



# Faulkner University

— A CHRISTIAN UNIVERSITY —

2006/2007

FAULKNER UNIVERSITY  
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Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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## IMPORTANT PHONE NUMBERS

**When on campus dial the 4-digits. If off campus, then dial 386 + the 4-digits.**

Admissions .....	7200
Bookstore .....	7160
Business Office.....	7165
Cafeteria .....	7178
Career Placement.....	7512
Counseling .....	7295
Dean of Students.....	7184
Dinner Theater.....	7190
Dorm Supervisors:	
Baldwin .....	7409
Burton .....	7464
Davis.....	7330
Apartment Supervisors:	
4000 Building .....	7802
5000 Building .....	7884
6000 Building .....	7605
7000 Building .....	7942
Computer Support (EFC) .....	7171
Financial Aid .....	7292
Library.....	7207
Mailroom.....	7174
Nest .....	7507
Nurse .....	7183
Project Key/Student Support Services .....	7185
Registrar .....	7240
Residence Life Manager.....	7181
Security.....	7250/7508
Student Activities .....	7588
Student Success.....	7655
Support Lab .....	7294

# CALENDAR 2006-2007

## FALL 2006

August 14-18	Freshman Experience
August 21 - 22	Registration
August 23	Classes begin
August 29	Last day to add classes
September 4	<b>Labor Day Holiday</b>
October 9 - 13	Mid-Term Exams
October 16 - 27	Pre-registration for Spring
October 20	Graduation application deadline
November 3	Last day to drop a class with a <i>W</i>
November 20 - 24	<b>Thanksgiving Holidays</b> for students/faculty
December 11 - 14	Final Exams for fall term (M-Th)
December 15	Final grades for graduates due
December 16	Graduations 10:00 a.m. and 2:00 p.m.
December 19	<i>Final grades</i> due by 1:00 p.m.
December 18 - January 5	<b>Christmas Holidays</b> for students/faculty

## SPRING 2007

January 8 - 9	Registration for Spring
January 10	Classes begin
January 15	<b>King/Lee Holiday</b>
January 16	Last day to add classes
February 19 - 23	Mid-Term Exams
March 5 - 8	Annual Bible Lectureship (Mon pm - Thurs pm)
March 12 - 23	Pre-registration for Summer and Fall
March 16	Graduation application deadline
March 23	Last day to drop a class with a <i>W</i>
March 26 - 30	<b>Spring Break</b> (for students/faculty)
April 30 -May 4	Final Exams
May 4	Final grades for graduates due
May 5	Graduations 10:00 a.m. and 2:00 p.m.
May 7	<i>ALL</i> grades due in by 1:00 p.m.

## SUMMER 2007

May 9 - 10	Registration – Summer School
<b>Session I</b>	
May 14	Classes begin (meet Mon-Thurs)
May 15	Last day to add a class for Session I
May 28	<b>Memorial Day Holiday</b>
May 29	Last day to drop a class with a <i>W</i>
June 15	Final Exams for Session I
June 19	All final grades due
<b>Session II</b>	
June 18	Classes begin (meet Mon-Thurs)
June 19	Last day to add a class for Session II
July 4	<b>Independence Day Holiday</b>
July 5	Last day to drop a class with a <i>W</i>
July 2	Final Exams for Session II
<b>July 24</b>	<b>ALL final grades due</b>

## INTRODUCTION

The Student Handbook is an official statement of Faulkner University's policies and procedures governing the various areas of student life. It is consistent with the University Catalog, but the Student Handbook is a more specific statement of the student's rights and responsibilities. In those areas where the Student Handbook is more specific, the additions and clarifications of the Student Handbook are binding.

**Enrollment for classes at Faulkner University constitutes the student's acceptance of the provisions of this Handbook.**

## STUDENT LIFE

### SOCIAL CLUBS

Social growth and maturity are essential in the development of a well-rounded individual. Students are encouraged to join one of ten social clubs on campus. A copy of the social clubs by laws may be obtained in the office of the Director of Student Activities.

The following clubs are active on the University Campus:

Sigma Psi Chi \* Chi Omicron Chi \* Kappa Sigma Phi \* Phi Lambda  
Lambda Alpha Chi \* Alpha Delta Psi \* Epsilon Phi Upsilon  
Delta Xi Omega \* Zeta Eta Theta \* Alpha Alpha Alpha

### ACADEMIC CLUBS

\* Alpha Psi Omega (Theatre) \*  
Alpha Chi (Scholastic and Character Honors) \* Bible Majors Club \*  
Pi Tau Epsilon (Missions) \* Sigma Tau Delta (English) \*  
Alpha Phi Sigma (Criminal Justice) \* SAEA (Education Majors) \* Christian Women in Action \*

### INTERCOLLEGIATE ATHLETICS

Faulkner University is a member of the National Association of Intercollegiate Athletics (NAIA) and the National Christian College Athletic Association (NCCAA). Faulkner fields intercollegiate teams in basketball, baseball, softball, soccer, golf, and volleyball.

### 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. Team sports such as softball, volleyball, flag football, soccer, and basketball promote cooperation and teamwork. In addition, students who function as referees and officials for these sports greatly benefit from their experiences.

Other awards are given for outstanding performance in several areas, including sportsmanship. The goal of the intramural sports program is to help all participants, officials, and spectators to enjoy a variety of sports activities.

### DEAN OF STUDENTS OFFICE

The office of the Dean of Students is responsible for the coordination and supervision of student activities, the oversight of the residence halls, health services, chapel, counseling services, and cafeteria. You may refer any questions about approved student activities and chapel attendance to the Dean of Students.

## STUDENT GOVERNMENT ASSOCIATION



All regularly enrolled undergraduate students at Faulkner University are members of the Student Government Association. The Student Government Association is governed by the Executive Council, which acts as a liaison between the students and the administration. The Executive Council consists of four officers, (president, vice-president, secretary/treasurer, and parliamentarian) a male and female representative from each class and the chairpersons of the various Student Government Association committees.

The Executive Council and the committees of the Student Government Association are responsible for concerts, movies, parties, retreats and all-campus devotionals, as well as serving on certain faculty committees and helping with special events on campus.

Each student is encouraged to be an active member of the Student Government Association and participate in as many activities as possible.

