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From the President

Dear HBU Husky,

Welcome to Houston Baptist University! We are so pleased to have you as a member of the HBU family. Whether you are a new freshman, a transfer student, or a returning student, we want you to feel at home on our campus as you pursue your studies and participate in some of the many opportunities available through our enriched student life program. With its small classes and warm, friendly atmosphere, HBU is an ideal place for you to build lasting relationships with other students and with members of our faculty and staff, who are dedicated to helping you grow academically, professionally, socially, and spiritually during your college years and beyond.

Again, we welcome you to our family of students, parents, faculty, staff, alumni, and many others proud to be called Huskies! We're so glad you have chosen to join the thriving community of faith and learning at HBU, where we are committed to offering you an excellent education in a Christian environment. We know that HBU is the right choice for you, and we hope that your years here will be the most memorable of your life.



Blessings,

Robert B. Sloan
President, Houston Baptist University

From the Student Government Association President

Dear Huskies,

My name is Abdullah Mirza, your 2019-2020 Student Government Association President. It is with great privilege that I have the opportunity to represent the student body for this upcoming year. These past couple of years have opened so many new doors for me, and it is all because of my new home, Houston Baptist University. Being here has also brought me closer to my faith and my relationship to God. College is a

Introduction to HBU

The University Mission

The mission of Houston Baptist University is to provide a learning experience that instills in students a passion for academic, spiritual, and professional excellence as a result of our central confession, "Jesus Christ is Lord."

-- Unanimously approved by the Board of Trustees
February 24, 2009

Our Values

The Preamble to the University By-Laws as stated below describes the distinctive nature of the institution.

The Houston Baptist University is a Christian liberal arts university dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals.

Founded under the providence of God and with the conviction that there is a need for a university in this community that will train the minds, develop the moral character and enrich the spiritual lives of all people who may come within the ambit of its influence, HOUSTON BAPTIST UNIVERSITY shall stand as a witness for Jesus Christ expressed directly through its administration, faculty and students. To assure the perpetuation of these basic concepts of its founders, it is resolved that all those who become associated with Houston Baptist University as a trustee, officer, member of the faculty or of the staff, and who perform work connected with the educational activities of the University, must believe in the divine inspiration of the Bible, both the Old Testament and New Testament, that man was directly created by God, the virgin birth of Jesus Christ, our Lord and Savior, as the Son of God, that He died for the sins of all men and thereafter arose from the grave, that by repentance and the acceptance of and belief in Him, by the grace of God, the individual is saved from eternal damnation and receives eternal life in the presence of God; and it is further resolved that the ultimate teachings in this University shall never be inconsistent with the above principles.

The University Vision:

The Ten Pillars: Faith and Reason in a Great City

6. Renew our Campus, Renew our Community
7. Bring Athens and Jerusalem Together
8. Expand our Commitment to the Creative Arts
9. Cultivate a Strong Global Focus
10. Move to the Next Level as an Institution

The full text of The Ten Pillars vision document is available at www.hbu.edu/vision.

Undergraduate Traditions

Traditions are a source of pride and enthusiasm to a university community; they provide continuity through the years and combine stability with growth. Much of the excitement of attending a young, changing university is that to

HBU Alma Mater

Hail the Orange and Blue

In the great state of Texas,
Houston, USA,
Stands our noble Alma Mater,
Christ saying I am the Way.
In our search for knowledge,
Tempered with Thy love,
Seeking our place of service,
With wisdom from above.
Give us courage, strength and faith,
To face a world filled with fear.
Ever onward to the challenge,
Knowing Thou art near.

Chorus

God bless our school.
Keep her safe and true.
God bless our Alma Mater.
Hail the Orange and Blue.

Words by Dr. W.H. Hinton

Music by Dr. Don Looser

computer misuse, including illegal use or destruction of computer software or hardware, downloading, emailing, or otherwise accessing unauthorized material (e.g., pornographic content, gambling programs), accessing any computer through a login that belongs to someone else, or otherwise engaging in inappropriate or illegal activity (e.g., hacking, tampering with network, harassment) including the aforementioned using HBU Wi-Fi; unauthorized copying or distribution of copyrighted materials; engaging in research activities with human subjects without the approval of the Research and Development Committee; classroom misconduct, i.e., any conduct which is disrespectful, harassing, aggressive, or otherwise substantially disrupts the progress of the class in the judgment of the faculty member.

The faculty member is responsible for notifying students in every class at the beginning of each term about the Academic Integrity Policy by including the policy in every course syllabus. Students are responsible for knowing and following the policy in all cases. The faculty member or academic administrative officer is responsible for establishing clearly whether academic dishonesty or misconduct has occurred.

The process is to be redemptive in nature. As directed by the faculty member, the student could correct and resubmit the assignment in question or receive a failing grade for the assignment in question. At the sole discretion of the faculty member, the student may be directed to resubmit the assignment in question or the student may receive a failing grade for the assignment in question. However, failing the course specifically as a result of the alleged violation is not an option (although when the grade for the assignment is calculated with grades for all assignments in the course, the result could be failing the course). In all cases, the faculty member shall report the incident to the dean of the college.

The student may appeal the action by following the process outlined in the Academic Grievance Policy and Process. Once an investigation into an alleged violation of academic integrity has begun, the student may not receive a grade of "W" for the course in which the alleged violation occurred. The student should be aware that suspension from the University or other administrative action may be taken in cases of academic dishonesty or misconduct, including but not limited to a pattern of academic dishonesty or

- a plan of action if the petition is not granted
6. The APG Standards Committee chairperson will schedule a meeting (not necessarily hold the

students in the use of library databases and other library-related online materials. One computer is available for the use of the general public and does not require a log-in.

