FAULKNER
COLLEGE OF HEALTH SCIENCES

Graduate Student Handbook
2025 – 2026

Faulkner University College of Health Sciences
Graduate Student Handbook

INSTITUTIONAL ACCREDITATION

Faulkner University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, masters, and doctorate degrees. Faulkner University also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Faulkner University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website (http://www.sacscoc.org).

Policies and programs set forth in this handbook are effective for graduate students in the College of Health Science for the academic year 2024-2025. Traditional students enrolled in degree programs in the College of Health Sciences are bound by the Traditional Handbook. Changes in the content of the Graduate Student handbook may be made at any time by the university, division, or college administration. Adequate notice of anticipated changes will be given to the student, whenever possible. This student handbook supersedes all previous handbooks, documents, and directives where they may be in conflict.

Please become familiar with the policies and procedures listed within. Failure to read this handbook does not excuse students from the rules, policies, and procedures contained in it.

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.

Message from the President

Dear Health Science Students,

Faulkner University has an unwavering commitment to faith, learning, and vocational ministry. We teach, train, launch, and support people who make their chosen careers a ministry to others. As students in the College of Health Sciences, you have a unique opportunity to be the hands and feet of Jesus as you learn to help and heal others.

We engage our students in an academically rigorous experience to prepare for productive lives. Students are led by a distinguished faculty of Christian scholars who approach their discipline through a Christian ministry worldview. We challenge students to explore careers, give their best, and commit their lives to integrity and service. The University provides a supportive environment where every individual matters every day. We help students identify their calling, sharpen their skills, deepen their knowledge, and fulfill their personal and professional aspirations. Faulkner students become engaged in their community, using their gifts to improve the lives of others.

We are honored you have chosen us. I am confident Faulkner will provide you with transformative experiences, meaningful relationships, and an outstanding education. You will be inspired and equipped to think deeply in every course and to reach higher goals as a person created in God's image. Prepare for a life of faith, service, and achievement and enjoy your journey with us.

Sincerely,

Mitch Henry

Mitch Henry, J.D.
President

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Faulkner University 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.

College of Health Sciences Mission Statement

The mission of the College of Health Sciences is to train competent and compassionate health care professionals who use current knowledge and best practices to glorify God by being the hands and feet of Christ in the community.

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."

About Faulkner University

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.

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 and 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 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 a 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.

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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:

1. Learn in a caring Christian environment.
2. 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.
3. Participate in a free exchange of ideas within the mission, vision, and core values of the University.

4. Personal privacy within the mission, vision, and core values of the University, except as otherwise provided by the University's policies, regulations, or procedures and those provided by law.
5. Receive or access the University Catalog, Student Handbook, University Calendar, or other relevant program handbooks via the University website (www.faulkner.edu).
6. 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).

STUDENT RESPONSIBILITIES

Students have a responsibility to:

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

HEALTH CARE PRIVACY (HIPAA) STATEMENT

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) requires "covered entities" to abide by the regulations governing the privacy, confidentiality, and security of protected health information, defined as individually identifiable health information created, received, maintained, or transmitted at or by a covered entity, whether such information is electronic, written, or spoken.

Faulkner University's College of Health Sciences graduate students will be required to complete HIPAA education. Violations of HIPAA policies and procedures will be reported to

the appropriate supervising authority for potential disciplinary action up to, and including, dismissal in accordance with the applicable college/academic program policies. Further, clinical students may be subject to HIPAA privacy and security policies and procedures enacted by the various health care facilities in which they train. It is the responsibility student to familiarize himself or herself with such policies and procedures upon entering each facility. Any questions concerning the HIPAA privacy policies can be directed to individual program directors.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

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 right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
- 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.
- 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 24 guardian informs the Registrar in writing that some or all of such information should not be released without their prior consent.
- 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 right to obtain a copy of Faulkner University's student records policy. This policy is available in the Office of the Registrar.

NONDISCRIMINATION RIGHTS STATEMENT

Refer to the individual Program Handbooks for the applicable non-discrimination statement for that program.

CAMPUS SECURITY AND CRIME AWARENESS

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/2023-Faulkner-University-Police-and-Fire-Safety-Report-In-Process.pdf

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. Interested individuals may contact the Campus Security Office with any questions about campus safety or security.

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. Inquiries concerning disability access or services for students may be referred to the Center for Accessibility. For more information, please contact Nicole Fussell at nfussell@faulkner.edu or call 334-386-7185.

Student Conduct Policies

The President of the University has delegated the responsibility of CHS student conduct to the Vice President for Student Services, managed through the Office of the Dean for the College of Health Sciences. This position is charged with the responsibility for student conduct and student discipline. The Office of the Dean for the College of Health Sciences' responsibility for student 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, and regulations.
- Facilitation of growth and maturity within each student addressed through the student judiciary process.

Faulkner University's College of Health Sciences (CHS) has adopted defined policies and procedures for student conduct and for disciplinary actions for violations of policies, procedures, principles, or regulations. The student conduct 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 disciplinary action under Faulkner University rules when their conduct violates institutional standards.

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

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 disciplinary response 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 below are not construed as all-encompassing. The Vice President for Student Services has delegated the responsibility of managing CHS graduate student conduct to the Office of the Dean for CHS and Program Directors. The Office of the Dean of CHS, the Vice President of Student Services, Program Directors and other university officials are given discretion in addressing incidents of violation not listed here.

Category One Violations include, but are not limited to:

- Minor, first-time professionalism infraction
- Threatening to engage in behavior that would cause damage to university property or to the personal property of others
- Violation of dress code principles
- Violation of parking/safety regulations
- Gambling on campus or concerning program activities
- Use of tobacco in any form on campus or at any university-sponsored event
- Use of profanity, vulgarity, or obscenity in any form on campus
- Failure to present official Faulkner ID card upon request of university authorities
- 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
- Failure to notify proper university officials of knowledge of a violation of certain university policies or of students in violation of certain university policies
- Posting photographs or comments online that document or publicize suspected violations of the Student Handbook. (Refer to the internet information section of the General Policy Guide.)

Category Two Violations include, but are not limited to:

- Multiple, repeated, or severe Category One violations
- Serious or repeated professionalism infraction
- Violations of the University Alcohol Policy
- Consuming alcoholic beverages, using tobacco, or using illegal drugs while representing Faulkner at an off -campus event OR while wearing Faulkner University attire

- Vaping of any kind while on campus
- Violations of the Sexual Stewardship and Purity Policy that occur on campus
- Failure to comply with the directive of a university official acting in the performance of his or her duties
- Disrespectful behavior toward a university staff or faculty member
- Knowingly providing false or misleading information to a university authority, including all staff and faculty
- Engaging in behavior that would cause damage to university property or to the personal property of others
- 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.
- Veiled or direct threats to harm any member of the university community (to include verbal or physical posture – expressed in person, online, or written via email, text messaging, Facebook, Snapchat, or any other form of social media)
- 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.
- Unauthorized possession or use of university keys
- Unauthorized entry or use of university buildings, facilities, equipment, supplies, or resources
- Possession or use on campus of fireworks or chemicals that are of an explosive or corrosive nature
- Possession and/or use of pornography of any kind while on campus
- Violation of law or university policy related to computer use or copyright infringement
- Forgery, alteration, or misuse of university documents, forms, records, or identification cards
- Producing in writing, whether electronically or in print, any information regarding patients/preceptors/instructors/facilities for any purpose other than the completion of express assignments
- Using social media to discuss patient/preceptors/instructors/facilities or any aspect of Faulkner CHS in a negative way or that would compromise patient care and confidentiality
- Using social media or technology to demean or speak negatively about another student or faculty member
- Negligent HIPAA violations
- Any activity that qualifies under applicable criminal law as a misdemeanor, regardless if charges are filed

Category Three Violations include, but are not limited to:

- Repeated or severe Category Two violations

- Failure to comply with disciplinary decisions, including conditions of probation and previous sanctions
- Failure to report any criminal history to the university, including but not limited to admissions applications.
- Repeated or severe violations of the alcohol policy.
- Violation of University drug and tobacco policy
- Violation of the University weapons policy
- Misuse of fire or safety equipment
- Causing or reporting a false warning of a campus emergency
- 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.
- 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.
- Knowingly accessing a computer, computer network, or computer system beyond the standard assigned and/or accepted permissions.
- 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.
- Creating a hostile environment, including but not limited to hate speech, harassment, or sexual harassment
- Veiled or direct threats to harm any member of the University Community (to include verbal or physical posture – expressed in person, online, or written via email, text messaging etc.)
- Any activity that qualifies under applicable criminal law as a felony, regardless if charges are filed.
- Grossly negligent and/or intentional HIPAA Violations

Professionalism Infractions include, but are not limited to:

- Failure to demonstrate professional relationships with faculty, preceptors, patients, or employees of the University or clinical site
- Does not function or interact appropriately within groups
- Insensitivity to the needs, feelings, or wishes of others
- Use of demeaning or disrespectful language about others
- Abusive or arrogant during times of stress
- Inadequate personal commitment to honoring the needs of patients
- Resistant or defensive in accepting criticism
- Remains unaware of his/her limits
- Resists considering or making changes based on feedback
- Appears to seek or accept the minimally acceptable level of effort as a goal
- Failure to follow protocol regarding absence from class or clinical rotation

- Repeatedly tardy to class, clinic, or mandatory school sponsored events
- Participates in any action that could result in legal action being taken against the student by the clinical site or University
- Failure to fulfill responsibilities reliably
- Misrepresents or falsifies actions and / or information
- Failure to accept responsibility for actions
- Use of his/her professional position to take advantage of a patient emotionally or sexually
- Using social media to discuss patient/preceptors/instructors/facilities or any aspect of Faulkner CHS in a negative way or in a way that would compromise patient care and confidentiality
- Other professional shortcomings including violations of program specific professional requirements.

*Professionalism Infractions are punishable as either Category One of Category Two violations depending on the number of previous violations and seriousness of the offense.

