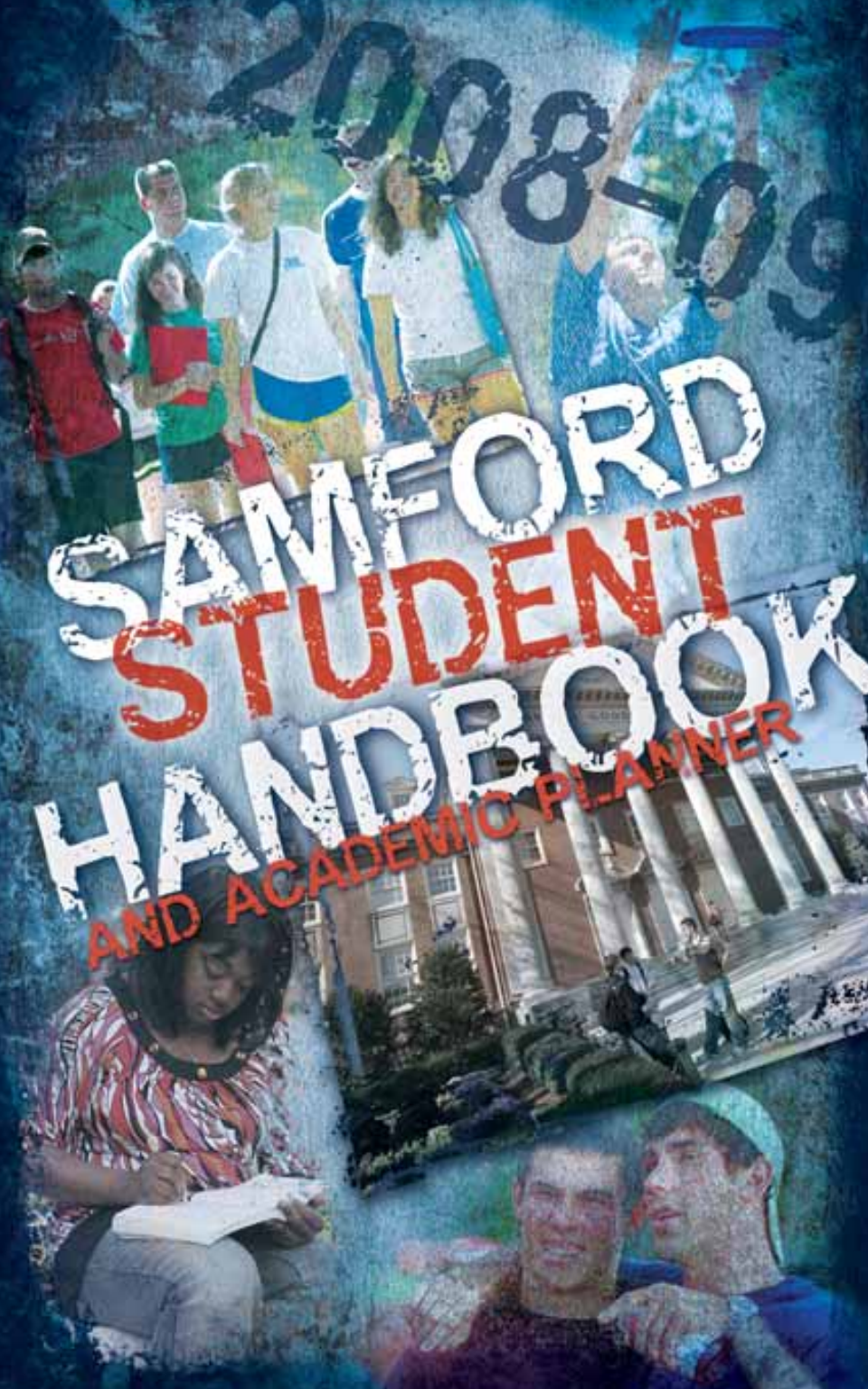


2008-09

SAMFORD
STUDENT
HANDBOOK
AND ACADEMIC PLANNER



SAMFORD

U N I V E R S I T Y

2008 · 2009



If found, please return to:

Name _____

Address _____

City _____ State _____ Zip _____

Telephone _____

E-mail _____

Students are expected to know regulations and policies found in the current catalog and *Student Handbook*. Keeping abreast of the school calendar, critical deadlines and **all university mail received in one's university mailbox and/or electronic mail is also the student's responsibility.**

Samford University reserves the right to change the policies, procedures, rules, regulations and information in this handbook at any time. Changes become effective at the time the proper authorities so determine, and the changes apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to nor does it contain all regulations that relate to students.

Samford University is an Equal Opportunity Institution and does not discriminate in its educational and employment policies on the basis of race, color, sex, age, disability, or national or ethnic origin.

Preamble

We as the Samford community affirm the value of a peaceful and purposeful community, founded on the moral and ethical integrity of students and faculty.

We commit ourselves to the Christian values on which Samford University was founded. We expect that our commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring and just.

Worth of the Individual

We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community.

Self-Discipline

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline and of a responsible self-expression.

Integrity

We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct.

Respect for Property and the Environment

We value the rights and privileges of owning and using property, both personal and university, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property, we recognize the accountability of our actions to the future of the Samford community.

Respect for Community Authority

We value our privileges and responsibilities as members of the university community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state and federal laws.

Allegiance to these values obligates the Samford University student to refrain from and discourages behaviors that threaten the freedom and respect every individual deserves.

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LETTER FROM THE PRESIDENT



Birmingham, Alabama U.S.A. 35279 www.samford.edu
OFFICE OF THE PRESIDENT

Dear Samford Students:

I am thankful for your presence on this campus and for your involvement in the life of this university.

Each one of us - students, faculty, and staff - is a link in a chain that extends to 1841, the year of the founding of Samford University. Ours is a history rich with the stories of past generations, including their challenges and their contributions to the fabric of this institution that we cherish. Today is our time. It is my prayer that we commit ourselves to achieving the best: for academic excellence, for enrichment of personal faith, and the best as we seek to be agents of change in our community and in our world.

May God bless you each step of the way.

Sincerely,



Andrew Westmoreland

LETTER FROM THE SGA PRESIDENT



STUDENT GOVERNMENT ASSOCIATION

Dear Samford University Students:

On behalf of the Student Government Association, I would like to say welcome to a new year at Samford University. Some of you are just starting out as freshmen, young in your journey as college students, and others of you are seniors in the final throes of your academic careers here; but from freshmen to seniors the Student Government Association hopes to serve you and make your year here at Samford, whether it be your first or your last, one you will remember for the rest of your life.

In this next school year it is my hope that we as an organization, whether it is the Senate, the Student Activities Council, the Student Judiciary Council, the Presidential Advisory Council, the Traffic Appeals Council, the Freshman Forum, or the Student Executive Board, will benefit you as an individual or your organization. I would hope that every student can see the work of SGA in their lives here on campus, and I would also like to encourage you to take part in SGA or any other organization which helps develop you intellectually, physically, emotionally, or spiritually. In respect to SGA, I would hope that you would take part in it in any capacity you choose, whether it be by holding office, attending SGA events, or participating in the elections and surveys in the fall and spring.

Communication will be the theme of the Student Government Association this year, as an organization it is imperative that we communicate with the student body in order to better represent your wants and needs. Together we can help shape the present and future of Samford University for the benefit of ourselves and those who will follow, and I look forward to working hard with all students, faculty, and staff in making those steps in this next year.

Sincerely,

A handwritten signature in black ink, appearing to read "Drew Davis", with a stylized flourish at the end.

Drew Davis
SGA President 2008-2009
115 Ralph W. Beeson University Center
ddavis3@samford.edu
(205) 726-2471

INTRODUCTION TO SAMFORD UNIVERSITY

MISSION OF THE UNIVERSITY

We nurture persons—for God, for learning, forever.

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility, and service to others.

CORE VALUES

The Samford community values lifelong:

- belief in God, the Creator of heaven and earth, and in Jesus Christ, his only Son, our Lord
- engagement with the life and teachings of Jesus
- learning and responsible freedom of inquiry
- personal empowerment, accountability, and responsibility
- vocational success and civic engagement
- spiritual growth and cultivation of physical well-being
- integrity, honesty, and justice
- appreciation for diverse cultures and convictions
- stewardship of all resources
- service to God, to family, to one another, and to the community

VISION

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith in the Baptist tradition. Within that commonality, the community will be: *innovative* in teaching, learning and research; *sensitive* to global issues; *aggressive* in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

HISTORY

Samford University was chartered in 1841 as Howard College in Marion, Alabama, about 55 miles southwest of Birmingham. It was originally named for the British penal reformer, John Howard (1726–1790), who had no connection with the college, but was an international personality of Christian charity. Howard died in Russia, strongly advocating more humane prisons, and his statue was one of the first installed in St. Paul's Cathedral, London.

The college was moved to Birmingham in 1887 to a site near the present-day airport in the East Lake section. In 1957, it moved to its present campus in the municipality of Homewood. The buildings are uniformly of Georgian-Colonial design. The location was chosen by the firm of Olmstead Brothers, successors to Frederick Law Olmstead, who designed Central Park in New York and many other public spaces.

INTRODUCTION TO SAMFORD UNIVERSITY

In 1965, having added the Cumberland School of Law in 1961, the institution reorganized as a university and took the name of a prominent Alabama family as Samford University. Today, the institution includes School of the Arts, Howard College of Arts and Sciences, Brock School of Business, Beeson School of Divinity, Orlean Bullard Beeson School of Education and Professional Studies, Cumberland School of Law, Ida V. Moffett School of Nursing and McWhorter School of Pharmacy.

Samford is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate's, bachelor's, master's, educational specialist's and doctor's degrees. It holds accreditation by numerous special accrediting groups.

Samford University has a close relationship to the Alabama Baptist State Convention, which has been generous in its financial support. Every student enrolled at Samford—undergraduate and graduate, full- or part-time—benefits from the Christian charity and generosity of Alabama Baptists.

ALMA MATER

Oh, Samford Alma Mater true
Her halls shall ever ring,
With sounding glories of the past
With plans and future dreams.
On knowledge that we seek, O Lord,
We pray thy blessings true.
With pride we pledge our hearts and minds,
To the Samford Red and Blue.

FIGHT SONG

Fight, Fight, Fight,
For Samford Bulldogs,
Go onward to victory.
Oh, we'll wear the red and blue,
Samford, we're all for you . . .
And we love you, too!
Fight, Fight, Fight,
For Samford Bulldogs,
Go onward to victory.
Oh, we'll give a cheer or two,
Samford, we're all for you . . .
Fight! Fight! Fight!

ACADEMIC CALENDAR 2008–09

All dates are subject to change. Please go to www.samford.edu/groups/sturec for the most recent information.

Fall Semester 2008

Aug. 18–22	Faculty in residence
Aug. 20	Payment due date for registered students
Aug. 20–21	New Student Orientation (fifth session)
Aug. 21–24	Connections
Aug. 22	Advising, registration and payment for unregistered students
Aug. 25	Classes begin
Aug. 26	University Convocation
Aug. 29	Last day to add or drop a course without financial penalty Deadline to submit Course Repeat form in semester repeated course is taken
Sept. 1	Labor Day holiday; no classes meet
Oct. 6	Deadline for faculty to submit midterm grades for freshmen
Oct. 10	Last day to withdraw from a course without academic penalty
Oct. 20–21	Fall Break; no classes meet
Oct. 22–Nov. 21	Registration for January Term and Spring Semester
Nov. 13	Last day to completely withdraw from all courses in a semester without academic penalty
Nov. 26–28	Thanksgiving holiday; no classes meet
Dec. 5	Classes end
Dec. 8–11	Final examinations
Dec. 13	Commencement

January Term 2009

Jan. 5	Payment due date for registered students (subject to change) Advising, registration and payment for unregistered students Classes begin
Jan. 7	Last day to add or drop a course without financial penalty Deadline to submit Course Repeat form in semester repeated course is taken
Jan. 16	Last day to withdraw from a course or completely withdraw from all courses in a term without academic penalty
Jan. 19	Martin Luther King, Jr. holiday; no classes meet
Jan. 22	Classes end
Jan. 23	Final examinations

Spring Semester 2009

Jan. 21	Payment due date for registered students
Jan. 23	Advising, registration and payment for unregistered students
Jan. 26	Classes begin
Jan. 27	University Convocation
Jan. 30	Last day to add or drop a course without financial penalty Deadline to submit Course Repeat form in semester repeated course is taken
March 9	Deadline for faculty to submit midterm grades for freshmen; online Web grading closes
March 13	Last day to withdraw from a course without academic penalty
March 16–20	Spring Break; no classes meet
April 1–24	Registration for Summer Terms and Fall Semester
April 13	Easter Holiday; no classes meet
April 23	Last day to completely withdraw from all courses in a semester without academic penalty
May 8	Classes end
May 11–14	Final examinations
May 15–16	Commencement Weekend

ACADEMIC LIFE

ACADEMIC LIFE

A significant part of students' life at college is spent in the classroom. Their principal objective should be to acquire the knowledge, understanding and skills needed for effective living.

ACADEMIC INTEGRITY

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment, and should be in keeping with the philosophy and mission of the university. When a student is found guilty of dishonesty in academic work, for a first offense, the student will be placed on probation, and the professor will receive a recommendation that the student receive an "FX" in the course. Any student already on probation who is found guilty of dishonesty again automatically will be suspended.

Faculty Statement on Academic Dishonesty

Students, upon enrollment, enter into voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity; they must respect knowledge and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also completely deficient in the scholarly maturity necessary for college study.

Value Violations

An academic integrity value violation is defined as the act of lying, cheating or stealing academic information to gain academic advantage for oneself or another. As a Samford University student, one is expected neither to commit nor assist another in committing an academic integrity value violation. Additionally, it is the student's responsibility to report observed academic integrity violations. Violations of the Academic Integrity Values Statement include, but are not limited to:

Taking Information

- Copying graded homework
- Working together on a take-home test or homework when specifically prohibited by the professor
- Looking at another student's paper during an exam
- Looking at your notes when prohibited
- Acquiring a term paper written by someone else
- Taking an exam out of the classroom when prohibited
- Removing resource material from the University Library without authorization

Tendering Information

- Giving your work to another to be copied
- Giving someone answers to exam questions during the exam
- After taking an exam, informing a person of questions that appeared on the exam
- Giving or selling a term paper or class work to another student

Plagiarism

- Copying homework answers from your text and handing them in for a grade
- Quoting text or other works on an exam, term paper or homework without citing the source
- Submitting a paper purchased from a term paper service or acquired from any Internet source
- Submitting another's paper/project as your own
- Taking a paper from an organization's files and handing it in as your own

Conspiracy

- Planning with one or more students to commit a violation of the Academic Integrity Values Statement
- Giving your term paper/project to another student who you know will plagiarize

Misrepresentation

- Having another person do your computer program, course project or lab experiment
- Lying to a professor to increase your grade

ADVISING

Each student is assigned an adviser working through the academic departments. This assignment is made at the time of admission if an academic major is declared. An academic major must be declared before becoming a junior.

Students who have not declared a major are assigned to the Director of Freshman Life until a major is declared.

Many academic units have centralized advising with faculty members serving as mentors during junior- and senior-year experiences.

CLASS ATTENDANCE POLICY

The classroom is a basic unit of relationships in which learning takes place, and each student contributes to the learning experience of classmates. Therefore, students should recognize that one of the most vital aspects of a residential university experience is attendance and punctuality in the classroom, and that the value of this academic experience cannot be measured fully by testing procedures alone. **Class attendance policies are established by each school of the university, and specific attendance requirements are indicated in the syllabus of each class.**

Some students participate in institutional activities that require them to represent the university in scheduled events on and off campus. For activities of sufficient importance in the overall life of the university, excused absences are granted. A list of activities qualifying for excused absences is maintained by the Provost and Executive Vice President's Office. Excused absences do not relieve students of responsibility for the academic work in the class missed. However, students may not be penalized for such absences and must be given the opportunity to make up missed work. These students are responsible for informing their professors, in advance, of the class dates that will be missed because of these activities. Practice and/or preparation for these activities would not be a valid reason to miss class. Ultimately, each student bears the responsibility to be aware of and to comply with attendance and punctuality requirements.

ACADEMIC LIFE

CLASSIFICATION OF STUDENTS

0–31	credits earned is freshman status
32–63	credits earned is sophomore status
64–95	credits earned is junior status
96–above	credits earned is senior status

CLOSING OF THE UNIVERSITY

Recorded announcements of weather-related closing of the university can be heard by calling the SAM-INFO (726-4636) message system. In addition, the Office of Public Relations notifies local radio and television stations of the closing.

BACHELOR'S DEGREE REQUIREMENTS

Total Credits

A minimum of 128 credits must be successfully completed. No more than eight credits in music ensembles, drama participation and physical education activity courses may apply toward the 128 credits required for graduation. No more than two credits in physical education activity courses beyond those required for graduation may be part of the combined eight credits. **To receive a first undergraduate degree, students must earn at least 50 percent of their total credits from Samford. At least 40 credits must be earned in junior- and senior-level courses.**

It is the student's responsibility to see that all graduation requirements are met. Students must meet all requirements for graduation as set forth in the *Samford University Catalog* (or, if more up to date, any school or department's official publications) in effect at the time of entrance into the major, assuming that there is no interruption in enrollment other than for stated vacation periods. Later changes in the requirements for graduation are applicable to students who proceed through their chosen program in a timely fashion.

The core curriculum courses are:

- UCBP 101 Biblical Perspectives
- UCCP 101 Cultural Perspectives I
- UCCP 102 Cultural Perspectives II
- UCCA 101 Communication Arts I
- UCCA 102 Communication Arts II
- UCFH 120 Concepts of Fitness and Health

In the Howard College of Arts and Sciences, most majors and concentrations require language proficiency at the 202 level.

Students planning to earn Alabama teaching credentials should see their department chairs and consult the School of Education section of the *University Catalog* for special requirements.

Physical Activity Course Requirements

Most schools require one or two physical activity course(s) in addition to UCFH 120. Students with physical disabilities may consult the Chair of the Department of Exercise Science and Sports Medicine to determine how to fulfill this requirement. If PHED 138 (Water Safety Instructor's Course) is passed, the successful completion of UCFH 120 will fulfill the student's physical education requirement.

To meet the general education physical activity requirement, a student may register and receive credit only once for the same activity course, with the exception of student-athletes participating in NCAA varsity sports. Student-athletes may count a single varsity sport up to three times, once for the general education requirement and twice for general electives that count toward the overall 128 credits in the standard degree, provided that degree allows for general electives. For majors that require no physical education activity courses, students may apply a maximum of two (2) activity credits as general electives toward the total credits required to earn a degree.

Convocation Requirements

Campus-wide chapel/convocation programs for faculty, staff and students are held twice a week during the academic year. Full-time students are required to earn a total of 60 credits. **Students cannot graduate or receive diplomas if this requirement has not been met.**

GRADING SYSTEM

Samford University uses the familiar grading system with some variations. Grades are indicated by letters “A” through “F,” “INC,” “FA,” “W” and “WF.” The university uses a plus and minus variation with the exception of “A+,” “F+” and “F-.” In addition, some courses may be taken for pass/fail credit, and these carry “P” or “F” grades. A statement of the meaning of each symbol is found in the *University Catalog*. Grades represent faculty appraisal of the quality of work. Term grades are assigned by faculty members and can be changed only for just cause and with administrative approval.

