



UNIVERSITY OF
MARY HARDIN-BAYLOR
EDUCATION FOR LIFE... EXPERIENCE OF A LIFETIME



Student Handbook

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Welcome from the President



Welcome, Crusader! We are excited that you have chosen to pursue your education at the University of Mary Hardin-Baylor, where it has been our goal since 1845 to provide the finest in Christian higher education.

I am confident that you will find a community of fellow students, faculty, staff, and alumni at UMHB who will care about you and help you achieve your potential in the classroom and in life's experiences.

Make the most of your time here and make memories that will last a lifetime. It is our hope that when you graduate from UMHB, you will leave not just with your diploma, but also with a clear vision of how to live a successful life wherever God may lead you.

A handwritten signature in black ink that reads "Randy O'Rear". The signature is written in a cursive, flowing style.

Randy O'Rear, Ed.D.
President

Purpose of the Student Handbook

The university informs students of its rules, policies, and guidelines through this student handbook, its academic course catalog and other sources.

The handbook is available online and may be accessed from any computer with access to the university's website. It is the responsibility of the student to obtain, read, and comprehend the purpose, policies, and procedures of the Student Handbook.

The specific policies outlined are not presented as an exhaustive list of behavior concerns, and each one should be interpreted broadly in the context of the highest Christian standards of honesty, ethics, and morality. Students enrolling in the university agree to conduct themselves in a manner consistent with UMHB's identity as a Christian educational institution, both on and off campus.

The university reserves the right at any time to create additional policies, or modify existing ones, as needs may dictate. Any such changes will be communicated with the students through email and the UMHB website.

The term **campus** shall mean UMHB owned, leased, or controlled buildings, land, parking lots, and walkways.

In the entirety of this handbook, the terms **university** or **UMHB** shall mean University of Mary Hardin-Baylor.

Mission and Vision of UMHB

Mission

The University of Mary Hardin-Baylor prepares students for leadership, service, and faith-informed discernment in a global society. Academic excellence, personal attention, broad-based scholarship, and a commitment to a Baptist vision for education distinguish our Christ-centered learning community.

Vision

The University of Mary Hardin-Baylor will be the university of choice for Christian education in the Southwest.



History of UMHB

The University of Mary Hardin-Baylor traces its distinguished history to the days when Texas had yet to gain statehood and when Baptist missionary work was just beginning in the partially civilized new territory. As early as 1839, representatives of churches in Washington County issued an appeal to the Home Mission Board of New York to inaugurate a missionary movement in Texas. Missionaries Rev. James Huckins and Rev. William M. Tryon were sent, and soon afterwards, Judge R.E.B. Baylor came to Texas as a teacher, lawyer, soldier, and preacher. These leaders inspired the desire for Christian education in the area and, at a meeting of the Union Association in 1841, recommended forming an education society. War prevented action until 1843, when the Texas Baptist Education Society was organized.

Tryon and Baylor were appointed to prepare a charter to establish a Baptist university. On February 1, 1845, a charter was granted by the 9th Congress of the Republic of Texas, approved by President Anson Jones at Washington-on-the-Brazos, and the long-awaited Baptist university became a reality. The school initially included a Preparatory Department in addition to co-educational classes for college students. In 1851, the Female Department and the Male Department were separated, ending co-education. In 1866, the Female Department obtained a separate charter and its own board of trustees, and the name was changed to Baylor Female College.

In 1886, due to changing transportation and economics in the area, it was deemed necessary to move both schools. The Male Department consolidated with Waco University in Waco, Texas, retaining the name Baylor University. The Female Department, under its new name, Baylor Female College, moved to Belton, Texas. Since the move to Belton, the school has undergone several name changes, including Baylor College for Women (1925), Mary Hardin-Baylor College (named in honor of a benefactor in 1934), and University of Mary Hardin-Baylor (1978). In 1971, the oldest college for women west of the Mississippi became co-educational.

UMHB's illustrious history includes such notable occurrences as claiming the first work-study program for women in a college west of the Mississippi (1893); serving as the campus model for the Baptist Student Union (1920); establishing the first school of journalism in a college for women in America and being the second institution in Texas to offer the degree of Bachelor of Journalism (1921); hosting and winning the first intercollegiate debate between college women in Texas (1921); and being recognized as the first Texas Baptist college accepted into full membership in the Southern Association of Colleges and Schools (1926). Since these auspicious "firsts," UMHB has continued to make history as a leader in the fields of education, nursing, business, and church leadership; in athletics through conference and national play; and in other important areas of campus life. Today, UMHB enjoys a robust faculty and staff committed to Christian higher education.

Presidents have included Dr. Horace Clark, Col. W. W. Fontaine, Dr. William Royall, and Rev. John Hill Luther, Dr. P. H. Eager, Dr. E. H. Wells, Dr. W. A. Wilson, Dr. E. G. Townsend (acting president), Dr. J. C. Hardy, Dr. Gordon S. Singleton, Dr. Albert C. Gettys (acting president), Dr. Arthur K. Tyson, Leonard L. Holloway, Dr. William G. Tanner, Dr. Bobby E. Parker, Dr. Jerry G. Bawcom, and Dr. Randy O'Rear, the current president of the university.

Values of UMHB

Broad-based Education: We believe an educated person is one who not only has mastered a chosen field of study but also has gained an understanding and appreciation for the intellectual and cultural traditions of a diverse world. Through traditional liberal arts programs and professional programs at both the undergraduate and graduate levels, the university seeks to develop graduates of strong Christian character and integrity who are able to communicate effectively, think critically, and solve complex problems. In addition, we strive to inspire a lifelong love for learning so that graduates may face challenges successfully in an ever-changing world.

Christian Faith and the Intellectual Life: We recognize that all truth, whether revealed in Scripture or creation, has its origin in God. Since all truth is grounded in God, we believe that the pursuit of truth and the Christian faith are mutually reinforcing. We strive to develop graduates who integrate Christian perspectives and attitudes into every dimension of life: character, relationships, vocation, and service. To empower students to integrate a passionate Christian faith with human knowledge, we dedicate ourselves not only to grounding them in the basics of Scripture and in the historical beliefs of the Christian faith, but also to broadening their horizons, deepening their insight, sharpening their intellect, and cultivating their ability to appreciate the good, the true, and the beautiful. We seek committed Christians for our faculty and staff who will support the university's mission. In short, our goal is to produce graduates who love God with their whole mind.

Teaching Excellence: We value well-qualified educators who are committed to effective, innovative teaching that prepares students to excel in their particular fields, to think creatively and critically, and to integrate facts across disciplines. Our faculty members exhibit an intellectual curiosity and passion for their fields of study which, in turn, stimulate our students to excel academically. To that end, the university is committed to maintaining an atmosphere of academic freedom and providing faculty members with resources and opportunities to enhance teaching effectiveness and to be engaged in a wide range of scholarly activities. The university seeks to identify, recognize, and reward faculty members who exhibit exceptional teaching ability.

Service: We value our role as a Christ-centered university which addresses educational, cultural, civic, and economic needs by providing service opportunities for students, faculty, and staff. We strive to instill within students an awareness of people in need and a commitment to seeking solutions, both locally and globally.

Students as Individuals: We respect each student as a unique individual who has a distinct perspective on the world. Therefore, we welcome students from diverse backgrounds and understand that exposure to different cultures and experiences within a Christian environment enriches the educational process. The university strives to create an atmosphere where every student is an integral part of our learning community. We place student achievement first and emphasize this through personal attention, small class sizes, teaching excellence, campus activities, athletic programs, and leadership opportunities. The university is committed to encouraging each student to reach his or her potential spiritually, academically, socially, and physically.

Notice of Nondiscriminatory Policy

Statement of Non-Discrimination

The University of Mary Hardin-Baylor (UMHB) admits qualified students of any race, color, gender, national, or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not unlawfully discriminate on the basis of race, color, sex, religion, age, nationality, and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Furthermore, UMHB does not unlawfully discriminate on the basis of handicap in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations.

UMHB is authorized under federal law to enroll non-immigrant alien students. The university is a private institution and reserves the right to deny admission to an applicant for any lawful reason.

A student or applicant who claims to have been unlawfully discriminated against due to any university regulation or policy or the official action of any university employee should submit a written complaint to the designated coordinator for university compliance with nondiscrimination policies:

Susan Owens, Vice President for Human Resources and Title IX Coordinator, Sanderford Administrative Complex, 900 College Street, Belton, Texas 76513, 254-295-4527, susan.owens@umhb.edu

• • •
*“Even youths grow tired and weary,
and young men stumble and fall;
but those who hope in the Lord
will renew their strength.*

*They will soar on wings like eagles;
they will run and not grow weary,
they will walk and not be faint.”*

Isaiah 40:30-31
• • •

UMHB Profile

Date Established

1845

President

Dr. Randy O'Rear

Religious Affiliation

Baptist General Convention of Texas

Mascot

The Crusader

Nickname

The Cru

Colors

Purple, White and Gold

School Newspaper

The Bells

School Yearbook

The Bluebonnet

Website

www.umhb.edu

2015-2016 Student Population

3,898



UMHB Traditions

Dubbing Ceremony - August 21, 2016

In the spring of 1995, students requested a ceremony to create closer emotional ties to the university. Subsequently, a “Dubbing Ceremony” became part of Welcome Week. Each fall new students are “dubbed” with a ceremonial sword by the university administration as “Crusaders Forever.” Prior to the ceremony, students will light candles and sing the Alma Mater. Immediately following the ceremony, the sophomores ring the sophomore bell the number of years the university has been in existence.



Stunt Night - October 20-21, 2016

Stunt Night is a competition among the four classes that builds a bond between members and creates class spirit. It began in 1909 when George Rosborough, the physical education instructor, initiated Stunt Night to give the campus residents, who could not go home, an activity during the Christmas holidays. The Stunt Night committee selects a theme for the event, allowing the class directors time to prepare a skit and an original song. The winning class has the honor of decorating the Stunt Night blanket which is then displayed in the Musick Alumni Center and Museum at the Parker House for a year.





Homecoming - October 21-22, 2016

Homecoming provides opportunities for graduates and former students to return to campus and connect with former classmates and the university. The first Homecoming was held in 1909 and over the years has been held in either the fall or spring. Students and alumni celebrate Homecoming together in the fall to include football activities. Selection of the Homecoming Court and the pep rally with fireworks are some of the new events established by students.

Miss Mary Hardin-Baylor Pageant - November 12, 2016

The Miss Mary Hardin-Baylor Pageant provides opportunities for young women to gain confidence, poise and to develop friendships through competition. Formerly called Miss Bluebonnet, the recognition of campus beauties was sponsored by the staff of the yearbook, the Bluebonnet. During the 1940's, the student body selected 15 nominees who submitted two photos of themselves which were judged by various celebrities. The pageant evolved



over the years and the current pageant is student-produced event. Classes, Residence Halls and student organizations select their representatives. Judges interview the contestants, listen to their platforms, and evaluate them on their, individual talent, and evening gown. Miss MHB and four runners-up are crowned



Charter Day – February 1, 2017

Charter Day celebrates the history and heritage of the university, and commemorates the initial signing of the school's charter on February 1, 1845. Observed the first week of each February the students, faculty, staff, and alumni honor the founders, and acknowledge the university's history. Sophomores ring the college bell and seniors place a wreath at the grave of Judge R.E.B. Baylor located in Heritage Plaza.

Crusader Knights – February 25, 2017

Crusader Knights began in 1993 as a fundraiser led by and for the Senior Class. Men are selected by campus organizations to compete for the title of "Mr. Crusader Knight." The men are judged on their unique video skit, group dance, individual walks and ability to answer interview questions. The winner is crowned and dubbed Mr. Crusader Knight by the university president.



Easter Pageant – April 12, 2017

The Easter Pageant, an outdoor drama depicting Christ's last days on earth, is presented yearly on the Wednesday afternoon prior to Easter Sunday. The idea for the first pageant is credited to Dr. Gordon Singleton, UMHB president 1938-1952. The drama teacher, Cynthia Sory, was given \$25 to spend on the production for costumes and props. Increased participation over the years has necessitated extending the pageant to three performances with attendance to more than 5,000 people. The set has grown from a few stones and tables, to a complete village, temple, palace, live animals, and crucifixion site. In addition, children of faculty and staff members



play an important role in depicting families in the day of Christ. The university president appoints the students who portray the roles of Christ and Mary. To be selected for one of these positions is a great honor.

Ring Ceremony - September 30, 2016

When the university marked its sesquicentennial in 1995, students, alumni, faculty, and staff began establishing new traditions to propel UMHB into the 21st century. An important step in this direction was to custom design an official school ring. The new ring carries symbols and features chosen to distinguish a UMHB student from all others, and serve as a lasting symbol of proud traditions. The UMHB ring is a visible, tangible manifestation of that ever-present bond between UMHB and its alumni.



Midnight March - April 21, 2017

Midnight March provides an opportunity for students to honor their friendships with each other, and exhibit their loyalty to the university. During the week prior to Midnight March, seniors give candles to special friends, faculty, staff, and administrators, and invite them to attend the event. In the past, seniors walked through each dorm, covering each floor of the dorm as they sang “Up with the Purple.” As seniors passed the rooms of special friends, they “dipped” their candles in a sign of friendship. Today, it is held outside and concludes with seniors leading the student body in the “Alma Mater” and ringing the senior bell.



Robing Ceremony - April 21, 2017

Robing symbolizes the passing of the student leadership from the Senior Class to the Junior Class. The specific origin of the robing ceremony is not known, but it may have occurred as early as 1902. Seniors place their caps and gowns on the juniors, and this is the first time the juniors are allowed to sing the alumni/senior song, "Up with the Purple." Since 2007, Robing has been held on the Friday of Midnight March.



UMHB Alma Mater



Dear Mar - y Har - din Bay - lor who stands ev - er proud and
 strong. With cour - age, bold - ness and loy - al - ty, our Cru -
 sa - der leads us on. We will keep you high in
 hon - or for - ev - er through our days. With
 end - less time and won - der, our love will nev - er
 fade. Ev - er thank - ful for our past, in - to the
 fu - ture we will go. With faith - ful - ness and de -
 vo - tion to you, our pur - ple, white and gold.

Lyrics: Kori Whatley '94; Heath Peloquin '96
 Music: John Hollan '89; Todd Blackhurst '90

© 1994 University of Mary Hardin-Baylor

UMHB FIGHT SONG



1 March on, Cru - sa - ders! We're gon-na fight with all our

4 might, and it will give us the vic - to - ry, we are the

7 Pur - ple, Gold and White. (Go 'Sa - ders!) Proud our tra -

10 di - tion in Faith and Loy - al ty, Come on let's

13 cheer for the 'Sa - ders, for ole U. M. H. B.

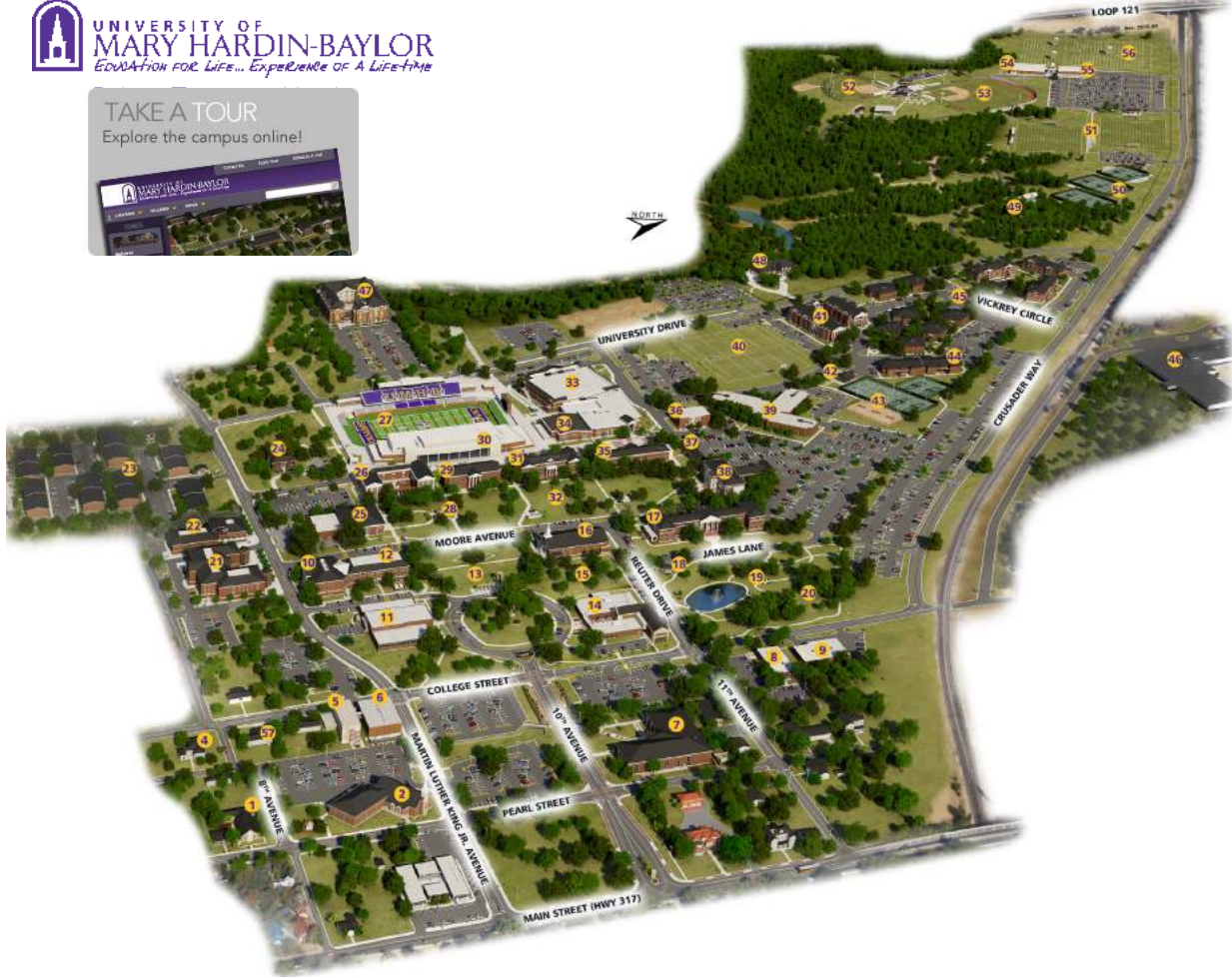
LYRICS: Erin Cooper '96
MUSIC: Carl Cooper

February 1996
University of Mary Hardin-Baylor

Campus Map



TAKE A TOUR
Explore the campus online!