SANCTIONS

Students' non-academic conduct shall be disciplined according to the sanctions in this section.

Category One Violation Sanctions assigned as disciplinary responses to Category One violations may include, but are not limited to one or more of the following:

- Verbal warning followed by email to memorialize verbal warning
- Record of offense placed in student file via the 'Conduct Infraction Form'
- Discretionary assignments and/or participation in corrective experiences
- Fine (Violations of parking/safety regulations) and/or restitution

Category Two Violation Sanctions assigned as disciplinary responses to Category Two violations may include, but are not limited to one of more of the following:

- Record of offense placed in student file via the 'Conduct Infraction Form'
- Discretionary assignments and/or participation in corrective experiences
- Fine (Violations of parking/safety regulations) and/or restitution
- Loss or reduction of scholarships
- Suspension or dismissal from the program

Category Three Violations Sanctions assigned as disciplinary responses to Category Three Violations may include, but are not limited to one or more of the following:

- Record of offense placed in student file via the 'Conduct Infraction Form'
- Suspension or Dismissal from the university
- Suspension or Dismissal from the program
- Fine (Violations of parking/safety regulations) and/or restitution
- Discretionary assignments and/or participation in corrective experiences
- Loss or reduction of scholarships

PROCEDURES FOR SANCTIONING A STUDENT

Informal Sanctions

In instances involving Category One Violations and first-time Professionalism Violations, a complainant (instructor, appropriate supervisor/administrator, or university official) may wish to informally resolve the complaint. An informal resolution might take the form of the complainant communicating the issue with the student in order to identify the kind of behavior that may be deemed objectionable and securing the cessation of such behavior. If complainant is satisfied with the student's response to the discussion, no formal actions are required. However, if student's response indicates that further action need be taken, formal resolution may then be pursued by the complainant. Written notice of the outcomes of any informal reprimand will be emailed by the complainant to the student within 72 hours of the incident so that a record of the event is established.

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.

Formal Sanctions

In instances involving Category Two and Category Three violations, formal action must be taken. In these instances, the complainant (instructor, appropriate supervisor/administrator, or university official) is required to complete the "Conduct Infraction Form" available in Appendix A of this handbook. The complainant will then forward the completed Conduct Infraction Form to the appropriate program director and to office of the Dean for CHS. The program committee will inform the student of the 'Conduct Infraction Form' and provide student with a copy of the Conduct Infraction Form within 72 hours of receipt. The student has 48 hours to respond on the Conduct Infraction Form and return it to the committee. The program committee will convene to review the Conduct Infraction Form within 7 days of receiving student's response. The program committee may: meet with the complainant, meet with the student, meet with the student and complainant simultaneously, or render a recommendation without any party meetings. Additionally, the program committee will have access to the pertinent student's file containing any previous violations and should consider previous violations when rendering a sanction and/or recommendation.

The program committee may sanction the student within the parameters of the category sanctions listed above. The program committee must document the recommended sanction on the "Conduct Infraction Form" and send the completed form to the Program Director. The Program Director will review the committee's recommendation, and the final sanction will be enforced by the respective Program Director. The completed infraction form will be placed into the student's file located in the Dean's suite. Additionally, any sanction involving a Category Three violation in which suspension or dismissal from a program is recommended will also be referred to the Dean of CHS for a determination as to whether suspension or dismissal from the University is also warranted.

The sanctioned student may appeal by utilizing the Student Academic Complaint and Appeal Record (Policy No. 1903) available in Appendix C and submitting the completed form to the Office of Dean within 48 hours of the enforcement of the final sanction.

Program Committees

Faulkner University's Speech Language Pathology program, Physician Assistant program, Physical Therapy program, and Occupational Therapy program must each form and appoint members to maintain a program committee who will be tasked with reviewing conduct violations documented on Conduct Infraction Forms as well as academic infractions and recommending sanctions as instructed in the "Formal Resolution" section of this handbook. The committee must have at least four members. The members of the committee may all be from the respective committee's program, or may be from other College of Health Sciences program. Committee members will be appointed by the respective program director. For example, SLP's program director will appoint CHS faculty members (either SLP or non-SLP) to the SLP program committee. A program may designate an official title/name for its committee in the program handbook.

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 Office of the Dean for investigation. The results of the investigation will be recorded on the "Conduct Infraction Form." The form will be sent to the respective program director and made a part of the student's file. Disciplinary action should be in keeping with the allowable category violation sanctions. Student groups will be afforded a substantially equivalent hearing and appeal procedures provided for individual students.

Students and organizations are prohibited from providing or arranging for the provision of alcoholic beverages at events or functions sponsored by any student organization. An event or function invoking the name of the school or the name of any student organization defines sponsorship. Arranging for the provision of alcoholic beverages includes any "deals" made with licensed vendors to provide a special discount to event attendees.

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.

Academic 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 appropriate Program Director 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 POLICY

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.

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 and professional development. Therefore, Faulkner expects the learning process to support spiritual and professional development through a commitment to academic honesty and integrity.

Academic Dishonesty

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 is given for clarity sake and as an aid to guard against violating the code unintentionally.

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.

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

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 of any information in an academic activity. Fabrication includes acts such as falsifying data, misrepresenting work, or lying to protect a student committing an act of academic misconduct.

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 Academic Integrity Policy:

- 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, smart watches, tablets 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.
- 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.
- Unauthorized use of AI
- Offering or accepting a payment or bribe related to academic work or records.

In general, it is a violation of the Academic Integrity Policy 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 Academic Integrity Policy to a particular circumstance should always consult with the appropriate faculty member.

Penalties for Violation of the Academic Integrity Policy

Any violation of this policy is a considered an extremely serious infraction. The penalty for violation of the Academic Integrity Policy will result in a zero for the assignment/examination or course and additional penalties up to and including dismissal from the program without an opportunity to return. A second offense will result in automatic dismissal from the program. Any violation of the Academic Integrity Policy must be reported to the respective program director and the Office of the Dean by following the "Process for Penalizing a Student for Violation of the Academic Integrity Policy."

Process for Penalizing a Student for Violation of the Academic Integrity Policy

The complainant (instructor, appropriate supervisor/administrator, or university official) is required to complete the "Academic Infraction Form" available in Appendix B of this handbook, and provide a copy to the Office of the Dean and Program Director for the purpose of notification and record keeping. The Program Director will then forward the completed Academic Infraction Form to the appropriate program committee. The program committee will inform the student of the 'Academic Infraction Form' and provide the student with a copy of the Academic Infraction Form within 72 hours of receipt. The program committee will convene to review the Academic Infraction Form within 7 days of original receipt. The program committee may: meet with the complainant, meet with the student, meet with the student and complainant simultaneously, or render a recommendation without

any party meetings. Additionally, the program committee will have access to the pertinent student's file containing any previous violations and should consider previous violations when rendering a sanction and/or recommendation. The program committee may sanction the student only within the parameters of the Penalties for Violation of the Academic Integrity Policy. The program committee should document the recommended sanction on the "Academic Infraction Form" and send the completed form to the Program Director. The Office Program Director will review the committee's recommendation and enforce the final sanction. The completed infraction form will be placed filed by the Program Director with a copy sent to the Office of the Dean to be kept in the student's file located in the Dean's suite.

AI POLICY

Definition

Artificial Intelligence (AI) refers to the capacity of computers or other machines to exhibit or simulate intelligent behavior, mimicking cognitive functions such as learning, problem-solving, and critical thinking. It encompasses the field of study focused on creating systems that perform tasks traditionally requiring human intelligence. AI often involves using machine learning to extrapolate from extensive data collections, enabling software to perform tasks or produce outputs previously thought to require human intelligence.

Position

1. As a Christian institution committed to excellence in health professions education, Faulkner University recognizes the potential benefits of incorporating artificial intelligence (AI) into our College of Health Sciences programs. AI technologies can enhance teaching and learning experiences, improve patient outcomes, and advance research in healthcare. However, we also acknowledge the importance of approaching AI integration carefully and adhering to our institution's values and ethical principles.
2. Our institution strives to utilize AI to align with our Christian values and beliefs. This includes ensuring that AI is used responsibly, ethically, and in a manner that respects the dignity and autonomy of individuals and honors the work of others in research and scientific publication. AI should be implemented as a tool to support and enhance human decision-making and compassionate care rather than replace it.
3. Furthermore, we are committed to educating our students about the ethical implications of AI in healthcare and empowering them to critically evaluate AI-generated information and responsibly utilize AI technologies in their future practice. By integrating AI into our curriculum, we can better prepare our students to navigate the evolving landscape of healthcare technology while upholding our institution's values of integrity, compassion, and excellence.
4. In conclusion, our institution supports AI's ethical and responsible use in education in health professions. We are committed to integrating AI technologies into our programs in a manner that aligns with our Christian values and prepares our students to be ethical and compassionate healthcare professionals.

Benefits

<u>For students:</u>

- Serves as an adaptable tutor that provides personalized instruction at any level of comprehension, from variable perspectives, and in non-traditional formats. For

example, you can ask AI to write a song about the rule of 9s for burns from the perspective of a country music artist tailored to a first-grade level of understanding.
- Increases motivation to learn and aids in creativity
- Organizes group work (breaks a group assignment into tasks, assigns team members responsibilities for task completion, and creates timelines for completion)
- Provides personalized academic advice, individual feedback, and customized study plans and proofreads text
- Provides support for research, writing, and data analytics
- Provides automated administrative support
- Creates innovative assessment activities

For instructors:

- Generates, refines, and updates course materials (outlines, PowerPoint presentations, test questions, rubrics, skills check-off forms, feedback forms, and digital images) and in-class activities (case scenarios, labs, and group tasks))
- Enhances research capabilities (e.g., grant writing, literature review, and data analysis)
- Creates or optimizes schedules
- Grades assignments
- Serves as a data source to be fact-checked by students through the use of critical analysis

Appropriate AI Use

Faulkner University College of Health Sciences is committed to the ethical and responsible use of generative AI and to preparing our staff and students to be leaders in an increasingly AI-enabled world.