### STUDENT IDENTIFICATION CARDS

Upon enrollment, each student receives an Identification Card. It not only identifies the individual as a student of Faulkner University, but it also admits the student to cafeteria, most on-campus athletic events, and to certain other programs.

All students are required to have an I.D. card. It is considered dishonest to use another student's I.D. card. Students should present their I.D. card whenever requested by University personnel. Loss or theft of card should be reported immediately to the Registrar's Office. Replacement cost is \$5.00.

### CAFETERIA

The J.L. Perry Cafeteria is managed by Culinary Management Solutions. Your cooperation is requested in keeping the dining hall cheerful and orderly. Remember that the cafeteria is open to the public as well as to the students.

Every student who lives in a campus dormitory is required to pay board as well as room. A number of meal plan options are available. There will be no refunds for meals missed. Waivers will be granted only in cases of proven medical necessity. Written application for a meal waiver must be made to the Dean of Students. If the cafeteria can prepare the student's special diet, a medical waiver will not be granted.

The cafeteria serves a general United States' cuisine. Individual food and taste preferences, whether by national or international students, will not be considered as sufficient justification for a cafeteria waiver.

At every meal, students are required to present their meal cards. The cooperation of the students in this will be greatly appreciated. Students who take meals to one who is sick must bring that student's I.D. card.

## **THE NEST**

The Eagles Nest, located in the Eagle Center, is a great place to get fast food and those snacks that carry a student through the school year! Special promotions are held throughout the year.

## **BOOKSTORE**

The Faulkner University Bookstore is designed to provide the materials a student will need for the classroom. The bookstore also has a supply of jackets, sweaters, and shirts in assorted designs with the school colors. Religious books, cards and gifts may also be purchased.

## **POST OFFICE**

The Post Office is located in the Eagle Center. Each resident must be assigned a mailbox at registration, and is responsible for checking the mailbox regularly. Mail to residential students may be addressed as follows:

Student Name  
Box #  
Faulkner University  
5345 Atlanta Highway  
Montgomery, AL 36109

# STUDENT SERVICES

## SECURITY

### Campus Security and Crime Awareness

The purpose of this section is to inform students of Faulkner University's policies and procedures for security. This is published to conform with Public Law 101-524, the Student Right to Know and Campus Security Act.

Campus Security exists to observe and report security matters to the proper authorities and to maintain a successful parking and traffic system. CSD officers are non-sworn officers who are unarmed. Each officer on patrol is equipped with a radio and/or cell phone.

Faulkner University desires to keep the campus community informed of any criminal activity that may have an impact on personal safety or security.

### Crime/Emergency Reporting

The Campus Security Department (CSD) is under the direction of the Vice President for Student Services. The CSD is located in the Visitor Information Center (VIC) at the entrance to the campus. All Criminal activities, emergencies, injuries, and requests should be reported to the CSD Director or any security officer by telephone, email, or in person at the VIC. Officers may be reached at 386-7250 and the Director may be reached at 386-7508.

CSD officers are responsible for locking and unlocking campus facilities as requested by authorized personnel. CSD officers patrol the campus to ensure that any and all criminal violations and breaches are duly noted and appropriate action is taken.

### Accompaniment

Campus Security will accompany students, faculty or staff when available. If you need accompaniment to your vehicle or campus residence call Security at 7250.

### Campus Crime Statistics

<b>Offenses</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>
Criminal Homicide	0	0	0
Forcible Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Simple Assault	0	0	0
Burglary	1	0	3
Larceny-theft (except vehicle)	16	22	10
Motor Vehicle Theft	0	0	0
Drug Offenses	0	0	0

## Motor Vehicles

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

1. The University considers the parking and/or operating of motor vehicles on campus to be a privilege that may be withdrawn whenever any of the conditions below cease to be met and whenever there are accumulated or flagrant abuses of traffic regulations.
2. The University attempts to protect vehicles that are parked on campus, but the University assumes NO responsibility for losses from fire, theft, or from any other causes when vehicles are parked on campus.
3. Persons lending their vehicles to others will be held responsible for any tickets issued to the vehicle.
4. All parking restrictions on streets or other areas (loading zones, blocking dumpsters, fireplugs, etc.) are in effect 24 hours a day. These violations may be handled by towing away vehicles at the owner or operator's expense if not corrected within a reasonable amount of time.
5. Application for handicapped parking permits must be made in the office of the Probate Judge of Montgomery County, Alabama. The standard decal for the handicapped must be displayed.
6. Motorcycles and scooters must comply with all traffic regulations applicable to four-wheel vehicles.
7. Major repair of vehicles is not permitted in the parking areas of the dorm.
8. Washing vehicles is restricted to the designated area behind Baldwin dormitory. The knob for the faucet may be obtained from the dorm supervisors at Burton or Baldwin dormitory.

## Conditions for Use of Vehicle

1. Motor vehicles must be registered with Campus Security and receive a parking decal within five days of the first day of classes. Parking decals may be obtained from the Director of Campus Security. There is no charge for a decal.
2. Properly display the University parking decal in the lower left corner of the front windshield. Motorcycles and scooters must also have a decal that is clearly visible.
3. Operator must have a valid driver's license and license plates.
4. Obey all applicable city, state, and campus traffic rules, including all directive signs governing the use of motor vehicles.
5. Pay all fines that are imposed for improper use of the vehicle and sustained by the Director of Campus Security. All fines are to be paid in the Business Office.
6. Be cooperative with the campus security officers, including the presentation of a driver's license or Faulkner University I.D. when requested by them.
7. Refusal to stop a vehicle when signaled (voice, hand signal, flashlight, blue light etc.) by a campus security officer will result in automatic suspension of campus driving and vehicle privileges for three months.
8. Refusal to present a drivers license and/or a Faulkner University I.D. when requested by a campus security officer will result in automatic suspension of campus driving and vehicle privileges for three months.
9. Report all automobile accidents on campus to Campus Security at once.

Traffic tickets may be appealed to the Director of Campus Security within three business days of receiving the ticket. Penalties that are either sustained by the Director of Campus Security or not appealed within three business days will be added to the student's account with the University. The student must understand that, guilty or innocent, the University gives security 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.

**REMEMBER:** Park properly in spaces marked by white lines, drive safely and cooperate with University personnel in the operation of motor vehicles on campus.