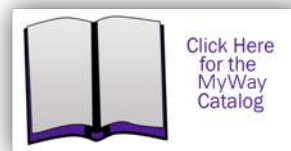
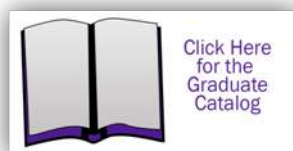
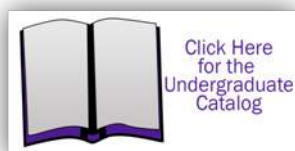


- | | | | |
|------------------------------|--------------------------------------|----------------------------------|--------------------------------------|
| 24 Alumni Center | 30 Fowler Board Room | Center | 29 Renschel Hall |
| 54 Andersen Field House | 37 Frazier Hall | 39 McLane Hall | 14 Sanderford Administrative Complex |
| 1 Baptist Student Ministry | 41 Garner Hall | 30 McLane Great Hall | 51 Soccer Fields |
| 22 Baugh Visual Arts Center | 35 Gettys Hall | 2 Meyer Christian Studies Center | 31 Stribling Hall |
| 30 Bawcom Student Union | 38 Hardy Hall | 21 Meyer Nursing Center | 19 Student Memorial |
| 44 Beall Hall | 5 Heard Hall | 20 Millennium Oaks Park | 11 Townsend Memorial Library |
| 10 Brindley Auditorium | 26 Hughes Recital Hall | 9 Moon Building | 16 Walton Chapel |
| 17 Burt Hall | 45 Independence Village | 24 Museum | 21 Weir Lecture Hall |
| 42 Campus Recreation | 36 Johnson Hall | 49 Outdoor Adventure/Recreation | 12 Wells Science Hall |
| 30 Campus Store | 50 Li Tennis Courts | 7 Parker Academic Center | 46 Williams Service Center |
| 8 Clements Building | 7 Lord Conference Center | 15 Parker Prayer Garden | 57 York House |
| 23 College View Apartments | 13 Luther Memorial & Bell Tower | 18 Potter Gazebo | 10 York Science Center |
| 4 Community Life Center | 34 Mabee-Farris Recreation Gymnasium | 48 President's Home | 28 York Sesquicentennial Plaza |
| 27 Crusader Stadium | 25 Mabee Market | 26 Presser Hall | |
| 55 Cummins Field House | 25 Mabee Student Success Center | 32 Quad | |
| 6 Davidson Building | 2 Manning Chapel | 43 Recreation Courts | |
| 52 Dee Dillon Softball Field | 33 Mayborn Campus | 40 Recreation Field | |
| 47 Farris Hall | | 53 Red Murff Baseball Field | |
| 56 Football Practice Fields | | | |

Section 1: Academics

Section One - Academics

The UMHB Undergraduate and Graduate course catalogs are published each summer for the following academic year. These catalogs include detailed information for students regarding registration, academic standards, financial aid, scholarships, classroom expectations and ethics, course information, student awards and honors, and much more.



Specific undergraduate catalog links:

- [Absences](#)
- [Academic Appeal Process](#)
- [Academic Decorum](#)
- [Academic Honesty](#)
- [Academic Honors](#)
- [Academic Probation](#)
- [Academic Standards](#)
- [Academic Suspension](#)
- [Admissions](#)
- [Class Attendance Policy](#)
- [Classroom Expectations and Ethics](#)
- [Dropping or Adding Courses](#)
- [Financial Information](#)
- [Grade Point Average \(GPA\)](#)
- [Grade Reports](#)
- [Grading System](#)
- [Graduation](#)
- [Incomplete Grades](#)
- [Registration](#)
- [Repeating a Course](#)
- [Transcript of University Credits](#)
- [Withdrawal From the University](#)

Information regarding the university's **Intellectual Property** policy can be found [here](#).



Section 2: Student Life

Higher Calling

We believe that a higher education means more than advancing intellect. We believe it should build character, inspire faith, and prepare our students for lives of meaningful service and leadership.

Endless Opportunities

At UMHB, students will find a full calendar of activities, from recreational sports and fitness to concerts, student organizations and special events. With so many opportunities, it's easy to get involved.

An Atmosphere of Excellence

UMHB is here to give students the support, opportunities, and resources they need to help them develop as creative and critical thinkers.

Spiritual Life

Church Participation

All students are encouraged to attend and participate in a local church. Students looking for a church in the Belton area should check with [Spiritual Life](#) for college ministries, worship times, and locations.

Spiritual Formation

Various devotionals and Bible studies are held on campus throughout the week, along with prayer time.

Prayer Requests

Student prayer requests may be submitted to [Spiritual Life or the University Chaplain](#) or click on the icon:

Prayer Wall

• • •

“And he said to him, ‘You shall love the Lord your God with all your heart and with all your soul and with all your mind. This is the great and first commandment. And a second is like it: You shall love your neighbor as yourself. On these two commandments depend all the Law and the Prophets.’”

Matthew 22:37-40

Baptist Student Ministry

The Baptist Student Ministry (BSM) is the primary student organization charged with encouraging and equipping students in spiritual growth and ministry. While it is sponsored by Baptists, it encourages and includes involvement of students from diverse backgrounds. BSM is located on campus at 8th and Pearl St.



Additional opportunities for spiritual formation are available through area churches/community groups, residence halls, Catholic Student Organization, Fellowship of Christian Athletes, Nurses' Christian Fellowship, Reaching Out service days, Young Life, and various Bible studies on and around UMHB. Mission experiences are available over Christmas, spring break, and during the summer.

Chapel

An education offered by UMHB includes experiences to develop the mind, the body, and the spirit. Chapel attendance and participation is considered an integral part of the educational process. It is recognized and appreciated as one of the distinctive features of a Christian university.

There are approximately 15 chapel programs each semester, and sections meet on Wednesdays at 10:00 a.m. or 11:00 a.m. in the W. W. Walton Chapel. Students will register for and attend one chapel section.

Students are encouraged and welcomed to attend chapel services, whether or not chapel credit is required.



Chapel Etiquette

Great care is taken to provide meaningful programs with quality program personnel. The spirit and attitude of the student is important in making the chapel program all it is designed to be. Appropriate chapel etiquette is as follows:

- Being respectful, courteous, and responsive to our guest speakers, musicians, and artists.
- Being on time.
- Being fully present. Participation through reverence (refrain from talking, whispering, or texting).
- Chapel needs the same worshipful attitude given to any worship service.
- Silencing cell phones.
- Remain in your seat until the chapel program is dismissed.
- Not using chapel for study time (reading books, magazines, newspapers, etc.).

For chapel attendance requirements, click [here](#). For more information and to see the chapel schedule, click [here](#).

Campus Activities

The Campus Activities office is located on the first floor of the Bawcom Student Center. This office is the student information center of the university. Campus Activities oversees various events, activities, and traditions. The Campus Activities Board is a student organization that plans and staffs these activities for the students and their families throughout the year. Membership is open to all students. Campus Activities meets Monday nights at 9:00 p.m. on the second floor of the Bawcom Student Union.



Campus Recreation

Campus Recreation offers CRU-FIT group fitness classes free to all UMHB students. In addition, they offer intramural leagues, sports tournaments and special events.

All students participate in recreational activities at their own risk.

Informal Recreation: The RecPlex is available to all UMHB students, faculty and staff. This includes a large lighted rec field, outdoor sport courts which include which include 4 tennis courts, 3 sand volleyball courts, 2 basketball courts, and the Campus Rec Office.



When other groups are not using the recreation gym or pool in the Mayborn Center, students are welcome to use these facilities for informal pick-up games or lap swimming.

Rec Field - The Rec Field is located just off University Drive. The rec field may be used any time there is not a scheduled event or activity class. In order for the lights to be turned on at the rec field, a minimum of 8 students/participants must be present. The **majority** of participants must have a valid CruCard. No golf practice is allowed on the rec field.

Sport Courts - The sport courts are located just off of Crusader Way between McLane Hall and Beall Hall. The sport courts may be used any time there is not a scheduled event or activity class. Lights for the sport courts can be turned on any time after dusk by swiping a student's CruCard. The majority of participants using the UMHB sport courts must have a valid CruCard.

Outdoor Sports Equipment Check-Out - Tennis equipment, basketballs, volleyballs, and other outdoor recreational equipment like disc golf targets, *Spike Ball*, badminton nets/racquets, etc. may be checked out from the Campus Recreation Office located between the rec field and the sport courts.



UMHB Sader Belles

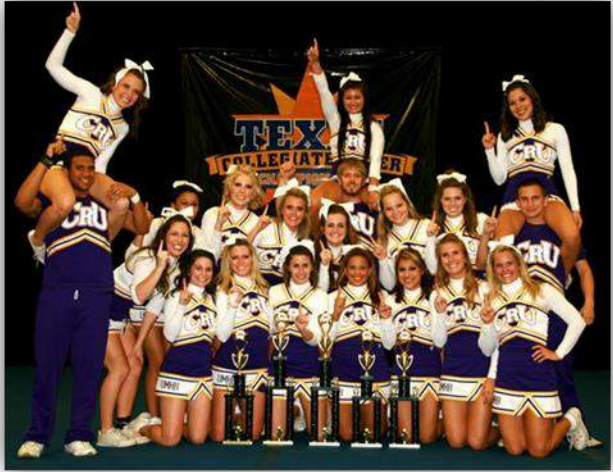


The Sader Belles are a group of female athletes responsible for promoting spirit and sportsmanship at school functions, and serving as a performing group representing the university. They can be seen performing at UMHB Football, Volleyball, and Basketball games, as well as various community events and dance competitions.



UMHB Cru Cheer

The Crusader cheer program promotes school spirit in support of the university's athletic teams, student body, faculty, staff and alumni. *CRU* Cheer strives to serve as elite representatives of the UMHB student body as well as ambassadors of the university throughout the community. The team can be seen on the sidelines of *CRU* football and basketball games as well as several events throughout the community.



Community Service

Two formal opportunities of outreach (one per semester) are organized to involve the UMHB family in learning the importance of community service. *Reaching Out* is a student-led, UMHB-sponsored event giving students, faculty, and staff the opportunity to serve in various organizations in the community. Students are supported as they develop skills to work in a diverse campus population and in the community.

Cultural Affairs

The University of Mary Hardin-Baylor provides for students, faculty, and staff programs, symposiums, seminars, and performance art opportunities that promote and celebrate the cultural diversity of the university family. In addition, we emphasize and encourage students and employees to be involved in community service.



International Student Services

This office is the first personal contact with UMHB for most international students. Its staff assists with documents that enable international students to obtain visas to enter the United States. Once at UMHB, these students will find assistance in many areas, such as adjusting to life in an American university setting, starting in their UMHB academic experience, complying with university procedures, and immigration rules and regulations.



An orientation program, required of all new international students, provides basic information for the start of their academic career at this university. The students should maintain close contact with the office of International Student Services during their entire tenure at UMHB especially for issues relating to their immigration status.

Student Government Association

The Student Government Association (SGA) is the official voice of the students. SGA is charged with submitting recommendations to the President's Council that is consistent with the wants and needs of the UMHB student body.



SGA is comprised of two branches: 1) Legislative - six class officers from each of the four classes, a non-traditional student representative, a student-athlete representative, a graduate student representative and an international student representative, and 2) Executive - three elected and four appointed executive cabinet offices. Each class has a president, vice president, secretary, treasurer, senator, and chaplain. The executive cabinet consists of three elected positions: Student Body President, Internal Vice President, and the External Vice President. The executive cabinet then appoints the Director of Finance and Organizations, Director of Programs and Public Relations, Director of Spiritual Life, and Director of Resources.

Student Organizations

UMHB has approximately sixty chartered student organizations, including religious and cultural organizations, academic and honor societies, leadership and service clubs, and sport and spirit clubs.



All organizations seeking recognition must be approved by the Student Government Association, Vice President for Student Life and ultimately, the President of UMHB. Organizations will not be recognized if their goals and purposes are contrary to the goals and purposes of the university.

The Student Organizations Manual contains important information regarding:

- Planning a student event
- Reserving a campus venue for a student event
- Fundraising and Media rules



Student Publications

The Bells, UMHB's university newspaper is one of the oldest college publications in Texas. UMHB is a member of the Texas Intercollegiate Press Association and Associated Collegiate Press. The university's newspaper is published in print and online every two weeks during the fall and spring semesters by mass communication students, who have won numerous journalism scholarships and state, regional and national awards, including Society of Professional Journalists collegiate awards. A limited number of paid staff positions are available during the fall and spring semesters to students who excel in their publications work and are interested in writing, editing, photography, videography, broadcast, and page design.



The Bluebonnet is UMHB's yearbook. *It* depicts student activities, campus organizations, athletics, and various other events that occur throughout the academic year. First published in 1904 as a senior class project today the yearbook is produced by an all student staff of editors, designers, writers, and photographers. A limited number of work study positions are available for students who have experience with yearbook layout and design.

Section 3: Student Housing

The University of Mary Hardin-Baylor offers a variety of student housing options including traditional residence halls, apartment-style housing, and campus houses. Each facility is administered by a Resident Director (RD) who is a full-time university employee residing on the premises. To view information about each residential facility, please click [here](#).

Living in student housing, while a privilege, is also an integral part of the process by which students acquire maturity and develop skills in interpersonal relations. Cultivating a higher level of independence and self-reliance are important components of the overall educational experience at UMHB. The university normally accepts applications for occupancy in the traditional residence halls from full-time, degree-seeking students who have no dependents living with them.

Students at the University of Mary Hardin-Baylor are required to reside in student housing unless one of the following criteria is met:

- Will reside with a spouse, parent, or guardian within commuting distance
- Will have 48 accumulated hours
- Will be 21 years of age on or before the first day of class
- Will attend the university as a part-time student

Note: This policy applies to fall/spring semesters only.

Students over the age of 25 may be eligible for placement within multi-occupancy units in apartment-style housing. Student housing is limited and typically not available for all students who desire to live on campus.

Students wishing to request special consideration with respect to student housing should contact the Director of Residence Life as early as possible.

Resident students are responsible for obtaining a physical or online copy of the Guide to Campus Housing and abiding by the policies stated therein.



Only students may reside in student housing. Visitors are only allowed in the student housing areas under certain circumstances.

The university reserves the right to change student room or housing assignments at its sole discretion and to withhold or withdraw housing from students for cause.

Student Housing Exception

It is within the discretion of the Dean of Students to make exceptions to the residence living requirement. The basis for exceptions may include cases of significant hardship, documented medical necessity, and/or lack of available on-campus housing.

Please click [here](#) for information on how to apply for the exception to student residency requirement.

Housing Application and Assignment Process

To be eligible for student housing, an individual must be enrolled and attend as a student in the university and carry a minimum of 12 undergraduate semester hours or 9 graduate semester hours (full-time status). A student who does not maintain full-time student status, but wishes to continue residing in student housing, may request an exception to the Director of Residence Life.

New applicants: Once a student is accepted for admission to UMHB, a student housing application may then be submitted. Completing the process includes submitting the following:

- Housing application
- Required deposit amount
- Health form
- Required meningitis vaccine documentation (**required of all UMHB students, regardless of housing status**).
- Waiver

For more information about the housing application process and the requirements for submitting meningitis immunization records, [click here](#).

Student Housing Occupancy License

Each resident student will be required to sign a Campus Housing License prior to occupancy of student housing. By signing this form, the resident student acknowledges the following:

- Acceptance of a housing assignment for a specified period.
- Acceptance of financial responsibility for payment of rent owed on the assigned space. This includes responsibility for payment even if the space is not occupied and the resident did not make appropriate notification to the Residence Life Office.

- Other sanctions for violating the rules about living on campus may apply, as determined by the Dean of Students.

Guidelines for Apartment-Style Student Housing

- Students who have at least 48 accumulated hours or who are 21 years of age or older are eligible to apply for apartment-style student housing. A student must have full-time status during the semester of occupancy.
- The university reserves the right to make assignments outside of the general guidelines when necessary.
- The university reserves the right to move students to other apartments, off-campus apartment complexes, or into other residence halls when necessary.

Student Housing Cancellations, Withdrawals, and Refunds

All cancellations must be made in writing directly to the Residence Life Office. For new applicants, the entire UMHB enrollment deposit amount is refundable until May 1st. After May 1st, only one-half of the housing deposit can be refunded until June 1st when all of the deposit is forfeited.



