Faulkner University
A Christian University
For God and For You

2014-2015
Student Handbook

I Can Soar:
Developing Intellect, Character and Service
I + C + S

Published: 14 January 2015
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.

I Can Soar: Developing Intellect, Character and Service

I + C + S

“But those who wait on the Lord will find new strength. They will fly high on wings like eagles. They will run and not grow weary. They will walk and not faint.” Isaiah 40:31 (NIV)

“Jesus replied, ‘...The Lord our God is the one and only Lord. You must love the Lord your God with all your heart, all your soul, and all your mind.’ This is the first and greatest commandment. A second is equally important: ‘Love your neighbor as yourself.’ All the other commandments and all the demands of the prophets are based on these two commandments.” Matthew 22:37-40; Mark 12:29-31; Luke 10:25-29, cf Deuteronomy 6:4-6; Leviticus 19:8 (NIV)

“For as he thinks in his heart, so he...” Proverbs 23:7 (NKJV)

“A cord of three strands is not quickly broken” Ecclesiastes 4:12 (NIV)

Faulkner Honor Code Statement

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

It is with genuine enthusiasm that I welcome you to the 2014-2015 academic year at Faulkner University! I hope that the summer months have been good to you, and that you have had time to nurture relationships beyond the Faulkner campus community.

Regardless of whether you are returning to Faulkner or starting your very first semester here, we embrace each and every one of you for who you are and what you bring to this campus community. We continue to seek ways to enhance your total university experience, and invite your input and partnership in living out our mission: to glorify God through education of the whole person, emphasizing integrity of character in a caring Christian environment where every individual matters every day. While we are excited about many of our new initiatives and programs, YOU, the students are at the center of all that we do. The extent to which you take advantage of the many opportunities here for you will make all the difference in your overall experience.

It is a privilege for all of us to live and learn within the Faulkner community. As such, we are called to carry ourselves in ways that respect one another, our educational mission, and ultimately to the glory of God. Within the initial weeks of this semester, you will be introduced to the Faulkner Student Handbook which serves as an important resource and guide for your time here. Please take some time to familiarize yourself with these guidelines and campus policies.

The Faulkner community welcomes you wholeheartedly. May God grant you a healthy, productive, and overall amazing 2014-2015 academic year here at Faulkner. Please let us in Student Services know if there is anything that we can do to encourage you in this transition.

Blessings and best wishes!

Dr. Jean-Noel Thompson (known by students as Dr. T.)
Vice President for Student Services/Dean of Students

5345 Atlanta Highway, Montgomery, Alabama 36109
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ABOUT THIS HANDBOOK

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

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

Agreement between Faulkner University and Students

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

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.

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.
INTRODUCTION

About Faulkner University

Mission

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.

Overview of Institution and Characteristics

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

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

History of Faulkner

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

Founded as a two-year Bible college in 1942, Faulkner has evolved into an independent, co-educational institution in the Christian liberal arts tradition. Faulkner has grown from a small seminary-based institution 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 Learning. 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 life-roles 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. Our interest is not only in what an education helps students to be in their lives, but also what an education helps them to do with their lives.

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 the 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. God in His holiness does not lie (I Samuel 15:29; Titus 1:2; Hebrews 6:18), and in dramatic contrast Satan is identified as the origin of lies and deception. He is called a “liar and the father of lies” (John 8:44; cf. Acts 5:3). That such conduct is utterly contradictory to the nature of God can be seen in its inclusion in the condensed catalog of sins at the close of God’s revealed Word: “...and all liars, their portion will be in the lake that burns with fire and sulfur, which is the second death” (Revelation 21:8). 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. Lying, for example, is not only a violation of the holiness of God, but it is also intolerable in that it is destructive of that mutual trust necessary to a healthy community. Members of the community do not wish to be deceived and misled by other members of the community and therefore choose not to treat them in such ways. Therefore, 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 is based on the pursuit of academic excellence with a sense of responsibility to use one’s gifts for the service of others and the benefit of society. 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 the contemporary Christian mission of the service of faith 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:

1. **To Christ:** Faulkner University is, first and foremost, a Christian university. Its environment, its policies and its practices reflect this primary commitment, bringing every thought and activity into obedience to Christ. 2 Corinthians 10:5

2. **To the Bible:** Faulkner University embraces the Bible as the inspired Word of God. Every aspect of the curriculum and every program or activity is consistent with Biblical truth and practice. John 10:35; 2 Timothy 3:16

3. **To the Individual:** Faulkner University acknowledges that every person is created in the image of God. Therefore, Faulkner University emphasizes the importance of the individual. Faulkner University is a place where every person matters every day, and where education is directed to the whole person, with loving and caring attention to the formation of godly character within the student. Genesis 1:27

4. **To Excellence in Higher Education:** Faulkner University provides excellent preparation in all its programs, enabling its graduates to compete successfully in their chosen pursuits. Ecclesiastes 9:10; Colossians 3:23
5. To American Ideals: Faulkner University is committed 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. Articles of Incorporation, June 5, 1942

Core Values

Faulkner University was founded and continues to exist on the principles of first century Christianity. The University’s statement of these Christian principles and core values are detailed in Here We Stand (see Appendix A) and summarized as follows:

“To summarize, 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.”

Conceptual Framework: I Can Soar

Faulkner University has developed a conceptual framework, I Can Soar, that guides the curricular, co-curricular and extra-curricular programs of the University. The conceptual framework captures the essence of Faulkner’s mission and vision to glorify God and convey His glory in the world. I Can Soar builds upon the tremendous legacy of the University’s founders by developing an understanding of Christianity’s role in personal, family and work life and the expression of this understanding through Christian service. I Can Soar is based upon the concept bridging learning and service through curricular and co-curricular requirements. I Can Soar will require students to complete specific academic content across the curriculum and to engage in meaningful service activities while pursuing their degree. I Can Soar enhances and augments the Faulkner Experience and the legacy of Faulkner’s founders, alumni, supporters, faculty and staff.

I Can Soar is driven by the mission, vision and core values of the institution. I Can Soar consists of three key elements, intellect, character and service that together foster the development of the whole person. The three elements of the conceptual framework complement each other and function in an additive process to create the Faulkner Experience: Intellect + Character + Service or I + C + S. The relevance of the three elements is reflected in the words of Martin Luther King, Jr.

“The function of education, therefore, is to teach one to think intensively and to think critically. But education which stops with efficiency may prove the greatest menace to society. The most dangerous criminal may be the man gifted with reason, but with no morals...We must remember that intelligence is not enough. Intelligence plus character—that is the goal of true education.”
King, Jr., M. L. (January-February 1947). The purpose of education. Maroon Tiger:

The following excerpts from the Bible reflect Biblical foundations for the three elements:

“But those who wait on the Lord will find new strength. They will fly high on wings like eagles. They will run and not grow weary. They will walk and not faint.” Isaiah 40:31

“Jesus replied, ‘...The Lord our God is the one and only Lord. You must love the Lord your God with all your heart, all your soul, and all your mind.’ This is the first and greatest commandment. A second is equally important: ‘Love your neighbor as yourself.’ All the other commandments and all the demands of the prophets are based on these two commandments.”

“For as he thinketh in his heart, so he...” Proverbs 23:7

“A cord of three strands is not quickly broken” Ecclesiastes 4:12
**Spiritual Formation Program (I+C+S)**

As a Christian university, the pursuit of a Spiritual Formation Program is not only logical but directly derived from the University mission, vision and core values. Spiritual formation is also reflected in Faulkner’s conceptual framework and in the Biblical principles embraced by the institution (Matthew 22:37-40; Mark 12:29-31; Luke 10:25-29, Deuteronomy 6:4-6; and Leviticus 19:8). The Spiritual Formation Program focuses on the elements of the conceptual framework and their interconnected relationship. It is conceived as a holistic program for spiritual formation that nurtures intellect, character and service through the development of knowledge, skills and dispositions to support lifelong spiritual development.

The Spiritual Formation Program will enhance the holistic development of students and promote student success on mission-driven institutional Spiritual Formation Program learning outcomes. For the Spiritual Formation Program, spiritual formation is the education of the whole person through an intentional and deliberate process. The path of spiritual formation is the ongoing, dynamic process of transformation into the image of Christ (Galatians 4:19). For the Christian spiritual formation is inspired by the Holy Spirit and grounded in the Scriptures and a faith community. The process of becoming Christ-like involves the interwoven processes of orthodoxy, orthopathy and orthopraxy. Thus, at Faulkner, spiritual formation is composed of the acquisition of knowledge (Intellect—orthodoxy), the development of dispositions (Character—orthopathy) and the expression of faith (Service—orthopraxy). The Spiritual Formation Program is supported through curricular, co-curricular and extra-curricular elements, such as, Biblical studies and Cultural Heritage courses, Character Communities, Sportsmanship Instruction, Faulkner Honor Code and Service-Learning activities.

**Faulkner University Honor Code**

Faulkner University has developed an Honor Code that concisely expresses the expectations for behavior in the curricular, co-curricular and extra-curricular life of the University. The University expects all individuals to adhere to the Honor Code.

“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.”
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 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 the 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 myself.
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 student actions reflect upon the individuals involved and upon the entire university community.
7. Know the regulations, policies and procedures in the current University Catalog, 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, Student Handbook and relevant program handbooks posted on the University website (www.faulkner.edu).
9. Know the University calendar, including critical events and deadlines.
10. Read and review all mail, electronic and otherwise, from the University on a daily basis.
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:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
2. The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.
3. The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent.
4. 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.
5. 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.
6. The right to obtain a copy of Faulkner University’s student records policy.

Student Right-To-Know and Campus Security Act

Faulkner University fully complies with the Student Right-to-Know and Campus Security Act (Public Law 101-524). The Act requires institutions of higher education receiving Title IV funds to provide annual reports for campus security and graduation.

Campus Security and Crime Awareness Report

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

Nondiscrimination Rights Statement

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

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

Faulkner University complies with the Americans with Disabilities Act of 1990. Most campus buildings are equipped for and accessible to handicapped persons. Class schedules are arranged and other measures taken when necessary to provide reasonable accommodation. New construction is in full compliance with the Act. Inquiries concerning disability access or services for students may be referred to the Center for Special Services.
DIVISION OF ENROLLMENT MANAGEMENT

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

The Division of Enrollment Management seeks to fulfill Faulkner’s mission and vision in the areas of admissions and financial aid. Both units in the Division provide programs, services or activities to support the Faulkner Experience. Prospective or current students are encouraged to contact the Division with any questions about programs, services or activities (334-386-7876).

Office of Traditional Admissions

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

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

Financial Aid

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

The Office of Financial Aid provides financial assistance programs, services, and activities to support the recruitment and continued enrollment of students. The Office of Financial Aid provides students with financial counseling and guidance to facilitate the awarding of grants-in-aid, scholarships and need-based financial aid. Prospective or current students may contact the Office of Financial Aid with any questions about grants, scholarships, need-based financial aid or non-need based financial aid at www.faid@faulkner.edu.
DIVISION OF STUDENT SERVICES

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

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

- Provide and support on-going co-curricular and extra-curricular experiences that challenge students to **hone their intellect and character in service to others**.
- Encourage among students **responsible and active participation in community** through service-learning experiences, in chapel and worship opportunities, among student clubs/organizations, and within residence hall communities.
- Foster efforts throughout the campus community and beyond that embrace the unity we have in Christ, while encouraging understanding and celebration of cultural and ethnic uniqueness.
- Promote habits among students that encourage **sound physical and mental health** in their readiness to learn and in their pursuit of personal excellence.
- Engage students in creating an exciting, fun, and meaningful campus life experience.
- Strengthen efforts with our academic partners and other student services areas to **support overall student success and persistence, culminating in timely graduation from Faulkner University**.

The Division of Student Services seeks to fulfill Faulkner’s mission and vision in the areas of campus and student life. The Division works in partnership with the Academic Division to integrate living, learning and faith with co-curricular and extra-curricular programs and activities. The role of the Division is to support the Faulkner Experience of each student so students learn to live lives of Christian service and leadership throughout the world.

The Division of Student Services is organized into four units, Athletics, Campus Security, Career Center and Dean of Students, to serve the students’ needs. Each unit in the Division provides programs, services or activities to support the Faulkner Experience.

The Division of Student Services works in partnership with the Division of Extended Educational Services to provide student services and facilitate the Faulkner Experience of students at Faulkner’s campuses in Birmingham, Huntsville, and Mobile. The Division of Student Services also works in partnership with the Division of Extended Education Services’ Office of Adult and Graduate Enrollment to support the admissions process for nontraditional and graduate students. Prospective or current students may contact the Division of Student Services with any questions about student programs, services or activities (334-386-7300).

**Athletics**

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

Faulkner University is a member of the National Association of Intercollegiate Athletics (NAIA), the Southern States Athletic Conference (SSAC) and the Mid-South Conference (MSC). Faulkner fields intercollegiate teams in Men’s Baseball, Football, Basketball, Women’s Basketball, Men’s Golf, Women’s Golf, Women’s Softball, Men’s Soccer, Women’s Soccer, and Women’s Volleyball. Faulkner also fields intercollegiate club teams in Bass Fishing (contact Don Reynolds in the Registrar’s office at 334-782-7540) and Cheerleading. Prospective or current students may contact the Department of Athletics with any questions about intercollegiate sports (334-386-7148).

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

Campus Police

The Department of Campus Safety and Faulkner Police Department provides programs, services and activities for the safety and security of Faulkner University facilities, faculty, students, administration and staff. Faulkner Police serves to protect life and property, 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. Prospective or current students may contact the Department of Campus Safety with any questions about campus safety or security (334-386-7415).

Career Services Center

The Career Services Center provides programs, services, and activities to support the career, professional and employment goals of students. The 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 with any questions about career services (334-386-7512).

Dean of Students

The Office of the Dean of Students provides programs, services and activities to foster a caring Christian environment for campus life. The Office is comprised of five departments, Chapel Services, Residence Life, Student Activities, University Counseling Center and University Health Center, to support the co-curricular and extra-curricular needs of students. It also oversees and facilitates the campus life programs, services, and activities that support key components of the Faulkner Experience. Prospective or current students may contact the Office of the Dean of Students with any questions about campus life, student programs, student activities or student services (334-386-7184).
CAMPUS LIFE

Student Life plays a key role in supporting the mission, vision and core values of the institution, Faulkner embraces the effect Student Life has on the development of the whole person and the creation of a caring Christian environment. In fact it is by design that Student Life and Academic Life meld to achieve the curricular, co-curricular and extracurricular objectives of the University. To meet those objectives the Student Life staff provides a wide range of programs, services and activities to support a vibrant campus life in a caring Christian environment. Our programs, services and activities include the Student Government Association, social clubs, academic organizations, academic/professional honor societies, performance groups/organizations, special interest groups, student publications, campus ministries, intramural sports, concerts, Jamboree and many more.

Student Government Association

All registered students at Faulkner University are members of the Student Government Association (SGA) and subject to the SGA’s rules and regulations (See Appendix D for the SGA By-Laws). All students are encouraged to participate in the SGA general elections, committees, activities and events.

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

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

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

The SGA Student Senate consists of members elected by the student body in the SGA general election. The SGA Student Senate is currently comprised of twenty (20) senators from the student body who represent the needs, concerns, issues and problems of their constituent groups to the SGA Senate and the Student Executive Board. The SGA Senate is charged with coordinating student entertainment, activities, events and other programs with the Director of Student Activities in the Dean of Students
Office. In recent years the SGA Senate has organized concerts, movies, parties, retreats and devotionals. The SGA Senate has the following five standing committees to facilitate its work:

- Activities Committee—Schedules, plans and coordinates all activities
- Elections Committee—Oversees all student elections.
- Inter-Club Council—Oversees all matters pertaining to social clubs and social club events.
- Budget Committee—Works on the annual budget.
- Spiritual Life Committee—Schedules, plans and coordinates spiritual life events and activities.

**Clubs, Organizations, and Societies**

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

**Social Clubs**

Social clubs provide a unique opportunity to develop life-long relationships, become involved in campus life and Christian service, and grow and mature into a well-rounded individual. Students are encouraged to join one of the ten social clubs at Faulkner. A copy of the social clubs by-laws, the Social Club Pledging Policy and the University’s Anti-hazing Policy (also see Appendix F) may be obtained from the Director of Student Activities or the University’s website at [http://www.faulkner.edu/studentlife/socialclubs.aspx](http://www.faulkner.edu/studentlife/socialclubs.aspx). A student must have a minimum grade point average of 2.0 to be a member of a club. The current active chartered social clubs include the following:

**Women’s Social Clubs**

**Alpha Alpha Alpha—ΑΑΑ**

The chief aim and purpose of the Alpha Alpha Alpha social sisterhood is to promote Christian ideals and principles among its current and prospective members. Each member shall put God first, others second and herself last. We will function as Christian sisters, working together to present a proper example of the Christian life in both work and deed and involving ourselves in the promotion of a better world, a better nation and a better Faulkner University, that we might develop spiritually, mentally and physically as our Christian faith holds vital. It is our aim to grow in Christian faith and love for God and our fellow man. AAA is the sister organization to ΖΗΘ.

**Alpha Delta Psi—ΑΔΨ**

Alpha Delta Psi’s purpose is to promote Christian ideals and actions among its current and prospective members. ΑΔΨ supports the mission, vision and core values of Faulkner University and the enhancement of the Faulkner experience for its constituents as well as the remainder of the student body. ΑΔΨ’s motto is a sisterhood committed to developing the whole person to become more like Jesus Christ. ΑΔΨ is the sister organization to ΛΑΧ.

**Chi Omicron Chi—ΧΟΧ**

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

**Delta Xi Omega—ΔΞΩ**

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

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

Men’s Clubs

Epsilon Phi Upsilon—ΕΦΥ

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

Kappa Sigma Phi—ΚΣΦ

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

Lambda Alpha Chi—ΛΑΧ

Lambda Alpha Chi’s purpose is to promote Christian ideals and actions among its current and prospective members. ΛΑΧ also supports the mission, vision and core values of Faulkner University and the enhancement of the Faulkner experience for its constituents as well as the remainder of the student body. ΛΑΧ’s motto is men committed to excellence in athletics, academics and association. ΛΑΧ is the brother organization to ΑΔΨ.

Sigma Psi Chi—ΣΨΧ

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

Zeta Eta Theta—ΖΗΘ

Zeta Eta Theta’s chief aim and purpose is to promote Christian ideals and principles among its current and prospective members. In all actions and situations, each member shall put God First, others second and himself last. We will function as Christian brothers, working together to present a proper example of the Christian life in both work and deed, involving ourselves in the promotion of a better world, a better nation and a better Faulkner University so we might develop spiritually, mentally and physically as our Christian faith holds vital. It is our aim to grow in Christian faith and love for God and our fellow man. ΖΗΘ is the brother organization to AAA.

Academic Organizations

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

Faulkner Near Eastern and Archeological Society: FNEAS

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

**Psychology (PSI) Club**

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

**Pi Sigma Delta: ΠΣΔ**

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

**Pi Tau Epsilon: ΠΤΕ**

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

**Institute for Faith and Academy**

The Institute for Faith and Academy (IFA) is an institution-wide initiative created to promote the understanding of how the Christian faith informs academic disciples and the development of critical and reflective thinking skills to examine the intersection of faith and academics. The IFA is comprised of three councils, the Council of Scholars (COS), the Council for Excellence in Teaching (CET) and the Council for Service-Learning (CSL). The IFA’s Councils provide resources for faculty and students; host world renowned lecturers and conferences; coordinate book readings and discussion groups; and publish papers and the Journal of Faith and Academy. Students interested in the IFA’s activities should contact the Director of Faith and Academy (334-386-7919).

**Student Alabama Education Association**

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

**Academic and Professional Honor Societies**

Academic and professional honor societies provide students with the recognition of their academic excellence and the opportunity for professional service, research, travel, and learning. Students interested in an academic or professional honor society should contact their academic advisor, program director or department chair. The current academic and professional honor societies include the following:
Alpha Chi: ΑΧ
Alpha Chi is a coeducational national academic honor society created to promote academic excellence and exemplary character among college and university students and to honor those who achieve such distinction. Alpha Chi is a University-wide honor society that admits students from all academic disciplines.

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

Alpha Phi Sigma: ΑΦΣ
Alpha Phi Sigma is a coeducational national academic honor society created to recognize and promote high scholarship among students actively engaged in collegiate preparation for professional services; keep abreast of the advances in scientific research; elevate the ethical standards of the Criminal Justice professions; and establish in the public mind the benefit and necessity of education. Alpha Phi Sigma is the National Criminal Justice Honor Society for criminal justice majors. The society recognizes academic excellence of undergraduate, graduate students of criminal justice, as well as juris doctorate.

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

Kappa Delta Pi: KΔΠ
Kappa Delta Pi is a coeducational international academic honor society created to recognize scholarship and excellence in education; promote the development and dissemination of worthy educational ideas and practices; enhance the continuous growth and leadership of its diverse membership; foster inquiry and reflection on significant educational issues; and maintain a high degree of professional fellowship. Faulkner University’s chapter of KΔΠ, Alpha Delta Iota, invites students to join who strive for and achieve academic excellence and scholarship in their undergraduate (3.0 overall GPA) and graduate students (3.5 overall GPA). Education majors may learn more about KΔΠ by visiting http://kdp.org/aboutkdp/.

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

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

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

**Performance Groups and Organizations**

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

**Faulkner University Chorus**

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

**Faulkner Singers**

The Faulkner Singers is a select, sixteen-voice ensemble recruited from the ranks of the larger Faulkner University Chorus. These students represent the very finest singers on the Faulkner campus. In addition to the repertoire of the University Chorus, the Faulkner Singers prepare and perform music that demands the subtlety, finesse, and vocal agility that only a disciplined chamber ensemble can achieve. Performance opportunities for this group abound. In addition to touring with the University Chorus and participating in all of their performances, the Faulkner Singers travel separately to schools, churches, and civic groups, promoting the university within the community and recruiting new students. Each spring semester, the Faulkner Singers present a concert of vocal jazz music in conjunction with the Faulkner Jazz Ensemble. Students interested in auditioning for the Faulkner Singers may contact the Director of Choral Activities for more information (334-386-7118).

