

2002

Southern Adventist University Student Handbook 2002-2003

Southern Adventist University

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All students are expected to be aware of and abide by policies appearing in this handbook. Information presented is a statement of the nonacademic policies of Southern Adventist University at time of printing. Southern reserves the right to change policy without prior notice. The Student Services office or a residence hall dean should be contacted for further information on a particular item.

SERVICES

Campus Safety- The Campus Safety office is on the ground floor of Lynn Wood Hall. The office may be contacted 24-hours daily by calling x3390. Services provided by Campus Safety include: on-campus escorts after dark, assistance with vehicle jump starts and lockouts, taking reports and investigating suspected criminal activities, vehicle registration, fire alarm monitoring, card access door and building control, locksmith services, and lost and found.

Chaplain's Office, Campus Ministries- The Chaplain's office and Campus Ministries office is located in the Student Center off the K.R. Davis Promenade. The personnel in these offices are available to assist with your spiritual life while you are a student here. Various spiritual programs and activities are available to take part in, both on campus as well as off campus. Confidential counseling is available as well as premarital preparation options, directed Bible study, prayer focus, and small group involvement. The Student Missions program is also managed from the Chaplain's office. Campus Ministries programs are often student-led and organized through the Campus Ministries office.

Counseling and Testing Services- A formal program of counseling is offered through the Counseling Center. This program provides various psychological and aptitude tests as well as interest and personality inventories which are available for students who wish to gain insight into various problems which may be associated with their university experience and planning for life. Southern is an established non-Saturday National Test Center for the administration of entrance examinations for students applying to graduate and professional schools. Contact the Counseling Center for test applications and test date information.

Financial Services- The university maintains a Student Finance office which advises students as to the availability of loans, grants, and scholarships both from private and government sources, as well as advising students about account payment matters. Most financial aid is awarded based on need; therefore, students are encouraged to fill out a financial aid package in order to qualify. After all financial aid information is complete and accurate, the university's Student Finance office will process it and send the students an award letter telling them which financial aid they can receive. Once the aid is accepted and the students enroll at Southern, the financial aid,

including any loans applied for from the Federal Family Educational Loan program, will be credited to the student's account. All students are required to make a \$2,500 advance payment at the beginning of the school year even though they may have been awarded financial aid. Students are encouraged to work with a student finance counselor to develop a financial budget to cover any remaining amount owed. Southern offers a cash discount for paying the yearly or semester's estimated expenses in advance. Students and parents who do not prepay will be billed monthly. Bills must be paid by the due date in order to continue enrollment at Southern and in order to continue receiving government or university financial assistance. Students or parents should contact the Student Finance office whenever their financial situation changes.

Food Service- Three nutritious meals are served daily in the dining hall, on the third floor of Wright Hall. Students may use their ID cards to charge meals on their monthly statements. A \$2 surcharge is added to each meal charged without an ID card. Cash is also accepted in payment. Students who throw food in the dining hall are subject to a \$100 fine.

The Campus Kitchen in Fleming Plaza and K.R.'s Place in the Student Center provide fast food items and are operated by the Food Service Department.

In addition, the food service staff will provide special luncheons and banquets for groups who make requests to the director of food service two weeks in advance.

All food services are normally closed on Thanksgiving Day, Christmas Day, New Year's Day, and the Sabbath after Christmas. Students residing on campus must make their own arrangements for meals on these days by eating at other establishments or by carrying out food the days previous to those holidays.

Health Services- All current undergraduate students may obtain care at Health Services. Spouses and dependents ages 12 or older who have Southern insurance also qualify.

Health Services is directed by a nurse practitioner under the supervision of a physician and the vice president for student services. The nurse practitioner works regular office hours and the physician will see students at Health Services at prearranged times. A registered nurse is on call evenings, nights, and weekends for emergencies except for listed vacations and summer months. To maximize health care for all students, students are seen at Health Services. In an emergency, the nurse will go on-site anywhere on campus.

Health Services is located on the east side entrance of Thatcher South, ground floor.

Libraries- McKee Library provides both print, non-print, and electronic educational material for the students and faculty of the university. Open stacks, pleasant areas to read or study, current periodicals and a large

microform collection contribute to the enjoyment of learning.

The Teaching Materials Center, an educational curriculum library, is located on the second floor of Summerour Hall. It contains elementary and secondary textbooks, curriculum guides, teaching aides, laminator, copier, computers, and video viewers.

Mission Opportunities- Information on student missionary and taskforce opportunities is available in the Chaplain's office.

Student Association- The Student Association is an organization for the total student body and provides opportunity for leadership training. Student association officers are responsible for planning specific student activities on the university campus and for acting as a voice for the student body. The officers are elected and appointed each spring to serve for the following school year. Publications of the Student Association, which are published under the authority of the Student Media Board, include the *Joker*, a pictorial directory of students and staff; *Numerique*, a listing of student phone numbers; the *Campus Chatter*, a weekly news/announcement sheet featured in the *Southern Accent*, the campus newspaper; and *Southern Memories*, the university yearbook. The role of the Student Media Board is detailed in the Student Media Policy which is on file in the Student Services office. Students enrolled for a minimum of eight semester hours are members of the Student Association and are eligible to receive the various services provided by the Student Association.