1. The College of Health Sciences will support students and staff in becoming AI-literate.
2. The College of Health Sciences will adapt teaching and assessment to incorporate the ethical use of generative AI and support equal access.
3. The College of Health Sciences will uphold academic rigor and integrity.
4. The College of Health Sciences will collaborate to share best practices as technology and its use in education evolve.

It is inappropriate for students to submit work that passes knowledge, argument, or content of another off as their own work. This is akin to using a ghostwriter or an essay mill, as articulated within the Student Code of Conduct. Beyond this, the following guidance applies to students:

- AI tools can support student learning in many ways and are not substitutes for your intellectual growth.
- The AI tool is language-focused, meaning it can integrate, rewrite, and format text. However, it does not use citations to credit the source of information or show the breadth of your literature research, nor does it know the scope of a particular academic course to put the information into the correct context.
- The AI tool can facilitate the process of writing or learning, but the work you produce should always be your own.
- By engaging actively in your studies and upholding academic integrity, you can

harness the power of technology to enrich your education.

- Academic misconduct- using any form of AI or other computational aids in your university coursework, study, exams, or research without acknowledging that input counts as plagiarism.
- AI should not be used in examinations.
- According to the Faulkner College of Health Sciences student code of conduct, each student remains responsible for ensuring their work is original and cited adequately for academic and ethical reasons.
- Make sure you understand and follow good academic practices.
- If you use an AI tool like ChatGPT or others, cite it.
- Refrain from using these tools to generate references or citations, as they may return incorrect information, such as citations to works that do not exist.
- While you may use AI tools responsibly, do not use them for reflective writing assignments. GPT language models may produce well-written text, but this does not substitute for your independent thinking and creativity.
- Only use ChatGPT in the ways that specific instructors allow for particular assignments.
- Do not upload other people's created content into an AI tool, as this misuses their intellectual property.
- Understand that AI is not research and cannot replace academic research, including journal articles.
- Understand that AI is not course content and cannot replace textbooks or lectures/lecture slides.
- Inappropriate use of AI is a breach of the Student Code of Conduct.

Example	**Appropriate Use**	**Inappropriate Use**
Lectures	Using AI as a formative tool to augment and develop an understanding from lectures.	Relying solely on AI for information. This is because AI may provide inaccurate and out-of-date information.
Written Work	Generating ideas, such as a list of topics. Providing feedback on written work. Experimenting with different tones of voice. Providing examples of how to structure a piece of written work, e.g. report.	Submitting AI-generated content as own work. Trusting AI-generated lists of publications and other sources. Often, these may need to be more accurate or may not exist. AI may provide valuable pointers but should be used with established literature search tools.

Problem-Based Learning	Providing technical assistance, such as instructions on how to use Excel, PowerPoint, etc. Providing feedback on whether all aspects of data interpretation were explored.	Accepting AI-generated answers without verification. Copy and paste AI questions and answers.
Quizzes and Exams	Generating practice questions for self-assessment.	Using AI to generate answers for submission.

Seminars/Tutorials	Creating scenarios to help students contextualize or augment their understanding. Gaining insight into topics by using AI as a critical friend.	Copying answers instead of students attempting problems themselves. AI replacing student active participation in discussions.
Practicals/Tutorials	Assisting in troubleshooting. Understanding protocols and experimental design	Using AI to answer questions without understanding or reflecting.
Planning and Self-Directed Study	Using AI to assist in project planning and timings. Using an AI tool to restructure or change the format of existing learning resources to aid personal study. This can be beneficial for accessibility.	Relying uncritically on AI to structure planning. Using a generative AI tool to restructure or change the format of existing learning.

Appropriate	**Not Appropriate**
AI can be used as a resource, like a search engine, to explore a topic or question.	Trusting AI to provide factual content- Instead, you should always cross-check with other search tools to establish validity. Including AI-generated content without appropriate acknowledgement and contextualization.

Using AI as a critical friend to discuss ideas.	Not acknowledging the use of AI as a co-creator/ collaborator.
Using AI to augment knowledge and information from class.	Using AI as the primary source of information.
Using AI as a supplementary tool.	Using AI for human judgment.

Consequences

For information about academic integrity and honesty breaches, please refer to the Student Code of Conduct Policy.

References

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ATTENDANCE POLICY

Attendance to class sessions, laboratory sessions, and clinical rotations is mandatory. Attendance is defined as presence during the entire scheduled activity or event. Students are expected to arrive prior to the start of class and be prepared to engage in classroom activities. This expectation includes completing any pre-readings or other assignments given by faculty. Each student is responsible for reviewing the syllabus and keeping abreast of any material assigned by any/ all instructors in the course.

Successful matriculation through each program requires all students to be present and participate in learning activities. Students should be aware that there may be times that students will be required to attend additional events and activities outside of regular class meetings. Every effort will be made to notify students well in advance of the meeting date/ time. If these events coincide with a course, the attendance policy will apply to that event.

Each faculty member has absolute discretion to deem absent a student who arrives late for, or leaves early from, a class meeting. Any student whose absences exceed 15% of all meetings in a course, whether it is excused or unexcused, shall have his/her final grade in the course reduced by one step for every absence over the maximum. A step is defined as 5 points. The points will be deducted from the final course grade. Absences are counted from the first class meeting of the course.

This attendance policy applies to didactic courses. Students should refer to their program's individual
attendance policy concerning clinical courses.

The maximum number of class meetings will be based on the number of days the course consistently meets each week for the entire semester. For each category of course, the maximum number shall conclusively be deemed as follows:

15 weeks of class per semester

	Maximum Absences
Courses regularly meeting 5 times a week all semester	11
Courses regularly meeting 4 times a week all semester	9
Courses regularly meeting 3 times a week all semester	7
Courses regularly meeting 2 times a week all semester	5
Courses regularly meeting 1 time a week all semester	2

14 weeks of class per semester

	Maximum Absences
Courses regularly meeting 5 times a week all semester	11
Courses regularly meeting 4 times a week all semester	8
Courses regularly meeting 3 times a week all semester	6
Courses regularly meeting 2 times a week all semester	4
Courses regularly meeting 1 time a week all semester	2

13 weeks of class per semester

	Maximum Absences
Courses regularly meeting 5 times a week all semester	10
Courses regularly meeting 4 times a week all semester	8
Courses regularly meeting 3 times a week all semester	6
Courses regularly meeting 2 times a week all semester	4
Courses regularly meeting 1 time a week all semester	2

12 weeks of class per semester	Maximum Absences
Courses regularly meeting 5 times a week all semester	9
Courses regularly meeting 4 times a week all semester	7
Courses regularly meeting 3 times a week all semester	5
Courses regularly meeting 2 times a week all semester	4
Courses regularly meeting 1 time a week all semester	2

11 weeks of class per semester	Ma ximum Absences
Courses regularly meeting 5 times a week all semester	9
Courses regularly meeting 4 times a week all semester	7
Courses regularly meeting 3 times a week all semester	5
Courses regularly meeting 2 times a week all semester	3
Courses regularly meeting 1 time a week all semester	2

A faculty member may, at his or her option, adopt a policy requiring a higher level of attendance. However, the professor may lower the student's final course grade by no more than one step per absence when the student's absences exceed those specified in the professor's policy. Any additional attendance policy must be in writing and communicated to students at the first class of the semester.

As used in this section "one step" is 5 points, which will be deducted from the final weighted course grade. (*If a student's final course grade is 94% but the student has missed one class beyond the 15% absence rule, the student's final course grade will be reduced to an 89%. If the student has missed two class beyond the rule, the student's final course grade will be reduced an additional 5 points to an 84%, etc.)*

Each graduate academic program has a stricter policy for attendance in external clinical rotations, therefore, the program policy will supersede the above policy. A course meeting will be defined by the DPT, PA and OT program as "the day that the course meets, regardless of how many times the course meets per day." For the SLP program, lecture and laboratory sessions are considered separate course meetings and missed classes will be counted accordingly.

In extenuating circumstances, when the application of the attendance policy may create an undue hardship, the Dean shall have the discretion to ameliorate the hardship by modifying the attendance policies or by otherwise granting an exception thereto. A request must be submitted in writing to the Dean, outlining the rationale for the exception as well as a detailed plan to make-up the missed coursework. In taking such ameliorative action, the Dean shall make the final decision on how to ameliorate the situation and shall report to the full faculty regarding any such ameliorative action that is taken.

Please refer to program handbooks for additional program-specific attendance requirements.

ACADEMIC DISCIPLINARY PROCESSES

Sanctions for Unacceptable Academic Behavior

A student who exhibits unacceptable academic 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 does 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, 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;
- 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.
- Threatening a faculty member in any way.
- Professionalism issues in the classroom setting or related to academic work

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

- Record of offense placed in student file via the 'Academic Infraction Form'
- Immediate suspension of the student from the course for the remainder of that class meeting period
- Discretionary assignments and/or participation in corrective experiences
- Assessing the student an unexcused absence for the particular class meeting
- Academic Complaint form forwarded to the respective program committee for disciplinary actions

The instructor should notify the student both verbally and via email to document the circumstance. The student should also be advised of their right to appeal academic decisions (Appeal Process). The instructor should immediately inform the Program Director by

completing and submitting "Academic Infraction Form."

ACADEMIC APPEALS / GRIEVANCES

Student complaints and/or other problems relating to academic matters such as course content, grades, academic/course policies, etc., should be submitted according to the Academic Appeals Process detailed herein.

Evaluation of a student's performance is the instructor's prerogative. Nothing stated below is intended to place a limitation on this prerogative, and the instructor will be involved in the review at each stage in the appeal process. All appeals should be viewed as confidential matters between the student, the instructor, and the appropriate administrators.

If a student does not understand the reason for a grade or sanction, it is the student's responsibility to consult the instructor. If after such consultation the student does not agree with the instructor's decision, the student may initiate an appeal. The burden of proof will rest with the student. The four stages of appeal must be followed sequentially.