## EFC COMPUTER SYSTEMS

### Computer Access

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

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

**Personal Computer Dial-up Connection**– for Internet service only, you may plug your personal PC's modem into the room's telephone jack to dial your Internet Service Provider. You will receive, however, a *Faulkner* email account that you are required to check and maintain.

**Personal Computer Cable Connection** – for Internet service only, you may contact Charter Communications for installation of a cable modem for high-speed Internet access. You will receive, however, a *Faulkner* email account that you are required to check and maintain.

The second two options above only allow Internet service via **your** ISP; you are not “logged-in” to the Faulkner network.

### Email Accounts

All Faulkner students are given an email account that will store up to 15MB. Students are responsible for checking and maintaining their mailbox on a regular basis. You will receive an email warning when you near the mailbox size limit. If you are off-campus, please use Outlook Web Access at the following address: **mail.faulkner.edu/exchange** (without www)

At the Network Password screen, enter the following information:

User Name: Six digit ID #

Password: Password designated on Computer Form



Enter Network Password

Please type your user name and password.

Site: mail.faulkner.edu

Realm: mail.faulkner.edu

User Name

Password

Save this password in your password list

OK Cancel

\* You will also log onto any Faulkner network PC using the above process.

## **Grades and Account Information**

Grades will not be mailed. To check grades or account information, go the following site:  
students.faulkner.edu (without www)

After clicking on *Grades*, please follow the directions listed on the web page. Grades issued will be posted to the web site the following day by noon.

## **Games**

There are time restrictions on Internet gaming, as defined by Faulkner University. They are as follows:

Monday – Friday: 7am - 10pm (Access denied)

Saturday: 7am - 6pm (Access denied)

Sunday: No restrictions

You may use campus network PCs to download games and programs, but when the PC is re-started, the programs are automatically removed. This does not apply to your personal PC.

## **Server Space**

Please remember to store your school-related files on the Student Server. Floppy disks are permitted, but storing on the server will assure a safe location. The drive letter assigned to the Student Server is H:\, followed by your Student ID Number, and will be visible when you save a file. Please do not store MP3, WAV, WMA, or any copyrighted files on the server. Please refer to the Statement of Ethics for more information.

## **Supplies**

Students are responsible for supplying their own paper in the dorm printers. The housing supervisors are responsible for toner in the housing labs. If you need paper or toner in a computer lab printer other than a housing lab, please contact the Lab Director for that lab.

## **Help**

If you require assistance, please email [helpdesk@faulkner.edu](mailto:helpdesk@faulkner.edu), or dial extension 7171 (on campus). Our office is located in room 106 of the Rotunda. Our hours are 7am-5:30 p.m., Monday through Friday.

At this time, EFC is not permitted to work on students' personal computers, or enter students' dorm rooms or apartments to work on personal PCs.

If you are living in the Harrison Apartments and would like Faulkner network access, we will provide instructions on how to configure your personal PC. Alternatively, you may bring your PC (with network card installed) to the EFC office and we will configure your PC to connect to the network. If you have XP Home Edition, you will only be able to access Faulkner's Internet Service only. Network access is not available with XP Home.

## **HEALTH CENTER**

The Health Center, located in the Dean of Students area of the J.L. Perry Building, is operated by a registered nurse and makes available a number of services, including treatment of cuts, sprains, flu, cold and other minor illnesses. Blood pressure, temperature checks and allergy shots are done in the health office. Nonprescription drugs are available. These services are free to all students.

The following procedure should be followed when using the Health Center:

- The nurse is in from 8:00 a.m. until Noon, Monday through Friday.
- Students are seen on a first-come basis unless immediate care is needed.
- The nurse will make on campus housing visits when necessary, but students should make an effort to go to the Health Center.
- The nurse will assist in making doctors' appointments.

Faulkner University recommends that all students have a tuberculin test, a tetanus booster and hepatitis "B" immunization before entering school.

### **Medical/Health Insurance Coverage**

Faulkner University cannot be responsible for students' health-related charges. Students are strongly urged to carry some type of reputable hospitalization insurance. Information is available for a health insurance program through Sentry Life Insurance, Inc. at time of registration, or you may visit [www.ejsmith.com](http://www.ejsmith.com) for information.

When a local doctor recommends hospitalization or an operation, or when a student is acutely ill, the student's family will be called.

### **Measles Prevention Policy**

According to the State of Alabama Board of Education policy, no person born in or after 1957 may be enrolled as a student until such time as that person has presented the documentation to the University that the prospective student has:

- Had at least two doses of live measles-containing vaccines; or
- Previously had the measles disease, as diagnosed by a licensed physician; or
- Immunity to the measles disease as verified by laboratory evidence.

All students (former as well as first-time entering students) who register for classes must comply with this policy. All students who have attended an Alabama public or private elementary or secondary school accredited by the Alabama State Department of Education and/or the Southern Association of Colleges and Schools may be presumed to have had the initial vaccination and may be registered. However, said students must present documentation that they have received the second vaccination prior to registering for classes any subsequent term. Out-of-state and/or foreign students cannot be presumed to have had an initial vaccination. Those who do not meet these requirements will have a hold placed on their records and will not be permitted to register for future terms until they are in compliance. A student who can present formal documentation of medical or religious exemption will be excluded from the provision of this policy.

### **Meningitis Vaccine**

Faulkner University Health Center offers the meningitis vaccine on a pre-registration basis only. This vaccine is not required, but recommended by the American College Health Association and the U.S. Centers for Disease Control and Prevention. You may contact the Health Center at 334-386-7183 to inquire about the vaccine fee and availability. Students under the age of 18 must have a parental signature to receive the vaccine.

## **Excuses for Absences Due to Illness**

When a student misses a class because of illness or injury, an excuse must be obtained from the campus nurse. If the injury or illness is on campus, the campus nurse will issue an excuse only in cases of personal observation by the nurse, dorm supervisor, teacher or staff person. An excused absence permits the instructor to offer make up tests/exams. If the injury or illness is off campus, the campus nurse will issue an excuse only in cases of personal observation or written verification by a medical professional, parent, or job supervisor. In all cases, the injury or illness causing the absence must be reported on the same day of occurrence. If the injury or illness occurs on a weekend or after hours, the report should be made the next business morning.