Student Center- Lounges, a snack shop, a game room, and a prayer room are available for student use in the Student Center, off the K.R. Davis Promenade. Student Association offices, the Chaplain's office, the Campus Ministries office, the Counseling Center, the Student Services office, and the Office of Student Life & Activities are also located there. The Dining Hall is one floor below the Student Center. Three television sets are in the Student Center (amphitheater—CNN, Grundset Room—pre-selected programming, and game room—sports broadcasting).

Student Employment- Students at Southern are encouraged to obtain part-time employment in the university's industries, services, or academic departments in order to help pay for their school expenses. Students accepting employment with the University are expected to be punctual to work appointments and to maintain their work schedule during the entire semester, including examination week. To be absent from work appointments without cause or previous arrangement or without notification in the case of illness is sufficient reason for discharge. Students may apply as volunteers for the fire department, ambulance service, or the police reserves if they maintain a cumulative grade point average of at least 2.00.

Student Life & Activities- Social programming is coordinated through the Office of Student Life & Activities. This programming includes: Saturday night activities, Student Association (SA) events, special programs, ethnic

weeks/months, Random Acts of Kindness, Christmas Tree Lighting, Parents' Weekend, Fine Arts Festival, Cookies on the Promenade, Residence Hall visits, etc. The Director of Student Life & Activities collaborates with over 30 student organizations to provide additional social opportunities.

The Director of Student Life & Activities also serves as a special advocate for student interests and problems. This office also coordinates a food assistance program for student families, advises the D.E.E.P. exchange program, and assists international students.

A wide variety of social programs are available to participate in and to enhance life outside the classroom.

Student Records- Southern is committed to meeting all Family Education Rights to Privacy Act (FERPA) requirements. Students have the right to inspect and review official records, files and data directly related to them kept by any unit of the university. This request should be made in writing to the administrator responsible for the record. Requests are to be processed within five days from the date the request has been filed. The Act stipulates a reasonable fee may be charged if copies of the material in the file are desired.

Student Senate- The legislative body of the SA of Southern Adventist University is the student senate. It is elected by the members of the SA.

Student Services- The Student Services office is located in the Student Center. The various entities under Student Services are: Campus Safety, Chaplain's/Campus Ministries offices, Counseling and Testing Center, Center for Learning Success, Health Services, Residence Halls, and the Office of Student Life & Activities.

The vice president for student services provides administrative leadership, support, and direction for all matters related to student services, student life, and participates as a member of the President's Cabinet.

Student Wellness- Student Wellness is a program designed to help encourage and improve the quality of life on our campus and in our community. It provides a framework in which students organize, plan, implement, coordinate, and evaluate programs that promote better living. Student Wellness assists students in a pursuit of a wholistic, temperate lifestyle that is filled with purpose and fulfillment. This is accomplished through increasing Student Wellness and motivating lifestyle changes in order to create a balanced life: spiritually, socially, environmentally, physically, intellectually, emotionally, vocationally, and financially.

Some of the activities sponsored by Student Wellness include a yearly Student Wellness Week that brings guest speakers on campus for Convocation, vespers, and worship services that promote wellness through a variety of topics. Other activities include: a Blood Assurance program, positive social activities, after-vespers social gatherings, assessment that may include blood pressure and body composition, special emphasis programs such as exercise

and proper nutrition, sponsoring an activity for Random Acts of Kindness Week, and promoting healthy lifestyles through articles and other promotional means on campus.

Transportation Services- Students who have local transportation needs, such as medical appointments should contact Transportation Services for available service.

POLICIES AND PROCEDURES

Academic Policies- Policies are presented in detail in the *Catalog*. Students should study the *Catalog* to become familiar with their particular programs of study.

Alcohol and Other Drug Use- It is the policy of Southern to maintain a safe and healthful environment for its students. A drug-free/alcohol-free lifestyle for students is intrinsic to this policy. Therefore, it is the policy that possession, use, manufacturing and/or distribution of alcohol and illicit drugs by a university student are strictly prohibited. If the vice president for student services and residence hall deans have reasonable suspicion or evidence, they may require a student to submit to chemical screening analysis. Therefore, by enrolling at Southern, all students agree to submit to drug testing. Furthermore, the university considers the serving of alcohol as inappropriate. Illicit drugs include such substances as opium derivatives, hallucinogens (marijuana, mescaline, peyote, LSD, psilocybin), cocaine, amphetamines, codeine, heroin, morphine, and other drugs prohibited by law. This definition does not include lawfully prescribed drugs which are being taken under a physician's care. Violation of this policy is grounds for disciplinary action—up to and including immediate dismissal for a student. All students are subject to applicable federal, state, and local laws related to this matter.