Each grade is assigned a numerical value, and quality points are determined by multiplying the value assigned to the grade earned in the course by the credits. These values are as follows:

Students must earn a quality (or grade) point average of 2.0 (a “C”

A = 4.00	C- = 1.70	IP = 0.00
A- = 3.70	D+ = 1.30	Z = 0.00
B+ = 3.30	D = 1.00	W = 0.00
B = 3.00	D- = 0.70	WF = 0.00
B- = 2.70	F = 0.00	P = 0.00
C+ = 2.30	FA = 0.00	AU = 0.00
C = 2.00	INC = 0.00	FX = 0.00

average) in the Samford cumulative average to graduate. Students are expected to maintain satisfactory progress toward graduation. Specific minimum levels of achievement have been assigned for each classification level of students. See the *University Catalog* for the current requirements.

GRADE APPEALS

An initial grade may be challenged before the last day of classes of the next full semester. This challenge should be presented to the Dean of Academic Services after conferring with the instructor, the instructor's department head, and the academic dean of the school or college in which the course is taught. An "E" or an "INC" automatically becomes an "F" if not removed by the last day of classes in the next full semester after the grade was given. This grade of "F" may not be challenged.

PAYMENT AND REGISTRATION

Registration for January Term 2009 and Spring Semester 2009 begins in October. Time slots are assigned by the number of credits earned by the end of Summer Term 2008. Registration is for currently enrolled students only.

Payment in full is due on or before the payment due date (check Academic Calendar). Classes will be dropped at the end of each day during the schedule change period if a student's financial account is not paid in full. It is the student's responsibility to ensure that the balance due Samford University is fully paid by the payment due date prior to the beginning of class. Changes in registration, dorm or board plans may result in additional charges that must also be paid. Students can check their account status and pay via credit card using the Campus Portal at <http://portal.samford.edu>. (Please see directions and hours of availability on page four of the Summer/Fall 2008 Class Schedule.)

Students whose classes are dropped will be notified by mail. If students want to receive credit for any classes for the semester or term in which classes were dropped, they must: (1) Clear their account with the Bursar's Office and obtain a clearance slip. (2) Bring the clearance slip to the Student Records Office by the deadline date indicated in the letter notifying them that their classes were dropped. (3) Re-register in Student Records. While there is no guarantee that all or any of their original schedules can be arranged, Student Records will work with students and their advisers in developing a schedule.

In accordance with university policy, students should attend classes only if they are officially registered for the course(s) and all fees are paid.

COURSE REPEATS

Upon the recommendation of their adviser and the approval of the Dean of Academic Services, undergraduate students may repeat a course for credit in which they received a "D+" or lower to improve their grade, cumulative GPA and understanding of course content.

When a course is repeated at Samford in which a grade of "D+" or lower was earned, only the last grade, even if it is lower, counts in the calculation of the cumulative average. The credits count only once. Both courses and both grades remain on the transcript with an indication of which course is counted in the computation of the cumulative GPA. The repeated course must be exactly the same course that was originally taken. Courses repeated at other institutions do not change the Samford cumulative GPA.

The deadline for submitting the petition to repeat a course is the last day to add a course in the semester or term the repeated course is being taken. A form for this purpose is available in the Office of Student Records.

A course can be repeated only once. A student may take advantage of this policy for no more than two courses or no more than eight credits. Repeating a course may influence a student's financial aid or sports eligibility. Courses repeated after graduation will not change the graduation GPA.

WITHDRAWAL

A student desiring to withdraw completely from the university at any time must obtain an official withdrawal form from the Office of Student Records. The date of withdrawal is the date this form is returned to the Office of Student Records. If a student drops out of the university without permission, the official transcript will show a grade of "FA" in all courses for that semester or term.

1. The permanent record of a student who withdraws from all courses within the schedule change period will not show courses attempted for that term.
2. The permanent record of a student who withdraws from all courses for a semester or term before the deadline, as stated in the Academic Calendar, will show courses attempted and will show a grade of "W" (withdrew). A "W" is not calculated in the student's GPA.
3. No student who withdraws from the university for any reason is entitled to a transcript of credits until the student's financial account has been settled in the Bursar's Office.
4. A student who withdraws after the deadline, as stated in the Academic Calendar, automatically receives a "WF," indicating an unofficial withdrawal. "WF" carries the same penalty as "F" and is calculated in the student's GPA.

Please note: Failure to attend class does not constitute withdrawal. Students are responsible for completing the appropriate paperwork and submitting it to Student Records.

DISABILITY ACCOMMODATION

Samford University complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the counselor for Disability Support Services at 726-4078, located in Counseling Services on the lower level of Pittman Hall. A faculty member will grant reasonable accommodations only upon written notification from the counselor for Disability Support Services.

USE OF ELECTRONIC DEVICES

Student use of cell phones, messaging devices and other electronic devices (for example, recording devices, music players, PDAs, computers) is prohibited in classes unless specifically permitted by the instructor, and at public events (for example, concerts, convocations, theatre productions, lectures) unless specifically permitted by the event sponsor.

ACADEMIC LIFE

LIBRARY

Serving the entire campus community, the Samford University Library combines the Harwell Goodwin Davis Library, and the Frank W. and Clara C. Hudnall Library. The University Library is home to the Marla Haas Cortis Missionary Biography Collection, the Alabama Men's Hall of Fame and the Hellenic Scholars' Library. There are over half-a-million volumes available through the online catalog. In addition to the book and periodical collections, the library houses a government document collection, a special collection and a multimedia collection. A computer laboratory, computer classroom, individual and group study rooms, multimedia viewing and listening rooms, meeting rooms, and a patron lounge area are available for patron use. Librarians provide research education to classes and one-to-one at the Reference Desk.

Regular Session Hours

Sunday 1 p.m.–12 a.m.
Monday–Thursday 7:30 a.m.–12 a.m.
Friday 7:30 a.m.–5 p.m.
Saturday 9 a.m.–5 p.m.

Special Collection Hours

Monday–Friday 10 a.m.–4:30 p.m.
Saturday–Sunday Closed

January Term, Summer Term and holiday hours are posted as needed.

Services

Online access to the library catalog and numerous databases is available 24/7 at <http://library.samford.edu>.

Lower Level

Computer Lab
Special Collection
Technology in Learning Center

Main Floor

Bestsellers
Circulation Desk
Multimedia
Periodicals

Second Floor

Government Documents
Group Study Rooms
Interlibrary Loan
Reference Desk

Third Floor

Individual Study Rooms

Additional Campus Libraries

Career Development Center
Curriculum Materials and Technology Center
Drug Information Center
Global Center
Lucille Stewart Beeson Law Library

Remember: The library's security system helps control materials leaving the building. Removing noncirculation materials or defacing any library property is a value violation. Help the library make sure materials are available to everyone who needs them. The library staff wants to help you. If you aren't finding what you need, please ask!

INTERNATIONAL PROGRAMS

Samford offers opportunities to travel and study in foreign countries either for credit or on a noncredit basis. The purpose of these programs is to expose students and faculty to the peoples and cultures of other nations; to provide on-site observation of historical, scientific and cultural phenomena; and to provide opportunities for foreign language study within the cultural context of the target languages.

Students should begin planning for study abroad well in advance of their desired term of study, and they should obtain a passport as soon as possible if they have not already done so. Important areas of consideration in planning to study abroad include a student's academic program of study and financing of the study-abroad program.

Withdrawal and refund policies for international study-abroad programs are different from policies for on-campus programs, as are policies regarding financial aid. Before registration in any study-abroad program, please see the appropriate office(s) for policies.

London Study Centre

In the heart of London, a Georgian townhouse serves as the Samford University London Study Centre for students and faculty. Located in South Kensington, Daniel House is home in fall and spring semesters to a small group of students and two professors-in-residence from the Birmingham campus. Students select courses, such as one about British heritage and culture taught by various British professors, courses taught by Samford professors-in-residence (with several cross-listings), a theatre course taught by a British professor and experiential learning courses that take students into the midst of British life and work. Experiential learning sites have included British primary schools, law firms, PricewaterhouseCoopers, museums, doctors' offices, *USA Today*, church ministries, the Spanish Embassy, libraries, political think tanks and lobbying organizations, research organizations, and political party headquarters. Weekends and a travel break afford time to explore the British Isles and the continent during the semester abroad.

January Term in London features a wide selection of innovative courses from which students enroll in one of two two-week sessions. Designed to take advantage of the London setting, each course is taught by a Samford professor who accompanies a small group of students. Students may choose to remain abroad for the additional two weeks of January and travel on their own.

In the summer, Samford professors teach four-week courses designed to take advantage of the warmer weather and the London setting. Students may choose to remain abroad and travel on their own. Daniel House also is used by various university departments and schools for summer courses, continuing education, and workshops for students, alumni and friends.

Student demand is high for spaces in the London Program. Students are advised to consult with their academic adviser and the International Studies London Program Office early in their Samford career to plan course selection and the optimum time to enroll. Samford students pay tuition and a program fee that covers most expenses. Some meals and personal expenses are not included in the program fee. All scholarships and loans held by students may be applied. Information on the London Program may be obtained from the London Program Office, 130 Brooks Hall, 726-2741, Monday–Friday, 8 a.m.–3:30 p.m.

Hong Kong Baptist University

Samford established a relationship with Hong Kong Baptist University [HKBU] during the 1997–98 academic year, which allows three students to study there each semester. Hong Kong Baptist University is a highly respected university founded by Baptists and serves a multicultural mix of students from around the world. Course work is offered in English in almost all areas of undergraduate study that Samford has. There should be no difficulty in arranging courses at HKBU that meet major requirements at Samford.

Samford students approved to attend HKBU pay Samford tuition. In addition, students are responsible for the cost of accommodations, meals, round-trip airfare, an administration fee set by HKBU and other personal expenses. Financial aid is available for those who qualify. Contact the Office of Financial Aid for information. Samford students share a two-person room with a Chinese roommate. Sophomore, junior or senior students interested in applying to HKBU should contact the International Studies Director in 125 Brooks Hall or call 726-2239 early in the semester prior to attendance.

Seoul Women's University, Korea

Seoul Women's University [SWU] offers an exchange program in fall and spring semesters. Successful semester exchange students earn 12–18 credits, applied appropriately. Samford students pay Samford tuition, SWU room, SWU board, round-trip transportation to Seoul, local transportation in Korea, medical insurance, health service fees, passport and visa costs, course materials, and personal and incidental expenses. Financial aid is available for those who qualify. Contact the Office of Financial Aid for information.

Also available is the Bahrom International Program, a three-credit, four-week summer program that guides students to experience various aspects of Korean culture: history, contemporary issues, religion and thought, architecture, food, film, politics, economics, music, and more. All participants are matched with a Korean partner. The language of instruction is English. Successful students receive three academic credits at the upper level from Samford to use as electives or as an appropriate course substitution on their transcripts. Students pay Samford tuition; there is a registration fee payable to SWU. Participants also pay additional personal expenses, including round-trip airfare. A student visa is required.

For more information and an application form, contact the International Studies Director in 125 Brooks Hall or call 726-2239.

Weingarten, Germany

In 2006, Samford University established an exchange program with Pädagogische Hochschule Weingarten. The picturesque town of Weingarten forms part of a thriving community in southern Germany near Lake Constance and the Alps. In 1958, Pädagogische Hochschule Weingarten was renamed as an educational university. The majority of students at the University of Education follow the basic undergraduate curriculum in education. These courses are divided into degree tracks for primary/junior and secondary/high school. The university offers a wide variety of subjects for teacher training, including humanities, fine arts and physical education. Samford exchange students may study at the university for either one semester or a full year.

Samford students pay Samford tuition, room, board, round-trip transportation, local transportation, medical insurance and health service fees, passport and visa costs, course materials, and personal and incidental expenses. Financial aid is available for those who qualify. Junior and seniors who are interested in applying to Weingarten should contact the International Studies Director in Brooks Hall or call 205-726-2239 early in the semester prior to intended attendance.

Language Study Abroad

Samford's Department of World Languages and Cultures, through affiliations with institutions abroad, offers numerous opportunities for living and studying in the culture of a target language.

There are three summer programs. The oldest and most extensive trip, the Samford in Spain Program, gives students the choice of studying for five to nine weeks at the Estudio Internacional Sampere. Students can study in France under the tutelage of French professors at the Université Stendhal in Grenoble. Students may travel to Bamberg, Germany, for intensive language and cultural studies at Sprachinstitut Treffpunkt.

During January Term, small, intensive Spanish classes are held at the Centro Lingüístico Conversa in Santa Ana, Costa Rica.

As a member of the American Institute for Foreign Studies [AIFS] and Cultural Experience Abroad [CEA], students may participate in any of the AIFS programs in countries such as Austria, China, Czech Republic, Italy and Russia. Mission- and career-oriented internships also are available under the supervision of the Department of World Languages and Cultures. For more information about these opportunities, contact the World Languages and Cultures Office in the lower level of Chapman Hall at 726-2742 or 726-2747.

Other International Programs

Samford offers a variety of study-abroad trips during the academic year. Many take place in January Term and are sponsored by various departments. Designed to take advantage of the international setting, each course is taught by a Samford professor who accompanies a group of students. Some of these trips are on a two-year rotating schedule, while others are offered only once. Past study-abroad trips have included such destinations as Burma, Italy, Greece, China, Peru, Belize and Kenya. The areas of study have included, but are not limited to, English, classics, biology, history, political science, business, physics and education.

Students interested in any of these possibilities should contact the International Studies Director, 125 Brooks Hall, 726-2239 and/or the appropriate academic departments for more information about the programs. Students also should consult with their academic advisers about fitting study-abroad programs into their program of study. Students should begin planning for study abroad well in advance of their desired term of study, and they should obtain passports as soon as possible if they have not done so already.

COMPUTING SERVICES AND RESOURCES

Samford University provides a wealth of computing resources to its community. Highlights of these resources include:

Computing Assistance

Computer assistance is available from the Personal Technology Group, 326 Brooks Hall. Help is available Monday–Friday, 7 a.m.–7 p.m. Call 726-2662 or e-mail support@samford.edu for additional information. The general-access computing labs are staffed by student laboratory assistants who can help with the use of the resources located in the labs. Computing resources and assistance are free of charge to Samford University students.

Campus Portal Services

All members of the Samford community have access to a variety of computing resources. A Campus Portal via the Web is the entry point from which all members of the campus community can tap into academic resources, administrative services, community information, e-mail and the Internet—all online, from anywhere. Some of the administrative resources available to Samford students are grades, class schedules and account payments. Upon admission to Samford University, students can go to the Samford home page and log in to the Campus Portal using the user name and password provided by Technology Services.

Computing Laboratories

Six general-access computer laboratories are available to every student, except during times when one or more of the labs may be scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs. The general-access laboratories offer a substantial suite of software to satisfy routine needs, such as word processing, as well as more specialized needs, such as page layout, presentation preparation or statistical analysis. Each computer in the general-access computing labs is connected to the campus network, which is in turn connected to the global Internet. This gives every Samford student access to the World Wide Web and other networked resources. For more information about laboratory resources, see www.samford.edu/labs.

Residence Hall Network Access

Each residence room has an Ethernet port per student, allowing students to connect their personal computers to Samford's computer network. Due to the changing environment of computer technology, students will be given information regarding the minimum requirements for a student-owned computer during student orientation. Additional information regarding minimum computer configurations can be found at www.samford.edu/support under Student Services.

The Personal Technology Group is responsible for providing assistance to students wishing to connect to the Samford University computing network. Nonresident students may access campus computing resources through an Internet service provider. For further information about computing resources at Samford University, e-mail support@samford.edu or call 726-2662.

Library Resources

The online catalog for the Samford library and several other library-related resources are available through the campus network. Samford is an active participant in the Network of Alabama Academic Libraries and other consortia that enhance the resources available to the Samford community. For more information about library resources, see <http://library.samford.edu>.

Policies

Please refer to Computing and Information Technology Values and Policies under Student Rights and Responsibilities for specific policies governing computer use.

General-Access Computing Laboratories

The information below was current as of the printing of this handbook but is subject to change. Each semester, a more detailed brochure is prepared and made available in the computer labs. Please consult the brochure for the most current information. Also, more information is available from the Computing Laboratories Manager at 726-4094 or www.samford.edu/labs.

Location	Telephone	Normal Operating Hours*
130 Sciencenter	726-2314	Mon.–Thurs., 7:30 a.m.–12 a.m. Fri., 7:30 a.m.–5 p.m. Sat., 9 a.m.–5 p.m. Sun., 2 p.m.–12 a.m.
103C Center for Healing Arts	726-2317	Mon.–Thurs., 7 a.m.–10 p.m. Fri.–Sat., 7 a.m.–5 p.m.
212 Chapman Hall	726-2318	Mon.–Thurs., 7:30 a.m.–10 p.m. Fri., 7:30 a.m.–5 p.m.
Composition Lab, 309 UCA	726-2319	Mon.–Fri., 7:30 a.m.–5 p.m.
Davis Library, Lower Level	726-2316	Mon.–Thurs., 7:30 a.m.–12 a.m. Fri., 7:30 a.m.–5 p.m. Sat., 9 a.m.–5 p.m. Sun., 2 p.m.–12 a.m.
Journalism and Mass Communication, 113 UCA	726-2311	Mon.–Thurs., 7:30 a.m.–12 a.m. Fri., 7:30 a.m.–5 p.m. Sat., 9 a.m.–5 p.m. Sun., 2 p.m.–12 a.m.

*Hours are subject to change as classes are scheduled, etc. Also, the hours listed above are for the normal academic year. During the summer, January Term and holidays, these hours may change as appropriate. **For the most up-to-date information, see www.samford.edu/labs.**

INTERCOLLEGIATE ATHLETICS

The mission of the Department of Athletics is to uphold the mission of Samford University within the context of a continually improving, competitive, diverse and NCAA-certified athletics program. The Samford University Department of Athletics is responsible for the administration and implementation of an intercollegiate sports program that competes in NCAA Division I. Samford is a member of the Southern Conference (www.soconsports.com). The Southern Conference is the nation's fifth-oldest NCAA Division I collegiate athletic association. The 17 intercollegiate sports sponsored by Samford University are:

Men

Basketball
Cross-Country
Golf
Indoor Track
Tennis
Track and Field
Baseball
Football

Women

Basketball
Cross-Country
Golf
Indoor Track
Tennis
Track and Field
Softball
Soccer
Volleyball



Scholarships

Athletics aid is awarded in all Samford sports, primarily to student-athletes specifically recruited for that sport by the coaching staff. Students who were not recruited but are interested in participating in varsity sports may contact individual coaches concerning opportunities. Coaches' contact information may be found at www.samfordsports.com.

Schedules

Schedules for all sports are distributed across campus and posted on the Web site at www.samfordsports.com. All times are Central Standard Time. All dates and times are subject to change. Contact the Sports Information Office at 726-2799 or 726-2802 to confirm schedules before making special plans.

Ticket Information/Procedures

For information, call 726-2050 or go to www.samfordsports.com.

SPIRIT PROGRAM

Varsity Cheerleading

The main objective of Samford's cheerleading program is to work within Samford Athletics to create an atmosphere of enthusiasm among students and fans. Samford cheerleaders represent Samford and its athletics program through performances at athletics events, as well as campus and community events. Tryouts are held each spring. Exact dates and times for tryouts may be found at www.samfordsports.com or by calling the athletics office.

Mascot

Samford University's mascot, Spike, appears at athletics events as well as student and community activities to build enthusiasm and recognition for Samford. Spike is a visual representation of the spirit and pride of Samford, and one of its most beloved inhabitants. Tryouts are held in the spring. Exact dates and times for tryouts may be found at www.samfordsports.com or by calling the athletics office.

FACILITIES

There are a variety of athletics and recreational facilities available for students at Samford University. Field and court space is available for general student use when not being used for varsity practices, competition or Campus Recreation events.

Seibert Stadium hosts home football games in the fall and track meets in the spring. The track is available for running, jogging and walking during specified hours. For a complete list of available times, contact Campus Recreation at 726-2194. The stadium is closed during scheduled events and afternoon practices.

