appeal the matter to the Vice-President for Academic Affairs. Failure by either party to make this appeal within this time frame constitutes forfeiture of the right to appeal. Within three (3) days of this appeal, the Vice-President for Academic Affairs shall rule on the appeal in writing and provide a copy to both the instructor and the student. The person to whom the appeal has been made may investigate the matter in any way he or she deems appropriate and may resolve the matter with or without a hearing.

#### Standard of Review for Matters Appealed

In all matters appealed at whatever level, the standard of review is as follows. All issues of fact as initially determined by the instructor shall be presumed to be correct and the instructor's findings of fact will not be

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to a Department Chair, except that any appeal from the decision of a program director shall be made to the Department Chair rather than the Dean or Associate Dean of the College or School. In cases where the instructor whose grade is appealed is also the Director of the program, the appeal shall lie to the Department Chair

disturbed unless there is clear and convincing evidence to the contrary. All issues involving the exercise of the instructor's judgment (including but not limited to grades awarded, course content, and sanctions for academic dishonesty or unacceptable classroom behavior) shall be presumed to be correct and the instructor's decision on any such issue will not be reversed unless the instructor has committed a gross abuse of discretion.

## ACADEMIC RECORDS

### Postsecondary Student Rights under Family Education Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all educational institutions that receive funds under an applicable program of the U.S. Department of Education. FERPA affords students certain rights with respect to their education records. These rights include the following:

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- A student should submit to the registrar, Dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask the University to amend a record must complete the Educational Record Amendment and Appeal Form (ERAAF) and submit the form to the University Custodian of Educational Records in the University Registrar's office to initiate a review of the record. The ERAAF requires the student to clearly identify the part of the record the student wants changed, specify why it should be changed, and provide all requested documentation for the change.
- If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent FERPA authorizes disclosure without consent.
- The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
- In addition, the University reserves the right to release and publish directory information without consent, such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates

of attendance, as required by § 99.37 of the regulations. The student has the right to restrict disclosure/release of directory information to third-parties by completing the Request to Restrict Directory Information form available from the Registrar or the University's website.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The Office that administers FERPA may be found at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### University Student Records Policy

In accordance with relevant federal and state laws and guidelines, Faulkner University has established clear policies for the handling of all student-related records. Students enrolled at Faulkner will have an educational record created that constitutes their academic record or transcript. The academic record is subject to the aforementioned FERPA policies. Students may also have non-academic records maintained by the University. The access to these records may be subject to federal and state laws other than FERPA. The identified custodians for these records should be contacted for questions about access to these records.

### Policy of Educational Record

The University's Educational record policy is in compliance with the Postsecondary Student Rights under FERPA previously detailed. In addition, the following policies and procedures apply to a student's educational record (Refer to Appendix O for the University's Educational Records Policy and Procedures).

### Policy for Copies of Educational Record

A student may request either an official or unofficial copy of his/her educational record (Transcript) via the Transcript Request Form (TRF). A student must complete the TRF and submit the signed form with payment by mail, fax or hand-delivery to the Registrar's Office on any Faulkner campus. Faulkner University will only send official transcripts via this form when specifically requested by the student.

### Procedure to Inspect Student Records

A student may inspect and review his/her student records upon request to the appropriate record custodian. A student must complete the Student Record Inspection Request Form and submit the signed form with any required payment by mail, fax or hand-delivery to the relevant record custodian on any Faulkner campus.

- Submit to the record custodian or appropriate University staff personnel a written request that identifies as precisely as possible the record(s) the student wishes to inspect.
- The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible. The student will be notified of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
- When a record contains information about more than one student, the student may inspect and review only the documents, which relate to his or her record.

### Rights of the University to Refuse Access

Faulkner University reserves the right to refuse permission for a student to inspect the following records:

- The financial statement of the student's parents.

- Letters and statements of recommendation for which the student waived his or her right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend Faulkner University if the application was denied.
- Those records excluded from the Family Education Rights and Privacy Acts (FERPA) definition of education records.

### *Refusal to Provide Copies*

Faulkner University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.

## OFFICIAL TRANSCRIPTS

Transcripts may be requested from the Office of the Registrar by using the official Transcript Request Form found in the Registrar Office or by going to [GetMyTranscript.org](http://GetMyTranscript.org) and following the prompts. A student may request an official copy of his/her transcript to be sent to entities such as prospective employers, certification/licensure boards, governmental agencies and other educational institutions. Official transcripts will not be released until the completed TRF and the transcript fee are received by the Office of the Registrar. An official transcript will not be released for a student on any type of institutional hold.