**Cornerstone A Cappella Quartet**

Cornerstone is an all-male a cappella quartet of talented students who serve Faulkner through the Admissions Office. Cornerstone has promoted Faulkner and Christian education as singing ambassadors at youth rallies, banquets, summer camps, and other special events. For over a quarter of a century, Cornerstone has been the leader among Christian college quartets and represents the best of the male musical talent at Faulkner University. Individuals interested in Cornerstone may contact the Admissions Office for more information (334-386-7200).

**The Faulkner University Dinner Theatre**

The Faulkner University Dinner Theatre is an extension of the Fine Arts Department of Faulkner University. The Dinner Theatre provides a creative outlet on stage and backstage, for talented students and community volunteers; the greater Montgomery community with quality entertainment within the Faulkner environment; and a regular opportunity for the community to visit the Faulkner campus. The Faulkner University Dinner Theatre features a variety of plays and musicals throughout the year. Each of our shows runs a minimum of three weekends in order to provide our performers with an exceptional learning experience and our patrons with a wider opportunity to attend performances. Individuals interested in volunteering on stage or backstage may contact the Department of Fine Arts for more information (334-386-7191).
The Dinner Theatre also provides music and theatre students with a practical laboratory to practice the performance and technical skills learned in the classroom environment. The Dinner Theatre provides students with the experiences needed to succeed in professional theatre or in graduate studies. The Dinner Theatre program has met with critical acclaim and is Montgomery’s only dinner theatre.

**Theatre Troupe**

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

**University Band**

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

**Special Interest Groups**

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

**Faulkner Film Society**

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

**Friends for Faulkner**

Friends for Faulkner is an auxiliary organization of Faulkner for promoting the ideals of Christian education by purchasing non-budgeted items and sponsoring the Friends for Faulkner Student Scholarship Fund. Friends for Faulkner is open to any individual who desires to support Christian education at Faulkner.
Faulkner’s Objective Recruiting Christian Education: F.O.R.C.E.

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

Student Publications

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

‘The Spire’

“The Spire” serves as the student newspaper for Faulkner University, providing a creative outlet for talented students. It is published on the Montgomery campus and allows students the opportunity to be involved in the design, layout, writing, editing and production of a newspaper. “The Spire” provides students with the experiences needed to succeed in professional journalism or in graduate studies. Opportunities are available for any Faulkner student interested in areas such as writing, photography, graphic design and computer-aided design. Any student enrolled at Faulkner may be a staff member. Scholarships are available for editor positions. Any student interested in volunteering with “The Spire” may contact Spire coordinator Doug Amos at (334) 386-7153.

Sheaf

Students work with a faculty advisor to produce The Sheaf, the university’s annual record of campus life at Faulkner. Students will learn and use digital skills in photography, design, layout, writing, editing and production of a yearbook. Yearbook production depends on students who volunteer their service and on students who are assigned to the work as work-study. Any student/employee interested in volunteering on the Sheaf may contact Kevin Ellis for more information (334-386-7664).

Images in Ink

Images in Ink is an extension of the English Department of Faulkner University and serves as the literary magazine for Faulkner. It provides a creative outlet for talented students to practice technical and performance skills learned in the classroom environment, it is published on the Montgomery campus and allows students the opportunity to be involved in the design, layout, writing, editing and production of a literary magazine. It also provides students with the experiences needed to succeed in professional writing or in graduate studies and has opportunities for any Faulkner student interested in areas such as writing, photography, graphic design and computer aided design. Any student enrolled at Faulkner may apply to be a staff member for the Images in Ink. Any student interested in volunteering may contact the Department of English for more information (334-386-7496).

Student Activities

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

Devotionals are a time of worship and fellowship for students in residence facilities, Lester Chapel and other venues on campus. Residence Hall devotionals are small, informal gatherings of students in their residence hall lobbies or meeting areas for student-led worship, prayer and Bible study. Campus-wide devotionals are Tuesday night gatherings in the Lester Chapel for worship, prayer and special speakers. These devotionals have been a Faulkner tradition for many years and have become one of the most cherished memories of alumni. Students interested in organizing a Residence Hall devotional can consult the Residence Life Handbook or contact the Resident Supervisor or Residence Life Manager for more information. Students interested in organizing other devotionals or participating in the campus-wide devotionals can contact the Student Activities Director for more information (334-386-7588).

Intramural Sports Program

The intramural sports program exists to give students opportunities for learning and participation in a variety of sports and recreational activities and to complement all other areas of the college experience. The goal of the intramural sports program is to help all participants, officials and spectators enjoy a variety of sports activities in a Christian environment. Team sports such as basketball, flag football, kickball, softball and volleyball promote cooperation and teamwork. Students who function as referees and officials for these sports also benefit from their experiences. Students can also participate in other sports such as badminton, bowling, racquetball, tennis and ultimate Frisbee. As part of Faulkner’s Spiritual Formation Program, instruction in sportsmanship based on godly character will be required for all students engaged intramural sports. Students interested in intramural sports can contact the Sports Facility Coordinator for more information (334-386-7208).

Move-In Day

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

Welcome Week

Welcome week is a series of events during the first week of regular classes each fall to promote acclimation to Faulkner and socialization between new students and returning students. Welcome Week includes a campus wide social event/activity each evening. The events include a carnival night, SGA mixers, social clubs mixers, student organization mixers, concerts, Student Life Night with the Dean of Students and other events in the Montgomery area. For more information contact the Student Activities Director (334-386-7588).

Mixers

Faulkner’s mixers are a series of evening social events during the first few weeks of classes each fall to familiarize new students with the SGA and social clubs. Mixers provide a social atmosphere to promote the involvement of new students in campus life. SGA Mixers inform new students about the function and opportunities for involvement in the SGA and promote active involvement in the SGA. Social club mixers inform students about the purposes, programs, activities, and membership requirements for each club and to promote active involvement in a social club. Other student organizations also hold mixers to inform new students of these organizations and promote involvement. For more information contact the Student Activities Director (334-386-7588).
Coffeehouse Concerts

Coffeehouse concerts are periodic social events featuring regional artists held in various venues around campus. Coffeehouse Concerts are hosted by student organizations or groups who normally provide food and beverages. Coffeehouse Concerts are often held in connection with service or mission-related projects. Coffeehouse Concerts are generally held monthly. For more information contact the Student Activities Director (334-386-7588).

Homecoming

Homecoming is a special program designed to reconnect alumni with the University. The Alumni Relations office, Admissions office and Students Activities Department work together to coordinate, oversee and plan various social events and activities for Homecoming. The SGA, social clubs and other student organizations plan and host special social events for alumni, current students and prospective students. In the Fall of 2007 with the inception of intercollegiate football, a focal event of Homecoming became an Eagles football game and pre-game cookout. Each year Faulkner celebrates specific graduating classes and groups of former students. The student body also elects a Homecoming Court and Homecoming King and Queen. For more information contact Adam Donaldson (334-386-7254).

Jamboree

Jamboree is a thirty-four year tradition celebrating the social clubs and their members. Jamboree highlights the musical and theatrical talents of club members in solo and group musical and skit performances. The performances are planned, produced, performed and financed by the social clubs. The musical and theatrical performances are judged by a panel and clubs are awarded trophies. Jamboree is held in the spring semester in late February or March. For more information contact the Student Activities Director (334-386-7588).

(in)Formal

(in)Formal is an annual social event hosted by the SGA to culminate the academic year and features a relaxed atmosphere to celebrate its completion. It’s held in April each year. For more information contact the Student Activities Director (334-386-7588).

Special Events

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

Character Communities

As part of the Spiritual Formation Program, incoming freshman students are assigned to cohort groups of approximately 15 students. These groups will meet bi-weekly during the academic year for open discussion (dialogue) of character traits. Students will also be encouraged to engage in the key spiritual disciplines of meditation, prayer, worship and Bible study. Additionally, these communities serve as a forum to discuss, reflect and reaffirm students’ commitment to the University’s mission, vision and core values, including the Honor Code.
Student Life Conduct Regulations

The President of the University has delegated the responsibility of student conduct to the Vice President for Student Services and designated him as the senior administrative official for student life and discipline. The Vice-President for Student Services has delegated the day-to-day primary responsibility for student life and discipline to the Dean of Students. To this end the Dean of Students is charged with the responsibility for student life, student conduct and student discipline.

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

- The creation and preservation of a caring Christian environment that encourages the development of Christian character.
- The creation and preservation of an atmosphere that fosters the formation of Christian friendships and relationships.
- Leadership that supports the adherence to University policy, procedures, principles or regulations.

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

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

Faulkner University faculty, administration and staff support the student conduct regulation efforts of the Dean of Students by promotion of University policy, procedures, principles or regulations and compliance with University policy, procedures, principles or regulations. In accordance with Biblical principles (Genesis 4:9; Matthew 18:15-20; James 5:19-20), Faulkner faculty, administration and staff are empowered to admonish, encourage and correct students when inappropriate behavior or actions are observed.

Faulkner Honor Code

Faulkner University is an educational 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 and so the Faulkner Honor Code emphasizes the importance of Christian character. Faulkner University requires that all students live up to our 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.”

General Student Conduct Expectations

Faulkner University expects students to live and conduct themselves in a manner consistent with Biblical principles. These principles are conveyed throughout the Bible and are reflected in the following passages:

Philippians 4:4-9
“Rejoice in the Lord always. I will say it again: Rejoice! Let your gentleness be evident to all. The Lord is near. Do not be anxious about anything, but in everything, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus. Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things. Whatever you have learned or received or heard from me, or seen in me—put it into practice. And the God of peace will be with you.”

Colossians 3:12-17

Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you. And over all these virtues put on love, which binds them all together in perfect unity. Let the peace of Christ rule in your hearts, since as members of one body you were called to peace. And be thankful. Let the word of Christ dwell in you richly as you teach and admonish one another with all wisdom, and as you sing psalms, hymns and spiritual songs with gratitude in your hearts to God. And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him.

The pursuit of excellence in Christian behavior or action is a visible sign of spiritual growth and development. The courtesy and good manners of Christian conduct are an expression of character.

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

Philosophy of Discipline

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

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

Standards of Conduct

Within the context of Faulkner’s mission and its commitment to Christ-centered living, students are expected to develop and maintain a high standard of personal and behavioral values. 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 moral community, it sometimes becomes necessary to confront and hold accountable members of the Faulkner community. Procedures have been designed to provide a loving disciplinary response, balanced by justice and mercy. Justice requires that those who violate community standards are held accountable, and those who are innocent are protected. Mercy requires an understanding that all people are sinners in need of God’s grace and a mandate to encourage hope rather than condemnation. Therefore, discipline must be both corrective and restorative. The goal must be to redeem individuals and to restore relationships so that people can grow in knowledge and grace. The purpose of the disciplinary response is:

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

**Conduct Subject to Sanctions**

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

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

- Written Warning;
- Minimum fine of $25 and/or restitution;
- Accountability agreement with university staff or faculty;
- Discretionary assignments; and/or participation in corrective experiences

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

- Violation of general residence life policies. (Refer to the Residence Life Section of the Student Handbook for specific policies.)
- Minor disturbances of the peace.
- Violation of curfew policies
- Engaging or threatening to engage in behavior that would cause minor damage to university property or to the personal property of others.
- Violation of dress code principles.
- Violation of parking/safety regulations.
- Gambling.
• Use of tobacco in any form on campus or at any university-sponsored event.
• Use of profanity, vulgarity or obscenity in any form.
• 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 listing.
• Knowledge of a violation of certain university policies or of students who are in violation of certain university policies without notifying proper university officials.
• Photographs or comments on social networking sites that document or publicize suspected violations of the Student Handbook. (Refer to the Internet Information section of the General Policy Guide.)

Category Two violations. Sanctions assigned as disciplinary responses to Category Two violations may include, but are not limited to:
• Conduct Probation for either a definite or indefinite period;
• Accountability agreement with university staff or faculty;
• Loss of privilege;
• In cases of Chapel violations, assignment of a chapel absence;
• Minimum fine of $50 and/or restitution;
• Discretionary assignments;
• Loss or reduction of scholarships;
• Participation in educational programming; and/or
• Suspension or Dismissal.

Category Two violations include, but are not limited to:
• Repeated or severe Category One violations.
• Violation of the visitation policies of residence apartments.
• Violation of the university Chapel attendance policy.
• Repeated violations of the university academic integrity policy.
• Violations of the university alcohol policy.
• Failure to comply with a 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 or threatening to engage in behavior that would cause significant 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.
• 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.
• Possession of stolen property.
• Possession and/or use of pornography of any kind.
• Violation of law or university policy related to computer use or copyright infringement.
• Theft of services, including failure to meet financial obligations for professional and/or rental agreements.
• Forgery, alteration or misuse of university documents, forms, records, or identification cards.
• Any activity that qualifies under applicable criminal law as a misdemeanor, regardless if charges are filed.

Category Three violations. Sanctions assigned as disciplinary responses to Category Three violations may include, but are not limited to:
• Suspension or Dismissal from the university;
• Accountability agreement;
• Loss of privilege;
• Minimum fine of $100 and/or restitution;
• Discretionary assignments;
• Loss or reduction of scholarships;
• Participation in educational programming;
• Eviction from university housing
• Delay in or prohibition of registering for classes; and/or
• Denial of readmission without approval of Dean of Students or his or her designee.

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.
• Failure to report any criminal history to the university, including but not limited to admissions applications.
• Repeated or severe violations of the university 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.
- Sexual immorality, including pre-marital sex (heterosexual and homosexual activity). (For clarification see the Philosophy of Discipline in this handbook)
- Participation in hazing. (Refer to the policy on hazing in the General University Policies section of this handbook for further information.)
- Arson or attempted arson.
- Assault, physical or sexual in nature.
- Any activity that qualifies under applicable criminal law as a felony, regardless if charges are filed.

**Violations of the University Alcohol and Drug Policies.** The full policy may be found in this Handbook under “General University Policies”. See the Table of Contents for location.

**Explanation of Sanctions**

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

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

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

**Conduct Probation:** A student placed on conduct probation is given an official written notice that defines the terms of the probation period. The terms of conduct probation may include other sanctions, including, but not limited to loss of privilege to participate in university programs, organizations, or activities for a specified period of time. Conduct probation carries the message that continued or repeated violations, during or after the probation period, may result in additional discipline, including but not limited to, suspension or dismissal from the university. As allowed by privacy laws, parents/guardians may be notified of this decision, for example when students under the age of 21 violate the university alcohol policy.

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

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

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

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

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

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

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

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

**Disciplinary Process**

**Reporting a Violation**

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

**Conducting a Student Conduct Investigation and Summoning a Student**

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

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

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

**Deliberation/Standard of Proof**

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

**Sanctioning a Student**

Authority for determining disciplinary responses, requirements or conditions ultimately rests with the Vice President for Student Services, although other university officials may make decisions in particular cases. Repeated or aggravated violations of student conduct may result in additional disciplinary responses, especially in cases where the infractions occur during conduct probation. Any disciplinary response will become part of the student’s official disciplinary file. A student’s entire disciplinary record will be considered when decisions related to disciplinary responses are made.

**Non-disciplinary Process/Administrative Agreements**

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

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

**Procedures for Violations by Student Groups**

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

Students are not eligible for graduation or release of transcripts until the completion of disciplinary proceedings and the performance of all disciplinary requirements. Graduation, release of transcripts, and/or participation in commencement activities may be impacted until all requirements are fulfilled.

Disciplinary Records Retention and Requests

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

Appeal Process

Under normal circumstances, enforcement of disciplinary responses will be deferred pending the review of the appeal. Disciplinary decisions will be made at the lowest level possible. Following formal discipline for conduct subject to sanction, students are guaranteed the right to a single appeal to the next highest level. However, if a student refuses to sign the written notice within 2 business days of notification, he/she has forfeited the possibility of appealing the decision. Decisions made by a residence hall supervisor may be appealed to the Manager of Residence Life & Housing. Decisions made by the Dean of Students may be appealed to the Vice President for Student Services. Finally, disciplinary decisions made by the Vice President for Student Services may be appealed to the Disciplinary Review Board.

Appeals will only be granted on the following grounds:

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

Appeal to the Vice President for Student Services

The procedure for an appeal to the Vice President for Student Services on a decision from the Dean of Students or designee is as follows: Within two working days from the date of the Dean of Student’s decision, the student will file a written notice of appeal with the Vice President for Student Services. Appropriate paperwork is available upon request from the Office of the Dean of Students. A student involved in a disciplinary process will be notified of his or her right to appeal by the Office of the Dean of Students at the time the disciplinary decision is conveyed to the student. A deadline to appeal will also be assigned at that time.

1. Within two working days from the date the notice is received, the Vice President for Student Services will review the appeal notice and may decide to meet with the student to further discuss his or her grounds for appeal.
2. The Vice President for Student Services will meet with only the student. No one else may represent the student during the appeal process.
3. If based on the written notice of appeal, the Vice President for Student Services determines there is not substantial cause for appeal, he or she may choose to provide a written summary of the
decision to the student. A copy will be kept with the Office of the Dean of Students for documentation purposes.

4. If the Vice President for Student Services decides to meet with the student, he/she will consider the appeal and uphold, reverse or otherwise modify the previous decision. The appeal decision of the Vice President for Student Services may not be appealed as students are provided one single appeal. The Vice President for Student Services will communicate the decision to the student in writing.

**Appeal to the Disciplinary Review Board**

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

1. Within two working days from the date of the decision, the student will file a written notice of appeal with the chair* of the Disciplinary Review Board. Appeal forms are available in the Office of the Dean of Students. A student involved in a disciplinary process will be notified of his or her right to appeal by Student Services at the time the disciplinary decision is conveyed to the student. A deadline to appeal will also be assigned at that time.

2. The Office of the Vice President for Student Services will be promptly provided with a copy of the notice. Within two working days after receiving the notice of appeal from the Chairman of the Disciplinary Review Board, the Vice President for Student Services or designee will file with the chair a written statement of the facts and summary of the appealed decision and applicable policy. A copy will be provided to the student by the Chairman of the Disciplinary Review Board.

3. Within two working days of receiving a copy of the Vice President for Student Services’ statement, the student may choose to file with the chair a response, including his or her statement of the facts, reasons for the appeal and such other statements and documents he or she believes relevant to the appeal. A copy will be provided to the Dean of Students Office.

4. The chair may request or obtain from any party or source further information and statements he or she deems appropriate to the reasonable completion of the record.

5. The chair will schedule a hearing before the Disciplinary Review Board if he or she determines from the record that the appeal involves a substantial dispute of material facts and/or a substantial issue with the existence, publication and/or implementation of applicable policy. If the chair does not find substantial cause for appeal, he or she shall issue a final written decision to the student and Vice President for Student Services or designee.

6. If a hearing of the Disciplinary Review Board is convened, it will undertake such inquiry as the chair may direct and after considering the appeal, will uphold, reverse or otherwise modify the previous decision. The chair of the Disciplinary Review Board will then issue a final written decision to the student and the Vice President for Student Services. The decision of the Disciplinary Review Board may not be appealed.

* The role of chair of the Disciplinary Review Board may be filled by more than one person appointed as co-chairs, and all references to the chair will include any one or more persons then serving as co-chair.
General University Policies

Academic Honesty

Faulkner University seeks to promote excellence and maintain an environment conducive for learning.

- Students are prohibited from engaging in or conspiring to engage in any form of academic dishonesty, including but not limited to cheating or plagiarism. See the Academic Life section of this handbook for the academic consequences.

Address Changes

Students are responsible for maintaining current and accurate local and permanent addresses. Any changes of address should be communicated to the Registrar’s office through their website http://www.faulkner.edu/studentlife/registrar/default.aspx.

Administrative Entry, Search and Seizure

While the university respects each student’s privacy, it reserves the right to enter residence hall rooms/apartments to check general conditions, to perform custodial service, to make repairs, to handle emergencies, or if there is reason to believe a health or fire hazard exists.

Alcohol Policy

Faulkner University is an alcohol and drug free environment. Students are prohibited from the consumption, possession, distribution, solicitation, attempt to purchase or use all alcoholic beverages. A student found in violation of this policy will be subject to appropriate sanctions.

Compliance with Police Officers

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

Computer User and Email Accounts

Upon enrollment, all Faulkner students are required to obtain a Faulkner University computer user account and a Faulkner University email account. The computer user account provides students with access to the student computer resources provided by the University on each campus via the internet (for more information consult Faulkner’s policy number 455 “Use of Computing and Information Technology Resources” revised June 27, 2012).

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 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.faulkner.edu/exchange. The student email accounts have a maximum capacity of 70MB. Students are responsible for maintaining their mailbox on a regular basis to remain below this limit.

An enrolled student can establish a computer user account and an email account by completing the online form at https://my.faulkner.edu/Login/Default.aspx. A valid (active) Faulkner student identification number, corresponding date of birth, and a preferred password of at least six characters is required to complete the online form.
The University considers the use of another student’s computer user and/or email account as identity theft and a violation of the Faulkner Student Conduct Regulations. The misuse or abuse of computer user and/or email account privileges is also considered a violation of the Faulkner Student Conduct Regulations.

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
3. to comply with local, state and federal laws or ordinances. The university reserves the right to review, alter or otherwise restrict events, demonstrations, speakers or groups whose nature or presentation is contrary to or inconsistent with the university’s mission and Christ-centered character. This determination shall be at the sole discretion of the President or his or her designee.

Dress Code Policy

Students are encouraged to demonstrate by their dress and appearance a mature Christian attitude and the ability to discern propriety. The university also seeks to prepare students for professional careers where certain standards of dress are required for employment. Part of the educational process, then, is learning to dress appropriately. The following standards and guidelines will assist students in making decisions about their dress and appearance on campus, in class, in Chapel and at all university-sponsored activities, including athletics events. Please note that the Faulkner University Multiplex facility may impose specific dress code policies pertaining to workout facility use.

All students, staff and faculty are expected to dress with Christian appropriateness. Dress should be modest. The following are guidelines intended to provide members of our community some clarity on what is and is not permitted to be worn on campus or at university-sponsored events. This list is not exhaustive, and appropriate University personnel are given discretion in providing further direction.