Pete Hanna Center houses the Thomas E. and Marla H. Corts Arena, which hosts men's and women's basketball and volleyball teams. The arena also hosts graduation and special events. Administrative offices, athletic training offices, a student fitness/weight room, a varsity athletics weight room and varsity locker rooms are located in Hanna Center.

Outdoor facilities include Bulldog Field (softball), Joe Lee Griffin Field (baseball), soccer field and intramural field (across Lakeshore Drive), and Darwin C. Hardison Tennis Center, which includes the Pat M. Courington Tennis Pavilion.

STUDENT AFFAIRS PHILOSOPHY AND MISSION

The Student Affairs Division is composed of several departments that serve students in a variety of ways. The staff members consider themselves to be educators who complement the primary academic program of the university. A goal of the staff is to provide quality services and learning opportunities that assist the student in developing as a total person.

If students consider their pursuit of a college education as a full-time job of 40 hours a week, a considerable amount of time would be available for other activities. With this in mind, and considering that much of one's learning comes in informal settings outside classroom experiences, Samford provides many opportunities for involving the student in cocurricular learning activities. A student life program is designed to promote a quality of life that enhances the student's total growth and development. By participating in student activities, serving on a committee or becoming a member of an organization, a student can meet other students, faculty and staff, develop leadership, organizational and other skills, and have fun.

The Student Affairs Division supports the mission of the university by empowering students through personal development so that they learn to experience a fulfilled life and thereby make a positive difference in the world.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association [SGA] represents and promotes student interest in the decision-making processes of Samford University by cultivating and maintaining leadership among the students. The SGA also develops, coordinates and executes activities and services for the benefit of the students. These activities include Welcome Back, Family Weekend, Homecoming, Miss Samford Scholarship Pageant, Step Sing, Spring Fling and Samford Speaker Series.

The SGA is organized into four branches that are responsible for sponsoring the diverse opportunities for involvement. Each branch is presided over by one of the executive officers. These officers are president, vice president for senate, vice president for events, vice president for development and vice president for programming. Appointed positions are chief justice and chief of staff.

All undergraduate students at Samford are members of the SGA. Members may vote in all SGA-sponsored elections and participate in all SGA-sponsored activities.

For specific information about programs, services and activities, please contact the SGA at 726-2868 or visit the SGA office in 115 University Center.

STUDENT ORGANIZATIONS

Cocurricular involvement is an important aspect of a total education. Samford University students are encouraged to select from more than 100 honor, religious, professional, educational, service and social student organizations.

The Office of Student Involvement is responsible for the recognition and registration process for all student organizations. Please call 726-2345 or go to 116 University Center if you have any questions or need assistance locating an organization that is right for you.

Organizational Behavior

Organizations are expected to comply with the stated values of the university. Organizational behavior that does not comply with the spirit and the letter of the stated values may cause the organization to be cited for a value violation. Sanctions may be placed on organizations, including reprimand, fines, community service, loss of privilege, restitution, probation, suspension and expulsion. An organization believed to be in violation of a university value will be given an opportunity to present its side of the story before a decision is rendered. The hearing and sanctioning will be handled by the Vice President and Dean of Students, the University Values Advocate or the Values Council.

Greek organizations are held accountable for upholding the executive guidelines as well as university values. Greek organizations also operate under Interfraternity Council and Panhellenic Council guidelines, and disciplinary sanctions may be applied by those entities in addition to university sanctions.

CAMPUS LIFE

GREEK LIFE

Greek-letter organizations traditionally have assumed an active role in contributing to the cultural, educational and social life of the campus, and in providing leadership opportunities for students. At Samford, students have the opportunity to affiliate with seven national sororities and seven national fraternities.

Sororities

Alpha Delta Pi

Founded: May 15, 1851, Wesleyan Female College,
Macon, Georgia
Local Charter: 1910
Philanthropy: Ronald McDonald House

Alpha Omicron Pi

Founded: 1897, Barnard College (Columbia University),
New York City, New York
Local Charter: 1995
Philanthropy: Arthritis Research

Alpha Kappa Alpha

Founded: January 15, 1908, Howard University,
Washington, D.C.
Local Charter: 1989
Philanthropy: Sickle Cell Foundation

Chi Omega

Founded: April 5, 1895, University of Arkansas,
Fayetteville, Arkansas
Local Charter: 1963
Philanthropy: Big Oak Ranch for Girls

Delta Sigma Theta

Founded: 1913, Howard University,
Washington, D.C.
Local Charter: 1995
Philanthropy: R.E.S.P.E.C.T Ministries

Phi Mu

Founded: March 4, 1852, Wesleyan Female College,
Macon, Georgia
Local Charter: 1924
Philanthropy: Children's Miracle Network

Zeta Tau Alpha

Founded: October 15, 1898, Longwood College,
Farmville, Virginia
Local Charter: 1933
Philanthropy: Susan G. Komen Breast Cancer Foundation

Fraternities

Alpha Phi Alpha

Founded: December 4, 1906, Cornell University,
Ithaca, New York
Local Charter: April 2000
Philanthropy: Voteless People Are Hopeless People

Kappa Alpha Psi

Founded: January 5, 1911, Indiana University
Local Charter: 1998
Philanthropy: Guide Right

Lambda Chi Alpha

Founded: November 2, 1909, Boston University,
Boston, Massachusetts
Local Charter: 1911
Philanthropy: Kid One Transport

Pi Kappa Phi

Founded: December 10, 1904, College of Charleston,
Charleston, South Carolina
Local Charter: 1925, 1991
Philanthropy: PUSH America

Sigma Chi

Founded: June 28, 1855, Miami University,
Oxford, Ohio
Local Charter: 1872, 1984
Philanthropy: Children's Miracle Network

Sigma Phi Epsilon

Founded: 1901, University of Richmond,
Richmond, Virginia
Local Charter: 1930, 1997
Philanthropy: YouthAIDS Organization

Sigma Nu

Founded: January 1, 1869, Virginia Military Institute,
Lexington, Virginia
Local Charter: 1879
Philanthropy: St. Jude's

CAMPUS LIFE

At Samford, sororities and fraternities are involved in educational programs, community service and leadership development, in addition to providing a strong bond of friendship and esprit de corps among those invited to affiliate with the organizations. The sixfold purpose of the sororities and fraternities is as follows:

1. to contribute to the university's stated mission and purpose
2. to contribute to the well-being of others through national and local philanthropies
3. to aid in the individual growth of members
4. to foster and preserve good scholarship
5. to promote effective leadership
6. to stimulate interest in university programming

The Panhellenic Council coordinates the seven sororities represented at Samford and is composed of two members from each sorority. The Panhellenic Council not only monitors the sorority membership recruitment process, but also provides a variety of educational, social and service opportunities for sorority and fraternity members, as well as the campus community at large. Being an active and enthusiastic member of a sorority can afford the female student with many social and service opportunities that will enrich her life at Samford.

The Samford University Interfraternity Council [SUIFC] acts as the liaison between the seven fraternities and the university, promotes leadership within member chapters and monitors the activities of member chapters. The SUIFC is composed of two delegates from each fraternity.

CAMPUS RECREATION

The Department of Campus Recreation offers competitive and recreational intramural activities, outdoor recreation activities, club sports, fitness programs and the Alpine Tower climbing experience, as well as coordinating hours of operation for Seibert Hall and Bashinsky Fieldhouse. Programs are open to current Samford University students, faculty, staff and their spouses.

Participation in campus recreation activities at Samford is purely voluntary, and individuals participate at their own risk. **Participants should understand that they are responsible for all costs arising out of injury or property damage sustained through participation. It is strongly urged that participants obtain sufficient health insurance coverage, whether it is through the university or a private source.** All participants must provide a current Samford ID before participating. For information on all campus recreation programs, go to www.samford.edu/camprec or 302 Seibert Hall.

Intramural sports annually consist of team sports: flag football, volleyball, basketball, softball, soccer, bowling, ultimate Frisbee, dodgeball and kick ball. Individual sports consist of tennis, Ping Pong, pool and racquetball. Active sports clubs include the soccer club, swing kids, outdoor club and ultimate Frisbee club. The outdoor club offers a variety of recreation trips that may include camping, hiking, rappelling or white-water rafting. Costs for trips will vary. There is also a variety of rental equipment available for nominal fees.

The student fitness center is located on the upper level of the west side of Pete Hanna Center. This state-of-the-art facility has eight treadmills, eight ellipticals, and four Lifecycles, all with personal televisions. The cardio room

also includes Signature Series Strength equipment. The fitness center is free to all current Samford students, faculty and staff. Other fitness opportunities are kickboxing and Jazzercise on Mondays, Tuesdays and Thursdays. Classes meet in Bashinsky Fieldhouse 5–6:15 p.m. Participant cost is minimal.

The Alpine Tower and Carolina Climbing Wall are 50-foot-high structures offering more than 35 different climbing routes with varying degrees of challenge involved. The Carolina Climbing Wall and Alpine Tower are open during the week to current Samford students, faculty, staff and families. Student organizations, departmental faculty and staff, or other groups interested in team-building, improving communication and enhancing self-esteem are encouraged to contact the Office of Campus Recreation for more information.

Facilities

A variety of athletics and recreational facilities are generally available for students, faculty, staff and immediate family members for use in the afternoon through the evening, except when athletics events, practices or Campus Recreation events are scheduled. For a schedule of specific hours of availability, go to www.samford.edu/camprec or 302 Seibert Hall, or call 726-2194. Reservations for indoor and outdoor facilities can be made in the Office of Campus Recreation.

Samford University IDs are required to use all recreational facilities during weekdays and open hours on weekends. Individuals will be asked to leave and/or entry will be denied unless a valid ID is presented. **Random inspection of IDs is made to ensure that only current Samford students, faculty, staff and immediate family members are using the facilities.** Cooperation is expected when one is asked to produce an ID card.

Facility usage for current Samford students, faculty, staff and immediate family members includes Seibert Stadium except during home football games and intramural events. The track is available for running, jogging and walking from 6 a.m. to 12 a.m. The stadium is closed during scheduled events and afternoon practices. Other outdoor facilities include the Bulldog Soccer Field and Intramural Field (across Lakeshore Drive), Joe Lee Griffin Baseball Field, Bulldog Softball Field, and the Samford Tennis Center, which includes the outdoor Darwin C. Hardison Tennis Courts and the indoor Pat M. Courington Tennis Pavilion.

Indoor facilities include Seibert Hall, which houses a hardwood court gym, weight room, swimming pool, pool tables, Ping Pong tables, dance studio, classrooms and locker room facilities. Bashinsky Fieldhouse includes a gym with two hardwood courts, an indoor track, four racquetball/handball courts and the football office/locker room. Pete Hanna Center houses the Thomas E. and Marla H. Corts Arena, which hosts volleyball and men's and women's basketball teams, graduation, and special events. The student fitness/weight room, athletics administrative offices, athletic training, varsity athletics weight room, and varsity locker facilities are located in Pete Hanna Center.

STUDENT PUBLICATIONS

Face Book

Each fall, Samford publishes and distributes a photo book of full-time day program undergraduates, faculty and staff to help with name and face recognition of members of the Samford community. The face book uses photos from university ID cards and includes directory-type information. The book is the most comprehensive record of members of the community for the academic year. Students may choose to be excluded from the book by notifying the Office of the Dean of Academic Services and Registrar in writing by the last day to drop or add course(s) without financial penalty in the fall semester.

Magazine

Sojourn is a literary and visual arts magazine focused on highlighting the artistic expressions of students, faculty and staff at Samford. Published once each semester, students edit and compile each issue with assistance from outside professionals, as well as faculty advisers. Advisers are Dr. Jon Clemmensen, journalism and mass communication; Dr. Julie Gustafson, English; Dr. Chris Metress, English; and Professor Robin Snyder, art. The magazine is under the direction of the Howard College of Arts and Sciences.

Newspaper

The Samford Crimson is a student-run, campus-wide newspaper. With a circulation of 3,000, it is available free to all students, faculty and staff. It is distributed at key locations on campus and is available online at www.samfordcrimson.com. Published weekly, *The Samford Crimson* offers excellent opportunities to students, regardless of major or experience, who are interested in writing, reporting, photography, editing, and layout and design in areas of news, sports, commentary, and arts and entertainment. The paper's advertising department, also run by students, caters to those more interested in the business side of *The Samford Crimson* and also is open to students regardless of major or experience. Any student may compete for salaried staff positions. The newspaper is under the direction of the Department of Journalism and Mass Communication.

Yearbook

Entre Nous is Samford's student yearbook, published in late spring and available free of charge to all full-time undergraduate day students. The paid yearbook staff is composed primarily of students involved in the study of journalism, graphic design and photography. The publication provides an excellent opportunity for students to build a portfolio and gain professional publishing experience. The yearbook is under the direction of University Relations.

RADIO STATION

Serving a major portion of the Birmingham metropolitan area, Samford University's WVSU FM-91.1 provides an unduplicated format of smooth jazz in a city that has a long history of great jazz artists. The appeal of the format to the community allows Samford to promote university events from theatre to orchestra, special programs to sports. WVSU FM-91.1 is the broadcast home for Samford Bulldog athletics and provides coverage of special campus events. The station is on the third floor of the Beeson University Center. Students interested in volunteering should contact the general manager at 726-2877. The station is under the direction of the Office of University Communication. For more information, go to www.samford.edu/wvsu.

LEADERSHIP EDUCATION

LEAD [Leadership, Education, Awareness and Development] provides a formal means by which students can define their leadership philosophy, identify their leadership potential and engage in a variety of educational opportunities, such as self-assessment, credit and noncredit courses, mentoring, skill shops, community service, and outdoor recreation. Samford students are challenged and nurtured so that they are prepared to influence the world in meaningful ways as leaders. This program is under the direction of the Student Involvement Office in the Division of Student Affairs.

CAMPUS SERVICES

BEESON UNIVERSITY CENTER

The Ralph W. Beeson University Center is the hub of activity on campus. Housed within the University Center are the offices of the Vice President and Dean of Students, Associate Dean for Student Services and Values Advocate, Campus Safety, Career Development, Leadership Education, Residence Life, Campus Dining, Inc., Student Involvement and the Student Government Association. Also located in the University Center are the University Information Center, Post Office, University Bookstore, Dining Hall (cafeteria) and Food Court.

BOOKSTORE

The Bookstore, owned and operated by the university, is open Monday and Thursday, 7:45 a.m.–6 p.m.; Tuesday, Wednesday and Friday, 7:45 a.m.–5 p.m.; and special hours during registration and select weekends. Personal checks are accepted for the amount of purchase. MasterCard, Visa and Discover are accepted. Checks up to \$50 may be cashed with a Samford ID. Checks should be made payable to Samford University. **After three returned checks in any Samford office, all check-cashing privileges are revoked.** The returned check fee is \$28 per check and will be placed on the student's account. (See "Check Cashing Policy," pg. 153.)

Book Return Policy

1. All returns must be accompanied by the cash receipt or charge account slip.
2. Books must be in absolutely new condition, free of all markings and in original packaging.
3. Returns are allowed within a limited time frame after classes have begun:
 - a. Jan Term: three days
 - b. Fall and spring semesters (including undergraduate, law and pharmacy): 10 days
 - c. Metro College, graduate business and graduate nursing terms: 10 days
 - d. Undergraduate Summer I and II terms: five days
4. Refunds will be made in accordance with the manner of payment:
 - a. If the purchaser paid by cash, the refund will be made in cash.
 - b. If the purchaser paid by credit or debit card, the refund will be credited to the card used for the purchase.
 - c. If the purchaser paid by check, the refund will be made in cash.
 - d. If the purchaser paid by Samford Card, the refund will be made on the Samford Card.
5. Law study aids (e.g., Gilberts, Case Notes, etc.) are returnable within two days of purchase.
6. Defective books may be exchanged for the same title.

Samford ID Card

You may add money to your Samford ID card in the Bookstore.

Newspapers

Daily newspapers may be purchased in the Bookstore.

Fax Machine

A fax machine is available for campus use in the Bookstore. The number is 726-2384.

Change Machine

The Bookstore has provided a change machine beside the ATM in the Food Court.

CAMPUS FACILITY SERVICES

Facility Maintenance

University facilities are operated and maintained by Samford University Office of Campus Facility Services. The normal hours of operation for the Office of Campus Facility Services are 7:30 a.m.–4 p.m., Monday–Friday.

Service or repairs for student resident facilities normally are requested through the area offices located in Beeson Woods, Central Campus and West Campus. To request other routine service or repairs, call 726-2711. A written request is not required for routine service. The same phone numbers may be used for after-hours emergency service. The caller will be directed to the individual who is designated to respond to emergencies when the Office of Campus Facility Services is closed.

Directory of Services	Number
To request service	726-2711
Campus Facility Services Office	726-2711
General Services	726-2199
Shipping and receiving	
Moving and storage	
UPS pickup and delivery service	
Custodial Services	726-2711
Cleaning service	
Pest control	
Waste disposal	
Director of Physical Plant	726-2735
Custodial manager	726-2266
Maintenance manager	726-2855
Assistant custodial manager	726-2278

Samford University Facility Services Offices

University Engineer	726-2386
Director of Energy Management	726-2762

Note: Any comments or suggestions regarding the maintenance or operation of Samford University facilities should be made to the director of the Physical Plant.

CAMPUS SAFETY

General Policy

Samford University maintains an Office of Campus Safety as a proprietary function of the university with jurisdiction to enforce the rules and regulations of the university on university property, as well as the laws of the U.S. government and the state of Alabama. The Office of Campus Safety is staffed 24 hours a day to provide immediate availability for emergency response, security and traffic patrols, monitoring people on campus, and other services relevant to the campus community. The Office of Campus Safety is located on the second floor of

CAMPUS SERVICES

Beeson University Center. Members of the department maintain a close working relationship with local, state and federal law enforcement authorities and other emergency service agencies on matters related to campus safety and security.

Any incidents involving suspected criminal activity or violations of university rules and regulations related to the safety and security of people or property should be reported to the Office of Campus Safety. The department maintains records of incidents that have occurred on campus, and such statistical data is available in Campus Safety's Annual Report.

The ultimate responsibility for personal safety rests with each individual. Individuals should be aware of their surroundings and potential risks to personal safety; exercise caution and take reasonable actions to protect themselves; walk with friends in lighted areas at night; keep residence halls secure; lock room doors; do not prop open outer doors; know building evacuation procedures; know how to contact proper authorities; drive defensively; and report suspicious activities to the Office of Campus Safety.

A safety escort service is available for all students during the day or night. Escorts are provided to any destination on campus. The escort service is provided for safety-related reasons only. Because there is safety in numbers, groups of three or more students are encouraged to walk to their destination. The escort is given by either foot or vehicular patrol. An escort may be requested by calling 726-2020 or going by the Office of Campus Safety.

Access to the campus is subject to control at all times. During regular business hours, vehicles may access the campus through the main entrance or the southwest gate. Except for special events, the front gate is closed at 11 p.m., and controlled access is established at the southwest entrance from 11 p.m. until dawn. People entering or departing the campus are subject to security checks for valid identification, campus destination or other relevant information.

Academic and administrative buildings are open during regular business hours. After closing hours, buildings are patrolled on a regular basis to maintain security of property in the buildings, to prevent unauthorized entry and to assure proper operation of facility equipment. After-hours access to the buildings must be authorized by appropriate university officials. Routine patrols and periodic building inspections are performed to assure the security of facilities. When deficiencies are discovered, the appropriate department is notified as soon as possible.

Lost and Found

This service is located in the Office of Campus Safety, 202 University Center.