## AWARDS AND HONORS

### Discipline Awards

Faulkner University seeks to promote the pursuit of excellence in all endeavors. Faulkner's faculty has developed awards to recognize outstanding students. These awards recognize academic excellence in a particular area or subject as well as excellence in character and Christian service. These awards are awarded for degree programs, subject areas, and departments. Students can contact Department Chairs for more information about the discipline awards.

### Honors Convocation

Faulkner holds an annual Honors Convocation during the spring to emphasize the value of academic pursuits and reward academic excellence. During the Honors Convocation, the Faulkner faculty present the Discipline Awards.

### Honor Societies

Faulkner University recognizes academic excellence through several honor societies.

### Other Honors

Faulkner awards several institutional awards in recognition of academic, social, personal and spiritual excellence. The faculty nominate and/or select these award recipients annually in the spring.

### George S. Benson Citizenship Award

The George S. Benson Citizenship Award is given in honor of George S. Benson, a well-known conservative leader, trustee of the John P. Gaty Estate's fund for conservative leadership, former Faulkner donor and former interim Faulkner President. The George S. Benson Citizenship Award recognizes a graduating senior, male or female, who has distinguished himself/herself in leadership potential and moral character. The recipient must demonstrate respect for authority and superior conduct, especially for faculty and peers, and must participate in more than one school activity, with strong leadership in at least one. The recipient must demonstrate attitudes and actions

consistent with the values and ideals of Faulkner University and academic proficiency with a minimum of a 2.5 GPA. The Faulkner faculty select the recipient.

#### V. P. Black Award

The V. P. Black Award is given in honor of Vanderbilt Pierpont (VP) Black, an outstanding evangelist, influential author and proponent of Christian education. The V. P. Black Award recognizes a graduating senior who shows the greatest promise of becoming an outstanding gospel preacher. The recipient must demonstrate attitudes and actions consistent with the values and ideals of Faulkner University and academic proficiency with a minimum of a 2.5 GPA. The V. P. Black College of Biblical Studies faculty selects the recipient.

#### WINGS Award (Women IN God's Service)

The WINGS Award is given to honor the traits of a Christian woman exemplified by Dorcas of Joppa (Acts 9:36-42): kindness, concern for others, and service to the poor and widows. The WINGS Award recognizes a junior or senior female who shows Christian character, a person whose attitudes and actions represent the highest ideals of Faulkner University, social and emotional maturity, involvement in campus spiritual concerns and Christian service and high academic achievement. The V. P. Black College of Biblical Studies faculty selects the recipient.

#### Herman Hedgspeth Character Award

The Herman Hedgspeth Character Award is given in honor of Herman Hedgspeth, the former Dean of Students who is an outstanding evangelist, influential author and proponent of Christian education. The Herman Hedgspeth Character Award recognizes one male and one female student who demonstrate attitudes and actions consistent with the values and ideals of Faulkner University including outstanding character, integrity and spiritual maturity. The recipient must demonstrate academic proficiency with a minimum 2.0 GPA. The Dean of Students department selects the recipient.

#### Leonard Johnson Family Award

The Leonard Johnson Family Award is given in honor Leonard Johnson, a founder of Faulkner University, and his family who have continued to support Faulkner. The Leonard Johnson Family Award recognizes the full-time freshman dorm student, male or female, who demonstrates personal, social and spiritual growth during the freshman year. The recipient has demonstrated improvement in self-image, attitude, cooperation, motivation and kindness. They must also have demonstrated attitudes and actions consistent with the values of Faulkner University. The Faulkner faculty selects the recipient.

#### President's Award

The President's Award is given to honor the ideals upon which Faulkner University was founded. The President's Award is the highest honor bestowed by the Faulkner faculty. The President's Award recognizes the graduating senior, male or female, who best demonstrates the ideals of Faulkner with specific reference to spiritual, social and academic maturity. The recipient must demonstrate attitudes and actions consistent with the values of Faulkner University along with academic proficiency with a minimum 3.0 GPA. The Faulkner faculty selects the recipient.

#### Mister and Miss Faulkner University

Mister and Miss Faulkner University is given to honor the ideals of Faulkner University. Mister and Miss Faulkner University recognizes a senior male and female who demonstrates the ideals of Faulkner University and attitudes and actions consistent with the values of Faulkner University. The recipient must demonstrate academic



proficiency with a minimum 2.5 GPA. The Faulkner faculty selects four male and four female nominees for presentation to the student body.

### Academic Honor Rolls

Faulkner University recognizes the academic achievement all students with the academic honor rolls. Faulkner has three academic honor rolls recognizing three levels of academic excellence: Honor Roll, Dean's List and President's List. A full-time student who achieves a GPA of 3.000 to 3.499 will be recognized on the Honor Roll. A full-time student who achieves a GPA of 3.500 to 3.899 will be recognized on the Dean's List. A full-time student who achieves a GPA of 3.900 or above will be recognized on the President's List.