[Click Here for the Guide to Campus Housing](#)

Inspections of Student Housing

Members of the Residence Life staff or other UMHB employees, agents, and contactors authorized by the University will, at times, be required to enter a resident's room, apartment, or campus house, without prior notice for custodial or maintenance work, to handle emergencies, to check for health or fire hazards, to inspect for drugs, alcohol, or other contraband, or to otherwise ensure compliance with University rules and regulations. If it is necessary to enter a room, the staff member will knock first, but if there is no answer or the student does not open the door, entry with a key may be required. Residents should respond by opening the door when a staff member identifies him/herself.

The university reserves the right to remove, store and/or dispose of any prohibited item(s) found in a student's housing, belongings, or assigned storage. In most cases, the student will be required to remove the item. If contraband, such as weapons, alcohol, drugs, drug paraphernalia, or any item that could potentially present a danger to residents is found, university staff can remove or dispose of the item immediately.

The university also reserves the right to inspect a student's personal computer if it is suspected that illegal and/or pornographic material is being viewed or stored on that computer using the university internet connection within a university facility, including a residence hall or apartment.

Section 4: Student Services

Campus Store

The UMHB Campus Store provides official University of Mary Hardin- Baylor textbooks, apparel and supplies. Purchase of new and used textbooks, official University of Mary Hardin-Baylor gear, apparel, and gifts may be completed online. The UMHB Campus Store is located on the first floor of the Bawcom Student Union Center.



Bursar's Office

The Bursar's Office provides billing and receipting of student tuition and fees along with various university cashiering functions. The office is located in the Sanderford Administration Building. Students are responsible for reviewing their account statements online on the MyCampus website and monitoring Sadermail for important communications from the Bursar's Office. Discrepancies in billing should be reported to the Bursar's office during the first two weeks of each semester. For student Financial Information, [click here](#).

Return of Title IV Funds - If a student withdraws or stops attending classes before 60% of a semester is completed, a portion of Title IV funds (federally funded financial aid, including loans) must be returned in accordance with U.S. Department of Education regulations. This may result in an amount being owed to UMHB by the student. If a student fails to earn a passing grade in at least one class, the student is deemed by the U.S. Department of Education to have unofficially withdrawn. The student must provide evidence of participation in an academically related activity after 60% of the semester to avoid return of Title IV funds.

Career Services

UMHB Career Services assists students and alumni in the discovery of their unique talents and gifts, development of career and job-related skills, and leadership in purpose and vision as they pursue their vocation. Services include:

- Career Coaching
- Interest Inventory Assessments
- Job Exploration and Outlook
- Individual Job Search Strategy
- Resume Clinics
- Mock Interviews
- Career Internet and Resource Data
- Job Fairs
- Professional and Graduate School Information
- Business Manners, Dress for Success, and Etiquette Programs





Academic Support (Center for Academic Excellence)

The Meadows Center for Academic Excellence (CAE) is designed to support students in their pursuit of academic success. The center is located on the first floor of Mabee. The CAE provides individual support for students seeking assistance. Personalized success plans are developed through a partnership between the student and a CAE staff person and are intended to map clear directions for improving academic performance.

FREE tutors and supplemental instruction are provided for a variety of courses. Generally, tutors are available in the areas of math, religion, biology, and chemistry. Tutors from other subject areas may be secured and scheduled upon request to meet student needs. Tutors are recommended by faculty to the (CAE) staff. Private rooms are available for tutoring or studying. A larger Study Zone provides individual study space and areas for groups to work.

The Writing Cru is also located on the second floor of Mabee and provides **FREE tutoring** for students needing writing assistance or feedback on their writing. The Writing Cru provides feedback on writing from all disciplines and offers **FREE SEMINARS** throughout the semester on various writing topics. Tutors are recommended by the faculty and undergo certification training. Writing tutoring takes place in private tutor rooms or in the larger Study Zone.

Resources Library

College success, note taking, listening, test taking, stress management, time management, and other such topics are addressed through a number of different resources available to students upon request. Private rooms are also available for studying and tutoring.

Advising

Throughout a student's time at UMHB, a faculty member or Center for Academic Excellence freshman advisor will serve as an academic advisor. Advisors genuinely care about students' academic success, and will meet with students to ensure their needs are met. The following are ways in which advisors may be of service to students:

- Establish a trusting, confident, working relationship with students
- Serve as a source for information related to a student's major
- Assist in selecting a major and choosing classes
- Assist in solving various concerns that arise





Identification Cards (CruCard Services)

The CruCard Office, located on the first floor of the Mabee Student Success Center, issues identification (ID) card (CruCard) for all members of the campus community.

Each student is required to have a CruCard card which must be carried at all times. Students will use this card in the following ways:

- as a library card
- as the meal card
- to record attendance at chapel
- for photo identification to cash checks or receive student work checks
- to gain admission to free activities on campus, most athletic events, and campus concerts
- to get student discounts to events
- to gain access to residence halls and certain apartments after closing hours.

If a student loses his/her CruCard, he/she should immediately report it lost [here](#) in order to disable the lost card and visit the CruCard Office as soon as possible to obtain a replacement card. The replacement fee is \$10. All funds and privileges are automatically transferred to the new CruCard.

If a student withdraws during the year, he/she must surrender his/her identification card to the Registrar.

A student ID may be credited with CruCash, a university and participating local merchant student cash account system. A wide range of local merchants accept a student's ID for payment of goods and services.

The university is not responsible for lost funds due to loss or theft of a student's CruCard.



Counseling Services

Professional and confidential clinical counseling services are available to students in need of assistance with a wide variety of issues. Crisis counseling, stress management, and a range of other emotional issues are addressed, as appropriate, on an individual and support group basis.

Free counseling services are offered to currently enrolled students on a short-term basis by appointment only. When appropriate, referrals are made to mental health providers in the local area. Confidentiality is maintained in accordance with state regulations and disclosure of information is made only with the written consent of the student, unless required bylaw.

Please note: Due to ethical conflicts of interest, faculty from the Department of Psychology, Social Work, Graduate Counseling Program, Nursing Programs and the UMHB Community Life Center do not conduct private student counseling and are not affiliated with the Counseling Center.



Copy Services

For services including copies, color copies, lamination, binding, media duplication, and transparencies, please visit the Copy Services on the first floor of the Mabee Student Success Center.



Disabled Student Services and Accommodations

The University of Mary Hardin-Baylor does not discriminate on the basis of disability in the recruitment and admission of students, or in the operation of any of its programs and activities. The UMHB Counseling and Testing Center is available to assist students with disability-related issues including reasonable accommodation under Section 504 of the Rehabilitation Act of 1973. **However, it is the student's responsibility to request disability accommodations.**



Financial Aid

The University of Mary Hardin-Baylor makes available a broad range of financial assistance to qualified students. Most financial aid is awarded in accordance with demonstrated need for assistance, as determined by use of the *Free Application for Federal Student Aid* (FAFSA). Certain university scholarships are awarded upon the basis of excellence in academics, or proficiency in a particular field of study or activity.

All financial aid is granted for no more than a nine-month academic period. Financial aid is renewable each year, **upon reapplication**, if the student is in **good academic standing**. Possible changes in the amount of aid for each succeeding year may occur due to changes in funding levels and applicants' financial data. There is no deadline to apply for financial aid; however, the priority date is October 15th of each year.





Food Services

- UMHB’s dining service is operated by Sodexo. A variety of dining options are available.
 - Bawcom Student Union
 - Resident Dining Café
 - Chick Fil A
 - 1845 Grill
 - Starbucks
 - Mabee Student Success Center
 - Mabee Market
- Resident Dining Café offers an “all you can eat” experience and uses the student’s CruCard (UMHB student ID card) as the meal card.
- CruCards are accepted at all dining locations on campus.
- Guests are welcome to eat in the dining hall by paying the attendant on duty.
- Sack lunches are available to the students who cannot go to the dining hall during dining period(s). Timely arrangements must be made through the dining service manager.
- Every student who resides in the traditional residence halls must purchase a meal plan. This is included in the cost of housing. The Dean of Students may grant exceptions on a case by case basis. *Note: All students living in apartment style housing receive \$150 CruCash included in housing rate to be used anywhere CruCash is accepted (on or off campus).*
- If an exception or a special diet is requested due to medical necessity, the university reserves the right to require supporting medical documentation. Most special diet requests can be met. Students who require a special diet must contact the Dean of Students.
- **Students are expressly forbidden to allow others to use their CruCard to purchase meals.** A person who allows another person to use his/her CruCard may be subject to disciplinary action.
- If a student loses their CruCard, they should immediately [report it lost](#) in order to disable the lost card and visit the CruCard Office as soon as possible to obtain a replacement card. A ten-dollar fee must be paid in the Bursar’s Office prior to picking up a replacement card in the CruCard Office. All funds and privileges are automatically transferred to the new CruCard.
- In the university’s dining facilities, students are expected to:
 - Present their CruCard promptly to the cashier. The manual entering of a CruCard number is for emergency use only, and will be determined by the cashier on duty.
 - Conduct themselves in a courteous and orderly manner.
 - Avoid yelling and making excessive noise.

- Wait courteously in line.
- Avoid lengthy visiting with friends who are employees of the dining hall.
- Keep all food or drink in the dining hall, unless special permission is obtained.
- Clean up their table, and return dishes and utensils after eating.



Health Services

UMHB operates a Health Center which provides limited healthcare resources for students. The UMHB Health Services Center is available at no cost to UMHB students during regular business hours, with or without an appointment. The Health Services Center is located in the Mabee Student Success Center on the 3rd floor; you MUST check in with the receptionist before seeing the nurse.

A vital component of the university experience for UMHB students is a healthy lifestyle. The goals of the UMHB Health Services Center are to educate students on health issues and encourage healthy lifestyles. Health fairs, wellness screenings, and health topic presentations are examples of UMHB's effort to educate and empower students to make informed decisions about their health.

A full-time registered nurse is available during published hours of operation, and serves as coordinator of the UMHB Health Services Center and provides a range of student health services including first aid, nursing assessment for wellness and illness, immunizations, patient education, and referrals to local healthcare providers and community health resources, if needed.

UMHB assumes no responsibility for medical expenses incurred by students, and strongly recommends all students to maintain individual medical insurance.

Various health insurance applications are available for the student's convenience at the health center. It is up to the individual student/parent to choose which healthcare plan would best meet their needs. A recommended site for resources when ill after hours is found on the UMHB Health Center Web site. Click the link for: Healthier at School, <http://www2.umhb.edu/healthier/healthieratschool.home.html>.

Some medical insurance policies require students to use an approved network of doctors, hospitals, and clinics. Students should contact their insurance carrier for details and if applicable, obtain a list of approved healthcare providers in the Belton/Temple area and determine what steps, if any, are necessary to change their point of service (POS) to this area. Belton's zip code is 76513.

Students should have their medical insurance card with them while attending UMHB.

Immunizations

UMHB strongly recommends that students maintain current immunizations. U.S. Department of Health and Human Services Centers for Disease Control and Prevention publishes a list of suggested immunizations for each age group. To view this list and more information regarding immunization, please visit: <http://cths.umhb.edu/immunization>.



Bacterial meningitis immunization is REQUIRED by state law.

Meningococcal Vaccine is REQUIRED by Texas State law for incoming first-time &/or transfer students who are 21 years or younger (effective January 2014 regarding age requirement). A student must receive vaccination or booster at least 10 days prior to the first day of class or moving into campus housing, whichever is first. This vaccine must be obtained within the last five years preceding enrollment or a booster is required. For additional information, including the importance of consulting a physician about the need for immunization to prevent the disease and a student's right to claim an exemption from the vaccination requirement click here: www.collegevaccinerequirements.com

Vaccine records must be submitted to admissiondocs@umhb.edu or fax to (254) 295-5049.

The local health department offers this immunization at a reduced rate; students are encouraged to contact them or a local healthcare provider if immunizations are needed.

Texas law also requires that all new college students be provided with information regarding meningococcal disease. Bacterial meningitis is a serious, potentially deadly disease that can progress very quickly. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year.

What are the symptoms?

- High fever
- Stiff neck
- Light sensitivity, confusion, and sleepiness
- Nausea/Vomiting
- Lethargy
- Severe headache
- Rash or purple patches on skin
- Seizures

The more symptoms, the higher the risk, so if these symptoms appear, seek immediate medical attention.

How is meningitis diagnosed?

- Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.
- Early diagnosis and treatment can greatly improve the likelihood of recovery.

How do I get meningitis?

- The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.
- Coming into close contact with carriers, sharing such items as drinking glasses, and even kissing are ways of spreading and/or becoming infected with the disease.
- Examples of such carriers would be roommates, close friends, or classmates in a relatively small classroom. Because of these factors, students at institutions of higher education are considered to be at increased risk.

What can happen to me if I catch meningitis?

- Death (in 8 to 24 hours from perfectly healthy to dead)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Multiple other medical problems

What can I do?

- Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.
- Meningococcal vaccination reduces the risk of catching the disease.

For additional information regarding meningitis:

- Contact your primary care provider
- Contact the UMHB Health Center
- Contact the Texas Department of State Health Services (1-888-963-7111)



Additional Student Health requirements:

A medical history form is required for all students who reside in campus housing

TB Tests - If a student has been outside the U.S. in the last year for more than a two-week period, a TB skin test is recommended.

TUBERCULOSIS (TB) TESTING for International Students-

If you live or were born in a country which is considered to be high risk for tuberculosis (TB), you must submit a written document which proves a negative TB test. To determine if your home country is included in this list, please visit: <http://cths.umhb.edu/health-requirements>

If your home country is on the list, you must be tested. You have two options for TB testing that meet UMHB's specifications:

1. You may be tested by a licensed medical professional within the United States and submit the written negative test results to UMHB by email to healthservices@umhb.edu. This document must be received by UMHB no later than the report date on your I-20.
2. You may be tested in person at the UMHB Campus Health Center at least 2 days before the report date on your I-20.

You are responsible for ensuring that your travel plans allow time to complete this TB testing requirement.



Library Services

The Townsend Memorial Library contains resources to support research in disciplines leading to degrees and collateral material for breadth of comprehension and leisure reading. The library acquires materials in greater depth in those disciplines for which graduate work is offered. Faculty and librarians select materials specifically to support the curriculum. Monographs, full-text journals, and databases provide infrastructure to both undergraduate and graduate research.

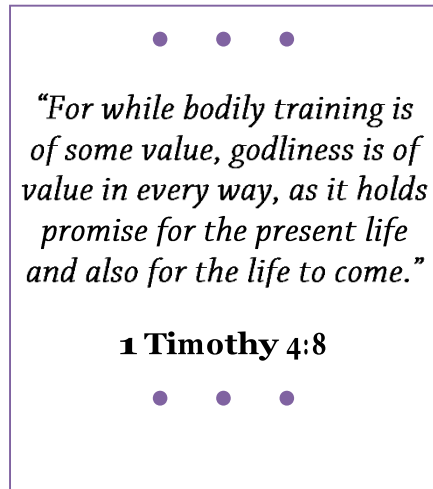
Library services are directed to increase the successful delivery of pertinent information. Professional librarians teach skills that allow the student to determine the extent of information needed from the wide array available. Effectively and critically surveying a subject to identify needed information, and evaluating its validity and authority are research techniques taught in classroom and personal instruction that contribute to information literacy and lifelong learning.

The library contains total volume holdings of over 20,000 items, including books, audiovisual materials, and electronic books. More than 125 subscription databases are available for scholarly research. The library subscribes to about 700 print journals and there is online access to more than 140,000 electronic journals. There is access to about 25,000 electronic book titles which are searchable through the library's online catalog. Current UMHB students who have a valid library account may access library resources electronically from off-campus locations.



Mayborn Campus Center

All students currently enrolled at UMHB are eligible to become members of the Mayborn Campus Center. To become a member, visit the front desk of the Mayborn Campus Center and complete a registration packet.



Students are required to scan their ID card at the card reader for entry into the fitness center, pool, and recreation gym every time they enter the facility. Lockers are available for rent at the Control Desk.

Mayborn Center Staff are available to give free equipment orientations to any member upon request.

Members are allowed to bring guests into the facility. A guest fee will be charged per visit. Guests must follow all Mayborn Center rules and will be required to complete a waiver and health risk questionnaire before using the facility.

University dress code is enforced. Additionally, closed-toe, clean athletic shoes must be worn. For personal safety, no sandals/flip flops, steel-toed, or non-athletic shoes are permitted. No bare midriffs, ultrashort shorts, see through clothing, excessively tight clothes, or cut t-shirts that expose one’s sides are allowed. Blue jeans will not be allowed when using equipment, as rivets can damage upholstery.

Recreation gym “open gym” hours vary due to scheduled activities.



Post Office

The UMHB Post Office is located on the first floor of the Mabee Student Success Center. The Campus Post Office offers all the benefits of a U.S. Postal System Post Office including first class and package mail service to all students. Summer hours are 8:30 a.m. to 3:30 p.m. Monday –Friday. Fall hours are 8:30 a.m. to 4:30 p.m. Monday –Friday.

All residence hall students will obtain their mail by coming to the Post Office and retrieving their mail from an assigned mailbox. A valid picture ID will be required to retrieve packages or items needing a signature. Mailing addresses will be available to all students living in the residence halls by logging into their myCampus two weeks prior to school beginning in the fall. <https://mycampus.umhb.edu/ics/>

The Post Office accepts cash, check, credit and Cru Card as methods of payment. Contact the Post Office at (254) 295-4626 for more information.