## **Emergency Procedures**

The Jackson Hospital emergency room takes Faulkner students day or night, seven days a week. Dr. Handey is on call for students at (334) 265-5577. Also, Dr. Moon at (334) 272-0066 and Family Practice at (334) 271-4503 will see students at Baptist East Medical Center.

- Contact the nurse through the dorm supervisors for instructions.
- Life-threatening illness or injury
  - a. Call 911 for assistance.
  - b. Tell the paramedic that we use Jackson Hospital or Baptist East Medical Center.
  - c. Have the dorm supervisor notify the nurse and the Dean of Students.

## **MANDATORY WITHDRAWAL OF STUDENTS**

A student may be subject to mandatory withdrawal if the Administration concludes, by probable cause, that the student is suffering from a mental disorder, as defined by the current American Psychiatric Association Diagnostic Manual or its equivalent; and as a result of the mental disorder engages, or threatens to engage, in behavior which:

- a. Poses a significant danger of causing imminent physical harm to the student or to others, or
- b. Substantially impedes the normal activities of other members of the campus community, including disruption of dormitory or apartment complex life routine, or
- c. Indicates that the student is unable to successfully complete current academic requirements at the University.

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.

## **TEMPORARY WITHDRAWALS IN EMERGENCY SITUATIONS**

Temporary withdrawal may be implemented immediately by the appropriate administrator if it is determined that a student may be suffering from a mental disorder, and that the student's behavior poses a significant danger of harm to the student or to others, or substantially impedes the normal activities of the campus community.

## **ADA PROVISION**

Faulkner University seeks to make this University as accessible as possible to all qualified students with or without disabilities. If you have any special needs in order to successfully pursue your chosen course of study, please make an appointment with the University counselor or Project Key/Student Support Services.

## **TESTING AND COUNSELING**

Testing and counseling services are available on campus. The counseling program at Faulkner University is designed to provide confidential assistance with educational and vocational problems and to help one achieve a realistic understanding of one's abilities, interests, and values.

## **RESIDENTIAL LIFE**

Welcome to life on Campus at Faulkner University! The mission of the Housing Office is to provide a residential community that promotes learning and enhances personal and spiritual growth for our residents. To help facilitate this, we publish in this handbook valuable information for “On Campus” living.

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

### **Residence Life Manager**

The Residence Life Manager works under the direction of the Dean of Students and oversees all on-campus housing, working closely with the apartment and dormitory supervisors, and coordinates all needed maintenance and housekeeping with regard to the residence dormitories and apartments. The office of the Residence Life Manager is located in the Dean of Students Office on the east side of the cafeteria building.

### **Housing Committee**

The Housing Committee is a voice between the student body and the Housing Office, striving to make campus housing better for every student. This committee is made up of Faulkner students. The Housing Committee sponsors a number of Life Skills classes each year. Some of the Life Skills classes including cooking, auto maintenance, etiquette, laundry and ironing, and others. The Housing Committee also assists the Admissions Department to provide housing for visiting students. Applications for the Housing Committee may be picked up in the Residence Life Manager’s office.

### **Privileged Housing (Harrison Apartments)**

Harrison Apartments are classified as Privileged Housing. Those 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. In order to live in privileged housing, students must apply to the Residence Life Manager, and must meet all of the following qualifications:

Age 21 or a senior (90 hours or more)

Faulkner cumulative GPA will be considered (Transfer students must use their transfer GPA.)

No current holds or disciplinary actions for academics, billing, or conduct

No excessive chapel absences

Upon availability, students turning 21 during the current semester will be given consideration. If additional spaces are available after registration, students who are already 20 before the semester begins may be placed in the apartments.

## Housing Rules

Traditional students under 21 years of age must live on campus unless they live with an immediate relative or are given special permission from the Dean of Students. Currently, on campus housing is only available to students who are enrolled in Faulkner's traditional program. The University is unable to provide housing at this time to students enrolled in the one-year degree completion programs, Master's programs, or the Jones School of Law.

Residents must "check in" with their building supervisor the weekend before classes start. We request that students not ask for exception to this date due to our summer schedules. The only exceptions to this are the student mentors during Freshman Experience week in August, student athletes required to be on campus early, or another school program requiring early arrival.

All residents must make an appointment to "check out" with their building supervisor by the end of finals. Students must move out by 5 p.m. the Sunday after finals, unless they are registered for the upcoming term, or are participating in a University sponsored trip or activity. Any belongings that are left in residential quarters after that time will be turned over to the Residence Life Manager and becomes the property of Faulkner University to be dealt with as the Residence Life Manager deems necessary. Students are encouraged to take items home during Spring Break that will not be needed the last four weeks of school. Please plan ahead. Any student that moves out of campus housing without checking out with the supervisor will be fined \$100. The student is considered completely moved out when the student returns the key to the supervisor during "check out".

Residents must have permission from their building supervisors in order to change rooms. A room change fee may be accessed.

Private rooms may be available for an extra fee.

Each dorm resident must buy a meal plan and show student ID for meals.

### **Furnishings in campus housing are restricted as follows:**

Residents must have permission from their building supervisors to add furniture to a room.

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 of the dorm or apartments 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.

Dorm residents may have coffee makers, microwaves, refrigerators, and/or toaster ovens. Dormitory refrigerators are limited to 4.3 cu. ft. and 1.35 amps and must be properly grounded. Dormitory refrigerators must be emptied and cleaned between terms and during holidays.

Residents must not store so many belongings in rooms that it inconveniences others. Students who bring an excessive amount of belongings with them may be asked to store some of those belongings at their expense.

Residents may not use decorations that are, in their supervisor's opinion, in poor moral taste.

Apartment residents may not allow others to use their washers or dryers.

Residents must never intentionally set off panic or fire alarms when there is no emergency.

**All campus housing is subject to announced monthly health inspections.** This policy is subject to change. Fines will be issued for deficiencies. The housing supervisor will recheck any deficiencies the following day, any deficiencies not corrected are subject to additional fines until the room is clean. Housing staff may penalize residents for unsanitary conditions at any time. Students on disciplinary probation may be subject to weekly inspections. Room cleanliness is a major determining factor for room assignments for the following semester. If you as a roommate feel that living conditions are unacceptable between inspections, please talk with your housing supervisor or the Residence Life Manager.