Museums

The Morris Cultural Arts Center at Houston Baptist University houses three (3) museums which are open to the community and are free for HBU students. The three museums are open Monday-Saturday, 10:00 a.m.-4:00 p.m., except on University holidays:

Dunham Bible Museum

Dunham Bible Museum, with its extensive collection of rare Bibles, is dedicated to telling the story of the most important book in the world. Exhibits include ancient manuscripts, medieval Scriptures, a working Gutenberg-style printing press, some of the first Bibles printed in America, and even some of the earliest Bibles printed in the English language, as well as numerous foreign translations -- all creatively displayed

Hardware Requirements

Macintosh OS X (10.12 or higher) or Windows PC (7 or higher)

4GB RAM (8GB RAM or more is highly recommended)

20GB of available hard-drive space

Screen resolution set to 1280x1024

Broadband/high-speed uninterrupted Internet access

Webcam, microphone and speakers

Academic Success Center

Spring 2020 Semester

Counseling start date for Spring 2020– Tuesday, January 14, 2020

Counseling end date for Spring 2020 – Thursday, May 8, 2020

Disability Services

Houston Baptist University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 regarding students with disabilities. Please refer to the website, www.hbu.edu/504 for

For information about exams and online registration and payment, visit www.hbu.edu/testing. HBU Testing Services also offers Accommodated Testing for HBU students. Contact testing@hbu.edu.

TRIO Student Support Services

The mission of TRIO Student Support Services (SSS) at Houston Baptist University is to help participants succeed holistically by empowering them to expand their horizons.

We do this by providing academic tutoring, assistance with information on the full range of student financial aid programs, resources for locating public and private scholarships, and assistance in completing financial aid applications. Also, the program provides assistance in applying for admission to graduate and professional programs. SSS also provides individualized coaching for academic, leadership, career/vocation, and personal goal setting. Students in this program will have the opportunity to strengthen leadership skills and participate in different activities and trips in Houston and around the country.

Eligible students must be U.S. citizens or permanent residents. Additionally, they must meet one of three criteria:

1. Be a first-generation college student
2. Have demonstrated financial need (as identified by the FAFSA)
3. Have a documented disability

If you identify as one out of the three and are interested, please fill out and turn in an application in the TRIO SSS Office, located in Moody 129. Not sure if you qualify? Email TRIO at trio@hbu.edu or call 281-649-3198.

First-Year Success (Title V)

Student Success

The Student Success & Advising team serves as a resource and support system for freshmen students at

Hours of Service

Monday-Thursday	9:00 a.m. - 12:00 p.m.
Friday	CLOSED

The clinic opens the day following Labor Day each fall semester and opens the first day of class for spring semester. The Clinic is open during fall and spring semesters when classes are in session, but is not open during finals, holidays, summer terms and semester breaks. The clinic closes the Thursday before the last day of class (fall and spring semesters).

The last patient will be seen at 15 minutes prior to the scheduled closing time. Clinic staff will be available to see students on a first-come, first-serve basis. Non-emergency visits to the Health Clinic should be made at times that do not conflict with the student's class schedule.

Personnel

The Clinic staff are licensed medical personnel contracted through Memorial Hermann Hospital System. Student Health Services is under the purview of the Associate Provost of Student Life.

Clinic Services

Free Free28

Public Safety and Emergency Management

It is the desire of the University to provide a safe and peaceful campus, free from fear or concern for one's personal safety. Although this is a challenge in today's society, the campus police strive to meet this and

determine its risk to the health and safety of the campus community, and to assist those adversely affected by the threat.

In situations where a valid threat is identified, Federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. This communication is relayed to the campus community by the Office of the Associate Vice President of Facilities Operations, who collects the information from the HBU Police Department or the University Safety Committee. This communication will also, where applicable, provide information on where to find updates regarding the threat.

Notification of Immediate Threat to the Houston Baptist University

The Office of the Associate Vice President of Facilities Operations the University Safety Committee receive information from various offices/departments on campus, such as the University Police Department and Student Life. When of the Associate Vice President of Facilities Operations or University Safety Committee confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the HBU Community, they will collaborate to determine the content of the message and will use any or all of the systems available, to communicate to the HBU Community, or the appropriate segment, if the threat is limited to a particular building or segment of the population. The Office of the Associate Vice President of Facilities Operations and the University Safety Committee will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (Houston Baptist University Police Department, Houston Police, Fire, Ambulance, or other possible entity), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the HBU community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the HBU community. These methods of communication may include campus e-mails, a *CampusShield* alert, emergency text messages that can be sent to a phone and emergency alert messages on the University's web site. The University will post updates by any or all of the methods available, as those updates are received or pertain to the HBU Community.

Procedures for Testing Emergency Response and Evacuation

Timed evacuation drills are held each Fall and Spring Semester in the residence halls. Full documentation of drills are kept on file at the Residence Life Office. Through these drills, the HBU community learns the location of the emergency exits within the buildings they occupy, and are provided guidance about the direction they should travel when exiting the facility at the time of the evacuation drill. In actual long term evacuation situations, residents and students would be given instruction on alternate locations to meet, receive further instruction, etc. depending on the situation requiring the evacuation.

Residence hall and apartment complex drills are monitored by the University Police and Residence Life staff. Lockdown (shelter in place) simulation drills are monitored by the University Police and each

Department, the Student Life staff and other employees of the institution, or from the official offices of the respective local, state, or federal government.

Off Campus Criminal Activity

The Houston Baptist University Student Life Office is the campus entity immediately responsible for contact with student organizations. The HBU Police Department does not provide law enforcement services to off-campus resreWs to off

Firearms on Campus

Firearms are forbidden on the campus and in the residence areas of the Houston Baptist University. The only exception to this rule is possession by properly credentialed police officers and law enforcement personnel. For questions regarding the firearm policy, please contact the HBU Police Department.

Stalking

Any student who believes that they are a target or victim of stalking should immediately report it to the HBU Police Department for investigation. If the person being stalked does not wish to press criminal charges, the HBU police department and administration reserves the right to ban persons accused or alleged of stalking from the campus or university properties.

Domestic Violence

For the purposes of this policy, domestic violence is constituted by an act of violence and it is committed against a family member, a household member or a current or former spouse, a child of a current or former spouse, a person with whom the alleged offender has a child or children, a foster child or foster parent of the alleged offender, a family member of the alleged offender by blood, marriage, adoption, or someone with whom the alleged offender lives in a familial relationship.

An act of domestic violence committed on campus should be reported to the HBU Police Department. An act of domestic violence committed off campus, against a student of the university, can be reported to the

area. They should also have a plan in place of where to go in case the University is forced to close due to the arrival of a serious hurricane.

The hurricane season extends from June 1 through November 30. However, most hurricanes hit the Texas Coast during August and September, and may strike in early October as well. In addition to damage from high winds, the campus may experience flooding from the heavy rains.