Important and Emergency Phone Numbers

Campus Safety	726-2020
Homewood Police	879-2101
Homewood Fire Department	879-4701

CAREER DEVELOPMENT CENTER

The mission of the Career Development Center is to nurture students, graduates and university employees by offering services within a Christian community in the discovery, use and dissemination of career and educational information through self-assessment instruments, occupational information, employment

opportunities both before and after graduation, and job search guidance, thus facilitating the discovery and accomplishment of career goals through educated and responsible decision making, and to improve continuously Career Development Center procedures, resources and activities.

Career Planning

Career counselors

SDS (Self-Directed Search) interest inventory

Do What You Are personality assessment

FOCUS II—Career and educational planning system

Resource Center with extensive information on majors and careers. Many books may be checked out.

Online resources

Experiential Education

Experience in a career choice area

Off-campus, part-time job listings

Internship information

Cooperative education

Information presentations

Job Search

Job postings: online directories, job books

Employer contact: career fairs, on-campus interviews, information sessions

Workshops: résumé writing, interviewing, job searching, networking

Résumé critiques

Mock interviews

Etiquette dinner

Graduate/Professional School Search

Informational handouts

Books and directories

Graduate/professional school fair and special presentations

The Career Development Center serves students, assisting them in representing themselves more effectively. Students receive guidance and direction, but decision making can be done only by the individual involved. Action is the real key to career planning and job searching. The Career Development Center recommends that currently enrolled students access the free services early in their college career.

COUNSELING SERVICES

The Department of Counseling Services provides free and confidential counseling to enrolled Samford students. Counselors have experience and training in a wide range of issues and work from a systemic, developmental model. In addition to individual counseling, Counseling Services provides relationship counseling, group counseling, academic skills assistance, referral information and crisis intervention.

Counselors also are available to present programs to organizations and classes on a variety of topics that are pertinent to college student development and emotional well-being. Counseling Services is located on the lower level of

CAMPUS SERVICES

Pittman Hall in the same area as Student Health. Appointments can be made Monday–Friday by calling 726-2105 or 726-2065.

DISABILITY SUPPORT SERVICES

Disability Support Services handles accommodations for students with disabilities. After admission to Samford, students who are entitled to accommodations under the ADA must contact Disability Support Services with recent, appropriate documentation of their disability. Reasonable accommodations are determined using this documentation and through talking with the student. Accommodations are communicated to the faculty by letter and must come from the office of Disability Support Services, located in Counseling Services on the lower level of Pittman Hall in the same area as Student Health. Appointments can be made Monday through Friday by calling 726-2105 or 726-4078.

DINING SERVICES AND MEAL PLAN REQUIREMENTS

Samford University provides a variety of food services for students, faculty and staff. More than just a place to eat, these facilities are a common meeting ground and center of campus social activities for resident students, commuting students, faculty and staff. Campus Dining, Inc., provides the management of all dining services on campus. All facilities are located in the University Center.

The Dining Hall provides 19 meals per week. Only breakfast on Saturday and Sunday are not served. Unlimited selection from the standard cafeteria line to specialties such as a pizza bar, deli, short-order line, salad bar, ethnic option and regular specials are available in the Dining Hall. Guests may also have unlimited seconds. Diners must observe the following policies:

1. Students must bring their Samford ID/meal card each meal.
2. Students may use only one scan per meal on their basic plan. (See information on declining balance below.)
3. Food may not be taken out of the Dining Hall.
4. **Only the student identified on the card may use the ID. Use by another student may result in the card being voided.** Lost cards should be reported immediately to the Office of Campus Safety, located in the University Center, at 726-2020. The card will be voided and replaced.
5. **CHANGES TO THE MEAL PLAN MUST BE EXECUTED BEFORE THE SECOND WEEK OF CLASSES COMMENCES.**

A Food Court featuring national franchise, fast-food vendors is located on the ground floor of the University Center. These facilities are open for more extended hours than the Dining Hall and are an excellent place for snacks or meals.

Students, staff and faculty may purchase an advance declining balance credit that is entered on their ID cards and which may be used in the Dining Hall or the Food Court. Additional deposits may be made to this account when the balance is used. This provides a convenient and more rapid method than paying cash at each meal. However, meals in the Dining Hall or Food Court may be purchased on a cash basis also. The declining balance credit should be purchased directly from the Bookstore in the University Center in an amount of no less than \$25 per purchase.

Required Meal Plans

Resident students are required to purchase a regular meal plan. Three plans are available: 19 meals per week, 12 meals per week or 7 meals per week. All first-year students and freshmen are required to have the 19-meal plan regardless of hours transferred in or completed. Students who have at least 24 credit hours but less than 64 credit hours may choose the 19- or 12-meal plan. Those who are full junior status and have completed at least 64 credit hours may choose any of the three plans. A \$130 declining credit balance is included in each meal plan. This balance may be used in the Food Court or in the Dining Hall for meals over the limit of each plan and must be used within the term to which it applies, or any remaining balance will be lost.

Commuters and resident students who use the declining balance in their basic meal plan may add additional funds to their declining balance in any amount (\$25 minimum) through the Bookstore in the University Center. These additional funds are available until used and are not lost at the end of each term.

EMERGENCY NOTIFICATION

Rave Alert Wireless Short Message Service

All Samford students and employees are automatically registered for the free Rave Alert system to receive emergency notices via their Samford e-mail addresses. Students and employees also may opt to receive text messages to their mobile phones by registering a mobile phone number online. (Mobile service plans may charge for the delivery of text messages.) Follow the steps below to register a mobile phone number:

1. Go to www.getrave.com/login/Samford and log in with your Samford-issued user name and password (the same user name and password for e-mail and other Samford services).
2. New users will be prompted to enter a mobile phone number. Return users should click the "Edit" link in the box for a mobile number.
3. Enter a mobile phone number in the space provided and proceed to the confirmation steps.
4. The Rave Alert system will send a test message to your mobile phone. The message will contain a code for you to enter on the website to confirm receipt of the message and complete the registration process.

The Rave Alert system allows users to add a second e-mail address to receive notices, such as the address of a parent, spouse or other party interested in receiving university emergency notices.

Use of the Rave Alert system is restricted to emergencies. Information supplied to the Rave Alert system will not be used to send general university announcements or other nonemergency communications.

If an emergency situation exists, the carillon (bell tower) atop Davis Library may ring a single bell for five minutes. Check for e-mail or text messages that contain additional information.

Severe Weather

The most likely emergencies are weather related. Campus Safety personnel monitor the National Weather Service for warnings specific to the campus and

CAMPUS SERVICES

surrounding area. Emergency notification systems are activated only when there is a direct threat to the Samford campus.

Jefferson County emergency sirens are sounded when there is a tornado warning for any part of the county and may be audible even though Samford has not activated its emergency notification system. However, take cover until you have assurance that the warning does not include the Samford campus.

INFORMATION CENTER

The Information Center serves as a storehouse of information about the many and varied activities on the university campus, as well as general information concerning the operation of the university. The university calendar is maintained here and can be accessed from the Samford home page by clicking on “Calendars.”

If you are not registered to vote, go to www.fec.gov/votregis/pdf/nvra.pdf and thoroughly read ALL instructions, especially those for your state. Print and complete the form, and mail it to the address given for your state. For residents of Alabama, State of Alabama Registration forms are available in the Information Center, located on the second floor of the University Center. This is made possible through the National Voter Registration Act of 1993.

Samford Information TV Channel

Each room in the residence halls is equipped with a cable TV connection. Channel 36 is the Samford Information Channel. Look there for information about:

Events on campus	Career development events and workshops
Computer lab hours	Convocation schedule
Emergency announcements	Sporting events
Weekly weather forecast	Athletics facilities hours
Organization announcements	

To submit information for this channel, e-mail your information to plcarmon@samford.edu.

MISCELLANEOUS

Signs, Banners, Flyers: Signs, banners or flyers of any kind must be approved in advance by the University Center Building Coordinator. Flyers may only be posted on the available information boards located throughout the University Center. Approved banners may be hung in the first-floor foyer only. The Building Coordinator will relay appropriate information when permission is granted. Guidelines for size and instructions for hanging banners are available from the Building Coordinator. All unapproved or inappropriate material will be removed.

Display Cases: Three display cases are available in the foyer of the University Center for campus organizations to publicize events. Space is reserved through the Associate Dean of Student Services Office.

Time and Space Reservation: ALL space on campus, indoor and outdoor, must be reserved and placed on the University Calendar. Forms and instructions for doing this are available at the Information Center and in the office of the Building Coordinator for each building on campus.

POST OFFICE

The Post Office is located on the first floor of the University Center, adjacent to the Food Court. All U.S. mail services are provided here, including registered, certified and insured mail, purchases of stamps and postal money orders, and Express Mail Next Day Service. An interoffice service is available, through which mail may be forwarded to students, faculty and offices on campus free of charge. See restrictions for this service at the Post Office.

All undergraduate students are assigned a campus post office box. This box serves as the official university address for undergraduate students. All mail is sent to this box. Students may find their box numbers and combinations on the Samford Portal under personal information. Graduate and Metro College students are not assigned boxes.

Mail should be addressed in the following format:

Student's Name

P.O. Box 29XXXX

Birmingham, AL 35229

Post Office hours are 10 a.m.–4 p.m., Monday–Friday. Students are encouraged to check their boxes daily.

Students who are not enrolled at the university during January Term or Summer Terms, or are in London, must come to the Post Office and leave a forwarding address.

STUDENT HEALTH SERVICES

Location: Rear ground level of Pittman Hall—wheelchair accessible

Phone: 205-726-2835

Web site: www.samford.edu/stuhealth

Hours: Office hours are 8 a.m.–4:30 p.m., Monday–Friday. Appointment hours are 8:30 a.m.–12:30 p.m. and 1:30–4 p.m. Please contact the office for hours during breaks and summer semesters.

Medical Staff: The clinic is staffed by a full-time physician assistant [PA] and a registered nurse [RN].

Immunization Record

All students are required to submit an Immunization Record to Student Health Services prior to registering for their first semester of classes. The record must be signed by a health-care provider or have health department stamp. **Failure to submit this documentation within two weeks of the first day of class results in a \$150 fine and a registration hold on the student's record.**

Residence Life Health Form

All undergraduate students living in university housing are required to submit the Residence Life Health Form in addition to the Immunization Record. The physical examination and laboratory work must be within 12 months of submission to Student Health Services and will be accepted only on the Residence Life Health Form provided. **Students will not be permitted to take up occupancy in the residence halls until the Residence Life Health Form and Immunization Record have been received by Student Health Services in their entirety.**

Go to www.samford.edu/stuhealth to print the required forms.

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Eligibility, Services and Fees

All enrolled undergraduate, graduate and professional students are eligible to utilize Student Health Services. Services provided include assessment and treatment of acute illnesses and injuries, preventive health care, immunizations, administration of allergy immunotherapy and health education. The clinic features an on-site moderate-complexity, CLIA-certified lab. Students' medical information is confidential and is not released without the written consent of the student.

There is a \$15 fee for visits with the PA. Students will incur charges for lab services, vaccines, medications or supplies utilized during their visit. These charges are billed to the student's account if not paid at the time of service.

Insurance

The clinic does not process insurance claims of any kind. Upon request, Student Health Services will provide patients with ICD-9 and CPT codes pertaining to their date of service to facilitate the submission of a claim.

The clinic maintains a close working relationship with several local specialists in the event that a patient needs to be referred off campus. Students requiring a referral for insurance purposes should coordinate this through their insurance company or primary care provider [PCP].

Accident and medical insurance are recommended. Students who do not have out-of-network benefits, or who are not otherwise covered, may elect to subscribe to the Samford student group medical insurance plan at a modest cost. Information regarding benefits and limitations of this insurance are available in the clinic or at www.samford.edu/stuhealth.

Emergencies and Serious Illness

The university is closely located to local hospitals and acute-care facilities. In the event of a medical emergency, individuals should call 9-1-1 for assistance. Resident students also may contact a Residence Life staff member or Campus Safety for emergency needs during hours that Student Health Services is closed. There are no inpatient facilities on campus, and the university believes students with a serious illness or contagious disease are best served at home or in the hospital.

Absences Due to Illness

Student Health Services does not issue absence excuses for illness not evaluated in the clinic. Students should consult each class syllabus to determine class absence and make-up policies. It is the students' responsibility to contact their professors when they miss class due to illness.

TELEPHONE SERVICES

Student Telephone Service

Local telephone service is included in housing charges. Telephones are not included and must be provided by the student. Resident students can dial any local or intra-campus call with no additional charge. Samford no longer provides long-distance services to students. Most students use long-distance services provided by their personal cellular telephone service plan. Students who need long-distance services should arrange with a long-distance carrier and use that carrier's access (usually dialing an 800 number) to make long-distance calls. For more information regarding telephone service, contact Telephone Services at 205-726-2996.

VOTER REGISTRATION

If you are not registered to vote, go to www.samford.edu/students.html and click on the link for the National Voter Registration form: www.fabnit.com/nvra-update-09-12-06.pdf. Thoroughly read ALL instructions for your state, print and complete the form, and mail it to the address given for your state.

FINANCIAL SERVICES

THE SAMFORD CARD

All students are required to have an official Samford University photo ID (Samford Card) that is made and maintained by the Office of Campus Safety. Students receive their IDs at the beginning of their first academic year after having their photographs taken in the Office of Campus Safety. The card is valid throughout the student's stay at Samford, and for some features, even after the student leaves. The Samford Card is available to all Samford students, faculty, staff and eligible guests.

The Samford Card serves as a meal card and a library card, and is required to cash checks in the Bookstore and to record convocation credit. To use it as an on-campus debit card, students can deposit funds on their Samford Card in the Bookstore. The debit function can be used in many residence hall vending and laundry machines, the Bookstore, Food Court, Dining Hall, Curriculum Materials Center and copy machines.

PAYMENT TERMS FOR ALL STUDENTS

All e-bills (electronic statements) are sent to students via Samford University e-mail, which remains the official means of communication with students. The university no longer provides paper statements. Students are advised to check their e-mail regularly. Financial policies and payment schedules, as well as information from Financial Aid and Student Records, is posted at www.samford.edu/parents.

Registered students receive an e-bill that reflects activity up to the e-bill generation date. Activity that transpired after the e-bill generation date can be viewed via the Samford portal at <http://portal.samford.edu>. Students registering after the e-bill generation date will not receive an e-bill until the next billing cycle, typically after a term begins. These students must view their account information online and arrange payment by the due date.

Payment for each term/semester is due as noted on the payment schedule at www.samford.edu/parents. Enrollment in classes may be cancelled for non-payment by the due date. Processed payments can be confirmed online at <http://portal.samford.edu> from the Banner tab, the online resources tab or the quick link.

Students receive e-bill statements frequently. Accounts unpaid by the payment due date are placed in past due status. Students with a past due amount cannot receive grades or transcripts, and are not allowed to participate in commencement until the past due amount is cleared. The university may charge interest on all amounts past due. Past due accounts assigned to a collection agency may be reported to credit bureaus. Students are charged for collection costs and fees if their account is submitted to a collection agency.

It is the student's responsibility to ensure that payments are made on time. Financial arrangements for meeting this obligation are the responsibility of the parents and/or students, and the supporting financial institutions. Arrangements should be made well in advance. Fees not paid by the financial institution must be remitted by the parents and/or students by the scheduled due date.

Payment Options

Please refer to the payment options at www.samford.edu/parents. The Bursar's Office also accepts payment by check or credit card (Visa, MasterCard, Discover) via mail or in person. Samford's preferred method of payment is by credit card or check using the e-bill system, which is the most efficient method. During peak payment periods, there may be delays in reaching the Bursar's Office to make credit card payments by phone.

For more information, please contact the Bursar's Office at broffice@samford.edu, 1-800-888-7214 (toll-free) or 205-726-2816.

Payment Schedule for Undergraduates in Day Programs

Please go to www.samford.edu/parents for the 2008–09 schedule or refer to the 2008–09 University Catalog.

REFUND POLICIES FOR ALL STUDENTS

Refund Schedule

Refunds are available five (5) to seven (7) business days after financial aid has been disbursed to student accounts, which is regulated by the first day of class. Dates are subject to the satisfactory completion and submission of all needed information by the student. **Unless otherwise noted, refunds are available in the Bursar's Office.**

Class Drop and Add Refunds

Drops and adds are changes in a schedule that do not involve complete withdrawal from school. During any drop/add period, these rules apply:

1. If a schedule change results in a reduction of the student's total credits (less than full-time), tuition may be adjusted within 30 days. Any reduction in a student's course load may result in an adjustment in the student's financial aid.
2. After the last day to drop course(s) without financial penalty, dropping course(s) will not result in a reduction of changes for tuition or fees.
3. There are no refunds of fees unless the course related to the fee is dropped or one withdraws as outlined in the following.

Charges will be adjusted according to these financial policies and the credits taken by the student. Complete withdrawal from the university is covered under the refund and withdrawal policies below.

WITHDRAWAL POLICIES FOR ALL STUDENTS

The university is required to contract for a substantial amount of goods and services in advance. Most of these expenses are fixed and are not subject to change on short notice. Under certain circumstances, refunds are available to students who officially withdraw from the university. A student desiring to withdraw from the university must secure and submit an official withdrawal form through the Student Records Office. This policy applies to all terms, including semesters, summer terms, January Term and nine-week sessions.

FINANCIAL SERVICES

Withdrawal Refund Policy for Fall and Spring Semester

1. In case of withdrawal or suspension within the first week of the semester, the student may receive a refund of 100 percent of the tuition and room rent for that semester. The first week of a semester ends on the last day to drop course(s) without financial penalty.
2. In case of withdrawal or suspension after the first week of the semester but before the end of the second week of the semester, the student may receive a refund of 90 percent of tuition and room rent for that semester. The second week of a semester ends on the first Wednesday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the second week of the semester but before the end of the third week of the semester, the student may receive a refund of 75 percent of the tuition and room rent for that semester. The third week of a semester ends on the second Wednesday following the last day to drop course(s) without financial penalty.
4. In case of withdrawal or suspension after the third week of the semester but before the end of the fifth week of the semester, the student may receive a refund of 50 percent of all tuition and room rent for that semester. The fifth week of a semester ends on the fourth Wednesday following the last day to drop course(s) without financial penalty.
5. In case of withdrawal or suspension after the fifth week of the semester but before the end of the ninth week of the semester, the student may receive a refund of 25 percent of the tuition and room rent for that semester. The ninth week of a semester ends on the eighth Wednesday following the last day to drop course(s) without financial penalty.
6. In case of withdrawal or suspension after the ninth week of the semester, no refund of tuition or room rent is available.
7. In case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

Withdrawal Refund Policy for January Term

January Term refunds are based on days instead of weeks, and the following applies. In case of withdrawal or suspension:

1. On the first and second day of classes, the tuition and room rent refund will be 100 percent.
2. On the third day of classes, the tuition and room rent refund will be 90 percent.
3. On the fourth day of classes, the tuition and room rent refund will be 75 percent.
4. On the fifth day of classes, the tuition and room rent refund will be 50 percent.
5. On the sixth day of classes, the tuition and room rent refund will be 25 percent.
6. After the sixth day of classes, no tuition and room rent refund is available.
7. A board plan (meal charge) refund will be calculated on a pro rata basis.

Withdrawal Refund Policy for Summer Term

Summer Term refunds are based on number of weeks as follows:

1. In case of withdrawal or suspension before the end of the last day to drop course(s) without financial penalty, the student may receive a refund of 100 percent of the tuition and room rent for that term.
2. In case of withdrawal or suspension after the last day to drop course(s) without financial penalty but before the end of the first week of the term, the student may receive a refund of 90 percent of tuition and room rent for that

- term. The first week of the term ends on the first Friday following the last day to drop course(s) without financial penalty.
3. In case of withdrawal or suspension after the first week of the term but before the end of the second week of the term, the student may receive a refund of 75 percent of tuition and room rent for that term. The second week of the term ends on the second Friday following the last day to drop course(s) without financial penalty.
 4. In case of withdrawal or suspension after the second week of the term but before the end of the third week of the term, the student may receive a refund of 50 percent of tuition and room rent for that term. The third week of the term ends on the third Friday following the last day to drop course(s) without financial penalty.
 5. In case of withdrawal or suspension after the third week of the term but before the end of the fourth week of the term, the student may receive a refund of 25 percent of tuition and room rent for that term. The fourth week of the term ends on the fourth Friday following the last day to drop course(s) without financial penalty.
 6. In case of withdrawal or suspension after the fourth week, no refund of tuition or room rent is available.
 7. In case of withdrawal or suspension, a board plan (meal charge) refund shall be calculated on a pro rata basis.