Assault- Physical and/or verbal assault is not tolerated. Students involved in this type of behavior, including spouse or child abuse, will be subject to discipline, including dismissal.

Athletics- Southern provides organized athletics through the intramural program administered by the School of Health, Physical Education and Wellness. The program is committed to excellence by offering activities that foster a social, moral, healthy, and safe environment. The goal of the intramural recreation program is to provide a positive experience for each participant.

In order to protect the physical well-being of its students and the liability of the university, Southern prohibits participation in sports with excessive physical contact, such as tackle football.

Southern does not sponsor or participate in athletic competition with other educational institutions or churches.

Automobiles and Motorcycles- All motor vehicles operated by students on Southern's campus must be registered with Campus Safety within three days of initial arrival on campus. The State of Tennessee requires proof of insurance. To register your vehicle with Campus Safety you need to have your driver's license number, licence plate number, student ID, and current proof of insurance. At the time of vehicle registration, a parking permit and the *Vehicle & Traffic Regulations* brochure will be issued.

Any student attending classes for two weeks or less is required to register their vehicle and obtain a free temporary parking permit.

Students attending classes for longer than two weeks will pay a parking permit fee for summer, fall, and spring sessions. Once the initial fee is paid, subsequent charges will be automatically added to the school bill at the beginning of the next academic sessions.

Benefit Programs- Any organization desiring a benefit program must submit a proposal to the Administrative Council through the Student Services office.

Books- The Campus Shop sells textbooks for all classes offered by Southern. Students have two weeks after the first day of classes to return textbooks for credit. No credit will be given without a receipt and only partial credit for books written in or damaged. At the end of each semester, students may sell their used textbooks at the Campus Shop to its designated used textbook buyer. ID cards are required when selling books as a part of the Campus Shop's system for locating books that have been reported lost or stolen. Visit the Campus Shop's website at www.saucampusshop.com for more information. Anyone attempting to sell stolen books will be disciplined by the university administration.

Bulletin Boards- All bulletin board material must be cleared through the Student Services office prior to posting. Inappropriate bulletin board material may be removed by Student Services personnel.

Camping- Students who wish to leave campus for weekend camping trips must submit their request through the regular weekend leave process. The following guidelines must be verified: specific identification of camping site, approved married couple to accompany mixed gender groups, and separate sleeping arrangements for each gender. Campus organizations are expected to follow these guidelines on camping trips which they sponsor. Wilderness camping on campus property (e.g. Biology Trails, White Oak Mountain Range) requires a permit issued by Campus Safety.

Campus Clubs- Over 30 academic department organizations and special-interest clubs are organized each school year. Each organization must file a Student Organization Registration Form listing the organization's purpose, officers, and faculty advisors with the Office of Student Life & Activities. The Student Activities committee reviews student organizations for formal university recognition. Only approved organizations are to function on campus.

Class Visitation- Classes at Southern are open to registered students only. Information disseminated in the classroom or other places of learning is the primary product that the university sells, hence visitors may not enter such gathering unless they are official guests of the institution with legitimate business in a classroom or have the permission of the instructor. Visitors who attend classes may not engage in the discussions of a class unless invited to do so.

Classroom Conduct- Professors and the institution reserve the right to remove students from classes if their behavior threatens the purposes of the class by exceeding the bounds of normal academic freedom.

Professors conducting extension classes from other institutions on the Southern campus share the rights spelled out by this policy.

Convocation, Vespers, Church, and Residence Hall Worship- In order to provide for spiritual fellowship essential to a Christian campus, Southern has a regular program of student attendance at Convocation, church service, Sabbath School, and residence hall worship. Convocations are held each Thursday at 11 a.m. During weeks of prayer, Convocations are held daily. Occasionally, Convocations will be held in the evening or may begin at 10:30 a.m. on Thursday. Double credit is given for some special evening Convocations. Convocations serve several purposes including spiritual nurture and cultural enrichment, as well as general information and community fellowship. Convocations are held in the church or Iles Physical Education Center, depending on the nature of the program.

All students are expected to attend at least 14 Convocations each semester. Students who fail to attend the required number of Convocations will be assessed \$10 per Convocation that they are short of the required number. Students who miss more than five Convocations may be subject to cancellation of registration. Reinstatement will occur only after the above penalty plus a \$25 re-registration fee are paid and arrangements are made to prevent future deficiencies.

The vespers program is coordinated through the Chaplain's office and meets each Friday night at 8 p.m.

Sabbath church services are designed to be the apex of spiritual life at Southern and attendance is required of resident students each week. The Collegedale SDA Church is for Southern students. Students who do not regularly attend church services may be subject to discipline.