Residents may never leave trash in the public areas on campus.

Residents may not have pets in campus housing.

Any room damage incurred during the year will be charged to the offender or occupants of the room. If school 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.

If there is reasonable suspicion of wrongdoing, the Dean of Students, housing staff, and Campus Security Officers reserve the unqualified right to enter and/or search a student's room and his/her possessions.

**Dorms are closed between terms. Residents must have the Residence Life Manager's prior permission to stay between terms. Students that 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 that are registered for the spring semester may live on campus at no charge. Students that are 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 before the spring semester opens.

**Students may be required to change rooms during the summer due to scheduled maintenance.**

### **Curfews, Quiet Hours, and Visiting Restrictions**

All dormitory residents **below age 20** are subject to a **12:30 a.m. through 6 a.m. curfew** seven days a week, year round. Curfew is defined as remaining under the roof of your dormitory. Residents of Baldwin and Burton dormitories may visit between the two men's dorms after curfew check, but only after signing out to indicate the destination.

**Signing Out:** Residents who are subject to curfew are to sign out any time they leave campus and do not expect to return prior to curfew. If signed out overnight, students must not return to campus between curfew and 6:00 a.m. the next morning. Information concerning staying overnight away from the dorm must be given on the sign-out sheet. Falsification of sign-out is dishonest, and will result in disciplinary action. Students are not permitted to have other students sign out for them.

Residents who have a curfew must *have dorm supervisor approval and sign out properly* to be off campus after curfew or to stay off campus Monday through Wednesday nights.

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

**Visits with members of the opposite sex are restricted as follows:**

Opposite sex guests may not visit in dorm or apartment bedrooms without special permission from the Residential Supervisor.

Opposite sex guests may visit dorm lobbies or apartment living rooms *only until 12:30 a.m.* No guests of the opposite sex are permitted in the apartments prior to 10:00 a.m.

**Visits with non-resident guests are restricted as follows:**

Day guests must leave campus by 12:15 am.

Overnight guests must register with the supervisor of that particular residential building. An overnight guest is defined as someone who does not live in that particular room or apartment.

Overnight guests are allowed to stay on campus no more than 4 nights per semester.

No one is allowed to spend the night in a dorm lobby. All exceptions will originate from the Residence Life Manager.

**Fire Prevention Regulations**

The following are prohibited in the residence dormitories and apartments because of their serious potential as fire hazards.

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

**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 of the facility, and damage to other property.

**Setting Fire**

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

**Severe Weather Procedures**

In the event of a tornado alert, all residents are to follow the correct procedures. If you are on the 2nd or 3rd floor of any building, you are encouraged to go to the lowest floor.

**Housing Work Requests**

If your room or apartment has something that needs to be repaired or replaced, you need to fill out a Work Request. This can be done online at [www.tsportal.net/faulkner](http://www.tsportal.net/faulkner). You may also access this link from Outlook, under Public Folders, Work Requests. You may access this website again to check on the progress of the Work Order. If the work is not done in a timely manner, please notify the Residence Life Manager in the Dean of Students office.

## Violations

## Fines

### Cleaning Charges

Failure to clean room before check-out.....	\$25-\$75
Failure to clean room space for a new roommate.....	\$25-\$75
Failure to remove all belongings when vacating room.....	\$50/day
Removal of graffiti.....	\$10-\$75
Clean carpet.....	\$75
Removal of trash, stickers, contact paper, residue from posters, tape, and such like.....	\$10 - \$50
Trash left on porches or in front of dormitory or apartment doors.....	\$25/day to each person in rm/apt

### Repair Charges

Patch hole in walls.....	\$10 - \$75
Repaint room (other than routine maintenance).....	\$150
Repaint wall (other than routine maintenance).....	\$50
Replace broken windows.....	replacement cost
Repair of ceiling.....	\$25 - \$100

### Replacement Charges

Key (lock must be rekeyed) or loss of room key.....	\$50
University furnishings.....	replacement cost
Smoke detectors.....	\$25
Exit lights.....	\$250
Fire extinguishers.....	\$50
Mattress.....	\$125
Replace severely stained/damaged carpet.....	replacement cost

### Fines

Curfew Violation (per violation).....	\$25
Improper "check in" or "check out".....	\$100
Intentional setting off fire alarm or panic button.....	\$200
Misuse or damage of fire extinguishers.....	\$500 plus damages/repair to equipment or building
Removing furnishings from designated rooms.....	\$25
Changing rooms without permission.....	\$25
Unexcused absence from mandatory dorm/apt. meetings.....	\$25
Quiet hour violations-including loud car music (each violation).....	\$25
Failure to sign in/out (each violation).....	\$25
Use of open flames in dorm/apt (1st offense).....	\$25
Use of open flames in dorm/apt (subsequent offenses).....	\$50
Failed room cleanliness inspection (1st offense).....	\$25
Failed room cleanliness inspection (subsequent offences) will be subject to further fines or community service	
Failure to return room key after checkout.....	\$50
Unauthorized use of apt washer/dryer.....	\$50
Food left in dorm/apt after checkout.....	\$25
Having a pet.....	\$200 plus carpet cleaning if necessary

This is not a complete list. Other dorm or apartment violations are also punishable with monetary fines, student sanctions, or community service as the Dean of Students office deems necessary.

All housing or disciplinary fines must be paid in the Dean of Students office. The student's account will be placed on hold after one week if the fine(s) is not paid. Students have one week from the date the fine is issued to appeal a fine.

## **CONDUCT REGULATIONS, DISCIPLINARY POLICIES AND PROCEDURES**

It is the responsibility of the Dean of Students to preserve an atmosphere that encourages students in the development of Christian character and to provide a forum where Christian friendships and relationships are fostered. The following rules define standards toward that end, and define disciplinary actions for violations of the rules. Disciplinary action is intended to help students correct errors made due to immaturity, irresponsibility and/or a lack of good judgment. However, some behaviors are so inconsistent with the Christian character of the university that the Dean may impose severe penalties including dismissal from the university. Faulkner University employees are to abide by University policies and report any violations to the Dean of Students. It is expected of faculty and staff to admonish, encourage, and correct students when inappropriate behavior is observed. It is also expected that the standards of student conduct will be observed for the duration of the time that one is a student at the university, including official university breaks or holidays, and time spent away from campus.