Refund Appeal

Students or parents who believe that they have individual circumstances warranting an exception to published refund policies may appeal the application of the policy. To appeal, the student or parent should contact:

Dean of Academic Services
Student Records Office
Samford University
800 Lakeshore Drive
Birmingham, AL 35229

CHECK CASHING

The Bookstore is authorized to cash checks up to \$50 per day for students whose accounts are in good standing. **The face of the check must have the student's name, local address, telephone number and student identification number.** Students must present a valid Samford University photo ID.

A student who presents a check to Samford University that is not honored by the bank will be charged \$28. If the check is not redeemed within 10 days of notification of a returned check, the student may be subject to disciplinary and/or legal action. **All check-cashing privileges are revoked after three returned checks in any Samford office.**

FINANCIAL SERVICES

FINANCIAL AID

The mission of the Office of Financial Aid at Samford University is to assist students and their families in financing the costs associated with obtaining a Samford education. The Office of Financial Aid is located on the first floor of Samford Hall. Office hours are 8 a.m.–4:30 p.m., Monday–Friday.

To ensure consideration for all potential sources of funds, students are strongly encouraged to file a needs analysis, the Free Application for Federal Student Aid [FAFSA]. The FAFSA may be filed annually after January 1 of each year at www.fafsa.ed.gov.

The priority date for completing the application process is March 1 preceding the beginning of the applicable academic year. This means that the FAFSA should be received by the federal processor on or before March 1. Students in this priority group will be the first for whom Samford packages and awards financial assistance. Applications for financial assistance received after March 1 will be processed on a rolling basis.

Samford provides considerable financial resources to students who have the capacity to contribute to the life and values of the campus community and to benefit from educational experiences offered by the university. **If a student receiving institutional aid (e.g., academic, leadership, athletic, ministerial) is responsible for a value violation, and the sanction is loss of privilege, probation, residence hall suspension, university suspension or expulsion, the person and/or department head responsible for recommending the aid award to the student will be notified.**

STUDENT EMPLOYMENT OPPORTUNITIES

Campus work opportunities for students are available through two programs: The Federal Work Study Program [FWS] and the Institutional Student Employment Program [ISEP]. Both programs are administered through the Office of Financial Aid, including placement and payroll.

FWS is a need-based work program. Students who demonstrate need and who are awarded funds through FWS as part of their financial aid award package are eligible to be employed through FWS. ISEP is not a need-based program. Students may seek employment through ISEP regardless of whether or not they have completed the application process for financial aid.

A list of available FWS and ISEP positions can be found on the Office of Financial Aid Web site at www.samford.edu. Office hours are 8 a.m.–4:30 p.m., Monday–Friday. All students are required to provide proof of U.S. citizenship and to complete federal and state tax forms before beginning work. Under both programs, FWS and ISEP, students are paid biweekly for hours actually worked.

UNIVERSITY MINISTRIES

Staff

Matt Kerlin, Minister to the University

April Robinson, Minister to Students, Campus and Community Involvement

Renee Pitts, Minister to Students, Global Involvement

Brian Pitts, Minister to Students, Spiritual Formation

Growing in religious faith is one of the most significant experiences of college life. During their time at Samford, students have the opportunity to develop a mature faith of their own, building on the beliefs they bring with them. This development of adult faith is stimulated at Samford in a number of ways.

University Ministries exists to encourage and equip individuals to deepen spiritual maturity, sharpen theological integrity, clarify vocational identity and embrace missional responsibility. Through worship, spiritual formation and service, University Ministries strives to engage heart, soul, mind and strength in the pursuit of knowing God and making him known.

Convocation

Convocation programs for faculty, staff and students are held regularly throughout the fall and spring semesters. A key component of the convocation program is University Chapel, which is held each Tuesday and Thursday at 10 a.m. in Reid Chapel.

The purpose of convocation is to nurture students in faith, learning and values from a distinctly Christian perspective. Students are encouraged to engage Christian faith within a variety of learning experiences.

Convocation nurtures students on an individual level, a corporate level and a confessional level. First, convocation provides activities that challenge individuals to grow toward Christian maturity. Second, convocation encourages individuals to participate in the Christian identity of the university. Third, convocation is a formal means by which the university can be what it says it is: a community committed to faith, learning and values rooted in a Christian worldview.

Students entering Samford in the fall of 2007 are required to earn 60 convocation credits to receive the bachelor's degree. Fifteen convocation credits must be earned in each of the following categories: Christian faith development, academic lecture, personal and professional growth, and culture and the arts. Students may receive up to 15 convocation credits for faith-based service and substitute these credits for a portion of the requirements in other categories. To record students' attendance at on-campus convocation programs, IDs will be scanned at the conclusion of each event. Students must have a valid ID to receive convocation credit. The number of convocation credits required for transfer students is prorated. For more information, contact University Ministries or the Office of Student Records.

RELIGIOUS LIFE

Ministry Opportunities

Worship

Grace: This interpretive dance group uses creative movement to enhance worship on campus and in the community.

Impact Teams: These teams specialize in youth ministry, bringing preaching, music, drama and recreation to special events and church retreats.

In His Hands: This group ministers to people of all ages in the community and churches through creative sign language and song.

Seasonal Services: Hanging of the Green, Ash Wednesday, Maundy Thursday and Prayer for the Persecuted Church are a few of the special services offered on campus throughout the year.

Shiloh: Students are invited every Tuesday at 7 p.m. for a time of reflection, prayer, teaching and communion in Hodges Chapel.

Student Ministries Choir [SMC]: This 80-voice, student-led choir shares the powerful story of God's love through music in area churches, at youth events and on tour. Auditions are held at the beginning of each semester.

Word Players: This creative ministry team uses both comic and dramatic sketches, mime and testimony to present the gospel to audiences of all ages. Auditions for this team are held at the beginning of each semester.

Spiritual Formation

Breathe: This spiritual formation retreat in the fall creates a space in students' lives for reflection, rest and resolve in the serious call to a life of discipleship.

Cadres: These small groups are led by faculty and staff during the chapel hour for the purpose of theological discussion and spiritual formation.

Fellowship of Christian Athletes: Through worship, Bible study and fellowship, the love of Christ is shared among Samford athletes.

Freshman Ministries: Small groups and special events provide opportunities to build relationships and spiritual support during the first semester of transition into the college lifestyle.

Imago Dei Groups: These groups provide a context in which women can explore what it means to be "created in the image of God." Using the Bible and other sources from the media, psychology and cultural studies, this group examines the messages women receive and how those messages affect body image, role expectations and what it means to be a Christian.

Vocare: Latin for "call," Vocare is an overnight retreat designed to help students discern their vocational calling. This retreat focuses on gaining a greater understanding of vocation through scripture, shared stories, common readings and small-group discussion.

Global Involvement

Global Christian Fellowship: Students interested in missions, whether short-term or vocational, meet monthly to host special guests who address a variety of mission-related topics.

Global Missions Emphasis: This week is set aside to educate and inspire students in the area of global missions. University Ministries hopes to raise awareness about what God is doing around the world and how students can become involved in missions, both during and after their college experience.

Missionary in Residence: Missionaries on furlough spend a year on campus focusing on ministry with missionary kids [MK's] and international students.

Missions Scholarship Program: Each year, University Ministries raises a substantial amount of money for the specific purpose of helping student missionaries. To distribute these resources to students, University Ministries established a scholarship program in which any student preparing for a summer mission project can submit a request for missions funding assistance.

Summer Missions: Summer missions provide the opportunity for students to expand their worldview, put their faith into practice and learn something new about themselves.

Community Involvement

5 Loaves: This ministry is dedicated to feeding and ministering to the homeless in Birmingham.

BRICK: BRICK is Building Relationships, Integrity, Character and Knowledge through tutoring and ministry to children in downtown Birmingham.

Family Court/Juvenile Detention Ministry: Listening, answering questions about God, and playing basketball or a game of cards are all important elements of this ministry to juvenile offenders. The group meets Wednesdays at 6 p.m.

Habitat for Humanity: Students meet on designated Saturdays to build houses in an effort to reduce substandard housing in the Birmingham area.

Perry County Initiative: Students, faculty and staff invest in the people and organizations of Perry County in pursuit of community and justice.

Spring Break Missions: Spend Spring Break ministering to children, planting churches, painting houses, working at a food bank or feeding the homeless. Whatever the details of the trip, the purpose is always to share the love of Christ.

Urban Missions Emphasis Week: This week focuses on the needs and opportunities available in urban ministry, highlighting issues facing the inner city and ways that students can respond.

Ville Crew: Inner-city children wait expectantly every Saturday morning for this group of students who come to play with them and to share the love of Christ through music, Bible stories and one-on-one relationships.

Young Life: Young Life focuses on sharing Christ with adolescents and helping them to grow in their faith.

Social Justice

Alabama Citizens for Constitutional Reform [ACCR]: Pursue a better future for the state through efforts to get a new state constitution drafted.

RELIGIOUS LIFE

Bread for the World: This nationwide Christian movement seeks justice for the world's hungry by lobbying the nation's decision makers. Students learn and practice effective advocacy strategies, such as writing, calling and visiting their members of Congress.

Global Women: Students educate others on issues affecting women in developing countries, and provide opportunities to respond with justice and compassion.

International Justice Mission [IJM]: IJM campus chapters empower students to support the fight against injustice through education, prayer and fund-raising.

Restoring Eden: Students promote stewardship of creation by raising awareness of environmental issues and by rallying efforts for recycling on campus. All are called to be good stewards of God's creation, and this group leads by example.

Leadership

Council: This team of students organizes and facilitates the various areas of ministry within the University Ministries structure. Application for this leadership team is held during spring semester.

Committees: Students may volunteer to serve in any area of University Ministries. Go to www.samford.edu/um for details on how to get involved.

The Residence Life Department is a unit of the Division of Operations and Planning at Samford University. Its mission is to provide a quality residential living/ learning environment for students and guests by the establishment of a nurturing, Christian community in each residence hall. This is achieved through provision, maintenance and operation of comfortable, attractive and safe residence facilities; through provision of a trained, competent professional staff committed to the Christian faith; and through provision of organized programs and activities, and personal services for residents. The department seeks to provide opportunities that continuously nurture a resident's total personality and self-esteem, resulting in achievement of each person's highest potential intellectually, emotionally, socially and spiritually.

OPERATING DATES

Residence halls are open and operated when school is in session. They are not available as student housing on a year-round basis and are **closed over designated holiday periods**. Students may leave personal belongings in their rooms, but the rooms may not be occupied over holiday breaks. Samford is not responsible for any loss or damage to personal property left in rooms. Students may not have access to their rooms in advance of the published opening dates and must vacate their rooms by published closing dates. All personal belongings must be removed from the student's room at the end of the spring term, or when the student officially vacates the room. The university does not have facilities to provide storage for students' personal property between terms or over the summer.

Operating Dates for the 2008–09 Academic Year (Some dates subject to change)

Day/Date	Hour	Open/Close	Event
Sun., June 1	12 p.m.	Open	First Summer Term begins
Sun., July 6	12 p.m.	Open	Second Summer Term begins
Fri., Aug. 8	9 a.m.	Close	Summer Term ends
Sat., Aug. 23	8 a.m.	Open	Fall Term begins*
Wed., Nov. 26	9 a.m.	Close	Thanksgiving Holiday
Sun., Nov. 30	2 p.m.	Open	Holiday ends
Fri., Dec. 12	9 a.m.	Close	Fall Term ends
Sun., Jan. 4	8 a.m.	Open	January Term begins**
Sat., Jan. 24	9 a.m.	Close	January Term ends
Sun., Jan. 25	8 a.m.	Open	Spring Term begins
Sat., March 14	9 a.m.	Close	Spring Break begins
Sun., March 22	2 p.m.	Open	Spring Break ends
Fri., May 15	9 a.m.	Close	Spring Term ends

*Fall Term meal plans begin with Sunday dinner, August 24, except for entering freshmen attending Connections.

**Only students enrolled in January Term may have access to rooms.

Special Note: Students should vacate their rooms within 24 hours of their last final exam at the end of the fall and spring terms unless they are involved in graduation or required to remain longer for another university reason. Such students should advise their Residence Life Educator of their need in writing and must vacate their room no later than the final closing dates listed above.

RESIDENCE LIFE

DEPARTMENT OFFICES AND STAFF

The Office of Residence Life maintains an office in each of the three areas of campus housing. Each office is responsible for meeting the ongoing, everyday needs of residents in their area. Residence Life Educators [RLEs], professional members of the department staff who live in each area, maintain offices in these locations. They are responsible for all programs and activities, procurement of services of other departments when required, approval and coordination of all moves within and to or from their area after a term has begun, and for assisting with personal concerns and roommate conflicts. Area offices are located in Evergreen Hall for Beeson Woods, in Vail Hall for Central Campus and in Mountainview Hall for West Campus.

The main Office of Residence Life is in 106 University Center. This office is responsible for coordination of all services of the department, including the initial assignment of housing for each academic year. The office also administers the meal plans required by university policy for all resident students.

The department staff consists of the following people:

Resident Assistants [RAs] are the first point of contact for resident students. These are undergraduate students who live on the halls in close proximity to residents.

Senior Resident Assistants [SRAs] are undergraduate, senior-class students who live on a particular hall or housing area, responsible for the day-to-day functions of the RAs.

Residence Managers [RMs] are graduate students who live in the residence halls or suites and are responsible for coordinating and overseeing the day-to-day functions associated with a particular residential area.

Residence Life Educators [RLEs] are professional live-in staff who are responsible for the total operation of a particular area of campus housing. RLEs are full-time professional staff members working in the division of Operations and Planning.

The **Director of Residence Life** is the department head and is a member of the staff of the Vice President for Operations and Planning.

The **Facilities Coordinator** reports to the Director of Residence Life, and is responsible for Residence Life maintenance and all housing assignments.

LIVING ON CAMPUS

Residence halls are more than just a place to live. They are classrooms for learning human relations skills and social centers for the residents in each facility. Students living on campus become residents of a small neighborhood within each facility, and members of the larger community of all those who live on campus. As in every such community, policies and procedures are necessary to protect the rights of individuals and the welfare of the community at large. In keeping with the Christian purpose of the university, they also reflect the values and standards of conduct expected of residents. Residence Life policies and procedures are found in the Residence Hall Housing Agreement, *University Catalog*, *Student Handbook*, Residence Life Web site and other material distributed periodically.

At all times, residents are expected to use good judgment and show respect for the rights and needs of others in the care and use of student housing

and facilities. The purpose and intent of policies should be observed rather than just the letter of the law.

Residents should consider purchasing personal liability insurance to cover their belongings in residence halls. **The university does not assume any responsibility for personal items brought into residence halls. Items damaged in the buildings due to maintenance, inclement weather, theft or water are not covered by university insurance.**

Personal Property Insurance

Students have a large investment in personal property, such as textbooks, desktop and laptop computers, televisions, CDs, DVDs, CD and DVD players, radios, cell phones, cameras, PDAs, calculators, refrigerators and clothing. Each year, college students lose millions of dollars' worth of personal property through theft, vandalism, water or fire, and a college or university is not liable for these losses.

All students, especially those who live in residence halls, should insure their personal property through a private insurance policy. Samford has established an insurance program through National Student Services, Inc., which provides personal property insurance for students at more than 1,000 colleges and universities. For more information on student personal property insurance, go to www.nssinc.com or pick up a brochure at the Office of Residence Life in 106 Beeson University Center.

COMMUNITY STANDARDS COUNCIL

The mission of the Community Standards Council [CSC] is to help foster and maintain a peaceful and purposeful community within the residence halls. This goal includes educating students in responsibilities and opportunities for community living. The CSC monitors rule infractions stipulated by the Residence Life Housing Agreement and the *Student Handbook*. A value violation is defined by the Code of Values outlined in the Samford University *Student Handbook*. Value violations will be sent to the Values Advocate, and a residence life violation will be sent to the CSC for review. A value violation may be referred to the CSC at the request of the Values Advocate.

The CSC consists of seven students (three of whom are resident assistants) selected by a committee. One Residence Life professional staff member serves as the CSC adviser. The CSC adviser is a nonvoting member; but if the CSC is unable to hear a case, then the CSC adviser will hear the incident.

Sanctions Associated with the Community Standards Council

1. **Reprimand:** An oral or written warning may be issued by itself or as part of an overall decision. It specifies that more severe disciplinary action will occur should the student be involved in further disciplinary situations.
2. **Counseling session:** The student may be required to meet for a minimum number of hours with a member of the University Counseling staff, the Director of Residence Life, a Residence Life Educator and/or a Residence Manager.
3. **Community service:** A student may be required to complete a specified number of hours of community service instead of other sanctions. The type of community service must be approved by the community standards adviser.

RESIDENCE LIFE

4. **Monetary fine:** A monetary fine may be assessed to a student by the Community Standards Council. Monetary fines, in some cases, can be replaced by a specified number of hours of community service.
5. **Restitution:** Compensation for damage caused to university or personal property. This is not a fine, but rather a repayment for property destroyed or damaged.
6. **Restriction of visitation privileges:** This can be levied against an individual, a room or a suite. The details of the restriction should be specified, as well as how long it is in effect.
7. **Reassignment to another residence hall:** If, in the opinion of the Community Standards Council, a student might benefit from living in another residence hall, the student can be moved. However, staff members in the Office of Residence Life shall select the residence hall to which the student may be reassigned.
8. **Referral to the Values Advocate:** This sanction is usually recommended for repeat offenders or someone who displays behavior that might affect the safety of campus residents. Offenders who accumulate seven or more points on the CSC point system are automatically referred to the Values Advocate.

Community Standards Council Point System

Specific behaviors will be assessed points ranging from one to seven, with seven being the highest number of points assessed for one behavior. Upon accumulating seven or more points, the student will be required to appear before the Values Advocate. The second incident for the same violation can automatically constitute a hearing with the Values Advocate.

Violation Points

Quiet hours violation	2
Pets in residence hall	3
Unauthorized moving of furniture	3
Unsanitary living conditions	3
Littering on the grounds	2
Smoking in residence hall	3
Unauthorized cooking appliances	3
Improper disposal of trash/accumulation of trash	2
Water/snowball fights in residence hall	3
Writing on walls	3
Improper room move	1
Defacing walls	2
Unregistered guests	4
Excessive lockouts	1
Irresponsible cooking leading to fire alarms	6 and fine
Candle usage or possession	6 and fine
Failure to comply with direction of Residence Life staff	3
Disrespect toward Residence Life staff	4
Visitation violation*	5

*A visitation violation must be referred by the Values Advocate. Points allocated will be determined by the nature of the offense.

UNIVERSITY POLICIES

Undergraduate Residence Requirement

The university seeks to foster a spirit of community, benefiting from the full participation of each campus citizen. The student and the community are best served when the student is available to be involved in campus activities. Experience confirms that students who reside on campus are more likely to be fully engaged in their educational experiences, more likely to establish strong interpersonal relationships, and more likely to learn from group and interpersonal interaction.

To maximize the totality university experience, it is recommended that students live on campus until the completion of the bachelor's degree. Unmarried undergraduate day students are required to live on campus for four academic terms (fall and spring terms) unless they live at home with a parent or guardian.