The weather service has several advisory alerts that they provide as a hurricane develops and moves towards land:

(11), KPRC (2), KTRK (13), KRIV (Fox), Univision (45), and KTRH Radio (740 AM, Houston's official Emergency Broadcasting station), and the Houston Chronicle website.

www.school-alerts.com: This Houston website carries emergency notifications for all local public and private schools. You may visit their website to receive notifications of school emergencies including school closings, delayed openings, early dismissals, reopening announcements, shelter in place announcements, and other special alerts.

Smoke Free Campus

HBU is a smoke and tobacco free campus, and the use of tobacco in any form, to include vaping, is prohibited anywhere on the

Event Management and Space Utilization

Use of University Facilities

HBU recognizes a fundamental responsibility to its community, and, when possible, leases its available facilities when not required for use or work by the University. Recognized student organizations may schedule space without cost. Non-university sponsored events may include:

- Legally established organizations for presentation of educational, professional, cultural, and musical programs
- Conferences, workshops, seminars
- Individual recitals, weddings, receptions
- Camps and athletic events

HBU complies with all applicable federal and state non-discrimination laws and does not discriminate on the basis of race, nationality, ethnic origin, sex, age or disability in either employment or in the provision of services. All events on campus must be in alignment with the vision, mission, and purpose of the Houston Baptist University.

With the exception of classroom assignments facilitated by the Provost, ALL use of campus facilities must be scheduled on the University Master Calendar in Ad Astra.

If there is any damage to the scheduled facility (conference rooms, classrooms, athletic complexes, buildings, grounds, etc.) during the event, the individual or organization will be held liable for costs incurred by the University to make repairs. The University is not liable for items lost during or in connection with these activities.

For an external group or a student hosting a personal event, the Office of University Events and Conferences provides the following services:

- Makes reservations on the University master calendar for all use of campus space when not in use by academic courses, or University initiatives*
- Event planning consultation and assistance with arranging services

Scheduling of Facilities and Resources

All facilities and meeting spaces on campus are calendared and scheduled through the Office of University Events and Conferences. Student events must be approved by the Office of Student Life prior to receiving confirmation on the University Calendar. Student events must be requested at least seven (7) days in advance and may be scheduled up to 6 months in advance. Student organizations should calendar their meeting space each semester, and all regularly scheduled student organization meetings should be held in classrooms or conference rooms. Special events may be scheduled in one of the custom halls or outdoor spaces. Attendance at the event cannot exceed venue capacity.

Notification of change/cancellations should be made by calling the Office of University Events and Conferences at 281-649-3047 or e-mailing a notice to events@hbu.edu.

Facility Set-up Request

This request is made in addition to the calendaring for any event requiring special arrangements/set-up.

The facility set-up request form is available on the 1 72.024 645.82 Tm0 g0 G[T]9(h)-9(e)-8(f)-10(ac)-3(i)5(l)N920 1 239.34

Financial Aid

The Office of Financial Aid provides financial assistance information, advising, and help to students planning to enter and remain in the University. In order to establish the need of each applicant, the Free Application for Federal Student Aid (FAFSA) should be completed online at www.fafsa.ed.gov as soon as possible after October 1. HBU's school code for the FAFSA is 003576. **April 1 is the preferred deadline to submit the FAFSA and any additional documents required as a result of the FAFSA.** All merit, talent, and off-campus scholarships are coordinated through the Financial Aid Office. For further information regarding the various aid programs, contact the Financial Aid Office by phone at 281.452.5702 or 281.452.5703.

Residence College Holidays and Semester Breaks

Meal Plan

A meal plan is required of all residential students. The meal plan does not include University vacation

Move-In

Residents of each room are responsible upon move-in to complete the Room Condition Form (paper) or Room Condition Record (electronic). Rooms will be considered in good condition if the resident does not complete and1 0.0000091281(msc)

- Vacate the building as quickly and safely as possible by the nearest accessible exit.
 - If you encounter smoke while exiting, keep as low to the floor as possible. NOTE: If your door or doorknob is hot, do not attempt to leave your room. Keep your door closed. Place a blanket or towel along the bottom of the door to keep smoke out of the room. If a window is available, hang something out of it and shout for help to attract attention.
4. After Vacating the Building
- Leave the immediate area of the building.
 - Remain in the designated evacuation location, and at least 100 feet away from the building, until you receive further instructions from emergency personnel and/or staff members.

Babysitting is not permitted in any on-campus housing. With the exception of family housing, guests under the age of 16 are not allowed to stay overnight.

Noise Policy

Residents and their guests must respect the rights of others at all times by behaving in a manner that is conducive to sleeping and studying. High volume sounds from home and car stereos, televisions, electrical instruments, and such are not permitted. Residents are expected to show consideration and courtesy to others at all times.

Quiet Hours

In order to meet the many requests of resident students for a better living and learning environment on campus, the hours between 10:00 p.m. to 10:00 a.m. have been set aside as quiet hours for residents to relax, study, and sleep.

Residence Colleges Postings

All signs and posters must be pre-approved by the HBU Student Life Office before being posted in or near Residential Colleges. If approved, posters, signs, and other items will be posted in designated areas. For more information, please contact your residence assistant.

Roommate and Neighbor Conflict Resolution

All residents agree to abide by the following process:

1. The complaining resident will discuss the problem with an RA/RD; the staff will give tips on how to talk with the roommate/neighbor; the complaining resident will address the concern directly with the roommate/neighbor.
2. HBU staff will follow up with the complaining resident. If the problem remains, a resolution meeting will be held among roommates/neighbors and staff. A written roommate/neighbor agreement may be formulated to help arrive at resolution.
3. HBU staff will follow-up and revise the roommate/neighbor agreement if needed.

Only after the staff feels that the roommate/neighbor resolution process has been given full opportunity to resolve the issue will change in room or apartment assignments be considered. Failure to get along with roommates/neighbors is not grounds for cancellation of a Housing Contract.

Solicitation

No student is to permit his or her room to be used for any commercial purpose. Soliciting in the Residence Colleges or on University grounds is forbidden without the expressed written permission of the Associate Provost of Student Life. Campus organizations must obtain permission from Residence Life in order to conduct meetings in campus housing areas.

Smoking

HBU is a smoke-

Residence Life Policies

State Guidelines

In accordance with Texas HB 355, the university is required to bar individuals convicted of a felony from residential housing.