Student Voter Registration



UMHB encourages all students to vote. In Texas, voter registration is required at least 30 days prior to voting in an election. Current students who are United States citizens and are of voting age can find voter information specific to their state of residence by visiting this link:



UMHB will also send voter registration information to UMHB students via email periodically.

Constitution Day

Each year in September, UMHB hosts a **Constitution Day** educational program to commemorate the signing of the Constitution of the United States on September 17, 1787. Students are encouraged to attend!





Technology Services

Help Desk

For assistance with any UMHB Information Technology services, contact the help desk at (254) 295-4658 or infotech@umhb.edu.



Network Access

The UMHB Information Technology department strives to provide students with the technology needed to succeed. Info Tech offers wired and wireless internet in the residential and academic buildings plus online access to registration, grades, and finances.



MyCampus

The online portal for courses, grades, registration, and finances can be accessed at <http://mycampus.umhb.edu>.



Please see Section 7, Rules of Student Conduct regarding technology usage, including social media.

Testing Services

The Testing Program provides students opportunities to receive credit in areas of demonstrated academic proficiency. Academic proficiency is measured utilizing credit by examination programs. When academic proficiency is demonstrated, the university is then able to grant the student appropriate advance standing, elective credit, or equivalency credit as approved by university policy. A further benefit of the Testing Program is assisting the student in avoiding academic redundancy where, as aforementioned, demonstrated proficiency is established.

The following examinations are utilized and/or accepted in the Testing Program:

- American College Testing (ACT) Program - National and Residual Assessments
- College Board Advanced Placement (AP) Examinations
- College Level Examination Program (CLEP) Examinations
- DANTES Subject Standardized Tests (DSSTs)
- International Baccalaureate (IB) Examinations
- Departmental Examinations

The Center facilitates protocols, procedures, and test administration. These functions are in cooperation with the university registrar and respective academic departments. Academic departments establish criteria for performance required on Credit by Examination tests and other testing for which credit is waived or granted.

Miscellaneous testing services offered at the university include foreign language testing and correspondence course test proctoring. Exams not offered, but for which information bulletins are available, include GRE, GMAT, MCAT, LSAT, MAT, ExCET, TExES, NTE, TOPT, and TOEFL. Townsend Memorial Library offers a variety of online practice tests including the GRE, MCAT, LSAT, TOEFL, GMAT, and NCLEX. Simply access the library's homepage and look for Learning Express Advantage in the list of databases.



UMHB Alumni Association

The UMHB Alumni Association is dedicated to cultivating relationships, promoting the university, preserving traditions, and instilling loyalty in both alumni and current students. The Alumni Association offices are located in the Musick Alumni Center and Museum at the Parker House, which allows both alumni and current students the opportunity to learn about and experience the history and traditions of the university.



Section 5: Athletics

UMHB is a member of NCAA Division III and the American Southwest Conference. Students are encouraged to attend athletic events, and **admission to all regular season (non-playoff) home contests is free to our students.**

The American Southwest Conference and UMHB encourage your support of “Be Loud, Be Proud, Be Positive,” a campaign to raise the level of sportsmanship among our spectators.

“Be Loud, Be Proud, Be Positive” asks fans to respect the following principles of good sportsmanship:

- Cheer ***for*** your team, not against the visitors
- Don't get personal in your comments about players, coaches, or officials
- No profanity, vulgarity, racist, or sexist comments
- Give players, coaches, and officials their space by keeping away from the playing and team bench areas



Athletics Programs offered by UMHB include:

- [Baseball](#)
- [Men's](#) and [Women's](#) Basketball
- [Football](#)
- [Men's](#) and [Women's](#) Golf
- [Men's](#) and [Women's](#) Soccer
- [Softball](#)
- [Men's](#) and [Women's](#) Tennis
- [Volleyball](#)



All student-athletes are required to maintain personal medical insurance for the duration of their participation in UMHB athletic programs.

Section 6: Campus Safety and Security

University Police

The University of Mary Hardin-Baylor Police Department provides law enforcement, traffic enforcement and security services for the university. UMHB police officers are commissioned peace officers who have full authority to enforce the law and make arrests both on campus and off campus when acting within the scope of their assigned duties.



UMHB Officers work closely with their local, state, and federal counterparts and routinely share and receive information from these sources.

Inclement Weather and University Cancellation Notices

In case of inclement weather, university officials will contact local news stations to disseminate information regarding university classes, office operations, and/or event cancellations or delays. Information will also be posted on the [university website](#).

The university's mass notification system will also be used, which may include email, text messaging, and phone calls.

Please do not contact the university police for routine schedule information during times of a weather emergency.

Weapons on Campus

As a private religious university, UMHB policy, as allowed by state law, prohibits the possession of firearms, explosives, weapons, or any item that may be construed as such, on the premises of the university or in any building/property under university control. This prohibition applies regardless of whether a state license to carry a firearm has been issued to the possessor. There are some limited exceptions to this policy including, but not limited to certified and licensed law enforcement personnel who are authorized to carry a firearm. Anyone found violating the university's weapons policy shall be subject to the disciplinary policies and procedures applicable to students, as well as criminal prosecution.

University policy does not prohibit the storage or transportation of a firearm or ammunition in a locked, privately owned or leased motor vehicle by any person who holds a valid Texas license to carry a handgun and lawfully possesses the firearm or ammunition in such vehicle while located on a street, driveway, parking lot, parking garage, or other parking area on UMHB's campus.

Reporting a Crime or Emergency

First, call 911 **directly**:

1. To summon an **ambulance** to the UMHB campus for **medical emergencies**
2. To summon the Fire Department for **on-campus fires**
3. To report a crime in progress

In addition to dispatching medical and fire personnel, 911 dispatchers should also notify our campus police department. **Tell the 911 dispatcher your specific campus location (especially if you are calling from a cell phone).**

Second, as time and circumstances allow:

- Call campus police at ext. 5555 **immediately after you disconnect from 911**
- Send a reliable person outside to watch for the emergency vehicles and direct them to the scene

Third, as time and circumstances allow:

- For **MEDICAL EMERGENCIES**: provide *basic first responder care* as needed (within the scope of your training) until emergency personnel arrive
- For **FIRE**: activate nearby fire alarms, evacuate the area and assist others
- For **CRIMES IN PROGRESS**: evacuate or shelter in place, as appropriate to the situation

For Non-Emergency situations on campus

Call UMHB Campus Police directly at (254) 295-5555.

In addition, reports of suspected criminal activity may be made to an individual identified as a Campus Security Authority. Information regarding Campus Security Authorities is available [here](#).

Safety Escorts

The UMHB Police Department provides safety escorts for any member of the university community from the hours of dusk to dawn. Safety escorts during daylight hours may be provided when documented safety concerns exist. This service is limited to locations on the campus.

Security Awareness and Crime Prevention Programs

During orientation programs and at various other events on campus, students are informed of services offered by the UMHB Police Department. In addition to seminars, information is also disseminated through crime prevention packets, security alert posters, displays, videos, articles in *The Bells*, and during residence hall meetings. Additional information on Security Awareness Programs can be found [here](#).

Victims of Criminal Activity

The university encourages all victims of criminal activity to report their victimization to the UMHB Police Department or another Campus Security Authority. Information regarding reporting options and services is available at [here](#).

Voluntary Confidential Reporting

Victims of a crime who do not want to pursue action within the university system or the criminal justice system may still consider making a confidential report. At the request of the victim, a member of the UMHB Police Department may be able to file a report of the incident while keeping the victim's identity confidential. The purpose of a confidential report is to comply with a wish to keep the matter as confidential as possible, while taking steps to protect the future safety of the victim and others. With such information, the university can keep an accurate record of the number of incidents involving students, determine a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to any potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the university.

UMHB Campus Police 254-295-5555

Emergency Preparedness and Alert Systems

In the event of an emergency on campus, the university will, to the best of its ability, activate its Mass Notification System. This system uses a variety of methods to provide information to the UMHB community. The following means of communication comprise the mass notification system:

- Two outdoor sirens
- Telephone notification
- Email notification
- Intranet/internet notification
- UMHB TV and Public Broadcast Stations.

Additional information is [available here](#).

It is the responsibility of each student to maintain updated and accurate contact information with the UMHB Registrar's Office

Timely Warnings

When a situation arises either on or off campus that, in the judgment of the Chief of Police, constitutes an ongoing or continuing threat to the campus, a campus-wide warning may be issued. Generally, timely warnings will be posted on the Police Department [website](#), and are issued on a case by case basis.

Anyone with information warranting a timely warning should report the circumstances to the UMHB Police Department by phone (254-295-5555) or in person at the office located at 905 Moore Street in the Mabee Student Success Center.

Parking and Vehicle Rules

Purchasing a vehicle parking decal does not guarantee a parking place, nor does the absence of a parking space constitute a valid justification for violation of parking regulations. Also, the fact that a citation is not issued for an offense does not indicate the regulations have been modified to exclude that offense. The university's parking regulations are in effect 24 hours a day, 7 days a week, including holidays. Enforcement areas include all property owned and/or under the control of the university.

- Student parking spaces are marked with YELLOW lines.
- Students may not park in spaces marked with WHITE lines. These spaces are reserved for faculty, staff, handicapped parking or visitors.
- Certain parking lots are designated for commuter students ONLY

A motor vehicle includes, but is not limited to, automobiles, trucks, mopeds, motorcycles, etc. Off-road vehicles, other than those operated by the university, are prohibited on campus. Students, faculty, and staff who park a vehicle on campus are required to have a valid parking decal properly displayed on their vehicle. Guests and vehicles driven on a temporary basis are issued visitor passes.

All individuals operating a vehicle on campus are expected to know and obey all university regulations and state law regarding the operation of a motor vehicle. Information regarding university parking regulations is available [here](#).

The UMHB Police Department makes an effort to provide protection for vehicles parked on campus. However, UMHB assumes no responsibility for losses or damage. When a vehicle is parked, it should be locked and valuables removed or locked in the glove compartment or trunk.

The operation of a motor vehicle on campus is a privilege granted by the university. Traffic and parking regulations are established by the university to assure university business is conducted in a safe and orderly manner, and to provide parking as conveniently as possible within the limits of space available.

By bringing a motor vehicle onto the university's private property, the operator of the vehicle consents for the university to inspect that motor vehicle, including the trunk and glove compartments, and to remove and dispose of, as appropriate, any items which are prohibited on campus including alcohol, drugs, or weapons.

Public Access to UMHB Campus

The University of Mary Hardin-Baylor is considered to be a private property, accessible to members of the public who have a legitimate need to visit campus. The times in which campus buildings as well as recreational areas are secured will fluctuate throughout the year. Once a building is secured, access is restricted to authorized personnel only. Students needing access to “closed” buildings must provide the university police department with written authorization from their instructor.

University buildings and facilities are open during normal business hours Monday-Friday and for limited hours on Saturday and Sunday. The campus is considered closed during university approved holidays. Any individual found in or trying to enter a “closed” building is subject to disciplinary action and/or criminal prosecution. Information regarding student and visitor access to residential buildings may be found in the *Guide to Campus Housing*.



[Click Here
for the
Guide to
Campus
Housing](#)

Roller Blades, Skateboards, and Bicycles

These modes of transportation are for outside transportation only and should not be ridden inside any university facility. Excessive speed, stunts, tricks, and jumps are prohibited on campus property.

Roller blades and skateboards are permitted on sidewalks and must yield to pedestrians. Bicycles are permitted on streets and should comply with all local and state laws.

Bicycles must be locked to bicycle racks. Bicycles attached to any other device or surface are subject to removal. All bicycles must be removed from campus at the end of the spring semester. Any bicycle left on campus after May graduation will be removed and disposed of at the university’s discretion.

Theft or Loss of Personal Property

The university is not liable for the theft or loss of personal items housed in campus facilities or taken from university property. Students are encouraged to take every precaution against theft, such as locking their doors, identifying personal property and carrying private property insurance. Many students are covered for loss or theft by their parents’ homeowner’s insurance policy. If this is not the case, students are strongly encouraged to consider a renter’s insurance policy for protection. Valuable property should be secured before leaving campus for holidays. All reports of lost or stolen property should be reported to the UMHB Police Department.

Fire Safety, Fire Drills and Fire Alarms

The university has adopted a number of procedures designed to prevent fires on campus, including prohibitions regarding open flames, cooking devices, space heaters, etc. Additional information is located in the Guide to Campus Housing for students who reside on campus.



If you discover a fire or any signs of a fire in a UMHB building, parking lot, or on the grounds of the campus, you should immediately call 911. If time allows, also call the UMHB Police Department at (254) 295-5555

If you observe smoke or other signs of fire in a building, exit immediately. As you approach the exit, you will find a red fire alarm pull station. Follow the directions on the pull station to activate the building's fire alarm system.

If you find evidence of a fire that has already been extinguished and you are not sure whether the police department has responded, please notify the police department so they have the opportunity to investigate and document the incident.

Upon activation of any fire alarm system, all occupants of a building are required to evacuate the building and follow staff directions to the nearest assembly point. When evacuating a building you should:

1. Use the nearest unaffected exit.
2. Use stairs and not the elevator.
3. Use your hand to test the door for heat prior to attempting to open any closed door.
4. Stay low to the ground and proceed to the nearest exit or shelter in place if you encounter smoke.
5. Close all doors during the evacuation to limit the spread of fire and/or smoke.
6. Once you are safely away from the building, call 911. If time allows, also the UMHB Police Department at (254) 295-5555.

All alarm activations are investigated and documented by the UMHB Police Department. In addition to the police department's response, the City of Belton Fire Department is also dispatched, and responds to all alarm activations.

Fire drills

Each residence hall conducts two fire drills during each full length semester. The first fire drill during the semester will always be announced before time, and students will be oriented concerning exit routes and other rules. Residential students will be trained in the drill procedure by residence hall staff.

Fire drills are not conducted in academic buildings or apartments. It is the responsibility of all occupants of university buildings to be familiar with building exits, and follow all instructions given during an evacuation.

Fire alarm locations

Each residence hall and most academic facilities are equipped with a fire alarm system which may be activated by one or all of the following means;

- activation of a manual pull
- activation of a heat detector
- activation of a smoke detector
- activation of a sprinkler system
- activation of a standpipe system

Upon activation, an audio/visual warning device will alert the buildings occupants of a potential hazard.

Some of the university's apartments and houses are equipped with single-station automatic smoke detectors. These devices will sound an alarm at the device once smoke is detected.

All of the university's alarm systems are local alarm systems, and are not monitored at a remote location. In addition to fire detection equipment, all UMHB facilities have fire extinguishers located throughout the building. Please use good judgment to determine your capability to extinguish a fire. Never attempt to extinguish a fire unless it is small and manageable and you have been trained to do so. Fire extinguishers are meant for small fires only. Again, it is safer to evacuate the building than try to extinguish a fire if you are unfamiliar with how to properly use a fire extinguisher.

Automatic sprinkler systems are located in several buildings on campus.

All fire alarm systems and fire suppression systems are inspected on an annual basis by a licensed contractor. In addition, facility services personnel also inspect fire extinguishers on a routine basis.

Annual Campus Fire and Safety Report (CLERY ACT REPORT)

Crime and Fire Statistics required by the Clery Act may be accessed [here](#).

This report includes statistics for the previous three years concerning reported crimes and fires that occurred on-campus in certain off-campus buildings or property owned or controlled by UMHB and on public property within, or immediately adjacent to and accessible from the campus. This report also includes institutional policies concerning campus security.

A printed copy of the Clery Act Report can be obtained by contacting the UMHB Police Department at (254) 295-5555.

INFORMATION ON REGISTERED SEX OFFENDERS

In compliance with federal law, Texas requires current address registration by residents of the State, and non-residents who have entered the State to work or attend school, who have been convicted of sexually violent offenses or offenses involving sexual abuse or exploitation of minors. Information on registered sex offenders may be obtained from the Texas Department of Public Safety:



Federal law permits UMHB to publish the names of all registered sex offenders on campus. For more information, please contact the UMHB Campus Police Department at 254-295-5555.

Student Physical or Mental Health Emergencies

UMHB is concerned about the well-being of its students. Behavior by a student, including verbal conduct, which demonstrates a desire to inflict harm upon oneself or others is taken seriously.

The university can impose restrictions or sanctions on a student as the result of a physical or mental health emergency in the manner described below. As with all university policies, UMHB will apply this policy in a manner which does not illegally discriminate against students on the basis of race, color, national origin, sex, disability, age or status as a member or veteran of the United States uniformed services.

Physical or Mental Health Emergency Procedures

If a student requires assistance because of an immediate crisis or life-threatening situation, immediately call 911. If time allows, also contact the UMHB Police Department at (254) 295-5555.

If a student observes anyone harming, attempting to harm, or stating intent to harm himself, herself, or another person, the student should report the matter immediately to the UMHB Police, the Dean of Students, or the UMHB Counseling, Testing and Health Services Center.

Individual Risk Assessment

The Dean of Students, or his designee, will initiate an individual risk assessment of any student if the Dean has reason to believe that the student has:

1. engaged in or threatened to engage in behavior which creates a direct threat to the health or safety of another person or a high probability of substantial harm to the student himself or herself;
2. contracted a contagious disease or virus which creates a direct threat to the health or safety of another person or a high probability of substantial harm to the student;
3. caused or is likely to cause a substantial disruption in the university's academic or extra-curricular programs; or
4. damaged or threatened to damage another's property.