Students who have lived on campus for four academic terms (fall and spring terms) who are beginning their fifth semester, who have a minimum 2.5 grade point average and who are in good standing with the university may petition the Office of Residence Life for permission to reside off campus.

Students with senior status may live off campus without petition. Undergraduate students at least 22 years of age and graduate students are assigned university housing on a space-available basis after undergraduates are assigned.

During the summer and January terms, housing is limited to students enrolled at Samford University during the term, or to students required to be in residence to participate in university-approved activities. During fall and spring semesters, housing is limited to full-time students or to part-time students with special needs. On-campus housing is not available to students over 24 years of age without permission from the Vice President for Operations and Planning.

Residence Hall Housing Agreement

All residents must sign a Residence Hall Housing Agreement before they occupy campus housing. This agreement outlines all the policies and terms that govern campus housing. Students will complete this agreement prior to their occupancy in the residence hall. Students will be notified of any and all changes in the agreement that may occur after they have signed their forms and are responsible for all terms currently applicable.

Academic Year Lease Agreement

When a student is assigned a room, the housing agreement represents a lease for the academic year. The university commits to provide a room, and the student commits to reside on campus through the following spring term unless the student graduates, withdraws from the university or gets married. Students may not move off campus for any other reasons between fall and spring terms. **A substantial penalty is imposed if residents break their lease agreement. (The maximum penalty is \$500.)**

The lease is not for a specific room, but a commitment to live on campus. Consistent with current Residence Life policy and procedure, students may change rooms at designated times and with prior approval of a Residence Life Educator. However, **unauthorized moves will result in a substantial penalty.**

RESIDENCE LIFE

Residents may be required to change rooms if it is determined by the Office of Residence Life to be necessary and in the best interest of the student or the university.

Private Room Fee and Consolidation Policy

Based on availability and with the approval of the Office of Residence Life, a student may request and occupy a double room as a single by payment of 150 percent of the rate for that room. The student will be guaranteed single occupancy only by the payment of this private room fee. Once approved, the private room fee will apply to every term remaining in the current academic year. It may be deleted only if a roommate is actually assigned.

Residents who do not have a roommate at the start of the fall or spring term and who have not requested a private room will be required to consolidate with another resident who also does not have a roommate. The Office of Residence Life will make available lists of other students in rooms without a roommate to assist in this process. In the fourth week of classes, the private room fee will be charged to all residents remaining in a double room as a single.

Should a resident unexpectedly lose his/her roommate after the beginning of the term, he/she will be allowed to remain in the room as a single for the remainder of that term only without paying the private room fee. The vacant space remains available to the Office of Residence Life for assignment to any student needing housing at any time, and the resident may not reject any roommate assigned. The resident may be required to move to another room where a single vacancy exists at any time the Office of Residence Life has need for the current room as a double vacancy. Any student occupying a double room as a single, for any reason, will be charged the private room fee unless otherwise determined by the director of Residence Life.

Residence Hall Solicitation Policy for Off-Campus Groups

The mission of Residence Life is to provide a quality living/learning environment, thereby nurturing residents' educational pursuits. Considerable effort is made to maintain privacy and comfort in the residents' personal rooms. To create a nurturing environment in which residents are free from disruptions, unwanted information, intrusions, materials and services, and for security reasons, any type of soliciting or canvassing is prohibited in university residence halls.

Solicitation is defined as a request made by any person to another person, including, but not limited to, door-to-door or individual sales, fund-raising, distribution, commercial activity, or any other activity that intends to market products, services, or political or religious beliefs. **A resident who notices any form of solicitation in the residence halls should immediately notify the Area Office.**

A resident may invite a same-sex representative of a group, organization or business to their rooms, provided the resident makes the initial contact by express invitation and provided the resident's roommate gives permission for the resident to extend such an invitation. It is preferable, however, that these meetings take place in a public area rather than in a residence hall room. The use of residence hall lounges, the Food Court and the University Center is recommended.

Advertisements for an off-campus individual, group, organization or business may be posted on a bulletin board in each residence hall with approval from the Residence Manager for that facility. To be considered by the Residence Manager, any advertisement or notice must have a clear statement of the local sponsoring entity. Only one advertisement per individual, group, organization or business may be posted in each residence hall. Advertisements will be posted for a maximum of two weeks and will not be returned. Information for distribution must be taken to the Area Office and, if approved by the Residence Life Educator, will be kept there for a limited time for interested students to pick up.

From time to time, there may be outside vendors whose products or services are deemed to be a service to students that would not be in competition with any university agent, group or organization. Such vendors should contact the Residence Life Educator.

Visitation Policy

Samford University's visitation policy does not allow members of the opposite sex to visit each other in a student's room or other nonpublic areas of residence halls or apartments except at designated times. Special days and hours are designated each term in which inter-residence hall visitation is permitted. Students participating in the visitation period must sign their guest in and out in the area office. While a guest is in the room, the door must be propped open a minimum of six inches. All guests must be accompanied by their host at all times during the visitation period.

The Campus Community

Door-to-door personal solicitation will not be allowed under any circumstances. However, if an on-campus individual, group or organization wishes to present information regarding a product or service that is deemed to be a service or of educational benefit to students, the Director of Residence Life should be contacted concerning the possibility of marketing/selling that product, service or program within the residence halls.

On-campus individuals, groups or organizations wishing to distribute materials or post advertisements in residence halls must obtain approval from the Residence Manager for each individual residence hall.

FACILITY SERVICES

Facility Services is responsible for the maintenance and custodial care of all facilities on campus, including all public areas of every residence hall on campus. Resident students are responsible for the cleaning and care of their own rooms, private and semiprivate bathrooms, and sitting areas in suites or apartment units. When students have a maintenance or repair need, they may request help from Facility Services by contacting their Resident Assistant or their Area Office, or by calling Facility Services directly in case of a critical or emergency need at 726-2711.

Residents are responsible for their personal belongings, and neither the university nor the Facility Services contractor assumes responsibility for personal belongings lost or damaged due to a maintenance issue.

STUDENT RIGHTS AND RESPONSIBILITIES

Students are expected to know regulations and policies found in the current catalog and *Student Handbook*. **Keeping abreast of the school calendar, critical deadlines and all university mail received in one's university mailbox and/or electronic mail is also the student's responsibility.**

STUDENT IDENTIFICATION

Each student is required to have a current student ID card, a picture identification card issued by Samford University. The card is issued the first semester students are enrolled and is automatically validated each semester thereafter. A replacement card can be issued in the Office of Campus Safety. **Students must show their ID cards upon the request of a faculty member, administrative official or security officer.**

E-MAIL AS A MEANS OF OFFICIAL COMMUNICATION

E-mail is a means of official communication at Samford University, and **some communication will be sent only via e-mail.** All students, faculty and staff are assigned a Samford e-mail account with an address of the form `user-name@samford.edu`. **Individuals are responsible for reading mail sent to these accounts and are expected to check their accounts regularly.** Individuals are responsible for maintaining their accounts through routine deletion of old mail, etc. to ensure that the accounts always have sufficient space to allow for the delivery of new mail. Samford is not responsible for mail that does not reach recipients when lack of attention to a recipient mailbox prevents message delivery. **While Samford may allow the use of other e-mail accounts for some purposes, official communication will be sent only to the samford.edu account.** Individuals who choose to automatically forward samford.edu mail to another e-mail account (e.g. AOL, Hotmail, etc.) do so at their own risk and are responsible to assure that all mail is properly forwarded. Samford University takes no responsibility for e-mail delivery beyond the assigned samford.edu account.

BEHAVIORAL EXPECTATIONS

A committee of faculty, staff and students was formed to identify the values that provide a foundation for student behavior expectations within the Samford community. The Christian faith is a primary source for most of these values. The committee also identified specific inappropriate behaviors that would violate these values. Finally, it recommended the minimum sanction students would receive whenever they are responsible for a value violation. The results of the efforts of the committee provide students with a clear understanding of what is expected of a contributing member of the community at Samford University. All who work, study and learn at Samford do so voluntarily. As is the case with all communities, reasonable expectations (rules and regulations) are identified that contribute to the common good of the community. Being a contributing member of a community requires that selfish individualism often must give way to what is best for a caring, orderly and just community.

The information that follows is intended to communicate values, expectations, rights and responsibilities of students who voluntarily join the Samford community.

STUDENT RIGHTS AND RESPONSIBILITIES

CODE OF VALUES

Statement of Values Preamble

We as the Samford University community affirm the value of a peaceful and purposeful community, founded on the moral and ethical integrity of students, staff and faculty. We commit ourselves to the Christian values on which Samford University was founded. We expect that our commitment to mutual responsibility and a spirit of cooperation will create a community that is orderly, caring and just.

The purpose of this statement is to affirm those basic principles that underlie the rights and responsibilities of the university community.

Worth of the Individual

We value the intrinsic worth of every individual in the community. Our respect for other individuals includes an appreciation of cultural backgrounds different from our own, an understanding of different attitudes and opinions, and an awareness of the consequences of our actions on the broader community. Those values can be violated by behaviors such as harassment, hazing, sexual misconduct and assault.

Self-Discipline

We value personal responsibility and recognize the individual's need for physical, intellectual, spiritual, social and emotional wholeness. We value the full development of every student in terms of a confident and constructive self-image, of a commitment to self-discipline, and of a responsible self-expression. Gambling; disorderly conduct; possessing, consuming or distributing alcohol; intoxication; and possessing, using and distributing illegal drugs are examples of behaviors that violate the value of self-discipline.

Integrity

We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence. We affirm the necessity of academic standards of conduct that allow students and faculty to live and study together. We value the fair and efficient administration of these standards of conduct. These values can be violated by academic dishonesty, fraud and dishonesty.

Respect for Property and the Environment

We value the rights and privileges of owning and using property, both personal and university, and the benefits of preservation and maintenance of property and of our natural resources. In our stewardship of property, we recognize the accountability of our actions to the future of the Samford University community. Stealing or being in the possession of stolen or lost property, vandalism, setting a fire and arson, tampering with fire and safety equipment, possessing firearms or weapons on campus, possessing or using fireworks on campus, unauthorized entry, and stealing or unauthorized use or possession of money or other negotiable instruments are examples of behaviors that violate this value.

STUDENT RIGHTS AND RESPONSIBILITIES

Respect for Community Authority

We value our privileges and responsibilities as members of the university community and as citizens of the community beyond the campus. We value the community standards of conduct expressed in our system of laws and value the fair administration of those laws, including university, municipal, state and federal laws. These values are violated by aiding, abetting or conspiring to engage in value violations; violating residence-hall visitation guidelines; reckless behavior; lewd and indecent conduct; insubordination; unauthorized and/or unruly demonstrations; driving while impaired; habitually offending motor vehicle rules and regulations; creating a nuisance by talking, yelling, singing or playing a musical instrument, electronic device, etc., loudly enough to disturb members of the university community; and committing a city, state or federal crime.

SANCTIONS FOR INAPPROPRIATE BEHAVIOR

A student who engages in inappropriate behavior is subject to one or a combination of more than one of the following sanctions:

Reprimand: A student receives an official warning in writing that continuation or repetition of inappropriate behavior may result in a more severe sanction.

Fines: A student may be expected to pay a reasonable sum of money as a sanction. The fine will be placed on the student's account.

Community Service: A student is required to render a designated number of hours of specified service to the university or the community.

Loss of Privilege: A student is prohibited from participation in certain cocurricular activities.

Restitution: A student is required to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct.

Probation: A student receives a formal written warning that the student's conduct is in violation of university policies and his or her status as student is in jeopardy. The continued enrollment of the student depends on the maintenance of satisfactory citizenship during the period of probation. Disciplinary probation may result in the loss of institutional merit financial aid for the duration of the probation. (See "Scholarship Provider Notification," pg. 170.)

Residence Hall Suspension: A student is excluded from living in university residence halls for a stated period of time, during which the student's presence in any Samford housing facility is prohibited without permission from the University Values Advocate.

University Suspension: A student's status at the university is terminated for not less than the remainder of the semester, during which time the student's presence on the Samford University campus is prohibited without permission of the University Values Advocate.

Expulsion: A student's status at the university is terminated permanently or for an indefinite period of time.

STUDENT RIGHTS AND RESPONSIBILITIES

MISCELLANEOUS

Alcoholic Beverage Containers: Possessing, consuming or distributing alcoholic beverages is a university value violation. **Containers (bottles or cans) that have contained or are designed to contain alcoholic beverages, or the presence of such containers on campus (including residence halls) also constitute a value violation.**

Behavior of Guests: A Samford student is responsible for informing guests of university values. Whenever a guest violates a value, the Samford student will be charged with aiding, abetting or conspiring with the guest to violate the value.

Disciplinary Records: A disciplinary record is maintained for three years whenever a student is found to have committed inappropriate behavior. The three-year period begins on the date a sanction goes into effect.

Graduation Clearance: Students who have a value violation pending or have not completed the sanctions given by the Values Advocate or a Values Council will not be allowed to participate in graduation activities, including commencement exercises.

Interim Suspension: Whenever there is evidence to support the belief that a student's behavior on or off campus is a clear and present threat to the health, safety and welfare of faculty, staff, students, guests or self, the student may be suspended until a campus hearing can be arranged. A student on interim suspension will be restricted from the campus or from a particular program, activity or building.

Notification of Parents: Whenever a student is found to have committed a value violation and the sanction is loss of privilege, probation, residence hall suspension, university suspension or expulsion, parents of dependent students are automatically notified by mail. A copy of the letter sent to the student notifying the student of the sanction is sent to parents.

Off-Campus Conduct: A student who is charged or convicted of a crime off campus will not automatically be charged with a Samford University value violation unless the offense is of a nature that the student is considered to be a threat to the health, safety and welfare of the faculty, staff and students. Whenever that occurs, the student will be required to attend a hearing before either the University Values Advocate or the Values Council to offer an explanation as to why the student is not a threat to the health, safety and welfare of the campus community. If a reasonable explanation is not offered, the student will be assessed a sanction ranging from a reprimand to university expulsion. A sanction may be appealed to the Appeal Council.

Raffles: A raffle is a form of lottery, which is a form of gambling. Under Alabama state law, gambling, including raffles, is illegal. For more information, download www.ago.alabama.gov/oldopinions/8900168.pdf. Gambling is also a value violation.

A contest, competition or game in which the outcome is determined by skill as opposed to chance is legal. For example, a person could pay \$1 to try to calculate the number of marbles in a gallon container. The person coming closest to the total number without going over the actual number could win a

STUDENT RIGHTS AND RESPONSIBILITIES

significant prize. A basketball shooting contest in which the winner receives a prize is not illegal.

Organizations are advised to use discretion in fund-raising endeavors and must avoid illegal activities.

Scholarship Provider Notification: Samford University provides considerable financial resources to students who have the capacity to contribute to the life and values of the campus community and to benefit from educational experiences offered by the university. If a student receiving institutional aid (e.g., academic, leadership, athletic, ministerial) is found to have committed a value violation and the sanction is loss of privilege, probation, residence hall suspension, university suspension or expulsion, the person and/or department head responsible for recommending the aid award to the student will be notified.

School-Related Activity: Students are subject to Samford's Codes of Values while participating in any Samford-sponsored program, activity or event. The term "school-related activity" includes, but is not limited to, any academic, athletic, extracurricular, social, administrative, work-related or other activity that takes place on or off campus and is sponsored by any Samford University organization.

Use of Electronic Devices: Student use of cell phones, messaging devices and other electronic devices (for example, recording devices, music players, PDAs, computers) is prohibited in classes unless specifically permitted by the instructor, and at public events (for example, concerts, convocations, theatre productions, lectures) unless specifically permitted by the event sponsor.

STUDENT RIGHTS

A student who has been charged with a value violation and thus alleged to be involved in an inappropriate behavior will be granted these rights to assure fundamental fairness in the judicial process:

- a. **Notice:** To be informed in writing of the specific value violation and inappropriate behavior in which the student is suspected of involvement.
- b. **Procedures:** To be informed orally or in writing of the judicial process.
- c. **Hearing:** To have an opportunity to be heard in person before a decision is made.
- d. **Evidence:** To know the nature of the evidence and to be able to question witnesses except in extenuating circumstances.
- e. **Witnesses:** To be able to offer a defense by having material and/or character witnesses speak on one's behalf. It is the accused student's responsibility to arrange for witnesses to attend a hearing. The Values Advocate should be notified in advance who will be attending.
- f. **Adviser:** To have a Samford University faculty, staff or student attend the hearing in the role of a friend, adviser or counselor.
- g. **Written decision:** To have a written response reporting the results of the hearing.
- h. **Appeal:** To appeal a decision of the Values Advocate or Values Council except when admitting committing a violation and a minimum sanction is given.

STUDENT RIGHTS AND RESPONSIBILITIES

The Vice President and Dean of Students has the right to appeal a decision of the Values Advocate, the Values Council or the Appeal Council to the President of the university if he or she feels a decision undermines the integrity of the judicial process.

VALUE VIOLATIONS AND MINIMUM SANCTIONS

Inappropriate behavior refers to personal or group behavior, on or off campus, which violates values that guide and govern behavior. The value statements are presented in this handbook. The following are examples of inappropriate behavior. **This listing is not inclusive but is intended to give students an idea of the types of behavior that may result in sanctions.** The sanction listed below is the minimum that will be imposed if a student commits a value violation. Additional sanctions will be imposed when circumstances warrant as determined by the University Values Advocate or the Values Council.