Residence hall worships are also a part of the spiritual nurturing and fellowship program at Southern. Residence hall worships are conducted by residence hall deans. See Residence Hall Handbook for policy details.

Crime On Campus- Southern is required by the State of Tennessee to report all criminal activities occurring on campus to the Tennessee Bureau of Investigation on a monthly basis and the office of Postsecondary Education

annually. Campus Safety works closely with local law enforcement departments to report and investigate such activities. Faculty, staff and students are responsible to report any known or suspected criminal activities to the Collegedale Police Department and to Campus Safety.

Crime on campus statistics for Southern are published and available to the public, upon request, at the Campus Safety office during normal business hours. Statistics are kept on the following criminal activities, in compliance with TBI, FBI and OPE requirements: murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, liquor violations, drugs, weapons, arson, larceny and hate crimes.

What situations should be reported to the Collegedale Police Department and to Campus Safety?

- Suspicious activities, persons, or vehicles
- Criminal activities
- Accidents involving vehicles and/or pedestrians
- Missing persons
- Alcohol & drug incidents
- Weapons on campus

What additional situations should be reported to Campus Safety?

- Unauthorized person(s) in closed areas
- Fire, intrusion, mechanical or vehicle alarms
- Accidents involving personal injuries
- Open doors/windows to buildings and areas supposed to be locked
- Illegally parked vehicles
- Fires on grounds or in buildings
- Violation of safety regulations
- Harassing phone calls

Curfew- Residence halls lobbies are closed at 11 p.m. Sunday through Thursday, at 10:30 p.m. Friday, and at midnight on Saturday.

Campus curfew is midnight. Loitering on campus after buildings close is prohibited. The Student Park closes at sundown unless prior arrangements have been made through the Office of the President.

Disabilities- Students with disabilities should contact the Center for Learning Success (CLS) when they decide to attend and when they arrive on campus by calling x2574 or x2838 or by visiting the office. Southern is in compliance with Section 504 of the Rehabilitation Act (1973) and is dedicated to the elimination of architectural and prejudicial barriers which prevent any qualified person from attending. Furthermore, Southern has established the CLS to assist in advocating for reasonable accommodations. However, the university does not assume responsibility for providing accommodations or special services to students who have not voluntarily and confidentially identified themselves as having a qualifying disability or to those who have not provided the CLS with appropriate documentation of their disabilities.

Discipline- All major disciplinary procedures are under the direction of the vice president for student services. Discipline for minor infractions may be administered by the residence hall deans. Head deans, consulting with the opposite residence hall, have the authority to suspend students in the event that the vice president for student services is not available. A student who may be subject to discipline is counseled by the appropriate residence hall dean and/or vice president for student services regarding the student's rights, including voluntary withdrawal from school and possible disciplinary action. The student meets with appropriate university officials which will always include the vice president for student services and usually a dean from each residence hall. A decision regarding the appropriate disciplinary action is made. The student accepts this decision or has the right to appeal to the Discipline Review Committee. The vice president for student services has the prerogative to refer any case to the Discipline Review Committee. A student facing discipline regarding matters that may involve charges by civil authorities may request permission to bring legal counsel to the Discipline Review Committee. This request must be in writing, at least one full day prior to the committee meeting. Such legal counsel is present only to guide the student and does not have the prerogative of addressing the committee directly.

Categories of discipline are: resident hall restriction, citizenship probation, suspension, on-campus suspension, withdrawal at the end of the semester, immediate withdrawal, expulsion.

Residence Hall Restriction is imposed by the resident hall deans for policy violations. Possible restrictions may include some or all of the following:

1. No late leaves
2. No weekend leaves
3. No late entries
4. No grace period extensions
5. Community service options

Citizenship Probation places the student on notice that his/her registration may be interrupted or cancelled. It also carries some or all the following restrictions:

1. One approved weekend leave per month to home.
2. No use of an automobile, driving or riding, except as allowed in #4 below.
3. No late leaves.
4. Only one off-campus leave per week. No personal car use. Must obtain a ride for this leave via permission from a dean and return to campus by sundown.
5. A perfect record of presence for night checks and regular attendance at classes, Convocations, worships, Sabbath church services.

6. Loss of all student leadership positions, including Student Association and religious activities.
7. No participation in off-campus public appearances which represent the university except when involved in class activity.
8. Other restrictions deemed appropriate.

Suspension requires a student to leave campus for a specified period or the complete term in which case he/she is dropped as a registered student. A student who has been suspended indefinitely must submit his request for university readmission to the vice president for student services.

On-campus suspension allows a student to serve a suspension with specific appropriate restrictions.

Withdrawal at end of semester or session allows completion of course work for that semester or session if the student's conduct is acceptable for the interim.

Immediate withdrawal students agree to move away from the university community; unwillingness to do so may result in formal dismissal.

Expulsion means that a student will not be eligible for readmission to Southern Adventist University.