SHIRTS

- The body must be properly covered in all public venues (men – you are not permitted to go shirtless)
- Halter-tops, spaghetti straps, and crop tops/open midriffs are not permitted.
- Open-sided shirts are not permitted
- Tank shirts and other forms of revealing undershirts should be covered up if worn.
- Any shirts or tops that reveal cleavage are not permitted.

SKIRTS

- Skirts should be no more than 3 inches above the fold of the knee while seated.
SHORTS
- Shorts may be worn on campus, during classes and in Chapel. However, shorts should be no shorter than mid-thigh. If your shorts are prone to rise while seated, please wear compression shorts or the like underneath at mid-thigh level.
- Athletic, or sport shorts may be worn, yet if they are shorter than mid-thigh -- compression shorts or the like must be worn underneath at mid-thigh level.

OTHER
- Clothing with inappropriate advertising, pictures and/or sayings that are contrary to the mission and Christian standards of Faulkner University is prohibited.
- Clothing that is tightly form fitting and inappropriately revealing is not permitted.
- Athletic clothing appropriate to the intercollegiate sport or Physical Education course may be worn while participating in athletic practices, during athletic competition, and in Physical Education classes where designated (not across campus grounds).
- During work periods, student workers are expected to conform to the dress code set by the department in which they work.
- Body piercing is a growing concern among healthcare professionals and in some cases is considered by the university as outside the bounds of Christian appropriateness. Extreme or otherwise distracting or harmful body piercing is discouraged and will be addressed by Student Life officials.
- Students are discouraged from wearing caps, hats and other forms of head covering in the classroom. Male students are asked to remove their hats while in chapel or during a public prayer. Requests for wearing head wear for legitimate reasons should be discussed with the Office of Student Life.
- Cross dressing is only authorized by faculty members of the Theatre Department for theatrical presentations.

Enforcement of the dress code is the responsibility of the entire university staff and faculty. Questions about the interpretation and enforcement of these standards should be directed to the Dean of Students.

Drug Policy

In keeping with the Drug Free Schools and Communities Act, Faulkner University has implemented a “zero-tolerance” policy prohibiting the unlawful possession, use or distribution of illegal drugs and controlled substances, including prescription medications or steroids. Also prohibited is the possession, use or distribution of any simulated or synthetic psychoactive substance, including synthetic marijuana/cannabinoids, which are designed, intended, possessed or used for the purposes of producing an intoxicating, hallucinogenic or psychoactive effect on the user. These substances may include, but are not limited to, salvia, “spice”, “K2” or any other substance categorized as such.

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 Department of Campus Safety for investigation and possible filing of applicable criminal charges. Violations of this policy will be assessed the full range of disciplinary responses, including the possibility of immediate dismissal from the university.
Students suspected of or reported to have been using illegal drugs or controlled substances, on or off campus, may be required to submit to drug testing. Failure to comply may result in further disciplinary action. Any student testing positive for any illegal drug or controlled substance, including steroids, or found in violation of the university drug policy, may be suspended or dismissed from the university.

Under the Higher Education Opportunities Act of 2008, federal law requires the university to notify students that a criminal conviction for any drug offense may result in the student losing his/her financial assistance related to any Title IV, HEA grant, loan, or work-study programs. Therefore, a student’s ability to obtain financial assistance upon returning to the university after completion of a suspension may be impacted.

**Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights to their educational records.

A full description of the FERPA policy may be read in its entirety in the Academic Catalog.

**Harassment Policy**

Harassment 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. Therefore it is the purpose of this policy to maintain a work and academic environment that is free of harassment, sexual or otherwise. This policy applies to all members of the Faulkner University community, including trustees, faculty, staff, students, and volunteers.

Harassment is defined as unwelcomed behavior or conduct based on sex, religion, race, age, color, national origin, veteran’s status, disability, or any other characteristic protected by law when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, or participation in University programs or activities, (2) submission to, or rejection of, such conduct by an individual is used as the basis for a decision affecting an individual’s employment, education, or participation in University programs of activities, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance or creating an intimidating, hostile, or offensive environment for work, education, or participation in a University program or activity.

Examples of harassment may include, but are not limited to:

- Threats or insinuations that a person’s status or other condition of employment or academic status may be adversely affected because of one’s sex, religion, race, age, color, national origin, veteran’s status, disability, or any other characteristic protected by law.
- Unwelcome verbal expressions, derogatory comments, epithets, degrading jokes, or innuendos regarding one’s gender, religion, race, age, color, national origin, veteran’s status, disability or any other characteristic protected by law.
- Posting objects, pictures, videotapes, audio recordings or literature that may embarrass or offend an individual because of one’s gender, religion, race, age, color, national origin, veteran’s status, disability, or any other characteristic protected by law.
- Leering, staring, stalking.
- Offensive posters, letters, emails, text messages, Internet images and transmissions, or voicemail messages.

A full description of the university’s anti-harassment policy, full definition of harassment and procedure for reporting may be viewed on the Dean of Students webpage.
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. All 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 and to the extent defined in the Alabama statute on hazing is a crime in Alabama. Under the Alabama statute “hazing” means intentionally, knowingly or recklessly endangering the mental or physical health or safety of a student in connection with that student’s participation or membership in any social, service or similar club, group or organization, including pledging, initiation, holding office or maintaining membership. The law applies whether the hazing occurs on or off campus. The university reserves the right, for its private disciplinary purposes, to define conduct as “hazing” whether or not it would constitute hazing under the Alabama law.

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

A full description of the university’s hazing policy including how to report a hazing violation may be viewed on the Dean of Students webpage.

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—athletic 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 Dean of Students 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 $50.00. 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.

The Faulkner University identification card issued to each student remains the property of the university and must be returned to Student Life when a student withdraws or is suspended from the university. Any lost or stolen identification card must be reported to the Dean of Students office immediately.
Internet Information

While Faulkner University will not proactively monitor personal web sites, 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.

Interpersonal Relationships

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

- Students are prohibited from any disruptive behaviors such as extremely obnoxious, aggressive, rude, disrespectful or discourteous behavior.
- Students are prohibited from any discourteous, ill-mannered or irreverent behavior in the chapel assembly.
- Students are prohibited from using any electronic device during chapel to include iPad or any form of headphones or ear buds.
- Students are prohibited from any vulgar, profane or obscene language.
- Students are prohibited from any harassing, menacing or stalking behaviors.
- Students are prohibited from any and all hazing behaviors or activities (See Appendix F for the Alabama Code related to hazing. The Social Club Pledging Policy may be obtained from the Director of Student Activities or read on our social club webpage.
- Students are prohibited from any and all aggressive behaviors such as assault or fighting.
- Students are prohibited from any inappropriate public displays of affection.
- Students are prohibited from any sexual intimacies outside marriage.
- Students are prohibited from any and all forms of sexual harassment and threatening or abusive behavior.

Medical Insurance

Students participating in intramural sports and other university activities do so at their own risk. The university is not liable for accidents incurred during these activities and does not provide insurance covering student medical care or treatment. A student may elect to purchase medical insurance through an outside provider.
Nondiscrimination Policy

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

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

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

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

2. As stated in the Application for Admission, the signing of the application constitutes acceptance of and an agreement to abide the policies and regulations of Faulkner University.

3. The university reserves the right to make changes to the Student Handbook at any time. Such changes will be communicated with students by means of email and Chapel announcements and will be updated on the Dean of Students Website, which serves as the official Student Handbook.

4. The university reserves the right to deny the enrollment, or terminate the admission, of any student whose attitudes and actions do not represent the Christian mission of the university as set forth by the Student Handbook. Such decisions will be made according to the principles and guidelines described in the Student Handbook, with careful consideration of the fair and reasonable processes provided for appeal.

5. Faulkner University encourages students with disabilities to request any appropriate academic and other accommodations to the Office of Disability Services (in the Project Key trailer near the west side of the Gymnasium). The Director of Project Key (a service for students with disabilities) serves as the compliance coordinator for ADA/Section 504.

6. Faulkner University encourages applicants for enrollment or enrolled students with a complaint regarding discrimination to report the offense to the Dean of Students or the general counsel of the university. If a faculty or staff member should receive a complaint of discrimination, he or she shall first consult the Dean of Students or the general counsel of the university.

7. The Dean of Students and the general counsel of the university will investigate all complaints of discrimination and make recommendations to the President for appropriate action.

Notification to Parents
When a dependent student receives a disciplinary response of suspension or dismissal, the parents of the dependent student may be notified by mail. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on conduct probation for violating the Faulkner University
alcohol policy. The university also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the university, to the extent allowed by law. As stated in the current university catalog, a student’s dependency status is determined according to the Internal Revenue Code 1986, Section 152. (More information is available in the most recent Academic Catalog.)

Other Behaviors

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

- Students are prohibited from any unauthorized solicitation for commercial or for-profit enterprises.
- Students are prohibited from utilizing any University resource in/or solicitation for commercial or for-profit enterprises.
- Students are prohibited from attending bars, nightclubs or social dances
- Students are prohibited from any conduct that could be classified as a misdemeanor or any class of felony under the laws of the State of Alabama or the United States of America.
- Students are prohibited from engaging in behavior that adversely reflects on or affects the university community, mission or reputation.
- A student or student organization of the university is prohibited from using any UNIVERSITY MARK, including but not limited to the university’s name, logo, seal or other related mark without explicit written permission from the President or the President’s designee.
- All students must pay the Student Accounts office for fines assigned to their vehicles.
- All students must adhere to all academic regulations and policies.
- All students must adhere to all University information technology regulations and policies.
- All students must comply with verbal or written directives given by University personnel in enforcing University regulations, policies or procedures.
- All Residential students must adhere to all Residence Life regulations and policies.
- All Residential students must register for a campus mailbox and check it regularly.

Parking

All students must register vehicles with Campus Security, properly display a current decal and park in only areas designated for them.

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.

Pornography

All materials of a pornographic nature, including magazines, videos and the Internet, are considered immoral and therefore not conducive to the mission of Faulkner University. Students are prohibited from listening, playing, viewing or broadcasting music, television, games, movies or other media that conflict with the mission, vision or core values of Faulkner University. Students who struggle with addictions to pornography should seek confidential counseling from the Counseling Center.
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 on any campus.
- Faulkner University prohibits intentionally or deliberately damaging, destroying or defacing University property.
- Faulkner University prohibits misuse or abuse of personal or private property.
- Faulkner University prohibits misuse or abuse of University property.
- Faulkner University prohibits the use of paintballs, paintball guns, slingshots, water balloons, shaving cream, caustic substances or any substance that may damage property or injure individuals.
- 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 deplores racism and will not tolerate behaviors associated with expressions of hatred or intimidation. Scripture teaches that all people are created in the image of God and have been purchased by the sacrifice of His only Son, Jesus Christ. Attitudes and behaviors acting against these truths are unacceptable and will be subject to the full range of disciplinary action, including dismissal from the university.

Required Testimony

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

Residence Life Regulations

The Residence Life Regulations, Policies and Procedures section of this handbook is very thorough and should be familiar to all on-campus residents. The University is especially concerned with the issue of opposite sex guests in the residence halls and apartments. We encourage Christian fellowship and are happy to facilitate that within the following restrictions:

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

Sexual Assault

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

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

**Definition of Sexual Assault**

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

**If You Are Sexually Assaulted**

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, call Campus Security (386-7508) or Montgomery Police Department (241-2708 or simply 911).
2. Consider securing immediate professional support to assist you in the crisis. You can consider on- or off-campus options:
   - During office hours, you may access the University Counseling Center (386-7295, 7275 or 7896), the Dean of Students Office (386-7184) or the Coordinator of Security (386-7508).
   - 24/7 support is available at the Family Justice Center (1-800-650-6522 or http://www.oneplacefjc.org/). Here you can receive professional counseling, evidence collection by a Sexual Assault Nurse Examiner, legal advice, law enforcement support and/or coordination by a Victim Advocate with the university to allow for academic and/or living accommodations.
3. For your safety and well-being, immediate medical attention is encouraged to evaluate for physical injury, sexually transmitted diseases and pregnancy. Further, being examined as soon as possible, ideally within 72 hours, is important for evidence collection, which may be used to support prosecution should you decide immediately or later to pursue criminal charges (The Family Justice Center has a “Jane Doe” program where you may preserve the evidence for future legal action if you so choose at a later date). To preserve evidence, it is
best that you do not bathe, shower, douche or change clothes before that exam. Even if you have already bathed, you are still encouraged to have prompt medical care. Additionally, you are encouraged to gather bedding, linens, or unlaundred clothing and any other pertinent articles that may be used for evidence.

4. Even after the immediate crisis has passed, consider seeking support from the University Counseling Center or the Family Justice Center.

5. Should you need academic and/or living accommodations to allow for your safety or facilitate the healing process a certified Counselor/Victim Advocate from either the University Counseling Center or Family Justice Center (whichever is appropriate) will coordinate that requirement with Project Key who will then obtain the necessary accommodations through housing management, the Dean of Students and/or the Vice-President for Academic Affairs (please rest assured that your name and especially your circumstances will be closely guarded by all parties).

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

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

**Reporting a Sexual Assault**

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

**University Disciplinary Hearings**

Persons accused of sexual assault will be subject to disciplinary proceedings, following the procedures set forth under the “Student Life Disciplinary Proceedings” section of the Student Handbook. The University’s actions are not dependent on the initiation or outcome of criminal charges. Disciplinary proceedings may be carried out prior to, simultaneously with or following civil or criminal proceedings. The reporting party and the accused are entitled to the same opportunities during a campus disciplinary proceeding. At the hearing, both parties may make an impact statement if they so desire. The Dean of Students will accommodate concerns for the personal safety, well-being and/or fears of confrontation of the reporting party, accused student and/or other witness during the hearing by providing separate facilities, and/or by permitting participation by telephone, video conferencing. Both parties will be informed of the outcome of any disciplinary proceeding alleging sexual assault. If the Dean of Students determines that continued close proximity or potential for unwanted interaction with the alleged offender...
might pose a threat to the victim, a temporary order may be issued. This order may include alternative living arrangements, exclusion of the alleged offender from various University properties or privileges or interim suspension of the accused, pending a hearing.

**Sexual Harassment Policy**

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. Therefore, it is the purpose of the sexual harassment policy to maintain a work and academic environment that is free of unlawful harassment, which includes sexual assault or misconduct.

Harassment of any kind, and for any reason, will not be tolerated at Faulkner University. It is a breach of community, which expresses disrespect, exploits and undermines relationships based on trust, and interferes with learning and productive work.

This policy applies to all members of the Faulkner University community, including trustees, faculty, staff, students, volunteers, vendors, and visitors and serves to protect those community members from unlawful harassment regardless of where the alleged misconduct occurred.

A full description of the university’s anti-harassment policy (including sexual assault and misconduct), definitions and examples of the different types of harassment and the procedures for reporting such incidents may be viewed on the [Dean of Students webpage](#).

**Smoking and Smokeless Tobacco**

Students should be aware of the many physical dangers associated with the use of tobacco products. To maintain a healthy environment and to encourage healthy lifestyles for all students, staff and faculty, use of all tobacco products (including smokeless tobacco) is strictly prohibited on the Faulkner University campus and other university property and at all university-sponsored activities, including sporting events. As part of the university disciplinary response, fines will automatically be assessed for all violations of this policy. Smoking in the residence halls or anywhere else on campus is a serious violation of this Handbook. The safety of all residents requires that students and their guests respect this policy. Students should be aware they may be held responsible for the actions of any of their visitors or guests.

**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)](#). Violations of this policy are highly encouraged to report any concerns to the Faulkner University Department of Campus Safety. Violations reported to Student Life may result in referral to the Faulkner University Department of Campus Safety for criminal investigation. Ultimately, it is the victim’s decision whether to pursue criminal charges.

**Student Complaint Policy**

The university has established formal policies and processes to handle written student complaints and appeals. Information on these policies and the processes for filing a complaint related to academic grades and policies, accuracy of the educational record and appeal of loss of financial aid due to lack of satisfactory academic progress may be found in the [Academic Catalog](#). Information related to appeal of disciplinary decisions, harassment, discrimination, residence hall assignments, the residence hall living/learning experience and parking citations may be found in the [Student Handbook](#).
Written student complaints which do not fall in one of the above listed categories are generally forwarded to the office of the Vice President for Academic Affairs (the Student Success office should be your first stop for all academic complaints) or the office the Vice President for Student Services for investigation and resolution in conversation between the complainant and the university office or official involved in the complaint. Written complaints that fall in one of the above areas but which are received by the President’s office, the office of the Vice President for Academic Affairs or the office of the Vice President for Student Services are forwarded to the appropriate university office for investigation and resolution.

**Student Organizations and Activities**

Students are encouraged to participate in the University community through various student organizations and activities. Guidelines for all student organizations and their participants are laid out in the [Student Organization Handbook](#) can be found online.

**Student role in Faulkner University Decision-Making**

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

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

If you are interested in being considered as a member of a specific committee, or you would like to become more significantly involved in student focus groups and other areas of the university that provide on-going feedback for improvement, inquire in the Dean of Students office in room 205 of the Multiplex.

**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, identifying personal property and carrying private property insurance. Many students are covered for loss or theft by their parents’ homeowner’s insurance policy. If this is not the case, students are strongly encouraged to consider a renter’s insurance policy for protection. Valuable property should be secured before leaving campus for holidays. All reports of lost or stolen property should be initiated with the Faulkner University Department of Campus Safety.

**Weapons**

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

Students deciding to withdraw from the university will initiate this process with the Registrar’s office. For more information about medical withdrawals, please see below. To withdraw from specific classes, but not from the university, students should consult the Academic Policy section of this Handbook or the University Catalog.

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

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

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

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

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

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

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

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

- To create a residential community with a distinctively Christian atmosphere.
- To promote the education of the whole person and enhance the learning, social, emotional, moral and spiritual growth for our residents.
- To promote the contemporary Christian mission of the service of faith and the promotion of equality and justice
- To support the curricular, co-curricular and extracurricular programs of Faulkner.

To facilitate the mission and goals, the Office of Residence Life has established regulations, policies and procedures for on-campus living. (See Appendix I Residence Life FAQs)

About Residence Life

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

Residence Life Staff

The Residence Life staff consists of the Residence Life Manager, Assistant Manager of Residence Life & Housing, Resident Supervisors and Resident Assistants.

Residence Life Manager

The Residence Life Manager works under the direction of the Dean of Students and oversees all on-campus housing. The Residence Life Manager works closely with the Dean on disciplinary housing issues. The Residence Life Manager oversees all programs, services and activities for on-campus residents. He/she works closely with the resident supervisors to coordinate programs, services and activities. The Residence Life Manager coordinates all needed maintenance and housekeeping of the residence halls and apartments. The Residence Life Manager is located in the Dean of Students Office in the Multiplex.

Assistant Manager of Residence Life and Housing

The Assistant Manager of Residence Life and Housing works under the direction of the Residence Life Manager. The Assistant Manager supervises all campus apartments and coordinate programs for residence hall supervisors to implement within their perspective halls. The Assistant Manager resides in one of the apartment building and has an office located in the Dean of Students suite.
Resident Supervisors

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

Residence Assistants: RAs

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

University Residences

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

Accessible Housing

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

- All accommodation requests must be submitted to the University’s Disability Services aka Project Key (not the Residence Life Manager).
- After completing and submitting the housing application to Residence Life, go to the Disability Services website at http://www.faulkner.edu/StudentLife/success/pk.aspx to review the application process for service and the documentation required.
- Follow the Project Key process and submit the required documentation to Project Key.
- Once the accommodation request is received by Project Key, the requester is contacted by them. It is not necessary to provide requests or medical documentation to Residence Life.

Current or prospective students may obtain more information and/or schedule an appointment with Pat Morrow, Director of Project Key, by calling 334-386-7185 or emailing pmorrow@faulkner.edu.

Residence Halls

Faulkner offers residence hall living for men and women with many amenities. The men’s halls (Baldwin and Davis) and the women’s halls (Harris and Burton) are fully equipped for modern residence life with Wi-Fi access, free laundry facilities, snack areas, heating and air conditioning and large common areas for meeting and socializing. Each hall has telephone service upon request for a $25 fee per semester, cable service and full furnishings, a bed, closet area, dresser and desk, everything except appliances, linens and personal items. Each room has access to private bathroom facilities. Each hall is staffed by a full time Resident Supervisor and part time Resident Assistants. The Resident Supervisor has an apartment located just off the hall lobby. The supervisors are available to assist students as the need arises.

Baldwin Hall

The Baldwin Hall houses full-time sophomore and junior male students on the Montgomery campus. The hall has a large common lobby with a television/media room. The Baldwin hall rooms are arranged
as a single room with two beds and a full bathroom. Please contact the Baldwin Resident Supervisor, Carolyn Blount, if you have any questions (334-386-7605).

**Burton Hall**

The Burton Hall houses full-time sophomore and junior female students on the Montgomery campus. The hall has a large common lobby with a television/media room. The Burton hall rooms are arranged as a single room with two beds and a full bathroom. Please contact the Burton Resident Supervisor, Gwen Chapman, if you have any questions (334-386-7464).

**Davis Hall**

The Davis Hall, as our largest male hall, houses full-time freshmen male students on the Montgomery campus. The hall has a large common lobby with a television/media room and computer lab. The Davis hall rooms are arranged into suites of two bedrooms with a bathroom in between. Please contact the Davis Resident Supervisor, Annette Stauch, if you have any questions (334-386-7330).

**Harris Hall**

The newest of Faulkner’s Residential Halls, the Margaret Berry Harris Hall, opened in fall 2007. The Margaret Harris hall is the largest of Faulkner’s halls and houses freshmen female students on the Montgomery campus. The three-story hall has a large common lobby with multiple seating areas, a television/media room, mailroom, computer lab and exercise room. The hall also has a common kitchen that may be reserved by students for personal use. Each room is currently furnished for two women. Each room has bathroom facilities for the occupants to share. Please contact the Harris Resident Supervisor, Peggy Oliver, if you have any questions (334-386-7816).