## **SOCIAL BEHAVIORS**

### **Courtesy and Manners**

Courtesy and good manners are the outward and visible sign of an inward and personal strength of character. Everyone is encouraged to exercise proper courtesy and manners.

### **Grooming and Dress Code**

While recognizing that personal tastes and styles may vary considerably, the university has established a dress code which all students are expected to review and follow. The purpose of these guidelines is not to dictate strict conformity or to create oppressive restrictions. They are designed, rather, to encourage standards of modesty appropriate to Christian life and standards of personal appearance that will be expected for many students in their chosen professions. Students are expected to dress and to groom themselves in a way that reflects neatness, moderation and appropriateness. Students should not dress to call attention to their body parts. Appropriate dress for women includes slacks, jeans, modest shorts, skirts, blouses, and dresses that are modest and neat. All females are required to wear a bra when in public. Women's hair must be neat. Appropriate dress for men includes slacks, jeans, modest shorts, shirts, and suits that are neat in appearance. Men's hair must be neat and not extremely long. Students failing to observe the personal appearance policies of the University should expect to be approached by faculty, staff, or administrative personnel regarding their appearance. If a student is uncertain about any dress regulation, he/she should ask the Dean of Students/Associate Dean of Students. All dress code questions are decided at the discretion of the Dean of Students/Associate Dean of Students.

**Clothing must not expose skin in any of the ways listed below:**

Low cut or wide-open necklines or arm holes

Short tops or low-cut/low-riding pants

The midriff area must not show.

Pants or skirts with hemlines and slits that rise more than 3 inches above the knee when seated are not allowed.



Extremely tight-fitting clothes, including Spandex-type clothing are not permitted.

Clothes with un-Christian words or pictures are not permitted.

Clothing designed for use as sleepwear is not permitted outside of residential areas.

Athletic shorts appropriate to the sport may be worn while participating in athletic classes/activities. This type of clothing is not appropriate for other areas, such as the cafeteria or classrooms.

Male students are encouraged to remove headwear when they enter any building on Faulkner's campus. The exception would be for medical conditions. Male students must remove headwear when entering chapel or a classroom.

**Behavior**

**All the following behaviors are unacceptable:**

Unauthorized solicitation for commercial or for-profit enterprises

Possessing or using of fireworks on campus (illegal inside city limits)

The uses of paintballs and paintball guns, slingshots, water balloons, shaving cream, or any substance that may injure individuals or damage property are prohibited.

Sexual intimacies outside marriage and inappropriate public displays of affection

All displays of homosexual behavior are prohibited

Viewing, using, distributing or possessing any kind of pornographic materials

Using vulgar, profane or obscene language

Attending bars or nightclubs or social dances

Possessing, using or distributing tobacco, alcohol, or illegal drugs in any form

All hazing is strictly prohibited. (copy of AL law on file in Dean of Students Office)

All forms of sexual harassment are strictly prohibited. (policy on file in Dean of Students Office)

**Behaviors That May Result In Temporary Suspension Or Permanent Expulsion From School:**

Academic dishonesty (any participation in cheating or plagiarism); theft, deliberately damaging, destroying, defacing or misusing university or private property; consumption, possession, distribution, solicitation, attempt to purchase, possess, use or distribute, alcoholic beverages or illegal drugs or misuse of prescription drugs; fighting; sexually intimate behavior outside marriage; disruptive behavior (extremely obnoxious, aggressive, rude, disrespectful or discourteous behavior); stalking; sexual harassment, (threatening or abusive behavior); refusal to comply with verbal or written directives given by university personnel in enforcing university regulations; discourteous, ill-mannered or irreverent behavior in the chapel assembly; possession of weapons on campus (fixed blade knives, shotguns, rifles, handguns, bows and arrows, crossbows, brass knuckles, air guns, BB guns, pellet guns, swords, explosive devices); any conduct that could be classified as a Class A misdemeanor or any class of felony under the laws of the State of Alabama

## Other Regulations

ALL students must register for Faulkner e-mail and check it regularly.

Residential students must register for a campus mailbox and check it regularly.

Students must register vehicles with Campus Security and properly display a current decal.

Students must present student ID or Driver's License at the request of Campus Security.

Students must pay the Business Office for fines assigned to their vehicles.

## DISCIPLINARY ACTION FOR A CONDUCT VIOLATION

When violations of University policy occur, the student involved meets with the Dean of Students or his designee. During that conference, disciplinary action may be taken. The Dean may also or alternatively refer the student to the Student Welfare Committee for disciplinary action.

The Student Welfare Committee consists of three faculty members and two students. The Dean of Students or his designated representative is an ex officio member. The Student Welfare Committee does not reverse or review sanctions imposed by academic instructors/officials for academic dishonesty or unacceptable classroom behavior.

While attempting to be consistent in its disciplinary decisions, the University also attempts to be fair and sensitive to the peculiar facts and circumstances in individual cases. Specific examples of disciplinary actions that may be applied in cases of misconduct include but are not limited to the following:

Verbal or written reprimand and/or warning

Cancellation of housing contract

Revocation of permission to live off campus

Conduct probation for a definite period of time that may be subject to such terms and conditions as the Dean of Students determines to be appropriate including a statement that future violations may or will result in suspension from the University

Suspension of rights and privileges to participate in certain student activities for a specified period of time

Denial of readmission until the student performs a specified act

Payment of a fine

Restitution whether monetary or by specific duties or reimbursement for damage to or misappropriation of property belonging to the University or another

Assigned campus service

**SUSPENSION** - A temporary separation of the student from the university. A student who is suspended must leave the university for at least the remainder of the semester. The student will receive a grade as dictated by current University policy. The student forfeits all scholarships, tuition and fees for the semester in which the suspension takes effect.

**EXPULSION** - A disciplinary dismissal of a more permanent nature. A student who is suspended must leave the university for at least one year. The student will receive a grade as dictated by current University policy. The student forfeits all scholarships, tuition and fees for the semester in which the expulsion takes effect. If after twelve calendar months the student would like to return to Faulkner, he or she must submit a letter of request to the Vice President for Student Services.