A student who receives any discipline will receive a letter from the vice president for student services or a residence hall dean. This letter will be made part of the student's official record and will be used as reference in evaluating future behavior and may be used when making future recommendations. Copies will be sent to the student's parents and to the residence hall dean if a student is a residence hall student. Copies of disciplinary letters are not sent to parents of independent students.

A student who has been administered discipline by the deans of either residence hall may *appeal* the decision to the vice president for student services. The vice president's decision may be appealed to the Discipline Review Committee. The President is the final point in the appeal process.

Distribution of Information- Anyone who desires to distribute information via pamphlets or papers on the campus of Southern must receive permission from the Administrative Council through the Student Services office.

Dress Code- As part of its overall educational effort, Southern has established a specific dress code. Since the university is a Christian institution, cleanliness, modesty, and neatness are the prevailing principles in this code. Southern discourages attire which it considers excessive personal adornment. In addition Southern expects students to develop a sense of professional appropriateness, dignity, and respect regarding dress and grooming.

All students must dress modestly, and be neat and clean at all times and adhere to the following requirements:

1. Men: Pants with shirts and/or sweaters.
2. Women: Dresses, skirts, or pants with shirts, sweaters or jackets.
3. Hair clean and neatly styled. Radical styles must be avoided.
Men: Hair should be off the shoulders, and beards and moustaches well groomed.
4. Shoes and shirts in all non-recreational public places.
5. Makeup and nail polish, if worn, should be natural looking.
6. Neat, modest recreational clothing. Modest one-piece swimsuits.
7. Sabbath services (Friday night vespers, Sabbath School, and church services) and Sabbath noon meal: Men-suits, sport coats, or sweaters, with dress shirts and ties. Women-dresses, skirts, or dress pants, with blouses/sweaters.
8. Shorts are not to be worn in classroom buildings, Convocation programs in the church, or dining hall except noon meal on Sunday and evening meals-except when the evening meal occurs during Sabbath hours.
9. The following are specifically prohibited:
 - a. Sloppy clothing, tank tops, clothing that is torn or frayed, clothing with printing which contradicts university standards.
 - b. Tight fitting and revealing styles, sheer fabrics, revealing tops, bare midriffs or shoulders, miniskirts, skirts with deep slits.
 - c. Jewelry including bracelets, friendship bands, necklaces, chains, medallions, earrings, and rings (except wedding bands for married students). Medical alert chains and bracelets are allowed. Students who wear jewelry may be suspended and must pay a \$25 re-registration fee to be reinstated.

Guests at Southern are encouraged to adhere to the same standards as do the students and staff.

Evensong- Each Sabbath a sundown worship service is held in the church, beginning about 20 minutes before sundown. Residence hall students are given worship credit for attending.

FERPA (Family Educational Rights to Privacy Act)- Southern is committed to following all the requirements of the FERPA. For specific information, contact the Records office.

Fire Drill- Each building is required to hold periodic fire drills. When an alarm sounds, occupants are to follow announced procedure promptly. There is a \$200 fine for not evacuating the building.

Fire Equipment- Tampering with fire extinguishers, fire alarms, smoke detectors, door closing devices, or other fire protection equipment will subject a student to a \$200 fine and/or other discipline.

Fire Hazards- Use of candles, incense, open-flame lamps, or any other item that could cause a fire or smoke-related incident will result in a fine of up to \$200. That person will be responsible for any damages caused and the fine.

Fireworks, Firearms and Other Weapons- Items of explosive nature, firearms, pellet, BB, or paint guns, knives, numchucks, throwing stars, brass knuckles are not allowed on campus. Possession of exploding fireworks or combustible chemicals in the residence halls or on the campus is expressly prohibited. Violators of this regulation will be fined up to \$200 and will be subject to suspension or dismissal. Items will be confiscated and turned over to Campus Safety department.

Hazing and Other Irregular Activities- Hazing by organizations or the individuals is forbidden. Any student who plans or engages in hazing or commits any act with intent to degrade, embarrass or injure a fellow student will be subject to discipline, including dismissal.

Health Insurance- University policy requires all students to have adequate accident and health insurance covering both inpatient and outpatient services and the same coverage is encouraged for all spouses and dependents. All students who are taking six or more hours (three or more hours during any summer session), or who are living in university housing will be automatically enrolled in the university health and accident plan, at the time of registration, and will continue to be enrolled each successive fall semester until a waiver form is signed. Students who have signed a waiver form may later request enrollment at any time. The student may sign a waiver form indicating he/she does not want the university insurance because:

1. The student has adequate U.S. insurance coverage equal to or better than the university insurance plan.
2. The student is covered under the SDA denominational health care plan.
3. The student does not live in university-owned housing and is taking less than six semester hours of class work during the fall and spring semesters or less than three hours of class work in the summer.

Once a waiver is signed, it will remain in effect until the waiver is revoked and coverage is requested in writing to the Southern Risk Management Department. The student will not be automatically enrolled for insurance and the university will not be responsible for any medical claims or expenses once a waiver is signed.