I. Value: Worth of the Individual Violations:

1. Harassment

- a. **Definition:** Verbal or physical abuse, annoying communications or threats directed toward any student, faculty, staff or guest of the university (Examples include, but are not limited to: intimidation, prank calls, stalking or abuse because of one's race, color, sex, disability, age, or national or ethnic origin.)
- b. **Minimum Sanction:** Probation

2. Hazing

- a. **Definition:** The use of physical violence, or any activity or communication calculated to impose embarrassment; harassment; physical, emotional or mental strain, or any activity which would in any way jeopardize the physical, moral or scholastic well-being of any individual; mentally antagonizing a student, guest or employee or placing him or her under threat of physical harm
- b. **Minimum Sanction:**
 - (1) By an individual—Probation, \$100 fine and loss of privilege
 - (2) By an organization—Probation, \$300 fine and loss of privilege

3. Sexual Misconduct

- a. **Definition:** Including, but not limited to, the following: heterosexual/homosexual intercourse, adultery, unwanted fondling and rape
- b. **Minimum Sanction:** Probation, \$75 fine

4. Assault

- a. **Definition:** An attempt or offer with force or violence to do harm to another person (This includes, but is not limited to: striking, shoving, kicking, slapping or otherwise forcefully touching a person; or engaging in reckless behavior that causes physical injury to another person.)
- b. **Minimum Sanction:** Probation

STUDENT RIGHTS AND RESPONSIBILITIES

II. Value: Self-Discipline

Violations:

1. Lewd and Indecent Conduct
 - a. **Definition:** Including, but not limited to, the following: lewd, indecent, profane and vulgar language, writing, expression or behavior (to include dress); Peeping Toms; indecent exposure; and possession of pornographic materials
 - b. **Minimum Sanction:** Reprimand, \$50 fine
2. Gambling
 - a. **Definition:** To play or game for money or other valuable stakes with the hope of gaining something significant beyond the amount an individual pays
 - b. **Minimum Sanction:** Reprimand
3. Disorderly Conduct
 - a. **Definition:** Conduct that is offensive or annoying to others or is disruptive of the rights of others
 - b. **Minimum Sanction:** Reprimand
4. Possessing, Consuming or Distributing Alcoholic Beverages
 - a. **Definition:** Possessing, consuming or distributing alcoholic beverages (to include containers) is prohibited on the campus and at any activity off campus that is sponsored by any university organization, department or group, or by any individual in the name of any university organization, department or group
 - b. **Minimum Sanction:** Probation, \$50 fine and alcohol education
5. Distributing Alcoholic Beverages to an Underage Person
 - a. **Definition:**
 - (1) By an individual—any person providing or distributing alcoholic beverages to any individual below the age of 21 years
 - (2) By an organization—any organization providing or distributing alcoholic beverages to any individual below the age of 21 years
 - b. **Minimum Sanction:**
 - (1) By an individual
 - (a) First offense—Probation; \$150 fine; alcohol education; recommendation of loss of institutional scholarship
 - (b) Second offense—University suspension
 - (2) By an organization
 - (a) First offense—Probation; \$500 fine; alcohol education for entire organization; organization social activity suspension for one semester
 - (b) Second offense—University suspension of organizational status for not less than one academic year
6. Intoxication
 - a. **Definition:** A person who, having consumed alcoholic beverages or other substances, experiences a loss of the normal use of mental and/or physical faculties (This includes, but is not limited to: slurred speech, loss of motor coordination, aggression, loss of memory or abusive behavior.)
 - b. **Minimum Sanction:** Probation, \$100 fine, and alcohol and/or substance abuse education

STUDENT RIGHTS AND RESPONSIBILITIES

7. Possessing or Using Illegal Drugs
 - a. **Definition:** Possession and/or use of controlled substances including, but not limited to: amphetamines, barbiturates, hallucinogens, narcotics, marijuana, cocaine, anabolic steroids or other intoxicants
 - b. **Minimum Sanction:** University suspension
8. Distributing Illegal Drugs
 - a. **Definition:** Providing or distributing illegal drugs to any individual
 - b. **Minimum Sanction:** Expulsion
9. Possessing or Using Drug Paraphernalia
 - a. **Definition:** Possession of any tool, instrument, device, etc., that is used or can be used in illegal drug use. Items include, but are not limited to: bongos, rolling papers, grinders, marijuana clips, needles, syringes, etc.
 - b. **Minimum Sanction:**
 - (1) First offense—One year probation; drug counseling; \$250 fine
 - (2) Second offense—University suspension

III. Value: Integrity

Violations:

1. Academic Dishonesty
 - a. **Definition:** The misrepresentation of one's work to deceive for personal gain, when in fact said work is not that person's, or assisting another to do the same (Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication and misuse of computer information.)
 - b. **Minimum Sanctions:**
 - (1) First offense—Probation and a recommended "FX" in the course
 - (2) Second offense—University suspension for not less than one year
2. Fraud
 - a. **Definition:** Knowingly furnishing false information to the university, and forgery, alteration or misuse of miscellaneous documents, equipment (including computers), records or identification
 - b. **Minimum Sanction:** Loss of privilege, \$50 fine and probation
3. Dishonesty
 - a. **Definition:** Knowingly or intentionally being untruthful, deceptive or deliberately concealing requested information
 - b. **Minimum Sanction:** Probation, \$50 fine

IV. Value: Respect for Property and the Environment

Violations:

1. Stealing or Possession of Stolen or Lost Property
 - a. **Definition:** The unauthorized taking or keeping in one's possession items of university property; items rented, leased or placed on the campus; or items belonging to students, faculty, staff, guests of the university or others
 - b. **Minimum Sanction:** Probation, \$100 fine and restitution
2. Vandalism
 - a. **Definition:** Destroying, defacing or damaging university property or property belonging to students, faculty, staff or guests of the university including, but not limited to, tampering with, misusing or abusing computer equipment, programs and/or data

STUDENT RIGHTS AND RESPONSIBILITIES

- b. Minimum Sanction:** Probation and restitution, \$75 fine
- 3. Setting a Fire and Arson
 - a. Definition:**
 - (1) Fire setting—deliberately lighting a fire without authorization
 - (2) Fire setting in an occupied building
 - (3) Arson—those fires set with the intention of destroying property
 - b. Minimum Sanction:**
 - (1) Fire setting—Probation and restitution
 - (2) Fire setting in an occupied building—University suspension
 - (3) Arson—Expulsion
- 4. Tampering with Fire and Safety Equipment
 - a. Definition:** Tampering with or removing fire alarms, fire extinguishers, exit signs or other safety equipment and giving false alarms
 - b. Minimum Sanction:** Probation and \$100 fine
- 5. Possessing Firearms or Weapons on Campus
 - a. Definition:** The possession, whether openly or concealed, of any weapon including, but not limited to, firearms, explosives, BB guns, throwing stars, knives with blades of more than four inches, and any other weapon of any kind or an imitation that could be used to cause fear in another person
 - b. Minimum Sanction:** Probation and \$100 fine
- 6. Possessing or Using Fireworks on Campus
 - a. Definition:** Possession or use of fireworks on campus.
 - b. Minimum Sanction:**
 - (1) First offense—Reprimand
 - (2) Second offense—Probation and \$50 fine
- 7. Unauthorized Entry
 - a. Definition:** Entering any university building or facility without authorization
 - b. Minimum Sanction:** Reprimand
- 8. Stealing or Unauthorized Use or Possession of Money or other Negotiable Instruments
 - a. Definition:** The unauthorized taking or keeping in one's possession or on one's premises money, credit cards, checks or other negotiable instruments belonging to students, faculty, staff, guests, the university or other individuals
 - b. Minimum Sanction:** Probation, \$50 fine and restitution

V. Value: Respect for Community Authority

Violations:

- 1. Aiding, Abetting or Conspiring
 - a. Definition:** Aiding, abetting or conspiring with another person to become involved in inappropriate behavior
 - b. Minimum Sanction:** Corresponds to the sanction given for the inappropriate behavior
- 2. Violating Residence Hall Visitation Guidelines
 - a. Definition:** Being in other than public areas of residence halls in the company of a member of the opposite sex, or in a residence hall assigned to members of the opposite sex without specific permission or when visitation privileges are not in effect

STUDENT RIGHTS AND RESPONSIBILITIES

- b. Minimum Sanction:** Probation and \$50 fine
- 3. Computer Misuse
 - a. Definition:** Violating the Computing and Information Technology Values and Policies, which includes invading another user's privacy or confidentiality, sending obscene or pornographic materials, violating copyright laws, sending chain letters and mass mailings that degrade the e-mail system, or using the computer to commit a crime and/or value violation
 - b. Minimum Sanction:** Probation, loss of privilege and \$50 fine
- 4. Reckless Behavior
 - a. Definition:** Any behavior that creates risk of damage to property, risk of danger to others or the university community including, but not limited to, propping exterior doors open in residence halls, throwing objects from windows or balconies, and disclosing or giving residence-hall door access to unauthorized people
 - b. Minimum Sanction:** Probation and \$50 fine
- 5. Insubordination
 - a. Definition:** Direct disobedience of a lawful order of a university official including, but not limited to, failure to evacuate a building during a fire alarm; refusing to present an ID upon request; failure to appear when summoned for an official conference, failure to show respect for university faculty, staff, guests and vendors; failure to comply with campus parking/traffic regulations (This also includes verbal offensiveness and obscene gestures.)
 - b. Minimum Sanction:** Reprimand
- 6. Demonstrations
 - a. Definition:** Participation in unauthorized assemblies/demonstrations and behaving in such a manner that appears calculated to incite a riot; interfering with rights of other students, faculty and staff to engage in scheduled activities; engaging in or sponsoring any activity contrary to the best interest of Samford University
 - b. Minimum Sanction:** Probation
- 7. Driving While Impaired
 - a. Definition:** Operating a motor vehicle on campus while under the influence of alcohol or other drugs (See II.6)
 - b. Minimum Sanction:** Probation, \$150 fine and alcohol education
- 8. Creating a Nuisance with Noise
 - a. Definition:** Talking, yelling, singing, playing a musical instrument, electronic device or the like loudly enough to disturb members of the university community
 - b. Minimum Sanction:** Reprimand
- 9. Committing a City, State or Federal Crime
 - a. Definition:** All students are required to abide by the laws of the local, state, national and international governments and are subject to judicial action by the university for violation of any of the laws thereof. Formal charges, complaints or indictments by government entities are not prerequisite for university charges under this section.
 - b. Minimum Sanction:** Corresponds to the degree of seriousness of the law violated

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VALUE VIOLATION PROCESS

The purpose of the value violation process is to give fundamental fairness to a student who has possibly violated a Samford University behavior value. Fundamental fairness means that a student is given an opportunity to present what took place at an event/activity and question the evidence that led to a belief that a value violation occurred. The opportunity is given to the student before a decision is made about the violation and a sanction imposed.

Any student, faculty, staff, parent or guest must present a written report of the facts regarding the alleged violation before the value violation process can formally begin. Written reports are referred to the Associate Dean for Student Services and Values Advocate. When the Values Advocate believes there is substantial evidence to support the alleged violation, the Values Advocate arranges a meeting with the student. At the discretion of the Values Advocate, some incidents may be handled by the Residence Life Community Standards Council.

The student will receive written notification of the alleged violation along with written evidence that supports the value violation. Within 48 hours, the student must return a Value Violation Response Form to the University Values Advocate indicating whether or not the student admits committing the value violation. **Nonresponsiveness may result in additional sanctions.**

If the student admits a violation of the value, the student will meet with the University Values Advocate to receive a sanction, guidance and counseling. If the student indicates that a value has not been violated, the University Values Advocate has the option of choosing to conduct an Administrative Hearing or referring the incident to the Values Council for a more formal hearing. The University Values Advocate will inform the student which option is chosen and the process and procedure to be followed. Regardless of the option chosen, the student will have the opportunity to be heard.

Minimum sanctions for most value violations have been established. A student may appeal a decision and sanction of the University Values Advocate or the Values Council **within 48 hours of the notification being sent. The only exception is if a student has admitted committing a value violation and a minimum sanction has been assessed.** The reason(s) a student may appeal a decision is (are): 1) procedures were not followed; 2) evidence did not justify the results; 3) sanction was not consistent with the nature of the violation; and/or 4) there is new evidence (not available or withheld at the hearing).

A student who wishes to appeal a decision initiates the process in the Office of the Vice President and Dean of Students. An Appeals Council has the option of hearing the appeal. Should the Appeals Council refuse to hear the appeal, the original decision and sanction will be implemented.

The Appeals Council may, after hearing an appeal, 1) affirm the original decision and sanctions; 2) affirm the original decision and modify the sanctions; or 3) reverse the decision. A decision of the Appeals Council is final unless the president of the university requests a review.

STUDENT RIGHTS AND RESPONSIBILITIES

VEHICLE REGISTRATION AND OPERATION

Samford University is private property and has the authority to promulgate and enforce rules and regulations relating to the operation of motor vehicles on campus. **The responsibility of obtaining knowledge of parking and traffic regulations rests with the motor vehicle operator. These rules and regulations are subject to enforcement on a year-round basis regardless of whether or not school is in session.**

1. Standard rules of the road for the city, county and state, as well as directive signs and instruction by officers directing traffic, will be observed on campus.
2. All motor-vehicle operators must have in their possession a valid operator's license and produce it when requested by a Campus Safety officer.
3. The speed limit on campus is 25 mph; however, any speed not safe for the conditions of the road, including vehicle and pedestrian congestion, is prohibited. Please observe no passing on campus.
4. Motorists must stop at pedestrian crosswalks and yield the right-of-way to pedestrians under all situations.
5. All vehicles must display the appropriate registration decal or permit.
6. Driving or parking on the grass or sidewalks is prohibited.
7. Parking along streets and in parking lots is permitted only in spaces so designated or marked for vehicle parking.
8. Double parking on streets or in parking lots is prohibited.
9. Parking in loading/service zones is prohibited between 7 a.m. and 5 p.m., Monday through Friday. Parking in the service area behind the University Center is prohibited except for service vehicles, delivery vehicles and other specifically authorized vehicles.
10. **Between 7 a.m. and 5 p.m., Monday through Friday, PARKING IS PERMITTED ONLY IN THE SPECIFIC DECAL COLOR ZONE.** Other than these specific hours, marked parking spaces are open to all decals, except for spaces designated as reserved, fire zone or disabled.
11. All vehicle accidents occurring on campus must be reported to Campus Safety. In addition, the driver of every motor vehicle involved in an accident resulting in damages in excess of \$250, or in bodily injury or in death of any person irrespective of the amount of property damage, must file a report, Form SR-13, with Alabama state authorities within 10 days from the date of the accident.

Motor Vehicle Registration

All motor vehicles operated on campus must be registered with the Office of Campus Safety, 202 University Center. **The appropriate student vehicle registration decal must be affixed to the exterior of the rear window on the driver's side.** All Samford employees must properly register their vehicles and place a parking hang tag on the rearview mirror of their vehicles. For campus resident students, a campus sticker will be affixed on the outside left corner of the windshield (driver's side.) Decals will be affixed by the adhesive on the decal and may not be affixed with tape or any other temporary means. Variance from this method of affixing the decal to a vehicle must be approved in writing

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by the director of Campus Safety. **No more than one current decal shall be affixed to any vehicle.** The method of affixing decals on motorcycles will be determined on a case-by-case basis.

All student decals expire yearly on August 15. Faculty, staff and contract employee decals expire September 15. Student decals cost \$20 and replacement decals cost \$5, not refundable. Decals are assigned by color codes. **(See handout attached to decal for appropriate parking area.)**

Temporary parking permits, for periods of less than 30 days, and visitor parking permits are available at the Office of Campus Safety, 202 University Center. Casual visitors on campus may use the designated visitor parking located at Sherman Circle.

Bicycle Registration

All bicycles must be registered with the Office of Campus Safety. Registering your bicycle helps protect you and serves as a deterrent to would-be thieves. It also helps the Office of Campus Safety identify and return a found or stolen bicycle to the owner. Bicycle racks are available in most areas of the campus, and students are expected to use them rather than securing bicycles to other objects. A bicycle that is secured to an object that can be damaged or that impedes foot or vehicular traffic will be removed and impounded.

VIOLATIONS, FINES AND DISCIPLINARY ACTION

Traffic and parking violators will be issued citations by Campus Safety personnel. Irrespective of the operator of the vehicle, **the person in whose name the vehicle is registered is responsible for all parking violations.** Fines will be posted to the student's account at the Student Accounts Office and may be paid through regular payment procedures. All fines must be paid before a student will be permitted to register for the succeeding semester; the degree of a graduating senior will be withheld until all fines are paid; and transcripts will be withheld until all fines are paid.

The fact that a citation is not issued when a vehicle is illegally parked does not mean or imply that the regulations are no longer in effect.

The inability to find a legal parking space in convenient or specific locations is not justification for violations of parking regulations.

Providing false information concerning the registration of a vehicle will subject the violator to disciplinary action.

\$15 Violations

Parking on street
Mutilated or defaced decal
Double parking street/lot

\$20 Violation

Improperly displayed decal

\$25 Violations

Parking in loading/service zone
Visitor/15-minute zone

\$30 Violation

Unsafe vehicle operation

STUDENT RIGHTS AND RESPONSIBILITIES

\$50 Violations

Driving/parking on grass or sidewalk
Parking on yellow curb
No decal
Speeding
Running a stop sign
Parking in unauthorized color zone
Wrong way on one-way street
Parking in unmarked areas
Making illegal turn
Blocking trash dumpster
Blocking or obstructing traffic
Parking in reserved space
Failing to stop for pedestrian

\$100 Violations

Parking in handicap space
Parking in fire lane

To appeal a citation, a person may file a written appeal in the Office of Campus Safety, 202 University Center, within 10 calendar days from the date of the citation. Appeals are processed by the Traffic Court based on the written appeal, and the appellant should be notified in writing of the court's decision. If an appeal is denied, the fine becomes due on the date the appellant is notified of the denial by the Traffic Court. **The decision of the Traffic Court appeal process is final.**

In addition to payment of fines, **a person receiving a tenth parking and/or traffic citation within one semester will be subject to having the person's vehicle wheel-locked or impounded.** The person will be notified by the Office of Campus Safety of the numerous violations and that the vehicle will be restricted to parking in the overflow parking lot opposite the Leslie S. Wright Center [LSW] or the south stadium lot. Students who continue to receive citations after being restricted to the overflow lot could have their driving privileges revoked and/or be charged with a value violation for insubordination for failure to comply with the university's traffic and parking regulations.

Towing of Vehicles

Samford University is private property and reserves the right to have unauthorized vehicles, abandoned vehicles or vehicles operated in violation of Samford rules and regulations towed from the campus property at the owner's expense. Situations that may warrant towing of vehicles include, but are not limited to, the following: vehicle causing a safety hazard, obstructing traffic, blocking a fire hydrant, parking in a fire lane, parking in handicap spaces, parking on yellow curbs, parking in loading zones or abandoned vehicles. **Vehicles in persistent violation of traffic regulations are subject to towing and/or immobilization (wheel lock).**

RESEARCH ACTIVITIES POLICY

Any individual student or student organization desiring to conduct a research project involving human subjects is required to obtain approval of the study from the Samford University Institutional Review Board for Human Subjects. Full explanation of procedures to be implemented as well as necessary forms are available online at <http://www.samford.edu/IRB>. Any student planning to

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conduct research involving human subjects should meet with a faculty adviser as soon as possible so that there will be no delay in obtaining approval and meeting course requirement deadlines.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act [FERPA] is a federal law designed to protect the privacy of a student's education records. The rights of the FERPA heretofore assigned to parents are now transferred to their college students. These rights are:

1. Eligible students have the right to inspect and review all their education records maintained by the school. The student must contact the Dean of Academic Services and Registrar office to make an appointment to view their academic record.
2. Eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible student then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible student has the right to place a statement in the records commenting on the contested information in the records.
3. Generally, Samford University must have written permission from the eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
 - School employees who have a need to know
 - Other schools to which a student is transferring
 - Parents when a student over 18 is still dependent
 - Certain government officials in order to carry out lawful functions
 - Appropriate parties in connection with financial aid to a student
 - Organizations doing certain studies for the school
 - Accrediting organizations
 - Individuals who have obtained court orders or subpoenas
 - Persons who need to know in cases of health and safety emergencies
 - State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974

Schools may also disclose, without consent, "directory type" information, such as a student's name, address and telephone number. Samford University has designated the following as directory information: student name, address, telephone number, e-mail address, date and place of birth, enrollment status, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, honors, degrees and awards received, most recent previous school attended, and photograph. An eligible student who does not wish for this information to be released without prior written consent must notify in writing the Office of the Dean of Academic Services and Registrar by the last day to drop/add without financial penalty in a semester or term.

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EQUAL OPPORTUNITY

Samford University admits students of any race, color, sex, disability, age, or national or ethnic origin to all the rights, privileges, and activities generally accorded or made available to all its students. In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Samford does not discriminate on the basis of race, color, sex, disability, age, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, scholarship and loan programs, and athletics and other school-administered programs. Inquiries concerning compliance with these laws and the regulations thereunder should be directed to the Vice President and Dean of Students, Samford University, Birmingham, Alabama, 35229.

EQUITY IN ATHLETICS DISCLOSURE ACT

In accordance with the Equity in Athletics Disclosure Act [EADA], all students have the right to request a copy of the Report on Athletic Program Participation Rates and Financial Support Data. These requests should be submitted to the Director of Athletics.

DRUG AND ALCOHOL POLICY

To comply with the requirements of the Drug Free Schools and Communities Act Amendments of 1989, 20 U.S.C., Section 1145q, and the Drug Free Workplace Act of 1988, 41 U.S.C., Section 701, *et. seq.*, Samford University hereby adopts the following Drug and Alcohol Policy.