**Apartments**

**Harrison Apartments**

Faulkner offers apartment style living for men and women with many amenities. The Harrison apartments are for unmarried undergraduate students enrolled full-time at the Montgomery campus who are at least 20 years of age by July 31st prior to fall semester or have earned enough academic credits to be classified as a senior. The Harrison Apartments are classified as “Privileged Housing” (see the Privileged Housing Qualifications for more information). The Harrison Apartments are fully equipped for modern apartment life with internet access, refrigerator, microwave, stove, dishwasher, washer, dryer, heating and air conditioning and large living area. Each apartment has a fire alarm system, telephone service (upon request with a $25 fee per semester), cable service and ceiling fans in each room. They consist of four private bedrooms, two baths, a large living area, kitchen and laundry room. They are also fully furnished except for linens, kitchen items, and personal items. The apartments are supervised by the Assistant Manager of Residence Life and Housing, Keri Alford. She lives on site to assist residents as needed and can be reached at 334-300-2201.

**Residence Life Qualifications**

Faulkner University requires all undergraduate students under the age of 21 and enrolled full-time at the Montgomery campus to live in University housing. The exceptions to this rule are married students, student living with their parents or legal guardians or students with enough academic credits to be classified as seniors. To apply and/or qualify for University housing and assure placement, students must complete the following steps:

- Register for classes. Students who pre-register have first priority of room assignments. Students who are not pre-registered will be placed after the pre-registered students, upon availability.
- Complete and submit a Housing Reservation and Roommate Survey Form (new students only) at [http://www.faulkner.edu/StudentLife/housing/default.aspx](http://www.faulkner.edu/StudentLife/housing/default.aspx) (includes a $50 non-refundable housing deposit).
Privileged Housing Qualifications

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

- Record of past disciplinary issues will weigh the most in the decision process.
- Must be 20 years of age by July 31st prior to fall semester or have earned enough academic credits to be classified as a senior (90 hours or more) is also important.
- Preference will be given to unmarried undergraduate students.
- Must be enrolled full-time at the Montgomery campus
- Must have a minimum Faulkner cumulative GPA of 2.3 (Transfer students use their transfer GPA).
- Must have no current holds or disciplinary actions for academics, billing or conduct.
- Must not have excessive chapel absences.

Prospective or current students may contact the Residence Life Office at 1-800-879-9816 extension 7181 or at housing@faulkner.edu.

Residence Life Waivers

Students given a waiver must provide a local address to the Residence Life Manager. Faulkner University currently is unable to provide on-campus housing for part-time students, students over the age of 25, married students, students with families, students enrolled in an Adult program, or students enrolled in the Law School. Any exceptions to these policies must be submitted in writing to the Residence Life Manager in the Dean of Students Office.

General Rules and Regulations

Check-In and Check-Out

All residents must “check in” with their building supervisor the weekend before classes start each term. The only exceptions to this are the I-Start student mentors during Freshman Experience week in August, student-athletes required to be on campus early, or students required to arrive early by another University program or curriculum requirement. Students who request to ‘check in’ earlier than their arrival scheduled date are subject to $25 per day fee or $90 per week fee, if the room is ready for occupancy.

All residents must make an appointment to "check out" in person with their building supervisor by the end of finals. Students must move out by 5 p.m. the Saturday after finals unless they are registered for the upcoming term. Students participating in a University sponsored trip or activity who need additional time to move must seek approval from the Residence Life Manager prior to departure.

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

Room Changes and Housing Reassignments

Students are not allowed to change rooms without the approval of the building supervisor. A verbal and/or written request for housing reassignment must be submitted to the building supervisor for consideration of any change in housing assignments. A verbal and/or written request for housing reassignment must be submitted to the Residence Life Manager for consideration of any change in building assignment. A room change fee may be assessed for any and all changes.
**Private Rooms**

Students may submit a verbal and/or written request to the Residence Life Manager for a private room. These rooms are subject to additional housing fees and their availability is subject to space limitations. If a student is without a roommate, one may be assigned unless the student has paid the private room fee.

**Meal Plans**

All residence hall students are required to purchase a meal plan. Please consult the University Food Services section of the Student Handbook for more information.

**Alarms**

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

**Summer Semester**

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

**Media**

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

**Pets**

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

**Vacations and Between Terms**

All housing is closed between terms. All residents must submit a verbal and/or written request to the Residence Life Manager and receive approval to remain in University housing between terms. Students who choose to violate this policy will be fined $50.00 a day for each day they or their belongings remain in the rooms.

During the Christmas break period, students registered for the spring semester may leave their things in their room at no charge. Students not registered for the spring semester and show a need to stay on campus during the Christmas break will be charged by the week. Cost will be $90 per week, in advance. The room must be clean and vacated one week before the spring semester opens. Some Residence Life facilities may be closed during the Christmas break to reduce the cost of utilities.

**Furnishings, Appliances, Decorations and Storage**

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

**Furnishings**

University furnishings in the resident rooms should not be dismantled, removed or stored. In common and public areas, the furnishings are for the use of all the residents and must remain in the designated room, area, or space. Removal or relocation of any of these items can be considered theft and may be handled by a fine, a charge for replacements, and disciplinary action. Residents must have permission from their building supervisor and/or the Residence Life Manager to add furniture to a room. Any furniture approved for a student to add to a room must be removed by the student that placed it or a removal fee will be assessed.
**Appliances**

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

**Decorations**

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

**Storage**

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

**Personal Property**

All University residents are encouraged to protect their personal property by securing their apartment or hall room. Faulkner University is not responsible for a student’s personal property and the loss, theft or destruction of a student’s personal property. Faulkner University encourages students to obtain and maintain personal property insurance. Check with your parent’s insurance to see if your property would be covered under their personal plan.

**Residence Life Health and Safety**

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

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

A reasonable effort will be made to have the student available when a room is searched. Students desiring more detailed information may contact the Vice-President for Student Service or the Dean of Students.

**Inspections, Sanitation and Safety**

All University residences are subject to monthly health and safety inspections. The Apartment or Hall Supervisor will identify any deficiencies and issue the appropriate fines. If any deficiencies are identified, the Supervisor may return the following day for re-inspection. Any deficiencies not corrected prior to re-inspection are subject to additional fines. The Supervisor will conduct re-inspections as long as deficiencies continue to exist and impose additional fines.

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

Students on disciplinary probation may be subject to weekly inspections.

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

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

**Defacement, Vandalism and Damage**

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

**Curfews and Quiet Hours**

All beginning traditional freshmen within a residence hall are subject to a 12:00 a.m. through 6 a.m. curfew seven days a week, year round (curfew is defined as remaining under the roof of the hall you reside). It is the resident’s responsibility to ‘sign in’ nightly at the lobby desk before curfew.

Signing Out: Residents who are subject to curfew may ‘sign out’ Thursday – Saturday nights. Residence must sign out at lobby desk prior to curfew hour. If signed out overnight, students must not return to campus between curfew and 6:00 a.m. the next morning. Exceptions to the sign out policy due to unseen emergencies should be addressed with the hall supervisor. Check with the hall supervisor for her cell phone number.

To sign out Sunday – Wednesday night’s residents must have pre-approval from the hall supervisor. Curfew residents may not sign out overnight to another residential hall or apartment.

All residents must remain quiet enough for others to sleep or study between 10:00 pm and 8:00 am.

**Visitors and Guests**

Visitors and guests to any apartment or hall are subject to the Student Life Conduct Regulations, Rules and Policies and are expected to act in accordance with them. Visitors and guests, whether students or non-students, are allowed only in the common areas of residence halls and apartments (see the currently posted rules for specifics). Visitors and guests, whether students or non-students, of the opposite gender are not allowed in any hall room or suite; i.e., females are not allowed in male rooms including the walkways and grassy areas in front of rooms, or courtyards near the halls, and males are not allowed in female rooms. The following restrictions exist for visitors and guests:
Visitor and Guest Restrictions
Visitors or guests visiting for the day must leave campus by 11:45 p.m. for all residential facilities.

Overnight Visitors or Guests
An overnight visitor or guest, student or nonstudent, is defined as anyone who does not live in that particular room or apartment. Overnight guests are governed by the following criteria:

- An overnight visitor or guest must register with the Apartment or Hall Supervisor of that particular residential building.
- An overnight visitor or guest is allowed to stay on campus no more than 3 nights per semester with Apartment or Hall Supervisor’s approval.
- No one is allowed to spend the night in a residence hall lobby. All exceptions will originate from the Residence Life Manager.

Visitors or Guests of the Opposite Sex
Opposite sex guests may visit hall lobbies or apartment living rooms until 11:45 p.m. No guests of the opposite sex are permitted in the apartments prior to 10:00 a.m.

Students may visit apartment common areas (never the bedroom) when invited to do so but must depart no later than 11:45 p.m.

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

Davis, Baldwin & Burton
To schedule devotionals, reservations should be scheduled with the hall supervisor at least 24 hours prior to the requested date. Reservations can be scheduled for the following locations: lobby and/or courtyard (males only). It is requested that the hall devotionals last no longer than one hour and that the devotionals end by 11:30 p.m. All students should be welcome to join. Reservation requests can be scheduled via email to the supervisor’s email address.

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

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

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

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

Misuse of Fire Safety Equipment

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

Emergency Procedures and Preparedness

Faulkner University has established emergency procedures for all University facilities. Apartment and hall residents are to familiarize themselves with these procedures and be prepared in the event an emergency occurs. The University’s emergency procedures may be accessed on the University website at http://www.faulkner.edu/studentlife/health/emergencynotifications.aspx. Apartment and hall residents will be notified via the Eagle Alert notification system when an emergency event is occurring or is expected to occur. The Eagle Alert will provide a description of the nature of the emergency and the action to be taken.

Severe Weather and Tornadoes

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

Maintenance Work Requests

Apartment or hall residents with a need for maintenance service will need to submit a maintenance work request online at http://wr2.tsportal.net/faulknerwebrequest/Login.aspx. The website will also allow residents to track the progress of the work request. Residents should also notify the apartment or hall supervisor to facilitate the repair or service. If the work is not done in a timely manner, residents should notify the Residence Life Manager.

Residence Life Disciplinary Process

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

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

University Residence Life Fines and Fees

The list provided is not exhaustive but lists the most common fines and fees assessed in Residence Life. Other violations are also punishable with monetary fines, student sanctions, or discretionary assignments as the Dean of Students office deems necessary. Apartment or hall offenses may also be subject to disciplinary proceedings under the Student Life Conduct Regulations, Rules and Policies.

All Residence Life fines or fees and disciplinary fines may be paid online at the student’s account, in the Dean of Students offices, or the Student Accounts Office. The student’s account will be placed on hold once the fine is issued. Students have one week from the date the fine is issued to appeal a fine.
<table>
<thead>
<tr>
<th>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curfew Violation (warning from hall supervisor first, then fined by Residence Life Manager)</td>
<td>$25 plus an additional $25 for each subsequent offense</td>
</tr>
<tr>
<td>Improper “check in” or “check out”</td>
<td>$100</td>
</tr>
<tr>
<td>Intentional setting off fire alarm or panic button</td>
<td>$200</td>
</tr>
<tr>
<td>Misuse or damage of fire extinguishers</td>
<td>$500 plus damages/repair to equipment or building</td>
</tr>
<tr>
<td>Removing furnishings from designated rooms</td>
<td>$25</td>
</tr>
<tr>
<td>Changing rooms without permission</td>
<td>$25</td>
</tr>
<tr>
<td>Unexcused absence from mandatory hall/apt. meetings</td>
<td>$25</td>
</tr>
<tr>
<td>Quiet hour violations-including loud car music (each violation)</td>
<td>$25</td>
</tr>
<tr>
<td>Failure to sign in/out (each violation)</td>
<td>$25</td>
</tr>
<tr>
<td>Use of open flames in hall/apt (1st offense)</td>
<td>$25 plus an additional $50 for each subsequent offense</td>
</tr>
<tr>
<td>Failed room cleanliness inspection (1st offense)</td>
<td>$25 or discretionary assignment plus an additional $25 or discretionary assignment for subsequent offenses</td>
</tr>
<tr>
<td>Failure to return room key after checkout</td>
<td>$50</td>
</tr>
<tr>
<td>Unauthorized use of apt washer/dryer</td>
<td>$50</td>
</tr>
<tr>
<td>Food left in hall/apt after checkout</td>
<td>$25</td>
</tr>
<tr>
<td>Having a pet</td>
<td>$200 plus carpet cleaning if necessary</td>
</tr>
</tbody>
</table>
### Residence Life Cleaning Fees

<table>
<thead>
<tr>
<th>Cleaning Charge</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Failure to clean room before check-out</td>
<td>$25-$75</td>
</tr>
<tr>
<td>Failure to clean room space for a new roommate</td>
<td>$25-$75</td>
</tr>
<tr>
<td>Failure to remove all belongings when vacating room</td>
<td>$50/day</td>
</tr>
<tr>
<td>Removal of graffiti</td>
<td>$10-$75</td>
</tr>
<tr>
<td>Clean carpet</td>
<td>$75</td>
</tr>
<tr>
<td>Removal of trash, stickers, contact paper, residue from posters, tape, and such like</td>
<td>$10 - $50</td>
</tr>
<tr>
<td>Trash left on porches or in front of residence hall or apartment doors</td>
<td>$25/day to each person in room-suite/apartment</td>
</tr>
</tbody>
</table>

### Residence Life Repair Fees

<table>
<thead>
<tr>
<th>Repair Charge</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patch hole in walls</td>
<td>$10 - $75</td>
</tr>
<tr>
<td>Repaint room (other than routine maintenance)</td>
<td>$150</td>
</tr>
<tr>
<td>Repaint wall (other than routine maintenance)</td>
<td>$50</td>
</tr>
<tr>
<td>Replace broken windows or mirror doors</td>
<td>replacement cost</td>
</tr>
<tr>
<td>Repair of ceiling</td>
<td>$25 - $100</td>
</tr>
</tbody>
</table>

### Residence Life Replacement Fees

<table>
<thead>
<tr>
<th>Replacement Charge</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Key (lock must be rekeyed) or loss of room key</td>
<td>$50</td>
</tr>
<tr>
<td>ID or ID keycard</td>
<td>$50</td>
</tr>
<tr>
<td>University furnishings</td>
<td>replacement cost</td>
</tr>
<tr>
<td>Smoke detectors</td>
<td>$25</td>
</tr>
<tr>
<td>Exit lights</td>
<td>$250</td>
</tr>
<tr>
<td>Fire extinguishers</td>
<td>$50 - $200</td>
</tr>
<tr>
<td>Mattress and/or box spring</td>
<td>$125 each</td>
</tr>
<tr>
<td>Replace severely stained/damaged carpet</td>
<td>Cleaning fee or replacement cost</td>
</tr>
<tr>
<td>Loss of Harris women’s residence hall mailbox key</td>
<td>$25</td>
</tr>
</tbody>
</table>
Residence Life FAQs

Do I have to live on campus?

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

Who may live on campus?

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

Can I live on campus with a disability?

Faulkner University is committed to ensuring that our housing facilities, programs and services are available to all students to the greatest extent possible. Reasonable accommodations are available to meet the special needs of students. If you have a disability and want to request accommodations, you should contact the University’s Disability Services (Project Key) for more information. You can contact Pat Morrow, Director of Project Key, by calling 334-386-7185 or emailing pmorrow@faulkner.edu.

What is supplied in the hall room?

Each hall room is set up to house two students. Each student is provided a twin extra long bed, closet or wardrobe, small dresser, and desk area. Davis hall is a suite setup with two bedrooms sharing one bathroom. All other hall rooms are designed for two students and have a private bath in each room.

What do I need to bring for my dorm room?

Twin XL bedding, toiletries, school supplies, rugs (for room and bathroom), shower curtain, trash cans, outlet strips, cleaning supplies, linens (sheets/towels) and toilet paper. You might want to coordinate with your roommate for items such as television, microwave, mini-refrigerator, etc. before purchasing any larger ticket items.

All utilities are provided, including cable service, local phone service for $25 fee per semester, and wireless access. Phones are not provided.

How are the apartments set up?

Each apartment has four bedrooms and two bathrooms. Each resident has a private bedroom with an individual lock. A closet (approximately 4 ft), a built in desk, dresser, and twin XL bed are supplied in every bedroom. Both bathrooms have a double vanity area, with storage underneath, and a tub and toilet area. Two residents share one bathroom on one side of the apartment. The other two bedrooms and bathroom are located on the opposite side of the living area. The common areas include a living room, kitchen, and laundry area. The living area is equipped with a couch or two loveseats, one chair, side table, coffee table and a shelf area suitable for TV and book storage. The kitchen has an island or dining set that seats four, an electric range, refrigerator, microwave, sink, and dishwasher. The laundry room is located off the kitchen or in the laundry rooms with standard size washer and dryer provided.

Kitchen items are not provided and must be supplied by the residents.

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

The apartments are for students who are 20-25 years old or seniors. For any questions or exceptions regarding this policy, you may contact the Residence Life Manager, Cathy Register, at housing@faulkner.edu, or 334-386-7181.
Can I paint or decorate in my room?
Yes, but no paint, wallpaper, border, etc. may be changed or added. Also you may not use nails or tape when decorating but you may use pushpins and/or thumbtacks.

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

How can my parents find me in an emergency?
The Resident Supervisors, Residence Life Manager, Assistant Residence Life Manager and the Dean of Students offices are good sources for information regarding residential students. Faulkner Offices and Personnel may be reached by dialing 334-386 and then the four digit extension

<table>
<thead>
<tr>
<th>Faulkner University</th>
<th>Main Campus Numbers</th>
<th>334-272-5820 or 1-800-879-9816</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Dean of Students</td>
<td>Art Rousseau</td>
<td>334-386-7184 or 334.782.2509</td>
</tr>
<tr>
<td>Assistant Dean of Students/Residence Life Director</td>
<td>Cathy Register</td>
<td>334-386-7181 or 334.399.7900</td>
</tr>
<tr>
<td>All Apartment Buildings/Assistant Residence Life Director</td>
<td>Keri Alford</td>
<td>334.300.2201</td>
</tr>
<tr>
<td>Davis Hall (freshmen males)</td>
<td>Ben Cardiff</td>
<td>334-386-7330 or 210.882.7843</td>
</tr>
<tr>
<td>Baldwin Hall (underclassmen males)</td>
<td>Carolyn Blount</td>
<td>334-386-7605 or 334.399.4761</td>
</tr>
<tr>
<td>Burton Hall (underclassmen females)</td>
<td>Sarah Missildine</td>
<td>334-386-7464 or 334.467.1913</td>
</tr>
<tr>
<td>Margaret Harris Hall (freshmen females)</td>
<td>Peggy Oliver</td>
<td>334-386-7816 or 334.652.4484</td>
</tr>
</tbody>
</table>
STUDENT SERVICES

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

Campus Police

The Department of Campus Safety and Faulkner Police Department provides programs, services and activities for the safety and security of Faulkner University facilities, faculty, students, administration and staff. Faulkner Police serves to protect life and property, 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. Prospective or current students may contact the Department of Campus Safety with any questions about campus safety or security (334-386-7415).

Campus Law Enforcement

The Department of Campus Safety oversees the safety and security of Faulkner University facilities. The Faulkner Police Department is a fully certified police department and police officers of the Department are sworn peace officers with statewide jurisdiction. The Department exists to provide law enforcement services, physical security of the campus, emergency and safety planning, and emergency medical support. It also charged with keeping the campus community informed of any criminal activity that may have an impact on personal safety or security. The Campus Security office is located on the Montgomery campus in the Harris Apartment Complex room 6103.

Criminal Investigation

Faulkner Police Department provides basic law enforcement and protective services to the Montgomery Campus 24 hours a day. Campus Police Officers act as first responders to all reports of criminal violations, violations of the student code of conduct, medical emergencies or unsafe conditions. If criminal activity is detected, the Faulkner University Police Department becomes the lead agency. FPD handles all misdemeanor investigations but may call on Montgomery Police Department to assist with felony investigations. The on-duty campus police supervisor can be contacted at the Campus Safety office or by telephone at 334-239-5496.

Faulkner Police Department will be the primary agency in dealing with law enforcement response and investigative needs when required for situations occurring on Faulkner’s campus. FPD may call upon Montgomery County Sheriff’s Office (MCSO) or Montgomery Police Department (MPD) for additional patrol or investigative assistance on any calls for service or criminal offenses occurring on campus. In the event that FPD, or a victim, requests that MPD become involved in an investigation of an offense on campus, the investigation will be conducted as a joint investigation by both agencies. There is no written memorandum of understanding between Faulkner Department of Campus Safety and MPD.
FPD also monitors MPD call/offense data for any student involvement in criminal activity off-campus. This information may be forwarded to Faulkner University’s Dean of Students for possible university follow-up in accordance with university conduct code violations.

Faulkner Police Officers are classified by Faulkner University as university officials and, in addition to the authority granted to police officers by statute, have the authority to enforce regulations and policies as established by the university, to conduct health and welfare inspections, parking regulations, and inspect any part of the University for general campus safety issues. When Faulkner Police Officers handle these cases, they will be referred through the Dean of Students Office.

Campus Safety and Security Escort

Faulkner University provides protective services to all Faulkner campuses. Police or Safety Officers will provide an escort to students, faculty or staff when requested. The safety and security escort details for each campus are as follows:

Montgomery Campus
Contact the Faulkner Police Department at 334-239-5496 for a Safety and Security Escort or to report criminal activity.

Birmingham Campus
The Campus Security Department provides basic protective services to the Birmingham Campus during the evening hours Monday through Thursday and during class hours on Saturday. The Campus Security Officers (CSO) are off-duty officers from local public safety agencies. CSOs patrol the campus to ensure any and all criminal violations and breaches are duly noted and appropriate action is taken. Each officer on patrol is equipped with a communication device. CSOs are responsible for locking and unlocking campus facilities as requested by authorized personnel. The CSO(s) on duty can be contacted in the reception at the entrance to campus facilities. To request or schedule accompaniment to your vehicle, contact Campus Security at reception area of the campus.

Huntsville Campus
The Campus Security Department provides basic protective services to the Huntsville Campus during the evening hours Monday through Thursday and during class hours on Saturday. The Campus Security Officers (CSO) are off-duty officers from local public safety agencies. CSOs patrol the campus to ensure any and all criminal violations and breaches are duly noted and appropriate action is taken. Each officer on patrol is equipped with a communication device. CSOs are responsible for locking and unlocking campus facilities as requested by authorized personnel. The CSO(s) on duty can be contacted in the reception at the entrance to campus facilities. To request or schedule accompaniment to your vehicle, contact Campus Security at reception area of the campus.