Any person who is an eyewitness to a violation of the Student Handbook must testify before the accused if requested. If the eyewitness refuses, this will be viewed as obstruction of justice, and that person may also be disciplined.

## **NON-PUNITIVE POLICY**

In keeping with Faulkner University's Spirit of "Going the Extra Mile" in promoting student success, students that have an addictive lifestyle are encouraged to speak privately to any faculty member, counselor, department head, or Dean/Associate Dean of Students about his or her addiction. This act of coming forth and revealing the addiction will be treated confidentially and with the utmost respect. The student may choose from several options as to the best way to erase this addiction from their life. If the student chooses to ignore the addiction and continue in the addictive lifestyle, the student is subject to disciplinary action. The Dean and/or the Associate Dean of Students will be responsible for privately monitoring the progress of the student's journey toward success.

## **APPEALS OF STUDENT WELFARE COMMITTEE RULINGS**

A student who feels the Student Welfare Committee has insufficient evidence to support a verdict may appeal to the Vice President for Student Services. The appeal must be in WRITING, and must be given to the Dean of Students within three business days of the decision. The Dean of Students will deliver the written appeal to the Vice President for Student Services.

## RELIGIOUS LIFE

Faulkner University believes that spiritual as well as academic growth is necessary for building a happy and useful life. Therefore, Faulkner University strives to provide a spiritual atmosphere that endeavors to give each student a deeper spiritual life.

### BIBLE CLASSES

The Bible is the heart of the curriculum at Faulkner University. A working knowledge of the Bible is essential to the development of Christian character. Therefore, a Bible class is required of each student within every 15 hours attempted to give students a better knowledge of God's word and to promote spiritual development. Additional Bible classes are encouraged.

### CHURCH SERVICES

In the interest of spiritual growth and development, all students are encouraged to attend church services on Sunday morning and evening and on Wednesday evening. Worshipping God and fellowship with other Christians are vital for spiritual development. It is recommended that each student identify with one of the congregations in the Montgomery area.

### LECTURESHIP

The annual lectureship program is conducted each year in March. Some of the most capable speakers in the brotherhood along with many visitors come to the campus of Faulkner University for this spiritual enrichment and fellowship.

### RELIGIOUS CLUBS

Pi Sigma Delta is the Bible Majors club. It is open to Bible majors and their friends and others who share the interests of Bible majors. It meets on the third Tuesday of each month during the school year in the Presidents Dining Room.

Bible majors often lead the chapel worship period and are encouraged to speak in chapel. They are also called upon to help organize campus devotionals, and organize religious group discussions. Dr. May and SGA work together with the Bible majors to promote campus religious activities.

Pi Tau Epsilon (To Every Nation) is a student organization for promoting student, faculty, and staff involvement in missions both foreign and domestic. Faulkner students are involved in domestic mission efforts throughout the year. Each summer students and faculty of Faulkner University have the opportunity to participate in foreign missions. These efforts introduce students to missionary life and the challenges of cross-cultural mission work.

## CHAPEL POLICY

Faulkner University has conducted daily chapel services since it was established in 1942. Chapel services are designed to allow time to worship God and to gain strength from being together with other Christians in a reverent atmosphere. A period of worship is followed by announcements and sometimes by a brief program that may be informative, inspirational, or entertaining. Our chapel period is a part of the overall educational experience. Full-time, day students and all resident students, along with faculty and staff, are required to attend chapel and to conduct themselves in a manner appropriate for worship. No food or drink is to be brought to chapel. Cell phones should be turned off.

Males that lead 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

As an integral part of the Faulkner experience, chapel is frequently mentioned by alumni as one of the fondest memories of Faulkner.

### Chapel Attendance Requirements

Resident students must attend chapel every day regardless of their class schedules.  
Non-resident students must attend on days they have class immediately before chapel.

**The number of absences allowed should be sufficient to accommodate those times in each semester in which the student will choose to miss chapel due to illness, doctor appointments, family emergencies, personal reasons, etc.** Students are encouraged to use their allowed absences with discretion. Students must check e-mail weekly to know whether they have been counted absent. It is the student's responsibility to be aware of their number of absences. Students may not challenge records of chapel absences more than one week after posting.

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.

Every 3 tardies (after 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.

Sponsors must submit a list of students in advance of school-sponsored trips to excuse those absences.

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".

## **Excessive Absences-Disciplinary Actions**

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

At absence limit- email sent to the student's Faulkner email account, notifying student of absence limit

First absence over limit-\$25 fine and student is notified by email from the Dean of Students office

Second absence over limit-Sanctions levied against student:

Possible forfeit of institutional scholarships; Restrictions on club activities, intramurals, intercollegiate sports, school sponsored trips, etc., chapel probation

Sixth absence over limit: Student 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, they are subject to dismissal from the University.**

# ACADEMIC LIFE

## NOTIFICATION OF RIGHTS UNDER FERPA

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file with the U.S. Department of Education a complaint concerning alleged failure by Faulkner University to comply with the requirement of FERPA.
5. The right to obtain a copy of Faulkner University's student records policy. You can obtain a copy of the policy from the Registrar's office.

## CLASS ATTENDANCE POLICY

Regular class attendance is essential for the academic development of students. In some courses class interaction, individual participation and laboratory experimentation are such vital parts of the course objective that appreciable absence from class negates the value of the course. An education, being more than the attainment of facts and skills, includes the development of attitudes, appreciations and understandings, which are demonstrated in the classroom.

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

- Students are expected to attend class and are responsible for assignments and work missed because of absence, and a teacher is not obligated to permit a student to make up work if the reason for the absence is unacceptable.
- Attendance policy is set by each faculty member and will be contained in the syllabus for each class. While requirements may differ from class to class, students are responsible for compliance with policy as set forth in the class syllabus.
- Attendance records are kept in all classes, and students shall be assigned a grade of "F" in classes for which absences, for whatever reason, exceed 25% of class meetings for the term.
- Faculty is required to excuse absences and permit students to make up tests and assignments only under these conditions:
  - a. Personal illness or injury verified by the University nurse according to the procedure under "Excuses" on page 17.
  - b. School activities or official school business approved in advance by the Vice President for Academic Affairs.
  - c. Other extenuating and compelling circumstances, in the judgment of the Vice President for Academic Affairs, merit the opportunity for makeup tests and assignments.
- Handling of other absences and makeup work is at the discretion of individual instructors, 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 to notify the University Counselor at the earliest moment an attendance problem becomes evident.