The assessment will be made by the Dean of Students, or his designee, along with such other persons as the university may select to form a Student Threat Assessment Team.

1. The assessment will be based upon the student's conduct, actions, and statements in order to create an individualized and objective assessment of the student's ability to participate safely in the school's programs.
2. The team will consult, when necessary, with medical or mental health professionals to assist in collecting or interpreting any information.

3. Unless the circumstances make it impractical or impossible, the student will be notified that a threat assessment is being made and provided an opportunity to be heard before any adverse action is taken with respect to the student.
4. Any appropriate accommodations or adjustments will be considered.

The university will take action with respect to a particular student only if it is determined that the situation creates a high probability of substantial harm rather than merely a slightly increased, speculative, or remote risk of harm. Action will never be taken on the basis of generalizations or stereotypes about the effects of a particular disability or condition.

Responses and Interventions

The Dean of Students, or his designee, will notify the student of any restrictions, interventions, or sanctions imposed on the student as a result of the assessment, which may include:

- A required course of medical treatment or mental health counseling;
- Removal from university housing;
- Removal from one or more classes or activities;
- Removal from the campus;
- Withdrawal from the university; or
- Other or additional sanctions or precautions as may be appropriate.

Sanctions imposed on a student under this procedure are not disciplinary in nature and will not be entered in the student's educational records as arising from disciplinary violations. However, if the student violates any restrictions imposed, the violation may result in disciplinary action in accordance with the student disciplinary process.

It is the sole responsibility of the student to obtain, at his/her expense, any services which are necessary as a result of restrictions imposed by the Dean of Students, such as medical treatment, alternative lodging, or academic tutoring. All alternative lodging arrangements must be approved by the Dean of Students, or his designee.

Appeals Process

A student may appeal the Dean of Student's decision by making a written appeal to the Vice President for Student Life within 10 calendar days after the decision. The student may submit medical evaluations, statements, or other pertinent information along with the appeal.

The Vice President for Student Life shall review any material provided by the student, the individual assessment, the decision of the Dean of Students, and such other information as he/she may consider appropriate. A decision on the appeal shall be typically made within 5 business days or as soon thereafter as practical. The student

shall be notified in writing of the Vice President for Student Life's decision, **which shall be final**. Any restrictions, interventions, or sanctions shall remain in effect before and during the appeal unless the Vice President for Student Life determines otherwise.

Reinstatement Process

The restrictions, interventions, or sanctions imposed may be removed only with express permission from the Dean of Students. Upon the student's request for reinstatement, the Dean of Students will clearly communicate to the student a specific reinstatement process, which may include:

- Evaluation by a qualified health care professional. If the situation constitutes a medical or psychological emergency, the student may use a local emergency room physician. If the student is currently under the care of a qualified health care professional, that person may evaluate the student. If the student is not currently in treatment, he/she will need to contact the qualified health care provider of his/her choice. If the student needs assistance with this process, he/she may contact the Student Development Office.
- Communication of evaluation results by the qualified health care professional to the Dean of Students. *This will require written authorization by the student to the healthcare professional.* Evaluation results must substantiate (1) the readiness of the student to return to residential facilities, classes, and/or activities, and (2) any recommendations for continuing treatment. For preliminary purposes, the health care professional may communicate this information verbally; however, it is mandatory that written evaluation results be provided promptly.
- Reinstatement interview with the Dean of Students. The student must schedule an interview with the Dean of Students during office hours (8 a.m. – 5 p.m., Monday – Friday). If the dean is not available, the student may contact the Vice President for Student Life or the Associate Dean of Students and Director of Residence Life.

If the Dean of Students determines that the student is able to resume regular or limited activities, the student will be provided a reinstatement letter.

Missing Students

The University of Mary Hardin-Baylor takes student safety seriously. Anyone who believes a student (whether a residential or commuter student) is missing should immediately report their concern to the University Police, the Dean of Students, the Provost, the Vice President for Student Life, or other university administrative staff.

In compliance with Section 488 of the Higher Education Act of 2008, **the university has specific procedures regarding missing students who live in on-campus housing.** Upon notification from any source that a resident student may be missing, UMHB personnel will notify the university police and attempt to locate the missing student, which may include:

- Inspecting the student's assigned room
- Conducting a search of campus locations to find the student (library, cafeteria, etc.)
- Attempting to contact known friends or faculty members for last sighting or additional contact information
- Accessing card entry logs to determine last use of the student's ID card and track the card for future uses
- Accessing student's vehicle registration information for vehicle location and distribution to authorities
- Reviewing email logs for last login and use of the UMHB email system

Within 24 hours of the time the university determines that a student is missing, the university will:

1. Contact the student's parent or legal guardian if the student is a minor,
2. Contact any person identified in the student's file as the emergency contact person for this purpose, and
3. Notify external law enforcement agencies as appropriate.

More topics related to campus safety and security can be found by following these links:

[UMHB Campus Police Services and Crime Prevention](#)

[General Safety](#)

[Report It!](#)

[Sexual Violence](#)

[Student Help in Crime Prevention](#)

[Vehicle Parking Permits and Restrictions](#)

[Temporary Parking Decals](#)

[Vehicle Parking Permit Display](#)

[Traffic Violations and Fines](#)

[Suspension of Parking Privileges](#)

[Disability Accommodations for Parking](#)

[Visitor Parking](#)

[Appealing a Citation](#)

[Bicycle Registration](#)

Section 7: Rules of Student Conduct

General Rules of Student Conduct

A student's enrollment at the University of Mary Hardin-Baylor is considered by the university to be a declaration of acceptance of the university's standards of conduct. While attending UMHB, a student is expected to obey the laws of the United States, the State of Texas and the City of Belton. Each student is a representative of UMHB and its Christian standards and is therefore expected to demonstrate appropriate conduct **BOTH ON AND OFF CAMPUS**.

All local, state, and federal laws are supported by the university. Therefore, any such violations are subject to discipline by civil authorities as well as university officials. Students who engage in these behaviors on or off campus may expect disciplinary action to be imposed by the university. The Dean of Students can suspend a student pending action for serious infractions.

Change of Name or Address

Students who change their local or home address after registration, or change their name after enrollment are expected to notify the Registrar of this change immediately. A legal document, such as a marriage license, divorce decree allowing a name change, or a court document is required for any name change. Any communication mailed from the university to the name and address on record in the Registrar's Office will be considered to have been properly delivered, and the student is responsible for the information contained therein.

Forwarding Address:

Students are expected to leave a forwarding address with the UMHB Post Office when withdrawing or graduating. Address/name changes (documentation required for all name changes) after graduation should be completed through the **UMHB Alumni Office**.

Children in the Classroom

One of the advantages employees and students have at UMHB is the family atmosphere created by the small size of the UMHB classes and the value placed on people in our learning community. The value placed on people also makes it necessary for the university to provide employees and students a comfortable, safe, and non-distracting work or study environment.

Students should not bring children into the classroom. Occasional needs or emergency situations should be discussed with students' instructors.

This policy is designed to be people-sensitive both in emergencies and in the day-to-day function of the university.

Policy Regarding Alcohol and Drug Use

The university is committed to the spiritual, mental, social, and emotional development of students and believes that growth in these areas is greatly impaired by mind-altering substances. Education and learning are especially impaired by alcohol abuse and other drug use. It is the goal of the university to provide an alcohol and drug-free environment in which to live, work, and learn, to discourage the use of alcohol and drugs and to promote sobriety. The UMHB community cares deeply about the health and safety of our students. Furthermore, UMHB recognizes the heightened dangers associated with alcohol and drug use. The consequences of life choices and decisions that students make extend far beyond the college experience.

Therefore, the possession, use, sale, purchase, manufacturing, or distribution of alcohol, illegal or controlled substances, mind or perception altering drugs, or the misuse of chemicals such as glues or solvents, is strictly prohibited on campus and at all University sponsored events and trips. Intoxication or impairment, on or off campus is a violation of the Student Standards of Conduct. Any student who engages in conduct that violates the UMHB Student Standards of Conduct or federal, state, or local laws is subject to discipline whether or not civil or criminal penalties are also imposed for such conduct.

If a student violates this policy, at a minimum, the university will impose a disciplinary penalty of disciplinary probation for a specified period of time. Other penalties that may be imposed include suspension from school, suspension of rights and privileges, payment for damage to or misappropriation of property, expulsion, or such other penalty deemed appropriate under the circumstances. The university reserves the right to require students to submit to an alcohol or drug test for reasonable cause and/or periodically after a violation of this policy has occurred.

The university may allow students under some circumstances to voluntarily submit an alcohol or drug test result from a drug testing facility approved by the university, in conjunction with a code of conduct review process. The Dean of Students will serve as the point of contact for this type of alcohol and drug testing, unless the testing is in conjunction with specific program requirements, as described in the next paragraph.

Certain programs within the university have a drug and alcohol policy (which may include requirements for drug screening, testing for cause and/or random drug testing) applicable specifically to participants in that program. Information will be published and made available directly to program participants.

The only exception to this policy is the lawful use of prescription medications by the person for whom the medication was intended, or the reasonable use of over-the-counter medications for their intended purpose.

Exceptions to Disciplinary Action: In order to encourage students to seek medical attention if necessary for themselves or other students and to promote students' safety, the university will not impose disciplinary sanctions for violation of the alcohol policy against a student who:

- requested emergency medical assistance in response to the possible alcohol overdose of the student or another person;
- was the first person to make the request for medical assistance; and
- if the student requested emergency medical assistance for the possible alcohol overdose of another person, remained on the scene until the medical assistance arrived; and cooperated with medical assistance and law enforcement personnel.
- If the student voluntarily reports a sexual assault to the university. (see Title IX section for more on this topic).



Available Drug or Alcohol Counseling and Rehabilitation Services

UMHB Counseling, Testing and Health Services offers confidential and anonymous referral information regarding community substance abuse resources. UMHB Counseling, Testing & Health Services' Alcohol and Drug Education Program offers a variety of educational programs related to college students and the use of alcohol or other drugs. Printed information and confidential educational consultations are available to students to assist them with alcohol and/or other drug-related questions or concerns. For information on the health risks of alcohol and drugs, [click here](#).

Call (254) 295-4696 or come to the UMHB Counseling, Testing & Health Services (8 a.m. to 5 p.m. weekdays) to obtain information, request assistance, or schedule an appointment. [Click here](#) for more information.

Policy Against Discrimination or Harassment

The University of Mary Hardin-Baylor does not unlawfully discriminate in admissions or any of its programs or activities on the basis of race, color, national or ethnic origin, sex, age, or disability. The university reserves the right to take its religious convictions and principles into account in connection with its policies and decisions.

The University strives to create a campus environment that is free of unlawful discrimination and harassment for all of its students and employees. Students who violate the university's discrimination and harassment policies are subject to disciplinary sanctions up to and including expulsion and/or termination of student employment status, and may be subject to criminal charges.

On and Off-Campus Conduct

Students and employees are expected to comply with the university's policies that prohibit unlawful discrimination, including sexual harassment, gender harassment, sexual misconduct, sexual assault, and stalking **whether on or off campus**. Any student who witnesses or experiences such conduct on campus or off-campus by someone who is a member of the university community is encouraged to report the matter as described later in this section.

REPORT IT

Title IX (Male/Female Equal Rights in Education)

Title IX is the comprehensive legislation passed in 1972 which is related to equal rights between men and women in education. It applies to all institutions or organizations which receive any federal funds for education purposes.

The intent of Title IX is to eliminate sex discrimination in admission policies, the treatment of students, and employment practices. Institutions are required to establish a complaint procedure and appoint a Title IX Coordinator who will deal with inequalities and maintain equal opportunity polices. Any student who has a complaint related to discrimination on the basis of sex or gender equality at UMHB is encouraged to contact:

Title IX Coordinator	Susan Owens, Vice President for Human Resources 900 College St. (Sanderford Administrative Complex) Belton, Texas 76513 254-295-4527 susan.owens@umhb.edu
Deputy Title IX Coordinator	Ray Martin, Dean of Students 900 College St. (Bawcom Student Union Building) Belton, Texas 76513 254-295-4590 rmartin@umhb.edu
Deputy Title IX Coordinator	Darla Kirby, Associate Athletics Director 900 College St. (Mayborn Campus Center) Belton, Texas 76513 254-295-5046 dkirby@umhb.edu

Harassment

Harassment is verbal or physical conduct by any individual which creates an intimidating, offensive, or hostile environment. **If harassment involves age, race, color, sex, gender, disability, national origin, or religion, it may be a form of illegal discrimination.** Harassment is contrary to the Christian standards of conduct expected of all members of the university community. The university strictly prohibits harassment directed at any student, employee, or visitor to UMHB whether or not that conduct is illegal in the eyes of the law.

Examples of harassment include:

- communicating verbally or non-verbally, through any medium of communication, offensive or degrading jokes, comments or gestures to, about, or in the presence of another person
- degrading jokes, comments or gestures to, about or in the presence of another person
- using abusive language or directing abusive conduct toward a particular person or group
- communicating rumors, defamatory statements or inflammatory comments, verbally or non-verbally, through any medium of communication concerning a particular person or group
- Harassment, including verbal and nonverbal behaviors that convey insulting, hostile and degrading attitudes about persons based on their gender.
- Bullying (any kind of conduct, speech, gesture, communication or other act which causes or is intended to cause one to suffer fear of physical harm, alarm, intimidation, humiliation or embarrassment, or which creates a hostile environment). Bullying can be a form of unlawful harassment. Whether the conduct is illegal or not, bullying is prohibited by the university.
- Sexual Harassment, including sexual violence (see below for more information)
- Retaliation for having reported the harassment.

More about Sexual Harassment and Sexual Violence

“Sexual harassment” is unwelcome conduct of a sexual nature. One kind of sexual harassment occurs when decisions about a student’s grades, educational opportunities, or university employment depend on the student’s response to sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. At other times sexual harassment may create an environment which is hostile to education or university employment. Sexual harassment creates a hostile environment whenever it is sufficiently severe or pervasive to interfere with a person’s work or educational performance or to deny or limit a student’s ability to participate in or benefit from the university’s programs, benefits, services, or opportunities. Even a single instance may be sufficient to constitute a hostile environment (for example, in the case of a sexual assault).

Sexual harassment is defined by the perception of the person who feels harassed: does it involve sexual conduct unwelcome to that person? In other words, sexual harassment is subjective and it is “in the eye of the beholder.” Conduct can be sexual harassment whether or not any sexual harassment or hostile feelings were intended.

Examples of Sexual Harassment

Sexual harassment may take many forms, including but not limited to:

Verbal Conduct such as epithets, derogatory comments, slurs or unwanted sexual advances, invitations or comments. Other examples include such conduct as persistent, unwanted sexual or romantic attention; discussing or rating another's sexual attributes, attractiveness, or clothing; or asking or commenting about someone's sexuality or sex life.

Visual/Electronic Conduct such as derogatory posters, cartoons, calendars, drawings, pictures, or text, whether disseminated through hard copy or electronically through e-mail, internet, or other mediums.

Physical Conduct such as unnecessary touching, patting, hugging or brushing against another's body; assault; blocking normal movement; or interference with work that is sexual in nature and directed at an individual because of his/her gender.

Threats and Demands to submit to sexual requests in order to keep a job, or academic status, or to avoid some other loss, and offers of job benefits or academic opportunity in return for sexual favors.

Sexual Violence, Sexual Misconduct, and Stalking

- Sexual violence refers to a broad range of physical sexual acts perpetrated without a person's consent, including where a person is incapable of giving consent due to an intellectual or other disability or to the victim's use of drugs or alcohol. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment when they occur on campus or when students experience the continuing effects of off-campus sexual harassment in the educational setting.

- Stalking is engaging in a pattern of threatening conduct that would cause a reasonable person to fear for his or her own safety; the safety of a family member; the safety of someone the person is dating; or the safety of property belonging to any of those persons. Stalking violates the university's code of conduct and is a felony under Texas law. Stalking may also be a form of sexual harassment when it occurs on campus or when students experience its continuing effects in the educational setting.

The University requires students to conduct themselves in accordance with its code of conduct, including provisions relating to sexual misconduct.

Sexual misconduct, as defined in the university's student code of conduct, is subject to disciplinary action, including expulsion.

The Importance of Consent

Students must also be aware that engaging in conduct of a sexual nature without the consent of both persons involved may constitute sexual assault. Consent is an active agreement to engage in a certain act or be exposed to a certain situation. Sexual activity without meaningful, explicit, and ongoing consent may be a violation of state and local law. This includes forcing, threatening or coercing an individual into sexual contact under duress and/or against his or her free will. When consent is requested verbally or physically, the absence of any explicit verbal or physical response constitutes lack of consent. Consent can be withdrawn at any time, but once consent has been established a person who changes his or her mind should communicate the withdrawal of consent through words or actions.

A person may be incapable of giving consent due to age, an intellectual or other disability, being asleep or unconscious, or being under the influence of drugs or alcohol. If a person is incapacitated (that is, lacking the physical or mental ability to make informed, rational judgments) to the extent that he or she cannot understand the fact, nature, or extent of the sexual situation, there can be no consent. Sexual activity becomes sexual assault if a sober, reasonable person in the position of the person who is initiating further sexual activity would have known that the other person was incapable of consent.

Because incapacity may be difficult to discern, students should err on the side of caution. When in doubt, assume the other person is incapacitated and unable to give effective consent. The responsibility for establishing true consent falls on the initiator of further sexual activity, even if that person has also been drinking. Being intoxicated or drunk is never a defense to a complaint of violating the university's policy on sexual misconduct.