Mobile Campus
The Campus Security Department provides basic protective services to the Mobile Campus during the evening hours Monday through Thursday and during class hours on Saturday. The Campus Security Officers (CSO) are off-duty officers from local public safety agencies. CSOs patrol the campus to ensure any and all criminal violations and breaches are duly noted and appropriate action is taken. Each officer on patrol is equipped with a communication device. CSOs are responsible for locking and unlocking campus facilities as requested by authorized personnel. The CSO(s) on duty can be contacted in the reception at the entrance to campus facilities. To request or schedule accompaniment to your vehicle, contact Campus Security at reception area of the campus.
Adoption and Enforcement of City Ordinances

Faulkner University hereby adopts all ordinances passed by the City of Montgomery or the County of Montgomery currently in effect. Additionally, all ordinances passed at any time in the future will automatically be adopted unless specifically stated in this section.

Faulkner University Police Officers have the authority to cite persons for violation of city ordinances utilizing Faulkner University citations. Such violations shall be appealable to the Director of Campus Safety. Upon approval by the Director, such citations will be turned over to the Business office to be charged to the student’s accounts.

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 attempts to protect motor vehicles parked on a Faulkner campus or other property, but the University assumes NO liability or responsibility for losses from fire, theft, or from any other causes when vehicles are 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:

- All motor vehicles must be registered with Faulkner 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.

- All motor vehicles must properly display the University parking decal. Adhesive-based parking decals must be displayed on the lower left hand corner of the rear window. Hanging decals must be displayed on the rearview mirror and visible through the front windshield. Motorcycles and/or scooters must display the decal in clearly visible location near the rear or front forks.

- 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.

- All motorcycles and scooters must be operated in accordance with all applicable city, state, and campus traffic rules applicable to four-wheel vehicles.

- All motor vehicle operators must have a valid driver’s license, license plates, registration and proof of insurance.

- 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.

- All motor vehicle operators must comply with signaled actions (voice, whistle, hand signal, flashlight, blue light, etc.) by a Police or Safety Officer.

- 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, fireplugs, 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.

- All motor vehicles parking in a designated handicap space must display a visible handicapped placard, hangtag or decal. In Alabama application for handicapped parking permits must be made in the office of the Probate Judge for each county.

- All motor vehicles must be parked properly (within the lines) in the space or area designated.
• All motor vehicles must be safe to operate and operated safely on any Faulkner campus or other property.
• Major repair of motor vehicles is not permitted on any Faulkner campus or other property.
• 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, fireplugs, 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.

• 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.

• 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.

• 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.

• 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.

• 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.

• 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.

• 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 Director of Campus Safety within three business days of issuance of the ticket, suspension, or termination. 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 Director of Campus Safety 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 Director 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/](https://traffic.alacourt.gov/)

The student must understand that, guilty or innocent, the University gives Safety Officers in the field the absolute right to require a vehicle to stop and to ask for a driver’s license or Faulkner I.D. 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 with any questions about career services.

**Center for Special Services**

The Center for Special Services provides programs and services to support the academic success of students and to facilitate the educational access for students with disabilities. The Center for Special Services is located on the Montgomery campus, but serves all Faulkner campuses and students. The Center for Special Services consists of Student Support Services and Disability Services aka Project Key. Student Support Services provides tutoring services and Project Key facilitates disability services. Students with an academic need and/or disability may contact the Center for Special Services (334-386-7185) for more information or with any questions.

**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.

**Miniature Horses**

There is a separate provision for miniature horses that have been individually trained to do work or perform task for people with disabilities. The assessment factors are (1) whether the miniature horse is house broken, (2) whether the miniature horse is under the owner's control, (3) whether the facility can accommodate the miniature horse’s type, size, and weight; and whether the miniature horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facilities

**Assistance Animals**

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

Individuals with a Service Animal and individuals with an Assistance Animal must have a documented disability and must be registered with Project Key, a support service for students with disabilities (DSS). Contact Pat Morrow, Director of Project Key, pmorrow@faulkner.edu 334-386-7185 or fax 334-386-7124.

**Financial Aid Office**

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

**University Bookstore**

The Faulkner University Bookstore services are managed by the Follett Higher Education Group. Follett provides academic textbooks, academic supplies, Faulkner branded merchandise, gifts and other general merchandise and supplies for all Faulkner campuses, programs, and students. Follett offers four means of accessing the University Bookstore, a physical facility on the Montgomery campus in the J. L. Perry Building, an e-store on the internet at http://www.faulkner.bkstr.com/, an email address at Faulkner@bkstr.com and a toll-free number at 800-879-9816 extension 7160. In addition, Follett provides temporary on-site textbook services at the extended campuses during academic registration periods.

**University Student Account’s Office**

The University Student Account’s Office oversees all student accounts. The Student Account’s 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 Account’s 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 $75 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 Account’s Office (334-386-7652) or visit the University website.
University Counseling Center

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

Counseling Center Resources

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

Counseling Center Practices

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

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

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

Emergency Services

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

- If an individual is an immediate threat to his/her own safety or someone else’s, then call 911 for assistance.
- If an individual is exhibiting signs of mental or emotional distress, then during regular office hours (Monday - Friday, 8 a.m. - 5 p.m.), contact the University Counseling Center at 334-386-7295, 334-386-7275 or 334-386-7896 and tell the person answering the phone that this is an emergency. (In the event that no one is available please contact the Dean of Students office at 334-386-7184, Dean Austin on his cell at 334-799-0985 or Assistant Dean Rousseau on his cell at 334-782-2509).

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

Birmingham
The Crisis Center
University Emergency Notification System: Eagle Alert

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

Eagle Alert gives students, faculty, staff and other interested individuals the opportunity to provide a primary cellular telephone number for the receipt of textual messages and other land-line or cellular telephone numbers for the receipt of voice or textual messages. Eagle Alert provides students the opportunity to provide a cellular or land-line telephone contact number for parents, guardians, spouses, children, etc. to receive the emergency voice or textual messages. Eagle Alert voice and textual messages can be received on telephones (land-line and cellular), pagers, or PDAs. Eagle Alert emergency messages will be sent via a system provided by Blackboard.

Anyone who has a valid Faulkner University e-mail address will receive Eagle Alert messages to his/her campus e-mail address. In order to also receive the Eagle Alert text and voice messages, members of the campus community and other interested individuals must provide the telephone contact information. All students with a valid Faulkner Student Identification Number will sign up or renew their information 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

(205) 323-7777
www.crisiscenterbham.com

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

Mobile
Family Counseling Center of Mobile
(251) 431-5111 or (800) 239-1117
www.helplinemobile.org

Montgomery
Montgomery Area Mental Health Authority
(334) 279-7830
Toll Free at: (877) 279-7830
TTY: (334) 271-2855

National
1-800-SUICIDE (1-800-784-2433) or 1-800-273-TALK (1-800-273-8255)
http://hopeline.com or www.suicidepreventionlifeline.org
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 and voice 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.

**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. National may be contacted at extension 7249 or 7280. Work requests may be submitted online at [http://wr2.tsportal.net/faulknerwebrequest/](http://wr2.tsportal.net/faulknerwebrequest/).

**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 or Café Sienna and catering services for University events such as the Dinner Theater and Bible Lectureship. The University Food Services are open to student, faculty, staff, and the public. The University does not currently offer food services on the extended campuses, but each campus is located in the vicinity of a wide range of restaurants and diners.

**Meal Plans**

Students who are 20 years old or younger, and live in a campus apartment, must purchase a meal plan unless they have attained Senior status or 21 years of age. Apartment residents have the option of 5, 7, 10, 14 or 20 meals per week meal plans. All residence hall residents must purchase a 7, 14 or 20 meals per week meal plan. Meal plan exemptions are only granted to residents who are 21 years of age or senior status on or before the first day of class for the semester, or students who are granted a meal plan waiver by Project Key. The meal plan may be utilized in the J. L Perry Cafeteria and the Grille. In the Grille a meal on the meal plan provides $6.50 toward the cost of a single meal. Students may purchase Eagle Bucks to supplement the meal plan allocation or to purchase ala carte items and snacks in the Grille or Café Sienna.

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

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

**Meal Plan Accommodations and Waivers**

The University Food Services will provide supplemental or alternative dietary choices for students with documented conditions with Disability Services aka Project Key. Students must complete a written application and provide all relevant documentation to Project Key. This application may be obtained by telephone (334-386-7185) or via the internet at [http://www.faulkner.edu/StudentLife/success/pk.aspx](http://www.faulkner.edu/StudentLife/success/pk.aspx). The Project Key Director will establish the level of accommodation based on the documented health
condition and will facilitate establishing the supplemental or alternative dietary choices based on the documented health condition. In the rare case when University Food Services is unable to provide supplemental or alternative dietary choices, then the Director of Project Key may grant a meal plan waiver. The individual food and taste preferences of a student will not be considered sufficient justification for a cafeteria waiver.

**Eagle Bucks**

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

**J. L. Perry Cafeteria**

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

**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 à la carte offerings, such as hot dogs, hamburgers, barbeque, wings, wraps, and salads. The Grille serves from midmorning until late night. The Grille is a great place to get food and snacks on the way to class or a late night study session. The Grille also offers special promotions and events throughout the year.

**Café Siena**

The Café Siena is located in the J. L. Perry building on the Montgomery campus. The Café Siena offers a European coffeehouse experience for Faulkner University. The Café Siena is a gathering place for faculty, staff, students, and community members to share coffee, cappuccino, blended ice cream, ice coffee drinks, cakes, muffins, other snacks and fellowship together in a Christian environment. The Café Siena serves in the early to midmorning and in the late afternoon.

**University Health Center**

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

**Health Services**

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

- Nursing care and patient counseling.
- Health promotion and well-being services such as blood pressure checks and temperature checks.
- Basic treatment of minor cuts, minor sprains, flu, cold, and other minor illnesses.
- Referrals and assistance in making appointments with a physician, nurse practitioner, physician assistant or other healthcare provider for other treatments and care. Note: All fees associated with these providers or services are the sole responsibility of the student.
The University Health Center’s operating hours are 8:00 a.m. until 4:00 p.m., Monday through Friday during fall and spring semesters. Students are seen on a first-come basis unless more immediate care is needed. On the Montgomery campus, the nurse will make on-campus housing visits when necessary, but students should make an effort to go to the Health Center.

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

**Students with Health Conditions**

All students who have health conditions such as allergies, diabetes, high blood pressure, 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, and claims and payment history (collectively known as Protected Health Information, “PHI”). We are also required to provide patients with this Privacy Notice regarding our legal duties, policies and procedures to protect and maintain the privacy of patient PHI. We are required to follow the terms of this Privacy Notice unless (and until) it is revised. We reserve the right to change the terms of this Privacy Notice and to make the new notice provisions effective for the Health Information we maintain and use, as well as for any Health Information we may receive in the future. Should the terms of this Privacy Notice change, we will make a revised copy of the notice available to patients. Revised Privacy Notices will be available at our Facility for individuals to take with them, and we will post a copy of revised Privacy Notices in a prominent location in our Facility. This Privacy Notice will also be posted and made available electronically on our website. Students may contact the University Health Center for more information about Privacy Rules. Appendix K and L contains the current Privacy Notice.

**Health Center Requirements for Traditional Admission:**

1. Proof of one of the following:
   a. 2nd MMR (Measles, mumps, rubella) vaccine
   b. Doctor’s written validation of having the measles
   c. If neither a nor b can be produced, the written results of a measles titer need to be given to the Health Center
   d. Medical Exemption paper

2. TB (tuberculosis) Skin Test Results- within 12 months prior to first day of class
   a. If TB skin test is positive, the results of a chest x-ray must be given to the Health Center
   b. Appropriate documentation of medical follow up care must be given as well.

3. Online Health Form and Policy Agreements from website:
   [http://www.faulkner.edu/studentlife/health/default.aspx](http://www.faulkner.edu/studentlife/health/default.aspx)

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

**Mail:** Faulkner University Health Center
5345 Atlanta Highway
Montgomery, AL 36109

**FAX:** 334-386-7180

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

Medical/Health Insurance Coverage

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

Absences Due to Illness or Injury

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

All illnesses or injuries that prevent class attendance must be documented by the Student Health Center by one of the following:
1. Visit to the Health Center.
2. Email to healthcenter@faulkner.edu.
3. Doctor’s medical note.

** THE HEALTH CENTER DOES NOT EXCUSE ABSENCES, BUT ONLY DOCUMENTS THE ILLNESS AND/OR INJURY.

Reporting Injuries on Campus

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

Medical Emergencies:

1. Call 911 for life-threatening issues.
2. Go to local hospital Emergency Room for non life-threatening issues.

Mandatory Medical Withdrawal of Students

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

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

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

University Information Technology Services

Faulkner University provides a broad range of information technology and computer services to University students, faculty, and staff. These services include computer laboratories, e-mail accounts, and software programs. The University’s Information Technology Services are managed by EFC Systems. 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 AM to 5:30 PM Monday through Friday. EFC may be contacted via
email at helpdesk@faulkner.edu or phone at extension 7171 (334-386-7171 or 1-800-879-9816x7171). Student should report any log in or email access problems to EFC as soon as possible.

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 is 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 of your digits of your 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.

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.faulkner.edu/. The student email accounts have a maximum capacity of 70MB. Students are responsible for maintaining their mailbox on a regular basis to remain below this limit. Users will receive a warning message when nearing the maximum capacity.

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, 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, learning resource centers and the Freeman-Harris Student Multiplex; to server space for storage of files; to web-based access of grades and account information; to wireless access on campus and to web-based access of email accounts.

**Laboratories, Libraries, Learning Resource Centers, and Multiplex**

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

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

![Login Screen](image)

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

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

**University Residences**

Faulkner University has computers for residential student access in computer/learning resource rooms in Davis and Harris residence hall lobbies. These computers allow on-campus residents to use network resources including email, internet, printing, and document storage 24 hours a day, 7 days a week.

Residential students may also establish an in-room dial-up connection to the internet via any internet service provider. Student’s may select any dial-up internet service provider and are responsible for any associated fees and expenses. To utilize a dial-up connection, connect the personal computer’s modem to
the residence hall or apartment’s telephone jack. The dial-up connection will allow on-campus residents to access web-based resources such as the internet, online library resources, and web-based Faulkner email account 24 hours a day, 7 days a week.

Residential students may also establish a cable modem connection to the internet via Knology. Students are responsible for contacting WOW and for any associated fees and expenses. To utilize a cable modem connection, WOW must be contacted to install a cable modem. The cable modem connection will allow on-campus residents to access web-based resources such as the internet, online library resources, and web-based Faulkner email account 24 hours a day, 7 days a week.

Residential students may also access the Faulkner wireless network from their residence hall or apartment. The Faulkner wireless network can be accessed at https://wireless.faulkner.edu/. A valid Faulkner computer user account and password are required to access the wireless network. The wireless network connection will allow on-campus residents to access web-based resources such as the internet, online library resources, and web-based Faulkner email account 24 hours a day, 7 days a week.

Residential students in Harrison Apartments may configure their personal computers to access the Faulkner network. Harrison Apartment resident can contact EFC Systems for assistance and/or instructions for the process of configuring a personal computer to access the Faulkner Network. (Note: Windows XP Home Edition cannot be configured to access the Faulkner Network, but can be configured for Faulkner’s internet service and/or wireless network only.)

**Wireless Network**

Faulkner University has established a wireless network for internet access in most University facilities. Once you connect to an access point you will be prompted to logon. A valid Faulkner computer user account and password are required to access the wireless network. The wireless network connection will allow students to access web-based resources such as the internet, online library resources, and web-based Faulkner email account 24 hours a day, 7 days a week.

**Grades and Account Information**

Enrolled Faulkner University students can access grades and student account information via a web-based portal. The portal may be accessed at http://my.faulkner.edu or the University Registrar’s section of the Faulkner website: http://www.faulkner.edu/studentlife/registrar/default.aspx. A valid Faulkner computer user account is required to login to the portal. After logging into the portal, students can follow the on-screen directions to access grades or account information.

Student grades are not mailed, so student must use the web-based portal to view grades. Student grades issued by faculty will be available for online access the following day.

**Server Space**

Faulkner University provides dedicated network server and storage space for enrolled students to store their University related files. The student network server known as the “H” drive (H:\) provides a secure storage location that is routinely backup. The server address for each student’s server space is H:\123456, where 123456 is the Faulkner Student identification number. Each student’s directory is only accessible by the student and the network administrator (Students registered at the extended campuses, in a distance based program, or an alternative format program will not be provided storage space on the student network server).

The materials stored by students on the H drive are subject to University’s Computer Policy. The University’s Computer Policy prohibits the storage of the following materials:

- 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.

**Network Printers**

Faulkner students have access to network printers in computer laboratories, libraries and learning resource centers. Faulkner allows student to print 250 pages per semester. Students who exceed this will be billed ten cents ($0.10) per page on their business accounts.

**Helpdesk**

EFC Systems maintains a user helpdesk for questions, issues or problems with University information technology resources. EFC Systems has posted answers to many frequently asked questions and solutions to many common problems on the Faulkner website at http://www.faulkner.edu/studentlife/it/default.aspx. Student should notify EFC of any issues or problems in accessing University computer resources such as login problems for user accounts or email accounts, printer errors, software errors, etc. EFC may be contacted for assistance via email at helpdesk@faulkner.edu or phone at extension 7171 (334-386-7171 or 1-800-879-9816x7171). The EFC office is open from 7:00 AM to 5:30 PM Monday through Friday. EFC technicians or support personnel will respond to requests for assistance as soon as possible during office hours.

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.

**Computer Supplies**

Faulkner provides computer supplies for the printers (toner and paper) in University computer laboratories, libraries and learning resource centers. If one of the University computer laboratories, libraries or learning resource centers needs printer supplies, please contact EFC or the office responsible for the printer’s location for assistance. Faulkner does not provide computer supplies for student owned computers or printers.

**University Postal Services**

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

Each on-campus resident student must obtain a University-supplied mailbox at registration and is responsible for checking the mailbox regularly. Residents of Margaret Harris residence hall will be assigned a mailbox and key at the Harris residence hall. All other on-campus residents will be assigned a mailbox in the Eagle Center adjacent to the University Mailroom. Mail to residential students should be addressed as follows:

Student Name
SPIRITUAL LIFE

Faulkner University is first and foremost a Christian institution whose mission emphasizes the development of the whole person in a Christian environment. 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 several elements of the Spiritual Formation Program, Christian Cultural Heritage curriculum, Chapel programs, Institute for Faith and Academy programs, residence hall devotions, campus-wide devotional, religious clubs, Bible lectureship, mission trips, community outreach programs, and other special events.

Spiritual Formation Program

Faulkner’s Spiritual Formation Program focuses on supporting the University’s mission to educate the whole person through an intentional and deliberate process. The process of becoming Christ-like involves the interwoven processes of orthodoxy, orthopathy, and orthopraxy. Thus, at Faulkner spiritual formation is composed of the acquisition of knowledge (Intelllect—orthodoxy), the development of dispositions (Character—orthopathy) and the expression of faith (Service—othropraxy). The Spiritual Formation Program is supported through curricular, co-curricular and extra-curricular elements such as Biblical studies and Cultural Heritage courses, Institute of Faith and the Academy, Great Books Honors College, University Chapel, Character Communities, Sportsmanship Instruction, Faulkner Honor Code and Service-Learning activities. The Office of Quality Enhancement coordinates the Spiritual Formation Program.

Christian Cultural Heritage

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

The Christian Cultural Heritage curriculum consists of lower level and upper level Biblical Studies requirements and electives. The lower level requirements will be completed by all undergraduate students and the upper level requirements will be completes by students pursuing a bachelors degree. The lower level requirements consist of the Life of Christ (BI 1211/1311), Book of Acts (BI 1214/1314), Pentateuch (BI 2202/2302) and a lower level Biblical Studies elective. The upper level requirements consist of Marriage and Family Relations (BI 3311), Christian Cultural Heritage (BI 4311) and two upper level Biblical Studies electives.

Through the Christian Cultural Heritage curriculum, Faulkner students will complete a minimum eight courses in Biblical Studies. Students are required to register for a minimum of one Biblical Studies course within every 15 hours attempted. Students are encouraged to enroll in additional Biblical Studies courses to enhance their knowledge and promote spiritual development.

Chapel Program

Faulkner University has conducted daily chapel services on the Montgomery campus since it was established in 1942. The Chapel programs allow an organized daily devotion for worshipping God and fellowshipping with Christians. The Chapel programs are designed to complement the curricular and co-curricular goals of Faulkner. The Chapel programs foster the development of the whole person and
provide students biblical, inspirational, educational, informative, and/or entertaining materials. As an integral part of the Faulkner Experience, Chapel is frequently mentioned by alumni as one of the fondest memories of Faulkner.

Each Chapel consists of a period of worship usually consisting of Scripture reading(s), corporate prayer(s), corporate singing and a devotional presentation. The period of worship creates a reverent atmosphere for praising God and examining His Word. To facilitate the curricular and co-curricular goals of Faulkner, some Chapel will also consist of special presentations that are inspirational, educational, informative, and/or entertaining. Each Chapel also consists of announcements relevant to students.

The Chapel program is held at 10:00 AM during the week on the Montgomery campus (Monday through Thursday). Chapel attendance is required of all full-time students attending day class, all residential students, faculty and staff on the Montgomery campus. Chapel is open to all students, faculty, staff, friends, family members and other visitors who wish to worship. Chapel is a period of worship and all attendees are expected to conduct themselves in a reverent manner. The University has established the following rules to promote a reverent Chapel atmosphere:

- Students are responsible for presenting their ID for scanning and attendance verification.
- The use of electronic devices such as computers, PDAs, cell phones, calculators, or music players is prohibited during Chapel. Exceptions may be requested for documented medical conditions.
- Students will be subject to immediate removal from Chapel and/or disciplinary proceedings for discourteous, ill-mannered or irreverent behavior during Chapel.
- Male students must remove headwear when entering chapel or a classroom. Exceptions may be requested for documented medical conditions. Students will be subject to disciplinary proceedings for failure to remove headwear.
- The consumption of food or drink is not allowed during Chapel. Students should refrain from bringing food or drink into Chapel.