Visitation Policy

Visitation policies have been established in each Residence College in order to create a healthy, safe living environment for all residents.

Overnight guests of the same sex may not stay more than two consecutive nights or more than four nights in a month. Overnight guests of the same sex are allowed only with the approval of all roommates. Guests of the opposite sex are not allowed to stay past established visitation hours.

Residence College

All visitors must leave photo identification at the front desk when they sign in and must be escorted by a resident.

The resident is responsible for the behavior of his/her guest.

All visitor-occupied rooms must have room doors fully open.

All visitor-occupied rooms must have lights on.

Guests of the opposite sex are prohibited from showering in the residents' bathrooms. Guest bathrooms are provided in the lobby of each Residence College.

Resident Assistants (RAs) will monitor visitation during rounds.

Visitation of the opposite sex

The Residence Colleges (Freshman Village & Hodo Residence College) have established visiting hours for members of the opposite sex as follows:

Monday - Thursday:	1:00 p.m. to 10:00 p.m.
Friday:	1:00 p.m. to 12:00 a.m.
Saturday:	1:00 p.m. to 12:00 a.m.
Sunday:	1:00 p.m. to 10:00 p.m.

Visitation of the same sex may take place in the Residence Colleges anytime they are open. The visitor must show his/her HBU ID or sign in with a resident and present an off-campus ID. Same-sex guests who stay after 12:00 a.m. will be considered overnight guests and must be registered with the RA on duty. Residents may contact the RA on call to register overnight guests.

No visitation during breaks

During the University breaks, there will be no one allowed into the building except with advance permission of the Resident Life staff.

Husky Village

Visitors of the opposite sex are permitted between the hours of 12 p.m. and 1:00 a.m. daily.

Fire Hazards

Due to the potential for accidents or fires, the following regulations must be observed:

No open flames (candles, Sterno type canned fuel, liquid fuel, etc.)

No incense

No hot plates

No halogen lamps; only UL approved electrical lights or extension cords may be used.

Spiritual Life

Office of Spiritual Life

In fulfilling the Spiritual Life Mission Statement,

Section B - Community Life Events (No more than 30 CLW credits)

Serve Houston (Campus Service Day)	2 credits
HBU Mission Learning Opportunities	Up to 5 credits/week
Mission Trips (pre-approved)	Up to 5 credits/week
Organization Sponsored Events (pre-approved for CLW)	1 credit
CLW Small Group Bible Studies	1 credit
University Sponsored Lectures	

BSM Leadership Team

Baptist Student Ministries (BSM) is largely a student-led ministry. The leadership team gives students an opportunity to develop leadership skills through leading ministries like:

Free Commuter Lunch

Disciple Now

Journey (Freshman Bible Study)

Student Life

Student Life Philosophy and Mission

Awards

Weekend invitations, and opportunities to network. Connect through the Office of Student Involvement located in MDA Student Center, Brown 274 or email parent@hbu.edu.

Commuter Life & The Collegium

At HBU, a majority of our student body are commuters. The Commuter Life team is dedicated to providing commuter students with resources to make them feel right at home while on campus and engaging commuters into the college experience. One way we do this is by providing a space that is dedicated to commuters – The Collegium. This space is designed to feel like a home away from home, and provide commuter students with amenities and resources needed to foster engagement and community on campus. The Collegium is complete with a full sized fridge, microwave, Keurig, lockers, TV and study space. It's the perfect retreat for before, between and after classes. The Collegium and the Commuter Life Office is located in the M.D. Anderson Student Center, right above Chick-Fil-A. The space is open and free for any commuters to use Monday-Friday from 7 a.m. to 7 p.m.

Greek Life

The Greek community at HBU is made up of fraternities and sororities which encourage academic achievement and leadership development with their members. Fraternities and sororities also encourage their members to give back to HBU and the greater Houston community through a myriad of philanthropic projects and service opportunities.

- they advise.
6. Be available to attend events with non-HBU attendees.
 7. Provide oversight for each organization they advise by:
 - a. Constant clear communication with the organization's leadership and the Office of Student Involvement
 - b. Attendance at events and meetings at the advisor's discretion
 - c. Assisting in the management of internal conflict resolution

Section 3. Process for University Recognition for New Organizations

- A. The process for petitioning organizations shall be as follows:
 1. Complete the New Organization Registration Form found on the Student Involvement website and the Student Organization Blackboard page.
 2. Create a constitution detailing the workings of your organization.
 3. Secure a faculty/staff advisor.
 4. Have at least 5-8 students interested in the organization development.
 5. All documents must be submitted to the Office of Student Involvement.
 - a. The Office of Student Involvement may request revisions or updates before submitting to SGA.
 6. Petitioning organization representative(s) present a 2-3 minute presentation to SGA.
 - a. No more than 2-3 representatives needed to present.
 7. SGA will vote on organization approval and send recommendation to the Office of Student Involvement to be approved by the Director of Student Involvement.
 8. Recommendations will be sent to the Associate Provost for Student Life for final approvals.
- A-ina <

13.

- iii. Winter Preview
- iv. Spring Preview
- v. Go Sessions (4)

Event Registration for Student Organizations

The following policies apply to HBU student organizations. Other policies and procedures affecting student organizations may be covered through the Office of Student Involvement. For questions concerning student organizational policies and procedures you may contact the Office of Student Involvement at 936-758-5100 or 936-758-5101. Office of Student Involvement, 1000 University Blvd., Box 212702, Winter, TX 76193-1270. 502.94 Tmi)5(t)-10(h)-

Events:

Student Organizations must adhere to the following when planning an event.

- 1. All events must be calendared with m5kffice of Student

Student Organizations and individuals wanting to tailgate are encouraged to tailgate on most grassy areas on campus, and in most parking lots on campus. The areas where tailgating is not allowed will be clearly marked.

All tailgating areas must be cleaned up entirely of trash before leaving and placed in the proper receptacles. If litter is present at any tailgating site, the participants will be asked to clean up their area immediately, asked to leave the area, or receive a fine from the University Police Department.

Parking for students on Game Days is in Lots 6, 7, 8, and 9 (near Residence Colleges and the Baugh). Lot 5 will primarily be used for guest football parking.