A refund of the premium is allowed only upon entry into military service.

Health Services- The following section outlines the various procedures and services available through Health Services for after-hour care (evenings, night, weekend):

Call Campus Safety, a residence hall dean, or front desk worker to page the nurse.

Call by 10 p.m. if possible for problems that cannot wait until regular office hours or the next day.

Call any time for emergencies, such as severe pain, fractures, moderate to severe bleeding, cuts that need suturing, red streaks from an infection, head or facial injury, allergic reactions, asthma attacks, seizures, etc.

During scheduled vacations/summer hours, Erlanger East Quickcare on Gunbarrel Road is open daily from 8:30 a.m. - 9:30 p.m.

Medical Costs Student taking less than 6 credit hours pay a small office fee for the first three visits, after which services will be provided as for regular students taking 6 or more credit hours, which includes free and fee-based services. If you are taking less than 6 hours, you should plan to file your own insurance. If you are using Southern's student insurance, Health Services will file for you.

Free Services

- Visits for minor illness or injury
- Wound care, bandages
- Blood pressure checks
- Ear irrigations
- Equipment loans
- Referrals to area healthcare providers
- Health education

Fee-based Services

- Visits for expanded medical problem or requiring a prescription
- Blood draw and lab tests
- Physical exam, and GYN exams with pap
- Immunizations and Tuberculim PPD skin test
- Over-the-counter or prescription medication
- Doctor's visit

HIV/AIDS- The university is committed to acting with Christian compassion toward all people with HIV/AIDS. Southern is also committed to protecting the members of its community from exposure to HIV/AIDS. It is the university's position that abstaining from sexual relations outside of marriage and from intravenous drug use is the most effective way to avoid exposure to HIV/AIDS. A detailed procedure to accomplish these goals has been officially established and is on file in the office of the vice president for student services.

Horses- Due to the damage it causes to the landscape, horseback riding is not allowed on campus.

Housing and Residence Requirements- The total social and educational program at Southern is based on the premise that this is a residential university, not a commuter school. Single students enrolled for more than three semester hours, who are under the age of 24 and who do not live with their parents or legal guardians, must live in the residence halls. Exceptions are made for students who have completed a bachelor's degree or four years of college. In order to live elsewhere a student must present a written request to the vice president for student services who will consult with the Student Services Committee. Such a request must include parental approval, specifics regarding residence requested, and the reasons an exception to the policy is being requested. Generally only those requests demonstrating extreme financial need which off-campus living will correct, or which verify other extenuating circumstances will be approved. Requests will not be considered if a student is on citizenship probation. Students who do not abide by the established residence requirements will have their registration cancelled. When a student has been given special permission to live off campus, no change in residence may be made without the permission of the Student Services Committee.

A student who lives in the residence hall must be registered in classes. Anyone who drops classes will need to make living arrangements outside of the residence hall. Any exception to this policy must be cleared through the residence hall dean, the vice president for student services, and the Student Finance office.

Student family housing is available through the Office of the Vice President for Finance. Only currently enrolled students may live in student housing.

Immunization Requirements

- Tetanus/Diphtheria booster within the last 10 years
- Two MMRs (Measles, Mumps, and Rubella) after 12 months of age for students born after 1956 or attach lab copies of titers showing immunity for all three diseases.
- Tuberculin PPD skin test at least three months after entering the U.S. after foreign residence or travel. If positive, copies of chest x-ray results and treatment given.

Library- McKee Library policies are available from the Library and are summarized in the *University Catalog*. Failure to follow these policies will jeopardize library privileges and could lead to additional sanctions.

Lost and Found- All articles found on campus should be taken to Lost and Found, located in the Campus Safety department in the lower level of Lynn Wood Hall. Valuables are kept there to be claimed by those who have lost them. Articles not claimed within 90 days from the time they were turned in will be discarded. Positive identification of lost items must be given to Campus Safety before these items will be turned over.

Marriage- Except by special permission of the vice president for student services, student marriages are not permitted while a school term is in progress.

Medical Emergencies on Campus-

1. Call 911 for an ambulance if symptoms threaten life such as no breathing and/or pulse, unconsciousness, difficulty breathing, severe bleeding, head/neck injury, choking, severe injury, etc.
2. Call Campus Safety to page the nurse and to get help.
3. Give name, location, and problem.

Minor Students- Students under the age of 18 are subject to specific regulations appropriate to their age in relationship to the university. If they do not live with their parents or legal guardians as commuting students, all minor students must reside in one of the residence halls. A parent or legal guardian must sign all release forms for the university, Student Health Services, and the residence halls. Signatures may be sent by fax with the initial application, but must be followed with the actual signed document. Prior to a student's departure on university-sponsored trips off campus, a parent or guardian must sign the release form specific to the event or activity. Minor students must follow all requirements specified in the Residence Hall Handbook pertaining to their age, including curfew, late leaves, overnight leaves, employment, and automobiles.