Student should consult the Chapel Policy for more details. Students interested in volunteering to assist with Chapel planning, organization, or service should contact the Chapel Coordinator. Biblical Studies majors interested in volunteering may also contact the Dean of Biblical Studies.

**Chapel Policy**

**Chapel Leadership**

- Males who serve in a leadership role in the Chapel worship assembly are expected to give serious thought to their assigned task. Proper, neat attire and conduct is requested as you stand before our Lord and lead the services. Ephesians 3:20-21
- Students leading an educational, informational, inspirational, or entertaining presentation during the Chapel period are to wear appropriate attire and conduct themselves appropriately.

**Chapel Attendance Requirements**

- Residential students on the Montgomery campus must attend Chapel every day regardless of their class schedules.
- Non-residential students on the Montgomery campus must attend Chapel on days they have class immediately before Chapel.
- Students are responsible for presenting their ID for scanning and attendance verification.
- Every 3 tardies (after Chapel worship begins) will be assigned one absence. Students who are more than 10 minutes tardy will be counted absent.
- If a student leaves Chapel prior to its conclusion without proper approval from the Dean of Students office, the student will be assessed two absences.
- Only students on an approved University-sponsored event and whose name appears on the list submitted by the event Sponsor(s) may have Chapel attendance waived for the event.
Chapel attendance records will weigh heavily in considering student’s housing arrangement, student awards, and club awards.

Excessive absences will result in discipline as indicated under “Disciplinary Actions.”

**Chapel Absences**

Students are allowed a finite number of Chapel absences based on the number of required Chapels per week. The allowed absence schedule is as follows:

- Students scheduled for chapel 4 days a week are allowed 10 such absences per semester.
- Students scheduled for chapel 3 days a week are allowed 8 such absences per semester.
- Students scheduled for chapel 2 days a week are allowed 5 such absences per semester.

The number of absences allowed should be sufficient to accommodate absences during a semester due to illness, doctor appointments, family emergencies or other personal reasons. Students are encouraged to use their allowed absences with discretion. Students may email the Dean of Students office to request an absence total. It is the student’s responsibility to be aware of his/her number of absences. Students may not challenge records of chapel absences more than one week after posting.

**Excessive Absences-Disciplinary Actions**

Absences beyond the allowable absence limit will be treated as follows:

- First absence over the limit: $75 fine.
- The student is notified by email from the Dean of Students office and the student’s account will be placed on hold.
- Second absence over the limit: Sanctions are levied against the student.
- Possible forfeit of institutional scholarships; Restrictions on club activities, intramurals, intercollegiate sports, school sponsored trips, etc., chapel probation.
- Sixth absence over the limit: Student is subject to dismissal from the University.

If a student is placed on chapel probation in any given semester and has excessive absences the following semester, he/she is subject to dismissal from the University.

**Chapel Conduct**

Chapel is to be a reverent environment for the worship and praise of God. Students are to adhere to the following conduct regulations in Chapel:

- The use of electronic devices such as computers, PDAs, cell phones, calculators, or music players is prohibited during Chapel. Exceptions may be requested for documented medical conditions.
- Students will be subject to immediate removal from Chapel and/or disciplinary proceedings for discourteous, ill-mannered or irreverent behavior during Chapel.
- Male students must remove headwear when entering chapel or a classroom. Exceptions may be requested for documented medical conditions. Students will be subject to disciplinary proceedings for failure to remove headwear.
- The consumption of food or drink is not allowed during Chapel. Students should refrain from bringing food or drink into Chapel.

**Campus Ministries Coordinator**

This school year our administration has chosen to employ a Campus Ministries Coordinator. Working directly for the Vice President for Student Service and partnering with the Dean of the VP Black College of Biblical Studies, this person will be the liaison with the student body to initiate enhancements in the spiritual environment of our campus. He will be coordinating with Student Government Association leadership and working closely with those members of our student community who seek closer intimacy with our God and his believers. As this is a new program we encourage the student body to assist in its growth both as fellow workers and as
advisors. Please give him a call or stop by to see him. Your input and help is appreciated. You may call him at 334-386-7923 or e-mail him at arouseau@faulkner.edu.

Institute for Faith and Academy

The Institute for Faith and Academy (IFA) is a institution-wide initiative to promote the understanding of how the Christian faith informs academic disciples and the development of critical and reflective thinking skills to examine the intersection of faith and academics. The IFA is comprised of three councils, the Council of Scholar (COS), the Council for Excellence in Teaching (CET) and the Council for Service-Learning (CSL). The IFA’s Councils provide resources for faculty and students; host world-renowned lecturers and conferences; coordinate book readings and discussion groups; and publish papers and the Journal of Faith and Academy. Students interested in the IFA’s activities should contact the Director of Faith and Academy.

Churches, Ministries, Missions, Religious Clubs and other Special Events

Campus Ministries

Campus ministries promote and support the culture of faith and Christian service at Faulkner. Campus ministries provide students with an opportunity to engage in fellowship, Bible study, devotionals, leadership, involvement and evangelism with other Christians. Campus ministries provide support as students face the challenges of college life and spiritual fulfillment. Campus ministries are provided or sponsored by local congregations. A listing of Church of Christ-affiliated campus ministries may be found at Campus Crosswalk (www.campuscrosswalk.org/links.html). The campus ministries for Faulkner’s campus include the following:

Montgomery Area

Dalraida Church of Christ
3740 Atlanta Highway
Montgomery, AL 36109
Telephone (334) 272-2561
www.Dalraida.org

The Dalraida Campus Ministry hosts weekly events for college students. Contact Billy Camp at seth.camp@faulkner.edu for more details.

Eastern Meadows Church of Christ
8460 Vaughn Road
Montgomery, AL 36117
Telephone (334) 273-0001
http://www.emcofc.org/

The Eastern Meadows Campus Ministry hosts weekly events for college students. Contact Brett Thomas at brother.brett@yahoo.com for more information.

Landmark Church of Christ
1800 Halcyon Boulevard
Montgomery, AL 36117
Telephone (334) 277-5800
Fax (334) 277-5816
www.lcm4christ.net
The Landmark Campus Ministry (LCM) hosts weekly events for college students. Contact Nathan Capps at Nathan@landmarkchurch.net for more details.

University Church of Christ
5315 Atlanta Highway
Montgomery, Alabama 36109
Telephone (334) 386-7320
Fax 334-386-7577
www.ucoc.org
The University Church of Christ Campus Ministry hosts weekly events for college students.

Vaughn Park Church of Christ
3800 Vaughn Road
Montgomery, AL 36106
Telephone (334) 272-2665
www.vaughnpark.com
The Vaughn Park Campus Ministry hosts weekly events for college students. Contact Dr. Floyd Parker at fparker@fauklner.edu for more details.

Birmingham Area

Birmingham Metro Campus Ministry (BMCM)
1501 13th Avenue South
Birmingham, AL
Telephone (205) 790-1375
www.thecampushouse.org
BMCM is under the direction of representatives of the Palisades Church of Christ (www.palisadesfamily.org) and the Homewood Church of Christ (www.homewoodchurch.org). BMCM invites seeks to promote spiritual growth and maintain church involvement of Christian students during the college years, reach lost students on Birmingham's college campuses, serve Birmingham's university communities with the love of Jesus.

Huntsville Area

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

Mayfair’s College & Young Pros Ministry (MYAM)
1095 Carl T Jones Drive
Huntsville, Alabama, USA 35802
Telephone (256) 881-4651
MYAM is under the direction of the Mayfair Church of Christ (www.mayfair.org). MYAM exists to create a community of single college age and young professionals who are eager to engage this exciting world around us but remain faithful to the distinctive way of living the Jesus life.

Mobile Area
Christian Student Ministry (CSM)
851 University Boulevard North
Mobile Al, 36608
Telephone (251) 343-7744
http://members.aol.com/usoutha/csm

CSM is under the direction of the University Church of Christ (www.ucchrist.org). CSM’s purpose to promote Jesus Christ and to strengthen and encourage the faith of Christian students.

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

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

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

Devotionals and Bible Studies
Faulkner encourages students to become students of God’s Word. Students gather in pairs and small groups for exploration of the Bible. Faulkner also facilitates devotional periods on the Montgomery campus in the residence facilities, Lester Chapel and other venues on campus. The devotionals are times of worship and fellowship for students. Residence Hall devotionals are small, informal gatherings of students in their residence hall lobbies or meeting areas for student-led worship, prayer, and Bible study. Campus-wide devotionals are Tuesday night gatherings in the Lester Chapel for worship, prayer, and special speakers. These devotionals have been a Faulkner tradition for many years and have become one of the most cherished memories of alumni.
Special Events

Faulkner students have other opportunities for spiritual and service events throughout the year. These opportunities include special events such as Relay for Life, blood drives, Habitat for Humanity, Inner-City Ministries and Christmas boxes. Students also have opportunity to hear guest lecturers on moral and spiritual themes including V. P. Black, Arlam Carr, Jr., Peter Creeft, Artur Davis, Richard Gamble, Fred Gray, Sr., Mike Huckabee, Alan Keyes, Leland Ryken, Bruce Thornton and J. C. Watts.

Annual Bible Lectureship

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

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

Understanding the University Curriculum

The Faulkner University curriculum consists of core course requirements and professional studies course requirements. The University’s Core curriculum requirements are designed to provide broad liberal arts-based knowledge, skills and dispositions. The University’s Core is designed to support the mission, vision, core values and conceptual framework of Faulkner. The University’s Core also supports the Spiritual Formation Program through the acquisition of knowledge (Intellect—orthodoxy), the development of dispositions (Character—orthopathy) and the expression of faith (Service—orthoax). The University’s Core and the professional studies requirements are structured to promote the development of literacy in a particular area of study. The curriculum’s promotion of literacy supports the acquisition of knowledge, skills and disposition, or in other words, Intellect, Character and Service. The University’s curriculum consists of Christian Cultural Heritage Literacy, Cultural Heritage Literacy, Mathematical and Scientific Literacy, Information and Communication Literacy, Personal and Social Literacy and Professional Literacy.

Christian Cultural Heritage Literacy

The Christian Cultural Heritage Literacy component of the core is designed to develop Biblical knowledge and an understanding of the cultural heritage of Christianity. The Christian Cultural Heritage Literacy curriculum required of all Faulkner students promotes the development of literacy in the Biblical and Christian faith, emphasizing knowledge, skills and dispositions.

Christian Cultural Heritage Literacy curriculum consists of lower level and upper level Biblical Studies requirements and electives. The lower level requirements consist of the Life of Christ (BI 1211/1311), Book of Acts (BI 1214/1314), Pentateuch (BI 2202/2302) and a Biblical Studies elective. The upper level requirements consist of Marriage and Family Relations (BI 3311), Christian Cultural Heritage (BI 4311) and two upper level textual courses.

Through the Christian Cultural Heritage curriculum, Faulkner students will complete a minimum eight courses in Biblical Studies. Part time students are required to register for a minimum of one Biblical Studies course within every 15 hours attempted. Students are encouraged to enroll in additional Biblical Studies courses to enhance their knowledge and promote spiritual development.
Cultural Heritage Literacy

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

Cultural Heritage Literacy curriculum consists of lower level requirements addressing the humanities, history and culture. The lower level requirements consist of the Western Cultural Heritage Series (HU 1310, HU 1320 and HU 2310) and American Cultural Heritage (HY 2320). The Cultural Heritage Literacy curriculum works in conjunction with the Christian Cultural Heritage Literacy curriculum to promote the development of broad based knowledge, skills and dispositions.

Mathematical and Scientific Literacy

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

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

Information and Communication Literacy

The Information and Communication Literacy component of the core is designed to develop information and communication knowledge and understanding. The Information and Communication Literacy curriculum required of all Faulkner students promotes the development of literacy in compositional (writing), verbal/oral (speech), and technological knowledge, skills, and dispositions.

Information and Communication Literacy curriculum consists of lower level requirements addressing composition, communication and technology. The compositional requirements consist of English Composition I (EH 1301) and English Composition II (EH 1302). The communication requirements vary by program, but consist of Speech Communication (EH 1303) and a literature course in English or American Literature (EH 2301, EH 2303 or EH 2304). The technology requirement varies by degree program, but consists of one course in computer and technology applications (CA 1302, CS 2305, CSIS 2305, ED 2325, HY 2300 or INF 1300).

Personal and Social Literacy

The Personal and Social Literacy component of the core is designed to develop personal and social knowledge and understanding. The Personal and Social Literacy curriculum required of all Faulkner students promotes the development of literacy in physical health and social sciences knowledge, skills and dispositions.

Personal and Social Literacy curriculum consists of lower level requirements addressing physical health, social or behavioral science and service. The physical health requirements consist of Lifetime Fitness (PE 1300) and two physical activity elective courses. The social or behavioral science requirement varies by degree program, but consists of one course from Psychology (PY 1310), Criminal
Justice (CJ 1300), Counseling (COU 2320), Sociology (SY 2328), American Government (PS 2308) or Economics (BA 2303). The Personal and Social Literacy curriculum also includes the University’s freshmen experience course (FAFE 1111) for incoming freshmen with less than 13 semester hours of credit, or the transfer experience course (FATE 2111) for transfer students with 13 or more semester hours of credit. The Personal and Social Literacy curriculum’s requirements for service support Faulkner’s Spiritual Formation Program and consist of four service-learning courses (FASL 1090, 2090, 3090 and 4190). FASL 1090, 2090 and 3090 are designed to assist students in exploring the connection of intellect, character and service through the performance of meaningful services to meet a specific community need of a local school, organization or agency. FASL 4190 is designed as the capstone course for the sequence and will be taken with BI 4311, Christian Cultural Heritage.

**Professional Literacy**

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

**Student Success**

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

**Eagle iAdvantage**

The purpose of the Faulkner Eagle iAdvantage technology initiative is to provide Faulkner students access to the most up-to-date technology including computing facilities, educational tools, and support services for the purpose of enhancing student life, learning, and workplace preparation. It really is much more than just getting an iPad in the hands of our traditional students or providing internet continuity in all our academic and residential facilities. Check out the Eagle iAdvantage website (http://www.faulkner.edu/iadvantage/) and learn more about the exciting academic initiatives that are keeping Faulkner at the educational forefront.

**Learning Support Services**

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

**Computer Resources and Laboratories**

Faulkner provides a variety of computer resources to promote the academic success and to enhance the campus life of students. Students have a variety of means and opportunities to access computer resources and laboratories including the internet, on-campus Wi-Fi, libraries and learning resource centers. The computers in laboratories, libraries and learning resource centers are for instructional and

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general student use. These computers provide access to academic and course-related software and resources as well as non-academic or personal resources. These computers are available during the operating hours of each facility.

**Main Campus: Montgomery**

The Montgomery campus has over two hundred computers in eight computer labs, four residence labs and four discipline specialized labs across the campus. The operating hours for each of these labs varies. However, the general computer labs are normally available from 8:00 AM to 10:00 PM daily. The residence labs are available to residents on a 24 hour basis. The specialized labs support students in majoring Education, Journalism, Law and Psychology and have restricted operating hours.

**Birmingham**

The Birmingham campus has over forty computers in two computer labs for student use. The computer labs are open from 8:30 AM to 10:00 PM Monday through Thursday; 8:00 AM to 12:00 PM on Friday; and 7:30 AM through 5:30 PM on Saturday.

**Huntsville**

The Birmingham campus has over forty computers in two computer labs for student use. The computer labs are open from 8:30 AM to 6:30 PM Monday through Thursday and 8:30 AM to 12:30 PM on Friday.

**Mobile**

The Mobile campus has over forty computers in two computer labs for student use. The computer labs are open from 8:30 AM to 6:00 PM Monday through Thursday and 8:00 AM to 12:00 PM on Friday.

**Instructional Support Services: ISS**

**Instructional Support Lab, ISL, One on one Tutoring in Math and English**

The Instructional Support Lab in Brooks Hall on the main Montgomery campus offers students resources and individual support in most areas of academic study. The computer lab offers fourteen computers with DVD and CD capability, Internet access and programs such as Microsoft Office, Class Worksheet Maple 10 and Maple 11 Reader. A television and VCR are also available upon request. The ISL features a large number of hard copy and electronic resources, for students in most academic disciplines. Software includes Mosby’s Medical Encyclopedia, Compton’s Encyclopedia of American History, Logos Bible Software, natural science aids by Carolina Multimedia, Greek Tutor and Calculus. VHS tapes on Calculus, College Algebra and Mathematics for the Elementary School Teachers are on hand, as well as aids on study tips. Print resources include reference books and textbooks on math, English, literature, natural sciences and other basic subject areas. The Support Lab also offers testing services, including CLEP, MAT, Dantes, and other official examinations. Proctored make-up examinations are available but limited to the appropriate constituents. The primary function of the ISL, however, is tutoring. Math tutors are available on site, and students may receive support in English composition from the Writing Center, which is housed in the lab. Other tutors in specific subject areas are available upon request.

**Writing Center**

Faulkner University’s Writing Center is housed within the Instructional Support Lab in Brooks Hall at Faulkner’s main campus and provides students with tutoring in English Composition. In addition to other assistance, tutors can help generate ideas, organize method and style according to particular assignments, and analyze students’ papers to address any grammatical inefficiencies or errors or weaknesses in purpose, clarity, organization, style, mechanics, and/or the incorporation of any source material. Students in Faulkner’s EH 0301 and EH 0302 English fundamental courses are required to attend an hour of tutoring in the Writing Center each week. These students are assigned one scheduled meeting time and can sign up for one additional slot based on availability. Non-fundamental students seeking tutoring can sign up for two assigned meeting times a week. Walk-ins are allowed and accepted.
or rejected based on tutor availability. The Center has approximately 2-4 qualified tutors during a given semester. The Writing Center Director is also available for additional assistance.

**Tutoring**

The Center for Special Services coordinates the Student Support Services program that provides academic support to all Faulkner students. The Student Support Services program at Faulkner University offers free tutoring to all students with an academic need. Students experiencing difficulty in an academic course of study can apply for tutoring services. Student Support Services works with students on an individual basis to help them acquire the academic assistance they need through tutors, computer-based instruction, video instruction, etc. For more information consult the Center for Special Services section of this handbook. All tutoring must occur in the Instructional Support Lab (ISL).

**Learning Support Rooms**

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

**Birmingham Learning Support Room**

The Birmingham Learning Support Room is available from 8:30 AM to 10:00 PM Monday through Thursday; 8:00 AM to 12:00 PM on Friday; and 7:30 AM through 5:30 PM on Saturday.

**Huntsville Learning Support Room**

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

**Mobile Learning Support Room**

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

**Academic Resource Rooms**

Students enrolled on the Montgomery campus have access to discipline specific resources to support their learning. The Academic Resource Rooms are managed by the academic departments and their faculty. The departments/programs in Criminal Justice and Legal Studies, Education, Elementary and Secondary Resources, Great Books, Humanities and Social and Behavioral Science have texts, journals, videos and other materials students may access. For more information about accessing an Academic Resource Room, contact the Department Chair for the discipline area.

**Center for Special Services**

The Center for Special Services provides programs and services to support the academic success of students and to facilitate the educational access for students with disabilities. The Center for Special Services is located on the Montgomery campus, but serves all Faulkner campuses and students. The Center for Special Services consists of Student Support Services and Disability Services (Project Key). Students with an academic need and/or disability may contact the Center for Special Services (334-386-7185) for more information or with any questions. (See Appendix N for Disability Services FAQs).

**Student Support Services**

The Student Support Services program provides academic support to all Faulkner students. Any student demonstrating an academic need is eligible for our services. Student Support Services works closely with other University offices to provide students with tools for a successful college experience. Students may be referred by faculty, but any student with academic needs may request assistance from Student Support Services. Student Support Services works with students on an individual basis to help them acquire the academic assistance they need through tutors, computer-based instruction, video instruction, etc.
Students experiencing difficulty in an academic course of study can apply for tutoring services. Tutoring will be provided by faculty recommended peer tutors with a strong academic background in the subject matter and good communication skills. Student interested in becoming a tutor should contact Student Support Services.

Students needing assistance with academic skills such as test-taking tactics, overcoming test anxiety, and study skills may receive video instruction in these areas. Academic skills videos are housed in the Instructional Support Lab on the Montgomery campus and may be checked out to any campus. Students in need of tutoring in math or English may also contact the Writing Center and the mathematics specialist in the Instructional Support Lab on the Montgomery campus.

Students interested in learning more about Student Support Services may contact the Student Support Services Director at (334) 386-7294 or 1-800-879-9816 ext. 7294.

**Disability Services: Project Key**

Faulkner University is committed to creating an inclusive environment. It is the goal of Project Key staff to apply this philosophy to individuals with disabilities so they may be full participants in the Faulkner community. Project Key is a program provided by Faulkner University to promote academic program access, academic support and counseling services that are tailored to the unique needs of students with disabilities. Project Key serves as the central contact point and service provider for all students with disabilities at Faulkner University, including Harris College of Business, V.P. Black School of Biblical Studies, Alabama Christian College of Arts and Sciences, Jones School of Law and all Extended Campuses. Project Key seeks to ensure equal access for students with physical, psychological, sensory and cognitive disabilities (learning disabilities, attention deficit disorder, etc.). Services are available to students who have been determined by Project Key to have documented disabilities. Services are designed for each student according to individual needs and are provided at no cost to the student. The staff at Project Key works closely with Student Support Services personnel and other services to meet a wide range of student needs and to provide an atmosphere of warmth and concern for students. It is the student’s responsibility to self-identify, provide appropriate documentation of the disability, and request services in a timely manner each semester. This must be initiated by the student.