In the event an appeal concerns a final course grade, stages two through four must be completed during the term immediately following the term in which the grade was assigned unless an extension is authorized by the VPAA. At the completion of each stage of the appeal, the student will be notified in writing of the decision.

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 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.

Stage One: Appeal to the Instructor

The student must appeal by completing (typing, not writing) the "Student Complaint Record: Academic" (located in Appendix C of this handbook) and submit the completed form to the Office of the Dean of CHS within 3 days of the event in question. The Student Complaint Record: Academic 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 student's desired outcome. Failure to appeal in a timely manner will result in forfeiture of the right to appeal. An instructor shall provide to the student a written response to the student's appeal within 3 days. Failure of an instructor to provide such a response constitutes a denial of the appeal and permits the student to initiate the next step in the appeal process.

If the instructor who issued the grade or sanction in question is the Department Chair/ Program Director, Associate Dean, or Dean, the student should appeal directly to the person of next highest rank.

Stage Two: Appeal to the Department Chair/Program Director

If the student is dissatisfied with the instructor's decision in the first stage of the appeal, the student has 3 days from the date of the instructor's response (or failure of instructor to respond) to appeal to the Program Director of the department/program in which the class was offered. This subsequent appeal should also be submitted to the Office of the Dean of CHS. Any issue not raised in the original written appeal is deemed waived and forfeited. Failure

by the student to make this appeal within this time will result in forfeiture of the right to appeal.

In considering the appeal, the Program Director may discuss the issues with the student and with the instructor whose decision is appealed and with any other witnesses deemed appropriate by the Program Director.

Within 3 days of the student's appeal, the Program Director shall provide a written response to the student and the instructor. Failure of the Program Director to provide such a response constitutes a denial of the appeal and permits the student to initiate the next step in the appeal process.

Stage Three: Appeal to the Appropriate Academic Dean

If the student or the instructor is dissatisfied with the Program Director's decision, either party has 3 days from the date of the Department Chair/Program Director's response to appeal the matter to the Dean of the college or school in which the class was offered. Failure by either party to make this appeal within this time frame results in forfeiture of the right to appeal. The Dean shall provide a written response to all parties within 3 days.

In considering the appeal, the Dean may discuss the issues with the student and with the instructor whose decision is appealed and with any other witnesses deemed appropriate by the Dean.

In colleges in which there is an Associate Dean, the Dean may delegate to the Associate Dean the responsibility for hearing an appeal.

Stage Four: Appeal to the VPAA

If the student, instructor, or Program Director is dissatisfied with the Academic Dean's decision, either party has 3 days from the date of the Academic Dean's response to appeal the matter to the VPAA. Failure by any party to make this appeal within this time frame results in forfeiture of the right to appeal. The VPAA shall provide a written response to all parties within 3 days. The VPAA's decision in such matters is final.

In considering the appeal, the VPAA may discuss the issues with the student and with the instructor whose decision is appealed and with any other witnesses deemed appropriate by the VPAA.

All completed Student Application Record should be submitted to the office of the VPAA regardless of the stage in which satisfaction was reached.

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.

Policy for Copies of Educational Record

A student may request either an official or unofficial copy of his/her educational record (Transcript) via the National Student Clearinghouse website (getmytranscript.org). Additional information concerning inspection and unofficial copies of a student's records are addressed under "Procedure to Inspect Student Records" and "Refusal to Provide Copies."

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 Faculkner 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.
- The student lives within commuting distance of the University.

OFFICIAL TRANSCRIPTS

Transcripts may be requested from the Office of the Registrar by going to https://tsorder.studentclearinghouse.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 transcript request and the transcript fee are received. An official transcript will not be released for a student on any type of institutional hold.

LEAVE OF ABSENCE

CHS students may need to take a one-time leave of absence from their respective program for various reasons such as personal medical or health issues, family emergencies, etc. A student may request a single leave of absence by submitting a written request and explanation to their program director. The program director should consult the Dean of the College of Health Sciences prior to granting a request for leave of absence. A student must reenroll no later than twelve months after being granted a leave of absence. If a student fails to reenroll within twelve months, the leave of absence will automatically convert to a voluntary withdrawal and the student will have to re-apply to the program.

WITHDRAWAL FROM CLASSES

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. All withdrawals after the time noted above are "withdrawn-failing" except in cases of dire and obvious necessity as determined by the Office of the Dean in concert with the VPAA. Forms for withdrawal may be completed online by accessing the Registrar's page on the Faulkner University's website and clicking on the "forms" link. A student has not officially withdrawn from a class or from school until the proper forms have been filed with the Registrar's Office.

DISMISSAL

A student may be dismissed from the program, CHS, or Faulkner University for violations of policies expressed in this handbook and program handbooks, by engaging in prohibited

conduct behaviors, by failing to meet standards expressed in specific program handbooks, or by violating University policies and procedures. Appeals for dismissal should follow the procedure outlined on pages 29-32.

NATIONAL GUARD/RESERVE TRAINING LEAVE POLICY

Students who are required to participate in weekly or monthly meetings, weekend drills, annual trainings, military schooling, other military training or an official military event as a member of the National Guard, Reserves, or as a member of the Inactive Ready Reserve, will be excused from class.

Students who are actively participating in the United States Military Reserve or National Guard are required to provide their respective Program Director a copy of their Reserve and/or National Guard schedule during the first week of class each semester. In the event that the student must perform duties outside of this schedule, the student must provide to each faculty member, a copy of his/her military orders or a signed memorandum from his/her Unit Commander/Administrative NCO (Non-commissioned Officer) containing the required dates of service. Orders or signed memorandums should be provided to the Program Director as soon as the military member is notified of the service requirement.

The student is required to contact each faculty member about making up missed work. The faculty member is responsible for giving the student a reasonable extension for making up missed work.

Due to the complexities of the required drill/training schedule, sometimes it is necessary that students travel outside the military orders or drill schedule dates in order to report to the training site. In these cases, faculty should be flexible and work with the student to come to an agreement that is fair to both the student and the faculty member. It is recommended that no less than 3 business days be the standard extension for missed work.

General University Policies

ADDRESS CHANGES/CHANGE OF INFORMATION

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/forms/registrar-change-of-information-form/

ALCOHOL, ILLEGAL DRUG, TOBACCO, AND VAPING 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 practice 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 Police Department for investigation and possible filing of applicable criminal charges.

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.

Marijuana Use Policy

Purpose

This policy provides guidance on marijuana use for students enrolled in graduate health sciences programs, particularly those in online or hybrid formats who may reside in states where marijuana use is permitted under state law.

Scope

This policy applies to all students enrolled in the Speech-Language Pathology (SLP), Physical Therapy (PT), Physician Assistant (PA), and Occupational Therapy (OT) programs, regardless of geographic location or state laws related to marijuana.

Policy Statement
Despite the legalization of medical or recreational marijuana in some states, marijuana remains classified as a Schedule I substance under federal law. As a result, its use—regardless of state law—may have implications for students enrolled in federally regulated programs or participating in clinical education experiences affiliated with federally funded institutions or those that adhere to federal standards.
Therefore, the following rules apply:

1. **Drug-Free Status and Expectations**
   Students are required to comply with all applicable federal, state, and local laws regarding controlled substances. Students must remain free from the influence of illegal drugs, including marijuana, during all academic and clinical activities. **This includes marijuana used for medical purposes, even if legally prescribed.**

2. **Drug Testing Requirements**
   Students may be required to undergo drug screening:
   - Prior to matriculation
   - At random intervals
   - Upon reasonable suspicion
   - As required by clinical sites

   A positive drug screen for marijuana (THC) will be considered a violation of this policy, regardless of state legality or medical authorization. Students with positive results may be subject to:
   - Denial of admission
   - Dismissal from the program
   - Ineligibility for clinical placements
   - Referral for counseling, remediation, or disciplinary action

3. **Clinical Site Compliance**
   Clinical placement partners and healthcare facilities often maintain zero-tolerance drug policies due to federal funding and accreditation requirements. Many clinical sites will not accept students who test positive for marijuana, even if the use is legal in the student's state. Failure to meet clinical eligibility requirements, including a clean drug screen, may delay or prevent graduation.
4. **Accommodation and Disability Considerations**
   While the university considers requests for reasonable accommodations from students who have a disability in accordance with Section 504 of the Rehabilitation Act of 1973, use of medical marijuana is not considered a reasonable accommodation under federal law. Students seeking accommodations should contact the Office of Accessibility to explore alternative, compliant options.

Drug Testing Policy

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. Additionally, students may be randomly drug-tested any time at the discretion and cost of their respective program. Failure to comply may result in further disciplinary action.

COMPLIANCE WITH POLICE OFFICERS

Faulkner University 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 by 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 University administration.

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

CHS students are expected to demonstrate a mature Christian attitude and the ability to discern propriety by their dress and appearance. The University also seeks to prepare students for professional careers where certain standards of dress are required for employment. CHS graduate students are held to a high standard due to the professional nature of the learning environment and the future career paths that they are being prepared for.