## OFFICIAL TRANSCRIPTS

Transcripts may be requested from the Registrar's office. To request a transcript be sent, one must make the request in writing.

## ACADEMIC PROBATION/SUSPENSION

To remain in good academic standing, a student must attain a cumulative grade point average of **1.5** if the student is a freshman, **1.75** if the student is a sophomore, and **2.0** if the student is a junior or senior. A student who fails to meet these 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.

*No student, regardless of cumulative grade point average, will be suspended at the end of any term for which a 2.0 grade point average has been attained.*

## ACADEMIC APPEAL

If a student has reason to question the decision of an instructor regarding course content, a grade received, or sanctions imposed for academic dishonesty or unacceptable classroom behavior, they should follow these appeal procedures:

1. Appeal to the instructor.
  - a. 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.
  - b. 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 which 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 which 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.

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 that 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.

2. 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.)

3. 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.

4. 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.)
5. 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.
6. Sanctions That Can Be Imposed by an Instructor for Academic Dishonesty or Unacceptable Classroom Behavior: In situations involving academic dishonesty, an instructor can impose any of the following sanctions: awarding a zero for the work submitted, or failing the student for the entire course. In situations involving unacceptable classroom 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 himself from a class from which he has 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.
7. Referral to the Dean of Students and the Student Welfare Committee: Instructors will immediately report all cases of academic dishonesty or unacceptable classroom behavior to the Dean of Students. The Dean of Students may also refer the matter to the Student Welfare Committee for appropriate further sanctions. The Student Welfare Committee, however, does not reverse or review sanctions imposed by academic instructors/officials in these cases.

## **AWARDS**

Faculty is involved in the selection of students for recognition at the annual Honors Convocation. The convocation is planned to emphasize the value of academic pursuits and to reward academic excellence. Traditionally, the following awards are given to outstanding students selected by the faculty within each discipline:

- Art • History • Psychology • Business • Literature • Science • Education • Computer Science • Theatre • Music • Speech • English Composition • Mathematics • Bible • Greek • Hebrew

Faculty is also involved in the selection of these award recipients:

- President's Award • George S. Benson Citizenship Award • V.P. Black Award • Who's Who Among Students in American Universities and Colleges • Mr. and Miss Faulkner University • Leonard Johnson Family Award • Herman Hedgspeth Character Award

## **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**

Club meetings, organized intramural sports, and other such activities are not to be scheduled during the week prior to the beginning of final exams.

## **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.

# CENTER FOR SPECIAL SERVICES AT FAULKNER UNIVERSITY

## STUDENT SUPPORT SERVICES

The Student Support Services program at Faulkner University offers free tutoring to all students with an academic need. A newsletter and calendar of events is distributed to participants. Students must make application and be accepted into the program.

## PROJECT KEY

Project Key serves as the central contact point for students with disabilities and seeks to ensure equal access for students with physical, psychological, sensory and cognitive disabilities (learning disabilities, attention deficit disorder, etc.).

Project Key is a program provided by Faulkner University to promote academic program access, a structured plan of advisement, and academic support and counseling services that are tailored to the unique needs of students with disabilities.

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.

Students are responsible for informing the University of their needs for accommodations and services.

**Contact Pat Morrow, Director**

**Project Key**

**334-386-7185**

**1-800-879-9816**

# GUS NICHOLS LIBRARY

## HOURS & SERVICES

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

7:30 a.m. – 10:00 p.m.	Monday, Tuesday, Thursday
7:30 a.m. – 5:00 p.m.	Wednesday, Friday
2:00 p.m. – 5:00 p.m.	Saturday
4:00 p.m. – 9:00 p.m.	Sunday, closed from 6-7 for worship services

## LOAN PRIVILEGES

- Any full-time or part-time student may check out books for a period of **three (3) weeks**.
- A book may be **renewed** for an additional three weeks unless it is on hold for another student/patron. You may renew your books online.
- Audio Visual (AV) materials, such as videotapes, CDs, DVDs, have a loan period of **one (1) week** and may be **renewed** for another one (1) week period if the materials are not on hold for another student/patron.
- **Students must present their University ID for proper identification when checking out books.**
- Students are limited to a check-out total of ten (10) items at any particular time.
- **Interlibrary Loan services** are available to students at all times. A form is available on the library's website at [www.faulkner.edu/gnl.asp](http://www.faulkner.edu/gnl.asp). The loan process generally takes 1-2 weeks depending on availability and is generally free to the students.

## Fines And Lost Materials

- Students are responsible for all materials check out in their name. Items must be returned by the due date and in good condition. If a book is lost, the student is responsible for all replacement costs of the item.
- **Fines are 25¢ a day per item.**
- A book drop is located at the entrance of the library and is available for returns during hours the library is closed.
- Students are expected to clear all fines before registration and graduation. When multiple overdue fines accrue to a minimum of \$5.00, the student's record will be blocked and reported to the Business Office for collection. Students with blocked records may not exercise library privileges, receive transcripts or register for classes.

## Noncirculating Materials

The following materials are to be used only in the library:

- Bound and unbound serials
- Microfilm and microfiche
- Reference Books
- Special Collections

Note: No book or any other item is to be taken from the building without first stopping at the Circulation Desk.

## PHOTOCOPYING & PRINTING PRIVILEGES

- A public photocopier is available in the library. Students may use copy cards or change to pay for their copies. **Copies are 10¢ each.**
- Computer printouts for research purposes are free. Microfiche printouts are also free.
- Patrons are reminded to honor all copyright laws.

## MISCELLANEOUS POINTS TO REMEMBER

- Ask the library staff for assistance when needed. A professional librarian is on duty or on call each hour that the library is open.
- No food allowed in the library. Beverages may be brought in to the library but must be in a container that is secured with a lid.
- The telephone is a business phone. The desk attendant will take incoming calls. A student will not be called to the phone and may not make calls except in emergencies.
- Cell phones are not to be used in the library. Please put phones on vibrate/silent mode or turn them off. All cell phone conversations need to be taken to the foyer.
- Be prompt in returning borrowed materials and respond to overdue notices to avoid fines.