**Resources for Faulkner Students with Disabilities**

Decisions about accommodations for students with disabilities are made on an individual basis based on the student’s diagnosis and documentation. Students may download documentation guidelines from the University website at [www.faulkner.edu/services/success/pk.asp](http://www.faulkner.edu/services/success/pk.asp). Project Key serves the following categories of disabilities:

- Learning Disabilities
- Attention Deficit/Hyperactive Disorder
- Psychological Disabilities
- Mobility Disabilities
- Chronic Health Disorders
- Low Vision or Blindness
- Deaf or Hard of Hearing

Current or prospective students may obtain more information and/or schedule an appointment with Pat Morrow, Director of Project Key, by calling 334-386-7185 or emailing pmorrow@faulkner.edu.

**Academic Advising**

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

**iStart: Freshman Experience and Transfer Experience**

iStart is the cornerstone of the services and programs provided by Faulkner to assist freshmen and transfer students in adapting to university life and to Faulkner University. iStart is a structured academic program designed to orient Faulkner’s new students to the following:

- The mission, vision, core values and conceptual framework of the University.
- The academic programs, majors, degrees, resources and academic support services available to Faulkner students.
- The student services, programs, and activities available to Faulkner students.
- The University services, programs, and activities available to Faulkner students.

iStart provides new students the knowledge of Faulkner and university life to begin the path to intellectual, moral, spiritual, physical and emotional and social growth and development. iStart emphasizes and introduces new students to the skills for success in academic life, student life and religious life. iStart also provides new students the opportunity to forge friendships with other new students and student mentors. iStart is led by faculty members, so new students become acquainted with the instructors and advisors they will have at Faulkner.

iStart is a one credit hour course is required of all incoming freshmen and transfer students. Students entering with less than 12 hours are required to complete FAFE 1111; all others must complete FATE 2111. The main portion of iStart occurs the week prior to the beginning of classes each fall semester. This allows new students to focus on becoming oriented to the University prior to classes. iStart also consists of bi-weekly follow-up sessions during the fall semester and monthly meetings during the spring. This allows new students to continue to develop knowledge and skills for success. For students entering the University at other times, an alternate semester-long course is offered that students complete during the first semester of enrollment.

**Office of Quality Enhancement**

The Office of Quality Enhancement (QEP) is responsible for the coordination, management, and oversight of all aspects of the Spiritual Formation Program. The QEP works in coordination with the University’s administration, faculty, staff and students to facilitate attainment of the Spiritual Formation Program’s learning outcomes. The QEP houses the Faulkner Service-Learning Center, which has been established to specifically support the Service component of the Spiritual Formation Program.

**University Library Services**

**Gus Nichols Library System**

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

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

Interlibrary loan request may be submitted online at:
http://www.faulkner.edu/gnl/Loan.aspx

Gus Nichols Library: Montgomery Campus

Gus Nichols Library, also known as the “Nichols Library”, is located in Gus Nichols Library Building and provides general as well as specific academic materials and resources. Nichols Library is designed to meet the academic information needs of faculty and students through a growing collection of electronic and print resources, value-added services such as research assistance and small-group workshops and study space for individuals and groups. Nichols Library houses a large number of print resources and a wide range of electronic resources. The Nichols Library collection includes books, periodicals, microfiche and journals as well as electronic books. Faculty and students can access the Nichols Library catalog, subscription databases, internet research links and library publications, ask reference questions and submit an inter-library loan request from anywhere via the internet.

The library consists of two floors. The first floor includes the circulation/information desk, juvenile and reference materials and audiovisual items. Study tables and comfortable seating areas are designed for individual or group study and coffee and cocoa is available and may be purchased for $0.50 per cup. The second floor is designated as a quite study area. This floor houses items available for check out and bound periodicals/magazines. For more information contact the Nichols Library staff, Director, or visit the website http://www.faulkner.edu/gnl/default.aspx

Education Curriculum Resource Room and Laboratory: Montgomery Campus

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

- Content-area textbooks used in elementary and secondary schools.
- Books, periodicals and other materials on methods, activities, resources, and foundations of education.
- Courses of study guides for elementary and secondary education in the State of Alabama.
- Computer access, educational software and materials.
- Teaching kits to include teaching manipulatives.
- Supplies for constructing teaching aids.
- Hand operated Ellisor™ die cut machines.
- Cricut™ personal cutting machine.
- Lamination machine.
- Poster printer.
The Curriculum Lab is a combination of a library, resource room, computer lab and work center. The Curriculum Lab is designed to be a relaxed, informal environment where patrons can access current education related materials. A little noisier and less formal, it is more of a working room than a reading room. The following policies govern Curriculum Lab use:

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

F. Furman Kearley Library Collection

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

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

George H. Jones Law Library: Montgomery Campus

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

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

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

**Gus Nichols Library System Hours & Services**

**Gus Nichols Library: Montgomery Campus**

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

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<tr>
<th>Day</th>
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<tr>
<td>Sunday</td>
<td>7:00 PM through 10:00 PM</td>
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<tr>
<td>Monday through Thursday</td>
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<tr>
<td>Friday</td>
<td>7:30 AM through 5:00 PM</td>
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<tr>
<td>Saturday</td>
<td>Noon through 5:00 PM</td>
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* Wednesdays closed from 6:30-7:30 pm for Bible study

**Furman Kearley Library: Montgomery Campus**

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<td>Monday through Thursday</td>
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**George H. Jones Law Library: Montgomery Campus**

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<td>Monday through Thursday</td>
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<td>Friday</td>
<td>7:30 AM through 6:00 PM</td>
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<tr>
<td>Saturday</td>
<td>9:00 AM through 6:00 PM</td>
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<tr>
<td>Sunday</td>
<td>1:00 PM through 11:00 PM</td>
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**Education Curriculum Resource Room and Laboratory: Montgomery Campus**

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<th>Day</th>
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<tbody>
<tr>
<td>Monday, Tuesday and Thursday</td>
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<tr>
<td>Wednesday and Friday</td>
<td>8:00 AM through 5:00 PM</td>
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<td>Saturday and Sunday</td>
<td>Closed</td>
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**Technology and Learning Resource Room: Birmingham**

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<th>Day</th>
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<tr>
<td>Monday through Thursday</td>
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<td>Friday</td>
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**Technology and Learning Resource Room: Huntsville**

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<td>Monday through Thursday</td>
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**Technology and Learning Resource Room: Mobile**

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<th>Day</th>
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<td>Monday through Thursday</td>
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<td>Friday</td>
<td>8:00 AM through 12:00 PM</td>
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</tbody>
</table>
Ask-a-Librarian
- Email questions to a Librarian for help
  - http://www.faulkner.edu/GNL/AskLibrarian.aspx

GNLS Online Catalog
- Available online twenty-four hours a day, seven days a week.
  - http://innopac.faulkner.edu/

Gus Nichols Library Databases
- Available online twenty-four hours a day, seven days a week.
  - http://www.faulkner.edu/gnl/FindArticle/default.aspx

Law Library Vortex
- Available online twenty-four hours a day, seven days a week.
  - http://www.joneslawlibrary.org/

Law Library Internet Research Resources
- Available online twenty-four hours a day, seven days a week.

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

Gus Nichols Library System Policies

The libraries, collections and resources in the Gus Nichols Library System have policies governing loan privileges, fines, lost materials, non-circulating materials, photocopying, printing and other user privileges and responsibilities. Student should contact each library, collection or resource for specific policies regarding that unit.

Admissions and Enrollment Services

The offices of Traditional Admissions, Graduate and Adult Admissions and Jones School of Law Admissions assists students with the processes and procedures for admission into Faulkner University and its degree programs. Students can contact these offices for information and assistance.

The Office of the Registrar facilitates the registration process, releases course grades, evaluates transfer credits, processes grade changes, processes transcript requests, processes graduation applications and coordinates commencement exercises. The Office of the Registrar is the custodian of students’ academic records. Students can contact the Office of the Registrar for information and assistance.

Academic Life Policies and Regulations

Faulkner Honor Code

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

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

Setting high standards of behavior requires a commitment by every student to work together to maintain these standards and realize disciplinary consequences should follow a breach of the honor system. Just as in the workplace, where high ethical standards are required, Faulkner students must
realize that failure to maintain high ethical standards in the classroom will lead to similar disciplinary actions. As we all know, breaches of ethical standards in the workplace have resulted in significant harm to professional careers. A recent presidential candidate was forced to withdraw from an election because he had plagiarized his dissertation, a prominent college football coach was forced to resign because he fabricated his resume, and even the President of the United States forfeited his license to practice law because he lied under oath. Faulkner believes all these problems might have been avoided if more people were committed to improve character and spiritual development through strict adherence to Faulkner’s honor code.

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 deprecates the genuine achievements of others. It is, without reservation, a responsibility of all members of the Faulkner campus community to actively deter it. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act. Faulkner believes that all that is necessary for evil to prevail in any community is for good people to do nothing. A laissez-faire response will only reinforce, perpetuate, and enlarge the scope of such misconduct. Unfortunately, the reputation for any academic misconduct in the university setting has become widespread and a regrettable aspect of modern education. These reputations have become self-fulfilling and grow unless vigorously challenged by students and faculty alike. All members of the Faulkner community, students, faculty, and staff, share the responsibility and authority to challenge and make known acts of apparent academic dishonesty.

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

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

Academic Integrity and Honesty:

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

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

Academic Cheating

A key element of academic integrity is to honor the academic process of learning. Faulkner University considers the circumvention of the learning process by cheating, plagiarism, fabrication or complicity in cheating or fabrication to be an act of academic misconduct with long-term detrimental
effects. Faulkner defines cheating as the act of using or attempting to use materials, information, study aids or unauthorized assistance for an academic activity. Faulkner defines plagiarism as the act of intentionally or knowingly representing the words or ideas of another as one’s own work in any academic assignment. Faulkner defines fabrication as the act of falsification or creation, without legitimate academic or scientific support, of any information in an academic activity. Faulkner defines complicity as the facilitation or assistance, intentionally or knowingly, in the act of cheating or fabrication by another.

Cheating is a type of fraud and consists of acts such as giving and receiving assistance on a quiz, test or exam, using notes or crib sheets during a quiz, test or exam, or submitting the same paper for more than one course. Cheating also includes acts such as taking an exam or writing a paper for another student. Fabrication includes acts such as falsifying data, misrepresenting work or lying to protect a student committing an act of academic misconduct. The penalties for cheating or fabrication vary according to the instructor, but at the very least they will include an “F” or zero points on the exam or assignment and might include an “F” for the course. Severe or repeat cases may be referred to the Vice-President for Academic Affairs and/or the Student Welfare Committee.

In order to call all students to a higher standard and to encourage honesty and integrity in our academic setting, the University created the Honor Code. The University calls on all students to sign the Honor Code at the beginning of each academic year agreeing to its principles and practice as well as signing it on every test. The following outline of the definition of terms and a general list of academic violations of the Honor Code is given for clarity sake and as an aid to guard against violating the code unintentionally.

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

**Plagiarism:** the act of intentionally or knowingly representing the words or ideas of another as one’s own work in any academic assignment.

**Fabrication:** the act of falsification or creation of any information in an academic activity.

**Complicity:** the facilitation or assistance, intentionally or knowingly, in the act of cheating or fabrication by another.

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

- Cheating.
- Receiving or giving unauthorized materials or aid to another student for class assignments or tests.
- Using unauthorized materials or aid in connection with assignments or tests.
- Giving, obtaining, soliciting or offering to provide any unauthorized assistance for class assignments or tests.
- Using any unauthorized electronic device during a test or class assignment (when inappropriate). Such electronic devices include cell phones, beepers, palm pilots, computers and word processors.
- Observing the work of other students during in-class assignments (when inappropriate) or tests.
- Gaining access to the content of a test prior to the giving of the test.
- Plagiarism
- Failure to give credit to sources used in a work in an attempt to present the work as one’s own. Giving proper credit of resources can include:
  - Key phrases or words.
Paraphrasing of other’s work.
Word-for-word quotations.
Submitting in whole or in part the work of others as one’s own.
Submission of papers or projects obtained from any source, such as a research service or another student, as one’s own.

- Fabrication.
- Written or oral presentation of falsified materials and facts, including but not limited to the results of interviews, laboratory experiments, and field-based research.
- Written or oral presentation of the results of research or laboratory experiments without the research or experiment having been performed.
- Altering, misrepresenting or falsifying a transcript, course record or graded work to gain unearned academic credit.
- Accepting unearned credit or accepting a grade higher than the grade actually earned.
- Complicity.
- Planning or agreeing with another person or persons to commit any act of academic dishonesty.
- Changing or agreeing to have academic records changed, including receiving an unearned academic grade or credit not.
- Offering or accepting a payment or bribe related to academic work or records.

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

**Intellectual Property, Copyright and Plagiarism**

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

Plagiarism is a type of fraud and essentially consists of the submission or presentation of another’s intellectual property without appropriate citation, attribution or credit. This includes copying published information from printed texts or online materials. This also includes the use of downloaded and/or purchased materials such as prewritten essays. The penalties for plagiarism include an “F” or zero points on the exam or assignment to an “F” for the course. Severe or repeat cases may be referred to the Vice-President for Academic Affairs and the Student Welfare Committee.

**Copyright Policy**

Faulkner University seeks to encourage creativity, research, publication and copyrighting of works by faculty and students that are in-keeping with the University’s purpose and mission statement. Faulkner has established a copyright policy to promote the creative process, encourage copyrighting and define the interests and roles of the creator and the University (See the Center for Assessment, Research and Evaluation’s section of the University website to download the Copyright Policy). The policy is general and reflects the position of Faulkner University in its activities to assist prospective copyrighters develop their works for copyrighting for the benefit of the public and the inventors.
**Intellectual Property and Patent Policy**

Faulkner University seeks to encourage creativity, research and publication, invention and patentable ideas among its faculty and students that are in-keeping with the University’s purpose and mission. Faulkner has established an intellectual property and patent policy to promote the creative process, to encourage patents and define the interests and roles of the creator and the University (See the Center for Assessment, Research and Evaluation’s section of the University website to download the Intellectual Property and Patent Policy). Works of Intellectual Property, whether a work of creativity, research and publication, invention, or patentable idea, that are attributable to Faulkner University are considered, in part, the property of Faulkner University as set forth in this policy. The policy is general and reflects the position of Faulkner University in its activities to assist prospective patentees develop their discoveries and inventions for patenting for the benefit of the public and the inventors.

**Instructional Behavior:**

Faulkner University is a Christian institution and expects students to facilitate the creation of a caring Christian environment where every individual matters. Students are expected to exhibit Christian behaviors and attitudes in the classroom.

**Class Attendance**

Regular class attendance by all students is a Faulkner requirement. Class attendance is an academic matter and excessive absences result in academic penalty. In many courses class interaction, group discussion, individual participation and laboratory experimentation are vital parts of the course objective and absences from class negate the value of the course. Education of the whole person is more than the attainment of facts and skills, it includes the development of dispositions, attitudes and understandings demonstrated in the classroom.

**Academic Attendance Policy for Success**

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

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

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

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

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

**Class Attendance Policy**

Faulkner’s class attendance policy is based on the number of class meetings a course has during the term. A student’s total absences in any course must not exceed twenty-five percent (25%) of the class meetings for the term. Any absence, whether due to illness, family emergency, or participation in a University-sanctioned activity, will be counted in calculating the total number of absences. A student whose total absences exceed 25% will be assigned a letter grade of “F” for the course. For example, a student enrolled in a course with 12 class meetings may be absent from only 3 class meetings.
University-Approved Excused Absences

Faulkner students often serve as University representatives in areas such as intercollegiate athletic teams and chorus. The coordinators of these activities must request for the pre-approval of these absences from the Vice-President for Academic Affairs. The Vice-President for Academic Affairs is the only University official who can approve excused absences due to participation in University activities. Even though these absences may be approved by the Vice-President for Academic Affairs, they will still be used in the calculation of a student’s total number of absences. The approval of these absences as excused enables students to make-up assignments, examinations and other course work. Students are to notify faculty of their scheduled absences due to these activities.

Excused Absences

Faulkner students may have unexpected or extenuating life circumstances such as serious illness, prolonged illness or death of an immediate family member that result in absences. The student may submit a request to the Vice-President for Academic Affairs for consideration of the circumstances surrounding the absences and request for them to be excused. If the Vice-President determines the circumstances are extenuating and compelling and merit the opportunity for makeup tests and assignments he will arrange academic accommodations for the student.

Other Classroom Attendance Policies and Procedures

The following policies and procedures are to be followed in regard to students’ absences:

- Instructors record attendance in all courses.
- All absences from a course for whatever reason will be counted toward the 25% rule.
- Faculty are required to excuse absences and permit students to make up tests and assignments only for those absences approved by the Vice-President for Academic Affairs as excused absences.
- All other absences are handled at the discretion of the individual course instructor, but it must be consistent with the instructor’s class attendance policy distributed in writing at the beginning of the term.
- Instructors are required to keep an accurate record of class attendance and notify the Director of Student Success when an attendance problem becomes evident.

Academic Progress

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

Graduation

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

Graduation Honors

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

Instructors can impose sanctions for violations of the Academic Life Policies and Regulations. Instructors have the right to impose the following sanctions:

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

**Instructional Behavior Sanctions**
A student who exhibits unacceptable instructional behavior may be subject academic sanctions. For violations of acceptable instructional behavior, an instructor can impose any of the following sanctions: immediate suspension of the student from the class for the remainder of that class period and for a time period of up to three other class meetings, or immediate ejection of the student from the class for the remainder of the academic term. In the event a student who has been suspended from a class fails to immediately absent their self from a class from which they have been suspended, an instructor can also eject the student from the class. In the event of ejection of a student from a class, the student shall be deemed to have withdrawn from the class and awarded a grade as dictated by current university policy. Instructors will notify the Dean of Students of instructional behavior sanctions for consideration of referral to the Student Welfare Committee for further sanctions. The Student Welfare Committee, however, does not reverse or review sanctions imposed by academic instructors/officials in these cases. (Refer to Appendix H for a diagram of the University’s Academic Life disciplinary process).

**Academic Dishonesty or Misconduct**
A student who exhibits academic dishonesty or misconduct may be subject to assignment or learning activity level penalties or course level penalties. The penalties for cheating, fabrication or plagiarism include an “F” or zero points on the exam or assignment to an “F” for the course. Instructors will notify the Dean of Students of sanctions for academic dishonesty or misconduct sanctions for consideration of the imposition of further sanctions. The Dean of Students, however, does not reverse or review sanctions imposed by academic instructors/officials in these cases.

**Academic Probation/Suspension**
A student who fails to meet the Academic Progress standards is placed on Academic Probation. If the student fails to attain the standard in the term of probation, Academic Suspension will follow. A student under academic suspension may be reinstated after one term. However, the student remains on probation, and if the required cumulative grade point average is not attained during the first term of reinstatement, the student will again be placed on academic suspension. The second suspension is for the duration of two semesters, and reinstatement after that time is at the discretion of the Admissions Committee, the Dean of the respective School or College and the Academic Vice-President. Any academic credits earned from other institutions while on academic suspension may not be used to clear academic suspension or to meet requirements for a degree/certificate from Faulkner University.

To support student progress, no student regardless of cumulative grade point average, will be suspended at the end of any term for which a 2.000 grade point average has been attained. A 2.000 overall grade point average on work taken at Faulkner University is the minimum required to receive any degree or certificate.

**Academic Appeal**
Students sanctioned by an instructor for failure to comply with academic responsibilities and instructional behavior standards, such as academic dishonesty, disruption of academic setting, etc. may submit an appeal under the Academic Appeal process. If a student has reason to question the decision of an instructor regarding course content, a grade received or sanctions imposed for academic dishonesty or
unacceptable classroom behavior, he/she must follow the academic appeal procedure which begins with an appeal to the instructor.

**Appeal to the Instructor**

The student must submit a written appeal to the instructor. The written appeal must include the student’s account of all pertinent facts, a statement listing all reasons as to why the instructor’s decision was inappropriate, and a statement of the relief sought by the student. Any issue not raised in the written appeal is deemed waived and forfeited. Each page of the written appeal must bear the student’s signature in its lower right hand corner and the final page must contain a statement in which the student affirms all the averments made are true and complete to the best of the student’s knowledge, information and belief. The student must submit one original and one copy of the appeal to the instructor. A student who fails to timely submit a written appeal complying with the requirements of this section waives and forfeits the right to pursue the appeal. The written appeal must be submitted according to the following:

- In all cases involving the decision of an instructor regarding course content or a grade received, the student should first bring the matter to the instructor. The student must appeal (either written or verbal) within three (3) days after learning of the decision to be appealed. Failure by the student to make the appeal within this time frame constitutes forfeiture of the right to appeal. Within three (3) days after the student’s appeal, the instructor must respond to the appeal and either grant or deny the relief sought.
- In all cases involving sanctions imposed for academic dishonesty, sanctions imposed for unacceptable classroom behavior, and/or if there is a question of impropriety on the part of the instructor or some other University employee that bears directly on the issue appealed, the student must submit to the instructor a written appeal within three (3) days after the student’s learning of the decision that is appealed. Failure by the student to make the appeal within this time frame operates constitutes forfeiture of the right to appeal. No discussion of the matter can take place between the instructor and the student until the instructor has received and reviewed the written appeal. Within three (3) days after receiving the written appeal, the instructor shall discuss the matter with the student and either grant or deny relief.

**Appeal to the Department Chair**

If the student is dissatisfied with the instructor’s response in the first stage of the appeal, the student has three (3) days from the date of the instructor’s response to appeal to the Chair of the department in which the class was offered. Failure by the student to make this appeal within this time constitutes forfeiture of the right to appeal. Within three (3) days of the student’s appeal to the Department Chair, the Department Chair shall rule on the appeal after discussing the issues with the student and with the instructor whose decision is appealed. (These discussions may or may not be simultaneous.)

If the instructor whose decision is appealed is the Department Chair, the student should appeal directly to the Dean of the college in which the class was offered. If the instructor whose decision is appealed is the Dean of the particular college or school, the student should appeal directly to the Vice-President for Academic Affairs. Within three (3) days of the student’s appeal in this instance (i.e., to either the Dean of the college or the Vice-President for Academic Affairs), the official to whom the appeal has been made shall rule on the appeal after discussing the issues with the student and with the instructor. (These discussions may or may not be simultaneous.)