CHS students are required to wear business casual attire while they are in the CHS building. Business casual can be described as dress pants/slacks, blouses, sweaters, dresses, and skirts. Clothing should be clean, neat, and in good repair. **CHS official scrubs may also be worn as part of the dress code, provided that the student wears the scrub top with the official Faulkner CHS logo and the approved scrub bottoms**. The scrub bottoms that are a part of the scrub uniform are the only ones approved to be worn. Scrub pants may not be worn with a t-shirt during the week, except on Fridays, at which time a t-shirt with your scrub pants may be worn, provided that it is Faulkner University related. Other more detailed guidelines for dress code are listed below (this is not meant to be an exhaustive list):

1. Clothing must be clean and business like to portray a professional appearance. Clothing will be deemed inappropriate if:
    a. It appears stained, soiled, excessively wrinkled
    b. It appears too tight or revealing. This includes bare midriffs or cleavage.
    c. It calls attention to itself and is distracting
    d. It provokes, alarms, offends, or disparages other students, faculty, or staff
    e. It causes visitors, patients, co-workers, or those of the administration to question the competence, confidence, and professionalism of Faulkner University College of Health Sciences
    f. It exposes others to unnecessary safety or health risks.
2. Shoes shall be appropriate for the work environment and compliant with professional attire, safe and in good repair. Footwear shall not exceed three inches (3") in height. Flip flops are not appropriate for the classroom or the lab.
3. Skirt and dress length shall be no shorter than 2 inches (2") above the top of the knee.
4. Caps or head covering are not acceptable, unless they are for religious purposes.
5. Sunglasses shall not be worn unless they are required for medical purposes.
6. Jewelry should be discreet and not large or capable of interfering with classroom or patient related activities. Earrings are limited to (2) per ear and located on the earlobe.
7. Tattoos:

    a. Quarter, half, and full sleeve tattoos must be covered at all times
    b. Any tattoo that provokes, alarms, offends, or disparages must be covered at all times.
8. Hair length, style, and color are expected to be professional and appropriate.
    a. Hair should be clean, neatly styled, and of a natural color
    b. Facial hair and nails must be neatly trimmed. Pertinent occupational safety and infection control standards in this regard while in the patient care setting for given job classifications and duties must be adhered to.
9. Cosmetics should be appropriate for the professional environment.
10. Appropriate daily hygiene is expected of all students.
11. Use of fragrances, colognes, or aftershave shall be limited and not overpowering.
12. When jeans are allowed to be worn, they shall be free of holes, frays, and tears.
13. When T-shirts are allowed to be worn, they shall be Faulkner University related.
14. Logos, advertisements, slogans, or other messages representing other organizations other than Faulkner University programs promoting political, social, religious, or other causes should not be worn. Provocative, alarming, offensive, or disparaging messages are not permitted.
15. Students shall not participate in activities outside of school that do not align with Faulkner University's missional alignment while wearing a Faulkner University logo.

Laboratory & Clinic Attire

Please reference the laboratory & clinic dress code guidelines per individual program handbooks. CHS programs have specific guidelines that pertain to the outpatient clinic as well as laboratory activities. In regards to lab related attire, we understand that certain tank tops and shorts are required for lab participation. CHS students may only change into their lab attire immediately prior to their assigned lab time, and then are expected to change back into their scrubs/business casual attire at the completion of lab. There are both male and female locker rooms available for use in the back hallway of the Health Sciences building for this purpose. Students are welcome to use a locker for the day and bring their own lock to hold their items. Wearing your lab tanks/shorts around the building while not in the lab is prohibited. Students should be intentional in making sure that this is prevented by only wearing these items at the appropriate times.

Clinical Rotation Attire

Please reference the Clinical Rotation dress code guidelines in individual program handbooks.

After Hours Dress Code

Due to the nature of our facility, we frequently have important guests and other visitors in the building, including after hours. Because of this, the dress code must be upheld any time that you are in the building until 6:00 p.m., Monday through Friday, even if you are not currently in class. On weekdays after 6:00 p.m. and on the weekends, students may wear jeans and t-shirts in the building to make it more comfortable for studying and other activities, but please be mindful to still keep your appearance professional.

Dress Code Infraction Sanctions

Failure to comply with the dress code standards listed above and in the program student handbooks will result in documentation of the violation via the Student Conduct Infraction form and sanctions according to the "Conduct Subject to Sanctions" section of this handbook.

STUDENT COMPLAINT / GRIEVANCE PROCESS (NON-ACADEMIC)

The College of Health Sciences has established formal policies and processes to handle submitted student complaints. Complaints should be registered formally when a Faulkner student has exhausted their efforts in resolving an issue with the University, its personnel, or any other current student. As with any complaint or grievance, the 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 agreement then a student should use the "Non-Academic Complaint/Grievance Form" provided in Appendix D. Once completed, the form should be sent to the Office of the Dean who will respond to the student complainant with the process to be followed to appropriately address complaint. The student may request confidentiality upon submission to the Assistant/Associate Dean of Students. However, requests for confidentiality are granted on a case-by-case basis and rarely approved. Non-academic grievances should be submitted within two weeks of the date of issues/incident so that the situation can be addressed efficiently.

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

Standard communication process:

- A Non-Academic Complaint (including student to student complaints/incidents) regarding a specific department should be forwarded to the Office of the Dean who will consult with the appropriate Program Director.
- The Office of the Dean in collaboration with the VPAA will respond to the complainant with the process to be followed 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.

*For student complaints concerning academic issues such as problems with a professor, grades, or an associated issue with a course or course work, the Academic Appeals and Grievances Procedure located on pages 29-31 of this handbook should be followed.

ANTI-HARASSMENT POLICY- INCLUDING DISCRIMINATORY AND SEXUAL HARASSMENT, SEXUAL MISCONDUCT, ASSAULT, STALKING AND RELATIONSHIP VIOLENCE STUDENT SUPPORT PROCESS (Pages 43–57)

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. 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)
- Assistant Dean for Residence Life & Housing (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-Coordinators - Reports can be made directly to one of the two Anti-Harassment Co-Coordinators, whose information is listed below. For compliance purposes, these Co-Coordinators serve under the supervision of the Title IX Coordinator for incidents in which students are involved:

   Anti-Harassment Title IX Coordinator: Renee Kephart
   Vice President for Human Resources Harris Business Building
   334-386-7230 rkephart@faulkner.edu

   Anti-Harassment CoCoordinator: Amanda Lewis
   Generalist, Human Resources and Finance Harris Business Building,
   334-386-7916 alewis@faulkner.edu

   Anti-Harassment CoCoordinator: Candace Cain
   Interim Vice Pres. for Student Services Office of Student Life, Multiplex
   334-386-7184, 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 CoCoordinator, 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 contracted at:

Faulkner Police Department
334-386-7415 (office) 334-239-5496
(emergency) 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 factfinding 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 the 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 the 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 a 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 the complainant and responded to 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 the Complaint 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 CoCoordinator 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 CoCoordinator. 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 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 Assistant/Associate 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.

IDENTIFICATION CARDS

All Faulkner University students are required, upon enrollment, to obtain a Faulkner University Identification Card. 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.

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 $5.00. 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 REQUIREMENTS

Each graduate program in the College of Health Sciences requires students to maintain health insurance. Additional insurance requirements can be found in each program's handbook. The university does not provide insurance covering student medical care or treatment and is not responsible for any costs incurred by students as a result of their coverage or lack thereof. Students need to secure their own insurance and are responsible for verifying that their insurance is accepted in the state of Alabama and any state where the student may be participating in clinical rotations.

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 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.

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.

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[1] 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

[1] 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.

sexually[2][3] . Christians are cautioned to flee sexual immorality and thus to honor God with our bodies[3]. 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"[4]. 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.[5]" "While we affirm the institution of marriage, we also recognize and affirm the call of some to singleness and celibacy."[6] We have the deepest respect for those who have followed such paths. 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.

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[2] "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

[3] Corinthians 6:18-20 NIV

[4] The University borrowed this phrase from George Fox University's position statement at https://www.georgefox.edu/transgender/index.html

[5] The Christian and Missionary Alliance

[6] Seattle Pacific University's "Statement on Human Sexuality" at https://spu.edu/about-spu/spufacts/statement-onhuman-sexuality

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 [7]. 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

[7] For further details, see the Undergraduate Student Handbook, the University catalog and the student handbook of the applicable program or division.

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.
    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[8]. Because the Bible condemns homosexual acts[9], 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);
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.

(*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.)*
(Romans 1:26-27; 1 Corinthians 6:9)

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. 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 on-campus 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.

DIVERSITY, EQUITY, AND INCLUSION PLAN

Purpose: The purpose of this policy is to outline the plan for the university regarding diversity, equity and inclusion as it relates to employment, recruitment and retention of employees and students, and the implementation of resources that improve or eliminate the remediable differences among diverse groups.

Faulkner University is first and foremost a Christian institution. The principles, values, morals and examples drawn from the Bible provide the foundation of our service as an institution of higher learning. Thus, Faulkner seeks to convey the principles, values and morals of Christianity not only through the academic programs of the institution, but also through the example of the institution. Therefore, Faulkner University values the whole person and seeks to recognize the inherent value invested in each individual by the Creator. As a result of this foundational principle, the institution has sought to engage individuals from diverse backgrounds as board members, advisors, administrators, faculty, staff, and students. The University is proud of this practice- engaging highly qualified individuals regardless of race, national or ethnic origin, age, gender, marital status, or disability.

Faulkner University recognizes the significant role each person who is a part of our Faulkner community has in helping us to achieve our mission. Our mission 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. Our commitments to diversity and inclusion encourage respect for every individual. We value the collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talents that our employees and students invest in their respective roles.

One purpose of the Diversity, Equity and Inclusion Plan is to facilitate the employment and retention of qualified candidates from diverse personal, professional and social backgrounds. Another purpose is to enhance the diverse and inclusive culture of the institution through the employment and retention of qualified candidates and recruitment and retention of students from diverse backgrounds. We also strive to empower our students to achieve academic success through the implementation of resources that improve or eliminate the remediable differences among diverse groups. In addition, this plan helps to facilitate the data collection, analysis, and reporting requirements of the administration, accreditation bodies, supporting constituents, and governmental bodies.

I. Plan Directives

A. The Diversity, Equity and Inclusion Plan works in conjunction with our Hiring Plan to guide our actions to employ, compensate and promote highly qualified individuals whose beliefs, values, and lifestyles are consistent with the University's and our heritage in the churches of Christ. The university will operate in compliance with the relevant federal, state and local governmental mandates for nondiscrimination. We will seek highly qualified members of the churches of Christ to employ, retain and promote on the basis of merit and will not unlawfully discriminate on the basis of race, national or ethnic origin, age, gender, marital status or disability. Ongoing efforts will be made to recruit diverse candidates for employment.