Reporting Discrimination (including harassment) to University Authorities

Any student who has experienced or observed unwelcome conduct which may constitute illegal discrimination is encouraged to report the matter to one of the university authorities named below. Students are encouraged to report such conduct before it becomes severe or pervasive so that the University can take appropriate steps to prevent the situation from creating an environment which is hostile to education.

Reporting Sexual Violence is addressed in the section below. Reporting emergencies and crimes is addressed in Section Six of this Student Handbook. If you have immediate safety concerns, first call 911, then call the Campus Police at 254-295- 5555.

Some examples of matters which are appropriate to report and file a complaint within this section include:

- A complaint of sex discrimination or sexual / gender harassment carried out by university employees, other students, or third parties
- A complaint of gender inequity in any program of the university, including athletics
- A complaint of discrimination on the basis of a disability or handicap
- A complaint of any violation of the university's Policy Against Discrimination or Harassment

A report may be made in person, in writing, by mail (address on brochure cover), or by email to the following UMHB Title IX officials:

- Susan Owens, Vice President for Human Resources & Title IX Coordinator
254-295-4527
susan.owens@umhb.edu
- Ray Martin, Dean of Students
Deputy Title IX Coordinator
254-295-4590
rmartin@umhb.edu
- Darla Kirby, Associate Athletic Director
Deputy Title IX Coordinator
254-295-4590
dkirby@umhb.edu

If a complaint is made in writing, the following information should be included (these elements can be discussed in the meeting if the complaint is made in person):

- A description of the problem which is the basis for the complaint
- When the conduct which is the basis of the complaint occurred
- The names and contact information, if known, of any persons whose conduct has created the problem or the complain
- The names and contact information, if known, of any persons who can provide information about or confirmation of the complaint
- What, if any, consequences or effects the problem is causing for the student
- The action or solution requested in order to resolve the complaint

The University will take appropriate steps to eliminate illegal discrimination or sexual harassment as quickly as possible. In some cases interim measures may be taken before the investigation and any related disciplinary process has been completed in order to eliminate or diminish the opportunity for additional discrimination or harassment or to alleviate the effects of the conduct which is the subject of the complaint. Any interim measures will respect the rights of all students to be treated with fundamental fairness.

Reporting Sexual Violence

Students who experience incidents of **sexual assault, dating violence, domestic violence or stalking** have the right to file a Title IX sex discrimination complaint with the university as described on the preceding pages. Students also have the right to file a separate criminal complaint with the Belton Police Department. Although students have the right not to make an official report, UMHB encourages students to report sexual assaults, dating violence, domestic violence or stalking to the university and/or to the Belton Police Department. **If you choose to report, you are encouraged to do so as soon as possible, enabling the university or the Belton Police Department to act quickly and thoroughly.**

Filing a report will not obligate you to prosecute, but it will help the university take steps to provide a safer campus for you and others. With your report, the university can keep a more accurate record of the number of incidents involving students; determine whether there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

Any student who is the victim of **sexual assault, sexual violence, stalking, or other conduct which may constitute a crime** is encouraged to report the matter to a Campus Security Authority:

Susan Owens, Title IX Coordinator
254-295-4527
susan.owens@umhb.edu

UMHB Police Department
254-295-5555

Ray Martin, Dean of Students
254-295-4590
rmartin@umhb.edu

Dr. Byron Weathersbee
Vice President for Student Life
254-295-4496
bweathersbee@umhb.edu

Donna Plank, Director of Residence Life
254-295-4590
dplank@umhb.edu

Debbie Rosenberger, R.N., Student Health Services Coordinator
254-295-4696
drosenberger@umhb.edu

Darla Kirby, Associate Athletic Director
254-295-4590
dkirby@umhb.edu

The report will be forwarded confidentially to the university's Title IX Coordinator for review.

Confidential Reporting. UMHB understands that many victims have a strong desire for their report of sexual violence to be treated confidentially. If a student requests that his or her name not be disclosed to the accused person or that the University not investigate or take disciplinary action against the accused person, the University will carefully consider the request and honor it if possible.

- ✓ If the university determines that it can keep a report confidential, all reasonable steps will still be taken to respond to the complaint consistent with the request for confidentiality. For example, it may be helpful to make changes to a housing situation, class schedule, etc. Any request for confidentiality can be withdrawn at any time, and the university will proceed to investigate the report fully and take appropriate action.
- ✓ However, honoring a request not to reveal a victim's name to the accused person, not to conduct an investigation, or not to punish the accused person will limit the university's ability to respond fully to the assault and take any appropriate disciplinary action. There are situations in which the university must override a request for confidentiality in order to meet its obligations under federal law to provide an educational environment which is safe and free from sexual violence. If the accused person has been accused before of committing similar acts or if the circumstances indicate that the accused person is likely to harm others, the university may have to investigate the report and take appropriate action to make the campus safe. If an investigation must take place, the information reported will be shared only on a need-to-know basis.
- ✓ A student who wants to be assured that a sexual assault report will be kept confidential can make an anonymous complaint or report the assault to a therapist, doctor, or attorney who is legally obligated to maintain patient or client confidentiality. Students who choose this option are requested to ask their doctor, therapist, or counselor to make a confidential report of the assault without including facts that would reveal the student's identity. While the university will probably not be able to take any disciplinary action against the person accused of the assault, university officials will have a better picture of crime on the campus and may be able to warn the campus community about methods or patterns of attacks.

Reporting to local law enforcement:

Any student who is the victim of **sexual assault, sexual violence, stalking, or other conduct which may constitute a crime** may also make a law enforcement report by contacting the Belton Police Department by phone or in person:

Belton Police Department
711 East 2nd Ave., Belton, Texas Call
911 or 254-933-5840

If you request, a university official will help you report the incident to Belton Police Dept. Any investigation conducted by the Belton Police Dept. will be done separate and apart from a university investigation.

Filing a report with the Belton Police Department does not constitute filing a report with the university.

Students may also submit complaints to the Department of Education Office for Civil Rights.

Preserving Evidence

Even if you have no immediate intention to report the incident to the police, preserving evidence will be important in case you later decide to press criminal charges or pursue university disciplinary action against another person. Physical evidence may also help you obtain an order from a court or the university requiring the other person involved to stay away from you.

If you have been sexually assaulted, it is better if you DO NOT shower or bathe, douche, wash hands, use the toilet, brush your teeth, change clothing, or wash clothing or bedding. If you change clothes, carefully place all clothing worn at the time (or bedding) into a paper bag. At a hospital, a sexual assault examination (also known as a forensic examination) can be conducted to gather evidence, whether or not you intend to press criminal charges. This procedure includes a physical exam where a doctor or a trained nurse collects the evidence of the assault. You will need to bring an extra set of clothing. The clothing worn during the assault may be collected as evidence.

If you believe you have been drugged, traces of the drug may still be detected for up to 96 hours after ingestion (depending on dosage and individual metabolism). The chances of getting proof are best when the sample is obtained quickly. In general, evidence collection is best if done immediately following an assault. The more time that passes between the sexual assault and medical collection of evidence, the less likely it is that the evidence will be useful in the prosecution of a criminal case.

It may be helpful for you to immediately write down everything you can remember about the incident, including what the assailant(s) looked like (e.g., height, weight, scars, tattoos, hair color, clothes); any unusual odor; any noticeable signs of intoxication; anything the assailant(s) said during the assault; what kinds of sexual activities were demanded and/or

carried out; if weapons, threats, or physical force were used; and any special traits noticed (e.g., limp, speech impediments, use of slang, lack of erection, etc.). Writing it down will not only aid you in recalling details should you choose to report, it also can be empowering as it allows you an element of control in a situation where control had previously been taken away.

Remember to preserve electronic evidence. Text messages, emails, voicemails, records of recent phone calls, and posts on social media may all provide critical evidence and should not be deleted from your cellphone, computer, or other device. Police or university investigators can help you document and preserve electronic evidence.

The University's Investigation Process

All complaints of sex discrimination or sexual/gender harassment received by the university will be investigated promptly and impartially by the Title IX Coordinator or his/her designee.

Complaints regarding other types of discrimination received by the university will be investigated by the university's designated coordinator for university compliance with nondiscrimination policies, as identified in the university's statement of nondiscrimination in this Handbook.

Investigation of complaints of sex discrimination or sexual/gender harassment will be as confidential as possible to acquire the information needed and will respect the rights of both the complainant and the respondent.

- Retaliation against complainants or witnesses is strictly prohibited.
- Deliberately falsifying a report of harassment is strictly prohibited.
- Likewise, failure to provide truthful, factual information without malice during an investigation is also forbidden.

In the course of the investigation, the University may seek to use voluntary informal discussions or mediation for resolving some types of sexual harassment complaints. However, the complainant has the right to end the informal process at any time, in which case the investigation shall continue to its conclusion. In cases involving allegations of sexual assault, mediation is not appropriate. Any agreed resolution of a complaint should fully and effectively address safety, fairness, and other appropriate concerns of the complainant, the respondent, and the University as a whole.

Every complainant has the right to present his or her case. The University will conduct and conclude an adequate, reliable, and impartial investigation of the complaint within 60 days after the complaint has been received. An investigation may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Both the complainant and the respondent will have an equal opportunity to present witnesses and other evidence. The complaint will be decided using a preponderance of the evidence standard (i.e., is it more likely than not that sexual harassment or violence occurred?).

The purpose of the investigation will be to determine whether any discrimination which is unlawful under Title IX has occurred and, if so, to eliminate such discrimination.

Once the investigation is completed, the complaint will be adjudicated by the Title IX Coordinator or his/her designee. Sanctions may be imposed in order to restore the proper educational environment (for example, removal from a student organization or changing class schedules) or to discipline any person guilty of violating the university's rules of conduct. The adjudicating official may consult with other university officials (which may include appropriate persons from Student Life, Human Resources, and/or a respondent/employee's supervisors) regarding sanctions or disciplinary action to be imposed.

Interim Remedies and Sanctions

The following interim remedies may be provided immediately as protective measures on a temporary basis during the investigation and, if appropriate, on a longer-term basis.

1. Additional excused absences from classes
2. Academic support services, such as free tutoring
3. Providing an escort to move safely between classes and activities
4. Providing parking closer to residence or classes
5. Separate classes from respondent
6. No contact order to respondent (including contact in person or by phone, email, text message, social network, or any other means, either directly or through a third party)
7. Move to different campus housing to enhance safety
8. Providing free counseling services.

Any of the sanctions listed under Sanctions for Misconduct in this Handbook may also be used as interim or permanent remedies for the complainant and sanctions for the respondent. The investigation and disciplinary process will be conducted by officials who receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and disciplinary process that protects the safety of victims and promotes accountability.

The complainant and the respondent may have an advisor of their choice (who may be a friend, parent, attorney, etc.) present with them during any meeting with university officials related to the investigation or disciplinary process. The role of the advisor is limited to providing support, guidance, or advice to the student throughout the investigation and disciplinary process. During the meetings, the student and advisor may talk quietly with each other. Advisors do not have the right to question or cross-examine witnesses, present arguments, answer questions posed to a student, or otherwise take an active role in the meeting. Advisors cannot disclose to other persons any confidential student information which is disclosed to the advisor in the course of the meeting. The University will remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.

Both parties will be promptly and simultaneously notified in writing of the outcome of the complaint, including the result of the university's disciplinary proceeding, the procedures for either party to appeal the result, any change to the result, and when the results become final. With respect to complaints of sexual harassment or sexual violence, the University will disclose to the

complainant information about any sanctions imposed on the respondent when the sanction directly relates to the complainant, such as an order that the respondent stay away from the complainant or that the respondent is transferred to other classes, suspended, removed from a residence hall, expelled, etc. In order to comply with the Clery Act, both parties will also be informed of all sanction information if the offense involved is a sex offense.

Appeals

Either party may appeal the initial decision regarding responsibility findings, sanctions or both by providing a written notice of appeal to the Sr. Vice President for Administration within seven (7) days after written notice of the decision has been given. The written notice of appeal must identify those parts of the initial decision which are being appealed, explain the reasons for the appeal, and specify any changes to the decision which are requested. Both the complainant and the respondent will be given notice of the appeal and an opportunity to respond. The Sr. Vice President for Administration will consider the appeal and issue a written decision within twenty (20) days after receiving the appeal. A decision on the appeal may occasionally take slightly longer because of unusual circumstances or the absence of necessary parties during school breaks.

Interim sanctions, including sanctions previously imposed and any additional appropriate sanctions, may be imposed or continued during the appeal. The University shall respect and protect the rights of both parties until the appeal is resolved.

Both parties will be promptly notified in writing of the outcome of any appeal, which shall be final. The respondent will be notified of any changes to the sanctions, and the complainant will be given any notice of sanctions or changes in sanctions to which he or she is entitled, as described above.

Retaliation Is Prohibited

No University employee or student shall retaliate in any way against a person for making a complaint, testifying, assisting, or participating in any manner in an investigation or complaint proceeding. Retaliatory actions which are prohibited include intimidation, threats, coercion, or discrimination against any such individual. Any person may report retaliation to the University's Title IX Coordinator:

Susan Owens, Vice President for Human Resources
900 College St., Belton, Texas 76513
254-295-4527
susan.owens@umhb.edu

Complaints of retaliation will be investigated by the University under the same complaint processes and standards which applied to the original underlying complaint.

Dress Code

Students at the University of Mary Hardin-Baylor are given the responsibility to dress appropriately and in accordance with the university's standard of Christian ethics. Within these parameters, students are expected to avoid personal appearance that is distracting while concurrently meeting additional rules related to special events or occasions such as chapel, graduation, or other ceremonies. Clothing which displays sexually suggestive materials, or advocates alcohol, drug use, profanity, tobacco, racism, or other concepts in conflict with Christian principles are strictly prohibited.

Faculty may publish in the syllabus specific expectations regarding dress code for attendance in class.

The absence of more specific rules on standards of dress does not excuse students from the duty to exercise individual responsibility for appropriate dress as a member of a Christian academic community.

Policy Against Hazing

The University of Mary Hardin-Baylor prohibits all forms of hazing, including solicitation to engage in hazing and aiding and abetting another person who is engaged in hazing.

The following is a summary of Chapter 37, subchapter F. (§§ 37.151-157) of the Texas Education Code, which prohibits hazing in Texas public or private high schools. Texas Education Code §51.936 applies Chapter 37's prohibition on hazing to institutions of higher education. This summary of Chapter 37 is provided as required by §51.936(d).

Hazing is a criminal violation under Texas law. A person commits an offense if the person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing, recklessly permits hazing to occur; or has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or has firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge to the Dean of Students, campus police or other appropriate university official.

Both failing to report hazing and hazing that does not result in serious bodily injury are Class B misdemeanors. Hazing that results in serious bodily injury is a Class A misdemeanor. Hazing resulting in a death is a state jail felony. An organization found guilty of hazing may be fined \$5,000 to \$10,000 or, for incidents causing personal injury or property damage, an amount double the loss or expenses incurred because of the hazing incident. It is not a defense to prosecution that the person hazed consented to the hazing activity.

Any person reporting a specific hazing incident to the Dean of Students or other appropriate institutional official is immune from civil and criminal liability unless the report is in bad faith or malicious.

State law does not limit or affect the university's right to enforce its own penalties against hazing. The Education Code defines hazing as, "any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting

with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in an organization.” The statute contains a list of conduct which constitutes hazing. Some examples of activities that may meet the definition of hazing and that the university prohibits include, but may not be limited to:

- Paddling in any form, pushing, hitting, or physical threats
- Creation of excessive fatigue, or forced or coerced participation in calisthenics
- Physical or psychological shocks
- Misuse of authority by virtue of one’s class rank or leadership position
- Striking another student by hand or with any instrument
- Any form of physical bondage of a student
- Taking a student to an outlying area and dropping him/her off
- Forcing a student into a violation of the law or a university rule such as indecent exposure, trespassing, violation of visitations, etc.
- Forcing, requiring, or endorsing another student to drink alcohol or any other substance and/or providing such alcohol or other substance
- Theft of property under any circumstances
- Defacing trees, ground, or buildings
- Unapproved quests, treasure hunts, scavenger hunts, road trips, or other such activities
- Causing a person to wear, publicly, apparel that is conspicuous and not normally in good taste
- Engaging in public stunts, buffoonery, or morally degrading or humiliating games or activities
- Late work sessions
- Other activities not consistent with the rules, regulations, and policies of the University of Mary Hardin-Baylor.

Reporting Hazing

To make a report of hazing, or to determine if a proposed activity constitutes hazing, contact the Office of the Dean of Students or, if the Dean of Students is not available, to the Campus Police Department. If the hazing incident is currently occurring, it should be reported without delay. If you have immediate safety concerns, first **call 911**, then call the Campus Police at 254-295-5555.

Disciplinary Procedures for Hazing

Any allegations of hazing will be investigated. If the investigation yields evidence of hazing, appropriate disciplinary action will be taken against the individual and/or organization deemed responsible for the hazing. Disciplinary action will follow the processes outlined in the Student Handbook for violations of the student rules of conduct.

[REPORT IT!](#)

Sadermail

In recognition of the increased use of email as a means of communication, the University of Mary Hardin-Baylor has established email as a recognized means for sending official information to students. In support of this objective, the university will provide an email account to all students.

The university expects that every student will receive e-mail at his or her university email address and will read email on a frequent and consistent basis. A student's failure to receive and read university communications in a timely manner does not absolve that student from knowing and complying with the contents of such communications.