HBU students and their guests are reminded that they must continue to follow all HBU Student

9. Use of yard signs, display boards and other large scale signage is prohibited except for use by HBU departments and fee-

university by attending events throughout the week. The Homecoming Court is honored during

Students'

as authorized by FERPA.

The request to withhold directory information will remain in effect as long as the student continues to be enrolled or until the student files a written request with the HBU Registrar to discontinue the withholding request. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the HBU Registrar during the student's last term of attendance.

HBU assumes that failure on the part of any student to specifically request the withholding of categories of "directory information" indicates individual approval for disclosure.

Evidence of use of alcohol, such as empty alcoholic beverage containers displayed in residents' rooms or in a student's possession is also prohibited.

Lighted beer signs or posters promoting the use of alcoholic beverages will not be permitted on campus. Any student who returns to campus while intoxicated shall be subject to full disciplinary action as outlined in *The Student Handbook*.

First Offense: Class C misdemeanor: Fine up to \$500, attendance at an alcohol awareness class, 20-40 hours mandatory community service, 60 days driver's license suspension, 30 days ineligible for occupational license.

Second Offense: Class C misdemeanor: Fine up to \$500, attendance at an alcohol awareness class at the judge's discretion, 40-60 hours of mandatory community service, 120 days driver's license suspension, 90 days ineligible for occupational license.

Third Offense (Under 17): Not eligible for deferred adjudication, 180 days driver's license suspension, Ineligible for occupational license during entire suspension period.

Third Offense (17 or Older): Class B misdemeanor: \$500-\$2000 and/or Confinement in jail up to 180 days, 180 days driver's license suspension, Ineligible for occupational license.

Substance Abuse & Crisis Counseling

Confidential counseling regarding substance abuse, or for a personal crisis, are available by contacting Counseling Services, Student Health Services or Student Life and Residence life staff.

If you have a drug or alcohol problem, or fear you may have one, you are encouraged to seek assistance by contacting Student Health Services. The staff there will be able to provide you confidentially with information or assist in making a service referral to a local agency or treatment facility.

Additional Counseling

The following is a list of various counseling, treatment, or rehabilitation programs and facilities available in the surrounding community:

Alcoholics Anonymous

Likewise, so-called designer substances that are made, possessed, or used as intoxicants are also prohibited. These include Gamma-Hydroxybutyric acid (GHB), ecstasy (MDMA), and any variety of chemicals processed as synthetic marijuana (spice), or which can also be commonly inhaled for the purpose of intoxicating the user.

The University also prohibits the possession of drug paraphernalia (i.e. bong, one hitters, pipes, clips, etc.).

Sale

When, in the opinion of the Associate Provost for Student Life, there is sufficient and credible information that a student is or has been trafficking in controlled drugs, the student will be asked to withdraw from the University. Under these circumstances, a student who chooses not to withdraw will be temporarily suspended by the Associate Provost for Student Life (further action as described in the Student Code of Conduct section).

Use

Students are urged to seek help for themselves or on the behalf of others in any matter of drug use. If, in the judgment of the Associate Provost for Student Life, the welfare of the HBU campus community requires that the student receive help either on or off campus, he or she may be required to do so as a disciplinary sanction at his or her expense.

Culpability

As it is difficult to accurately

eviction from Residence Colleges; (4) required evaluation/counseling; (5) disciplinary probation; (6) fines \$100 to \$300; and (7) educational projects.

Federal Government guidelines state that anyone receiving Federal Financial Aid who is convicted of violating established Federal or State controlled substance laws may lose his or her financial aid.

Health Risks of Narcotics

Cocaine and Crack

Cocaine (especially in "crack form") is one of the most addictive drugs. Crack addiction can become apparent within a matter of weeks. Some crack users have reported becoming addicted after their first use. Cocaine can be extremely harmful to the hearing and can cause death. It also has been linked to birth defects. A person coming down from a cocaine high often experiences feelings of paranoia, irritability and extreme depression. To compensate for these feelings, the user will often drink large amounts of alcohol.

Hallucinogens

pulse, coma, and possibly death. Someone experiencing withdrawal or "coming down" may demonstrate anxiety, insomnia, tremors, delirium, insomnia, tremors, convulsions, and possibly death.

Designer Drugs

Designer drugs are analogs and chemically designed intoxicants that have a number of effects such as are linked to psychedelics, amphetamines, bringing violent or psychotic behavior, extreme paranoia,

programs and activities. This protection extends to conduct that occurs both on and off University property. The law also prohibits retaliation against an individual for opposing the types of practices prohibited by this policy, for making a complaint of discrimination or harassment, or for participating in an investigation of such a complaint. Any person who believes he or she has been subject to unlawful discrimination or harassment should feel comfortable with reporting their concerns without fear of retaliation.

Acts of

Director, Human Resources
Houston Baptist University
7502 Fondren Road
Houston, TX 77074
281-649-3321
humanresources@hbu.edu

III. Prohibited Discriminatory Conduct

HBU prohibits discrimination, harassment, sexual misconduct and retaliation, as defined herein, and complaints alleging conduct in violation of this policy may be pursued using the grievance procedures outlined below.

- A. Discrimination** is conduct that excludes an individual from participation in, or denies an individual the benefits of, employment, education, or participation in a University program or employment, education, or participation in a University program or activity, based on an information, covered veteran status, or any other basis protected by law. This includes failing to provide reasonable accommodation, consistent with state or federal law, to qualified individuals with disabilities.

gender identity in terms of behavior, appearance, speech and movement.

- B. Harassment** sex, national origin, ethnic origin, disability, genetic information, covered veteran status, or any other basis protected by law. Harassment can be verbal, visual, physical or communicated in writing or electronically. It can occur in one single incident or over a period of time, and can occur under the guise of humor and even when one person does not have authority over the other. Sex-based harassment includes sexual harassment, which is further defined below. It can also include acts that are not of a sexual nature but are directed towards a person or group based on sex or sex-stereotyping, including acts of physical aggression or intimidation.

- B.1 Sexual harassment** includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including sexual assault. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex.

In accordance with state and federal law, this policy prohibits two types of sexual harassment. Sexual harassment occurs when (1) submission to such conduct is made participation in a HBU program or activity, or (2) submission to or rejection of such conduct academics, or participation in a HBU program or activity.

Sexual harassment may also result in a hostile environment (as defined in B.2 below), which is also prohibited by this policy.