B. Promote an environment where access, opportunity, and advancement are based on equitable standards that recognize, value and integrate diversity in the pursuit of academic excellence. Practices and policies of the university reflect the ongoing directive for the inclusion of qualified, diverse applicants for consideration of employment and/or transfer and promotion opportunities.

C. The collective sum of the individual differences, personal, professional and social, that our employees and students invest in their work and studies represents a significant part of our university environment. Respectful communication, cooperation and collaboration further celebrates our Christian values. Encouraging the representation of diverse groups, student's and employee's perspectives allow for our university values of faith, learning, excellence, reconciliation, service, stewardship, and respect to be achieved at our highest standard. Engaging individuals from diverse backgrounds continues to aid in our pursuit for academic excellence and an inclusive, harmonious environment.

II. Collection of Data and Plan Directive Actions

A. Candidates considered for employment: Data is collected from each candidate regarding the diversity background of the candidate. While the form used to collect the data is a required part of the application, providing the information is voluntary. The information is confidential and only viewed by Human Resources. Any information provided on the form is not disclosed to a hiring manager, unless the candidate has elected for release of such

information, as noted on the form. Candidates for each position are considered by the hiring managers without complete knowledge of the candidate's diversity information.

Human Resources will review the list of candidates selected for interview for any questionable elections or exclusions. Human Resources may compare the list of candidates selected for interview to the applicant diversity information collected. This allows Human Resources to ensure any diverse candidates that were not selected for interview were not selected to move forward in the hiring process due to any form of discrimination based on race, color, national or ethnic origin, age, gender, marital status, or disability. Human Resources will consult with the appropriate Hiring Manager, Dean, and/or Vice President if questions or concerns are noted from the review.

B. Managing performance and developing employees internally: Supervisors will evaluate employees regularly. They will collaborate with Human Resources and their divisional Vice President to evaluate and recommend improvements as it relates to the promotion of an environment where access, opportunity, and advancement are based on equitable standards that recognize, value and integrate diversity in the pursuit of academic excellence. Training and development opportunities will be encouraged. Data collection in this area is provided on evaluation forms.

Policies for retention, promotion, and tenure are designed to nurture and reward employees who have proven highly capable of fulfilling their duties and will seek to improve the campus climate for diversity. Data is collected by the divisional Vice President and/or committees put in place to make recommendations and decisions regarding retention, promotion, and tenure.

C. Climate and inclusive culture: Ongoing observations are made by University Administrators. University leaders strive to provide opportunities for employees to collaborate on meaningful cross-departmental projects. Written communications and presentations are made to promote respectful interactions and all employees and supervisors are encouraged to develop awareness for themselves and others within their departments on cultural sensitivity and diversity. Students are also provided opportunities and resources that will contribute to and improve their learning experience. The University will work to eliminate obstacles to academic success to the degree that academic deficiencies can be remediable. Demographic data is reviewed by University Administrators annually.

III. Audience and Applicability

The Diversity, Equity and Inclusion Plan is intended to benefit all faculty and staff employed by the university, people applying for employment and students attending the university as well as students seeking admission.

IV. Administration of the Diversity, Equity and Inclusion Plan

A. Administrators, Deans and Directors

Administrators, Deans and Directors identify and address evidence-supported patterns of inequity on campus by analyzing retention, compensation, award and reward trends, performance measures, and advancement within their departments/divisions of the University. Administrators, Deans, Directors and Faculty identify and address evidence-supported patterns of inequity in academics by analyzing retention and academic success of our students and resources available for our students

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Leaders of the university will seek opportunities to promote and facilitate respectful communication, cooperation and collaboration among all employees and students.

A committee of University Cabinet members, which includes the Diversity Officer, is in place and appointed by the University President. The committee provides a commitment from the top for the success of the plan directives with their ongoing review of the plan and initiatives in place to be successful.

B. Hiring Managers and Admissions Staff

Ongoing efforts will be made by Hiring Managers to achieve nondiscriminatory screening, interviewing, and employment and seek advertising opportunities that will promote a diverse pool of candidates for open positions.

Admissions staff will seek recruiting opportunities that will result in a diverse pool of students for admission.

C. Human Resources

Human Resources will seek resources for the campus to help achieve the directives of this plan that relate to hiring, retention and promotion of employees.

Human Resources will assist the campus community in the Hiring Plan, following the guidelines to achieve nondiscriminatory screening, interviewing, and employment and seek advertising opportunities that will promote a diverse pool of candidates for open positions.

Human Resources will assist in the appropriate and equitable retention, promotion, compensation and benefits, training, and ongoing development needed to promote a positive, non-discriminatory, workplace climate.

Human Resources will also assist in the ongoing development of our work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

D. Other Divisional Administrators

Each divisional Vice President or Administrator is responsible for directing their division's efforts regarding the Diversity, Equity and Inclusion Plan. This includes directives focused on student recruitment and retention, academic success as it relates to the university culture and environment, and the activities of employees within each division. Administrators are charged with working directly with the Center for Assessment, Research, Effectiveness and Enhancement (CAREE) for the data collection, analysis and reporting conducted for the university.

V. Conclusion

The quality and health of our university has a significant impact on our lives and the lives of our students. Having an ongoing commitment to fostering an inclusive, equitable and diverse campus will continue to build the positive workplace and academic climate that is essential for the vision of Faulkner University. Our vision is to be a leading Christian University that offers an engaging learning community, transforming students for lives of faithfulness, accomplishment and purpose. Faulkner University strives to create a Christian, family-oriented environment that is filled with purpose which instills an ongoing desire to serve the Lord in all we do each day.

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.

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 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. 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 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 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.

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 Faulkner Police Department 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 conduct sanctions section of this 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.

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.

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. All reports of lost or stolen property should be initiated with the Faulkner Campus Safety and Police Department. Contact the Faulkner University Police and Campus Safety at police@faulkner.edu.

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. A legal knife is foldable and has a blade no more than four inches and anything not foldable or longer/larger is illegal. 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.

Voluntary Withdrawal

Students who experience life situations or serious medical or mental health conditions while enrolled in CHS programs may request a voluntary withdrawal from the program by contacting the program director. In determining if such is appropriate, the program director 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 Dean for the College Health Sciences and/or student's advisor or other academic representatives as appropriate; and (d) refer the student to appropriate resources for

evaluation or treatment. If the program director 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. Voluntary Withdrawals will not prohibit a student from re-applying to the program in the future.

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 Office of the Dean, or designee may restrict the student's access to the university campus, services, or activities, as appropriate, for an interim period. As time permits, the Assistant/Associate 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 Assistant/Associate 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 Assistant/Associate Dean of Students or designee is not able to locate and/or correspond with the student, the Assistant/Associate Dean of Students or designee may place a 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 Assistant/Associate 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.

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 98 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 a 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. Texting while operating a motor vehicle on Campus is prohibited. This means while you are driving or while stopped at a stop sign or intersection. If you need to use the phone, please pull off the roadway into a parking lot and park and conduct your communications via phone. This is also a violation on the State Highways and Municipal Roadways. We have a lot of pedestrian traffic on the roadway and need you to focus while driving on Campus.
7. Loud Music from vehicles and housing is prohibited while on Campus. This is also a local ordinance in Montgomery and is enforced on Campus to allow our staff and students to work and study without interruptions or distractions. This is also a safety issue, and prohibits the operators of motor vehicles on Campus from hearing alerts and warnings from emergency vehicles that may be responding to calls for service.
8. 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.
9. Parking in a spot designated for the clinic, faculty, or visitors will result in the issuance of a University Citation or Uniform Traffic Citation.
10. 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. 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 careerservices@faulkner.edu or 334-386-7512 with any questions about career services.

THE CENTER FOR ACCESSIBILITY

In conjunction with Faulkner's community principles and overall mission, the Center for Accessibility serves as the central contact point for all students with disabilities at Faulkner University. We are committed to providing equal access and opportunity to all campus programs and services for individuals with disabilities. In order to establish equal access, documentation of disability by qualified professionals is necessary. If you are interested in obtaining accommodations, please contact the Director of the Center for Accessibility (334-386-7185), email Nichole Fussell at nfussell@faulkner.edu, or visit https://www.faulkner.edu/academic-resources/center-for- disability-services/

ACCOMMODATIONS (ANIMALS)

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 Accessibility (334-386-7185 or nfussell@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 Accessibility at 334-386-7185 or email nfussell@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. 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.

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 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 have the ability to keep up with chapel attendance by clicking on the Chapel tile located on the homepage of the app. 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 or alumni who still have access to their Faulkner email address. The Faulkner App has a news feed, campus map, event calendar, a student's class schedule and integrates with Blackboard allowing them to access assignments and discussion boards. 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. 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/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/EAGLE'S TIMELYCARE

The University Counseling Center is located on the second floor of the V.P. Black College of Biblical Studies (Harris-Parker 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 by emailing counselingcenter@faulkner.edu. Additionally, Faulkner University offers mental telehealth visits for all Faulkner students (included in student fees) through Eagle's TimelyCare.
Faulkner University students have access right from their mobile device to Eagle's TimelyCare, which provides 24/7 mental telehealth care. To get started, visit Eagle's TimelyCare and get registered. Eagle's TimelyCare telehealth offers either scheduled counseling tele-visits or TalkNow which puts you in touch with a professional immediately. TalkNow service provides a safe space to talk about anything at any time (anxiety surrounding COVID-19, relationships, depression). Students have unlimited access to TalkNow and are allowed 12 visits per semester to the Eagle's TimelyCare scheduled counseling appointments. The Counseling Center also provides referrals to community mental health providers when the needs of the student cannot be met by the Counseling Center or through Eagle's TimelyCare. (Note: All fees associated with community providers or services are the sole responsibility of the student). The University Counseling Center employs four masters-level counselors and two licensed professional counselors. The counselors may be reached at 334-386-7295, 7275, 7896 or 7983.

Counseling Center Resources

The University Counseling Center has joined a mental health resource network, Ulifeline (https://jedfoundation.org/ulifeline-transition/) 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. Ulifeline provides a free 24/7 line to text or call to talk to someone right away: Text "START" to 741-741 or call 1-800-273- TALK (8255).