### CLASSIFICATION

Academic classification is based on the number of semester credit hours earned:

0-29 hours	Freshman standing
30-59 hours	Sophomore standing
60-89 hours	Junior standing
90 and above	Senior standing

A student must possess a cumulative grade point average of 2.0 in order to graduate from any certificate or degree program.

### CLASS CHANGES

Class additions are not permitted after the seventh calendar day from the first day of classes each semester. Changes require permission of the faculty advisor and instructors involved and a fee of \$50.00 for each change form processed, regardless of the number of classes added or dropped on the form. Change forms are obtained from the Registrar's Office, Student Success Office and faculty advisors and must be completed and returned there by the deadline specified. Failure to officially notify the Registrar's Office of a class change will result in a grade of "F." The tuition refund policy is stated in the University Catalog.

### WITHDRAWAL FROM SCHOOL

A student may withdraw from a course(s) without academic penalty through the last day of the first week following midterms. During this time the student must fill out a withdrawal form and have the instructor(s) assign either "withdrawn-passing" or "withdrawn-failing" grades according to progress at the time of withdrawal. All withdrawals after the time noted above are "withdrawn-failing" except in cases of dire and obvious necessity as determined by the Academic Dean. Forms for withdrawal may be obtained from the Student Success Office, and must show the last date of class attendance. A student has not officially withdrawn from a class or from school until the proper forms have been filed with the Registrar's Office.

### DEAD WEEK

- Dead Week occurs during the last scheduled week of classes each semester, or in other words, the week prior to the beginning of final examinations. Dead Week is designed to allow students the opportunity to attend class and focus on their academic endeavors without the temptation to participate in too many campus events and activities. To accomplish this, extracurricular programs and activities must be approved by The Vice President of Student Services and the Vice President of Academic Affairs.

- Clubs, organizations and societies are asked to not plan or hold meetings or other organized activities during Dead Week.
- Intramural sport teams/groups are prohibited from holding meetings, practices, competitions or other organized activities during Dead Week.

## FINAL EXAMINATIONS

Academic work for a semester is not completed until all final examinations have been taken. Final exams should be taken according to the published schedule. Any deviation from this schedule must have the approval of the Vice-President for Academic Affairs as well as the instructor.

## IMPORTANT PHONE NUMBERS

Contact information for University offices, staff and faculty may periodically change. Any changes to the contact information can be located in the Directory on the University's website (<http://www.faulkner.edu/>)

### Main Campus Contacts: Montgomery

When on campus dial the 4-digit extension number. If off campus in the Montgomery area dial 386 then the 4 digit extension. Outside the Montgomery area you may dial directly with area code 334-386 then the 4 digit extension or 1-800-879-9816 and request the 4-digit extension.

Main Campus Numbers	334-272-5820 or 1-800-879-9816	Center for Disability Services/ Project Key	7185
Admissions:			
Undergraduate	7200	Public Safety/Police Department	7250/7508
Adult	7140	Registrar	7240
Military/Veterans Services	7146	Residence Life Director	7179
Graduate	7140	Spiritual Life/Chapel Programs	7914
Jones School of Law	7210	Student Accounts	7165
Career Placement Center	7512	Student Activities	7390
Dean of Students	7184	Student Success Center	7380
Eagle Spirit Store	7486	University Counseling Center	7275/7295/7896
Faulkner Dinner Theater	7190	University Food Services (CMS)	7178
Financial Aid Office	7195	J. L Perry Cafeteria	7178
Human Resources	7230	Multiplex Grill	7899
Information Technology and Computer Helpdesk (EFC)	7171	University Health Services & University Nurse	7183
		University Printing Services & Mailroom	7174
Instructional Support Lab	7294		
Intercollegiate Athletics	7148	<u>Extended Center Contacts:</u>	
Gus Nichols Library System	7207	Birmingham Campus	205-879-5588 or 888-816-2776
Multiplex	7391	Huntsville Campus:	256-830-2626 or 888-816-2775
		Mobile Campus	251-380-9090 or 888-816-2777

## STUDENT ACCESS TO FACULTY AND ADMINISTRATION



Students may obtain faculty and administration contact information on the University's website at <http://www.faulkner.edu/o/directory/default.cfm>. For students who have downloaded the Faulkner Mobile App - there is a directory tile within the app which allows the user to click on person and either email or call from a smartphone. Students may contact the appropriate director, Dean, department chair, or the Vice-President for Academic Affairs for information regarding courses, course offerings or programs of study.

Program/Center	NAME	TELEPHONE	E-MAIL
Birmingham Center	Karen Bruce	(205) 879-5588	kbruce@faulkner.edu
Huntsville Center	Bryan Collins	(256) 830-2626	bcollins@faulkner.edu
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