- B.2 A Hostile Environment** exists when harassment against an individual on the basis of that

The procedures outlined below are intended to provide a prompt and equitable resolution for complaints or reports of alleged discrimination, harassment, sexual misconduct or retaliation in violation of this policy. **The procedures relating to investigation, resolution and appeals of complaints against students, including complaints of student-on-student sexual assault, are found in the Code of Student Conduct.**

A. Making a complaint or report

Complaints or reports should be made as soon as possible after an incident. All individuals are encouraged to report discrimination, harassment, sexual misconduct and retaliation so that prompt effective action can be taken.

All complaints and third-party reports of conduct in violation of this policy should be made to the Deputy Title IX Officer identified below.

There are several ways to submit a complaint or report:

Leave a private message for the Title IX Coordinator at 281-649-3256.

File a written complaint with the Title IX Coordinator.

Make an appointment to see the Title IX Coordinator or one of the Deputy Title IX Officers.

Through the HBU Title IX reporting form at <https://hbu.edu/about-hbu/the-campus/police/title-ix-reporting-form/>.

Anonymously, at <https://secure.ethicspoint.com/domain/media/en/gui/55288/index.html>.

Complaints against a student for conduct alleged to have been committed by a student in violation of this policy can also be made to Associate Pr

The contact information for the Title IX Coordinator is:

Sandra N. Mooney
Chief Financial Officer/Chief Operations Officer
Houston Baptist University
7502 Fondren Road
Houston, TX 77074
281-649-3256
titleix@hbu.edu

The Deputy Title IX Officers are:

Mr. John Holmes
Associate Vice President for Facilities and Campus Operations
Houston Baptist University
7502 Fondren Road
Houston, TX 77074
281-649-3402
jholmes@hbu.edu

Mr. Whit Goodwin
Associate Provost for Student Life
Houston Baptist University
7502 Fondren Road
Houston, TX 77074
281-649-3242
wgoodwin@hbu.edu

If it is determined that this policy applies, the complaint may be resolved by either the Informal Process or Formal Process set forth below. When a complaint is resolved under either the Informal or Formal Process, the same complaint cannot be pursued under a separate University policy or procedure.

2. Informal Process and Resolution

If the Title IX Coordinator or his/her designee determines this policy applies, an informal process may be appropriate to resolve the complaint. If the complainant, the respondent and the Title IX Coordinator or his/her designee agree that an informal resolution should be pursued, the Title IX Coordinator or his/her designee will determine if an investigation is warranted and the most appropriate method for a resolution that is agreeable to the parties. Under the informal process, the investigation will be limited to the facts deemed useful to resolve the conflict and to protect the interests of the parties and HBU. Typically, an informal resolution will be completed within thirty (30) days of receipt of the complaint. If additional time is needed, both parties will be notified.

At any time during the informal process, either party, as well as the Title IX Coordinator or his/her designee, can cease the informal process and invoke the formal resolution process.

3. Formal Process and Resolution

Step 1: If the formal resolution process is invoked, the Title IX Coordinator or his/her designee will provide information to the complainant and respondent about the policy and procedures and will also consider whether interim measures are deemed appropriate under the circumstances.

investigation, written report, corrective action or sanctions, or matters considered under this policy, through any additional appeal, mediation, panel or process under any other University policy.

VII. Sanctions/Corrective Action

Possible sanctions and/or corrective action for an individual found to be in violation of this policy include, but are not limited to the following:

- Oral or written reprimand
- Required attendance at a harassment/discrimination sensitivity program
- Oral or written warning
- Demotion, loss of salary or benefits
- Transfer or change of job, class or residential assignment or location, including removing the person from being in a position to retaliate or further harass the complainant
- Suspension, probation, termination, dismissal or expulsion
- Other action HBU deems appropriate under the circumstances

While counseling is not considered a sanction, it may be offered or required in combination with one or more sanction. Where alcohol and/or other substances are involved in the violation, such counseling may include a substance abuse program.

Sanctions and/or corrective action will be implemented by the appropriate dean, unit head, vice chancellor or other appropriate University official.

VIII. Good Faith

Allegations must be made in good faith and not made out of malice. It is a violation of HBU policy to knowingly make a false, malicious, or frivolous accusation of discrimination, harassment, sexual misconduct or retaliation. However, mere failure to prove a complaint is not equivalent to a false, malicious, or frivolous accusation.

IX. Policy Communication

This policy is available on the HBU Web Site and through the University Title IX Officers. Any individual, department or University organization that would like to schedule an additional training session or view training videos should contact the Student Life Office or Human Resource Office.

X. Reference to Related Policies and Resources

- Affirmative Action/Equal Employment Policies/Plans
- Code of Student Conduct
- Conflict Resolution Policy
- Faculty/Staff Handbook
- Student Handbook
- Policies and Procedures for Students with Disabilities
- University Postings on Laws Prohibiting Discrimination
- Nepotism Policy

Computer and Technology Use Policy

3. **Use that suggests University endorsement of any political candidate or ballot initiative.** Users may not use the HBU IT Systems for the purpose of lobbying that connotes University involvement, except for that authorized lobbying through or in consultation with the University's Office of the General Counsel.
4. **Harassing or threatening use.** The IT systems shall not be used for the display of offensive or sexual material. This includes any system or computers used in

1. When necessary to identify or diagnose systems or security vulnerabilities and problems, or otherwise preserve the integrity of the IT Systems.
2. When required by federal, state, or local law or administrative rules.
3. When such access to IT Systems is required to carry out essential business functions of the University.
4. When required to preserve the health, safety and welfare of the University community.
5. When there are reasonable, articulable grounds to believe that a violation of law or a significant breach of University policy may have taken place and access and inspection or monitoring may produce evidence related to the specific misconduct.
- 6.

Department of Transportation Services

Driving Regulations on Campus

Houston Baptist University has adopted a parking and traffic program to create an orderly traffic flow and equitable parking conditions on campus. Your personal safety, the recognition of the needs of others, campus appearance, and applicable laws were considerations in the formulation of these regulations. The program is administered by the Houston Baptist University Police Department.

Campus Traffic

Sidewalks -Only emergency, University, and those motorized vehicles authorized by the HBU Police are permitted access to the sidewalks. Skateboards and bicycles can use the sidewalks, but pedestrians and work golf carts are to have the right of way. Self-balancing scooters (hover boards, Segway's, etc.) are forbidden on campus, including in residence life.