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.

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.

UNIVERSITY EMERGENCY NOTIFICATION SYSTEM: EAGLE ALERT

Faulkner University provides an emergency communications system to safeguard students, 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 105 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.

Anyone who has a valid Faulkner University email address will receive Eagle Alert messages to his/her campus email address. 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.. For additional information please contact the Faulkner Campus Safety and Police Department office manager, Rachael Bulger at 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 Siena, and catering services for University events such as Inspire. The University Food Services are open to students, faculty, staff, and the public. The University does not currently offer food services on the extended campuses, but each campus has a wide range of restaurants and diners in the area.

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. 107 Perry Cafeteria offers American cuisine with southern influences. The Cafeteria serves breakfast, lunch and dinner

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, chicken and steak quesadillas, wings, wraps, and salads.

The Crash Cart

The Crash Cart is located in the College of Health Science building. The Crash Cart serves coffee drinks, pastries, grab-and-go lunch options, drinks, and snacks.

UNIVERSITY HEALTH CENTER/EAGLE'S TIMELYCARE TELEHEALTH

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 20 hours a week, Monday through Friday during fall and spring semesters. For specific hours please check the Faulkner Mobile App. During this time of COVID-19, students are requested to go to the Faulkner Mobile App and click on the Health Center tile and go to the appointment schedule 108 and sign up with your ID number for an appointment. 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. Additionally, Faulkner University offers medical telehealth visits for all Faulkner students through Eagle's TimelyCare. Faulkner University students have access from their mobile devices or any web enabled device (Smart Phone, IPad or computer) to Eagle's TimelyCare, which provides 24/7 medical telehealth care (and counseling, too). To get started, visit Eagle's TimelyCare and get registered. Eagle's TimelyCare telehealth offers unlimited tele-visits for

when students are not feeling well and may not be able to get to the Health Center or a local physician. 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.

Reporting Injuries on Campus

Any injury occurring while on campus should be reported on the same day of occurrence. Contact the Campus Safety and Police Department through the Faulkner Mobile App (click on the Shield on the home screen of App) 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 the local hospital Emergency Room for non-life-threatening issues.
3. Notify the Health Center and Campus Safety & Police Department

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, email 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 or phone at extension 7171 (334-386-7171 or 1-800-879-9816 x 7171). Students 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.

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 some FEDEX services.

THE COLLEGE OF HEALTH SCIENCES LEARNING RESOURCE CENTER (LRC)

The College of Health Sciences Learning Resource Center (LRC) is dedicated to assisting students in developing into independent, lifelong learners who achieve in both academic and professional settings. The LRC is dedicated to providing high-quality instruction, knowledge progress, and moral and spiritual values so that the community can benefit from these efforts. To this end, the CHS LRC aims to educate students with the tools they need to access and evaluate this constantly changing knowledge, which is essential for personal growth as well as professional competitiveness and sustainability.

The goal of the CHS LRC is to:

- provide a well-organized and well-managed collection of print and non-print resources covering a broad spectrum of subjects for instructional and individual needs.
- encourage learning by providing easy access to information by developing user skills required for accessing information.
- provide leadership in the utilization of multimedia educational resources and equipment.
- provide a facility and environment which encourages library utilization.
- provide a staff committed to meeting the information needs of students, faculty, and the community.
- remain flexible in meeting the changing and emerging needs of the College.

The CHS LRC extends beyond its physical campus walls for staff ready to serve our students.

Library Services include:

- Charging Stations
- Computers

- Interlibrary Loans
- Monthly Information Literacy Sessions
- Online Library Catalog
- Online Resources
- Point-of-use instruction
- Printers/Photocopy Machines
- Study Corrals
- Tutoring Services
- Wireless Network

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.

CHS CAMPUS MINISTER

A full-time campus minister has been dedicated to the College of Health Sciences campus and its students.

CHAPEL PROGRAM

Faulkner University has conducted chapel services on the Montgomery campus since it was established in 1942. The chapel programs allow a weekly devotion for worshiping God and fellowshipping with Christians. 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 is open to all students, faculty, staff, friends, family members and other visitors who wish to worship.

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.

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. 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. Faculty members are also available for personal/group Bible studies by requested.

APPENDICES

Student Conduct Infraction Form ..... A
Academic Infraction Form ..... B
Student Academic Complaint and Appeals Record C
Student Grievance Form (Non-Academic) ..... D
Handbook Attestation ..... E

Student Conduct/Professionalism Infraction Form

For use by Faulkner CHS and University Faculty/Staff/Administration;
(Submit to Office of the Dean and Program Director)

Student Name _____

Program:_____ Date of Infraction:_____

Name and of person originating this ***Infraction Form***: _____

Title/role of person initiating this ***Infraction Form*:** _____

This form is being completed based on:

☐ my direct observation(s) or encounter(s) with this student
☐ information about this student provided to me by a third party:

Please check the box(es) next to the conduct infraction committed by the student and provide details and comments about the infraction in the space provided. See CHS Handbook for additional information regarding conduct infractions.

Category One Violations:

☐ Minor, first-time professionalism infraction
☐ Threatening to engage in behavior that would cause damage to university property or to the personal property of others
☐ Violation of dress code principles
☐ Violation of parking/safety regulations
☐ Gambling on campus or concerning program activities
☐ Use of tobacco in any form on campus or at any university-sponsored event
☐ Use of profanity, vulgarity, or obscenity in any form on campus
☐ Failure to present official Faulkner ID card upon request of university authorities
☐ 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

- ☐ Failure to notify proper university officials of knowledge of a violation of certain university policies or of students in violation of certain university policies
- ☐ Posting 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.)
- ☐ Other:_____

Category Two Violations:

- ☐ Multiple, repeated, or severe Category One violations
- ☐ Serious or repeated professionalism infraction
- ☐ Violations of the CHS Academic Integrity Policy
- ☐ Violations of the University Alcohol Policy
- ☐ Violations of the Sexual Stewardship and Purity Policy that occur on campus
- ☐ Consuming alcoholic beverages, using tobacco, or using illegal drugs while representing Faulkner at an off -campus event OR while wearing Faulkner University attire
- ☐ Failure to comply with the directive of a university official acting in the performance of his or her duties
- ☐ Vaping of any king while on campus
- ☐ Disrespectful behavior toward a university staff or faculty member.
- ☐ Knowingly providing false or misleading information to a university authority, including all staff and faculty.
- ☐ Engaging in behavior that would cause damage to university property or to the personal property of others.
- ☐ 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.
- ☐ 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).
- ☐ 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.
- ☐ Unauthorized possession or use of university keys.
- ☐ Unauthorized entry or use of university buildings, facilities, equipment, supplies or resources.
- ☐ Possession or use of fireworks or chemicals that are of an explosive or corrosive nature on campus
- ☐ Possession and/or use of pornography of any kind on campus
- ☐ Violation of law or university policy related to computer use or copyright infringement.
- ☐ Forgery, alteration or misuse of university documents, forms, records, or identification cards.
- ☐ Producing in writing, whether electronically or in print, containing any information regarding patients/preceptors/instructors/facilities for any purpose other than the completion of express assignments.
- ☐ Using social media to discuss patient/preceptors/instructors/facilities or any aspect of Faulkner CHS in a negative way or that would compromise patient care and confidentiality
- ☐ Using social media or technology to demean or speak negatively about another student or faculty member
- ☐ Negligent HIPAA violations.
- ☐ Any activity that qualifies under applicable criminal law as a misdemeanor, regardless if charges are filed.
- ☐ Other:_____

Category Three Violations

- ☐ Repeated or severe Category Two violations.
- ☐ Failure to comply with disciplinary decisions, including conditions of probation and previous sanctions
- ☐ Failure to report any criminal history to the university, including but not limited to admissions applications.
- ☐ Repeated or severe violations of the alcohol policy.
- ☐ Violation of university drug policy
- ☐ Violation of the university weapons policy
- ☐ Misuse of fire or safety equipment.
- ☐ Causing or reporting a false warning of a campus emergency.
- ☐ 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.

- ☐ 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.
- ☐ Knowingly accessing a computer, computer network, or computer system beyond the standard assigned and/or accepted permissions.
- ☐ 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.
- ☐ Creating a hostile environment, including but not limited to hate speech, harassment, or sexual harassment.
- ☐ 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.)
- ☐ Any activity that qualifies under applicable criminal law as a felony, regardless if charges are filed.
- ☐ Grossly negligent and/or intentional HIPAA Violations
- ☐ Other:_____

Professionalism Infractions

- ☐ Failure to demonstrate professional relationships with faculty, preceptors, patients, or employees of the University or clinical site
- ☐ Does not function and interact appropriately within groups
- ☐ Insensitivity to the needs, feelings or wishes of others
- ☐ Use of demeaning or disrespectful language about others
- ☐ Is abusive or arrogant during times of stress
- ☐ Failure to maintain a professional appearance / attire
- ☐ Inadequate personal commitment to honoring the needs of patients
- ☐ Resistant or defensive in accepting criticism
- ☐ Remains unaware of his/her limits
- ☐ Resists considering or making changes based on feedback
- ☐ Appears to seek or accept the minimally acceptable level of effort as a goa
- ☐ Failure to follow protocol regarding absence from class or clinical rotation

- ☐ Repeatedly tardy to class, clinic, or mandatory school sponsored events
- ☐ Participates in any action that could result in legal action being taken against the student by the clinical site or University
- ☐ Failure to fulfill responsibilities reliably
- ☐ Misrepresents or falsifies actions and / or information
- ☐ Failure to accept responsibility for actions
- ☐ Use of his/her professional position to take advantage of a patient emotionally or sexually
- ☐ Using social media to discuss patient/preceptors/instructors/facilities or any aspect of Faulkner CHS in a negative way or in a way that would compromise patient care and confidentiality
- ☐ Other professional shortcomings including violations of program specific professional requirements.
- ☐
- ☐ Other:_____

Submitter Comments regarding infraction (Attach additional pages if necessary):

_____

_____

_____

_____

_____

_____

_____

_____

Instructions:

1. Complete this ***Student Conduct Infraction Form*** and forward this form to the Office of the Dean and the appropriate Program Director.
2. The Program Director will convene the Program committee which will inform the student within 72 hours of receiving this form.