While the easiest way to receive electronic university communication is by using the university's email service directly, an individual may choose to have their university email redirected to another email address at his or her own risk. The university will not be responsible for the handling of email by outside vendors. Having email redirected does not absolve a student from the responsibilities associated with official communications sent to his or her university email address.

Policy Regarding Signs, Sidewalk Chalk and Posters

All signs, postings, and sidewalk chalk messages must be approved by the university prior to being distributed. All signs, posters, and sidewalk chalk messages must be removed by the organization/individual distributing these items at the conclusion of the event.

Chalking must be approved by the Student Organizations Office. Only events that are campus-wide or appeal to a major segment of the campus community will be approved. Messages may be placed on UMHB sidewalks and streets with white chalk. **Never use colored chalk! Violators will be billed for damages caused by colored chalk stains.** Do not chalk on any portion of the buildings, including steps, walls, or on bricks.

More information can be found in the Student Organizations manual:



Policy Regarding Smoking, Tobacco Products and E-Cigarettes

The University of Mary Hardin-Baylor is dedicated to supporting the health and well-being of its students and employees, and strongly encourages them to abstain from the use of cigarettes and other tobacco products, in accordance with the Surgeon General's health warnings. Therefore, students who smoke or use other tobacco products or electronic cigarettes (E-Cigarettes) are strongly encouraged to seek education, support and assistance in smoking cessation from healthcare providers and community resources (i.e. American Cancer Society).

Smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes) are strictly prohibited:

- inside or within 50 feet of any university-owned building or residences
- while operating or riding in university-owned vehicles (including carts and mowers)
- in any other area designated by the university as tobacco or smoke-free

The university has designated certain outdoor smoking areas on campus which are equipped with appropriate signage and receptacles. Students are required to use receptacles (or to furnish their own, such as spittoon cups) when disposing of cigarettes and other tobacco products.

When students are off-campus representing the university at meetings and other events and/or wearing apparel with the university logo in public venues, they must abide by the smoking/tobacco use rules of that venue. Failure to adhere to these rules regarding smoking, the use of tobacco products and the use of electronic cigarettes (E-Cigarettes) may result in disciplinary action, up to expulsion from the university.

Policy Regarding Solicitation on University Premises

The University of Mary Hardin-Baylor is a private property and as such has the right to control access to university facilities and grounds. It is the policy of the university to restrict solicitation of services and/or products on university property.

Students should not allow any solicitor into a residence or other building on campus. Students who are approached by or observe a solicitor on campus should immediately contact the UMHB Police Department at (254) 295-5555.

All campus organizations/entities that solicit involvement and/or sales to members of the university community must have prior approval from the Dean of Students. Any member of the university who distributes fliers, samples, or posts signs must have in his/her possession authorization from the Director of Student Organizations while engaged in these activities. No form of solicitation that defaces university property or grounds will be permitted.

Policy Regarding University Information Systems Usage

The information systems (including computers, computer accounts, printers, network access, servers, host systems, network wires, wireless devices, bandwidth, software, electronic mail, Web pages, video systems, voice-over IP, and document imaging systems) at the University of Mary Hardin-Baylor are the property of the university and are provided for the use of UMHB students in support of the programs of the university.

The use of information systems is a privilege, not a right, which may be revoked at any time for misuse. Users may not, under any circumstances, transfer or confer these privileges to other individuals.

- The information systems are owned by the university and are to be used for university related activities only. All access to central information systems, including the issuing of accounts, must be coordinated through the Information Technology Department based upon approval of authorized personnel.
- Information systems are to be used only for the purpose for which they are assigned and are not to be used for commercial purposes or non-university related activities. Use of university information system resources should complement the university's mission and purpose. Registration of domain names using UMHB IP addresses is prohibited.
- Students should treat computer programs, electronic mail, and electronic files of other users as confidential unless they have explicitly been made available to other authorized individuals. Authorized personnel (Information Technology Department) may access others' files when necessary for the maintenance and security of information systems. When performing maintenance, every effort will be made to provide the user with advance notice and to insure the safety and security of users' files as well as the information systems as a whole. Violations of policies regarding use of university information systems will be reported to the appropriate personnel.
- Fraudulent, harassing, sexually explicit, pornographic, offensive or obscene messages or materials are not to be requested, sent, exchanged, printed, displayed, downloaded or stored. UMHB information systems resources should not be used in a manner "that would embarrass or bring discredit to the Baptist General Convention of Texas or to UMHB in the view of their constituencies." Chain letters, other forms of mass mailings, and non-UMHB official business related mailings are not allowed.
- The university has the right at any time to retrieve and view any information stored on its servers and host systems, including email messages. While the university does not routinely monitor users' email, the university may do so at its discretion in the course of an investigation or in order to enforce the university's rules.
- Individuals must not use a computer, computer account, Web page, or electronic mail accounts which are assigned to other users. Each user is responsible for the proper use of the resource, including proper password protection. UMHB students, faculty, and staff must log out of unattended computers. All passwords must remain confidential and must not be revealed to anyone.

- Information system accounts that expire or are terminated, along with the files in the accounts, will be deleted. Restrictions on storage space for e-mail files and messages will necessarily be imposed upon e-mail accounts due to physical hardware limitations.
- Copyrighted material is not to be copied from or into except as permitted by law and/or by the contract or license agreement with the owner of the copyright. The use of copyrighted material on the UMHB local area network or on UMHB equipment must be in accordance with copyright license agreements.
- No one should tamper with or deliberately attempt to degrade the performance of UMHB information systems and network services. Any malfunctioning or defective computer equipment and any servers performing unauthorized network administrative operations (i.e.: DHCP, DNS, POP3, SMTP, FTP Host, HTTP Host, etc.) will be disconnected without prior notification.
- UMHB information systems and network services may not be extended to provide access to anyone outside of the UMHB community for any purpose without prior authorization from UMHB's Information Technology Department. Network services, including wires, network jacks, and wireless network access, may not be modified, extended, or expanded beyond the original access point. Unauthorized network devices (i.e. routers, switches, hubs, wireless access points, etc.) are not permitted to be connected to the UMHB network.
- UMHB reserves the right to restrict or deny access to any service that may be detrimental to its performance or utilize excessive bandwidth, such as audio or video downloads and online gaming.
- Loopholes in the security of information systems must not be used to damage information systems, obtain extra resources, remove resources from another user, or gain access to or use unauthorized resources or files. Knowledge of such loopholes must be reported to the Information Technology Department immediately.

A student's information systems usage privileges may be suspended immediately upon the discovery of a possible violation of these policies. If the violation is confirmed, the full range of disciplinary sanctions is available, including the loss of information systems usage privileges, dismissal from the university and legal action. Violations of some of the above policies may constitute a criminal offense under the Texas Penal Code (see V.T.C.A., Penal Code section 33.01 et seq).

UMHB students should be aware that social networks such as Facebook, Twitter, Instagram, Snap Chat, Yik Yak, and others are public domain and may be used by the university to determine student conduct.

Policy Regarding Student Social Media Usage

The Bible provides each of us with powerful wisdom and guidance to live our lives in a manner that is pleasing to God. We are called to a high standard of behavior. Accordingly, all students are encouraged to consider the Bible's instruction as they make choices about their speech, both in person and through the use of technology such as social media.

Internet services such as Twitter, Facebook, YouTube, Instagram, Google and others enable individuals to interact with an expansive universe of people and to connect with friends and family. While the university supports and encourages individual freedom of expression, it also has concerns about the safety and well-being of students, faculty, staff, and the University's image.

What you post may affect your future. Postings by students on personal profiles, groups and chat rooms are often in the public domain and easily accessible by anyone including parents, potential employers, graduate school admissions officials, and even predators. Even after it has been deleted, information posted on a web site can sometimes be retrieved by persons with sufficient technical computer skills.

You are expected to monitor your own social media, and post (or retain, if sent to you by others) only information and images that appropriately represent the university and its Christian standards. You must promptly remove anything posted by someone else which violates this policy.

Educating and protecting students is a primary concern of the university. The following information was developed to provide you with some guidance as to what type of behavior is appropriate for your social media. These guidelines are not all inclusive; rather, they are intended to be used as a foundation for **sound decision making**.

General Guidelines for participating in social media sites:

• • •
"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

Ephesians 4:29

• • •

1. Before participating in any online community, understand that anything posted online is often available to anyone in the world.
2. Do not post your home address, local address, phone number(s), birth date or other personal information (e.g., class schedule, social plans) as it could lead to unwanted attention, stalking, identity theft, etc.
3. Set your security settings so that only individuals known to you can view your profile.
4. Do not post any information that would violate UMHB's Christian standards, its student rules of conduct, or state or federal laws.
5. Do not post or permit any information, photos or other items online that could embarrass you, your

family, or UMHB. This includes (but is not limited to) information, photos, quotes, and other items that may be tagged to you from another user.

6. Do not add a "friend" unless it is someone you actually know.
7. Do not comment on matters that could reasonably be expected to be confidential regarding your fellow students or UMHB.

Guidelines for the use of words, abbreviations, acronyms, and/or phrases not permitted anywhere on student's social media sites, **regardless of who posted them**, include (but are not limited to) the following:

1. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion, disability, national origin, or sexual orientation.
2. Any demeaning or disparaging statements.
3. Sexually explicit language.
4. Using profanity, including symbols, abbreviations, acronyms, or other inappropriate or offensive language.
5. Words or phrases to describe inappropriate social activities (e.g., partying, boozing and smoking) are not appropriate activities for students.
6. Words or phrases you would not want attributed directly to you should they be released publicly (e.g., newspaper, television story).
7. Threats of violence.

Photo and Video Guidelines - examples of inappropriate or offensive behaviors posted on students' social media sites, **regardless of who posted them**, include (but are not limited to) depictions or presentations of the following:

1. Hazing, an activity that is strictly prohibited.
2. Posting pictures, videos, posters or other media that condone drug related activity. This includes but is not limited to images that portray the use of marijuana or other illegal drugs or drug paraphernalia.
3. Posting pictures, videos, posters or other media with obscene, lewd or lascivious gestures or behavior. This could include the use of alcohol, tobacco or similar products in a manner that is offensive or degrading to the University and its mission.
4. Posting pictures, videos, posters or other media that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
5. Any words or phrases considered to be harassing and/or discriminatory in nature on the basis of sex, race, color, religion, disability, national origin, or sexual orientation.
6. Posting pictures, videos, posters or other media that depict violence
7. Posting pictures, videos, posters or other media meant to demean the individuals included in the photo.
8. Posting pictures, videos, posters or other media you would not want publicly released on television or in a newspaper.

Social networking sites may be regularly monitored by a number of sources within UMHB (e.g., Athletics Division, Student Life, Information Technology, and Campus Police) or authorized vendors engaged by UMHB to monitor social media.

1. If you participate in certain high-profile student activities, you may be required to provide full access to your personal social media to selected employees of UMHB or authorized vendors.
2. If you discover inappropriate information on the social media site of any UMHB student, you are required to contact the Dean of Students or other UMHB administrative staff member. You must not take action on your own accord (e.g., hazing or any form of punishment).

Any violation of law or university policy (e.g., the University's Policy on Prohibited Harassment and Discrimination, Student Rules of Conduct, or Hazing Policy) or evidence of such violation in your social media content is subject to investigation and sanction by the university and/or law enforcement agencies.

University sanctions can include, but are not limited to reprimand, fines, suspension from practice or competition, dismissal from a university program and expulsion. The student disciplinary process can be found in this handbook. For some student programs, including athletics, a more specific usage policy and disciplinary process may be provided to students.

The goal of UMHB is to achieve a level of behavior that is pleasing to God and reflects positively on you and the University community. If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as those of the university. Remember to always present a positive image, and don't do anything to embarrass yourself, your family, or the university.



Section 8: Student Misconduct and Discipline

Philosophy of Discipline

UMHB maintains a learning community of Christian discipline, promoting a way of life that reflects and honors the teachings of Jesus Christ. Therefore, community life at UMHB is a disciplined life. Community standards reflect biblical principles, and traditional Christian teaching and encourage students, staff, and faculty to live their lives accordingly.

Our desire is that all people reach their greatest potential in Jesus Christ. The intent of all discipline is to enhance growth, maturity, responsibility for one's own behavior and accountability for one's own actions.

Students are called to a high standard of behavior in order to establish and maintain an environment conducive to learning and personal growth. Within the context of UMHB's mission and Christian standards, students are expected to develop and maintain high personal and behavioral values. These expectations include, but are not limited to, the following:

- Respect for the personal worth, dignity and rights of others.
- Respect for the right and necessity of UMHB to develop and maintain a Christian atmosphere conducive to academic study and personal growth.
- Respect for UMHB's longstanding tradition of honesty, moral and ethical integrity.
- Respect for the diverse backgrounds, personalities, convictions and spiritual traditions of students, staff, and faculty who comprise the UMHB learning community.
- Respect for local, state, and federal laws and ordinances.
- Respect for the discipline, policy, procedures, and authority established by UMHB for the management of university activities, the well-being of the members of the university community, and the integrity of the university.
- Willingness to offer service, support, guidance, and friendship to others.
- Regard for the nature of a moral community by embracing the need to lovingly confront and hold accountable members of the UMHB learning community whose conduct falls outside the boundaries of Christian behavior, university policy, and state and federal laws.

Purpose of Disciplinary Responses

In order to preserve a moral community, it sometimes becomes necessary to hold students accountable for their actions. Procedures have been designed to provide a loving disciplinary response, balanced by justice and mercy. Justice requires that those who violate standards are held accountable, and those who are innocent are protected. Mercy requires an understanding that all people are fallen sinners in need of God's grace and a mandate to encourage hope rather than condemnation. Therefore, discipline must be both corrective and restorative. The goal must be to redeem individuals and to restore relationships so that people can grow and develop in knowledge and grace.

The purpose of the disciplinary response is:

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

In all disciplinary procedures, the University of Mary Hardin-Baylor will seek to be redemptive in the lives of the individuals involved and to witness to the high moral standards of the Christian faith.

Student Misconduct Defined

The term **misconduct** refers to personal behavior on or off campus that interferes with UMHB's pursuit of its educational and Christian objectives, fails to exhibit a regard for the rights of others, or shows disrespect for the safety of persons or property. The following examples of misconduct are not inclusive but are intended to give a student an idea of the types of behavior that may result in disciplinary action.

- Obstruction or disruption of teaching, research, administration, public service, or other activity or function of the university, or threatening such obstruction or disruption.
- Acting in a manner which, without adequate reason, creates or increases the risk of harm to the person or property of oneself or another member of the university community.
- Using force, violence, or threats of force or violence toward students.
- Interference with, failure to cooperate with, or failure to provide identification to any UMHB administrator, faculty member, or staff person.
- Physical or verbal abuse of any person, or indecent or obscene conduct, while: attending a university-sponsored event, on university premises, wearing apparel or other identification of the university, in the presence of university students, or in public venues where a reasonable connection could be made between the conduct and the university.
- Actions which evidence disregard for appropriate professional boundaries between students and university faculty and staff. University employees are directed not to engage in a personal relationship with a student if the employee has the ability to influence the student's employment, housing, financial aid, disciplinary or academic record. Students should not solicit, encourage, or participate in such a relationship.
- Threats, physical abuse, or harassment directed toward a member of the UMHB faculty, staff, student body, or toward a visitor to the campus.
- Any conduct, including speech or writing, that is in opposition to the Christian ideals which the University of Mary Hardin-Baylor strives to uphold.
- Violating the university's written policies regarding alcohol, tobacco, or other drugs.
- Theft, abuse, damage or the threat thereof, of university resources or the resources of any employee, student, vendor or visitor of the university.

- Use or possession of firearms, explosives, fireworks, missiles, or weapons on campus without the approval of the Vice President for Student Life.
- Unauthorized entry or use, unsafe use or inappropriate use of university vehicles, facilities, property, equipment, or electronic mail.
- Forgery, alteration, or unauthorized use of university transcripts, documents, records, information, logos, letterheads, publications, trademarks, servicemarks, or other identifying documents or symbols.
- Contemptuous, disrespectful, or disorderly behavior.
- Intentionally giving false or misleading testimony, evidence, or information to any person acting for the university in an official capacity.
- Failure to follow established university rules, regulations, and policies.
- Promoting or advocating activities or behaviors that are contrary to the mission of UMHB including, as examples, abortion, drug abuse, violence toward others, or sexual misconduct as defined in this handbook.
- Unlawfully conducting, organizing, or participating in an activity involving a game of chance, including but not limited to casino, Calcutta, or lottery.
- Violating the university policy's on hazing.
- Sexual misconduct as defined in this student handbook.
- Tampering or playing with fire extinguishers, smoke detectors, exit lights, emergency lights; tampering with or pulling under false pretenses a fire alarm; or propping stairwell fire doors open.
- Violation of an international, federal, state, or local law or ordinance.
- Recording or causing to be recorded by audio, photograph, video or other technology, the voice or image of a member of the university's governing board, an administrator, faculty member, staff employee, or other student without first obtaining the recorded person's expressed, written permission.
- Violating the university's social media policy.
- Obscene, lewd, indecent media exhibition: the use, display, or exhibition of pornographic movies, video tapes, records, cassettes, posters, magazines, CDs, computer graphics, or other media is strictly prohibited.
- Officially representing the university in any activity, including, but not limited to, media activities, political campaigns, and lobbying activities (which are prohibited by the university), without the express prior approval of university administration.
- Engaging in behavior that could reasonably be construed as harassment or discrimination which is prohibited by university policy.
- Refusing to cooperate with university officials in the course of a university investigation.