Motion Pictures/Videos- Southern encourages students to choose their entertainment with discretion and to choose content that is spiritually and morally uplifting. The university does not condone attendance at motion picture theaters.

All feature-length movies and videos must be approved in advance for showing on campus or any school-related function by the Film Preview Committee. Current copyright laws prohibit universities and sub-organizations from showing video tapes that are intended for home use only. Requests for the showing of films should be directed to the vice president for student services.

Music Standards- Music performed or reproduced anywhere on campus is expected to be in harmony with standards of good taste applicable to the occasion and in keeping with the ideals of spiritual commitment and personal relationship with God to which the university is dedicated. To assist with the responsibility, a screening committee is appointed by the university President each year to screen all student programs before they are presented. Student groups should contact the chairman of the Screening Committee in ample time before their scheduled performance so that the committee can be called for the screening. Failure to have a program properly screened may cause cancellation of the program.

Nondiscrimination The university does not discriminate on the basis of race, color, gender, ethnic or national origin, disability, or age in compliance with all applicable federal and state regulations.

Parking- All students at SAU abide by the parking requirements as outlined in the *Vehicle and Traffic Regulations* brochure. This book is issued when vehicles are registered at Campus Safety.

All vehicles used and parked on campus are required by the university to be registered with Campus Safety. This shall be done either at class registration or within three business days after the arrival of the vehicle on campus. Vehicle registration is for cars, trucks, vans, motorcycles and SUV's.

Parking lots are assigned based on residential standing. Parking permits are color coded to indicate appropriate parking lots to use.

Campus Safety expects all students with vehicles to obtain and read the *Vehicle and Traffic Regulations* brochure.

Personal Identification- Students are to present proper identification when requested to do so by administrators, faculty, staff, dining hall, library, residence hall, and security personnel.

Pets- Pets are not allowed in the residence halls. There is a \$50 fine for students having pets in their rooms, excluding fish.

Protection of Personal Property- Unoccupied student rooms, as well as automobiles, bicycles, and motorcycles parked in campus parking areas, should be kept locked at all times. The university cannot accept responsibility for stolen items/money, or damage to personal property. Students may pick up a form from the Campus Safety office to record the serial numbers of personal property.

Public Display of Affection- Students are expected to conduct themselves with discretion and in a manner which will not embarrass other people.

Questionnaires, Surveys, and Research- Any proposed student research must undergo a review process prior to any research activity. This includes questionnaires or surveys by student organizations as well as research for class assignments. Further information and the required approval forms may be obtained from the vice president for academic administration or vice president for student services. Approval forms may be downloaded from the web: instresearch.southern.edu.

Residence Hall Eviction Southern residence hall housing is designed for currently enrolled undergraduate students under 24 years of age. A student must vacate Southern housing whenever registration goes below 6 credit hours during the first or second semester. A dean will notify in writing that the student will have 48 hours to vacate the residence hall. This policy also applies during summer terms if a student does not retain his/her accepted status. If the student does not vacate housing within the allotted time, his/her personal belongings will be placed in storage and the student will forfeit all refundable housing deposits and fees. Any exceptions must be arranged through the deans with the Student Services office and approval of the Student Finance office.

Residence Hall Room Reservations- After a student has been accepted by Southern and the \$150 fee has been paid as a housing deposit, a confirmed room reservation can be made. To maintain this room reservation, the \$200 Commitment fee must be paid by July 15. This housing deposit is held in reserve until the student graduates and/or permanently moves out of the residence hall. Refunds are not made until after 30 days of residency and all residence hall obligations have been satisfactorily cared for such as the room left clean and undamaged. Students age 24 or older will be allowed to reserve rooms only if space is available.

Roofs- Any individual who is on the roof of a university building without authorization will be fined \$200.

RV's (Recreational Vehicles)- Recreational vehicle use on campus is restricted to designated areas. Arrangements for required reservations and permits may be made by calling Thatcher South at x2910.

Sabbath Observance- The Sabbath is God's time for people to meet with Him in an atmosphere free from non-spiritual distractions. To facilitate this the university gives primary attention to worship, rest, and Christian fellowship and service from Friday sundown until Saturday sundown. During these hours students are expected to refrain from secular activities including secular entertainment, secular music, shopping, sports, school studies, work, and other similar activities.

Selling- Soliciting or selling goods or services in the residence halls must be approved by the head dean. Sales people or peddlers are not allowed to function on Southern's campus, including the Student Center.

Sexual Harassment- Southern students will not engage in or tolerate sexual harassment as defined by the United States Equal Employment Opportunity Commission thus: "Unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature." Any sexual behavior which creates an intimidating, hostile, or offensive working or school environment is a violation of our Christian standards as well as applicable state and federal regulations and should be reported to the appropriate supervisor, residence hall deans or Director of Student Life & Activities. A student guilty of such activity will be subject to suspension.