3. The student may respond to the infraction within 48 hours of notification by the Program Committee by completing the student response section of this form.
4. The committee will convene within 7 days of receiving the student's response to review the infraction and other contents in the student file, and may meet with the student and/or person submitting the form, and will then make a recommendation for sanction(s) to the Program Director by documenting on their actions on this "Conduct Infraction Form."
5. The program committee should send the completed form to the Program Director.
6. The Program Director will make a determination as to the final sanction and enforce the sanction.
7. The completed infraction form will be maintained by the Program Director with an additional copy placed in the student's file located in the Dean's suite.

Submitter Signature_____Date_____

The following section is to be completed by the student within 48 hours of notification from the program committee.

Student response to infraction (Attach additional pages if necessary):

_____

_____

_____

_____

_____

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_____

_____

_____

_____

_____

_____

_____

Student Signature_____Date_____

The following section is to be completed by the program committee.

Student Progress Committee (Circle): PT OT SLP PA

Student Name_____Committee Meeting Date_____

Important Dates:
Form Received by Committee: _____*Form sent to student:*_____

Student Response Received: _____

Committee Members Present:

Individuals interviewed by committee:

Key comments from meeting:

_____

_____

_____

_____

_____

_____

Committee Sanction Recommendation(s):

_____

_____

Initials of Committee Members present:

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To be completed by the program committee:

Classification of student response to Infraction Notice

Circle the classes that best describe the student's response to the conduct infraction.

	Class 1	Class 2	Class 3	Class 4
Recognition	Spontaneously recognized that behavior was inappropriate	Recognized error when brought to their attention	Receptive to recognizing inappropriate nature of their behavior after discussion	Remained resistant to recognizing inappropriate action or denied it occurred
Responsibility	Spontaneously accepted responsibility	Accepted responsibility when described to them	Remained resistant to accepting responsibility but agreed to comply anyway	Rejected responsibility
Sample Content	'I forgot to make a note of that schedule change; I'm sorry I missed it and embarrassed I messed up.'	'I had no idea they took attendance at orientation so seriously. It won't happen again.'	'I realize the course wants it done a certain way. I still think it's unnecessary, but I'll do what they say.	'The course is blowing it way out of proportion. I spoke my mind and they are taking it out of context.'
Documented Response				
Comments				

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To be completed by the Program Director:

Date infraction form received from program committee:_____

Response to sanction recommendations by program committee:

- ☐ Approve
- ☐ Deny
- ☐ Altered

Final Sanction:

_____

_____

_____

_____

Date sent to Office of the Dean:_____

Date form placed in student file:_____

Program Director Signature_____Date_____

***Please turn in a completed copy to the Office of the Dean.**

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Academic Infraction Form

For use by CHS faculty to report incidents involving the violation of the Academic Integrity Policy and other academic misconduct.

(Submit to the Office of the Dean and Program Director)

Student Name _____

Program:_____ Date of Infraction:_____

Name of person originating this ***Infraction Form***: _____

Title/role of person initiating this ***Infraction Form*:** _____

This form is being completed based on:

- ☐ my direct observation(s) or encounter(s) with this student
- ☐ information about this student provided to me by a third party

---

Please check the box(es) next to the academic infraction committed by the student and provide details and comments about the infraction in the space provided. See CHS Handbook for additional information regarding academic infractions.

Violations of the Academic Integrity Policy

- ☐ 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, smart watches, tablets, 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.
- ☐ Submitting in whole or in part the work of others (including AI) 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.
- ☐ Unauthorized use of AI.
- ☐ 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.

Other:_____

Unacceptable Instructional Behavior

- ☐ Repeated absences
- ☐ Repeated tardiness

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- ☐ 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;
- ☐ 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.
- ☐ Other:_____

Submitter comments/details regarding infraction (Attach additional pages if necessary):

_____

_____

_____

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Instructions for Submitter:

1. Complete this ***Academic Infraction Form*** and send a copy of the initiated form to the Office of the Dean and the appropriate Program Director.
2. The Program Director will send the form to the program committee who will inform the student and provide the student with a copy of the form within 72 hours of receipt.
3. The program committee will convene within 7 days of original receipt to review the infraction and other contents in the student file, and meet with the complainant, meet with the student, meet with the student and complainant simultaneously, or render a recommendation without any party meetings.
4. The Program Committee should document the recommended sanction on the form and send the completed form to the Program Director.
5. The Program Director will review the committee's recommendation and enforce the final sanction.
6. The completed infraction form will be maintained by the Program Director with a copy sent to the Office of the Dean to be kept in the student's file located in the Dean's suite.

Submitter Signature_____Date_____

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The following section is to be completed by the program committee.

Student Progress Committee (Circle): PT OT SLP PA

Student Name_____Committee Meeting Date_____

Important Dates:
Form Received from Submitter:_____*Form sent to student: :*_____

Date of student response: _____

Committee Members Present:

Individuals interviewed by committee:

Key comments from meeting:

_____

_____

_____

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_____

_____

Committee Sanction Recommendation(s):

_____

_____

Initials of Committee Members present:

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To be completed by the Program Director:

Date infraction form received from program committee:_____

Response to sanction recommendations by program committee:

- ☐ Approve
- ☐ Deny
- ☐ Altered

Final Sanction:

_____

_____

_____

_____

Date sent to Office of the Dean:_____

Date form placed in student file:_____

Program Director Signature_____Date_____

***Please turn in a completed copy to the Office of the Dean.**

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Student Academic Complaint and Appeal Record

Policy No. 1903
For use by students to report both academic grievances, and to be completed by students for Academic Appeals.
(Submit to the Office of the Dean and Program Director)

To be completed by the student and sent to the Office of the Dean and Program Director:

Student Name _____Date:_____

Program: _____

Course Name and Number (if applicable): _____

This is: _____ An Appeal _____ An Initial Complaint

If an initial complaint, what is the nature of the complaint (check all that apply.)

- ☐ Inappropriate faculty content, instruction, material, and/or assessment
- ☐ Inappropriate faculty conduct
- ☐ Faculty incompetence in oral or written communication
- ☐ Inequities in assignments
- ☐ Scheduling of class or exams at other than authorized and published
- ☐ times Routinely canceling classes or dismissing students early
- ☐ Deviation from syllabus
- ☐ Failure to provide disability accommodations
- ☐ Inadequate or inappropriate advising
- ☐ Failure to communicate in a reasonable time frame
- ☐ Unfair or inappropriate grading practices
- ☐ Violation of University policies/procedures
- ☐ Other_____

Student Signature_____Date_____

Summarize the complaint or appeal below. Be detailed and specific. (Attach additional pages if necessary.)

_____

_____

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_____

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_____

_____

Describe action(s) already taken by you (the student) to resolve the matter (if applicable).

_____

_____

_____

_____

_____

_____

_____

To be completed by the instructor: (Only for Initial Complaints)
Describe action(s) taken by the instructor in an attempt to resolve the complaint.

_____

_____

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Instructor Signature_____Date_____

To be completed by the Program Director / Chair (Only for Initial Complaints): Describe action(s) taken by the Program Director in an attempt to resolve the complaint if unresolved or unable to be resolved at instructor level.

_____

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Program Director Signature_____Date_____

To be completed by the Office of the Dean of CHS (for initial complaints if applicable/necessary and appeals): Describe action(s) taken by the Office of the Dean in an attempt to resolve the complaint if unresolved or unable to be resolved at program director level.

_____

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_____

Office of the Dean Signature_____Date_____

To be completed by the Vice President of Academic Affairs (for initial complaints if applicable/necessary and appeals):
Describe action(s) taken by the VP of Academic Affairs in an attempt to resolve the complain if unresolved or unable to be resolved at Dean's level.

_____

_____

_____

_____

VP of Academic Affairs Signature_____Date_____

FINAL RESOLUTION OF THE ACADEMIC COMPLAINT OR APPEAL

Describe the final resolution reached.

_____

_____

_____

_____

_____

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_____

_____

Office of Dean Signature_____Date_____

VPAA Signature_____Date_____

*** Turn in completed form to the Office of the Dean who will then forward a copy to the VPAA.**

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Non-Academic Complaint/Grievance Form

For use by students to report non-academic grievances.

Name of Reporting Student_____Date:_____

Program:_____ Student ID_____

What office, department, service, or facility was involved?

_____

If known, give the name of staff, faculty, or students involved. If unknown, give a description or write "unknown."

_____

_____

_____

List all individuals present during the incident? It is always helpful to have others who witness the situation - please name anyone who can give a first-hand account. In the list, include yourself and whoever else was involved in the situation. If no one else was present, just put 'N/A'

_____

_____

_____

Date of Incident:_____

Where did this happen? (Ex: on or off campus, building, parking lot, specific room, etc.)

_____

Describe the situation of your complaint, incident, or grievance in detail. (Attach additional pages if needed.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

Has any other University employee been involved or informed? If so, who?

_____

In your opinion, how could this situation be resolved? What resolution are you seeking?

_____

_____

_____

_____

***Please submit to the Office of the Dean for CHS.**

Student Signature_____Date_____

STUDENT HANDBOOK ACKNOWLEDGEMENT

I , _____ (print name), have received and will review Faulkner University's College of Health Sciences Graduate Student Handbook and agree to abide by the policies, procedures, and requirements therein. I understand that Faulkner University reserves the right to make changes to the handbook as needed, and I understand that if changes or additions are made to this handbook, I will be notified either in writing or via university email.

By signing below, I attest that I agree to abide by and comply with all contents of the Faulkner University College of Health Sciences Graduate Handbook.

_____

Student Signature Date