I. Policy

Samford University seeks to foster the development of Christian character, scholastic attainment and a sense of personal responsibility. To fulfill this purpose and to protect and promote the health and welfare of its faculty, staff and students, Samford University is committed to maintaining a drug- and alcohol-free campus. To this end, Samford University is committed to providing drug and alcohol education, information and assistance to its faculty, staff and students. **It is the policy of Samford University that the use of illicit drugs or alcohol by faculty, staff or students on campus, or in connection with or affecting any school-related activity, is strictly prohibited.** Violations of this policy will result in the imposition of disciplinary sanctions up to and including termination of faculty and staff, and expulsion of students.

II. Standards of Conduct

- A. The use, consumption or possession of alcoholic beverages and the unlawful manufacture, distribution, dispensation, possession or use of illicit drugs by any faculty member, staff member, student or any other individual on campus, or off campus in connection with or affecting any school-related activity, is strictly prohibited.
- B. The term “staff” includes all nonfaculty personnel employed by Samford University, including student employees under college work-study programs and other institutional programs of student employment.

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- C. The term “illicit drugs” includes any controlled substances listed in 21 U.S.C., Section 812 and other federal regulations, any controlled substances listed in Schedules I-V in ALA CODE Section 20-2-22 through Section 20-2-32, and any “legal drugs” which are not prescribed by a licensed physician.
- D. **The term “school-related activity” includes, but is not limited to, any academic, athletic, extracurricular, social, administrative, work-related or other activity that takes place on the campus of Samford University, or on any premises owned by Samford University, or which takes place off campus and is sponsored by any Samford University organization.**
- E. Any faculty member, staff member or student violating this policy will be subject to disciplinary procedures, up to and including termination or expulsion, and may be required to participate in a drug and/or alcohol abuse, assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.
- F. **Samford University does not differentiate between drug users and drug pushers or dealers.** Any faculty member, staff member or student who gives or in any way transfers drugs to another person, or sells or manufactures drugs on campus or off campus in connection with or affecting any school-related activity, is subject to discipline.
- G. In addition to subjecting faculty members, staff members and students to its internal disciplinary procedures, Samford University may refer those individuals who violate federal, state or local illicit drug and alcohol laws to the appropriate federal, state or local law enforcement agencies for prosecution.

SEARCH POLICY

Samford University respects a student’s right to privacy and guards against arbitrary and unnecessary intrusion. If there is probable and reasonable cause to believe that health, safety or welfare activities are taking place that are detrimental to the university community, or if there is probable and reasonable cause to believe that contraband is present or activities are occurring that would constitute a value violation and inappropriate behavior, the university will use the following procedures in a search.

Searches must be approved in writing using a Samford University authorization form, except when verbal permission to search is given by the occupant of the room being searched. Only the Director of Campus Safety or a supervisor, the Director of Residence Life, the Residence Life Facilities Coordinator, a Residence Life Educator, a Residence Manager, the Associate Dean for Student Services, the Vice President and Dean of Students, or the Vice President for Operations and Planning can authorize a search. A search will be conducted by at least two university employees, one or more of whom may be resident assistants. Reasonable effort will be made to make the search in the presence of an occupant of the room or the person who registered the vehicle on campus. In situations where it is deemed that a delay to obtain authorization constitutes a danger to individuals or property, or destruction or disposal of

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contraband, the room or vehicle will be entered and searched without authorization. Searches can be conducted without authorization when an official is in pursuit, the student gives permission or contraband is in plain view.

A list of objects/items taken as the result of a search will be signed by all individuals involved in the search and witnesses. A copy of the list will be left with an occupant of the room; or in the event no occupant was present during the search, a copy will be left in the room. Any occupant present during the search will be asked to sign the authorization form with a listing of objects/items being removed, not as an admission of guilt, but to confirm the items taken.

INCLUSIVE LANGUAGE

Language—how it is used and what it implies—plays a crucial role in Samford University’s mission to nurture persons. Because verbal constructions create realities, inclusive language can uphold or affirm those whom the university seeks to nurture, while exclusive language can damage or defeat them. Samford University therefore actively seeks a discourse in its university community that supports the equal dignity and participation of men and women; the university seeks to avoid verbal constructions that diminish the equal dignity of all individuals. It is an affirmative—and affirming—part of Samford University’s mission to educate students, staff and faculty in the creation of a community of equality and respect through language.

SEXUAL HARASSMENT

As a Christian institution of higher education, Samford University has a moral commitment to the worth and dignity of all individuals. Consequently, sexual harassment is deemed unacceptable and will not be tolerated. Samford’s policy of opposition to sexual harassment is not only a legal responsibility and practical utility, but stems from the university’s profound commitment to Christian and moral values as expressed in its mission and purpose.

A student who believes he or she has been sexually harassed should report the incident(s) to the Associate Dean for Student Services. The Associate Dean will advise the student of the procedures to be followed to resolve a complaint.

In all cases, the offended student will be given the option of resolving the issue informally or formally. The formal resolution of a complaint of a student toward another student will be processed through the value violation procedures as described in this handbook. Student-to-student informal resolution will be referred to and handled by the Vice President and Dean of Students or a designee.

CAMPUS SEXUAL ASSAULT INFORMATION

The Higher Education Amendments of 1992 require that the following information about campus sexual assault be provided to each student through an annual report.

Samford University’s behavioral expectations for students are based on Christian values. One of the stated values is the Worth of the Individual. The university values the intrinsic worth of every individual within the community. This respect for individuals includes an appreciation of cultural backgrounds, an understanding of different attitudes and opinions, and an awareness of the consequences of one’s actions on the broader community.

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Within this context, Samford University does not condone violations against the worth of an individual. The Worth of the Individual value can be violated by behaviors such as harassment, hazing, sexual misconduct and assault.

Sexual misconduct is defined in this handbook as including, but not limited to, heterosexual/homosexual intercourse, unwanted fondling, adultery and rape. Assault is defined as an attempt or offer with force or violence to do harm to another person. This includes, but is not limited to, striking, shoving, lashing, slapping or otherwise forcefully touching a person; or engaging in reckless behavior that causes physical injury to another person. Clearly, the university prohibits sexual assault.

To inform the campus community, students are given this *Student Handbook*, which elaborates behavioral expectations and the values that form the basis for those behaviors. Further, through orientations, residence hall programs, fraternity and sorority programs, staff training and other types of programs, students are verbally informed of the values and how they can be violated through rape, acquaintance rape and other sexual misconduct.

Whenever a student wishes to file a report of an alleged value violation, including a sex offense, the procedures can be found in this handbook. In addition, value violation procedural guides can be received in the Office of the Associate Dean for Student Services and Values Advocate, 110 University Center, and the Office of Campus Safety. In all value violation hearings, both the accused student and the accuser may bring witnesses to the hearing. Both the accused and accuser may question witnesses.

Whenever it has been determined through established procedures that a sex offense has occurred, sanctions may range from probation to expulsion from the university. Both the accuser and the accused will be informed of the outcome of the value violation hearing.

It is most important that the victim of a sex offense on campus report the incident as quickly as possible after the occurrence to either Samford University Campus Safety or the City of Homewood Police Department. Care should be taken not to disturb the incident location so that evidence is not destroyed. The victim should not shower or change clothing until after the report has been filed. Unless there is a life-threatening circumstance, medical attention should not be sought until after the initial report is made.

Campus Safety personnel will counsel the student about the options for filing a formal complaint whether on or off the campus, and personnel will assist the student in filing a complaint with off-campus authorities. In addition, the student will be referred to the university counselor who will provide services for the student and/or share with the student counseling and mental health services in the community for a victim of sexual assault.

The university counselor will assist a student in examining options for changing academic and living situations after a sexual assault. The university counselor, who is knowledgeable of campus policy, procedures and personnel, will make a request on behalf of the student.

HAZING POLICY

Definition: The use of physical violence or any activity calculated to impose embarrassment, harassment, physical, emotional or mental strain; or any activity that would in any way jeopardize the physical, moral or scholastic

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well-being of any individual; mentally antagonizing a student, guest or employee or placing someone under threat of physical harm

Minimum Sanction:

1. By an individual:
 - a. First offense—Probation, \$100 fine and loss of privilege
 - b. Second offense—University suspension
2. By an organization:
 - a. First offense—Probation, \$500 fine and loss of privilege
 - b. Second offense—University suspension of organization status

Hazing is a criminal offense in the state of Alabama. Insurance does not cover a felonious act. Penalties for hazing are very severe. Copies of the complete hazing policy may be obtained in the Office of Student Involvement.

COMPUTING AND INFORMATION TECHNOLOGY POLICIES

Preamble

Samford University recognizes the vital importance of computing and information technology resources in accomplishing its mission of nurturing persons. The university has chosen to extend the privilege of using these resources to every member of the Samford community. Those who accept this privilege agree to abide by the values and policies in this document and by all other university values and policies that may apply.

Computing and information technology resources are to be used in a responsible, ethical and legal manner that is consistent with the mission and values of the university as published in documents such as the faculty, staff and student handbooks. This Computing and Information Technology Values and Policies document supplements existing university values and policies by dealing with those characteristics of the electronic medium that require special attention.

Scope

These Computing and Information Technology Values and Policies represent official university policy and apply to all use of computing and information technology resources supplied by the university including, but not limited to, microcomputer workstations, computer software, servers and access to networks such as the campus network or the Internet. The primary intent of this document is to encourage appropriate use of university-supplied resources toward accomplishing the mission of the university.

Values and Policies

Responsibility

Every individual using computing and information technology resources is responsible for appropriate use. When a specific resource is assigned to a particular individual, that person is responsible for its proper use. For example, the person to whom a microcomputer workstation is assigned is responsible for the appropriate use of that workstation. When a user ID and password are issued to an individual, that person is responsible for all activities associated with that

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user ID. The burden of proper password security is on the person to whom the password is assigned.

Freedom of Expression

The electronic medium in itself does not enhance or take away from freedom of expression. Responsible expression should be conducted in a manner that is consistent with the mission and values of the university. This precludes forms of expression such as harassment, obscene or pornographic material, and any form of expression excluded by law. Also, freedom of expression does not extend to making official representation on behalf of the university without the approval of the appropriate university official.

Privacy

Electronic communications and documents are assumed to be private unless the creator has explicitly made them available to others. Their contents may not be examined without the permission of the owner, approval by designated university officials (as defined in the section on violations) or as required by law. **In spite of this assumption of privacy, one must always be aware that material sent to another individual or placed in a publicly accessible area could be passed on without the originator's knowledge. Users of computing and information technology should not, for example, have an "expectation of privacy" when using e-mail.** Furthermore, activities such as maintenance and/or troubleshooting of computing and information technology systems may sometimes require access to electronic communications and documents or transaction logs that are normally considered private. In such circumstances, privacy is still considered important and will be maintained if at all possible.

Confidentiality

Much of the information (e.g. payroll and grade information) stored in computing and information technology systems is considered confidential, and in some cases is protected by laws such as the Family Educational Rights and Privacy Act. Legitimate access to confidential information is determined by factors such as job responsibility or permissions explicitly granted by the owner of the information. Those with such legitimate access to confidential information are to safeguard its confidentiality by knowing to whom such information may be released, and by not allowing its release in any form to unauthorized individuals. Access to any resources without proper authorization, whether or not they are considered confidential, is not permitted.

Intellectual Property Rights

Intellectual property rights extend to the electronic medium. Generally, the copyright for a work is owned by the creator of the work. This is true even in cases where the creator has not sought formal copyright protection. One should assume that a work retrieved over a network or by other electronic means is covered by copyright. Such works should not be redistributed unless permission to do so is explicitly given by the owner of the copyright. Making a work available over a network does not necessarily relinquish intellectual property rights, although it must be recognized that one's work could be widely distributed, which could jeopardize these rights. Computer software and documentation are

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also covered by copyright. Copying such documentation or software except as permitted in the copyright notice or software license agreement is illegal. University resources are not to be used to violate intellectual property rights.

Access to Electronic Materials

Access to a rich set of electronic materials through means such as campus networks and the Internet is an important part of the computing and information technology environment. However, university resources are not to be used to retrieve, store or distribute materials that are inconsistent with the mission and values of the university. For example, university resources are not to be used to retrieve, store or distribute materials that are pornographic.

Shared Resources

Many computing and information technology resources are made available on a shared basis. For example, a networked printer is a resource that is shared by several individuals. Activities that would have a detrimental effect on a resource, such as purposely causing an overload condition that deprives others of its use, are not permitted. For example, chain letters or mass mailings that degrade e-mail system performance are not permitted.

Global Community

With its connection to networks outside the university (such as the Internet), the university participates in a global electronic community. We must adhere to the policies of these external networks to ensure our continued participation in this community. Use of a resource external to the university must conform to the policies established by the provider of that resource.

Commercial/Personal Use

Commercial use of university resources could endanger its status as a nonprofit organization. Therefore, commercial use is not allowed without permission from the Provost and Executive Vice President or the Vice President for Business Affairs. Incidental personal use of computing and information technology resources is permitted as long as it does not have a detrimental effect on university-related use, is noncommercial and does not present a cost to the university.

Illegal Use

The use of university resources to commit a crime is a violation of university values. This includes activities explicitly covered by laws governing the electronic medium, as well as use of the electronic medium as a means to commit other crimes. Illegal activities will be reported to the appropriate law enforcement authorities.

Violations

Depending on the classification of the individual involved (faculty, staff or student), suspected violations of these values and policies will be confidentially reported to the Provost and Executive Vice President, the Vice President for Business Affairs, the Vice President for Operations and Planning, or the Vice President and Dean of Students. Only these university officials (or the President) may authorize further investigation or review of materials which would otherwise be considered private or confidential. Such authorization is granted on a case-by-case basis and only as it directly relates to a suspected violation. Suspected violations will be processed in a manner consistent with

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standard university procedures as defined in faculty, staff and student handbooks. An individual's access to certain computing and information technology resources may be suspended during the processing of a suspected violation.

Improper use of computing and information technology may result in the violation of civil law as well as the criminal laws of local, state and federal governments. The investigation of such violations may be conducted entirely without the knowledge or participation of Samford University.

Modifications

Changes in technology or law may require regular revision of these values and policies. They will be reviewed at least annually under the direction of the Associate Provost for Learning Resources and the Director of Computing and Telecommunication Services. Comments or suggestions concerning these policies may be directed at any time to either of these individuals. Final authority for changes rests with the President's Cabinet and/or the President. Current copies will be printed in faculty, staff and student handbooks and will be posted electronically on university-wide information servers.

STUDENT COMPLAINT PROCESS

Samford University is a community that respects individuals and their rights. The campus judiciary process is designed to afford fundamental fairness to students involved in violations of campus rules and regulations. The values violation process is well defined and is followed as a means of assuring fairness.

Issues occasionally arise outside the areas governed by the campus judiciary process. In the spirit of community, individuals should discuss candidly with those most directly involved their complaints, disagreements or misunderstandings, since those most directly involved deal best with most issues. It is a fact of group life that no individual can have his or her way in all circumstances. In cases where matters seem difficult to resolve, students may resort to this official student complaint process.

If a student has a complaint about an academic matter, the student should confer with the professor(s) or individual(s) involved. Should the concern persist, the student should speak with the chair or supervisor of the department. If resolution is not found, the student should confer with the dean of the school or college involved. If the issue cannot be resolved at the levels mentioned above, the student may take the concern to the Office of the Provost and Executive Vice President. If the issue remains unsettled, the student may present the concern in writing to the President of the university.

If a student has a complaint about a nonacademic matter, the student should confer with the individual(s) involved. If resolution is not found, the student should speak with the supervisor of the office or unit involved. If the issue cannot be resolved at the levels mentioned above, the student may appeal to the vice president who is responsible for oversight of the area at issue. If the issue remains unsettled, the student may present the concern in writing to the President of the university.

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COMMUNICABLE DISEASE POLICY

Because of the seriousness of communicable diseases, and to protect the rights of those afflicted and the safety and welfare of others, Samford University has established a policy for students. Administration of this policy relies upon the initiative of the Vice President and Dean of Students where students are concerned.

Communicable diseases/conditions are those listed as reportable by the State of Alabama Bureau of Disease Control (see list below). The Office of Human Resources and Student Health Services will answer inquiries from students as to which diseases are reportable and will provide other information concerning these diseases. These departments shall not release to anyone any information concerning a student who is or may be afflicted with a communicable disease, except as required by law.

Students who know, or who have reasonable basis for believing that they are or may be infected by a communicable disease, shall immediately report the same to the medical staff at Student Health Services. This information will be treated confidentially, except as otherwise required by law, and may be used by the university to make accommodations for the student's medical and educational needs.

Students infected with communicable diseases shall not automatically be excluded from initial enrollment or otherwise restricted in their access to the university's facilities or services unless, upon being informed that a student has a communicable disease, the university (its decision process coordinated through the Vice President and Dean of Students) determines that exclusion or restriction is necessary to protect the welfare of the infected student or others. In making this determination, Student Health Services may determine that it is necessary to consult with the student's primary care physician or, with the student's knowledge and consent, other appropriate individuals.

Students who acquire chickenpox while residing on campus will be required to leave campus until it is determined by their health-care provider or Student Health Services that they are no longer contagious to others.

This policy may be modified or amended by the university as it deems necessary or advisable. Questions regarding this policy may be directed to Student Health Services at 726-2835.

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Alabama Notifiable Diseases/Conditions

For an updated list, please contact Student Health Services at 726-2835.

Group A Diseases/Conditions

Report to the county or state health department within 24 hours of diagnosis.

Anthrax, human	Rabies, human and animal
Botulism	Severe Acute Respiratory Syndrome [SARS]
Cholera	Trichinosis
Diphtheria	Tuberculosis
H. Influenzae, invasive diseases*	Typhoid Fever
Hepatitis A	Yellow Fever
Listeriosis	Outbreaks of any kind
Measles (rubeola)	Cases related to nuclear, biological or
N. meningitis, invasive diseases**	chemical terroristic agents
Pertussis	Cases of potential public health
Poliomyelitis, paralytic	importance***

*i.e., meningitis, epiglottitis, sepsis, cellulitis, septic arthritis, osteomyelitis, pericarditis and Type B pneumonia

**detection of organism from normally sterile site (e.g., blood and cerebrospinal fluid)

***as determined by the reporting health-care provider

Group B Diseases/Conditions

Report in writing to the county or state health department within seven (7) days of diagnosis.

Brucellosis	Lyme Disease
Campylobacteriosis	Lymphogranuloma venereum†
Chancroid†	Malaria
Chlamydia trachomatis†	Mumps
Cryptosporidiosis	Psittacosis
Dengue fever	Q Fever
E.coli 0157:H7 (including HUS and TTP)	Rocky Mountain Spotted Fever
Ehrlichiosis	Rubella
Encephalitis, viral	Salmonellosis
Giardiasis	Shigellosis
Gonorrhea†	Syphilis†
Granuloma inguinale†	Tetanus
Hepatitis B, C and other viral	Toxic shock syndrome
Histoplasmosis	Tularemia
Human Immunodeficiency Virus	Vaccinia virus infection or disease
Infection (including asymptomatic	other than the expected response
infection, ARC and AIDS)	to smallpox vaccination
Lead, elevated blood levels (>10 mcg/dl)	Varicella
Legionellosis	Vibriosis
Leprosy	Yersiniosis
Leptospirosis	

†designated sexually transmitted disease by the State Board of Health

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State Health Department Telephone Numbers

Division of Epidemiology	(334) 206-5347 1-800-338-8374 (24-hour coverage) (1-800-338-8EPI)
Division of HIV/AIDS Prevention and Control	(334) 206-5364 1-800-344-1153
Division of Sexually Transmitted Diseases	(334) 206-5350
Division of Tuberculosis Control	(334) 206-5330
Division of Immunization	(334) 206-5023
Bureau of Clinical Laboratories	(334) 206-3400 (24-hour coverage)

<http://www.alabamaadministrativecode.state.al.us/docs/hlth/index.html>