Skateboards- Skateboards, in-line skates, roller skates and scooters on campus must be used with personal safety precautions and with responsibility for the safety of others. NO skating is allowed in buildings and in the following areas: Fleming Plaza, tennis courts, walking/running tracks, Industrial Drive, all parking lots, all public streets, all private streets, Collegedale Academy and A.W. Spalding Elementary. It is permitted in the following areas: Promenade, church parking lot, and sidewalks on campus. All such activity is at the sole risk of the one using the above mentioned equipment. Safety equipment is mandatory—helmets, knee pads, elbow pads, wrist splints. Those not wearing proper safety equipment will be asked to desist the activity.

Activities prohibited: "waxing" curbs and handrails; rail sliding; jumping from any docks. Individuals are not to be towed behind any vehicles whatsoever. Southern assumes no responsibility for any injuries in this activity.

Violators will be asked to:

1. Identify themselves
2. Stop and go to approved location
3. Vacate SAU's property and if violators refuse to leave and/or desist, Campus Safety will take proper steps to ensure compliance
4. Collegedale Police Department will be called to ensure compliance with the law by appropriate legal means
5. Remove "wax" from SAU's property

Citations will be issued to offenders.

Standards of Behavior- Students are expected to establish a Christian lifestyle which fosters maximum spiritual, mental, physical, and social growth. Such a lifestyle will include engaging in prayer, Bible study, and Christian-service activities; practicing good study habits; selecting a balanced and nutritious diet and scheduling adequate periods of rest; participating in wholesome recreational and leisure-time activities; and relating responsibly and respectfully to other persons. Behaviors which do not promote such a lifestyle and are expressly forbidden include the use of alcoholic beverages, tobacco and illicit drugs; gambling; dancing; improper sexual behavior, including homosexual behavior; and attendance at entertainments which are spiritually or morally destructive. It is inappropriate for students of the opposite gender who are not married to each other, to spend the night together without university approved supervision. Students who engage in such behavior will be subject to discipline.

Stealing- Protection against stealing is a serious challenge for an institution in which hundreds of people reside close to each other in a relatively open manner. Students should always take precautions to protect their personal belongings. Since thieves conduct their activities surreptitiously, the act of individuals taking without permission any item which they do not own will be regarded as stealing. Students who are involved in theft will be subject to suspension or dismissal.

Student Organization Offices- Minimum qualifications for holding office in any student organization including publications staffs and university committees are:

1. A record of good citizenship
2. A minimum cumulative grade point average of 2.00
3. Student Association membership during current and at least one previous semester

In addition, to run for or hold any executive Student Association office or be appointed by the Media Board to be director or editor, a student must have:

1. A cumulative grade point average of 2.25 or a 2.5 grade point average for the previous semester with a minimum cumulative average of 2. Secondary school grade point averages will be calculated on major subjects only.

Suicide/Self-Harm- Any student who attempts suicide, displays behavior which could lead to such an act, or demonstrates a tendency toward self-harm will be placed on an open-ended medical leave of absence. Continuation as a student will occur only after the student has presented documentation of an approved therapy program, applicable releases, and a written commitment to avoid harmful behavior.

Telephones- Each residence hall room is equipped with a triple-jack for connection to telephones. Prepaid calling cards are available for purchase at the ID card desk.

Television and Stereo Sets- Television sets are not allowed in residence hall rooms. Radio and stereo equipment is allowed, however, volume must be adjusted so the equipment is not heard beyond the room where it is placed. Televisions will be confiscated and a fine imposed. Stereo equipment will also be confiscated if not used according to above guidelines. The residence hall deans are not responsible for the safety of any equipment confiscated during the school year.

A television viewing room is available in each residence hall. Programming on the sets in these rooms is under the direction of the residence hall deans. There are also three television sets located in the Student Center, under the supervision of the Director of Student Life & Activities.

Tobacco- Although tobacco is not an illicit drug, nicotine has addictive properties and is responsible for a variety of health-related problems. It is Southern's policy to remain a safe and healthful environment. Possession, use, or distribution of tobacco products by Southern students is strictly prohibited. Violation is grounds for disciplinary action up to and including dismissal.

Vehicle Sales- No personal or non-university owned vehicles are permitted to be left on campus or Fleming Plaza for the purpose of advertising for sale. Vehicles from Transportation Services or the Technology Department may park in Fleming Plaza-parallel to University Drive.

Vespers- Each Friday evening while school is in session, there is a Friday evening vespers program organized from the Campus Chaplain's office. The program is usually held in the Collegedale Church, but may convene at different locations throughout the year. Vespers is a special time, when the school family gathers together in one place to sing, share, pray and worship. The vespers service, while offering a variety of programs, remains a consistently anticipated spiritual event on campus.

Weapons- See *Fireworks, Firearms, and Other Weapons*.