Visitor parking is available in several locations. Failure to display either a permanent or temporary permit does not allow parking in visitor places. License plate numbers of vehicles parked in visitor parking will be monitored and citations will be issued for improper parking in a visitor space, and for failure to secure a parking permit.

Associate Provost for Graduate Programs – graduate academic matters and graduate academic departments and programs

Associate Provost for Student Life – residence life, housing, spiritual life, commuter life, student involvement, student organizations, food services, fitness center, and campus recreation

Vice President of Financial Operations –

Student Code of Conduct

Preamble

Philosophical Approach

Houston Baptist University has chosen to set itself apart for the purpose of preparing students for meaningful lives and work and for service to God and the peoples of the world. The University is dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Spiritual maturity, strength of character, and moral virtue are considered foundational for successful living. The University shall stand as a witness for Jesus Christ expressed directly through its administration, faculty, and students.

Students, by their voluntary membership in this Christian community, assume responsibility to abide by all the standards, rules, and regulations of the University, as well as to use personal discretion involving any activities which may be morally or spiritually destructive or reflect poorly on the campus community. All members of the campus community share mutual responsibility for confronting actions that violate established standards for conduct or reflect poorly on the University. It is essential that this confrontation is exercised in a spirit of love and gentleness—a hallmark characteristic of biblical Christianity.

The Student Code of Conduct serves the educational mission of the University in achieving the aforementioned objectives. Community standards, policies and regulations, and the Student Conduct System are in place for the expressed purpose of moving students towards personal maturity and creating an environment that is conducive to academic learning, personal development, and spiritual growth.

The Student Conduct System is an educational and restorative process focusing on fundamental fairness to students going through the system. **The Student Conduct System is not a legal proceeding.** The process always attempts to confront misconduct in an educative posture that the student might learn from the experience, respond to the correction, and be reconciled to the community whenever possible. The conduct system provides University personnel opportunities to educate students and to help them attain better decision-making, c89.37 Tm0 g0 G(he)4(l)-6 System is an educational and ra327JETo1 ETQq0.000

3. The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
4. The term “University official” includes any person employed by the University, performing assigned administrative or professional responsibilities.
5. The term “member of the campus community” includes any person who is a student, faculty member, University official, enlisted volunteer, or any other person employed by the University. A person’s status in a particular situation shall be determined by the Associate Provost of Student Life
6. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
7. The term “organization” means any number of persons who have complied with the formal requirements for University recognition or charter.
8. The term “Student Conduct Administrator” means a University official authorized by the Associate Provost of Student Life to impose sanctions upon any student(s) found to have

5. *Sexual harassment.* The University desires to maintain a working and learning environment free from the sexual harassment of its community members and guests. Any behavior determined to constitute sexual harassment will be viewed as neither complimentary nor humorous and will be subject to student conduct action. The University recognizes that the perception of sexual harassment behavior is often subjective and that the circumstances surrounding the conduct, as well as its pattern, frequency, and severity need to be considered in assessing the behavior. Although statistical analysis has shown that sexual harassment is usually committed by an individual in a position of power or influence, sexual harassment can occur between any two individuals regardless of sex, employment status, work relationship, or academic association. Sexual harassment may be verbal, graphic, written or physical in nature. Each may be grounds for student conduct action.

6. *Sexual identity.* The University embraces the biblical position that each individual is “fearfully and wonderfully made” by God (Psalm 139:14) and therefore strategically and purposefully created with the biological sex the student was born with. HBU recognizes that some students may struggle with their sexual identity. Because of its biblical convictions, the University requires all students to dress, live, and act

premises. Participating in an on-campus or off-campus demonstration, riot, or activity that infringes on the rights of other members of the University community.

1.5 *Abuse of the Student Conduct System.* Including but not limited to:

a. Failure to timely respond and/or obey the notice from a University official to appear for

2.5 *Postings and solicitation.* Posting flyers, posters, advertisements, etc. without departmental sponsorship or the approval of Student Life. Postings must be stamped "Poster Approved" and displayed in compliance with written policies available in Student Life. Solicitation of goods and the services on University premises without the prior approval of Student Life is prohibited.

3.0 Safety and Security. The following are prohibited:

3.1 *Failure to evacuate.* Failure to evacuate a campus building immediately upon the sound of an alarm, or to follow specific prescribed procedures or the on-site directives of a University representative.

3.2 *Breaching security systems.* Jeopardizing or interfering with the safety and security systems established within the campus community, including the propping of locked doors, altering locking devices, permitting unauthorized access to another, etc.

3.3 *Misuse or tampering with emergency equipment.* Illegitimately engaging alarm pull stations, discharging fire extinguishers, or disengaging smoke detectors. Individuals misusing or tampering with emergency equipment may be subject to criminal complaint.

3.4 *Weapons possession.* Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or potentially causes fear to others.

3.5 *Flammable agents or burning objects.* Use or storage of flammable agents or materials in or near buildings, including gasoline, solvents, paint, propane, butane, or other machine dependent upon combustible fuel for operation. Unauthorized burning of any object, including candles, incense, charcoal, gas barbecues, etc. in or immediately adjacent to buildings.

3.6 *False Report of Emergency.* Causing, making, or circulating a false report or warning of a fire, explosion, crime, or other catastrophe.

3.7

4.3 *Sexual harassment.*

community members may be successful in attaining the mission of the institution, the University takes a firm stand regarding the possession, distribution, or use of controlled substances or drugs on campus, which may result in a suspension of one full academic year.

The Student Conduct Administrator may adjust customary sanction(s) if the student has exposed the violation on his or her own with the intention of reconciling himself or herself to the community and submitting to structures of support and accountability.

- 4.12 *Alcoholic beverages.* Use, possession, manufacturing, or distribution of alcoholic beverages. Facilitating or encouraging the off-campus use or possession of alcoholic beverages by persons less than twenty-one years of age is prohibited. Displaying alcohol containers (empty included). Promoting the use of alcohol in any way.
- 4.13 *Intoxication or drunkenness.* Under the influence of drugs or alcohol on University premises or at University-sponsored events.
- 4.14 *Smoking.* Smoking on University premises or at University-sponsored events, including cigarettes, cigars, pipes, vapes, Juul, and other smoking substitutes. Smokeless tobacco is also banned from being used or possessed on HBU's campus.
- 4.15 *Disorderly conduct.* Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community. Disorderly conduct includes but is not limited to any unauthorized use of

Thursday: 1:00 p.m. to 10:00 p.m. Friday: 1:00 p.m. to 12:00 a.m. Saturday: 1:00 p.m. to 12:00 a.m. Sunday: 1:00 p.m. to 10:00 p.m.