Sanctions for Misconduct

The university will normally use a progressive system of discipline for students, but reserves the right to consider the totality of a situation (including mitigating or aggravating factors, previous incidents, current academic performance, etc.) and may impose one or more sanctions for any instance of misconduct. The university may use the following sanctions or another sanction which the university deems appropriate under the circumstances:

- **Censure**- Oral or written warning to the student that he or she is engaging in conduct which violates university rules, regulations, or policies.
- **Reprimand**- Written warning that continuation or repetition of misconduct may result in a more severe sanction.
- **Fines**- a monetary fine may be assessed as part of a disciplinary process.
- **Probation**- Written notice explaining the serious nature of misconduct and outlining the terms of probation. The terms of probation may prohibit a student from participating in co-curricular activities.
- **Restitution**- Requirement to reimburse or otherwise compensate another for damage or loss of property resulting from a student's misconduct. Common assessment or group billing may be made to students in a residence hall for damages occurring in common areas shared by groups of residents.
- **Eviction**- Probation or removal from residence halls or other campus facilities as designated in the written notification. The housing deposit will not be refunded to a student who is evicted from the residence halls.
- **Suspension**- Termination of student status at the university for a specified period of time. A student who has been suspended will be given a reasonable time in which to leave the campus and remove his or her property.

Expulsion- Termination of student status at the university permanently or for an indefinite period of time. A student who has been expelled will be given a reasonable time in which to leave the campus and remove his or her property.

Interventions and services such as mentorship, educational resources, and recommendation or requirement to engage in a course of counseling with a counselor recommended by the university or selected by the student with the university's consent may be used in addition to sanctions in order to assist the student.

Sexual Misconduct

UMHB will be guided by the understanding that human sexuality is a gift from the creator God and that the purpose of this gift includes the procreation of human life and the uniting and strengthening of the marital bond in self-giving love. These purposes are to be achieved through heterosexual relationships within marriage. Misuses of God's gift will be understood to include, but not be limited to, sexual abuse, sexual harassment, sexual assault, incest, adultery, fornication, and homosexual behavior.

Note: Sexual harassment is discussed in more detail elsewhere in this manual.

UMHB will strive to deal in a constructive and redemptive manner with all who fail to live up to this high standard. Nothing will be done to encourage abortions or other drastic actions that might bring great harm to those involved. Dealing individually with each case, efforts will be made to counsel and assist those involved. Constructive forgiveness will guide all efforts. Consistent with the statement of UMHB concerning sexual misconduct, the university shall thoroughly review the facts and circumstances of each allegation of sexual misconduct involving a student and determine if the allegation is supported by credible evidence. The university may impose a sanction against the individual that is appropriate for the act committed. In doing so, the university shall offer counsel and assistance to the individual so that the sanction imposed may be a catalyst for redemption in his or her life.

The sanctions the university may impose against a student for an act of sexual misconduct are those set forth in the section entitled “Sanctions for Misconduct” of the student disciplinary policy and range from censure to expulsion.

Student Disciplinary Process

Unless this handbook provides a separate disciplinary process for a specific infraction, the following is the normal process when a student is suspected of violating the university's rules of conduct.

1. The Dean of Students, or a person designated by the Dean of Students, will request a meeting with the student to discuss concerns regarding the student's conduct. Students are required to meet with the Dean of Students upon request and to cooperate in the disciplinary process.
2. In the course of the informal interview, the Dean of Students and the student may agree on whether misconduct occurred and any appropriate discipline. The student may withdraw such an agreement by notice to the Dean of Students within three days, not counting weekends or school holidays.
3. If no agreement is reached, at the conclusion of the informal interview the student may request a written description of any misconduct with which the student will be charged. If requested, the written description will be furnished within a reasonable time.
4. If the student fails to meet with the Dean of Students, or in the absence of an agreement between the Dean of Students and the student suspected of misconduct, the Dean of Students may interview other persons who may have pertinent

information about the charges, including any person identified by the student who may provide information on the student's behalf. The Dean may also request information or counsel from other persons as the Dean may consider appropriate and conduct additional interviews with the accused student.

5. The preceding steps may not occur in the order listed. In particular, the Dean of Students may conduct some background investigation before meeting with the student.
6. The Dean of Students will make a decision regarding the charges against the student and any sanctions imposed within a reasonable time, normally within two weeks after the initial interview, although the school schedule may require a longer period of time. The Dean will notify the accused student of the decision either in person or in writing at the Dean's discretion. The Dean shall provide the student a written copy of the Dean's decision if any discipline is imposed or if the student requests.
7. Under normal circumstances, sanctions imposed by the Dean of Students are not effective until the time for appeal has expired or a student has exhausted the appeal process. However, the Dean of Students may direct that any sanction imposed will take effect immediately if the Dean of Students determines that immediate sanctions are reasonably necessary to protect the health or safety of any member of the university community or to comply with applicable law.
8. The student has the right to appeal any part of the decision of the Dean of Students by delivering a letter of appeal to the Vice President for Student Life within seven (7) calendar days after the decision by the Dean of Students. The letter of appeal shall state the portions of the Dean's decision which the student wishes to appeal, the reasons why the student disagrees with the Dean's decision, and the relief requested by the student.
9. The Vice President for Student Life shall review the Dean's decision in light of the letter of appeal. The Vice President may interview anyone who may have pertinent information about the charges and request information or counsel from other persons as the Vice President may consider appropriate. The Vice President for Student Life may also suspend any sanctions which took effect during the appeal process.
10. The Vice President for Student Life will provide a written decision on the appeal to the student and the Dean of Students within a reasonable time, normally within ten (10) days after receiving the appeal, although the school schedule may require a longer period of time. The Vice President for Student Life may affirm the decision of the Dean of Students, make a different determination of the facts, or change any sanctions imposed on the student. The decision of the Vice President for Student Life is final.

Any student who is interviewed as a part of a disciplinary proceeding shall treat any information disclosed to the student in the course of the interview as confidential. A violation of this rule of confidentiality is misconduct which is subject to discipline.

A student who is unable or unwilling to participate in the disciplinary process, whether the student is a witness or suspected of misconduct, remains subject to discipline and sanctions. Students are always entitled to consult any advisor, including legal counsel, but students are not entitled to have an advisor present in any university meeting or interview except for proceedings related to charges of sexual harassment, gender harassment, sexual assault, dating violence, domestic violence or stalking.



Section 9: Student Suggestions and Complaints

Student Suggestions

The thoughts, opinions, and suggestions of students are valued at UMHB, and appropriate consideration is given to all suggestions. Action regarding suggestions or complaints is not guaranteed.

- ***Student Government Association:*** SGA provides a voice for each student regarding university related matters.
- ***Student Speak:*** An informal discussion with the Vice President for Student Life and members of SGA Executive Cabinet takes place several times throughout each semester for students to openly discuss matters, ask questions, and offer suggestions.

Student Complaints and Concerns

For complaints or concerns regarding academic appeals, crimes, sexual violence, discrimination, harassment, hazing, anxiety/depression, alcohol/drugs, financial aid appeals, or other concerns, this site is a one-stop resource for students.

REPORT IT!

Section 10: Student Records

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution. For more information and a notice of your rights under FERPA, click [here](#).

In compliance with Public Law 93-380, Section 438 of the General Educational Provisions Act of 1974, students will be allowed to have access to their records. This act is often referred to as the Buckley Amendment, and it pertains to the privacy right of parents and students. In order to minimize the risk of improper disclosure, disciplinary records are kept separate from academic transcripts. No permanent record of disciplinary action shall be made unless there is a demonstrable need for it related to the basic purposes of the university. ***Areas in which student records may be maintained:***

Academic Records

- Registrar’s Office
- Deans’, department’s and faculty’s offices
- Academic advisors’ offices
- Center for Academic Excellence
- Student Development Office
- Career Services Office

Student Life Records

- Counseling and Testing Office
- Student Development Office
- Career Services Office
- Student Health Office
- Title IX Coordinator

Student-Athlete Records

- Athletics Division Office

Financial Records

- Business Office
- Financial Aid Office

Directory Information

- Public Information Office
- Registrar’s Office
- Student Development Office
- Athletic Office

All student information is available to university officials on a need-to-know basis.

Responsibility for Disciplinary Records

The Dean of Students retains responsibility for the maintenance, storage, and release of student records related to disciplinary proceedings in keeping with FERPA.

The Athletics Division retains responsibility for the maintenance, storage and release of student records related to disciplinary proceedings regarding student-athletes in keeping with FERPA.

The Title IX Coordinator and other designated coordinator for university compliance with nondiscrimination policies retains responsibility for the maintenance, storage and release of student records related to discrimination complaints, investigations, resolutions and disciplinary actions in keeping with FERPA.

In most cases, student disciplinary records may be kept for a period of five years upon separation from the university, at which time minimal statistics may be retained and the full document may be destroyed.

Campus police retain separate records that are created for a law enforcement purpose and may be retained or used in a manner consistent with that purpose.

Notifications to Parents

As stated in the current university catalog, a student's dependency status is determined according to the Internal Revenue Code 1986, Section 152.

When a dependent student receives a disciplinary response of suspension or dismissal, the parents of the dependent student may be notified by mail. Furthermore, parents of any student under the age of 21 may be notified should their student be placed on conduct probation for violating the UMHB alcohol policy. The university also reserves the right to contact parents when the administration believes that parental contact is in the best interest of the student and/or the university, to the extent allowed by law.

Administrative Withdrawal

The university reserves the right to drop a student from classes and/or the university if the student's account is delinquent or if such action is deemed in the best interest of the student and/or the university. Recorded grades will be W, WP, WQ, NC or F. The grade will depend on the time of withdrawal and the student's grade at that time or the circumstances causing the withdrawal.

Section 11: Just for Students Who Participate in Online Courses

Section Eleven – Students Participating in Online Courses

As a general matter, all university policies including the Student Handbook apply to students participating in both traditional courses and non-traditional distance learning or hybrid courses unless: (1) the policy states otherwise, or (2) the context renders a provision clearly inapplicable. Any questions about policies and their application to the online environment may be addressed to UMHB's Dean of Students or to the Vice President for Student Life.

Addendum to Academic Decorum Policy

[\(Click here for more info\)](#):

For online courses, students should exhibit good digital citizenship:

- respond to others in a respectful way
- use appropriate language on posts (i.e. professional and no foul language)
- if posting pictures, make sure they are appropriate and that you have permission

Digital Citizenship is a synonym for "Netiquette," both of which are shorthand terms of respectful behavior in the online environment.

Addendum to Library Services information

[\(Click here for more info\)](#):

Library Policies for Distance Education:

According to the Association of College and Research Libraries' *Standards for Distance Learning Library Services*, "every student, faculty member, administrator, staff member, or any other member of an institution of higher education, is entitled to the library services and resources of that institution, including direct communication with the appropriate library personnel, regardless of where enrolled or where located in affiliation with the institution. Academic libraries must, therefore, meet the information and research needs of all these constituents, wherever they may be."

The aim of Townsend Memorial Library is compliance with the principles stated above. Currently-enrolled distance education students have remote access to the library's website, catalog, and subscription databases as well as printed materials housed at the library's physical location. Students may also obtain materials not owned by the library through TexShare or interlibrary loan. Assistance from librarians is available via email, phone,

text, or the Ask-a-Librarian service. Instruction in basic research skills is provided through an online interactive tutorial.

Distance education services are provided for students who are enrolled in a distance learning class and not attending a class that meets on campus.

Policies and Procedures

Patrons who reside in Bell County may come to campus to check out library materials. Patrons who reside outside Bell County may request library materials using the Distance Education Book Request Form.

A. Borrowing Books

1. The loan period for distance education students is twenty-eight (28) days.
2. Graduate students may check out a total of twenty-five (25) books; undergraduates may check out a total of ten (10) books.
3. Library materials will be mailed to distance education students who reside outside Bell County.
4. Materials not loaned include reference books, print journals, and audiovisual materials (DVDs, CDs, audiobooks).
5. Materials may be renewed twice after the initial checkout.
6. Renewals are not permitted if someone else has requested the book or a late fee has accrued on the materials.
7. Late fees are \$0.10 cents per day per item.
8. The circulation manager will assess fees for damaged items.
9. If an item is lost, the patron should notify the library immediately.

Shipping

1. The library will pay shipping costs to mail library materials to distance education students.
2. A return book label will be included with the books. The patron is responsible for paying return shipping and insurance.
3. The patron is responsible for books checked out until the books are returned to the library.
4. To avoid late fees, books should be returned in a timely manner by the due date.
5. If you are mailing more than one book, please insure for more than \$100. Wrap or box the books securely and mail them to:

Townsend Memorial Library
University of Mary Hardin-Baylor
900 College Street, UMHB Box 8016
Belton, Texas 76513

B. Requesting Journal Articles

1. To request articles from magazines, journals, or newspapers owned by the library but not available online, use the Distance Education Journal Request Form.
2. The method of delivery will be via email unless another method is preferred.
3. The library does not loan printed issues of periodicals.

C. Accessing Other Libraries

1. Each semester, distance education students residing in Texas will receive a TexShare card from the library for use at other libraries in the state of Texas. Locate a local public or university library which participates in the TexShare program.
2. TexShare cards are issued only to currently-enrolled students who are in good standing and must be renewed each semester.
3. If you did not receive a TexShare card from the library, please contact the library's circulation desk at (254) 295-4637.

D. Interlibrary Loan

1. Interlibrary loan requests for journal articles not owned by the library may be requested directly through the databases (Request via Interlibrary Loan) or on the library's homepage by using the link Order an Article through our ILL Services. All interlibrary loan policies apply to distance education students.
2. Interlibrary loan requests for books not owned by the library may be requested through the WorldCat ILL request option or on the library's homepage by using the link Order a Book through our ILL Services. Extra time should be allowed to receive book requests.
3. If a renewal is needed, please notify the library as soon as possible. Many lending libraries do not allow renewals.
4. Books must be returned to Townsend Memorial Library. A return book label will be included with the book(s). The patron is responsible for paying return shipping and insurance.
5. Another option for requesting book materials is through interlibrary loan services at your local public library. This option may be less cumbersome and costly for distance education students.

E. Online Databases

Townsend Memorial Library offers more than 100 subscription databases that provide access to thousands of articles from scholarly journals, magazines, newspapers, and other information sources. Many offer the full text of articles to read online or print from your computer.

Accessing databases requires an authentication process that consists of entering your last name and your nine-digit ID number. Follow the instructions on the authentication page. If you receive a login error, please contact the library using the form on the library's verification page or by phone: (254) 295-4637 or (877) 316-3313 (toll free).

F. Assistance from a Librarian

1. Students who need assistance with library research may submit questions through the Ask-a-Librarian service or telephone the library.
2. Students may learn about basic library research using the interactive tutorial link on the library's homepage.
3. Research guides on a variety of topics and for specific courses are available as starting points for research.
4. Students who have the opportunity to come to campus may schedule a research consultation with a librarian.
5. This information may also be found on a research guide called Distance Education.

Addendum to Students with Disabilities information

([Click here for more info](#)):

Online Accommodations: Online study creates the need for accommodations that are different from those for traditional, in-class study, which makes determining which accommodations you wish to request a unique process. Your request should be based on a review of the functional limitations of your disability.

Disability affects each student differently, depending largely on your ability to compensate for its effects. Areas may be:

- comprehending written instructions
- participating in online discussions
- viewing and/or hearing online video postings
- hearing online audio postings
- managing your time to complete assignments
- others unique to your situation

All accommodations are determined on a case-by-case basis using the information you provide to the Director of Counseling, Testing and Health Services and the accommodations you have requested.

While the most requested accommodation is extended time for individual assignments, students do request others based on their needs. Accommodations can range from increased access to the instructor to follow-up emails and phone calls to summarize and/or clarify information posted in the online course space. Students also have requested outlines of narrative instructions for assignments. It depends on your unique disability and compensatory strategies.

Is Online Learning for Me? Asking yourself these questions may assist you:

- **How well do I manage my time?**

The independent nature of online study requires a firm grasp on the ability to manage your time. You will need to set a regular study schedule, keep track of assignments and due dates, and participate in online discussions.

- **Does my disability affect my ability to process and comprehend written information?**

For individuals with certain disabilities, managing the content, directions and discussion in an online course may pose challenges. Information in an online course is frequently delivered via written material on the study's website. The instructor will not be immediately available to deliver the information auditory or to provide clarification for any misunderstood concepts or assignments.

- **Will I need to utilize assistive technology to complete this course?**

For some students with disabilities, the use of assistive technology is necessary. It is important to determine if the online course-management system is compatible with the assistive technology you are using on your personal computer. We recommend you consult with Information Technology if you have questions about technology compatibility.

- **How comfortable am I with computers and technology?**

It is important to be aware of your current comfort level with technology and computers. Accessing all course information and instruction in an online format may be more stressful for some students than engaging in guided independent study. Knowing your comfort level with computers and technology will allow you to determine whether or not online study is for you.

- **What do I expect of the online study?**

It's important to be aware of your expectations of the online study. What kind of interaction are you expecting from the instructor? Are you expecting a lot of personal interaction or a little? Do you think that you will have a lot of writing to do or not as much? What information are you basing your expectations on? You should find out as much as possible about the format of the online study, the expectations the instructors have of you and what you need to do to successfully complete the course. The more information you learn about the study prior to enrolling and beginning it, the better you can determine if online study is for you.