**Appeal to the Appropriate Academic Dean.**

If the student or the instructor whose decision is at issue is dissatisfied with the Department Chair’s response, either party has three (3) days from the date of the Department Chair’s response to appeal the matter to the Dean of the college or school in which the class was offered. Failure by either party to make this appeal within this time frame constitutes forfeiture of the right to appeal. Within three (3) days of the appeal to the appropriate Academic Dean, the Dean shall rule on the appeal after discussing the issues with the student and with the instructor(s) whose decisions are appealed. (These discussions may or may not be simultaneous.)
The Dean’s decision in such disputes is final unless there is a question of impropriety on the part of the instructor or some other University employee that bears directly on the issue appealed. Even when there is an allegation of such impropriety, there can be no appeal to the Vice-President for Academic Affairs until the Dean of the appropriate college or school has returned a decision.

Appeal to the Vice-President for Academic Affairs

Only when there is a question of impropriety on the part of the instructor or some other University employee that bears directly on the issue appealed can there be an appeal to the Vice-President for Academic Affairs. The decision of the Academic Vice-President in such cases is final. If the student or the instructor whose decision is at issue is dissatisfied with the Academic Dean’s response, either party has three (3) days from the date of the Academic Dean’s response to appeal the matter to the Vice-President for Academic Affairs. Failure by either party to make this appeal within this time frame constitutes forfeiture of the right to appeal. Within three (3) days of this appeal, the Vice-President for Academic Affairs shall rule on the appeal after discussing the issues with the student and with the instructor(s) whose decisions are appealed. (These discussions may or may not be simultaneous.)

Standard of Review for Matters Appealed

In all matters appealed at whatever level, the standard of review is as follows. All issues of fact as initially determined by the instructor shall be presumed to be correct and the instructor’s findings of fact will not be 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, sanctions for academic dishonesty or unacceptable classroom behavior) shall be presumed to be correct and the instructor’s decision on any such issue will not be reversed unless the instructor has committed a gross abuse of discretion.

Academic Records

Postsecondary Student Rights under Family Education Rights and Privacy Act

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

- The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.
  
  A student should submit to the registrar, Dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- The right to request the amendment of the student’s education records the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record must complete the Educational Record Amendment and Appeal Form (ERAAF) and submit the form to the University Custodian of Educational Records in the University Registrar’s office to initiate a review of the record. The ERAAF requires the student to clearly identify the part of the record the student wants changed, specify why it should be changed, and provide all requested documentation for the change.
  
  If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for
amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent FERPA authorizes disclosure without consent.

The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

In addition, the University reserves the right to release and publish directory information without consent, such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance, as required by § 99.37 of the regulations. The student has the right to restrict disclosure/release of directory information to third-parties by completing the Request to Restrict Directory Information form available from the Registrar or the University’s website.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The Office that administers FERPA may be found at the following address:
  
  Family Policy Compliance Office
  
  U.S. Department of Education
  
  400 Maryland Avenue, SW
  
  Washington, DC 20202-5901

**University Student Records Policy**

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

**Policy of Educational Record**

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

**Policy for Copies of Educational Record**

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

A student may inspect and review his/her student records upon request to the appropriate record custodian. A student must complete the *Student Record Inspection Request Form* and submit the signed form with any required payment by mail, fax or hand-delivery to the relevant record custodian on any Faulkner campus.

- Submit to the record custodian or appropriate University staff personnel a written request that identifies as precisely as possible the record(s) the student wishes to inspect.
- The record custodian or an appropriate University staff person will make the needed arrangements for access as promptly as possible. The student will be notified of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.
- When a record contains information about more than one student, the student may inspect and review only the documents, which relate to his or her record.

**Rights of the University to Refuse Access**

Faulkner University reserves the right to refuse permission for a student to inspect the following records:

- The financial statement of the student’s parents.
- Letters and statements of recommendation for which the student waived his or her right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend Faulkner University if the application was denied.
- Those records excluded from the Family Education Rights and Privacy Acts (FERPA) definition of education records.

**Refusal to Provide Copies**

Faulkner University reserves the right to deny transcripts or copies of records not required to be made available by the FERPA in any of the following situations:

- The student lives within commuting distance of Faulkner.
- The student has an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against the student.

**Official Transcripts**

Transcripts may be requested from the Office of the Registrar. 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 must be requested via the *Transcript Request Form*. An official transcript will not be released until the completed TRF and the transcript fee are received by the Office of the Registrar. An official transcript will not be released for a student on any type of institutional hold.

**Awards and Honors**

**Discipline Awards**

Faulkner University seeks to promote the pursuit of excellence in all endeavors. Faulkner’s faculty has developed discipline specific awards to recognize outstanding students. The discipline awards recognize academic excellence in a particular area or subject as well as excellence in character and Christian service. The discipline awards are awarded for degree programs, subject areas, and departments. Students can contact Department Chairs for more information about the discipline awards.
Honor Convocation

Faulkner holds an annual Honors Convocation during the spring to emphasize the value of academic pursuits and reward academic excellence. During the Honors Convocation, the Faulkner faculty present the Discipline Awards.

Honor Societies

Faulkner University recognizes academic excellence through several honor societies.

Other Honors

Faulkner awards several institutional awards in recognition of academic, social, personal and spiritual excellence. The faculty nominate and/or select these award recipients annually in the spring.

George S. Benson Citizenship Award

The George S. Benson Citizenship Award is given in honor of George S. Benson a well-known conservative leader, trustee of the John P. Gaty Estate’s fund for conservative leadership, former Faulkner donor and former interim Faulkner President. The George S. Benson Citizenship Award recognizes a graduating senior, male or female, who has distinguished himself/herself in leadership potential and moral character. The recipient must demonstrate respect for authority and superior conduct, especially for faculty and peers, and must participate in more than one school activity, with strong leadership in at least one. The recipient must demonstrate attitudes and actions consistent with the values and ideals of Faulkner University and academic proficiency with a minimum of a 2.5 GPA. The Faulkner faculty select the recipient.

V. P. Black Award

The V. P. Black Award is given in honor of Vanderbilt Pierpont (VP) Black, an outstanding evangelist, influential author and proponent of Christian education. The V. P. Black Award recognizes a graduating senior who shows the greatest promise of becoming an outstanding gospel preacher. The recipient must demonstrate attitudes and actions consistent with the values and ideals of Faulkner University and academic proficiency with a minimum of a 2.5 GPA. The V. P. Black College of Biblical Studies faculty selects the recipient.

Dorcas Award

The Dorcas Award is given to honor the traits of a Christian woman exemplified by Dorcas of Joppa (Acts 9:36-42): kindness, concern for others, and service to the poor and widows. The Dorcas Award recognizes a junior or senior female who shows Christian character, a person whose attitudes and actions represent the highest ideals of Faulkner University, social and emotional maturity, involvement in campus spiritual concerns and Christian service and high academic achievement. The V. P. Black College of Biblical Studies faculty selects the recipient.

Herman Hedgespeth Character Award

The Herman Hedgespeth Character Award is given in honor of Herman Hedgespeth, the former Dean of Students who is an outstanding evangelist, influential author and proponent of Christian education. The Herman Hedgespeth Character Award recognizes one male and one female student who demonstrate attitudes and actions consistent with the values and ideals of Faulkner University including outstanding character, integrity and spiritual maturity. The recipient must demonstrate academic proficiency with a minimum 2.0 GPA. The Dean of Students department selects the recipient.

Leonard Johnson Family Award

The Leonard Johnson Family Award is given in honor Leonard Johnson, a founder of Faulkner University, and his family who have continued to support Faulkner. The Leonard Johnson Family Award recognizes the full-time freshman dorm student, male or female, who demonstrates personal, social and spiritual growth during the freshman year. The recipient has demonstrated improvement in self-image,
attitude, cooperation, motivation and kindness. They must also have demonstrated attitudes and actions consistent with the values of Faulkner University. The Faulkner faculty selects the recipient.

**President’s Award**

The President’s Award is given to honor the ideals upon which Faulkner University was founded. The President’s Award is the highest honor bestowed by the Faulkner faculty. The President’s Award recognizes the graduating senior, male or female, who best demonstrates the ideals of Faulkner with specific reference to spiritual, social and academic maturity. The recipient must demonstrate attitudes and actions consistent with the values of Faulkner University and academic proficiency with a minimum 3.0 GPA. The Faulkner faculty selects the recipient.

**Mister and Miss Faulkner University**

Mister and Miss Faulkner University is given to honor the ideals of Faulkner University. Mister and Miss Faulkner University recognizes a senior male and female who demonstrates the ideals of Faulkner University and attitudes and actions consistent with the values of Faulkner University. The recipient must demonstrate academic proficiency with a minimum 2.5 GPA. The Faulkner faculty selects four male and four female nominees for presentation to the student body.

**Academic Honor Rolls**

Faulkner University recognizes the academic achievement all students with the academic honor rolls. Faulkner has three academic honor rolls recognizing three levels of academic excellence: Honor Roll, Dean’s List and President’s List. A full-time student who achieves a GPA of 3.000 to 3.499 will be recognized on the Honor Roll. A full-time student who achieves a GPA of 3.500 to 3.899 will be recognized on the Dean’s List. A full-time student who achieves a GPA of 3.900 or above will be recognized on the President’s List.

**Classification**

Academic classification is based on the number of semester credit hours earned:

- 0-29 hours Freshman standing
- 30-59 hours Sophomore standing
- 60-89 hours Junior standing
- 90 and above Senior standing

A student must possess a cumulative grade point average of 2.0 in order to graduate from any certificate or degree program.

**Class Changes**

Class additions are not permitted after the seventh calendar day from the first day of classes each semester. Changes require permission of the faculty advisor and instructors involved and a fee of $50.00 for each change form processed, regardless of the number of classes added or dropped on the form. Change forms are obtained from the Registrar’s Office and must be completed and returned there by the deadline specified. Failure to officially notify the Registrar’s Office of a class change will result in a grade of “F.” The tuition refund policy is stated in the University Catalog.

**Withdrawal from School**

A student may withdraw from a course(s) without academic penalty through the last day of the first week following midterms. During this time the student must fill out a withdrawal form and have the instructor(s) assign either “withdrawn-passing” or “withdrawn-failing” grades according to progress at the time of withdrawal. All withdrawals after the time noted above are “withdrawn-failing” except in cases of dire and obvious necessity as determined by the Academic Dean. Forms for withdrawal may be obtained from the Student Success Office, and must show the last date of class attendance. A student has not officially withdrawn from a class or from school until the proper forms have been filed with the Registrar’s Office.
**Dead Week**

Dead Week occurs during the last scheduled week of classes each semester, or in other words, the week prior to the beginning of final examinations. Dead Week is designed to allow students the opportunity to attend class and focus on their academic endeavors without the distraction of student activities or the pressure/temptation to participate. To accomplish this all extracurricular programs and activities are prohibited during Dead Week.

- Clubs, organizations and societies are prohibited from holding meetings or other organized activities during Dead Week. Any violations will result in sanctions, including possible loss of charter.
- Intramural sport teams/groups are prohibited from holding meetings, practices, competitions or other organized activities during Dead Week. Any violations will result in sanctions, including possible loss of charter.
- All other student activities, concerts, fund-raisers, etc are prohibited from being scheduled, organized or held during Dead Week. Any violations will result in sanctions, including possible loss of charter.

**Final Examinations**

Academic work for a semester is not completed until all final examinations have been taken. Final exams should be taken according to the schedule published on the Class Schedule. Any deviation from this schedule must have the approval of the Vice-President for Academic Affairs as well as the instructor.
Student Complaint Record: Academic

Policy No. 1903

This form is designed to be completed by the Department Chair, Program Director, Director of Student Success, and/or Center Director. Its purpose is to provide a means for documenting student complaints in a manner that allows them to be systematically addressed.

Date: ____________________

Student’s Name: ____________________________________________________________

Nature of Complaint: (Check all that apply.)

_____ Inappropriate faculty content, instruction, materials, 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 timeframe

_____ Unfair or inappropriate grading practices

_____ University policies/procedures

_____ Other (Provide specific details below.)
Provide a narrative to summarize the complaint. Use additional pages if needed.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Describe action(s) already taken by the student to resolve the matter (if applicable). Office & personnel to whom complaint was initially submitted:

______________________________________________________________________________

Action taken:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Note: If the nature of the complaint makes it inappropriate for the student to meet with the Department Chair, Program Director, and/or Center Director, then the student should meet with the Director of Student Success or the Dean of the appropriate college. To Be completed by Administrative Personnel:

Describe action(s) taken by the Instructor.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Instructor Date
Describe action(s) taken by the Department Chair, Program Director or Center Director, if applicable.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Department Chair, Program Director or Center Director

Date

Describe action(s) taken by the Director of Student Success, if applicable.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Director of Student Success

Date

Describe action(s) taken by the Dean of the appropriate college, if applicable.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Dean

Date
Describe action(s) taken by the Vice President of Academic Affairs, if applicable.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Vice President of Academic Affairs

Date

Describe the final resolution of the complaint.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
Student Complaint Record: Non-Academic

Policy No. 1903

This form is designed to be completed by the Department Head, Program Director, Center Director, Director of Student Success, or Dean of Students. Its purpose is to provide a means for documenting student complaints in a manner that allows them to be systematically addressed.

Date: _______________________

Student’s Name: ______________________________________________________

Nature of Complaint: (Check all that apply and then provide narrative statement.)

_____ University employee conduct
_____ Cafeteria/Grill services
_____ University facilities
_____ University housing
_____ Career Placement Services
_____ Financial Aid
_____ Business Offices
_____ Student employment/work study
_____ Chapel
_____ Computer/technology services and labs
_____ Instructional Support Services
_____ Learning Support Services
_____ Library services
_____ Bookstore services
_____ Disability services/access/accommodations
_____ Student activities and services
_____ University policies/procedures
_____ Personal safety and security*
_____ Other (Provide specific details below.)

*Student complaints involving immediate threats/dangers to self or others are to be reported directly to the Security Office for each campus/center.

Non-Academic Student Complaint Form
Provide a narrative to summarize the complaint. Use additional pages if needed.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

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

Office & personnel to whom complaint was initially submitted:
______________________________________________________________________________
______________________________________________________________________________
Action taken:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Note: If the nature of the complaint makes it inappropriate for the student to meet with the
Department Head, Program Director, and/or Center Director, then the student should meet with the
Dean of Students, Director of Student Success, or Vice President of Student Services.

To Be completed by Administrative Personnel:

Describe action(s) taken by the Department Head, Program Director or Center Director.
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Signature of Department Head, Program Director or Center Director       Date
Describe action(s) taken by the Director of Student Success, if applicable.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Director of Student Success

Date

Describe action(s) taken by the Dean of Students, if applicable.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Dean of Students

Date

Describe action(s) taken by the Vice President, if applicable.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Signature of Vice President

Date

Describe the final resolution of the complaint.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Non-Academic Student Complaint Form
Important Phone Numbers

Contact information for University offices, staff and faculty may periodically change. Any changes to the contact information can be located in the Directory on the University’s website (http://www.faulkner.edu/)

Main Campus Contacts: Montgomery

When on campus dial the 4-digit extension number. If off campus in the Montgomery area dial 386 then the 4 digit extension. Outside the Montgomery area you may dial directly with area code 334-386 then the 4 digit extension or 1-800-879-9816 and request the 4-digit extension.

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

Admissions........................................................................................................ 7200
Undergraduate .......................................................................................... 7140
Adult........................................................................................................... 7140
Military Education ...................................................................................... 7146
Graduate ...................................................................................................... 7140
Jones School of Law ..................................................................................... 7210

Student Accounts ........................................................................................ 7165
Career Placement Center ........................................................................... 7512
Chapel Coordinator .................................................................................... 7923
Faulkner Dinner Theater ........................................................................... 7190
Financial Aid Office ................................................................................... 7292
Human Resources ....................................................................................... 7230
Information Technology and Computer Helpdesk (EFC) ................................ 7171
Instructional Support Lab ........................................................................... 7294
Intercollegiate Athletics .............................................................................. 7148
Gus Nichols Library System ....................................................................... 7207
Multiplex .................................................................................................... 7208
Project Key/Student Support Services ....................................................... 7185
Public Safety/Police Department ............................................................... 7250/7508
Registrar ..................................................................................................... 7240
Residence Life Director .............................................................................. 7181
Assistant Director/Apartment Supervisor ................................................. 334-300-2201

Resident Hall Directors...................................................................................
Baldwin ........................................................................................................ 7605
Burton ......................................................................................................... 7464
Davis .......................................................................................................... 7330
Harris .......................................................................................................... 7816
Campus Ministries Coordinator ................................................................. 7923
Student Activities Director ....................................................................... 7588
Student Success Center ............................................................................ 7380
University Bookstore ................................................................................ 7160
University Counseling Center ................................................................. 7275/7295/7896
University Food Services (CMS) ............................................................... 7178
J. L Perry Cafeteria ...................................................................................... 7178
Multiplex Grill ............................................................................................ 7899
University Health Services and University Nurse ..................................... 7183
University Postal Services ......................................................................... 7174

Extended Center Contacts:

Birmingham Campus .................................................................................... 205-879-5588 or 888-816-2776
Huntsville Campus ....................................................................................... 256-830-2626 or 888-816-2775
Mobile Campus .......................................................................................... 251-380-9090 or 888-816-2777

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Student Access to Faculty and Administration

Students may obtain faculty and administration contact information on the University’s website at http://www.faulkner.edu/o/directory/default.cfm. Students may contact the appropriate director, Dean, department chair, or the Vice-President for Academic Affairs for information regarding courses, course offerings or programs of study. Students with concerns should contact the Center for Student Success on the Faulkner website at http://www.faulkner.edu/services/studentsuccess.asp. Students with complaints must utilize the University’s Student Complaint and Conflict Resolution Policy. This policy and the appropriate forms are in the Faulkner Student Handbook (appendix P).

<table>
<thead>
<tr>
<th>Program/Center</th>
<th>NAME</th>
<th>TELEPHONE</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham Center</td>
<td>Tim Parker</td>
<td>(205) 879-5588</td>
<td><a href="mailto:tparker@faulkner.edu">tparker@faulkner.edu</a></td>
</tr>
<tr>
<td>Huntsville Center</td>
<td>Barbara Gamble</td>
<td>(256) 830-2626</td>
<td><a href="mailto:bgamble@faulkner.edu">bgamble@faulkner.edu</a></td>
</tr>
<tr>
<td>Mobile Center</td>
<td>Fred Hughes</td>
<td>(334) 380-9090</td>
<td><a href="mailto:fhughes@faulkner.edu">fhughes@faulkner.edu</a></td>
</tr>
<tr>
<td>Bachelor of Science in Management of Human Resources (MHR) Degree Completion</td>
<td>Patrick Daly</td>
<td>(334) 386-7120</td>
<td><a href="mailto:pdaly@faulkner.edu">pdaly@faulkner.edu</a></td>
</tr>
<tr>
<td>Military Education Program (MEP)</td>
<td>Ben Young</td>
<td>(334) 386-7146</td>
<td><a href="mailto:byoung@faulkner.edu">byoung@faulkner.edu</a></td>
</tr>
<tr>
<td>International Programs</td>
<td>Dr. Ed Hicks</td>
<td>(334) 386-7309</td>
<td><a href="mailto:ehicks@faulkner.edu">ehicks@faulkner.edu</a></td>
</tr>
<tr>
<td>Bachelor of Criminal Justice (BCJ) Degree Completion</td>
<td>Wendy Bryson</td>
<td>(334) 386-7529</td>
<td><a href="mailto:wbryson@faulkner.edu">wbryson@faulkner.edu</a></td>
</tr>
<tr>
<td>Bachelor of Business Administration (BBA) Degree Completion</td>
<td>Ron Lambert</td>
<td>(334) 386-7123</td>
<td><a href="mailto:rlambert@faulkner.edu">rlambert@faulkner.edu</a></td>
</tr>
<tr>
<td>Legal Studies—Associate and Bachelor (ASLS &amp; BSLS)</td>
<td>Dr. Cathy Davis</td>
<td>(334) 386-7304</td>
<td><a href="mailto:cdavis@faulkner.edu">cdavis@faulkner.edu</a></td>
</tr>
<tr>
<td>Evening and Weekend Program</td>
<td>Beth Camp</td>
<td>(334) 386-7145</td>
<td><a href="mailto:becamp@faulkner.edu">becamp@faulkner.edu</a></td>
</tr>
<tr>
<td>Great Books Honors College</td>
<td>Dr. Robert Woods</td>
<td>(334) 386-7313</td>
<td><a href="mailto:rwoods@faulkner.edu">rwoods@faulkner.edu</a></td>
</tr>
<tr>
<td>Masters of Arts in Biblical Studies (Kearley Graduate School)</td>
<td>Dr. Randall Bailey</td>
<td>(334) 386-7158</td>
<td><a href="mailto:rbaily@faulkner.edu">rbaily@faulkner.edu</a></td>
</tr>
<tr>
<td>Masters in Criminal Justice (MCJ)</td>
<td>Dr. John Gray</td>
<td>(334) 386-7262</td>
<td><a href="mailto:jgray@faulkner.edu">jgray@faulkner.edu</a></td>
</tr>
<tr>
<td>Masters of Science in Management</td>
<td>Dr. Justin Bond</td>
<td>(334) 386-7925</td>
<td><a href="mailto:jbond@faulkner.edu">jbond@faulkner.edu</a></td>
</tr>
</tbody>
</table>

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<tr>
<th>DEPARTMENT</th>
<th>NAME</th>
<th>TELEPHONE</th>
<th>E-MAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bible, Graduate</td>
<td>Dr. Randall Bailey</td>
<td>(334) 386-7660</td>
<td><a href="mailto:rbaily@faulkner.edu">rbaily@faulkner.edu</a></td>
</tr>
<tr>
<td>Bible, Undergraduate</td>
<td>Dr. Todd Brenneman</td>
<td>(334) 386-7660</td>
<td><a href="mailto:tbrenneman@faulkner.edu">tbrenneman@faulkner.edu</a></td>
</tr>
<tr>
<td>Business</td>
<td>Dr. David Johnson</td>
<td>(334) 386-7600</td>
<td><a href="mailto:djohnson@faulkner.edu">djohnson@faulkner.edu</a></td>
</tr>
<tr>
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