4.21 *Visitation Violation – HV.* Visitors of the opposite sex are permitted between the hours of 12 p.m. and 1:00 a.m. daily.

4.22 *Visitation Violation - Overnight Guests.* Overnight guests of the same sex may not stay more than two consecutive nights or more than four nights in a month. Overnight guests of the same sex are allowed only with the approval of all roommates. Guests of the opposite sex are not allowed to stay past established visitation hours.

D. Violation of Law and University Student Conduct Process

1. *Separate processes.* University disciplinary proceedings may be instituted against a student charged with conduct that potentially violates both the criminal law and the Student Code of Conduct (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the Associate Provost of Student Life. Determinations made or sanctions imposed under this Student Code of Conduct shall not be subject to change because criminal complaint arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
2. *University cooperation with law enforcement.* When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Student Code of Conduct, the University may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Student Conduct System Procedures

A. Complaints and Resolution of Complaints Procedure

1. *Complaint.* Any member of the University community may file a complaint against a student for violations of the Student Code of Conduct. A complaint shall be prepared in writing by the Complainant or interviewing University official and directed to the Student Conduct Administrator. Complaints should be submitted as soon as possible after a violation takes

accused student shall be notified that he or she will be appearing before the Student Conduct Board. Under the guidance of the Student Conduct Administrator, the Student Conduct Board will conduct an inquiry and submit its recommendation to the Student Conduct Administrator. The Student Conduct Administrator shall then review and either approve or deny the recommendation reached by the Student Conduct Board, and may reconvene the Student Conduct Board if necessary.

2. At his or her discretion, the Student Conduct Administrator may convene a **Conduct Board**, composed of faculty and staff (no students), to resolve more serious or egregious violations. The accused student shall be notified that he or she will be appearing before the Conduct Board. Under the guidance of the Student Conduct Administrator, the

- h. *University Housing Suspension*-Separation of the student from University Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- i. *University Housing Expulsion*-Permanent separation of the student from University Housing.
- j. *Interim Suspension*-Requires that a student immediately leave University premises or a University-sponsored activity when it is fair and reasonable to believe that a student is an immediate threat to the safety of others or himself/herself or to the disruption of University operations. Conditions for return will be specified. (Also see IV.B.2.)
- k. *Suspension*-Separation of the student from the University for a definite period of time, after which the student is eligible to return. Conditions regarding access to University premises, attendance at University-sponsored activities, and subsequent readmission may be specified. Typically, if a student is found responsible for an action before midterms, he/she will be suspended for the remainder of that semester or academic year. If the student is found responsible for an action during or after midterms, the student will be suspended for the next semester or academic year. The decision regarding suspension, when, and how long is at the discretion of the Student Conduct Administrator hearing the case.
- l. *Dismissal*-Separation of the student from the University with no promise (implied or otherwise) of readmission at a future date. Conditions regarding access to University premises, attendance at University-sponsored activities, and subsequent consideration for possible readmission may be specified.
- m. *Expulsion*-Permanent separation of the student from the University. Conditions regarding access to University premises and attendance at University-sponsored activities may be specified.
- n. *Revocation of Admission and/or Degree*-Admission to, or a degree awarded from, the University may be revoked for fraud, misrepresentation, or other violation of University standards in obtaining the degree, or for other serious violations committed by a student prior

heard by the Associate Provost for Student Life that are appealed will be forwarded and considered by a group of three faculty and staff outside of the Associate Provost for Student Life and not under his/her authority.

2. *Conditions for appeal.* Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the Student Conduct Administrator and supporting documents for one or more of the following purposes. If the appeal is not based on one of these purposes, the appeal may be dismissed, at the discretion of an appropriate University official as assigned by the Associate Provost of Student Life:
 - a. To determine whether the inquiry and follow up meetings was conducted fairly in light of the complaint and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Student Code of Conduct was violated, and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
 - b. To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish a violation of the Student Code of Conduct.
 - c.

- Discipline and Appeals Committee with such questions directed to the Chairperson, rather than to the witness directly. This method is used to preserve the educational tone of the review and avoid creation of an adversarial environment. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the Student Discipline and Appeals Committee.
- f. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Student Discipline and Appeals Committee at the discretion of the Chairperson.
 - g. All procedural questions and decisions are subject to the final discretion of the Chairperson of the Student Discipline and Appeals Committee.
 - h. After the portion of the review concludes in which all pertinent information has been received, the Student Discipline and Appeals Committee shall determine (by majority vote) whether the Respondent has violated each section of the Student Code of Conduct which the student is charged with violating.
 - i. If a respondent, with notice, does not appear before a Student Discipline and Appeals Committee review, the information in support of the Complaint shall be presented and considered even if the Respondent is not present.
 - j. The Student Discipline and Appeals Committee's determination shall be made on the basis of whether it is reasonable to conclude that the Respondent violated the Student Code of Conduct. A higher standard determination shall be made on the basis of whether it is more likely than not to conclude culpability in cases likely to result in significant consequence. The University is not obligated to a legal standard of "beyond a reasonable doubt."
 - k. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in student conduct proceedings. **Reminder: The Student Conduct System is an educational process, NOT a legal proceeding.**
4. *Bringing closure to an appeal.* The Student Discipline and Appeals Committee's opinion and recommendations for subsequent action are submitted to the Appellate Administrator to inform his/her final judgment. The chairperson of the Student Discipline and Appeals Committee will notify the student in writing of the decision. There shall be a single written administrative review summarizing the Student Discipline and Appeals Committee review prepared or delegated and approved by the Chairperson or Student Conduct

G. Confidentiality

All participants involved in a particular matter under this Code are expected to keep the matter

University Administration

<https://www.hbu.edu/about-hbu/university-leadership/university-administration/>

Directory of General Phone Numbers

<http://www.hbu.edu/About-HBU/University-Directory>

Whether you're a prospective student, an alum, a friend of the University, or a fellow Houstonian, we